



AGENDA
COUNCIL MEETING
JULY 13, 2021
LISBON TOWN OFFICE
7:00 P.M.

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

1. CALL TO ORDER & PLEDGE TO FLAG
2. ROLL CALL
 ___ Councilor Albert ___ Councilor Fellows ___ Councilor Ganong ___ Councilor Kolbe
 ___ Councilor Larochelle ___ Councilor Lunt ___ Councilor Ward
 Town Clerk reading of meeting rules
3. GOOD NEWS & RECOGNITION
4. PUBLIC HEARINGS
5. AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS
6. CONSENT AGENDA
 2021- 147 ORDER –
 A. Municipal Accounts Payable Warrants \$1,004,926.56 E. Special Meeting Minutes of June 22, 2021
 B. Municipal Payroll Warrants – \$ 144,966.67 F. Set Public Hearing on August 17 for Mass Gathering for PCL
 C. School Accounts Payable Warrants– \$ 570,545.00
 D. School Payroll Warrants – \$ 738,120.9711
7. COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES
 2021-148 ORDER – Award Digital Advertising Boot Camp Bid
 2021-149 ORDER – Maine State ARPA Grant from the Maine State Library
 2021- 150 ORDER – Carry Forward Correction
 2021- 151 ORDER – Ferry Road Reconstruction Bond Referendum
 2021- 152 ORDINANCE – Chapter 70, Article VIII. Lisbon Ground Mounted Solar Energy System Ordinance - *(First Reading)*
 2021- 153 ORDINANCE – Article XI, Section 603 to include Registered Caregiver Cultivation Facilities – *(First Reading)*
 2021- 154 ORDINANCE – Amend Fee in Section 10-613 for Registered Caregiver Cultivation Facilities – *(First Reading)*
 2021- 155 ORDINANCE – Article IV. District Uses, Sec. 70-530 Land Uses and 531 Land Use Chart – *(First Reading)*
 2021- 156 ORDINANCE – Adult Use Marijuana Establishments Ordinance – *(First Reading)*
8. OTHER BUSINESS
 A. Council Committee Reports:
 1. School (Councilor Albert)
 2. Planning Board (Councilor Fellows)
 3. LDC (Councilor Albert)
 4. Conservation Commission (Councilor Ward)
 5. Recreation (Councilor Albert)
 6. County Budget (Councilor Ward)
 7. Library (Councilor Lunt)
 8. Water Commission (Councilor Fellows)
 9. Finance Committee (Councilor Albert)
 B. Town Manager's Report
 C. Department Head Written Reports
 D. Nomination Papers for November 2021 Annual Municipal Election
9. APPOINTMENTS
10. COUNCIL COMMUNICATIONS
11. AUDIENCE PARTICIPATION & RESPONSE NEW ITEMS
12. EXECUTIVE SESSION
 2021-157 ORDER – Per 1 MRSA §405 (6) (A) Personnel Matters
 2021-158 ORDER – Per 1 MRSA §405 (6) (C) Economic Development
 2021-159 ORDER – Per 1 MRSA §405 (6) (D) Union Negotiations
13. ADJOURNMENT
 2021-160 ORDER – To Adjourn

**To comment on Public Hearings, Audience Participation and Audience Participation & Response New Items,
email dfellows@lisbonme.org the Vice-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: July 13, 2021

Agenda Item 2021 – 148 Award Digital Advertising Boot Camp Bid

Mr. Richardson reported on May 26, 2021, the Maine Community Foundation's (MCF) notified ECD that the Town's proposal to MCF's Start Up Scale Up Grant Program to deliver a free Digital Advertising Boot Camp for local businesses and entrepreneurs throughout Maine was funded for the requested amount of \$13,000. Lisbon's Council authorized a bid process during their June 22, 2021 meeting to select a qualified consultant to deliver the boot camp trainings. The Digital Advertising Boot Camp bid process was open from June 23rd through 1pm on July 7th. The Town received one bid from Dream Local Digital of Machias, Maine, to create, help promote, and deliver the boot camp trainings for \$13,000.

Mr. Richardson explained this Digital Advertising Boot Camp will feature a series of digital trainings to be created, produced, and delivered by a consultant, plus tailored one-on-one consulting for up to 20 Lisbon businesses. The one-on-one consulting sessions will include hands-on strategic and tactical recommendations that Lisbon businesses can implement based on their current marketing platforms and business models. The kick-off and wrap-up trainings will be held in person at the planned Entrepreneurship Hub under development with the Ancient York Masonic Lodge. The sessions in-between will be delivered via a web-based live stream statewide. The ideal consultant will have specialized skills, broad experience, and the ability to produce and deliver compelling trainings.

Mr. Richardson reports that Dream Local Digital is led by principal Shannon Kinney. Ms. Kinney and her company are well-respected digital advertising experts and are more than qualified to deliver the Boot Camp trainings. References provided strong endorsements for Dream Local Digital's ability to ensure success trainings to support local Lisbon businesses. Therefore, Mr. Richardson respectfully requests Council award the Digital Advertising Boot Camp to Dream Local Digital for \$13,000 using funds from the Maine Community Foundation Start Up Scale Up Grant.

Recommendation

Award the Digital Advertising Boot Camp to Dream Local Digital for \$13,000 using funds from the Maine Community Foundation Start Up Scale Up Grant.

Agenda Item 2021 – 149 Maine State ARPA Grant from the Maine State Library

Mrs. Nadeau is seeking Council approval to apply for the Maine State Library ARPA grant. The Maine State Library received ARPA federal funds and is offering Maine public libraries a share of the funds to assist with patron services post COVID-19 pandemic. They have calculated the funds as follow:

- (1) base amount for all libraries is \$1,000,
- (2) a community's population and
- (3) a community's school free/reduced lunch percentage.

Mrs. Nadeau indicates the Lisbon Library qualifies for \$2,750. No matching funds are required to receive this grant and the grant specifies that funds must be used for COVID-19 related items, technology, services, and programs to assist and improve "face-to-face" library services in their communities.

Recommendation

To authorize the Town Manager and Librarian permission to apply for the Maine State ARPA Grant.

Agenda Item 2021 – 150 Carried Forward Correction

I requested Council carry forward \$20,000 twice from the Town Buildings Account (Building Expense) on the year end budget warrant articles. This was in error and only \$20,000, instead of \$40,000, should be carried forward.

Recommendation

Authorize the Town Manager to carry forward \$20,000 from the Town Buildings Account (Buildings Expense) instead of \$40,000.00.

Agenda Item 2021 – 151 Ferry Road Reconstruction Bond Referendum

Due to the condition of Ferry Road, we asked Olver Associates to prepare a preliminary opinion of cost for the reconstruction of an approximate 2.5-mile-long portion that is in need of reconstruction. The work area would start at the end of the recently paved area near the intersection of Ferry and Marshall Road, and extend approximately 13,700 linear feet (LF) to the river bend area.

The project scope is included in the agenda packet. The preliminary opinion of costs for this project is estimated to be \$2,765,000. This is the last road that will need to be funded through a municipal bond.

At this time, we would like Council to approve this project and allow the Town Manager to work with bond counsel to prepare a warrant and referendum question for the November ballot.

Recommendation

Approve the Ferry Road reconstruction and authorize the Town Manager to work with bond counsel to prepare a warrant and referendum question for the November ballot.

Agenda Date: 07-13-2021

Date	Brenda Martin	Municipal Accts Payable
6/24/2021	6232021	\$ 16,942.36
6/30/2021	6302021	\$696,286.33
7/7/2021	7072021	\$ 264,534.81
7/9/2021	7092021	\$27,163.06
		<u>\$ 1,004,926.56</u>

Date	Megan Lavigne	Municipal Payroll Warrants
6/29/2021	210701	\$ 127,669.72
6/29/2021	2107W1	\$ 17,296.95
		<u>\$ 144,966.67</u>

Date	Louise Levesque	School Accts Payable
6/30/2021	2126	\$ 436,339.07
7/6/2021	2200	\$ 134,205.93
		<u>\$ 570,545.00</u>

Date	Eva Huston	School Payroll Warrants
6/25/2021	68	\$ 2,128.12
6/25/2021	1138	\$ 351,570.56
6/25/2021	1139	\$ 13,893.11
7/9/2021	1001	\$ 15,696.50
7/9/2021	1	\$ 2,559.97
7/9/2021	1000	\$ 319,214.29
7/9/2021	1002	\$ 22,118.79
7/9/2021	1003	\$ 10,939.63
		<u>\$ 738,120.97</u>

Business Name: POSITIVE CHANGE LISBON

INSPECTION REQUIRED

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

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

Signature: [Signature] Date: 7/8/21

COMPLETE TO HERE BEFORE FILING

For Office Use Only

☒ Public Records Check Completed.

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

Signature: [Signature] Date: 6/29/2021

INFORMATION

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

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

SUGGESTED CONTACTS:

353-3000 Ext 118... Town Clerk
353-3000 Ext 111 ...Health Officer
353-3000 Ext 111... Code Enforcement Officer
353-2500..... Police Department
287-5671..... State Health Inspection Dept.

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



**TOWN COUNCIL
SPECIAL MEETING
MINUTES
JUNE 22, 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 7:05 PM), and Fellows. Also present were Diane Barnes, Town Manager; Randy Cyr, Public Works Director; Nate LeClair, Fire Chief; Mark Stevens, Parks & Recreation Director; Brett Richardson, Economic & Community Development Director; Traci Austin, School Committee Chairman; Lisa Ward, LDC Chairman; and approximately 20 citizens in the audience.

GOOD NEWS & RECOGNITION

PROCLAMATION

GIRLS TRACK & FIELD WINS STATE CHAMPIONSHIP TITLE

VOTE (2021-125) Councilor Albert, seconded by Councilor Larochelle moved to adopt the following proclamation:

WHEREAS, The Lisbon High School Girl's Track and Field Team have made the Community proud as they claimed the State Championship title.

WHEREAS, The Girls Team won their first State Track and Field Championship in School history at Brewer High School on Tuesday, June 8, 2021

WHEREAS, The Girls season was a strong one, backing many teams, as well as winning the South Paris MVC Championship and winning the Class C State Championship over Winslow;

WHEREAS, At the 2021 Class C State Meet the Girls placed first as a team with 113 points to 90 over Winslow, finishing with a 70-0 record on the season;

WHEREAS, At the 2021 Class C State Meet the Girls placed first with individual State Champions helping to lead the way, Kiana Goldberg in the 100 meter hurdles and the Girls 4x100 on Relay to help Lisbon to its first Girls Track & Field State Championship team;

NOW, THEREFORE, we, the Town Council of the Town of Lisbon wish to congratulate and thank the Lisbon High School Track and Field Teams and Coaches, Dean Hall, Head Coach, Doug Sautter, Assistant Coach, Hank Fuller, Assistant Coach, and Nicole Sautter, Assistant Coach, for their fine representation of the Town of Lisbon while winning the State Championship Title.

Order passed - Vote 7-0.

Councilor Ward congratulated the Class of 2021 and wished each student the best. Councilor Larochelle mentioned the last Monday of the month, Cruise Nights, were going well with around a 100 in attendance now. He praised all involved for making these events so successful. Councilor Albert said there are more things to come and that he was excited to see the kickoff event start out so well.

PUBLIC HEARING

A. MUNICIPAL BUDGET & MUNICIPAL CAPITAL IMPROVEMENT PLAN

Item taken out of order - see action taken after the Consent Agenda below

B. SPECIAL ENTERTAINMENT PERMIT – FRANKS

The Chairman opened the public hearing. There were no comments. The Chairman closed the public hearing.

C. MEDICAL MARIJUANA ESTABLISHMENT LICENSE – LISBON CANNABIS

The Chairman opened the public hearing. There were no comments. The Chairman closed the public hearing.

D. MEDICAL MARIJUANA ESTABLISHMENT LICENSE – 207 EDIBLES

The Chairman opened the public hearing. There were no comments. The Chairman closed the public hearing.

E. PARKS & RECREATION - MASS GATHERING PERMIT

The Chairman opened the public hearing. There were no comments. The Chairman closed the public hearing.

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS

Richard Plummer thanked the Council for the opportunity to address the Council and said this was the last place he wanted to be. He has been hauling trash for approximately 40 years in our community for residents who work and have no time, for those residents who don't want to go to the transfer station, and seniors, some of which have no cars or can't even take their trash to the curb. He said it is easy to say that revenue is being missed because these residents do not pay for dump stickers, but this department should be funded through taxation just like the Police Department, Recreation Department, etc. He said he supported a dump sticker program, but this is the same amount of trash whether he brings it or 50 other cars bring it to the station. He indicated the station probably could not handle all the extra cars. He explained the Council closed Main Street to help businesses in town, gives breaks to new startup businesses in town, but that this does not seem like an even playing field for Gary, Nick, and himself. He said he has always tried to support the town and be respectful, and indicated he has been totally disrespected by some.

Ross Cunningham, President of PCL (Positive Change Lisbon), thanked the Council for the opportunity to address the Council. He said he was present to address any questions in regards to the letter the PCL Board of Directors sent the Council regarding the Worumbo site. He reported that 26 businesses he spoke with wanted green space there and that two to three businesses indicated they would like to see some development as well.

Lisa Ward, Chairman of LDC (Lisbon Development Committee), reported this group agrees to move forward with the market analysis and suggested it be a town-wide analysis. They agree with finding a qualified developer that could balance the community's goals with market viability options without eliminating the green space options. They support making further strides towards improving downtown parking and that study. They unanimously agree with some type of green space. She pointed out that in all scenarios the Worumbo site still has two times the space available at MTM. Although they are all in favor of some type of development, not all members agree on one single scenario, but all agree the town should move forward. She explained we need someone to give us vision because we cannot figure this all out on our own.

Lisa Ward, as EMA Director, said this site, although parts are in a flood zone, was of no more concern than that in the Davis Street area. She mentioned this group is working on an Emergency Action Plan with the Police Chief, Dam Director, Public Works Director, and County EMA members to address that possibility, which outlines an action plan for emergencies. She said she was confident as the EMA Director that there is no problem with developing this area there. She said, in the end, with so many people involved here, we should end up with the best product for the most people. We all want to see something beautiful there and an active space for the town.

Mike Wilding from the Railroad Restaurant and Pub reported that they were concerned about adding housing right in back of their tavern, because this restaurant holds many fundraisers that always involve a band or live outdoor music, which could result in the Police Department receiving many noise complaints. He said their music is not loud and crazy, but this has the potential to be a big problem if this site is developed into housing units. He said it is hard to find a spot that is just right, but we did 14 years ago, and now to find us right up against a residential housing building would be a huge problem if it goes that way.

Traci Austin said the town has now rediscovered the beauty of this spot that we did not even know existed until the big white building was gone. Now that we have this view, we do not want to see it covered back up again. She said customers request the window seat so they can enjoy the view when dining. She explained that there was no option in the recent survey to choose "none of the above." She encouraged the Council to consider this a revenue-building site and that this green space could easily become a place where events are held annually. A minimal post and beam structure would be sufficient to rent for holding large gatherings, parties, events, etc. or even a small ice rink would generate revenue. She pointed out the potential for a missed opportunity here if the town just decides to move into a development stage. She said history does repeat itself so the possibility of a flood does exist.

Jason Smith thanked the Council for working with them on the Marijuana licensing and ordinances. He said the Worumbo site looks awesome. He said that is the best spot to sit and watch the river. He indicated he sees quite a few families with children already enjoying this new space the town created. He said he preferred it stay as it is, it is a focal point for Lisbon and indicated our new events there will draw a lot of people. He said there are other options to consider for developments, but no other options where you can sit and enjoy the river or connect to the walking trail along the river.

Ross Cunningham said he wanted to speak as a Lisbon resident, that he has run over 150 public events here and elsewhere, and that this property is a showpiece. He said he firmly believes the town should look at this and take its time. This property can generate revenue without question. He said individuals prefer shows or concerts near the water to venues like MTM. Those are the types of events that make people buy homes in our area, because people want the city experiences in their own communities without having to travel to the city.

Councilor Ward announced the Council received a thank you card from LACO thanking the Council for their support.

CONSENT AGENDA

VOTE (2021-126) Councilor Larochelle, seconded by Councilor Lunt moved to approve the following items:

- A. Municipal Accounts Payable Warrants – \$ 1,094,884.55
- B. Municipal Payroll Warrants – \$ 335,140.13
- C. School Accounts Payable Warrants– \$ 288,830.65
- D. School Payroll Warrants – \$ 466,284.26
- E. Special Council Meeting Minutes of May 11, 2021 & Regular Meeting & Workshop Minutes of May 18, 2021
- F. Renewal Business Licenses for Franks Liquor License & Special Entertainment Permit, Lisbon Cannabis for Medical Marijuana Establishment Permit, 207 Edibles for a Medical Marijuana Establishment Permit & Parks & Recreation for a Mass Gathering Permit
- G. Road Name Requests for Trent Drive & Bree Ann Drive in Grimmels Mobile Home Park along with Ingersoll Lane off Josephine Street located on Map U11 Lot 84F
- H. Set July 13 Public Hearings for Renewal Business Licenses for Medical Marijuana License for Delightful Hights
- I. Ratify the June 8, 2021 Election Results

Order passed - Vote 7-0.

PUBLIC HEARING

Item Taken Out Of Order

A. MUNICIPAL BUDGET & MUNICIPAL CAPITAL IMPROVEMENT PLAN

The Chairman opened the public hearing. Mrs. Barnes gave a brief overview of the budget changes since the Council's last meeting. She reported tonight's budget, not including the county, is \$9,170,901.00 or a 2.7% increase over FY 2020-2021. It is \$9,974,121.00 with the county tax included. She indicated several one-time capital purchases are being funded through the unassigned fund balance. Positions that were deferred were added back into the FY 2021-2022 budget. She estimated, using the current valuation, a half a mil decrease or .67 cents per thousand. Seeing no further comments, the Chairman closed the public hearing.

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

ADOPT FY 2021-2022 MUNICIPAL BUDGET RESOLVES & CAPITAL IMPROVEMENT PLAN

VOTE (2021-127) Councilor Larochelle, seconded by Councilor Albert moved to adopt the following Fiscal Year 2021-2022 Municipal Budget Resolves and Capital Improvement Plan as presented, and waive the reading:

BE IT HEREBY RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF LISBON AS FOLLOWS:

FY 2021-2022 MUNICIPAL BUDGET RESOLUTION For General Government

Personnel Services	\$ 1,001,451.00
Contractual Services	\$ 384,233.00
R/M & Operating Supplies	\$ 235,025.00
Capital Purchases	<u>\$ 20,000.00</u>
Total for the General Government Budget	\$ 1,640,709.00

For Public Safety

Personnel Services	\$ 2,470,247.00
Contractual Services	\$ 212,906.00
R/M & Operating Supplies	\$ 146,782.00
Capital Purchases	<u>\$ 200,135.00</u>
Total for the Public Safety Budget	\$ 3,030,070.00

For Public Works

Personnel Services	\$ 1,109,621.00
Contractual Services	\$ 884,900.00
R/M & Operating Supplies	\$ 514,377.00
Capital Purchases	<u>\$ 475,000.00</u>
Total for the Public Works Budget	\$ 2,983,898.00

For Public Services

Personnel Services	\$ 763,849.00
Contractual Services	\$ 47,750.00
R/M & Operating Supplies	<u>\$ 175,231.00</u>
Total for the Public Services Budget	\$ 986,830.00

For General Assistance, County Tax, Economic Development, Abatements, Debt Service, & Bonds

Personnel Services	\$ 100,824.00
Contractual Services	\$ 834,737.00
R/M & Operating Supplies	\$ 35,710.00

Capital Purchases	\$ 303,917.00
Lease Purchases	<u>\$ 57,426.00</u>
Total for the General Assistance, County Tax, Economic Development, Abatements, Debt Service & Bonds	\$ 1,332,614.00

BE IT ORDERED: That the Municipal Budget for the Town of Lisbon for the fiscal year commencing on July 1, 2021 and ending on June 30, 2022 be and hereby is adopted with a total expenditure of **\$9,974,121** balanced with a total of **\$4,290,271** in estimated revenue. A summary of appropriations is attached to this Resolution as Exhibit A (see attached). A summary of estimated revenue is attached to this Resolution as Exhibit B (see attached [document includes sewer revenue totaling \$5,732,343]).

BE IT ORDERED: That the Assessor of the Town of Lisbon be and hereby is directed to assess a tax upon all real estate in Lisbon and liable to be taxed therein, and to assess the owner of personal estate liable to be taxed therein on the first day of April, 2021 A. D. and in accordance with the provisions of the State of Maine in such cases made and provided; make perfect lists under her hand of such assessments and commit the same to the Collector of Taxes of the Town of Lisbon on or before the 1st day of July, 2021. All taxes assessed as above and committed to the Collector shall be due on July 1, 2021. That having set the date on which the first installment of taxes shall become due, to wit July 1, 2021, any taxes remaining unpaid after September 15, 2021 shall bear interest from September 16, 2021 at a rate of 6% per annum, said interest to be added to and become a part of said taxes. That having set the date on which the second installment of taxes shall become due, to wit July 1, 2021, any taxes remaining unpaid after March 15, 2022 shall bear interest from March 16, 2022 at a rate of 6% per annum, said interest to be added to and become a part of said taxes and to fix the rate of interest paid for overpayments at 3% annum.

BE IT ORDERED: That we, the Municipal Officers of the Town of Lisbon, Maine, upon request of Diane Barnes, Tax Collector/ Treasurer, of said Town, hereby authorize and direct said Tax Collector and Treasurer, pursuant to Title 36, Maine Revised Statutes Annotated, section 906, to apply any tax payment received from an individual as payment for any property tax against outstanding or delinquent taxes due on said property in chronological order beginning with the oldest unpaid tax bill. However, no such payment may be applied to any tax for which an abatement application or appeal is pending unless approved in writing by the taxpayer.

BE IT ORDERED: That the Tax Collector be and hereby is, authorized to accept money prior to the date of the 2023 Tax Commitment in prepayment of taxes at 0% interest, and to issue receipts for the same. It shall be discretionary with the Tax Collector/Town Manager to make arrangements through the Town of Lisbon Tax Club policy with any taxpayer for a schedule of monthly payments without interest and such arrangements, as they jointly deem necessary.

BE IT ORDERED: That the following categories of State funds be accepted during the fiscal year beginning July 1, 2021 and ending June 30, 2022:

- Municipal Revenue Sharing
- Local Road Assistance
- State Aid to Education (including Federal pass-through funds and property tax relief)
- Tree Growth Reimbursement
- General Assistance Reimbursement
- BETE Exemption Reimbursement
- Homestead Exemption Reimbursement

BE IT ORDERED: That the following categories of other funds be accepted and deposited in reserve accounts during the fiscal year beginning July 1, 2021 and ending June 30, 2022, and that the funds be appropriated for their intended purpose:

- State Grant
- Snowmobile Reimbursement Money
- Grants
- Donations
- Bequeaths
- Reimbursements

Other Funds
ARPA Local Fiscal Recovery Funds

BE IT ORDERED: That the following be appropriated from unassigned fund balance and deposited into reserve accounts to be expended for their intended purpose:

Town Clerk Book Restoration	\$ 13,750.00
Technology	\$ 67,800.00
Town Buildings	\$ 184,200.00
Police Department Safety & Equipment	\$ 27,500.00
Fire Truck Repair/Replacement	\$ 75,000.00
Fire Station Study	\$ 30,000.00
Solid Waste Equipment	\$ 35,000.00
Parks & Recreation Equipment	\$ 16,000.00
Parks & Recreation Vehicle Replacement	\$ 35,000.00
Public Works Vehicles & Equipment	\$ 200,000.00
Public Works Guardrail	\$ 12,000.00
Public Works Salt Shed	\$ 450,000.00
Code Enforcement Storage	\$ 3,500.00
Revaluation	\$ 30,000.00
Total	\$1,179,750.00

BE IT ORDERED: That the following be appropriated from the Kelly Park TIF program funds and that additional amounts be appropriated from the Kelly Park TIF program funds as the Council may determine shall be expended for their intended purpose during the fiscal year:

LFD Electrical	\$ 14,000.00
LFD Boiler	\$ 26,780.00
Traffic Light Cameras (Capital Ave/Rt.196)	\$ 20,000.00
Traffic Light Cameras (Rt.196/Rt.9)	\$ 20,000.00
Total	\$ 80,780.00

BE IT ORDERED: That the following be appropriated from the Downtown TIF program funds and that additional amounts be appropriated from the Downtown TIF program funds as the Council may determine shall be expended for their intended purpose during the fiscal year.

:

Signs Walking Trail	\$ 5,000.00
Flags/Banners	\$ 5,000.00
Parks & Recreation Mill Trail Fence Repair	\$ 10,000.00
Total	\$ 20,000.00

BE IT ORDERED: That the following July 1, 2020 –June 30, 2021 appropriations be encumbered and placed into capital reserve accounts to be expended for their intended purpose:

Town Buildings 12051500-50520 (Building Exp)	\$ 20,000.00
WWTP Other Improvements	\$ 60,225.81

BE IT ORDERED: That the following July 1, 2020 –June 30, 2021 appropriations be encumbered and carried forward to the July 1, 2021 – June 30, 2022 fiscal year, to be expended for their intended purpose:

Planning Board-Contracted Services	\$ 10,000.00
Health Ins 12021000-50220 (Town Mgr.)	\$ 1,500.00
12022500-50220 (Clerk)	\$ 8,400.00
12023500-50220 (Tax Coll)	\$ 2,800.00
12024500-50220 (Code Enf.)	\$ 700.00
14040500-50220 (Police)	\$ 21,800.00
14041500-50220 (Fire)	\$ 400.00

	14045000-50220 (Animal Cont.)	\$	1,000.00	
	14046000-50220 (Comm Ctr.)	\$	6,900.00	
	15050500-50220 (PW)	\$	18,500.00	
	15052000-50220 (Solid Waste)	\$	2,300.00	
	16061500-50220 (Rec)	\$	5,500.00	
Technology	12026500-50360 (Minor Equip.)	\$	1,886.00	
	12026500-50536 R & M Equip.	\$	16,776.00	
Town Buildings	12051500-50514 (Heating)	\$	3,700.00	
	12051500-50520 (Building Exp)	\$	20,000.00	(Note: Council Amended on 7/7/2021)
	12051500-50549 (R & M Equip.)	\$	3,900.00	
Public Works	15050500-50116 (Union)	\$	8,500.00	
Solid Waste	15052000-50116 (Union)	\$	2,000.00	
Gas & Diesel	14040500-50375 (Police Dept.)	\$	5,300.00	
	15050500-50377 (PW Diesel)	\$	10,400.00	
	16061500-50375 (PW Gas)	\$	1,900.00	
	16061500-50377 (Parks Diesel)	\$	1,000.00	
	65052500-50375 (WWTP Gas)	\$	700.00	
	65052500-50377 (Diesel)	\$	1,200.00	
Heating	65052500-50514 (WWTP)	\$	1,000.00	

BE IT ORDERED: That the amount raised and appropriated for Overlay shall be used to fund tax abatements during the fiscal year beginning July 1, 2021 and ending June 30, 2022.

BE IT ORDERED: That the Sewer Budget for the Town of Lisbon for the fiscal year commencing on July 1, 2021 and ending on June 30, 2022 be and hereby is adopted with a total expenditure of **\$1,261,831.00** balanced with a total of **\$1,442,072.00** in estimated revenue. A summary of appropriations and estimated revenue is attached to this Resolution as Exhibit A [& Exhibit B] (see last page of Exhibit A & B attached).

Pursuant to Title 30-A M.R.S.A. Sec 3406 and the Town of Lisbon Sewerage Ordinance the Town Council hereby adopts the following rates for the Town Sewerage Works:

\$ 8.00 per 100 cu. ft.	Domestic Sewer Rate
\$ 2.80 per 100 cu. ft.	Maine Electronics
\$.125 per gallon	Septage Disposal
\$.06 per gallon	Holding Tank Waste Disposal

The Treasurer of the Town of Lisbon is hereby directed to assess sewer service charges on a quarterly basis as determined by the water meter readings. All sewer service charges remaining unpaid after the date which they are due shall bear interest at a rate of 6% per annum, said interest to be added to and become a part of said sewer service charges.

BE IT ORDERED: That the Tax Club policy, which was adopted in November of 2014, is approved as presented.

BE IT ORDERED: That the Capital Improvement Plan for the Town of Lisbon for the fiscal year commencing on July 1, 2021 and ending on June 30, 2022 be and hereby is adopted as presented and attached to this Resolution as Exhibit C (see attached).

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

EMERGENCY ORDINANCE COMMERCIAL SOLAR ARRAY MORATORIUM

INTRODUCTION: On March 16, 2021, Council adopted an Emergency Commercial Solar Array ordinance that expired on June 14, 2021. On June 10, 2021, The Planning Board held a public hearing and approved a Ground Mounted Solar Energy System ordinance that is being reviewed by Council. This new emergency ordinance is being recommended to cover the timeframe from June 22nd until the regular ordinance is adopted.

VOTE (2021-128) Councilor Larochelle, seconded by Councilor Fellows moved to adopt the emergency ordinance as presented.

TOWN OF LISBON - COMMERCIAL SOLAR ENERGY FACILITY
EMERGENCY MORATORIUM ORDINANCE

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Section 1. Moratorium Declared.

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

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

BE IT FURTHER ORDAINED, that notwithstanding the provisions of 1 M.R.S.A. § 302 or any other law to the contrary, this Ordinance, when enacted, shall apply to any development proposals involving a Commercial Solar Energy Facility for which an application for site plan review has not been determined to be complete by vote of the Planning Board prior to June 22, 2021, the applicability date of this Ordinance; and

BE IT FURTHER ORDAINED, that no person or organization shall start or engage in the construction or operation of a Commercial Solar Energy Facility for which an application for site plan review has not been determined to be complete by vote of the Planning Board prior to June 22, 2021, without complying with whatever ordinance amendment or amendments the Town may enact as a result of this moratorium; and

BE IT FURTHER ORDAINED, that during the time this moratorium is in effect, no officer, official, employee, office, administrative board or agency of the Town shall accept, process, approve, deny, or in any other way act upon any application for a license, building permit, certificate of approved use, conditional use review and/or any other permits, licenses or approvals related to a Commercial Solar Energy Facility for which an application for site plan review has not been determined to be complete by vote of the Planning Board prior to June 22, 2021; and

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

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

Section 2. Violations; Civil Penalties.

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

Section 3. Definitions.

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

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

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

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

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

Section 4. Effective Date; Emergency Declaration

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

Proposed: June 22, 2021

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

EMERGENCY ORDINANCE (MOXIE PLAZA)

INTRODUCTION: Mr. Richardson explained that during early spring 2021, the Lisbon's Town Council approved a temporary closure of Main Street during summer 2021 and authorized the implementation of the Moxie Plaza 2021 plan. The Moxie Plaza 2021 plan incorporates successes and lessons learned from the Main Street closure during summer 2020 and was based on input gathered from businesses and residents. The hard assets required to enact the Main Street closure were previously purchased in 2020 with funds from a Keep Maine Healthy Grant from the State of Maine's Department of Health and Human Safety. In furtherance of the 2021 plan, the Town hired a Summer Events Coordinator on April 2, 2021. The Coordinator, Lise Tancrede, has worked energetically with local businesses to implement the plan and attract energy and foot traffic to Main Street, while advancing community development by creating an inviting environment for residents and visitors to gather outdoors. Lisbon's Parks and Recreation, Public Works, Economic and Community Development, and Police and Fire Departments have coordinated efforts to implement the street closure and approved Moxie Plaza 2021 plan on Wednesday, June 23rd through Tuesday, September 7, 2021. The attached Emergency Ordinance to Promote Public Health and Safety and Business Operations in Village Areas formalizes the approved closure plan.

Mr. Richardson requested Council approve the Emergency Ordinance presented to Promote Public Health and Safety and Business Operations in Village Areas to enable implementation of the approved Moxie Plaza 2021 plan from June 23 through September 7, 2021.

VOTE (2021-129) Councilor Albert, seconded by Councilor Fellows moved to approve the Emergency Ordinance to Promote Public Health and Safety and Business Operations in Village Areas to enable implementation of the approved Moxie Plaza 2021 plan from June 23 through September 7, 2021 as follows.

EMERGENCY ORDINANCE TO PROMOTE PUBLIC HEALTH AND SAFETY AND BUSINESS OPERATIONS IN VILLAGE AREAS

WHEREAS, an outbreak of novel coronavirus disease 2019 ("COVID-19"), a respiratory illness, first detected in Wuhan City, Hubei Province, China, has expanded to locations around the world, and has dramatically disrupted the economy of the United States, the State of Maine, Androscoggin County, and the Town of Lisbon since March 2020;

WHEREAS, COVID-19 infections continue to occur through community spread from person to person in the United States, the State of Maine, Androscoggin County, and the Town of Lisbon ; and

WHEREAS, as of June 15, 2021, 68,632 Maine residents have been infected by COVID-19 and 853 Maine residents have perished as a result of coronavirus infections; and

WHEREAS, approximately 40 percent of Maine residents eligible for COVID-19 vaccinations have not been fully vaccinated against the disease, and children under the age of 12 are not eligible to be vaccinated; and

WHEREAS, the risk of contracting COVID-19 is understood by academic and public health institutions to be significantly higher in indoor environments than outdoor environments; and

WHEREAS, many potential customers of Lisbon businesses will patronize local establishments if provided the opportunity to do so outdoors, but will opt not to patronize local establishments if doing so requires extended time indoors in close proximity to other patrons; and

WHEREAS, providing opportunities for Lisbon enterprises to operate in outdoor environments will alleviate safety concerns for higher risk populations and those persons ineligible for inoculation, while affording all residents an opportunity to feel comfortable patronizing local establishments as Governor Janet T. Mills issues executive orders to lift restrictions on dining and retail establishments; and

WHEREAS, allowing Lisbon businesses to operate outdoors presents an unique opportunity accelerate economic recovery and increase revenues by attracting customers from the broader region who will seek outdoor environments in which to feel safe while dining and shopping; and

WHEREAS, creating public outdoor spaces with appropriate amenities and programming will offer all Lisbon residents the inclusive opportunity to gather and celebrate as a community; and

WHEREAS, in light of the foregoing, the Town Council necessary to adopt an emergency ordinance relating to traffic, parking, and outdoor dining and retail service in the Town's village areas for the purposes of allowing businesses to reopen or continue operating without undue hardship while also maximizing physical distancing and public health and safety;

NOW THEREFORE, be it ordained by the Town Council of the Town of Lisbon, that the following temporary emergency ordinance is enacted:

TEMPORARY EMERGENCY ORDINANCE

1. The Police Chief in consultation with the Town Manager is authorized to temporarily close all or a portion of the following streets to through traffic, as determined necessary to protect the health and safety of pedestrians, employees and patrons of local businesses, and other members of the public, including by promoting effective physical distancing: Main Street in Lisbon Falls between Lisbon Street (Rt. 196) and Union Street, and Village Street in Lisbon Village between Lisbon Street (Rt. 196) and Fillion Street (collectively the "Village Areas").
2. The Police Chief in consultation with the Town Manager is authorized to close on street parking spaces in the Village Areas as he deems necessary and appropriate to protect the public health and safety, including in order to allow safe passage of pedestrians when sidewalks are utilized for outdoor dining or retail.
3. The Town Manager or her designee may promulgate rules and regulations relating to temporary street and parking closures under this ordinance as necessary to protect public health and safety. Access required under the Americans with Disabilities Act shall be maintained.
4. Town ordinances and regulations related to the operation and licensing of dining and retail services shall be temporarily suspended in order to allow display, storage, or sale of merchandise on sidewalks or closed streets or parking spaces in the Village Areas, and sale, service, and consumption of food and/or drinks, including alcoholic beverages, on adjacent sidewalks in the Village Areas, subject to the following:
 - a. All retail or food establishment operations must be in accordance with existing ordinances and licensing requirements unless the Town has issued a temporary permit pursuant to the authority granted herein.
 - b. Food service establishments with frontage on Main Street or Village Street in the Village Areas may be authorized to add or expand their premises with outdoor dining on adjacent sidewalks during defined time periods, as long as pedestrian passage and compliance with the Americans with Disabilities Act requirements are maintained..
 - c. Retail establishments with frontage on Main Street or Village Street in the Village Areas may be authorized to add or expand their premises with retail sales on adjacent sidewalks or closed streets or parking

spaces during defined time periods as long as pedestrian passage and compliance with the Americans with Disabilities Act requirements are maintained.

d. Other applicants desiring to offer goods for retail sale may apply for a temporary permit authorizing outdoor retail sales on closed streets or parking spaces in the Village Areas.

e. Other applicants desiring to offer food for sale may apply for a temporary permit authorizing food service and outdoor dining on closed streets or parking spaces in the Village Areas during days and times of day when food is not offered by existing businesses within 200 feet.

f. The number, location, hours, requirements and permitting fees for food service, outdoor dining or retail sales in the Village Areas pursuant to this ordinance will be governed by rules and regulations adopted by the Town Manager. The Town Council hereby authorizes the Town Manager, the Police Chief or their designees to execute any related documents necessary or convenient to carry out the intent of this Ordinance.

5. Violation of or failure to comply with this ordinance is punishable by a fine of \$500.00 per occurrence plus the costs of prosecution.

6. If any provision of this ordinance or its application to any person or circumstance is held to be invalid, then the remainder of the ordinance, including the application of such part or provision to other persons or circumstances, shall not be affected and shall continue in full force and effect. To this end, the provisions of this Emergency ordinance are severable.

Emergency Declaration

The Town Council declares the existence of an emergency because the Code of Ordinances is insufficient to prevent serious harm to public health and safety. This amendment shall be enacted as an emergency ordinance under Section 2.08(b) of the Town Charter. It shall be effective as an emergency ordinance immediately upon

enactment and shall remain in effect through the ninetieth (90th) day following the date on which it is adopted, unless finally adopted as a regular ordinance within that time.

Proposed: June 22, 2021

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

RE-ALLOCATE FUNDS IN THE ENTERTAINMENT RESERVE TO THE BEAUTIFICATION RESERVE ACCOUNT

INTRODUCTION: Mr. Richardson reported during summer 2020, \$3600 from ECD's budget was carried forward to the Town's Entertainment account. During the Town Council meeting of June 11, 2020, Council voted unanimously to establish the Lisbon Beautification Reserve for the purpose of receiving private donations to be used for aesthetic improvements throughout the Town. ECD staff have identified opportunities to create aesthetic improvements using resources from the Beautification Reserve, including the design and production of public murals and other forms of public art to add vitality and visual improvements in Lisbon's village areas.

Mr. Richardson recommended Council authorize the transfer of \$3,600 from the Town's Entertainment account to the Lisbon Beautification Reserve.

VOTE (2021-130) Councilor Larochelle, seconded by Councilor Albert moved to authorize the Town Manager to Re-allocate Funds in the Entertainment Reserve in the amount of \$3,600 to the Beautification Reserve. **Order passed - Vote 7-0.**

SOLICIT BIDS FOR DIGITAL ADVERTISING BOOT CAMP

INTRODUCTION: Mr. Richardson reported on May 26, 2021, the Maine Community Foundation's (MCF) notified ECD that the Town's proposal to MCF's Start Up Scale Up Grant Program to deliver a free Digital Advertising Boot Camp for local businesses and entrepreneurs throughout Maine was funded for the requested amount of \$13,000. Lisbon's Council authorized the application at the March 26th Council meeting. MCF's Start Up Scale Up Program invests in projects that help start up new businesses or help grow existing businesses. The Digital Advertising Boot Camp builds off the Entrepreneurship Ecosystem (EE) grant that the Town received from MCF in collaboration with Maine Downtown Center and Main Street America. As a result, of the Covid-19 pandemic, consumers have developed new web-based shopping habits. More and more, digital advertising skills are essential for small businesses to compete and thrive in a web-based marketplace. Lisbon businesses that participated in the EE planning process universally expressed the need for digital marketing support. As a result, the Boot Camp was selected during a highly competitive grant cycle. Beyond Lisbon, digital marketing savvy is invaluable for businesses throughout Maine. The Digital Advertising Boot Camp funded by MCF will focus primarily on Lisbon businesses, but an online component will be available and promoted to entrepreneurs throughout the state. By offering the Boot Camp to entrepreneurs statewide, we will not only add value for the broader entrepreneur ecosystem, but we will also promote Lisbon as a forward-thinking, innovative, business-friendly community to entrepreneurs and service providers statewide.

Mr. Richardson explained the Digital Advertising Boot Camp will feature a series of digital trainings to be created, produced, and delivered by a consultant, plus tailored one-on-one consulting for up to 20 Lisbon businesses. The one-on-one consulting sessions will include hands-on strategic and tactical recommendations that Lisbon businesses can implement based on their current marketing platforms and business models. The kick-off and wrap-up trainings will be held in person at the planned Entrepreneurship Hub under development with the Ancient York Lodge. The sessions in-between will be delivered via a web-based live stream statewide. The ideal consultant will have specialized skills, broad experience, and the ability to produce and deliver compelling trainings. In accordance with the Town's purchasing policy, the consultant must be selected via a competitive bid process.

Mr. Richardson recommended Council authorize the acceptance of the \$13,000 Start Up Scale Up Grant for the Digital Advertising Boot Camp, authorize a bid process to select a consultant to deliver the boot camp trainings, and approve implementation of the Boot Camp during Fall 2021 and Winter 2022.

VOTE (2021-131) Councilor Larochelle, seconded by Councilor Fellows moved to accept the \$13,000 Start Up Scale Up Grant for the Digital Advertising Boot Camp, authorize a bid process to select a consultant to deliver the boot camp trainings, and approve implementation of the Boot Camp during Fall 2021 and Winter 2022. **Order passed - Vote 7-0.**

AWARD BIDS FOR FAÇADE GRANT PROJECTS

INTRODUCTION: Mr. Richardson reported in June 2020, the State of Maine's Office of Community Development (OCD) awarded the Town of Lisbon a \$100,000 grant to administer a business façade grant program. The purpose of Lisbon's façade grant program is to provide matching funds to local property and business owners to make visual improvement to the exterior of commercial buildings in Lisbon village areas and Route 196 Corridor. Lisbon's Business Façade Program helps improve the overall visual character of the community to support revitalization and attract additional investment. The Lisbon Development Committee (LDC) serves as the CDBG Citizen Advisory Committee. In this capacity, the LDC reviews potential projects to ensure that each project fulfills the mission of the façade program and is consistent with CDBG guidelines. Each project requires a 1:1 private match for every grant dollar. Following CDBG Citizen Advisory Committee approvals, the Town Council approved five business façade projects during Council meetings on April 2nd and May 18 of 2021. Those projects were put out to bid consistent with CDBG and Town policies. Following is a summary of bid recommendations for each project based on bids submitted by June 11, 2021.

- **2 and 4 Main Street.** Town Council approved \$20,000 in grant funds to be matched by \$20,000 contributed by the property owner, totaling \$40,000 for the project to repair window "bump outs" facing Main Street and to prep and repaint the entire façade with oil-based stain.
 - Bid Received: Dylan Walton, Walton Company LLC: \$39,875
 - Recommendation: Award Bid to Dylan Walton for \$39,875 contingent on work being completed by October 15, 2021
 - **Award: \$19,937.50**

- **13 Main Street.** Town Council approved \$9,500 in grant funds to be matched with \$10,500 from the property owner for a total budget of \$21,000 to replace siding and trim.
 - Bid Received: LeClerc's Carpentry: \$21,000
 - Recommendation: Award Bid to LeClerc's Carpentry for \$21,000 contingent on work being completed by October 15, 2021
 - **Award: \$9,500.00**
- **14 Main Street.** Town Council approved \$7,500 in grant funds to be matched by the property owner for a total budget of \$15,000 in October 2020 for façade repairs and repointing. On May 18, 2021 Council approved a new scope of work including repairs to trim and door overhang and painting the rear of the building facing Route 196.
 - Bid Received: LeClerc's Carpentry: \$20,000
 - Recommendation: Award Bid to LeClerc's Carpentry for \$20,000 contingent on work being completed by October 15, 2021
 - **Award: \$10,000.00**
- **16 Main Street.** Town Council approved \$7,050 in CDBG funds to be matched by \$7,500 in private funds for a total budget of \$14,550 to paint the Main Street facade, add signage and lighting, add visual improvements facing Route 196, and add a new overhead door facing Main Street. Due to the timing of the project and need to install the overhead door as soon as possible, the overhead door was subsequently removed from the applicable scope of work.
 - Bid Received: LeClerc's Carpentry: \$19,500, including up to \$6,000 for signage and up to \$4,000 for electrical work for façade lights.
 - Recommendation: Award Bid to LeClerc's Carpentry for \$19,500 contingent on work being completed by October 15, 2021
 - **Award: \$9,750.00**
- **58 Lisbon Street.** Town Council approved \$8,000 in façade grant funding to be matched by \$8,000 from the property owner to create a total budget of \$16,000 to install new siding, man door, and garage door at Bob's Auto to improve the appearance of the western gateway to Lisbon from Lewiston. This project is located just outside the designated Slum & Blight area, but the project scope has been deemed consistent with the project scope by OCD staff, and therefore eligible for funding.
 - Bid Received: LeClerc's Carpentry: ~~\$20,000~~ revised to 21,000
 - Recommendation: Award Bid to LeClerc's Carpentry for \$20,000 contingent on work being completed by October 15, 2021
 - **Award: \$10,500.00**

Mr. Richardson said these five projects include a total of \$59,187.50 in façade grant dollars and \$60,187.50 in private matching funds for a total investment of \$120,375 for visual improvements in key areas of Lisbon. Since the time that budget estimates were submitted with the applications for these façade projects and were approved by Town Council, construction costs for labor and many materials have risen. Additional allocations of grant funds for the 14 Main Street, 16 Main Street, and 58 Lisbon Street are required to meet the 1:1 cost share.

Mr. Richardson said following these grant awards, \$40,812.50 will remain available for new projects from the original Community Enterprise Program grant of \$100,000. All five property owners have been notified and would like to move forward with these projects as summarized above. References for both contractors have been contacted and offered positive references for the LeClerc's Carpentry and Walton Company LLC.

Mr. Richardson recommended Council award the bids as recommended above, to allocate an additional \$2,500 in grant funds for 14 Main Street, allocate an additional \$2,500 in grant funds for 16 Main Street, allocate an additional \$2,000 in grant funds for 58 Lisbon Street, and authorize Town staff to proceed to contracting and project implementation consistent with Town and State CDBG program guidelines.

COUNCILOR COMMENTS: Councilor Albert requested these projects be supervised by a Clerk of the Works if that could be arranged using existing funding so the town could ensure the process and product will last on all of these projects.

VOTE (2021-132) Councilor Albert, seconded by Councilor Larochelle moved to award the bids as recommended above, to allocate an additional \$2,500 in grant funds for 14 Main Street, allocate an additional \$2,500 in grant funds for 16 Main Street, allocate an additional \$2,000 in grant funds for 58 Lisbon Street, and authorize Town staff to proceed to contracting and project implementation consistent with Town and State CDBG program guidelines. **Order passed – Vote 7-0.**

WORUMBO MILL SURVEY RESULTS AND RECOMMENDATIONS

INTRODUCTION: The Lisbon Development Committee (LDC) has coordinated a community visioning process for redevelopment of the former Worumbo Mill site with periodic guidance, authorizations, and funding allocations from the Town Council. To inform the visioning process, Town Council authorized Downtown TIF funding and an RFP process to hire Acorn Engineering and Aceto Landscape Architects to prepare renderings of three different Worumbo development scenarios. Each scenario is consistent with the Town's Comprehensive Plan and Downtown Revitalization Plan. All scenarios are designed to protect community green space and river views, enhance economic vitality with tasteful development, and connect Main Street to the River. Various rounds of input on draft renderings include preliminary interdepartmental staff review, LDC review with guests from fellow Town Committees, Planning Board, and Town Council, and general public review and input via a community meeting and subsequent survey completed by 306 respondents. This memo summarizes staff findings from recent public engagement and makes staff recommendations for next steps for Worumbo redevelopment planning.

SUMMARY OF FINDINGS AND RECOMMENDATIONS

- Finding 1: A consensus of survey respondents prefer mixed use development as depicted in Scenarios 2 and 3. 69 percent of respondents selected Scenario 2 or 3 as their top choice and 82 percent of respondents selected Scenarios 2 or 3 as their second choice.
- Finding 2: Data from this question asking which Scenarios that respondents could “live with” verifies Finding 1, specifically that a clear consensus (71 percent of the 503 Scenario selections) favors mixed use development equal to or greater than currently allowed under Village zoning.
- Finding 3: Survey respondents and meeting attendees prize the Worumbo site and the green space and river views that it offers. While the community consensus appears to support mixed-use development at the site, careful design is necessary to compliment neighboring businesses, maintain river views and public access, and ensure that housing and commercial development is attractive. The transition area between private development and community space must be clearly denoted to make explicit that the riverfront is an asset for all the people of Lisbon.
- Recommendation 1: The Town should commission a housing market study to understand the appropriate mix of housing that will create a financially viable project for a developer, while maintaining the high standards desired by the Lisbon community for the Worumbo site. Downtown TIF allocation: \$5,500.
- Recommendation 2: The Town should commission a parking study for the Worumbo site and adjacent areas within reasonable walking distance to ensure that future designs incorporate adequate parking for private development and public use. Selection of the consultant should be informed by the likely future need for a traffic movement permit. Downtown TIF allocation: \$7,500.
- Recommendation 3. Following completion of the market study described above in Recommendation 1, the Town should issue a Request for Qualifications (RFQ) to identify a private developer whose goals closely align with the community's vision, who is committed to incorporating reasonable community input during the design process, and who possesses the experience, track record, and financial wherewithal to successfully develop a tasteful, mixed-use attraction at Worumbo that will compliment the surrounding village and connect Main Street to the River.
 - Successful redevelopment of the Worumbo site will require investments and improvements to adjacent public infrastructure, particularly pedestrian access, in addition to economically viable commercial and residential development.

- Coordinated design and construction of adjacent public and private facilities will increase the quality, speed, potential funding sources, and efficiency of redevelopment efforts.
- To that end, the RFQ process should be considered a tool to identify a private development partner for the purpose of entering a Joint Development Agreement (JDA), or similar instrument.
- The JDA will specify the goals, scope, terms, roles, responsibilities, timelines, phasing, covenants, coordinated elements and oversight among others, to guide parallel public and private investment.

BACKGROUND ON REDEVELOPMENT SCENARIOS RENDERINGS.

In February 2021, Council awarded the project to Acorn Engineering and Aceto Landscape Architects to depict the development scenarios ranging from:

1. Light commercial development
2. Mixed use development including commercial and residential housing as allowed under current Village zoning
3. Larger mixed-use development that will require a relaxation of zoning standards to allow greater building height and reduce parking requirements

Green Space and River Views.

Consistent with findings from earlier rounds of public input and Lisbon's Comprehensive Plan, all three scenarios preserve 3 acres or more of community green space, which is roughly equivalent to 2x the green space currently managed by the Town at the MTM Center. To the extent possible, the scenarios seek to preserve views of the Androscoggin River from key vistas, including the eastern gateway from Topsham and Main Street. Green space and river views were priorities repeatedly mentioned during community input as the renderings were developed over multiple drafts.

During the April and May LDC meetings, the Acorn/Aceto team shared draft renderings with the LDC, members of other Town committees, and members of the Town Council. The consultants gathered feedback from the presentations and refined the renderings for general public input during a community meeting on Wednesday, May 26 at the MTM Center and via a subsequent survey. Following is a summary of the findings and recommendations based on public input received to date. Aggregated data and anonymous written comments are included in the Council packet.

PUBLIC MEETING FINDINGS.

The community meeting at MTM Center on May 26th featured presentation of the redevelopment renderings and break-out groups for participants. An LDC member was present at every table to help facilitate the conversation. Break out groups discussed the renderings, identified a general consensus for the preferred option, and identified alternative options that the group could "live with." The general consensus supported by attendees roughly mirrored the survey findings below: Roughly one third of attendees strongly favored Scenario 1 with design improvements, while a broader consensus among attendees landed approximately at Scenario 2.

Survey Results. Based on 306 responses.

- **QUESTION:** Rank the three renderings in order of preference.
 - **Summary of Responses**
 - 42 percent (127 respondents) prefer relaxed zoning to promote density per Scenario 3.
 - 23 percent (71 respondents) selected Scenario 3 as their second ranked preference.
 - 32 percent (98 respondents) prefer limited commercial development per Scenario 1.
 - 18 percent (54 respondents) selected Scenario 1 as their second ranked preference.
 - 27 percent (81 respondents) prefer mixed-use development per Scenario 2.
 - 59 percent (181 respondents) selected Scenario 2 including residential as their second ranked preference.
 - **SURVEY FINDING 1:** A clear consensus of survey respondents prefer mixed use development as depicted in Scenarios 2 and 3. 69 percent of respondents selected Scenario 2 or 3 as their top choice and 82 percent of respondents selected Scenarios 2 or 3 as their second choice.

• **QUESTION:** Select the scenarios below that you could "live with" if the private development were undertaken by a developer who partnered with the Town to achieve a site design with ongoing community input to meet the Lisbon community's goals.

- **Summary of Responses**

- A total of 503 selections were made across the three Scenarios by the 306 respondents, or an average of 1.64 selections per respondent.
- Scenario 1: 29 percent (144 selections) of the total 503 selections support limited commercial Development.
- Scenario 2: 37 percent (188 selections) support mixed-use development under Village zoning.
- Scenario 3: 34 percent (171 selections) support relaxed zoning to support denser mixed use.

➤ ☐ **SURVEY FINDING 2:** Data from this question generally verifies Finding 1, specifically that a clear consensus (71 percent of the 503 Scenario selections) favors mixed use development equal to or greater than currently allowed under Village zoning.

• **QUESTON:** Is there anything else that you would like to add about redevelopment of the Worumbo site?

- **Following is a general summary of comments.** The full tabulation of comments is included in this Council packet.

- The Worumbo site is very important to the community
- Protect green space for community access
- Adequate parking must be provided
- Views of the River must be maintained
- Get the property back on the tax rolls
- The community needs housing
- Make sure the housing is high-quality
- Housing is not compatible with community green space
- Enhance views of the river by adjusting building locations and massing as necessary
- Proceed slowly with the redevelopment process and continue opportunities to provide input along the way

VOTE (2021-133A) Councilor Larochelle, seconded by Councilor Albert moved to put this item on hold and to not move forward at this time so the town can get more ideas and use resources we have to figure out what we are doing first.

Councilor Albert explained there is a large migration from Southern Maine moving this way. It is a relatively easy commute, these individuals are used to the city life, but not having to make that drive. Maybe these folks didn't get a chance to voice their opinions and maybe the town is moving on this too fast. He said none of the current proposals look right to him. He said he was reluctant to spend money on surveys now.

Councilor Ganong asked how long until we are ready to move forward.

Councilor Larochelle said this spot is beneficial to the community as it is, families are hanging out there on Monday evenings and enjoying the space now. He said he wanted to make sure what happens there is right and that this community has an opportunity to bless the decision with a vote.

Councilor Ganong said he didn't want this to become green space only, that this is a big lot, bringing customers within walking distance to downtown, and that new hires at BIW are having trouble finding housing right now. This is a gem of a site. He recommended giving Mr. Richardson the tools to shape this lot and to move forward quickly on it.

Councilor Kolbe said a study will not hurt anything, and to wait could be a missed opportunity to make an impact on our community in a positive way.

Councilor Fellows suggested the town could put limits on what a developer could do. He recommended moving forward with an RFQ. He said the town could get public access, residential housing, and commercial space, all within the same spot. We need a developer we can set limits for a partner, which is the way to go. Building housing near downtowns and services was highly recommended recently in the MMA Townsman.

Councilor Albert suggested the buildings be placed up against the back wooded area to protect the waterfront views from the street and downtown area.

Councilor Lunt indicated both surveys would be useful, whether or not we go forward with the RFQ piece. He recommended the town move slowly to make sure we maintain the wonderful view from the street and downtown as well. It's important to keep that corner view open and viable from Route 196, he said.

Councilor Ward said the town needs to know the answers to Questions 1 and 2; that's beneficial information. This site has value. Doing nothing is unacceptable. The town needs to grow its tax base. In the Railroad's situation, how do we come out on the other side of this situation with them not being disadvantaged by what happens here. The town needs to ensure this location has the proper infrastructure it needs; that could be a wider Canal Street to address the overflow traffic. The town needs answers to move forward.

Councilor Larochelle agreed that those studies would be worthwhile and offered to withdraw his motion (2021-133A). There were no objections noted by the rest of the Councilors. Councilor Larochelle withdrew his motion. Councilor Albert withdrew his second. **Motion for VOTE 2021-133A withdrawn.**

VOTE (2021-133B) Councilor Ganong, seconded by Councilor Kolbe moved to move ahead with Recommendation 1, 2, and 3 to authorize the Town Manager to commission a housing market study to understand the appropriate mix of housing that will create a financially viable project for a developer, while maintaining the high standards desired by the Lisbon community for the Worumbo site. Downtown TIF allocation: \$5,500 and to commission a parking study for the Worumbo site and adjacent areas within reasonable walking distance to ensure that future designs incorporate adequate parking for private development and public use. Selection of the consultant should be informed by the likely future need for a traffic movement permit. Downtown TIF allocation: \$7,500., and following completion of the market study described above in Recommendation 1, the Town should issue a Request for Qualifications (RFQ) to identify a private developer whose goals closely align with the community's vision, who is committed to incorporating reasonable community input during the design process, and who possesses the experience, track record, and financial wherewithal to successfully develop a tasteful, mixed-use attraction at Worumbo that will compliment the surrounding village and connect Main Street to the River. **Order passed - Vote 6-1 (Opposed: Larochelle).**

ENTREPRENEUR HUB MEMORANDUM OF UNDERSTANDING WITH THE MASONIC LODGE

INTRODUCTION: With support from Maine Community Foundation (MCF) and Maine Downtown Center, Lisbon has been developing an entrepreneurship initiative over the last several months to support early stage local businesses. During the initiative's planning phase, local businesses provided input to identify various needs and opportunities to create a strong support network for Lisbon entrepreneurs. A lack of start-up space, limited business development programming, an absence of physical "third spaces" where entrepreneurs can network and share ideas, and a lack of events and gatherings to celebrate local business leaders were recognized as key gaps. To address these gaps, the local planning team identified implementation projects, including development of an "entrepreneurship hub." The Town Council approved a proposed budget and project list during their meeting on March 2, 2021, including a budget of \$47,500 to advance development of an entrepreneurial hub in a village area of Lisbon. Lisbon's Ancient York Lodge and ECD have identified a mutually beneficial partnership to transform the first floor the Ancient York Lodge at 5 Oak Street into the "hub." The Lodge is a classic structure with a prominent façade that is highly visible from Route 196 and Main Street. A feasibility analysis from Main Street America's Matt Wagner is included in this Council packet.

Jesse Zack of the Town's Finance Committee is assisting with the development of a business plan and pro forma for the hub. The Lodge's first floor layout naturally lends itself to three highly relevant uses that will be offered to local entrepreneurs at affordable rates: 1) A co-working space with conference room(s); 2) Pop-up retail and short term business incubator spaces; and 3) Commercial kitchen space for café/coffee shop and/or shared use kitchen for food entrepreneurs. Planning is underway to kick-off the hub's opening by hosting entrepreneur programming featuring a free Digital Advertising Boot Camp during winter 2022. MCF recently awarded an additional \$13,000 to the Town to host the Boot Camp, which will train local entrepreneurs on how to employ web-based advertising to grow sales and revenue. The Boot Camp will bring immediate foot traffic. Funds are available from the MCF entrepreneurship grant to develop the hub, including to conduct due diligence, fit-up the space for intended uses,

purchase equipment, and subsidize management during initial months as membership builds. Preliminary due diligence, including building inspections, design services, and ongoing planning will be necessary to formalize the partnership. The Ancient York Lodge has agreed to enter into a Memorandum of Understanding (MOU) with the Town to guide development of the hub at 5 Oak Street. The MOU will document shared understandings about the partnership and create the basis to spend grant funds to prepare to launch.

Mr. Richardson recommended Council authorize the Town Manager to develop and enter into a Memorandum of Understanding with Ancient York Lodge 155 A.F & A.M memorializing shared understandings around building improvements and use, cost-sharing, terms, upkeep, and management to develop an entrepreneur hub and incubator at the Lodge's Oak Street facility, and to proceed with due diligence and development as previously approved by Council.

COUNCILOR COMMENTS: John Wierzbicki from the Masonic Lodge introduced himself and said he would be happy to answer questions.

VOTE (2021-134) Councilor Larochelle, seconded by Councilor Albert moved to authorize the Town Manager to develop and enter into a Memorandum of Understanding with Ancient York Lodge 155 A.F & A.M memorializing shared understandings around building improvements and use, cost-sharing, terms, upkeep and management to develop an entrepreneur hub and incubator at the Lodge's Oak Street facility, and to proceed with due diligence and development as previously approved by Council. **Order passed - Vote 7-0.**

AMENDMENT TO FEE SCHEDULE

INTRODUCTION: Mr. Stevens recommends the Council adopt an amendment to allow Active Duty Military Members free entrance to Beaver Park. This amendment proposed is as follows:

PARKS AND RECREATION		
<u>30-90</u>	Beaver Park fees:	
	Day use, per person per day:	
	Residents of Lisbon	2.00
	Non-residents	4.00
	Children three and under	Free
	Veterans	Free
	Active Duty Military Members	Free

VOTE (2021-135) Councilor Fellows, seconded by Councilor Albert moved to amend the Fee Schedule to include Active Duty Military Members free entrance to Beaver Park. **Order passed - Vote 7-0.**

SOLICIT BIDS FOR CAPITAL ITEMS APPROVED BY COUNCIL

INTRODUCTION: The Town Manager and Department Heads requested permission to solicit bids for the following Capital items/projects approved by Council and funded through unassigned fund balance or TIF revenue: Lisbon Falls Fire Department Generator, ET Smith Generator, Lisbon Falls Fire Department Boiler, Lisbon Falls Fire Department Electrical Work, Fire Station Study, Traffic Light Cameras, Library Heating & Cooling Pumps, Transfer Station Roof (Re-pitch), Public Works Garage Generator, Public Works (Transfer Station) Forklift, Public Works Excavator, Public Works 20-ton Trailer, Public Works 3/4 ton Truck, Parks & Recreation Trucks (2), Police Department Cruisers (2), Police Department Bullet Proof Vests, Police Department Portable Radios, and Waste Water Treatment Plant ¾ ton 4x4 Truck.

VOTE (2021-136) Councilor Larochelle, seconded by Councilor Ganong moved to authorize the Town Manager and Department Heads to solicit bids for the following items:

Lisbon Falls Fire Department Generator
ET Smith Generator
Lisbon Falls Fire Department Boiler
Lisbon Falls Fire Dept Electrical Work
Fire Station Study
Traffic Light Cameras
Library Heating & Cooling Pumps
Transfer Station Roof (Re-pitch)
Public Works Garage Generator

Public Works (Transfer Station) Forklift
Public Works Excavator
Public Works 20-ton Trailer
Public Works 3/4 ton Truck
Parks & Recreation Trucks (2)
Police Department Cruisers (2)
Police Department Bullet Proof Vests
Police Department Portable Radios
Waste Water Treatment Plant ¾ ton 4x4 Truck

Order passed - Vote 7-0.

AWARD BID FOR GRAZIANO PARK FENCING

INTRODUCTION: Town of Lisbon, Parks and Recreation Department sent a request for bids for fencing materials for Graziano Square.

Bids were sent on June 01, 2021, to all companies wanting to submit. The cut off time for submission of all sealed bids to the town was June 15, 2021 @ 11:00 am.

The companies that were sent a request for bids were Pine Tree Fence, Cyr Fencing, Maine Line Fence, Aroostook Fence, Burns Fencing, Wallingford Fencing, Atlantic Fencing Company, Alder Stream Fence, McLaughlin Fence, Gorham Fence and Anchor Fence Maine.

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

1. Pine Tree Fence - \$19,850.00 (Total Bid)
\$16,850.00 (Materials)
\$3,000.00 (Install)
2. Cyr Fencing - \$16,595.35 (Total Bid) Recommended
\$10,706.40 (Materials)
\$5,888.95 (Install)

Pine Tree Fence gave a consolidated figure for material and install in their RFP. Raymond Soucy, Public Works Administrative Assistant, called to confirm the amounts for Material and Install to ensure accuracy in the bidding process which are broken down above.

After thorough review of our two submitted bids, Mr. Cyr recommended Council award the winning bid to Cyr Fencing as they submitted the lowest bid. All work performed will meet our specification needs. The remaining funds in the Rt. 196/Davis Street reserve will cover the cost of this project.

VOTE (2021-137) Councilor Larochelle, seconded by Councilor Albert moved to award the Fencing Bid for Graziano Park to Cyr Fencing in the amount of \$16,595.35 to come out of the funds remaining in the Rt. 196/Davis Street reserve. **Order passed - Vote 7-0.**

AWARD BID FOR ROAD STRIPING

INTRODUCTION: Mr. Cyr reported the Town of Lisbon, Public Works Department sent a request for Bids for Road Striping. Bids were sent on May 06, 2021, to all companies wanting to submit. The cut off time for submission of all sealed bids to the town was June 15, 2021 @ 10:00 am. The companies that were sent a request for bids were Elite Road Markings, Hi-way Safety Systems, Lucas Striping and On-The-Line Inc. In order, the bids received and opened are as follows:

1. Lucas Striping - \$24,571.00 Recommended
2. Elite Road Markings - Did not submit a Bid

3. Hi-way Safety Systems - Did not submit a Bid
4. On-The-Line Inc - Did not submit a Bid

Mr. Cyr recommended Council award the bid to Lucas Striping, since it was the only bid and they have conducted this work for the town previously and do a great job. All work performed will meet our specification needs. This will be funded through the Public Works budget line R & M Streets.

VOTE (2021-138) Councilor Larochelle, seconded by Councilor Ganong moved to award the Bid for Road Striping to Lucas Striping in the amount of \$24,571.00 to be funded through the Public Works budget line R & M Streets. **Order passed - Vote 7-0.**

MAINE POWER OPTIONS FUEL BID

INTRODUCTION: Mrs. Barnes reported that the Town of Lisbon requested to participate in the Maine Power Options (MPO) Fuel Program for our supply of fuel oil, propane, diesel, and gasoline from October 1, 2020 thru September 30, 2021 for applicable Town buildings. MPO plans to pull together pricing for a potential bid on June 23 or June 24.

VOTE (2021-139A) Councilor Fellows, seconded by Councilor Ganong moved to authorize the Town Manager to participate in the MPO Fuel Program and to enter into a contract for the best pricing. **Order passed - Vote 7-0.**

OTHER BUSINESS

A. COUNCIL COMMITTEE REPORTS

1. School: Councilor Albert said 66 students graduated from Lisbon High School this year. He commended the staff and all who worked for the school department for helping to make this past year as normal as possible.
2. Planning: Councilor Fellows said the Planning Board processed Kelly Park and several other items two weeks ago. They meet this Thursday night.
3. LDC: Councilor Larochelle said Council has already heard tonight from the LDC group. He mentioned he was withdrawing as Primary Liaison from LDC since he cannot make most of their meetings.
4. Conservation Commission: Councilor Ward said their meeting was cancelled for tonight.
5. Recreation: Councilor Albert mentioned the Council approved the fence project for Graziano Park.
6. County Budget: Councilor Ward said he had nothing to report.
7. Library: Councilor Lunt said the Summer Reading program is going on.
8. Water Commission: Councilor Fellows said the Water Department finished installing a yard hydrant at the Gazebo across from the Lisbon High School. The Bauer Memorial plaque is expected to be going up soon.
9. Finance Committee: Councilor Albert said this group is working on the transfer station issue. Their next meeting will be at the end of the month.

B. TOWN MANAGER'S REPORT

Mrs. Barnes thanked the Council for passing the municipal budget and Capital Improvement Plan. She commended staff for their hard work this past year; keeping the office open during the pandemic and establishing new ways to transact business.

Councilor Ward suggested putting together an Employee Appreciation Plan for this year, if one is not already done.

C. DEPARTMENT HEAD WRITTEN REPORTS - NONE

D. FIRE DEPARTMENT STAFFING UPDATE

Chief LeClair reported the upcoming budget funded either 3 staff per diem or 1 full time person. He suggested the town go with one full-time person who can respond to emergency calls, maintain the apparatus and equipment, complete required documentation as needed, and assist with inspections in town. An EMS certificate at an EMR level is required. Councilor Larochelle said this is moving Lisbon forward in the right direction.

Chief LeClair mentioned their annual Fire Department banquet is set for tomorrow evening in the Council's Chambers where the Fire Chief would be giving out awards again, like in previous years.

VOTE (2021-139B) Councilor Ward, seconded by Councilor Albert moved to hire one full-time firefighter for the Lisbon Fire Department. **Order passed - Vote 7-0.**

E. MS4 STORMWATER UPDATE

Mrs. Barnes reported the MS4 Stormwater update is in the Council's packet, which has to be delivered in a public setting. She requested Councilors do the required survey by hitting on the link she provided in an earlier email. She indicated she would send the link again.

APPOINTMENTS

ANNUAL RENEWAL APPOINTMENTS AS FOLLOWS:

VOTE (2021-140) Councilor Kolbe, seconded by Councilor Albert moved to appoint the following:

Miriam Morgan-Alexander	to the Assessment Review Board 3 Year Regular Member
Richard Main	to the Board of Appeals 3 Year Regular Member
David Mailhot	to the Cemetery Committee 3 Year Regular Member
Heather Ward	to the Finance Committee 3 Year Regular Member
Michael Crosskill	to the Library Governing Board 3 Year Regular Member
Claire Paquette	to the Library Governing Board 3 Year Regular Member
Lisa Ward	to the Planning Board 3 Year Regular Member
Shaun Carr	to the Planning Board 3 Year Regular Member
Pat Maloy	to the Planning Board 3 Year Associate Member
Tim Carville	to the Recreation Committee 3 Year Regular Member
Lindsay Larochelle	to the Recreation Committee 3 Year Regular Member

Order passed - Vote 7-0.

NEW APPOINTMENT TO ETHICS PANEL

VOTE (2021-141) Councilor Kolbe, seconded by Councilor Ganong moved to appoint David Dube to the Ethics Panel to 2024. **Order passed - Vote 7-0.**

APPOINT E911 ADDRESSING OFFICER

Amy Wiers

VOTE (2021-142) Councilor Fellows, seconded by Councilor Ganong moved to appoint Amy Wiers the new E911 Addressing Officer for Lisbon. **Order passed - Vote 7-0.**

RE-APPOINT VOTER REGISTRAR – TOWN CLERK***Twila Lycette***

VOTE (2021-143) Councilor Kolbe, seconded by Councilor Ganong moved to re-appoint Twila Lycette, the Registrar of Voters for Lisbon. **Order passed - Vote 7-0.**

COUNCILOR COMMUNICATIONS

Councilor Kolbe reported she was trapped in traffic at the recent Route 196 accident. She said she witnessed our staff performing a very professional job while at the accident during the two hours she was there this afternoon. This is the second accident between Angelo's Restaurant and Dingley in the past couple weeks. She suggested the town contact the state to do something to reduce the speed in this area if possible.

Councilor Ward praised Springworks for putting on such a nice open house to show off their new 40,000 square foot addition. They are doing huge things here in Lisbon delivering Organic Greens from five Hannaford stores to 186 Hannaford stores now. Great things are happening in Lisbon.

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

VOTE (2021-144) Councilor Kolbe, seconded by Councilor Albert moved to adjourn at 10:30 pm
Order passed - Vote 7-0.

Twila D. Lycette, Council Secretary
Town Clerk, Lifetime CCM/MMC
Date Approved: July 13, 2021



MEMORANDUM

Agenda Item 2021-148

TO: Diane Barnes, Town Manager
FROM: Brett Richardson, Economic & Community Development Director (ECD)
SUBJECT: Award Digital Advertising Boot Camp
DATE: June 22, 2021

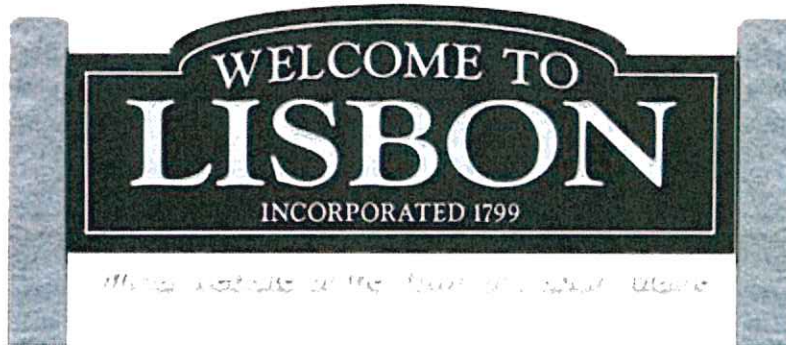
On May 26, 2021, the Maine Community Foundation's (MCF) notified ECD that the Town's proposal to MCF's *Start Up Scale Up Grant Program* to deliver a free Digital Advertising Boot Camp for local businesses and entrepreneurs throughout Maine was funded for the requested amount of \$13,000. Lisbon's Council authorized a bid process during their June 22, 2021 meeting to select a qualified consultant to deliver the boot camp trainings.

The Digital Advertising Boot Camp bid process was open from June 23rd through 1pm on July 7th. The Town received one bid from Dream Local Digital of Machias, Maine, to create, help promote, and deliver the boot camp trainings for \$13,000.

The Digital Advertising Boot Camp will feature a series of digital trainings to be created, produced, and delivered by a consultant, plus tailored one-on-one consulting for up to 20 Lisbon businesses. The one-on-one consulting sessions will include hands-on strategic and tactical recommendations that Lisbon businesses can implement based on their current marketing platforms and business models. The kick-off and wrap-up trainings will be held in person at the planned Entrepreneurship Hub under development with the Ancient York Lodge. The sessions in-between will be delivered via a web-based live stream statewide. The ideal consultant will have specialized skills, broad experience, and the ability to produce and deliver compelling trainings.

Dream Local Digital is led by principal Shannon Kinney. Ms. Kinney and her company are well-respected digital advertising experts and are more than qualified to deliver the Boot Camp trainings. References provided strong endorsements for Dream Local Digital's ability to ensure success trainings to support local Lisbon businesses.

Therefore, we respectfully request that Council award the Digital Advertising Boot Camp to Dream Local Digital for \$13,000 using funds from the Maine Community Foundation *Start Up Scale Up Grant*.



Dear Brett,

Thank you so much for giving us the opportunity to work with you to create this dynamic program for the businesses in Lisbon. As we discussed, we've created similar programs to this, as well as helped thousands of businesses through our own workshops and webinars and have a considerable amount of experience in this area. I've spent time researching and creating the below recommendations that I think will have the greatest impact on the businesses that participate in the program. Once we have your final registration in, we can adjust as needed regarding the reports and coaching.

Proposed Organization Goals:

- Help our local businesses develop an understanding and skills in online marketing and how to use online tools to grow their business
- Offer specific coaching and recommendations to those businesses
- Create a six-session course with two live events and Q&A
- Targeting October – January with consulting in the Spring

Below is my recommended approach and course outline. I also want to share unique value-adds and experience that we can bring to the course as you consider your options of solution providers:

- Founder Shannon Kinney is a Master Coach and an established thought leader in online marketing for small businesses and will conduct the courses. She has years of experience as a public speaker at local, national, and international events
- Because Dream Local Digital is also a marketing company that has offered webinars and courses to thousands of businesses over the years, they have deep experience in how to promote these types of events. They will create and execute an online marketing strategy that will include:
 - Social Media posts and promotions
 - A video promotion to be used on sites and social media

- A lead-generation webinar on online marketing for the holidays (to help businesses prepare to maximize their revenue) and/or another topic to help promote the event
- We have led other bootcamps before, and have experience in understanding what works well, what resonates with attendees, and how to encourage them to take action with their learnings

We look forward to being your strategic partner as you grow. If you have any questions or need any additional changes, please let me know. I would love the opportunity to meet and discuss this with you, and from there we can adjust this as needed based on your feedback. We are here to help you achieve your growth goals and look forward to working together!

Sincerely,

Shannon Kinney

Course Description

This six-part course will kick off with a survey to best understand the attendee's goals, needs, and assess where they are in terms of marketing sophistication. From there, the course segments will be tailored to address needs, reflect local examples and goals, and address the needs of attendees. Each session will include industry and consumer behavior trends and important drivers, along with best practices and steps to success. Dream Local Digital will also promote the course, and Founder Shannon Kinney will answer questions in between sessions from attendees where needed.

- Surveys issued, due 7 business days prior to the initial session
- Live Kick off session: **Building Your Marketing Plan**. In this session we'll walk through the most important aspects of your marketing plan including setting goals, determining your target and ideal audience, what marketing activities you will do and when and how these relate to any sales you have or other activities in your business. A takeaway from this session will be templates for marketing plan development.
 - Timing: 90 minutes with plenty of time for Q&A and live interaction
 - Screen and projector required
- Virtual session 2: **Showcasing your Business online and Optimizing your Presence**. In this session we will review your website, Google My Business, Social Media channels and other sites where you may have a presence including TripAdvisor, Yelp, Angie's list, etsy, directories and more. We'll look at how to be successful, most important things to look for, and how to make your website work for you.
 - Timing: 50 minutes course presentation, 10 mins Q&A
 - Dream Local Digital will provide Zoom links
- Virtual session 3: **How to show up on search engines**. In this session, we'll break down in layman's terms how SEO works, and tips that you can use to help your site show up better on search engines. A lot is in your control, learn how to manage it in this session.
 - Timing: 50 minutes course presentation, 10 mins Q&A
 - Dream Local Digital will provide Zoom links
- Virtual session 4: **Success on Social Media**. In this session, we'll cover how to choose the right channels for you, best practices and pro tips for success by channel whether you

are trying to build brand awareness, establish yourself as a thought leader, or sell products and services.

- Timing: 50 minutes course presentation, 10 mins Q&A (this topic takes longer)
 - Dream Local Digital will provide Zoom links
- Virtual session 5: **Creating engaging content.** How to create engaging content for your website, social media channels, email marketing and third party sites to drive customer loyalty, build brand awareness, fuel SEO and results. Will include specific examples and best practices. A takeaway from this session will be templates for monthly content plan development.
 - Timing: 50 minutes course presentation, 10 mins Q&A
 - Dream Local Digital will provide Zoom links
- Live Wrap Up: **Pulling it all together.** In this session we will cover how to set up your workflows to manage your online marketing effectively, measuring your success (what reports, analytics), creating your monthly plans
 - Timing: 90 minutes with plenty of time for Q&A and live interaction
 - Screen and projector required
 - Coaching sessions could be done this day potentially if we have more attendees than planned

Pre-course survey: The survey will be used as an assessment, inform session content and follow up coaching. Questions will include:

- What industry are you in / type of business you have?
- How many years in business?
- # of employees:
- What are the goals of your business in the next year?
- Do you have revenue goals and how does that compare to previous years? (Specific number? Specific amount of growth?)
- What are your marketing goals? For example:
 - Build brand awareness / more people to know what I do
 - Establish thought leadership
 - Online sales of product
 - In-store traffic
 - leads
 - Not sure
- Where do your customers come from (geography)?
- Who are your biggest competitors? Or, other companies in your industry?
- What companies do you admire and why?
 - Same industry but not local to you
 - Other industries
- Are there any trade publications, associations, or groups you work with? (Chambers, business groups, etc)
- If you could be featured in any publication or site, what would it be and why?

Follow up Coaching & Recommendations

Depending upon how many businesses sign up for the course, we want to provide follow up coaching specifically for their businesses and recommendations based on their initial surveys. Depending upon how many businesses attend, we can offer:

- **Recommendations report:** We will review the online presence of the attendee, their goals and information outlined in their survey and create a one-time set of recommendations written report for the attendee
- **30 minute coaching session** to review the report and answer any questions that weren't addressed in the coursework

For 20 attendees, we can provide this within this proposal. If there are less than 20, we can increase the amount of coaching time and/or have multiple coaching sessions.

Discounted Services going forward

For all attendees, we will offer a \$100/month discount on our **SkillsBuilder Marketing Coach Program** if purchased within 2021. This will provide them an entire library of workbooks, course materials, best practices and articles from Dream Local Digital on an ongoing basis, and one hour of coaching time each month with their coach. In this program, we work with them to help execute ongoing campaigns and set priorities, measure results and adjust where needed. **\$199/month** (Retail \$299/month). For any attendees that need additional help with their websites, social media, SEO, Email marketing or any other service in 2021 we will offer a **25% discount**.

Speaker Background

Shannon Kinney is the Founder & Client Success Officer of Dream Local Digital, a digital marketing agency that has helped more than 60,000 businesses nationwide with online marketing workshops, webinars, programs, strategies and campaigns in their twelve year history. She brings more than thirty years of experience in media, and more than twenty five years of experience in leadership roles developing scalable digital SMB marketing including startups such as Cars.com, CareerBuilder.com, Knight Ridder Digital, LinkedIn, Google, eBay, Microsoft, and many media brands throughout North America. She founded Dream Local Digital to bring the power of online marketing directly to SMBs while helping media companies transform. She is a dynamic and sought-after speaker and industry expert in online marketing and media.

Investment

Survey & Course	Pricing
Creation of survey and review of results Creation of presentations for six courses along with takeaway materials Delivery of four virtual sessions Delivery of two live sessions including travel to Lisbon Answering Q&A in between Estimated 30 hours	\$4,500
Follow Up Coaching	
Report: One time review of attendee presence, survey answers and detailed recommendations for their websites, SEO and social media.	\$225/attendee
Coaching: Two 30 minute coaching sessions to review report	\$200/attendee
Assuming 20 attendees If there are less than 20, we can offer additional coaching time	\$8500
TOTAL	\$13,000

Investment Agreement

Date: July 2021

Between "us", Dream Local Digital, and "you", Lisbon, Maine

You Brett Richardson, a representative of Lisbon, Maine are hiring Dream Local Digital located at P.O. Box 101 Thomaston, Maine 04861 to perform outlined services for the estimated total price of as detailed in our previous correspondence.

Agreement: Agreement for online marketing services as described above.

- Your credit card will be billed
- Fees are billed beginning the date of this executed agreement as outlined in the pricing table above.
- Discounts for attendees will be honored through 2021
- Fees include travel and travel expenses to the two live events
- Set up / One-Time fees are non-refundable.
- This agreement may be not be terminated
- You will receive \$25 credits to your account for referrals that generate a signed agreement – we appreciate them!
- Material provided by Dream Local Digital, Inc. is for the named recipients only and may not be distributed to others without the agreement of Dream Local. Recipients may quote the material directly or indirectly if properly attributed, as long as the use of the material is reasonable and limited to marketing or research or business reports.
- Dream Local may include Client's name on its client list for marketing purposes.
- THE INFORMATION PROVIDED BY DREAM LOCAL, IS CAREFULLY COMPILED FROM SOURCES BELIEVED TO BE RELIABLE, BUT ITS ACCURACY IS NOT GUARANTEED. WE DISCLAIM ALL WARRANTIES, OF ANY KIND, EXPRESS OR IMPLIED, AND ARE NOT LIABLE FOR SPECIAL OR CONSEQUENTIAL DAMAGES.

Please sign this Letter of Agreement below and return it to us by email scan. We will then contact you to discuss a schedule. We appreciate the opportunity to work with you and look forward to an ongoing relationship.

Thank you for your business!

Client: _____

Date:

Dream Local Digital: _____

Date:

About Dream Local Digital

[Dream Local Digital](#) is a digital marketing agency specializing in interactive media, online marketing, SEO, SEM, content marketing, reputation management and social media. The agency works with newspapers, media companies, ad agencies, and directly with small to medium-sized businesses on all aspects of their marketing strategies and plans, from website design, mobile applications and custom channel design, to social media management, reputation monitoring and email marketing. Whether you simply need a custom Facebook page, want to boost your business's rank on Google (SEO), or if you want to build a comprehensive online marketing strategy across multiple networks, we will make it happen.

The Dream Local Digital [Media Partner Program](#) works with publishers, media companies, and advertising agencies, helping organizations generate revenue through online and social media marketing, creating strategies to support advertisers and local businesses.

We help you manage your social media, so you can manage your business!

Through our direct and partner relationships, as well as in seminars and workshops, we have served over 15,000 clients, helping businesses understand and navigate the increasingly critical transition to online and social media marketing. Our combined expertise includes nearly 100 years in media, 50 years in online product development and marketing, small business ownership, newspaper publishing, and 40 years of consulting expertise to companies all over the world.

The growing team of online and new media professionals serves clients in the United States and Canada, and has offices in Rockland and Portland, Maine, Pittsburgh, Pennsylvania, near Boston, Massachusetts and Sunnyvale, California.

We have monthly service plans tailored to effectively and affordably market your business online.

Pick up the phone and call Dream Local when:

- You need a plan/recommendation on how to use social media and online marketing to grow your business, or are confused by all the options available
- You have a story to tell but don't know how to say it online
- You wish your website ranked higher on Google *and* produced more leads
- You want an email newsletter to keep in touch with clients or customers
- You don't want to miss out on the exploding mobile and video markets
- You need PR, advertising planning and marketing strategies to tie them together
- You want to know what is being said about you online and how to manage responses
- You want more business from social media, but don't know where to start
- You want videos, social and mobile marketing and you want someone to do it *for* you
- You want more fans and potential customers to know about you and your business
- You want an online strategy that drives new customers your way

What sets us apart?

Unlike many consultants, with [Dream Local Digital](#) you get access to a large and experienced marketing team, with a deep knowledge of best practices in your industry. We work as a team, thoroughly research recommendations specific to your business, and bring forth a new marketing strategy that combines your existing approach with a strategy that will tell your story and help you reach more customers online.

Our broad range of experience and industry-leading skills are matched with a team that brings a personal connection to you and your business and we never present "canned" or "off-the-shelf" proposals or campaigns. We get to know your business, understand your needs and bring real-world examples to create a successful plan to grow your business and meet your marketing goals.



Digital Advertising Training Series

REQUEST FOR PROPOSALS

TOWN OF LISBON

June 23, 2021

**PREPARED BY
TOWN OF LISBON
ECONOMIC AND COMMUNITY DEVELOPMENT DEPARTMENT
300 LISBON STREET
LISBON, ME 04250**

OVERVIEW

The Town of Lisbon is seeking proposals and price quotes from qualified digital advertising and marketing companies to develop, design, create, promote, and deliver trainings and one-on-one consulting services to business principals in Lisbon and throughout the State of Maine.

Proposals will be accepted until 1pm on Wednesday, July 7, 2021.

The Digital Advertising Training Series is funded with a *Start-Up Scale-Up Grant* from the Maine Community Foundation. The purpose of the training series is to assist entrepreneurs in Lisbon and statewide to adapt to accelerating online consumer trends, to reach larger regional, national, and international markets through online platforms, and to create jobs and economic vitality in Lisbon and beyond.

GOALS.

The purpose of the Digital Advertising Training Series is to measurably increase the knowledge and ability of Lisbon and Maine entrepreneurs to:

- Build awareness of digital advertising platforms
- Plan strategic digital advertising campaigns
- Develop, implement, and manage tactical work plans
- Increase web traffic, sales, and revenues

TRAINING DESIGN & DELIVERY

Digital Advertising Training Series delivery will include a mix of in-person and live-streamed remote meetings during Fall 2021 and Winter 2022. The selected consultant will design the training series topics and sequencing, develop agendas and presentations, and produce content and supporting materials for all sessions. The training series will be progressive in nature, beginning with foundational concepts for beginners and adding additional topics and complexity as participants advance through the series.

The series will include at least six sessions at a frequency of one session per month. At least two select trainings should be delivered in-person in Lisbon. The selected consultant will also host and manage remote, web-based trainings via Zoom or other platform for participants across the State.

Demonstrated experience and technical acumen to engaging remote meetings for multiple participants is essential, and a proven track record in delivering engaging and dynamic trainings is required.

ONE-ON-ONE CONSULTING

At the completion of the training series, the selected consultant will provide individualized one-on-one consulting to participating Lisbon businesses to assist with implementation of strategies and tactics presented during the trainings. Extensive, demonstrated experience developing digital advertising strategies work plans for companies at different stages of growth is required.

The digital advertising consultant selected by the Town of Lisbon, hereinafter referred to as "Contractor," will carry out all work necessary to complete this project. Contractor shall be responsible for all materials, equipment, licenses, and insurance necessary to deliver the Scope of Work detailed below.

SCOPE OF WORK

Contractor will:

1. Assist with marketing efforts to attract participation in the Digital Advertising Training Series in coordination with Town of Lisbon staff (July – October 2021)
2. Design a series of at least six (6) digital advertising trainings that will increase entrepreneurial success, drive revenue growth, and accelerate business development through well-organized, progressive skill-based trainings (July-September 2021)
3. Develop session themes, agendas, and programming that will strategically and effectively impart actionable lessons about online platforms and digital advertising skills (July-September 2021)
4. Produce content and materials for each training session to facilitate successful learning and retention (July-September 2021)
5. Assess the relative development stage, size, and maturity of participating businesses before the training series begins in order to tailor training content to the audience and to guide subsequent one-on-one consulting to those businesses (July-October 2021)
6. Prepare session details, log-in information, agendas and materials for distribution to participants in advance of each session (September 2021-April 2022)
7. Deliver one engaging, interactive training per month over six months from Fall 2021 through Winter 2022 (October 2021 - April 2022)
8. Deliver the first and last training in-person in Lisbon with a live-stream remote option, and deliver the balance of sessions through remote live-stream format available to participants throughout Maine (October 2021 & March 2022)
9. Deliver Implementation Consulting to participating Lisbon businesses, including two 1-on-1 coaching sessions per Lisbon business to support strategy execution and measurement against identified metrics (March – April 2022)

TIMELINE

- Proposals Accepted: June 23 – July 7, 2021
- Contractor Selected: July 13, 2021
- Contracting and Agreements: July 14 – July 28, 2021
- Sign-up Promotions, Business Registration & Assessments: August 2 – October 8, 2021
- Training Series Coordination and Delivery: October 12, 2021 – March 30, 2022
- One-on-One Consulting Delivery: March – May 2022
- Wrap-up & Reporting Interview with Town staff: May 2022

INSURANCE

The Contractor shall furnish proof of coverage with adequate insurance of the types and to the limits specified below naming the Town of Lisbon as additional insured. Certificate of such insurance shall be filed with the Town Manager.

- A. **WORKERS' COMPENSATION:** Workers' Compensation, coverage with Statutory Limits and Employers Liability for all employees with limits of \$400,000 per incident; and in case any work is sublet, the Contractor shall require the sub-contractor similarly to provide coverage for the latter's employees unless such employees are covered by the protection afforded the Contractor.
- B. **AUTOMOTIVE LIABILITY INSURANCE:** Automotive Liability insurance with minimum limits of liability for bodily injury in the amount of \$400,000 for each occurrence and minimum limits of liability for property damage in the amount of \$50,000/\$100,000 aggregate.
- C. **GENERAL LIABILITY INSURANCE:** General Liability insurance with minimum limits of liability for bodily injury in the amount of \$500,000 for each occurrence and minimum limits of liability for property damage in the amount of \$50,000/\$100,000 aggregate, or a combined single limit of \$500,000 for each occurrence, including completed operations shall be required.

PROPOSAL SUBMISSION

Digital advertising consultants should email their proposal to Brett Richardson, Economic and Community Development Department Director, at brichardson@lisbonme.org.

The submission deadline is Wednesday, July 7, 2021 at 1pm.

Proposals should be submitted on company letterhead and include:

- 1. Price quote to deliver the Scope of Work detailed above.
- 2. A descriptive list of Training Sessions, including Session title, agenda, and brief overview of key themes and goals, consistent with the *Scope of Work* detailed above.
- 3. Resumes for key staff.
- 4. Summary of responding firm's experience and unique qualifications to deliver the training series
- 5. Three trade references.
- 6. Proof of adequate insurance.
- 7. Contact information for project manager.

CONTRACTOR SELECTION

The Digital Advertising Training Series will be awarded to the company whose proposal represents the best value to the Town of Lisbon. The Town reserves the right to accept and reject any and all proposals for due cause, to negotiate with any party, to waive informalities or defects in proposals, or to accept such proposals as it shall deem in the best interests of the Town. Proposal prices shall remain in full force and affect a minimum of 30 days following the submission deadline.

MEMO TOWN OF LISBON

TO: LISBON TOWN COUNCIL

FROM: DIANE NADEAU, LIBRARY DIRECTOR

DATE: JUNE 28, 2021

RE: ARPA GRANT FROM THE MAINE STATE LIBRARY

The Library Department is seeking Town Council approval to apply for the Maine State Library ARPA grant. The Maine State Library received ARPA federal funds and is offering Maine public libraries a share of the funds to assist with patron services post Covid-19 pandemic.

They have calculated the funds as follow: (1) base amount for all libraries is \$1,000, (2) a community's population and (3) a community's school free/reduced lunch percentage. The Lisbon Library qualifies for \$2,750. No matching funds are required to receive this grant.

The grant specifies that funds must be used for covid-19 related items, technology, services and programs to assist and improve "face-to-face" library services in their communities.

Attached please find the document that has the details of the items and services the Lisbon Library would provide to the community with the ARPA grant funds.

Maine State Library COVID-19 Grant Proposal

Proposed Programs

LEGO Robotics:

One hour program held weekly over 6 weeks for 2 to 4 participants (teens and/or adults), teaches robotics design principles and basic computer coding skills using LEGO Education Spike set and Chromebook laptop or Apple iPad.

Stop-Motion Animation:

One hour program held monthly for up to 4 participants (children, teens or adults), teaches basics of stop-motion animation, video editing, and sound effects design using Chromebook laptops and Apple iPad, as well as video lighting rig, tablet stand, and webcam.

Video Blog/Podcast Production:

One hour program held monthly for up to 4 participants (teens or adults), teaches basics of video blog production, video editing, and basic graphic design using Chromebook laptops and Apple iPad, as well as video lighting rig, tablet stand, and webcam.

Computer Basics for Seniors:

One-hour program held monthly for up to 4 participants (seniors), teaches basics of computer use (setting up email, social media, internet safety and passwords, search engine skills) using Chromebook laptop or Apple iPad.

Toddler Story Time:

Half hour program held weekly for up to 10 participants (ages 2-5), featuring picture books and song/dance, held outside and physically distanced using yoga mats

Craft & Science Programs:

Half hour to one hour programs for up to 8 participants (children & teens), featuring basic in-person craft or science activities, with physically distanced small round tables replacing large group table.

Technology - Hardware

- 2x LEGO® Education SPIKE™ Prime Set for 1 student **\$399.95 each, \$799.90**
- 2x LEGO® Education SPIKE™ Prime Expansion Set **\$144.95 each, \$289.90**

Supports program: LEGO robotics/coding for kids and teens

- 3x HP Chromebook 14-inch HD Laptop, Intel Celeron N4000, 4 GB RAM, 32 GB eMMC, Chrome (14a-na0010nr, Mineral Silver) **\$199.99 each, \$598.97**

Supports programs: LEGO robotics/coding for kids and teens, stop-motion animation for kids, teens, and adults, video blog/podcast production for teens and adults, and computer basics for seniors

- Elitehood Metal iPad Tripod Stand & Adjustable 72" Gooseneck Tablet Floor Stand Holder, Heavy Duty Aluminum iPad Floor Stand for iPad Pro 12.9 11, Mini, Air, iPhone and 4.7-12.9" Tablets Cell Phones **\$49.99**

Supports ongoing staff production of video instruction programs for kids, teens and adults, as well as video blog/podcast production program for teens and adults

- Webcam with Microphone, DEPSTECH 1080P HD Webcam with Auto Light Correction for Desktop/Laptop, Streaming Computer USB Web Camera **\$21.99**

Supports ongoing staff production of video instruction programs for kids, teens and adults, as well as video blog/podcast production program for teens and adults

- Neewer 2-Pack Dimmable 5600K USB LED Video Light with Adjustable Tripod Stand and Color Filters for Tabletop/Low-Angle Shooting, Zoom/Video Conference Lighting/Game Streaming/YouTube Video Photography **\$44.99**

Supports ongoing staff production of video instruction programs for kids, teens and adults, as well as video blog/podcast production program for teens and adults

Technology - Software

- Canva Pro license for 1 year for 2 staff members \$179.87

Supports staff production of library signage, outreach materials and social media content

Yoga Mats & Round tables Reimbursement for this purchase 5/6/2021 to re-introduce pre-school children to our weekly Story Time Program. \$584.59

Supports physical distancing recommendations for outdoor Toddler Story Time and in-person Craft programs

Adult Nutrition & Wellness Program: Offer patrons and Lisbon community a program with a local nutritionist and local Farmer's Market vendors to give them the opportunity to get information on healthy eating, recipes and meet local farmers and learn about and where to purchase their local agricultural products. \$178.00

GRAND TOTAL

\$2,750.00

Prices and item descriptions taken from Amazon.com, current as of 6/10/2021

Adult Program expenditures include printing of handouts and recipes, a stipend for the Nutritionist and to purchase samples of some of the featured agricultural products to share with the program participants.

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

ORDER 2021- ADOPT FISCAL YEAR 2021-2022 BUDGET RESOLVES

BE IT HEREBY RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF LISBON
AS FOLLOWS:

2021-2022 MUNICIPAL BUDGET RESOLUTION

For General Government

Personnel Services	\$ 1,001,451.00
Contractual Services	\$ 384,233.00
R/M & Operating Supplies	\$ 235,025.00
Capital Purchases	<u>\$ 20,000.00</u>
Total for the General Government Budget	\$ 1,640,709.00

For Public Safety

Personnel Services	\$ 2,470,247.00
Contractual Services	\$ 212,906.00
R/M & Operating Supplies	\$ 146,782.00
Capital Purchases	<u>\$ 200,135.00</u>
Total for the Public Safety Budget	\$ 3,030,070.00

For Public Works

Personnel Services	\$ 1,109,621.00
Contractual Services	\$ 884,900.00
R/M & Operating Supplies	\$ 514,377.00
Capital Purchases	<u>\$ 475,000.00</u>
Total for the Public Works Budget	\$ 2,983,898.00

For Public Services

Personnel Services	\$ 763,849.00
Contractual Services	\$ 47,750.00
R/M & Operating Supplies	<u>\$ 175,231.00</u>
Total for the Public Services Budget	\$ 986,830.00

For General Assistance, County Tax, Economic Development, Abatements, Debt Service, & Bonds

Personnel Services	\$ 100,824.00
Contractual Services	\$ 834,737.00
R/M & Operating Supplies	\$ 35,710.00
Capital Purchases	\$ 303,917.00
Lease Purchases	<u>\$ 57,426.00</u>
Total for the General Assistance, County Tax, Economic Development, Abatements, Debt Service & Bonds	\$ 1,332,614.00

BE IT ORDERED: That the Municipal Budget for the Town of Lisbon for the fiscal year commencing on July 1, 2021 and ending on June 30, 2022 be and hereby is adopted with a total expenditure of \$9,974,121 balanced with a total of \$4,290,271 in estimated revenue. A summary of appropriations is attached to this Resolution as Exhibit A (*see attached*). A summary of estimated revenue is attached to this Resolution as Exhibit B (*see attached*).

BE IT ORDERED: That the Assessor of the Town of Lisbon be and hereby is directed to assess a tax upon all real estate in Lisbon and liable to be taxed therein, and to assess the owner of personal estate liable to be taxed therein on the first day of April, 2021 A. D. and in accordance with the provisions of the State of Maine in such cases made and provided; make perfect lists under her hand of such assessments and commit the same to the Collector of Taxes of the Town of Lisbon on or before the 1st day of July, 2021. All taxes assessed as above and committed to the Collector shall be due on July 1, 2021. That having set the date on which the first installment of taxes shall become due, to wit July 1, 2021, any taxes remaining unpaid after September 15, 2021 shall bear interest from September 16, 2021 at a rate of 6% per annum, said interest to be added to and become a part of said taxes. That having set the date on which the second installment of taxes shall become due, to wit July 1, 2021, any taxes remaining unpaid after March 15, 2022 shall bear interest from March 16, 2022 at a rate of 6% per annum, said interest to be added to and become a part of said taxes and to fix the rate of interest paid for overpayments at 3% annum.

BE IT ORDERED: That we, the Municipal Officers of the Town of Lisbon, Maine, upon request of Diane Barnes, Tax Collector/ Treasurer, of said Town, hereby authorize and direct said Tax Collector and Treasurer, pursuant to Title 36, Maine Revised Statutes Annotated, section 906, to apply any tax payment received from an individual as payment for any property tax against outstanding or delinquent taxes due on said property in chronological order beginning with the oldest unpaid tax bill. However, no such payment may be applied to any tax for which an abatement application or appeal is pending unless approved in writing by the taxpayer.

BE IT ORDERED: That the Tax Collector be and hereby is, authorized to accept money prior to the date of the 2023 Tax Commitment in prepayment of taxes at 0% interest, and to issue receipts for the same. It shall be discretionary with the Tax Collector/Town Manager to make arrangements through the Town of Lisbon Tax Club policy with any taxpayer for a schedule of monthly payments without interest and such arrangements, as they jointly deem necessary.

BE IT ORDERED: That the following categories of State funds be accepted during the fiscal year beginning July 1, 2021 and ending June 30, 2022:

- Municipal Revenue Sharing
- Local Road Assistance
- State Aid to Education (including Federal pass-through funds and property tax relief)
- Tree Growth Reimbursement
- General Assistance Reimbursement
- BETE Exemption Reimbursement
- Homestead Exemption Reimbursement

BE IT ORDERED: That the following categories of other funds be accepted and deposited in reserve accounts during the fiscal year beginning July 1, 2021 and ending June 30, 2022, and that the funds be appropriated for their intended purpose:

- State Grant
- Snowmobile Reimbursement Money
- Grants
- Donations
- Bequeaths

Reimbursements
Other Funds
ARPA Local Fiscal Recovery Funds

BE IT ORDERED: That the following be appropriated from unassigned fund balance and deposited into reserve accounts to be expended for their intended purpose:

Town Clerk Book Restoration	\$ 13,750.00
Technology	\$ 67,800.00
Town Buildings	\$ 184,200.00
Police Department Safety & Equipment	\$ 27,500.00
Fire Truck Repair/Replacement	\$ 75,000.00
Fire Station Study	\$ 30,000.00
Solid Waste Equipment	\$ 35,000.00
Parks & Recreation Equipment	\$ 16,000.00
Parks & Recreation Vehicle Replacement	\$ 35,000.00
Public Works Vehicles & Equipment	\$ 200,000.00
Public Works Guardrail	\$ 12,000.00
Public Works Salt Shed	\$ 450,000.00
Code Enforcement Storage	\$ 3,500.00
Revaluation	<u>\$ 30,000.00</u>
Total	\$1,179,750.00

BE IT ORDERED: That the following be appropriated from the Kelly Park TIF program funds and that additional amounts be appropriated from the Kelly Park TIF program funds as the Council may determine shall be expended for their intended purpose during the fiscal year:

LFD Electrical	\$ 14,000.00
LFD Boiler	\$ 26,780.00
Traffic Light Cameras (Capital Ave/Rt. 196)	\$ 20,000.00
Traffic Light Cameras (RT. 196/Rt. 9)	<u>\$ 20,000.00</u>
Total	\$ 80,780.00

BE IT ORDERED: That the following be appropriated from the Downtown TIF program funds and that additional amounts be appropriated from the Downtown TIF program funds as the Council may determine shall be expended for their intended purpose during the fiscal year.

:

Signs Walking Trail	\$ 5,000.00
Flags/Banners	\$ 5,000.00
Parks & Recreation Mill Trail Fence Repair	<u>\$ 10,000.00</u>
Total	\$ 20,000.00

BE IT ORDERED: That the following July 1, 2020 –June 30, 2021 appropriations be encumbered and placed into capital reserve accounts to be expended for their intended purpose:

Town Buildings 12051500-50520 (Building Exp)	\$ 20,000.00
WWTP Other Improvements	\$ 60,225.81

BE IT ORDERED: That the following July 1, 2020 –June 30, 2021 appropriations be encumbered and carried forward to the July 1, 2021 – June 30, 2022 fiscal year, to be expended for their intended purpose:

Planning Board-Contracted Services		\$ 10,000.00
Health Ins	12021000-50220 (Town Mgr.)	\$ 1,500.00
	12022500-50220 (Clerk)	\$ 8,400.00
	12023500-50220 (Tax Coll)	\$ 2,800.00
	12024500-50220 (Code Enf.)	\$ 700.00
	14040500-50220 (Police)	\$ 21,800.00
	14041500-50220 (Fire)	\$ 400.00
	14045000-50220 (Animal Cont.)	\$ 1,000.00
	14046000-50220 (Comm Ctr.)	\$ 6,900.00
	15050500-50220 (PW)	\$ 18,500.00
	15052000-50220 (Solid Wste)	\$ 2,300.00
	16061500-50220 (Rec)	\$ 5,500.00
Technology	12026500-50360 (Minor Equip.)	\$ 1,886.00
	12026500-50536 R & M Equip.	\$ 16,776.00
Town Buildings	12051500-50514 (Heating)	\$ 3,700.00
	12051500-50520 (Building Exp)	\$ 20,000.00
	12051500-50549 (R & M Equip.)	\$ 3,900.00
Public Works	15050500-50116 (Union)	\$ 8,500.00
Solid Waste	15052000-50116 (Union)	\$ 2,000.00
Gas & Diesel	14040500-50375 (Police Dept.)	\$ 5,300.00
	15050500-50377 (PW Diesel)	\$ 10,400.00
	16061500-50375 (PW Gas)	\$ 1,900.00
	16061500-50377 (Parks Diesel)	\$ 1,000.00
	65052500-50375 (WWTP Gas)	\$ 700.00
	65052500-50377 (Diesel)	\$ 1,200.00
Heating	65052500-50514 (WWTP)	\$ 1,000.00

BE IT ORDERED: That the amount raised and appropriated for Overlay shall be used to fund tax abatements during the fiscal year beginning July 1, 2021 and ending June 30, 2022.

BE IT ORDERED: That the Sewer Budget for the Town of Lisbon for the fiscal year commencing on July 1, 2021 and ending on June 30, 2022 be and hereby is adopted with a total expenditure of **\$1,261,831.00** balanced with a total of **\$1,442,072.00** in estimated revenue. A summary of appropriations and estimated revenue is attached to this Resolution as Exhibit A (*see attached*).

Pursuant to Title 30-A M.R.S.A. Sec 3406 and the Town of Lisbon Sewerage Ordinance the Town Council hereby adopts the following rates for the Town Sewerage Works:

\$ 8.00 per 100 cu. ft.	Domestic Sewer Rate
\$ 2.80 per 100 cu. ft.	Maine Electronics
\$.125 per gallon	Septage Disposal
\$.06 per gallon	Holding Tank Waste Disposal

The Treasurer of the Town of Lisbon is hereby directed to assess sewer service charges on a quarterly basis as determined by the water meter readings. All sewer service charges remaining unpaid after the date which they are due shall bear interest at a rate of 6% per annum, said interest to be added to and become a part of said sewer service charges.

BE IT ORDERED: That the Tax Club policy, which was adopted in November of 2014, is approved as presented.

BE IT ORDERED: That the Capital Improvement Plan for the Town of Lisbon for the fiscal year commencing on July 1, 2021 and ending on June 30, 2022 be and hereby is adopted as presented and attached to this Resolution as Exhibit C (*see attached*).

__yeas __ nays Order passed/failed.

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

Order passed - Vote _____.

ENVIRONMENTAL ENGINEERS

June 25, 2021

Mr. Randy Cyr, Public Works Director
Lisbon Town Office
300 Lisbon Street
Lisbon, Maine 04250

RE: Ferry Road Reconstruction

Dear Randy:

As requested, we have prepared a preliminary opinion of cost for the reconstruction of an approximately 2.5 mile long portion of the Ferry Road. The work area would start at the end of the recently paved area near the intersection of Ferry and Marshall Road, and extend approximately 13,700 linear feet (LF) to the river bend area. The existing roadway width is about 24 feet, with gravel shoulders of various widths and conditions. Near the river there are two 36 inch corrugated metal pipe culverts with guard rail. In the same area, the culverts are visibly rusted, and the shoulder is eroded and encroaching on the paved surface. In specific areas like this, the guard rail would be replaced and the shoulder stabilized to reduce the potential for future erosion. Along the length of the work area, there are a variety of issues this project would address including reestablishment of ditches, improvement to drainage, and resurfacing of the roadway.

The project scope would consist generally of the following:

- Full depth reclaim of the existing pavement and road materials. This project would not be a full reconstruction such as what was just done on the Pinewoods Road, but more of a renovation of what is already in place.
- As discussed utility poles will generally remain in place as is, although some would appear to be in need of replacement by the utility due to their poor condition.
- Replace existing corrugated metal cross culverts and driveway culverts. A review of individual sizing and condition would occur during design, however for the purpose of pricing, we have assumed replacing the existing for the most part with same size piping. Some existing polyethylene and concrete culverts should be able to be reutilized.
- Clear some of the trees along the right of way that encroach on ditches, block the sun, and inhibit melting on roadway in winter.
- Install 4" of bituminous pavement 24 feet wide.
- Replace piping, widen shoulders, and replace guard rails at two major culvert crossings.

OLVER ASSOCIATES INC.

Mr. Randy Cyr, Public Works Director

June 25, 2021

Page 2

- Grade and stabilize ditches in some areas to improve road base drainage and retard erosion.

Our preliminary opinion of cost suggests that the project budget should be \$2,765,000. The breakdown of the costs is provided below:

PRELIMINARY OPINION OF COST FERRY ROAD RECONSTRUCTION

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	ESTIMATE
1	LS	Mobilization	\$ 20,000.00	\$ 20,000.00
1	LS	Clearing	\$ 50,000.00	\$ 50,000.00
1	LS	Traffic Control	\$ 30,000.00	\$ 30,000.00
37000	SY	Reclaim full depth (12")	\$ 14.00	\$ 518,000.00
1	LS	Erosion Control	\$ 20,000.00	\$ 20,000.00
350	LF	12" SICPE drainage	\$ 100.00	\$ 35,000.00
400	LF	15" SICPE drainage	\$ 115.00	\$ 46,000.00
300	LF	18" SICPE drainage	\$ 125.00	\$ 37,500.00
200	LF	24" SICPE drainage	\$ 150.00	\$ 30,000.00
300	LF	36" CMP/RCP/SICPE/Flow diversion	\$ 200.00	\$ 60,000.00
80	LF	72" CMP/Pipe Arch/Flow diversion	\$ 500.00	\$ 40,000.00
4000	LF	Regrade and restore ditching	\$ 15.00	\$ 60,000.00
26000	LF	Gravel Shoulder Restoration	\$ 2.50	\$ 65,000.00
350	LF	Guardrail replacement	\$ 30.00	\$ 10,500.00
8400	TONS	Roadway pavement	\$ 140.00	\$ 1,176,000.00
200	TONS	Driveway pavement	\$ 200.00	\$ 40,000.00
1	LS	Loam & Seed	\$ 50,000.00	\$ 50,000.00
1	LS	Pavement Markings	\$ 4,000.00	\$ 4,000.00
Subtotal				\$ 2,292,000.00
Design		Lump Sum (6%)		\$ 135,000.00
Inspection		Part time as needed (lump sum)		\$ 100,000.00
Contingency (10%)				\$ 238,000.00
TOTAL				\$ 2,765,000.00

OLVER ASSOCIATES INC.

Mr. Randy Cyr, Public Works Director
June 25, 2021
Page 3

If you have any questions, or need additional information at this time, please let us know.



Very truly yours,

OLVER ASSOCIATES INC.

A handwritten signature in black ink, appearing to read "M. Holway", written over the printed name.

Mandy Holway Olver P.E., Vice-President
Construction Services Manager

MHO/sb

1634/090

CC: Ms. Diane Barnes, Town Manager



Agenda Item 2021-152-156

Town of Lisbon Planning Board

300 Lisbon Street – Lisbon, ME 04250

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

Dennis J. Douglass – Code Enforcement Officer – ddouglass@lisbonme.org

July 8, 2021

The following ordinances/amendments to existing ordinances are approved by the Planning Board and have been sent to the Town Council for adoption. All information was sent to the town clerk and town manager on June 11, 2021.

1. **Ground Mounted Solar Energy Systems Ordinance** – This is a new ordinance “draft” that has been worked on by the planning board. The planning board held a public hearing on June 10th. The planning board approved the “draft” form and authorized it to be sent to council for consideration.
2. **Section 70-530 Land Uses** – The Note at the top of the ordinance has been stricken. The language is no longer needed now that the land use chart has definitions for both Medical and Adult-Use categories.
3. **Section 70-531 Table of Land Uses** – The Land Use Chart has been updated to include zoning information for Registered Caregiver Cultivation Facilities and Adult Use Marijuana based on the MJ laws.
4. **Article XI – Medical Marijuana Establishments** – Added a definition for “Registered caregiver cultivation facility” in existing ordinance and added the License fee category.
5. **Adult Use Marijuana Establishment** – New ordinance “draft”.

Recommendations for the **Medical Marijuana Establishment** license application and **Adult Use Marijuana Establishment** license application has been submitted to the Town Clerk.

Dennis J. Douglass
Code Enforcement Officer, BI, LPI, LHO
Planning Board Admin.
Town of Lisbon

Chapter 70 - Zoning Ordinance

Article VIII. - Town of Lisbon Ground Mounted Solar Energy System Ordinance:

Section 1. Purpose - The purpose of this Ordinance is to allow ground mounted solar energy systems in ~~rural~~certain districts subject to setback, height, screening, maintenance, safety, and decommissioning requirements and Planning Board review. Refer to [Sec. 70-531](#) Table of Land Uses. The Zoning district designation for a particular site shall be determined from the Zoning Map of Lisbon, Maine.

Section 2. Applicability - This Ordinance shall apply to Ground Mounted Solar Energy Systems applications filed with the Planning Board for site plan review pursuant to Chapter 62. Site Plans.

Section 3. Authority and Validity –

A. This Ordinance is adopted pursuant to the enabling provisions of Article VIII, Part 2, Section 1 of the Maine Constitution, provisions of 30-A, M.R.S. § 3001, Ordinance Power, and the provisions of 30-A, M.R.S. § 4352, Zoning.

B. To the extent that any provision of this Ordinance is deemed invalid by a court of competent jurisdiction, such provision shall be removed from the Ordinance and the balance of the Ordinance shall remain valid.

C. Whenever a provision of this Ordinance conflicts with or is inconsistent with other provisions of this Ordinance, or of any other ordinance, regulation or standard, the more restrictive provision shall apply.

Section 4. Definitions –

Ground Mounted Solar Energy System: for purposes of this Ordinance: (a) a solar energy system that is structurally mounted to the ground; (b) has a physical size based on total airspace projected over the ground that is greater than 20,000 square feet; and (c) that is not directly connected to a Residential Structure.

Section 5. Dimensional Requirements –

A. Ground Mounted Solar Energy Systems in residential zoning districts shall not exceed twelve (12) feet in height when oriented at maximum tilt. Ground Mounted Solar Energy Systems shall not exceed twenty-five (25) feet in height when oriented at maximum tilt in Commercial, Industrial and Diversified Development zoning districts.

B. Minimum front setback shall be 50 feet, minimum side setback shall be 50 feet and minimum rear setback shall be 50 feet.

C. Lot coverage for Ground Mounted Solar Energy Systems shall be calculated based on the area of the supporting structure that is in contact with the ground and not the area of the panels, as long as the area under the panels remains vegetated and there is sufficient space between the panels to allow sunlight necessary to sustain live growth.

Section 6. Screening, Security, Maintenance and Regulatory Compliance –

A. Subject to the approval of the Lisbon Planning Board, the lots on which Ground Mounted Solar Energy Systems are located shall be buffered from roads and residences by plantings, berms, and natural topographical features.

B. Subject to the approval of the Lisbon Planning Board, the lots on which Ground Mounted Solar Energy Systems are located shall be protected by a perimeter fence designed to allow for passage of wildlife. One or more signs shall be affixed to the fence identifying the owner of the facility and 24-hour emergency contact information. A KnoxBox, or other system agreed to by the Fire Chief, that provides emergency access inside the security gate shall be installed.

C. For purposes of emergency services, the owner or operator of a Ground Mounted Solar Energy Systems shall provide a copy of the project summary, electrical schematic, and site plan to the Lisbon Fire Chief. All means of shutting down the system shall be clearly marked on the plan. The owner or operator shall identify a responsible person to the Fire Chief for public inquiries throughout the life of the installation.

D. The owner or operator of a Ground Mounted Solar Energy System shall maintain the facility in good condition. Maintenance shall include but not be limited to, painting, structural repairs, vegetation control and integrity of security measures. Site access shall be maintained to a level acceptable to the Lisbon Fire Chief. The owner or operator shall be responsible for the cost of maintaining the access road(s).

E. The owner or operator of a Ground Mounted Solar Energy System shall build and maintain it in compliance with all relevant Federal, State and Local Laws, Regulations, and Ordinances.

Section 7. Performance Guarantee - After the plan is approved but before a permit is issued, the applicant for a Ground Mounted Solar Energy System shall submit to the Town of Lisbon a performance guarantee in the amount of 150% of the applicant's estimated decommissioning cost of the system, subject to a review of such cost by the Code Enforcement Officer. The applicant may apply to the Code Enforcement Officer for release of the guarantee at such time that it or its assignees remove the system and associated abandoned structures, and such completed removal is found to be satisfactory by the Code Enforcement Officer.

Section 8. Decommissioning and Removal –

A. Any Ground Mounted Solar Energy System that has reached the end of its useful life, ceases to generate power or has been abandoned shall be removed pursuant to a plan approved by the Lisbon Planning Board during the application process. The owner or operator shall physically remove the installation no more than 180 days after the date of discontinued operations. The owner or operator shall notify the Code Enforcement Officer by certified mail, return receipt requested, of the proposed date of the discontinued operations and plans for removal.

B. Decommissioning shall consist of:

(1) physical removal of all solar energy systems, structures, equipment, security barriers and transmission lines from the site;

(2) disposal of all solid and hazardous waste in accordance with Local, State and Federal waste disposal regulations; and

(3) ~~stabilization~~stabilize or re-vegetation of the site as necessary to minimize erosion. The Code Enforcement Officer may allow the owner or operator to leave landscaping or designated below-grade foundations to minimize erosion and disruptions to vegetation.

C. Absent a notice of a proposed date of decommissioning or written notice of extenuating circumstances, Ground Mounted Solar Energy Systems shall be considered abandoned when it fails to generate electricity for more than one year without having first obtained the written consent of the Code Enforcement Officer. Determination of abandonment shall be made by the Code Enforcement Officer.

D. If the owner or operator of a Ground Mounted Solar Energy System fails to remove the installation in accordance with the requirements of this section within 180 days of abandonment or the proposed date of decommissioning, the Town of Lisbon retains the right to use the performance guarantee and any and all legal or available means necessary to cause an abandoned, hazardous or decommissioned solar energy system to be removed.

Section 9. Effective Date and Duration - This Ordinance shall take effect 21 days after ~~immediately upon~~ enactment by the Town of Lisbon unless otherwise provided and shall remain in effect until it is amended or repealed.

Section 10. Enforcement Violations and Penalties - This Ordinance shall be enforced by the municipal officers or their designee. Violation of this Ordinance shall be subject to the enforcement and penalty provisions of 30-A, M.R.S. § 4452, Enforcement of Land Use Laws and Ordinances.

ARTICLE XI. - MEDICAL MARIJUANA ESTABLISHMENTS

Sec. 10-601. - Authority.

This article is enacted pursuant to authority granted under 30-A M.R.S.A. § 3001, ~~22 M.R.S.A. § 2423-A(14)~~ and 22 M.R.S.A. § 2429-D.

([C.M. of 11-13-2018, V. 2018-247](#) ; C.M. of 1-15-2019, V. [2019-13](#))

Sec. 10-602. - Purpose.

The purpose of this article is to provide procedures and standards relating to the operation of medical marijuana establishments and to require their annual licensing.

([C.M. of 11-13-2018, V. 2018-247](#) ; C.M. of 1-15-2019, V. [2019-13](#))

Sec. 10-603. - Definitions.

As used in this article, unless the context otherwise indicates, the following terms have the following meanings:

Cultivation of marijuana for medical use. "Cultivation of marijuana for medical use" means all cultivation of marijuana for medical use must comply with state rules and state statutes.

Disqualifying drug offense. "Disqualifying drug offense" means a conviction for a violation of a state or federal controlled substance law that is a crime punishable by imprisonment for one year or more, but does not include (1) An offense for which the sentence, including any term of probation, incarceration or supervised release, was completed 10 or more years earlier; or (2) An offense that consisted of conduct that would have been permitted under the Maine Medical Use of Marijuana Act.

Extraction. "Extraction" means a process of extracting marijuana concentrate from marijuana using water, lipids, gases, solvents or other chemicals or chemical processes. The use of inherently hazardous substances in marijuana extraction is restricted by state rule.

Marijuana product. "Marijuana product" means a product composed of marijuana, or marijuana concentrate and other ingredients that is intended for medical use. "Marijuana product" includes, but is not limited to, an edible marijuana product, a marijuana inhalant, a marijuana ointment and a marijuana tincture. "Marijuana product" does not include marijuana concentrate.

Manufacture or manufacturing. "Manufacture" or "manufacturing" means the production, blending, infusing, compounding or other preparation of marijuana concentrate and marijuana products by a registered manufacturing facility or by a patient, caregiver or dispensary as authorized under 22 MRS, chapter 558-C. Manufacturing includes, but is not limited to, marijuana extraction or preparation by means of chemical synthesis. "Manufacturing or manufacture" does not include cultivation.

Manufacturing facility. "Manufacturing facility" means a manufacturing facility authorized under state law to manufacture marijuana products for medical use or to engage in marijuana extraction for medical use.

Marijuana testing facility "Marijuana testing facility" means an entity licensed by the ~~State~~ Department of ~~Administrative and Financial Services~~ and certified to test medical use marijuana, including concentrates and products containing marijuana, for research and development purposes and to analyze contaminants in, and the potency and cannabinoid profile of, marijuana samples and products containing marijuana cultivated in accordance with 22 MRS, chapter 558-C.

Medical marijuana establishment. "Medical marijuana establishment" means a registered caregiver retail store, registered dispensary, marijuana testing facility, or manufacturing facility.

Registered caregiver retail store. "Registered caregiver retail store" means a registered caregiver authorized under state law to cultivate medical marijuana for qualifying patients that operates a retail store to sell medical marijuana to qualifying patients.

Registered caregiver cultivation facility. "Registered caregiver cultivation facility" means a registered caregiver authorized under state law to cultivate medical marijuana for qualifying patients.

Registered dispensary. "Registered dispensary" means a dispensary authorized under state law to cultivate and dispense medical marijuana to qualifying patients and caregivers.

Registration certificate. "Registration certificate" means a State-Department of Administrative and Financial Services document containing a unique registry identification number that permits the manufacturing of marijuana and marijuana products for medical use.

Registry identification card. "Registry identification card" means a photographic identification card issued by the State-Department of Administrative and Financial Services to an individual who is authorized to manufacture marijuana or marijuana products for medical use, in the capacity of or in the employ of a patient, caregiver, dispensary or manufacturing facility. For the purposes of state rules, the State-Department of Administrative and Financial Services may issue a registry identification card to any person who holds an active and valid Individual Identification Card issued under Maine's Adult Use Marijuana Program authorized by 28-B MRS, chapter 1.

State registration authority. "State registration authority" means the authority created or designated by the state for the purpose of regulating and controlling registration for medical marijuana establishments.

(C.M. of 11-13-2018, V. 2018-247 ; C.M. of 1-15-2019, V. 2019-13 ; C.M. of 2-18-2020, V. 2020-40)

Sec. 10-604. - License required.

No person shall operate a medical marijuana establishment, nor shall any property owner permit the use of his or her premises to be operated as a medical marijuana establishment, without a valid license issued by the town. Each license shall be for a period of one year from the date of its issuance. A license must be obtained prior to the opening of a medical marijuana establishment. Applications for renewal licenses shall be submitted at least ninety (90) days prior to expiration of the existing term. Any licensee that fails to submit a renewal application by the applicable deadline shall not have authority to operate until a license is granted.

(C.M. of 11-13-2018, V. 2018-247 ; C.M. of 1-15-2019, V. 2019-13)

Sec. 10-605. - Application.

Each applicant for a medical marijuana establishment license shall complete and file an application on the form provided by the town clerk, together with the applicable nonrefundable license fee, as well as the following supporting materials:

- (1) Copy of the applicant's state registration application and supporting documentation, as submitted to the state registration authority, if applicable.
- (2) Copies of all state approvals or conditional approvals required to operate a medical marijuana establishment, including, but not limited to, state registry identification card, state registration certificate, state application for registration or renewal manufacturing facility tier 1 or 2 along with approval certification, and state application for registration or renewal testing facility and dispensary facility along with approval certifications as applicable.
- (3) If not included in the applicant's state registration application, a description of the form of ownership of the business enterprise together with attested copies of any articles of

incorporation, bylaws, operating agreement, partnership agreement or articles of association that govern the entity that will own and/or operate the medical marijuana establishment.

- (4) If not included in the applicant's state registration application, an affidavit that identifies all owners, officers, members, managers or partners of the applicant, their ownership interests, and their places of residence at the time of the application and for the immediately preceding three (3) years. Supporting documents, including but not limited to motor vehicle operator's license, motor vehicle registration, voter registration or utility bills shall be provided.
- (5) A release for each applicant and for each officer, owner, member, manager or partner of the applicant seeking a license allowing the Town of Lisbon to obtain criminal records and other background information related to the individual.
- (6) A statement as to the precise nature of the business with a description of the nature of all products and services offered to its customers.
- (7) A description of the premises for which the license is sought, including a plan of the premises and a list of all equipment, parts and inventory used in the operation of the medical marijuana establishment.
- (8) Evidence of an interest in the premises in which the medical marijuana establishment will be located, together with the form of interest, along with the written consent of the owner of the premises for such use if the applicant is not the owner.
- (9) Evidence of all land use approvals or conditional land use approvals required to operate the medical marijuana establishment, or applications that have been filed and are pending for the required approvals, including but not limited to building permit, conditional or special use approval, change of use permit and/or certificate of occupancy.
- (10) Copies of all other approvals or conditional approvals required to operate the medical marijuana establishment, including any applicable state food or local victualer's license as applicable.
- (11) Copies of compliance with the requirements of section 10-611 including, but not limited to State Department licensing, registration, and certification and evidence that the standards listed in section 10-610 have been met including but not limited to copies of ~~State~~ Department of Administrative and Financial Services licensing, registration, and certification as applicable.

If the town clerk determines that a submitted application is not complete, the clerk shall notify the applicant of the additional information required to process the application. If such additional information is not submitted within thirty (30) days of the clerk's request, the application may be denied.

([C.M. of 11-13-2018, V. 2018-247](#) ; C.M. of 1-15-2019, V. [2019-13](#) ; C.M. of 2-18-2020, V. [2020-40](#))

Sec. 10-606. - Investigation of applicant, officers, etc.

Upon receipt of an application or of a notice of a change of any of the individuals listed in subsection 10-605(4) above, the town shall provide copies of the completed application to the following staff members for purposes of conducting the investigations and issuing reports as listed below:

- (1) The building inspector shall verify that the premises at which the establishment will be located complies with all applicable town ordinances including, but not limited to, the building code, electrical code, plumbing code, and section 10-611, and shall report findings in writing to the town clerk.
- (2) The code officer shall inspect the location or the proposed location to determine whether the applicable ordinances relating to land use issues and building and safety codes issues have been satisfied and shall report findings in writing to the town clerk.

- (3) The health officer shall inspect the location or proposed location to determine whether all applicable ordinances relating to health and safety have been satisfied and shall report findings in writing to the town clerk.
- (4) The fire chief or his/her agent shall inspect the location or proposed location to determine if all town ordinances and any other applicable regulations concerning fire and safety have been satisfied and shall report findings in writing to the town clerk.
- (5) The police chief or his/her agent shall investigate the application, including the criminal history record information authorized under subsection 10-605(5) and under section 10-610 and shall report findings in writing to the town clerk.

([C.M. of 11-13-2018, V. 2018-247](#) ; C.M. of 1-15-2019, V. [2019-13](#) ; C.M. of 2-18-2020, V. [2020-40](#))

Sec. 10-607. - Action on application.

- (1) *Public hearing.* The town clerk upon receipt of a completed application and upon receipt of the reports required under section 10-606 above, shall schedule a public hearing at a regular or special meeting of the town council and shall arrange for public notice of the public hearing to appear in the newspaper of general circulation within the Town of Lisbon at least seven days prior to the date of the scheduled public hearing. Costs of the hearing notice shall be paid out of the license and processing fee.
- (2) *Town council action.* The council, after notice and public hearing, shall determine whether the applicant complies with the requirements of this article. Upon such determination by the council, the town clerk shall be authorized to issue the license.

([C.M. of 11-13-2018, V. 2018-247](#) ; C.M. of 1-15-2019, V. [2019-13](#))

Sec. 10-608. - Status of license—Display.

No license issued under this article may be assigned or transferred to another entity. Any change in ownership or change in the officers of an owner shall require a new license. Licenses are limited to the premises for which they are issued and are not transferable to another location. The license shall be displayed in a conspicuous place in the medical marijuana establishment for which the license is issued.

([C.M. of 11-13-2018, V. 2018-247](#) ; C.M. of 1-15-2019, V. [2019-13](#))

Sec. 10-609. - Duty to update information.

Any licensee issued a license under this article shall have the duty to maintain updated and accurate information regarding all of the information provided pursuant to the application process and as required in section 10-605 within ten days of any change of status. Failure to provide and maintain current and accurate information may result in revocation of the applicant's license.

([C.M. of 11-13-2018, V. 2018-247](#) ; C.M. of 1-15-2019, V. [2019-13](#))

Sec. 10-610. - Standards for approval, denial, revocation.

A license application for a medical marijuana establishment shall be denied by the town council, and an existing license may be suspended or revoked by the town council after notice and hearing, if the applicant, or any owner of the applicant or licensee:

- (1) Fails to meet the requirements of this ordinance.
- (2) Is not at least twenty-one (21) years of age.
- (3) Is not a resident of the state of Maine.
- (4) Has had a license for a marijuana establishment revoked by a municipality or by the state.
- (5) Has not acquired all necessary state and local approvals prior to issuance of the license.
- (6) Has been convicted of a disqualifying drug offense.
- (7) Has provided false or misleading information in connection with the license application.

([C.M. of 11-13-2018, V. 2018-247](#) ; C.M. of 1-15-2019, V. [2019-13](#))

Sec. 10-611. - Operating requirements.

In order to obtain a license pursuant to this ordinance, the applicant shall demonstrate to the town council that the following requirements will be met. A licensee shall comply with all of these requirements during the term of the license.

- (1) *Fixed location.* All licensed premises shall be fixed, permanent locations. Licensees shall not be permitted to operate medical marijuana establishments in other than the licensed premises, such as at farmer's markets, farm stands or kiosks.
- (2) *Security.*
 - (a) The licensed premises shall have lockable doors and windows and shall be served by an alarm system that includes automatic notification to the Lisbon Police Department.
 - (b) The licensed premises shall have video surveillance capable of covering the exterior and interior of the facility. The video surveillance system shall be operated with continuous recording twenty-four hours per day, seven days per week and video shall be retained for a minimum duration of thirty (30) days. Such records shall be made available to law enforcement agencies when investigating a criminal complaint.
 - (c) The licensed premises shall have exterior spot lights with motion sensors covering the full perimeter of the building(s).
- (3) *Ventilation.*
 - (a) The licensed premises shall comply with all odor and air pollution standards established by ordinance.
 - (b) All medical marijuana establishments that cultivate, manufacture or extract marijuana shall have an odor mitigation system installed that has been approved by a Maine licensed engineer, indicating that the system will provide odor control sufficient to ensure that no odors are perceptible off the premises.
- (4) *Loitering.* The facility owner/operator shall make adequate provisions to prevent patrons or other persons from loitering on the premises. It shall be the licensee's obligation to ensure that anyone found to be loitering or using marijuana or marijuana products in the parking lot or other outdoor areas of a licensed premises is ordered to leave.
- (5) *Compliance with requirements of state and local law.* A medical marijuana establishment shall meet all operating and other requirements of state and local law. To the extent the state has adopted or adopts in the future any law or regulation governing medical marijuana establishments that conflicts in any way with the provisions of this article, the more restrictive shall control.

([C.M. of 11-13-2018, V. 2018-247](#) ; [C.M. of 12-18-2018, V. 2018-272](#) ; C.M. of 1-15-2019, V. [2019-13](#))

Sec. 10-612. - Violations; penalties.

In addition to revocation or suspension of a medical marijuana establishment license as provided in this article, the violation of any provision of this article shall be punished by a fine of not less than \$500.00 nor more than \$2,500.00 for each offense. Each act of violation and every day upon which any such violation shall occur shall constitute a separate offense. In addition to such penalty, the town may enjoin or abate any violation of this article. All fines and penalties, together with costs of prosecution of violations, which shall include the town's cost and attorney's fees, shall inure to the benefit of the town. This section shall be enforced by the Lisbon police chief, the Lisbon codes enforcement officer, and/or their designees. Notice of violations by medical marijuana establishment licensees of other provisions of this Code shall be provided to the police chief, town officers, and town attorney.

([C.M. of 11-13-2018, V. 2018-247](#) ; C.M. of 1-15-2019, V. [2019-13](#))

Sec. 10-613. - License fee.

The annual license fees shall be as follows:

Registered caregiver retail store: \$250.00

Registered caregiver cultivation facility: \$250.00

Registered dispensary: \$250.00

Manufacturing facility: \$250.00

Marijuana testing facility: \$250.00

([C.M. of 11-13-2018, V. 2018-247](#) ; C.M. of 1-15-2019, V. [2019-13](#))

Sec. 10-614. - Severability.

If any section, phrase, sentence or portion of this article is for any reason held invalid by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

([C.M. of 11-13-2018, V. 2018-247](#) ; C.M. of 1-15-2019, V. [2019-13](#))

Sec. 10-615. - Appeals.

An appeal from any final decision of the town council under this article may be taken by any party to Superior Court within thirty (30) days of the decision being appealed in accordance with the provisions of Rule 80B of the Maine Rules of Civil Procedure.

([C.M. of 11-13-2018, V. 2018-247](#) ; C.M. of 1-15-2019, V. [2019-13](#))

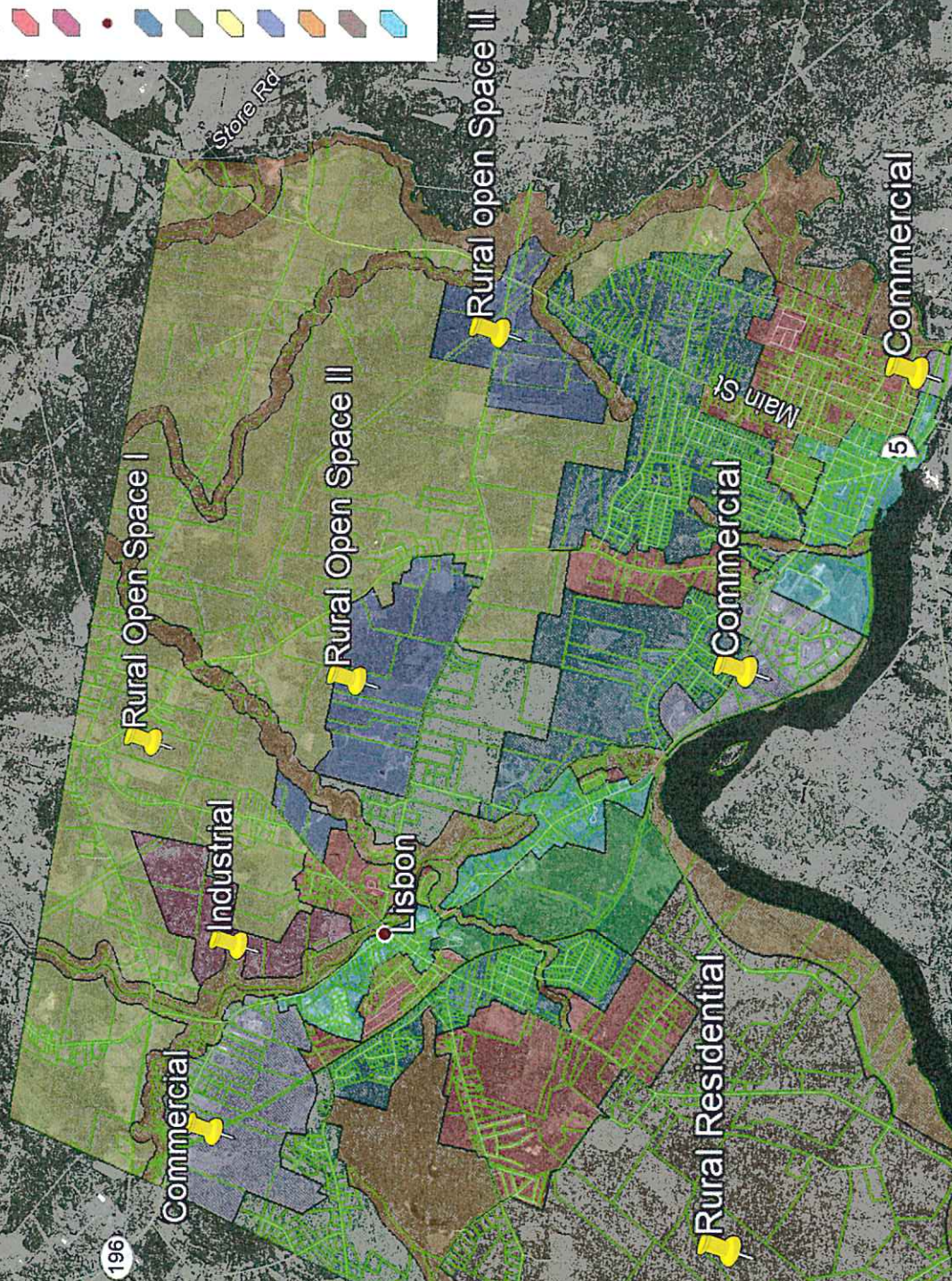
for office reference only

Marijuana Cultivation Facilities

Conditional Use Zoning Map

Legend

- C
- DD
- Feature 1
- Feature 2
- GR
- I
- Lisbon
- LR
- LRR
- ROSI
- ROSI
- RP
- RR
- V



Google Earth

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APPENDIX C FEE SCHEDULE¹

Section this Code	Description	Fee/Rate
BUSINESSES		
10-613	Marijuana licensing fees:	
	Registered caregiver retail store	250.00
	<u>Registered caregiver cultivation facility</u>	<u>250.00</u>
	Registered dispensary	250.00
	Manufacturing facility	250.00
	Marijuana testing facility	250.00
	<u>Marijuana store</u>	<u>5,000.00</u>
	<u>Cultivation facility</u>	<u>5,000.00</u>
	<u>Manufacturing facility</u>	<u>5,000.00</u>
	<u>Marijuana testing facility</u>	<u>10,000.00</u>

¹Cross reference(s)—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.

Sec. 70-530. - Land uses.

All land use activities, as indicated Sec. 70-531 Table of Land Uses, shall conform to all of the applicable performance standards. The district designation for a particular site shall be determined from the Zoning Map of Lisbon, Maine.

Note: Businesses dealing with Adult Use (Recreational) or with Medical Use of Marijuana are included in the Commercial/Business Uses category and are specifically titled "Medical Marijuana Businesses" and "Adult Use (Recreational) Marijuana Businesses." No marijuana business shall be considered under any other section or sub-section of this Table of Land Uses.

(1) Key to Table of Land Uses:

P	Permitted by right if they comply with all applicable federal, state and town laws and regulations and the performance standards in article VI of this chapter. Uses may also require Subdivision and/or Site Plan Review approvals pursuant to other provisions of this Code.
C	Permitted upon authorization of a conditional use permit by the planning board in accordance with Article III of this Chapter. {May also required Site Plan Review and/or Subdivision approval}
No	Prohibited

(2) Abbreviations:

RP	Resource Protection
LR	Limited Residential
GR	General Residential
RO-I	Rural Open Space I
RO-II	Rural Open Space II
RR	Rural Residential
LRR	Limited Rural Residential
V	Village
C	Commercial
I	Industrial
DD	Diversified Development

(C.M. of 11-15-2011, V. 2011-208; [C.M. of 10-30-2018, V. 2018-238](#))

Sec. 70-531. - Table of land uses.

<i>Commercial/Business Uses</i>	RP	LR	GR ¹²	RO-I	RO-II	RR	LRR	V	C	I	DD ⁸
Medical Marijuana Businesses (See footnote 14 for definitions) Marijuana: Retail Store											
• Registered Caregiver Retail Store	NO	NO	NO	NO	NO	NO	NO	C	C	NO	C
• <u>Registered Caregiver Cultivation Facility</u>	<u>NO</u>	<u>NO</u>	<u>NO</u>	<u>C14</u>	<u>C14</u>	<u>C14</u>	<u>NO</u>	<u>NO</u>	<u>C14</u>	<u>C14</u>	<u>C14</u>
• Registered Dispensaries	NO	NO	NO	NO	NO	NO	NO	C	C	C	C
• Marijuana Testing Facilities	NO	NO	NO	NO	NO	NO	NO	C	C	C	C
• Manufacturing Facilities	NO	NO	NO	NO	NO	NO	NO	NO	C	C	C
Adult Use (Recreational) Marijuana Businesses (See footnote 15 for definitions)											
• Marijuana <u>Retail</u> Stores	NO	NO	NO	NO	NO	NO	NO	NO <u>C</u>	NO <u>C</u>	NO	NO <u>C</u>
• Cultivation Facilities	NO	NO	NO	NO <u>C</u>	NO <u>C</u>	NO <u>C</u>	NO	NO	NO <u>C</u>	NO <u>C</u>	NO <u>C</u>
• Products Manufacturing Facilities	NO	NO	NO	NO	NO	NO	NO	NO	NO <u>C</u>	NO <u>C</u>	NO <u>C</u>
• Testing Facilities	NO	NO	NO	NO	NO	NO	NO	NO <u>C</u>	NO <u>C</u>	NO <u>C</u>	NO <u>C</u>

Notes:

14. **Medical Marijuana Businesses:**

- Registered caregiver retail stores - authorized to ~~cultivate medical marijuana for qualifying patients, and operating~~ operate a retail store to sell medical marijuana to qualifying patients.
- Registered caregiver cultivation facilities - authorized to cultivate medical marijuana for qualifying patients except that the facility must be organized as a legal business entity recognized under the laws of the state and that the business must operate its cultivation area solely as an indoor operation.
- Registered dispensaries - authorized to cultivate and dispense medical marijuana to qualifying patients and caregivers.
- Marijuana testing facilities - authorized to test medical marijuana for contamination, potency and cannabinoid profile.
- Manufacturing facilities - authorized to manufacture marijuana products and marijuana concentrate for medical use.
- Signs, advertising and marketing used by or on behalf of Medical Marijuana business may not be placed within 500 feet of the property line of a pre-existing public or private school.

15. **Adult Use ~~(Recreational)~~ Marijuana Businesses:**

- Marijuana stores - authorized to sell marijuana, marijuana products, immature marijuana plants and seedlings directly to consumers.
- Cultivation facilities - authorized to grow, prepare and package marijuana for sale to other marijuana businesses.
- Products manufacturing facilities - authorized to blend, infuse or extract components of the marijuana plant to make marijuana products such as ointments, tinctures or edibles, for sale to marijuana stores or other marijuana products manufacturing facilities.
- Testing facilities - authorized to conduct research, analysis and testing of marijuana and marijuana products for contamination, potency and safety.
- Signs, advertising and marketing used by or on behalf of an Adult Use Marijuana business may not be placed within 500 feet of the property line of a pre-existing public or private school.

Sec. 70-531 Table of Land Uses

<i>Industrial Uses</i>	RP	LR	GR	RO-I	RO-II	RR	LRR	V	C	I	DD ⁸
Junkyards	NO	NO	NO	C	NO	C	NO	NO	NO	C	NO
Transmission facilities-radio, television, power, telephone	NO	NO	NO	C	C	C	C	NO	C	P	NO
Sawmills	NO	NO	NO	C	C	C	NO	NO	NO	P	NO
Truck Terminal	NO	NO	NO	NO	NO	NO	NO	NO	P	P	NO
Bottling & beverages	NO	NO	NO	NO	NO	NO	NO	NO	P	P	NO
Manufacturing, processing, assembly of products or Goods	NO	NO	NO	NO	NO	NO	NO	NO	P	P	NO
Above ground storage of propane or flammable petroleum fuel products stored in accordance with rules promulgated by the state fire marshal	NO	NO	NO	NO	NO	NO	NO	C	C	P	NO
Commercial & industrial uses and facilities not meeting criteria for permitted uses	NO	NO	NO	NO	NO	NO	NO	NO	C	C	NO
Temporary construction, excavation, fabrication or Processing	NO	NO	NO	C	C	C	NO	NO	C	P	NO
Accessory Uses & Structures	NO	NO	NO	P	P	C	C	P	P	P	P
<u>Ground Mounted Solar Energy System</u>	<u>C</u>	<u>C</u>	<u>NO</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>NO</u>	<u>C</u>	<u>C</u>	<u>C</u>

ADULT USE MARIJUANA ESTABLISHMENTS

Sec. 1.-Authority.

This article is enacted pursuant to authority granted under 30-A M.R.S.A. § 3001, ~~22 M.R.S.A. § 2423-A(14)~~, and 22 M.R.S.A. § 2429-D.

Sec. 2. -Purpose.

The purpose of this article is to provide procedures and standards relating to the operation of adult use marijuana establishments and to require their annual licensing.

Sec. 3.-Definitions.

As used in this article, unless the context otherwise indicates, the following terms have the following meanings:

Cultivation of marijuana for adult use. "Cultivation of marijuana for adult use" means all cultivation of marijuana for adult use must comply with state rules and state statutes.

Cultivation facility. "Cultivation facility" means a facility authorized under state law to purchase marijuana plants and seeds from other cultivation facilities; to cultivate, prepare and package adult use marijuana; to sell adult use marijuana to products manufacturing facilities, to marijuana stores and to other cultivation facilities; and to sell marijuana plants and seeds to other cultivation facilities and immature marijuana plants and seedlings to marijuana stores.

Disqualifying drug offense. "Disqualifying drug offense" means a conviction for a violation of a state or federal controlled substance law that is a crime punishable by imprisonment for one year or more, but does not include (1) An offense for which the sentence, including any term of probation, incarceration or supervised release, was completed 10 or more years earlier; or (2) An offense that consisted of conduct that would have been permitted under ~~the Maine Medical Use of Marijuana Act Chapter 3 of Title 28-B of the Maine Revised Statutes.~~

Extraction. "Extraction" means a process of extracting marijuana concentrate from marijuana using water, lipids, gases, solvents or other chemicals or chemical processes. The use of inherently hazardous substances in marijuana extraction is restricted by state rule.

Marijuana product. "Marijuana product" means a product composed of marijuana, or marijuana concentrate and other ingredients that is intended for adult use. "Marijuana product" includes, but is not limited to, an edible marijuana product, a marijuana inhalant, a marijuana ointment and a marijuana tincture. "Marijuana product" does not include marijuana concentrate.

Manufacture or manufacturing. "Manufacture" or "manufacturing" means the production, blending, infusing, compounding or other preparation of marijuana concentrate and marijuana products ~~by a registered manufacturing facility or by a patient, caregiver or dispensary~~ as authorized under ~~28-B M.R.S. chapter 1 22 MRS, chapter 558-C.~~ Manufacturing includes, but is not limited to, marijuana extraction or preparation by means of chemical synthesis. "Manufacturing or manufacture" does not include cultivation or testing.

Manufacturing facility. "~~Manufacturing facility~~" means ~~a manufacturing facility authorized under state law to manufacture marijuana products for adult use or to engage in marijuana extraction for adult use.~~

Marijuana store. "Marijuana store" means a facility authorized under state law to purchase adult use marijuana, immature marijuana plants and seedlings from a cultivation facility, to purchase adult use

marijuana and adult use marijuana products from a products manufacturing facility and to sell adult use marijuana, adult use marijuana products, immature marijuana plants and seedlings to consumers.

Marijuana testing facility. "Marijuana testing facility" means an entity licensed by the State Department of Administrative and Financial Services to develop, research and test marijuana, marijuana products and other substances and certified to test medical use marijuana, including concentrates and products containing marijuana, for research and development purposes and to analyze contaminants in, and the potency and cannabinoid profile of, marijuana samples and products containing marijuana cultivated in accordance with 28-B M.R.S. chapter 122 MRS, chapter 558-G.

Adult use marijuana establishment. "Adult use marijuana establishment" means a registered caregiver retail store, registered dispensary, marijuana testing facility, or manufacturing facility marijuana store, a cultivation facility, a products manufacturing facility or a marijuana testing facility.

Products manufacturing facility. "Products manufacturing facility" means a facility authorized under state law to purchase adult use marijuana from a cultivation facility or another products manufacturing facility; to manufacture, label and package adult use marijuana and adult use marijuana products; and to sell adult use marijuana and adult use marijuana products to marijuana stores and to other products manufacturing facilities.

Registered caregiver retail store. "Registered caregiver retail store" means a registered caregiver authorized under state law to cultivate medical marijuana for qualifying patients that operates a retail store to sell medical marijuana to qualifying patients.

Registered caregiver cultivation facility. "Registered caregiver cultivation facility" means a registered caregiver authorized under state law to cultivate adult use marijuana for qualifying patients.

Registered dispensary. "Registered dispensary" means a dispensary authorized under state law to cultivate and dispense adult use marijuana to qualifying patients and caregivers.

Registration certificate. "Registration certificate" means a State Department of Administrative and Financial Services document containing a unique registry identification number that permits the manufacturing of marijuana and marijuana products for adult use.

Registry identification card. "Registry identification card" means a photographic identification card issued by the State Department of Administrative and Financial Services to an individual who is licensed to cultivate, sell, manufacture or test authorized to manufacture marijuana or marijuana products for adult use as an owner, officer, managers, contractor, employee or other support staff, in the capacity of or in the employ of a patient, caregiver, dispensary or manufacturing facility. For the purposes of state rules, the State Department of Administrative and Financial Services may issue a registry identification card to any person who holds an active and valid Individual Identification Card issued under Maine's Adult Use Marijuana Program authorized by 28-B M.R.S., chapter 1.

State registration authority. "State registration authority" means the authority created or designated by the state for the purpose of regulating and controlling registration for adult use marijuana establishments.

Sec. 4. - License required.

No person shall operate an adult use marijuana establishment, nor shall any property owner permit the use of his or her premises to be operated as an adult use marijuana establishment, without a valid license issued by the town. Each license shall be for a period of one year from the date of its issuance. A license must be obtained prior to the opening of an adult use medical marijuana establishment. Applications for renewal licenses shall be submitted at least ninety (90) days prior to expiration of the existing term. Any licensee that fails to submit a renewal application by the applicable deadline shall not have authority to operate until a license is granted.

Sec. 5.-Application.

Each applicant for an adult use medical-marijuana establishment license shall complete and file an application on the form provided by the town clerk, together with the applicable nonrefundable license fee, as well as the following supporting materials:

- (1) Copy of the applicant's state registration application and supporting documentation, as submitted to the state registration authority, if applicable.
- (2) Copies of all state approvals or conditional approvals required to operate an adult use medical marijuana establishment, including, but not limited to, state registry identification card, state registration certificate, state application for registration or renewal ~~manufacturing facility tier 1 or 2 along with approval certification, and state application for registration or renewal testing facility and dispensary facility~~ along with approval certifications as applicable.
- (3) If not included in the applicant's state registration application, a description of the form of ownership of the business enterprise together with attested copies of any articles of incorporation, bylaws, operating agreement, partnership agreement or articles of association that govern the entity that will own and/or operate the adult use medical-marijuana establishment.
- (4) If not included in the applicant's state registration application, an affidavit that identifies all owners, officers, members, managers or partners of the applicant, their ownership interests, and their places of residence at the time of the application and for the immediately preceding three (3) years. Supporting documents, including but not limited to motor vehicle operator's license, motor vehicle registration, voter registration or utility bills shall be provided.
- (5) A release for each applicant and for each officer, owner, member, manager or partner of the applicant seeking a license allowing the Town of Lisbon to obtain criminal records and other background information related to the individual.
- (6) A statement as to the precise nature of the business with a description of the nature of all products and services offered to its customers.
- (7) A description of the premises for which the license is sought, including a plan of the premises and a list of all equipment, parts and inventory used in the operation of the adult use medical marijuana establishment.
- (8) Evidence of an interest in the premises in which the adult use medical-marijuana establishment will be located, together with the form of interest, along with the written consent of the owner of the premises for such use if the applicant is not the owner.
- (9) Evidence of all land use approvals or conditional land use approvals required to operate the adult use medical marijuana establishment, or applications that have been filed and are pending for the required approvals, including but not limited to building permit, conditional or special use approval, change of use permit and/or certificate of occupancy.
- (10) Copies of all other approvals or conditional approvals required to operate the medical-adult use marijuana establishment, including any applicable state food or local victualer's license as applicable.
- (11) Copies of compliance with the requirements of section ~~40-6~~11 including, but not limited to State Department of Administrative and Financial Services licensing, registration, and certification and evidence that the standards listed in section ~~40-6~~10 have been met including but not limited to copies of ~~State~~ Department of Administrative and Financial Services licensing, registration, and certification as applicable.

If the town clerk determines that a submitted application is not complete, the clerk shall notify the applicant of the additional information required to process the application. If such additional information is not submitted within thirty (30) days of the clerk's request, the application may be denied.

Sec. 6 - Investigation of applicant, officers, etc.

Upon receipt of an application or of a notice of a change of any of the individuals listed in subsection ~~10-605~~(4) above, the town shall provide copies of the completed application to the following staff members for purposes of conducting the investigations and issuing reports as listed below:

- (1) The building inspector shall verify that the premises at which the establishment will be located complies with all applicable town ordinances including, but not limited to, the building code, electrical code, plumbing code, and section ~~10-6~~11, and shall report findings in writing to the town clerk.
- (2) The code officer shall inspect the location or the proposed location to determine whether the applicable ordinances relating to land use issues and building and safety codes issues have been satisfied and shall report findings in writing to the town clerk.
- (3) The health officer shall inspect the location or proposed location to determine whether all applicable ordinances relating to health and safety have been satisfied and shall report findings in writing to the town clerk.
- (4) The fire chief or his/her agent shall inspect the location or proposed location to determine if all town ordinances and any other applicable regulations concerning fire and safety have been satisfied and shall report findings in writing to the town clerk.
- (5) The police chief or his/her agent shall investigate the application, including the criminal history record information authorized under subsection ~~10-605~~(5) and under section ~~10-6~~10 and shall report findings in writing to the town clerk.

Sec. 7.-Action on application.

- (1) *Public hearing.* The town clerk upon receipt of a completed application and upon receipt of the reports required under section ~~10-606~~ above, shall schedule a public hearing at a regular or special meeting of the town council and shall arrange for public notice of the public hearing to appear in the newspaper of general circulation within the Town of Lisbon at least seven days prior to the date of the scheduled public hearing. Costs of the hearing notice shall be paid out of the license and processing fee.
- (2) *Town council action.* The council, after notice and public hearing, shall determine whether the applicant complies with the requirements of this article. Upon such determination by the council, the town clerk shall be authorized to issue the license.

Sec. 8.-Status of license—Display.

No license issued under this article may be assigned or transferred to another entity. Any change in ownership or change in the officers of an owner shall require a new license. Licenses are limited to the premises for which they are issued and are not transferable to another location. The license shall be displayed in a conspicuous place in the adult use marijuana establishment for which the license is issued.

Sec. 9.-Duty to update information.

Any licensee issued a license under this article shall have the duty to maintain updated and accurate information regarding all of the information provided pursuant to the application process and as required in section ~~40-605~~ within ten days of any change of status. Failure to provide and maintain current and accurate information may result in revocation of the applicant's license.

Sec. 10.-Standards for approval, denial, revocation.

A license application for an adult use marijuana establishment shall be denied by the town council, and an existing license may be suspended or revoked by the town council after notice and hearing, if the applicant, or any owner of the applicant or licensee:

- (1) Fails to meet the requirements of this ordinance.
- (2) Is not at least twenty-one (21) years of age.
- (3) Is not a resident of the state of Maine.
- (4) Has had a license for a marijuana establishment revoked by a municipality or by the state.
- (5) Has not acquired all necessary state and local approvals prior to issuance of the license.
- (6) Has been convicted of a disqualifying drug offense.
- (7) Has provided false or misleading information in connection with the license application.

Sec. 11.-Operating requirements.

In order to obtain a license pursuant to this ordinance, the applicant shall demonstrate to the town council that the following requirements will be met. A licensee shall comply with all of these requirements during the term of the license.

- (1) *Fixed location.* All licensed premises shall be fixed, permanent locations. Licensees shall not be permitted to operate adult use marijuana establishments in other than the licensed premises, such as at farmer's markets, farm stands or kiosks.
- (2) *Security.*
 - (a) The licensed premises shall have lockable doors and windows and shall be served by an alarm system that includes automatic notification to the Lisbon Police Department.
 - (b) The licensed premises shall have video surveillance capable of covering the exterior and interior of the facility. The video surveillance system shall be operated with continuous recording twenty-four hours per day, seven days per week and video shall be retained for a minimum duration of thirty (30) days. Such records shall be made available to law enforcement agencies when investigating a criminal complaint.
 - (c) The licensed premises shall have exterior spot lights with motion sensors covering the full perimeter of the building(s).
- (3) *Ventilation.*
 - (a) The licensed premises shall comply with all odor and air pollution standards established by ordinance.
 - (b) All adult use marijuana establishments that cultivate, manufacture or extract marijuana shall have an odor mitigation system installed that has been approved by a Maine licensed engineer, indicating that the system will provide odor control sufficient to ensure that no odors are perceptible off the premises.

- (4) *Loitering.* The facility owner/operator shall make adequate provisions to prevent patrons or other persons from loitering on the premises. It shall be the licensee's obligation to ensure that anyone found to be loitering or using marijuana or marijuana products in the parking lot or other outdoor areas of a licensed premises is ordered to leave.
- (5) *Compliance with requirements of state and local law.* An adult use marijuana establishment shall meet all operating and other requirements of state and local law. To the extent the state has adopted or adopts in the future any law or regulation governing adult use marijuana establishments that conflicts in any way with the provisions of this article, the more restrictive shall control.

Sec. 12.-Violations; penalties.

In addition to revocation or suspension of an adult use marijuana establishment license as provided in this article, the violation of any provision of this article shall be punished by a fine of not less than \$500.00 nor more than \$2,500.00 for each offense. Each act of violation and every day upon which any such violation shall occur shall constitute a separate offense. In addition to such penalty, the town may enjoin or abate any violation of this article. All fines and penalties, together with costs of prosecution of violations, which shall include the town's cost and attorney's fees, shall inure to the benefit of the town. This section shall be enforced by the Lisbon police chief, the Lisbon codes enforcement officer, and/or their designees. Notice of violations by adult use marijuana establishment licensees of other provisions of this Code shall be provided to the police chief, town officers, and town attorney.

Sec. 13.-License fee. (25% of the license fees and license renewal fees go to the local D.A.R.E program)

The annual license fees shall be as follows:

~~Registered caregiver retail~~Marijuana store: \$5,000.00

~~Registered caregiver C~~ultivation facility: \$5,000.00

~~Registered dispensary:~~ \$10,000.00

~~Products m~~anufacturing facility: \$5,000.00

Marijuana testing facility: \$10,000.00

Sec. 14.-Severability.

If any section, phrase, sentence or portion of this article is for any reason held invalid by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

Sec. 15.-Appeals.

An appeal from any final decision of the town council under this article may be taken by any party to Superior Court within thirty (30) days of the decision being appealed in accordance with the provisions of Rule 80B of the Maine Rules of Civil Procedure.

Town Manager Monthly Departmental Project Agenda (August 2021)

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

Department	Project	Items to Complete
Town Manager	<ul style="list-style-type: none"> Construction Meetings Munis CDBG-Housing Grant CDBG-Façade Grant AVCOG Finance Committee, Executive Committee, & Policy Committee Meetings Department Visitations Job Descriptions Collective Bargaining Agreements Finance Committee Meetings Technology Salary Survey November Referendum 	<p>Continue monthly construction meetings Webster Rd/St. Ann St./Upland Road/Crest Avenue/Davis St. Pump Station</p> <p>Continue working on the Munis Utility implementation.</p> <p>Will continue working on the grant with the Finance Director and Economic Development Director</p> <p>Will continue working on the grant with the Finance Director and Economic Development Director</p> <p>Attend monthly committee meeting with AVOCG.</p> <p>Will continue to conduct monthly off-site department visits</p> <p>Continue work with Department Heads to update job descriptions</p> <p>Police & Sergeant contracts</p> <p>Gather Solid Waste and Recycling information for the Finance Committee</p> <p>Work with Burgess Technology to update computers</p> <p>Work with Megan on a first draft of a salary survey</p> <p>Work with Bond Counsel on the Ferry Road reconstruction project warrant for the November referendum</p>



Town of Lisbon

Town Council

Allen Ward, Chairman
Norm Albert, Vice
Chairman
Don Fellows
Jeff Ganong
Kasie Kolbe
Fern Larochele
Mark Lunt

TO: Diane Barnes, Town Manager
FROM: Amy Wiers, Assessing Clerk
DATE: July 1, 2021
RE: Monthly Department Report

The next month we will be working on the Municipal Tax Rate Calculation Standard Form and the Assessors Certification of Assessment.

The past month, I have been working on finalizing changes, processing personal property and address changes. I have also received calls on the new value letters that I sent out, which I have been explaining to property owners. Most of the homeowner questions, I was able to answer. There were a few questions that I have set aside for the Assessor in July. A homestead list was run to verify that all new homestead applications were processed and applied, which is a huge help avoiding abatements.

On June 22, 2021, Ingersoll Lane was approved by the Council. I went out, measured, and gave the address of 5 Ingersoll Lane.

Code Enforcement

Dennis J. Douglass

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

Monthly Report for June 2021

Building permits issued - 17

- 3 New single family homes
- 1 Commercial project
- 3 Mobile homes
- 1 Garage
- 5 Storage sheds
- 4 Misc.

Electrical permits issued – 19

- 7 New home services
- 1 Commercial wiring
- 4 Mobile homes
- 1 Remodel
- 4 Misc.
- 1 Home generator
- 1 Rooftop solar

Plumbing permits issued - 8

- 2 New HHE200 septic
- 2 Internal plumbing new home
- 4 Mobile home hook-up

Miscellaneous permits - 2 - Fire Demo Debris, Electronic sign

Planning Board:

PUBLIC HEARINGS – Case #21-07 – Subdivision Review Application – Premier Dev. - Approved

Scott Kelly

42 Capital Ave.

Lisbon, ME 04250

Tax Map U21 Lots 6-1 & 6-2

12 Unit apartment building

Case #21-08 – Conditional Use Application – Home Daycare - Approved

Cornerstone Childcare of Maine, LLC

Taylor Donaldson

12 Addison Street

Lisbon Falls, ME 04252

Town of Lisbon Ordinances - Chapter 70 – Zoning Ordinance - Approved

Town of Lisbon Ground Mounted Solar Energy System Ordinance

Article XI. – Medical Marijuana Establishments / Adult Use Marijuana Establishments

Section 70-531. Table of Land Uses – Adult Use Marijuana Establishments

Appeals Board – No Cases to report

Health Officer - Moxie plaza vendor inspections/sign-offs



TOWN OF LISBON

Economic & Community Development
300 Lisbon Street
Lisbon, ME 04250
(207) 353-3000, ext. 122

TO: Diane Barnes, Town Manager
FROM: Brett Richardson, Economic & Community Development Director
DATE: July 13, 2021
RE: Monthly Department Report

WORUMBO COMMUNITY VISIONING & LISBON DEVELOPMENT COMMITTEE UPDATE

In collaboration with the Lisbon Development Committee, ECD developed recommendations to to Town Council to advance redevelopment planning for the former Worumbo Mill site, including soliciting a market analysis and parking study and managing a request for qualifications process to identify a private development partner that is closely aligned with the Town's goals. ECD is currently seeking input and developing a bid packet for the market analysis with a goal of presenting recommended consultants to carry out the work during the Council's August meeting.

SUMMER EVENT SERIES & BUSINESS MARKETING

In collaboration with Parks & Recreation, Public Works, Police, and Fire, a portion of Main Street was closed on the morning of June 23rd to create Moxie Plaza. Local craft and vendor markets are scheduled for each Saturday morning with regular events occurring on Sundays to showcase local businesses, beginning with a farmers market on Sunday, July 11th. A calendar of events, Lisbon business map, and details about summer pop-up markets are available at www.lisbonmoxie.org.

CDBG FAÇADE GRANT UPDATE

Five façade projects are scheduled for early September following the June 22nd Town Council meeting when Lisbon's Council unanimously awarded bids to two contractors. Bob's Auto, Eastcraft, Mike's Flooring, Olive Pit Brewing, Frank's Restaurant, and Legendary Status are scheduled to receive new paint, siding, lighting and signage by fall of 2020.

ENTREPRENEURSHIP INITIATIVE

A community open house for the future Moxie CoWork and Entrepreneur Hub is scheduled for Wednesday, July 14th at the Ancient York Lodge at 703 Lisbon Street as part of the implementation of the Maine Community Foundation/Maine Downtown Center-sponsored entrepreneurship initiative. With Council approval, ECD and the Masons are fine-tuning a memorandum of understanding to guide planning and development for the hub by transforming the first floor of the historic building into a co-working space, pop-up market and retail incubator space plus a café/coffee shop or shared-use kitchen for food entrepreneurs.

With funding from the Maine Community Foundation, ECD has identified Dream Local Digital through a bid process to create, help promote, and deliver a free digital advertising boot camp for Lisbon businesses. The boot camp is scheduled for fall 2021 and winter 2022 to help local entrepreneurs capitalize on growing online sales opportunities.

GOALS FOR MONTH AHEAD

- Select consultants to conduct the market analysis and parking study for the former Worumbo Mill site
- Initiate planning and due diligence for Entrepreneur Hub after the 7/14 Community Open House
- Support events at Moxie Plaza to attract foot traffic to Main Street
- Promote the Digital Advertising Boot Camp for fall 2021 / winter 2022
- Coordinate façade grant activities and scheduling to complete five projects during Fall 2021
- Continue business retention and expansion work by connecting local business owners with real estate leads, business development resources, and Town programs

FINANCE DEPARTMENT

MOTOR VEHICLE

JULY 2020 – JUNE 2021

8,390 Vehicles were registered with the Town of Lisbon

FY21 BUDGET TO ACTUAL

FY21 Budget \$1,500,000

FY21 Collected \$1,959,133.42

Collected \$459,133.42 over-budget which relates to what we believe to be more residents registering new vehicles and the effects of COVID-19 noted below. The last quarter of FY20 saw a decline in vehicle registrations that were made up for in the first quarter of FY21.

COMPARE FY21 TO FY20

7,959 Vehicles were registered with the Town of Lisbon in FY20
In FY21 there were 9,303 vehicles registered with the Town of Lisbon, which is 1,344 more than the prior year.

COVID-19 hit in March 2020. During these times, Governor Mills allowed residents until July 12, 2020 to register their vehicles. This is where we saw a drop in 2020: April there were 231 vehicles registered; May had 505 vehicles registered and June had 1,102 vehicles registered. July 2020 (FY21) saw 1,140 vehicles registered.

FY21 YEAR IN REVIEW

MEMO

FY21 continued to challenge us all as we continued to navigate living our lives in times of COVID-19.

The Town of Lisbon felt it prudent to continue holding an expense freeze intact. What did this mean? It meant that we continued to be mindful of the budget, even in a new year, and make purchases for emergency items and PPE. There were still many uncertainties for what the year ahead may hold while navigating through COVID-19.

I would like to thank the Finance Department and Tax Collection department for all their hard work during this fiscal year. The Town of Lisbon continued to service the residents of this town. The front counter adapted and followed the COVID-19 mandates and guidelines all whilst still servicing customers.

Even with a global pandemic, we all worked together. This year saw an increase to motor vehicle excise taxes as well as State Revenue Sharing. The Town also paid down some debt and refinanced a lease purchase agreement. Please refer to sections in this Year-End Review for the highlights of FY21 in the Finance Dept.

HIGHLIGHTS

BONDS

- LISBON 2005B Bond : Paid in Full November 2020
- IRP loan with USDA RD: Paid In Full January 2021

New Bond:

- Pinewood Road: Road Construction Bond 2020

Refinance:

- QECB – lease purchase agreement

FIXED ASSETS

- Town office Generator
- Sewer (WWTP) Generator
- PW Dually
- PD Cruiser
- Rubber Roof Lisbon Fire Dept.
- Paving scheduled roads in Town
- Pinewood Road Improvements
- Street Light Camera at Main/Canal
- Police Dept. Server
- Sewer project improvements
- Town Office Electronic Sign

GRANTS

NEW GRANTS:

DHHS KEEP ME HEALTHY GRANT
This Grant was issued from the State of Maine Department of Health and Human Services (DHHS) in response to COVID-19. The Town of Lisbon was awarded (2) contracts of funding approved amounts; the first for \$36,267 and the second for \$15,206.80.

WASTEWATER DIVERSION GRANT
The Town of Lisbon received a Wastewater Diversion Grant for 2020-2021 to continue to build and improve the Composting area located at the Transfer Station. This Grant is with the Department of Environmental Protection in the award amount of \$6,000.

CTCL GRANT

The Town of Lisbon received a \$5,000 grant from the Center for Tech and Civic Life to be used for public purpose of planning and operationalizing safe and secure election administration in the Town of Lisbon for the 2020 election.

COVID-19 EMERGENCY SUPPLEMENT FUNDING [PD]

This grant for Federal funds was designed to assist law enforcement agencies addressing safety concerns directly related to COVID-19. This grant helped to outfit our police officers in proper PPE.

2020 HOMELAND SECURITY GRANT
This grant was awarded to the Town of Lisbon in the amount of \$6,518.85 for (4) Lisbon PD Mobile Radios.

**MAINE COMMUNITY FOUNDATION
(MCF) GRANT**
The Directors of the Maine Community Foundation approved \$13,000.00 grant to the Town of Lisbon to support Digital Advertising Bootcamp, a digital advertising training and tailored consulting to entrepreneurs in Lisbon. This grant is made from the Makerspace and Incubator Fund in the amount of \$12,789.27 and the Entrepreneurial Innovation Strategic Goal Fund in the amount of \$210.73 of the Maine Community Foundation at the recommendation of the Start Up Scale Up advisors.

**MAINE COMMUNITY FOUNDATION
(MCF) GRANT**
The Directors of the Maine Community Foundation have approved \$2,950.00 grant to the Town of Lisbon to create (2) public WiFi hot spots in Town.

**MAINE COMMUNITY FOUNDATION
(MCF) GRANT**
The Directors of the Maine Community Foundation have approved \$10,000 grant to the Town of Lisbon to complete the planning phase of the Community Entrepreneurship Program, sponsored by Maine Downtown Center, the National Main Street Center, and Maine Community Foundation. Another \$50,000.00 was awarded for the same Pilot Program.

CDBG 2020 FAÇADE GRANT

The CDBG 2020 Façade Grant was awarded in the amount of \$100,000.00 for a Start Date of 10/13/2020 and an end date of 6/30/2022.

CLOSED GRANTS:

CDBG 2018 DOWNTOWN
REVITALIZATION GRANT
This grant was closed June 2021.

ON-GOING GRANTS:

- BROWNFIELD GRANT
-

OTHER FUNDING SOURCES

FEMA

During FY21, the Town of Lisbon worked with FEMA and submitted a project in a grant portal for COVID-19 assistance for PPE, safety measures, masks, cleaning materials, etc. The first round of FEMA was for \$9,367.94.

A second round was submitted in June 2021 and an AR was booked for \$7,635.20.



FINANCE REPORT - EXPENSES

SUBJECT: Finance Department Council Report – End of Fiscal Year 2021, data through June 30, 2021
Kayla Tierney, Finance Director

DATE: July 13, 2021

Expenses:

- Total General Fund Expenses YTD are: \$16,148,279.33; FY21 Budget for General Fund Expenses is \$16,831,006. The General Fund is at 96% expended.

General Fund by Org	YTD Expended	FY21 Budget	FY21 %
1000-20 Gen Fund - Gen Gov't	9,173,815.47	9,276,081	99.00
1000-30 Gen Fund - Health & Welfare/General As	28,537.76	44,645	64.00
1000-40 Gen Fund - Public Safety	2,566,438.41	2,736,712	94.00
1000-50 Gen Fund - Public Works	2,644,164.72	2,905,191	91.00
1000-60 Gen Fund - Culture & Recreation	850,095.00	971,517	88.00
1000-70 Gen Fund - Economic Development	96,167.18	107,799	89.20
1000-85 Gen Fund - Intergovernmental	789,060.79	789,061	100.00
	16,148,279.33	16,831,006	

- When looking at the other Funds, \$3,604,926.39 has been expended YTD. FY21 budget for all other funds is \$1,612,679 – which includes budget for the Debt Service Fund and the Sewer Fund. YTD expended for Debt Service and Sewer Fund is: \$419,865.61 and \$1,029,622.74, respectively for a total of \$1,449,488.35. The debt service fund is showing the budget as fully met and the Sewer Fund is showing 91.5% expended.

All Other Funds by Org	YTD Expended	FY21 Budget	FY21 %
ED Loan Fund	165,045.18	-	100.00
Special Revenue Fund	331,570.86	-	100.00
Dare Fund	565.85		
Moxie Fund	4,971.74		
Snowmobile Reserve	8,500.00	-	100.00
Debt Service	419,865.61	419,104.00	100.20
Capital Projects	1,644,784.41	-	100.00
Sewer Fund	1,029,622.74	1,193,575.00	91.50
	3,604,926.39	1,612,679	

- When looking at it on a department level within the General Fund, all of the departments are right in line with expectations. There were some Year-End

journal entries to go against reserve accounts, leaving some departments exactly at 100% expended. Overall, all of the departments stayed in line with budgetary expectations.

- Please see below for the chart showing the YTD expended and the associative % expended on a department level:

General Fund by Dept	YTD Expended	% Expended
Elected Officials	20,189.39	99.40
Town Manager	239,434.31	99.10
Appeals Board	725.11	42.60
Planning Board	4,298.21	23.40
Legal	40,000.00	100.00
Clerk	163,609.06	85.60
Finance	215,656.61	99.20
Tax Collection	179,346.60	93.80
Assessor	113,685.90	100.00
Code Enforcement	114,342.59	96.60
Liability Insurance Program	107,676.00	100.00
Technology	203,755.39	91.50
School	7,558,575.00	100.00
Town Buildings	199,782.48	83.50
Abatements	12,738.82	100.00
Health Officer	6,715.80	99.40
General Assistance	21,821.96	59.90
Police	1,493,208.75	92.80
Fire	456,803.90	95.60
Emergency Management	201,056.31	100.00
ACO	93,014.13	92.40
Lisbon Communication Center	322,355.32	93.60
Public Works	1,343,304.43	93.00
Public Works Winter Ops	247,737.43	82.90
Solid Waste	512,994.61	91.60
Public Works Other	540,128.25	98.10
Library	277,493.41	95.50
Parks & Rec	529,838.19	84.20
Other Public Services	42,763.40	77.90
Economic Development	96,167.18	90.90
County Tax	789,060.79	100.00
Sewer	1,029,622.74	91.50
TOTAL GENERAL FUND	16,148,279.33	
TOTAL SEWER FUND	1,029,622.74	



FINANCE REPORT - REVENUE

SUBJECT: Finance Department Council Report – End of Fiscal Year 2021, data through June 30, 2021
Kayla Tierney, Finance Director

DATE: July 13, 2021

Revenues:

- Revenues ended up being \$627,690.37 over our projections to the budget.
- Revenue Sharing for July 2020 through June 2021 are listed below:

Payment Date ▾	Revenue Sharing 1 ▾	Revenue Sharing 2 ▾	Total Amount ▾
Jul-20	86,377.46	27,396.54	113,774.00
Aug-20	65,769.47	21,948.22	87,717.69
Sep-20	79,323.80	26,472.00	105,795.80
Oct-20	105,136.25	35,086.16	140,222.41
Nov-20	85,289.34	28,462.83	113,752.17
Dec-20	78,964.91	26,352.24	105,317.15
Jan-21	89,749.97	29,951.44	119,701.41
Feb-21	112,138.96	37,423.11	149,562.07
Mar-21	69,580.56	23,220.95	92,801.51
Apr-21	35,169.80	11,737.29	46,907.09
May-21	109,159.04	36,429.24	145,588.28
Jun-21	120,616.37	85,934.42	206,550.79
	\$ 1,037,275.93	\$ 390,414.44	\$ 1,427,690.37

- Budgeted \$800,000 for Revenue Sharing for FY21 – this ended up being \$627,690.37 over the budgeted amount. Even when looking back at the Projected Municipal Revenue Sharing from the Maine.gov website, the projection dated 8.3.2020 showed Lisbon having a total Projected FY21 Distribution of \$1,175,345.20. Actual Revenue Sharing collected was still \$252,345.17 over the State projections.
- When looking at Revenue collected on an Organizational Level within the General Fund, we exceeded budgetary projections.

General Funds - by Organization	YTD Revenue	FY21 Budget	FY21 % Co
1000-20 Gen Fund - Gen Gov't	3,495,108.03	2,709,494	129.00
1000-30 Gen Fund - Health & Welfare/General As	14,651.69	17,500	84.00
1000-40 Gen Fund - Public Safety	152,587.25	124,303	123.00
1000-50 Gen Fund - Public Works	172,001.15	146,800	117.00
1000-60 Gen Fund - Culture & Recreation	130,426.09	271,123	48.00
TOTAL GENERAL FUND	3,964,774.21		

General Fund - by Org	YTD Revenue
1000-20 Gen Fund - Gen Gov't	3,495,108.03
1000-30 Gen Fund - Health & Welfare/General As	14,651.69
1000-40 Gen Fund - Public Safety	152,587.25
1000-50 Gen Fund - Public Works	172,001.15
1000-60 Gen Fund - Culture & Recreation	130,426.09
TOTAL REVENUE - GENERAL FUND	3,964,774.21

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

All other Funds - by Organization	YTD Revenue	FY21 Budget	FY21 % Co
ED Loan Fund	5,050.89	-	100.00
Special Revenue Fund	170,288.64	-	100.00
DARE Fund	48.03	-	100.00
Snowmobile Reserve	1,823.14	-	100.00
Sale of Town Owned Property	52,679.40	-	100.00
Debt Service	288,466.29	-	100.00
Capital Projects	3,406.24	-	100.00
Trust Funds	405.68	-	100.00
Sewer Fund	1,345,285.79	1,364,655.00	98.60
TOTAL ALL OTHER FUNDS	1,867,454.10		

- Total Revenues collected \$5,832,228.31 as of June 30, 2021.
- When looking at Revenues within the General Fund and the Sewer Fund – we can break it down by Department as follows:

Of the \$5,832,228.31 listed above as total revenue from July 1, 2020 through June 30, 2021 \$3,964,774. 21 is within the General Fund, \$1,345,285.79 is within the Sewer Fund and \$522,168.31 in Other Funds.

General Fund - by Dept	YTD Revenue
General Gov't	3,414,857.51
Planning Board	899.92
Clerk	23,539.40
Code Enforcer	55,811.20
General Assistance	14,651.69
Police	101,508.25
Fire	255.00
ACO	44,824.00
Lisbon Communication Center	6,000.00
Solid Waste	172,001.15
Library	2,665.67
Parks & Rec	127,760.42
Sewer Dept	1,345,285.79
TOTAL REVENUE - GENERAL FUND	3,964,774.21
TOTAL REVENUE - SEWER FUND	1,345,285.79
	5,310,060.00

- General Government is largely comprised of :
 - \$1,959,133.42 YTD collected from Motor Vehicle Excise Taxes. Motor Vehicle Excise Taxes were budgeted for a \$1,500,000 revenue collection and we collected \$459,133.42 over the budgeted amount
 - There has been an influx in the purchase and registration of new vehicles in the current fiscal year.
 - State Revenue Sharing is also held within the General Fund Category. As noted above, \$1,427,690.37 has been received, which is \$627,690.37 over the budgeted amount.

Town

Library

Police

FireEconomic Development

General Assistance

Parks & Recreation

	P&R Vehicle Ins Receipt	MTM Seniors	Playground Reserve
FY21 BAL	\$ 14,595.93	\$ 2,950.27	\$ 1,876.31

A This difference is the amount of money received from DHHS for Town employees' wages and benefits working on the project



Town of Lisbon

Fire Department

Nathan LeClair, Fire Chief



To: Lisbon Town Council
Department Monthly Report: June 2021

In the month of June:

The Fire Department responded to 38 calls for service (includes inspections, various investigations, and complaints, such as unpermitted burns) in the month of June. The Department responded to 8 requests for the Fire Department First Responders, one of which we were canceled on. The Department responded to 1 request to assist Lisbon Emergency this past month. This request was for a manpower assist.



In the month of June we responded to 5 request for mutual aid. These were to the towns of Durham, Topsham, Sabattus and the City of Lewiston.

In the month of June the Department conducted water rescue operation training. This entailed rescue operations from the boat and in water rescue techniques.

The month of June presented us with a variety of calls. Including, but not limited to, a river rescue from a capsized boat; numerous vehicle accidents, including a fatal vehicle accident on Lisbon St; an electrical fire at a commercial building

on Capital Ave; and a harvester fire in the Town of Sabattus, which crews had to hike into.

On June 23rd, we held an awards ceremony at the Town Office. Due to COVID we were not able to hold our annual banquets in 2019 or 2020 (normally held in early spring). So, on the 23rd we recognized the following individuals for their achievements:

Firefighter of the Year for 2019:

ET Smith Hose Co. – Chuck Thompson

Fire Officer of the Year for 2019

Et Smith Hose Co. – Lt. Jared Blake



Lisbon Falls Fire Co. – Tristam Coffin

Lisbon Falls Fire Co. – Lt. Ryan Guay



Town of Lisbon

Fire Department

Nathan LeClair, Fire Chief



Firefighter of the Year for 2020:

ET Smith Hose Co. – CJ Reuling

Lisbon Falls Fire Co. – Tom McGrath

Fire Officer of the Year for 2020:

ET Smith Hose Co. – Capt. Chad Pelletier

Lisbon Falls Fire Co. – Lt. Tom Wrobel

Chief's Excellence Award. This award is given to an individual chosen by the Fire Chief for demonstrated excellence by achievement or performance.

2020 recipient – Dana Adams

2021 recipient – Ryan Robitaille

There was also a Unit Citation given to personnel that responded to the accident that occurred in front of Dingley Press in August of 2020:

"On the evening of August 31, 2020, the Lisbon Fire Department was dispatched to a motor vehicle crash on Lisbon Street, in front of Dingley Press. Upon arriving they were confronted with a vehicle that struck a tractor trailer truck. The vehicle had sustained heavy damage and the occupant was trapped. Personnel were faced with trying to remove the victim from the mangled metal. After 45 minutes the companies were able to extricate the victim. Through their dedication, team work, highly trained skills, and experience, the efforts of each one of these members resulted in a successful extrication where the victim was transported to the local trauma center."

Engine Company 1

Lieutenant Joshua Dubois, Lieutenant Ryan Robitaille, Firefighter Joshua Byron, Firefighter Robert Wood

Rescue Company 10

Captain Eric Watson, Lieutenant Alex Theberge, Firefighter Jeff Carr, Firefighter Tristram Coffin, Firefighter Adam Kazimer,

Squad 3

Captain Chad Pelletier, Firefighter CJ Reuling, Firefighter Adam Jones

Command

Chief Nate LeClair, Deputy Robert Robitaille

Upcoming Project Agenda

Training – Ground ladder and aerial operations

Continuation of annual NFPA testing and servicing of equipment



Town of Lisbon

Fire Department

Nathan LeClair, Fire Chief



Month of June incident type break down.

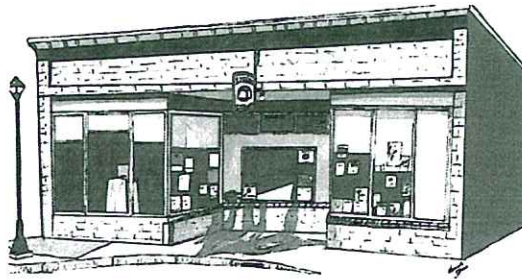
Incident Type	Occurrences
Building fire	1
Off-road vehicle or heavy equipment fire	1
Brush or brush-and-grass mixture fire	1
Medical assist, assist EMS crew	1
EMS Call, excluding vehicle accident with injuries	6
Motor vehicle accident with injuries	5
Extrication of victim(s) from vehicle	1
Swift water rescue	1
Animal problem, other	1
Public service	2
Unauthorized burning	2
Cover assignment, standby, move-up	2
Good intent call, other	2
Dispatched & canceled en route	5
No incident found on arrival at dispatch address	1
Steam, vapor, fog, or dust thought to be smoke	1
HazMat release investigation w/no HazMat	1
Smoke detector activation due to malfunction	2
CO detector activation due to malfunction	1
Carbon monoxide detector activation, no CO	1
Total:	38

Respectfully submitted

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

Nathan LeClair

Fire Chief



LISBON LIBRARY DEPARTMENT

TOWN COUNCIL /TOWN MANAGER MONTHLY REPORT

June 2021

Statistics:

Adult Books	960	Adult DVD's	140
Juvenile Books	974	Juvenile DVD's	70
Audio Books	64	Children's Room Door Count	458
ILL In	210	ILL Out	159
Cloud Library Users	39	Cloud Library E-books	84
Front Door/Patron Count	1,066	Cloud Library Audio Bks	88
Patron Use Computers Sessions	218	New Patrons	19
Magazine Circulation	25	Paperback Rack	72
Patron Photocopy Serv.	35 (approx.)	Patron Fax Service	10(approx.)
Pre-School Storytime 6/18 & 6/25	17	Lego Workshop	36 Facebook views & 21 video views
Steam Lab/Science: Craft Sticks Catapult (2 programs)	139 Facebook views & 56 video views & 15 kits given out in-house	Juvenile Audio Books	6
June 2021 Yearlong Reading Challenge Program	37 patrons registered 498 hours of logged reading	Adult Summer Reading Program "Broadway" participants	31
Adult Summer reading Program: craft	Begins July 1, 2021	Adult Summer Reading Program :Recipes	Begins July 1, 2021
Adult Summer Reading Program: Trivia Game	Begins July 1, 2021	Children's "Tails to Tales" Summer Reading Program Participants	K-6: 98 kid & Teens: 15
Children's Summer Reading Program Special video to Introduce the 6-week program	186 Facebook views & 41 video views	Children's Summer Reading Program weekly in-house attendance	Begin July 1, 2021

Children's Summer Reading Program weekly crafts & Science Kits	<i>Begins July 1, 2021</i>		
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The Library Department was happy to finally “kick-off” our Summer Reading Programs in late June. We have been preparing for the children’s and adult programs for months. The children’s “Tails to Tales” Summer Reading Program has over 100 enthusiastic children participating while our adult “Lights are Always Bright on Broadway” adult summer reading program has more than 30 participants.

The Children’s Department staff has done a great job preparing all the crafts, science projects and fun activities planned for the six-week program. We will offer the children and their families the option of “in-house” weekly programs or continue to participate in the “virtual” on-line program. Parents appreciate the options that best fit their individual needs in this post pandemic transitional year. The Adult Reading Program will offer the same two options for patron convenience.

The Library Department also brought back our popular Storytime program for children ages 18 months to 4 in mid-June. It is wonderful to have the children visit the library and spend time in the garden again! The attached photo shows several children and their parents enjoying Mr. Bill’s story on June 25th! We have purchased individual small yoga mats and little round craft tables to ensure each family is comfortable and safe while visiting the library.

Staff continued to work on several projects in June. Mrs. Medlen continues to re-catalogue the children’s non-fiction collection to ensure accurate book records while other staff members are assisting me in our assessment of the adult non-fiction collection. Kerri Kimball, our new Adult Services Assistant, is learning the variety of jobs/duties of her position. Patrons are pleased that she is doing a great job assisting them with their Inter Library Loan needs.

The Children’s Garden is being enjoyed by many families of our community. We have re-opened the playhouse with the same “Acceptable Use Policy” that was in place before the garden was shut down last summer due to the pandemic. I worked with Public Works last month to ensure the garden is safe for the children. PW removed the failed water feature pond. The pump could not filter the water to keep it moving and clean. The water became dirty and smelly and a hazard to the children. The liner and pump were removed as were some of the big rocks holding the liner in place. PW did a good with the clean-up. The area is now a safe and clean spot for our park bench. We will purchase and add a whimsical fountain/birdbath for the children to enjoy. The fountain will be purchased with funds from the Erna Smith Memorial and honor Mrs. Smith’s love of flowers and nature.

I continued to work on the Maine State Library’s ARPA grant. Finance Director, Kayla Tierney is assisting with the W-9 & Vendor Authorization Form necessary to complete the grant process. I am prepared to present the proposed grant to the Town Council at the July 13, 2021 meeting for approval. The \$2,750 funds from this grant would be used to assist and improve “face-to face” library services to the Lisbon community post pandemic.

GOALS: August 2021: Complete and submit the ARPA grant. Assist/monitor and complete the Adult and Children's Summer Reading Programs that end on August 10, 2021. Begin to plan to transition into our fall programs and activities.





Lisbon Police Department

A Community Policing Agency

300 Lisbon St.
Lisbon, ME 04250

Ryan A. McGee
Chief of Police

June 2021 Report to Council

Police Department

In the month of June, the requests for police assistance totaled 1128 calls. There were a total of 57 investigations initiated, and 5 individuals were arrested or charged with criminal violations. There were a total of 36 motor vehicle crashes and 141 motor vehicle stops conducted during directed traffic enforcement details.

During the month of June Officer Sergey Miller attended bicycle school. We plan on utilizing our bike patrol unit more, increasing community policing, and patrolling the walking path and other trails in Lisbon.

Also during the month of June, the Police Department helped a young friend cash in his "Free Ride to School in a Police Car" voucher. He won this honor while attending the Mother/Son dance sponsored by Positive Change Lisbon, Lisbon Rec, and D.A.R.E.

I had the privilege of picking up the student and driving him to LCS. Upon their arrival, his teacher, classmates, and other staff and faculty were there to celebrate his arrival. Certainly, a day this young man will not forget.





Lisbon Police Department

A Community Policing Agency

300 Lisbon St.
Lisbon, ME 04250

Ryan A. McGee
Chief of Police

The month of June was a busy month with accidents for the police department, and unfortunately, this included a fatal motor vehicle accident at Littlefield Rd and Rt 196. Three locations in town have become problematic with traffic and/or accidents. The department has started the conversations and is working with DOT and will be working with AVCOG on coming up with a long-term plan to see how these locations can be addressed. The locations are Lisbon Street from Dingley press to the Furniture Superstore area. 2) Rt 196 at River Road (Sabattus River Bridge location, there needs to be a turn lane, so traffic can turn left onto River Road from Rt 196). 3) Lisbon Street (Rt 196) eastbound at the Canal Street intersection (Traffic backs up from intersection to the Big Apple and talks of adding a right turn lane into Durham are being looked into, however the railroad owns the tracks and one set of tracks would have to be removed in order to do this. This location will be part of a larger discussion, with talks of building at the Worumbo site is my understanding).

The Projection for the Month of July:

In the month of July, we have filled a full-time Patrol Officer Position with our part-time Officer Andrew Levesque. Officer Levesque worked full-time at the University of Southern Maine Police department and then came to Lisbon as a patrol officer in 2015. He then left and went to the Androscoggin County Sheriff's Office in 2018 for a larger patrol area, and stayed on in Lisbon as a part-time patrol officer. Officer Levesque has decided to come back to the community atmosphere and work full-time at the Lisbon Police Department, serving the citizens of Lisbon. Officer Levesque is a Drug Recognition Expert, Intoxilizer Instructor, and a Standardized Field Sobriety instructor. The police department is excited to have Officer Levesque back working here full-time. Officer Levesque will start on July 28th at the Lisbon Police Department.

This will certainly help with the staffing shortages and we are hopeful that Officer Miller and Officer Strout will be able to get into the full-time Police Academy this fall.

July is a busy month with officers taking time off to spend with their families. We do not have scheduled training during the month of July and we will pick that back up in August.

Thank you,

Ryan McGee
Chief of Police

MEMORANDUM FROM THE PUBLIC WORKS DIRECTOR

TO: DIANE BARNES, TOWN MANAGER
FROM: RANDY CYR
SUBJECT: JUNE 2021, MONTHLY REPORT
DATE: JULY 7, 2021

Public Works – In the month of June, we investigated and actioned on resident and dispatch calls for potholes, trimming bushes, ditching, drainage issues as well as policing up trash and deceased animals. Received new Dodge Ram Dually and prepped for operations. Changed culvert and did some ditching work on Ferry and River Rd. Put new brooms on sweeper and swept more streets and sidewalks. Organized salt shed and fixed broken barricades. New Moxie Plaza signage installed and also setting up of Main St. Fixed issues with flag poles. Finalized fencing sizes for Graziono Square and also added the new sign on corner of lot. Added new Municipal Parking signs to new lots and making final touches on groundwork. Cutting out old posts which is safety hazard on Free and Goddard St. Assisted Twila on setting up equipment and signage for voting. Had to jet out a culvert on River Rd. Conducted annual training with Public Works, Solid Waste, Sewer, Water and Rec. Fixed a low shoulder on Beaur St. Gathered all paint and stencils for the storm water drain project. Added crushed brick at Booker St parking and next to fence at library, also took down water fountain at the library. Training on conducting a DigSafe. Mechanics continued working on vehicles / equipment to ensure inspections were completed and safe for operation. Picked up the shop, salt shed and employee areas for cleanliness. Continue to ensure all employees are briefed on mitigation/safety measures sent down from Management regarding COVID-19.

PW August Goals: Replace Culverts; Purchase an Excavator; ditching operations; paving; start tearing out sidewalk.

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

<u>Item</u>	<u>Tonnage</u>
Single Stream	5.12
Trash	227.39
Bulky Waste	26.98
Wood	22.01
Brush	34.58
Shingles	24.47
Tires	3.1
Newspaper	17.67 @ \$80 per ton

SW August Goals: Continue to follow new fee schedule; Hand out buckets for composting program; Ray selling FY22 permits at the transfer station.

MEMORANDUM FROM THE SEWER SUPERINTENDENT

TO: DIANE BARNES, TOWN MANAGER

FROM: STEVE AIEVOLI

SUBJECT: JUNE MONTHLY REPORT & THE PROJECT AGENDA FOR AUGUST

DATE: JULY 6, 2021

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

- Repaired the check valve on pump #2 at Upland Road pump station
- Repaired a broken sewer line that created a sink hole on High Street
- Replaced the mechanical seal on the #2 at the Davis Street pump station
- Built a new sampler shed for the Effluent Composite Samplers
- Work is ongoing on the Chlorine Contact Tank and at the Davis Street pump station.
- Work is ongoing on the Phase 2 Sewer Replacements in Lisbon on Webster, St. Ann and Upland.

2. August Project Agenda. The following list includes goals for work to be completed in the following month. This in no way represents a list of all work done within a department, nor does it guarantee that all items will be completed exactly on schedule.

- Continue the sewer replacements on St. Ann Street, Upland Rd. and Webster Road.
- Continue construction on the Davis Street pump station rebuild.
- Continue the chlorine contact tank enlargement project.
- Raise approximately 30 manholes in the roads that will be paved this summer.
- Remove brush and trees around the perimeter of the treatment plant
- Extending the steel plates and installing a concrete pad at the sludge container door opening

Please contact me if you have any questions.

**TOWN CLERK & ELECTIONS
MONTHLY DEPARTMENT REPORT
JULY 2021**

1. Victualer's licenses were mail and filed. New applications are being processed for Moxie Plaza.
2. Planning Board and Council's Minutes were filed in then notebook with attachments. *The 2006-2009 Council Meeting Minutes were sent to Clerkbases to be archived online.*
3. We processed voter registration changes and additions in the Central Voter System and processed deletions for voters who moved. *Notices will be mailed when needed.*
4. Election workers were paid, School Department was billed for election expenses. The November Election Timeline was created along with a draft Election Warrant. Nomination papers were printed and will be ready on July 26 to distribute. Warden Rick Roberts has agreed to work for us in November.
5. We are still licensing dogs. *We will continue to send letters to dog owners who have taken their dogs to get rabies shots, but had not registered their dogs with the town.*
6. The Municipal Budget public hearing was held and that budget adopted with about 20 citizens in attendance. The 25 or so pages of minutes were completed and placed on the Council's agenda.
7. The Annual Town Report was presented by Council, posted online, and distributed to residents through the Library. *Our department will be requesting year end reports earlier this year. We should get started on our 2020-2021 annual report in August.*
8. Election supply boxes were cleaned up and put away. Flash drives were returned to ES&S and the state for programming for November. *Maintenance is typically scheduled to be done through the state.*



9. Board and committee members who wished to be reappointed were reappointed, database updated, and individuals notified. *Ad looking for volunteers encumbered.*
10. We received codification updates. They have been disseminated to those with Code Books. The latest update was just posted online so your codebook of ordinances is up to date as of June 22, 2021.
11. The high-density roller shelving supports have been installed. The shelving looks so much better.

12. **HIGHLIGHT – NEWEST PROJECT COMPLETED:** All the maps in the vault from 1940 to present were put into date order by the Assistant, Deputy, and myself and placed into our mapping drawers. The Assessing Department complimented our hard work by letting us know that they have located several maps recently, which they were looking for. Yay!



NOTE: Items in italics are projects we will be completing next on our agenda.

COVER SHEET

AGENDA ITEM: _____

To: Town Manager, Town Council, School Committee, & Water Commission

From: Town Clerk

Re: Nomination Papers for the November 2021 Annual Municipal Election

Date: July 7, 2021

The following elected seats expire this November:

<u>DESCRIPTION</u>	<u>TERM</u>	<u>INDIVIDUAL</u>
--------------------	-------------	-------------------

Town Council (Three 3Yr Terms):

Allen Ward
Norman Albert
Kasie Kolbe

School Committee (Two 3Yr Terms):

Kimberly Labbe-Poisson
Kathi Yergin

Water Commission (One 3Yr Term):

Marie Hale

Nomination Papers will be **available on or after July 26 at 8:30 AM.**

Papers must be returned to the Town Clerk for **filing on or before September 3 at 4:00 P.M.**

NOTE: Posted at the Lisbon Falls Post Office, Lisbon Center Post Office, Town Office Building, Facebook, and Website.