



**AGENDA**  
**COUNCIL MEETING**  
**SEPTEMBER 21, 2021**  
**LISBON TOWN OFFICE**  
**7:00 P.M.**

**Town Council**

Allen Ward, Chair  
Don Fellows, Vice Chair  
Norm Albert  
Gregg Garrison  
Kasie Kolbe  
Fern Larochelle  
Mark Lunt

1. CALL TO ORDER & PLEDGE TO FLAG
2. ROLL CALL  

___ Councilor Albert	___ Councilor Fellows	___ Councilor Garrison – (appointed to 12/7/21)	___ Councilor Kolbe
___ Councilor Larochelle	___ Councilor Lunt	___ Councilor Ward	

Town Clerk reading of meeting rules
3. GOOD NEWS & RECOGNITION
4. PUBLIC HEARINGS
  - A. Victualer's License, Special Entertainment Permit & Liquor License for Olive Pit Brewing Co., LLC
  - B. Victualer's License for Extreme Energy & Nutrition
  - C. Special Entertainment Permit for Lisbon Left Hand Club
  - D. Remote Participation Ordinance
  - E. GA Ordinance & Appendices Amendments
5. AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS
6. CONSENT AGENDA  
2021-198 ORDER –
  - A. Municipal Accounts Payable Warrants– \$1,699,191.14
  - B. Municipal Payroll Warrants – \$ 184,263.78
  - C. School Accounts Payable Warrants– \$ 462,156.38
  - D. School Payroll Warrants – \$ 759,364.74
  - E. Minutes of September 7, 2021
  - F. Victualer's License for Extreme Energy & Nutrition
  - G. Special Entertainment Permit and Liquor License for Lisbon Left Hand Club
  - H. Tax Collector Certificate of Settlement
7. COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES  
2021-199 ORDER – Additional Paving Projects  
2021-200 ORDER – Remote Participation Policy (*second reading*)  
2021-201 ORDER – Amendments to General Assistance Ordinance & Appendices (*second reading*)
8. OTHER BUSINESS
  - A. Council Committee Reports:
    1. School (Councilor Albert)
    2. Planning Bd (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. Announce Candidates Night on October 12 at 6PM
  - E. Lisbon Development Committee Update – Lisa Ward
  - F. Wine Time Circle - Road Acceptance Discussion
10. APPOINTMENTS  
2021-202 ORDER – Ethics Pane (1-Year Term) – Chris Rugullies  
2021-203 ORDER – Lisbon Development Committee Primary Liaison – Councilor Fellows  
2021-204 ORDER – Lisbon Development Committee (3-Year Term) – Re-Appoint Angie D'Amours  
2021-205 ORDER – Warden for November 2, 2021 Annual Election  
2021-206 ORDER – MMA Annual Business Meeting - Voting Delegates
11. COUNCIL COMMUNICATIONS
12. AUDIENCE PARTICIPATION & RESPONSE NEW ITEMS
13. EXECUTIVE SESSION
14. ADJOURNMENT  
2021-206 ORDER – To Adjourn

## SUMMARY OF LISBON COUNCIL MEETING RULES

***This summary is provided for guidance only. The complete council working rules may be found on the town website [www.lisbonme.org](http://www.lisbonme.org) on the Town Officials, Town Council page.***

The meeting agenda is available from the town website under Council Agendas and Minutes.

1. Please note the order that agenda items may be acted upon by the Council, however, if necessary, the Council may elect to change the order of the agenda.
2. The Council Chairman presides over the meeting. When the Chairman is not present, the Vice Chairman serves that function. The chair shall preserve decorum and decide all questions of order and procedure subject to appeal to the town council.
3. Public comment is not typically allowed during Council workshops. There may be occasions where public comment may be recruited, but normally, workshops are reserved for Council members to discuss and educate themselves on a variety of issues facing the Town. Prior to the conclusion of a workshop, if time permits, the chair may allow questions from the public.
4. During audience participation, anyone wishing to address council will wait to be recognized by the chair before beginning any remarks. Audience members will move to the lectern to address council, and shall provide name and address prior to addressing the council.
5. Note that "Consent Agenda" items (if there are any) are acted upon first, voted upon as a group, and will most often be voted on without discussion as these items often involve "housekeeping" issues (such as minor parking changes). On occasion "Consent Agenda" items are separated out as stand-alone action items by the Council to allow for more discussion.
6. Public comment on agenda items. General comments on agenda items should be made during audience participation. After introduction of an agenda item, appropriate motions, and time for explanation and council questions, the public may be allowed to comment on that agenda item at the discretion of the chair. During that period of time, the public comment shall address only the agenda item before council.
7. Action on agenda items. As each item on the agenda for any meeting is brought to the floor for discussion:
  - a. The town clerk reads the agenda item and the action being requested of council.
  - b. The sponsor of each item or, if there is no council sponsor, the town manager, or town staff, shall first be allowed to present their initial comments for consideration by the public and councilors.
  - c. Following this introduction of the issue, there will be time devoted to any questions of the sponsor or the town manager or staff regarding the agenda item which any councilor may have which would help to clarify the question presented by the agenda item. The chair may allow questions from the public during this time however; no debate or discussion of collateral issues shall be permitted.
  - d. When authorized by the chair, any additional public comment shall be no longer than two minutes per person and must be to request or furnish new or undisclosed information or viewpoints only.
  - e. Once an agenda item has been explained and clarified by any questioning, the discussion on the specific agenda item will remain with the council. Additional public comment, prior to final council vote; will only be allowed at the chairman's discretion.
8. New business is for the council to receive input on town matters not on the agenda for that meeting. It is not intended, nor shall it be construed as an opportunity for debate of previous agenda items or reinforcement of a point made by another speaker. Comments shall be to furnish new or undisclosed information or viewpoints and limited to a time period of two minutes or less and shall be directed through the chair.
9. If an "Executive Session" is conducted by the Council, State Statute prohibits public attendance for any discussion of the action to be addressed by the Council. Any action taken by the Council on any "Executive Session" matter must be acted upon in a public meeting, and may occur at the end of the "Executive Session" (which has no time element relative to the length of the discussion involved in the "session").



# Town of Lisbon

Diane Barnes  
Town Manager

**Town Council**  
Allen Ward, Chairman  
Norm Albert  
Donald Fellows, Vice Chair  
Gregg Garrison  
Kasie Kolbe  
Fernand Larochelle, Jr.  
Mark Lunt

## MEMO

To: Town Council  
From: Diane Barnes, Town Manager  
Subject: Recommendations  
Date: September 21, 2021

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### Consent Agenda Items 2021 – A to H

**F. Tax Collector Certificate of Settlement:** The tax collector is entitled from his/her liability under Maine State Statute when the tax collector has settled in full all taxes assessed and committed for each given year. This is the final step taken in connection with the duties of the tax collector, and is the foundation of his/her discharge from further liability for collection of taxes for that year. The uncollected taxes for FY 21 have been paid in full.

**Consent Agenda Motion includes: Authorization to approve and sign the certificate of settlement for Diane Barnes, Tax Collector for the FY 21 taxes.**

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### Agenda Item 2021 – 199 Additional Paving Projects

The Public Works Director is requesting permission to pave a portion of Route 125 from Summer St to where MDOT stopped paving, for a distance of approximately 600', plus a portion of Ann Street, located behind the Water Department. We currently have around \$50,000.00 left in the FY 22 paving account to spend for these additional paving projects. We received a huge number of complaints from homeowners in this area about this section of Route 125. This part of the roadway does have a lot of deterioration and when tractor trailers travel through it rattles their homes.

### Recommendation

**Approve two additional paving projects this year for an amount not to exceed \$50,000.00 from the FY22 Paving Account to pave 600' of Route 125 and Ann Street.**

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## ***TOWN OF LISBON***

*300 Lisbon Street, Lisbon, ME 04250*

*Twila D. Lycette, Town Clerk*

*Lisa Smith, Deputy Clerk*

### ***PUBLIC HEARING***

The Lisbon Town Council will hold a public hearing on September 21, 2021 at 7:00 PM in the Town Office Public Meeting Room for the purpose of considering a Victualers License, Liquor License and Special Entertainment Permit for:

*Olive Pit Brewing Co, LLC  
16 Main Street  
Lisbon Falls, Maine 04252*

The public is invited to attend.

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Twila Lycette, Town Clerk




Constable's  
Return Of Posting  
State Of Maine

Lisbon,

Androscoggin, ss.

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

Date: 9-8-21

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



## **TOWN OF LISBON**

300 Lisbon Street, Lisbon, ME 04250

Twila D. Lycette, Town Clerk

Lisa Smith, Deputy Clerk

### ***PUBLIC HEARING***

#### *Business Licenses*

The Lisbon Town Council will hold a public hearing on September 21, 2021 at 7:00 PM at the Town Office at 300 Lisbon Street in the Public Meeting Room for the purpose of considering a renewal Special Entertainment Permit for the:

*Lisbon Left Hand Club  
1 Left Hand Lane  
Lisbon, Maine 04250*

and Victualers License for:

*Extreme Energy & Nutrition  
580 Lisbon Street #2  
Lisbon Falls, Me 04252*

*The public is invited to attend.*

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*Twila Lycette, Lisbon Town Clerk*

21-8552

Constable's  
Return Of Posting  
State Of Maine

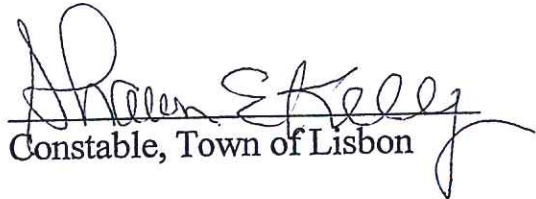
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Androscoggin, ss.

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Date:

9/10/21

  
Constable, Town of Lisbon



## ***TOWN OF LISBON***

*300 Lisbon Street, Lisbon, ME 04250*

*Twila D. Lycette, Town Clerk*

*Lisa Smith, Deputy Clerk*

### ***Town of Lisbon***

## ***PUBLIC HEARING***

Notice is hereby given that the Lisbon Town Council intends to hold a public hearing on September 21, 2021 at 7:00 PM at the Town Office at 300 Lisbon Street in the Public Meeting Room to hear comments on a New Remote Participation Policy.

Copies of this Policy may be obtained at the Town Clerk's Office, 300 Lisbon Street, Lisbon or viewed online at [www.lisbonme.org](http://www.lisbonme.org).

The public is invited to attend.

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*Twila Lycette, Town Clerk*

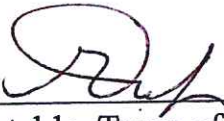
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Date: 9-9-21

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





## **TOWN OF LISBON**

300 Lisbon Street, Lisbon, ME 04250

*Twila D. Lycette, Town Clerk*

*Lisa Smith, Deputy Clerk*

### ***PUBLIC HEARING***

#### *Ordinance Amendments*

Notice is hereby given that the Lisbon Town Council intends to hold a public hearing on September 21, 2021 at 7:00 PM in the Town Office Public Meeting Room to hear comments on amendments to Chapter 14 General Assistance Ordinance & Appendices. The public is invited to attend.

Copies of these amendments may be viewed or obtained at the Town Clerk's Office, 300 Lisbon Street, Lisbon or online at [www.lisbonme.org](http://www.lisbonme.org).

*The public is invited to attend.*

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*Twila Lycette, Town Clerk*

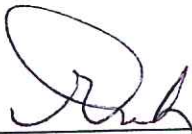
Constable's  
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Lisbon,

Androscoggin, ss.

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Date: 9-8-21

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

Muslims pray in the direction of Mecca in Saudi Arabia. Inside mosques, a prayer niche, a recess in the wall, known as the mihrab, indicates the di-

that the Quran was first revealed to Prophet Muhammad during the month of Ramadan.

Ramadan is the ninth month of the Islamic lunar

*Commons license. The Conversation is an independent and nonprofit source of news, analysis and commentary from academic experts.*

"neutrality." Sociologist Z. Fareen Parvez says the antihedge scarf legislation was a "turning point" in the lives of Muslim women looking

Rinaldo, as they are trained Islamic scholars.

A 2017 conference of female Muslim religious scholars held in Indonesia, with participants from

## NOSO

Continued from Page C8

household is \$67,000, higher than the average American household income of \$53,000.

I've been through all of this personally. I came to Lewiston as an asylum seeker from the Democratic Republic of Congo. Like the Afghans, I fled my native country because my life was in danger. Based on my experience, I know Afghans arriving here will be feeling a range of emotions. Fear after being hunted by the Taliban. Loss after being separated from loved ones. Sadness over leaving their homes. And confusion over how to build a life in a new country. We can't simply escort them off a plane and tell them good luck. We have to welcome them. And that means taking care to ensure their most basic needs are met.

When I first arrived in Lewiston, a local agency helped me find a place to live and apply for public assistance benefits to buy groceries. The alternative was homelessness, because I wasn't legally allowed to work right away. (Trust me, if it was legal, I would have gotten a job on day one.)

Later, when my work permit was approved, the agency helped me land my first job as a dishwasher. Their initial guidance and generosity set me up for swift achievement. I'm a hard worker and now juggle multiple jobs as a teaching assistant, a direct support professional and interpreter, a health promotion coordinator and community organizer. I spent the last 18 months helping nursing home-bound Mainers receive care through the pandemic. I succeeded, not because I was grudgingly tol-

erated, but because I was welcomed.

I'm not unusual. Maine's existing refugee and asylum population hails from all over, from Eastern Europe to Vietnam, to my native DRC to Afghanistan. They are educated; roughly 29% hold a bachelor's degree. They are contributors: nationally, their households generate \$99.2 billion for the economy, \$27.5 billion of which helps support the food stamps and entitlement programs that some new arrivals—and many Americans—temporarily rely on. And they have empathy in spades. When you've feared for your child and the lives of your children, it opens your heart in extraordinary ways.

In the coming months, I'll be highlighting many of these immigrant stories to help us all understand Lewiston's newcomers, the challenges they

face and how they learn to adapt and succeed here.

There's my friend, a gentleman from Angola who arrived here with \$50 in his pocket and now owns his own home. There's a Somali business owner who launched three local shops just a few years after fleeing civil war. At a moment when the world can feel very dark, I look forward to sharing these stories of perseverance and hope with you.

They are thriving due to their own resilience, but also because of us. We didn't treat them as an invasion of outsiders. We offered them the space and resources to thrive—and they did. I know we can do the same for our Afghan brothers and sisters.

*Héritier Noso is a health promotion coordinator and community organizer in Lewiston.*

## PUBLIC HEARING

At Leeds Town Office  
September 22, 2021 at 6:00 pm  
Leeds Broadband Committee &  
Selectmen Town of Leeds  
Share information for proposed  
improvements for internet

sunjournal.com

## TOWN OF LISBON PUBLIC HEARINGS

Notice is hereby given that the Lisbon Town Council intends to hold a public hearing on September 21, 2021 at 7:00 PM in the Town Office Public Meeting Room to consider a Liquor License and Special Entertainment Permit for the Olive Pit Brewing Co. LLC located at 16 Main Street in Lisbon Falls and to hear comments on amendments to Chapter 14 General Assistance Ordinance and 14 General Assistance Ordinance Appendices and new amendments may be viewed online at [www.lisbonmaine.org](http://www.lisbonmaine.org) or by contacting the Town Clerk's Office, 300 Lisbon Street, Lisbon. The public is invited to attend.

Twila Lyette, Lisbon Town Clerk

**Public Notices** are a permanent and independent record of government and court actions. These include state and local government meetings, rule making, available contracts, zoning changes, and many more, as required by law. In addition, parties to some court proceedings, such as foreclosures, probate, and estate actions are required to publish notices to ensure notification of affected parties, as well as the general public. These notices also alert business owners, large and small, to potential government contractual jobs, helping to ensure economic activity across a level playing field. Public notices have existed to ensure transparency in all levels of government since the founding of the United States.

State and local notices are published in Maine newspapers and are also recorded at mainenotices.com, where anyone can browse or search notices, and sign up to receive email alerts when relevant notices appear.

**Agenda Date: 09-21-2021**

Date	Brenda Martin	Municipal Accts Payable
9/8/2021	9072021	\$ 1,673,394.86
9/14/2021	9082021	\$ 13,623.47
9/16/2021	91521	\$ 12,172.81
		<b>\$ 1,699,191.14</b>

Date	Megan Lavigne	Municipal Payroll Warrants
9/21/2021	210923	\$ 166,708.97
9/21/2021	2109W2	\$ 17,554.81
		<b>\$ 184,263.78</b>

Date	Louise Levesque	School Accts Payable
9/17/2021	2205	\$ 462,156.38

Date	Eva Huston	School Payroll Warrants
9/17/2021	14	\$ 159.64
9/17/2021	15	\$ 2,674.44
9/17/2021	1029	\$ 370,443.75
9/17/2021	1030	\$ 11,533.00
9/17/2021	1031	\$ 85,997.86
9/17/2021	1032	\$ 762.78
9/17/2021	1033	\$ 154.66
9/17/2021	1034	\$ 266,342.81
9/21/2021	1035	\$ 21,115.26
9/21/2021	1036	\$ 180.54
		<b>\$ 759,364.74</b>





**TOWN COUNCIL  
MEETING MINUTES  
SEPTEMBER 7, 2021**

Normand Albert 2021  
Kasie Kolbe 2021  
Allen Ward 2021  
Mark Lunt 2022  
Donald Fellows 2022  
Gregory Garrison 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, Garrison (arriving at 7:03 PM), and Fellows. Also present were Diane Barnes, Town Manager; Randy Cyr, Public Works Director; Brett Richardson, Economic and Community Development Director; Richard Main, Conservation Commission Chairman; Ross Cunningham, PCL Member; and approximately 5 citizens in the audience.

**GOOD NEWS & RECOGNITION**

**VOTE (2021-188)** Councilor Larochelle, seconded by Councilor Fellows moved to adopt the following Proclamation:

**Proclamation**

*Recognizing Constitution Week 2021 as follows:*

*Whereas*, September 17, 2021 marks the two hundred and thirty-fourth anniversary of the drafting and signing of the Constitution of the United States of America by the delegates at the Constitutional Convention in 1787; and

*Whereas*, It is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary; and to the patriotic celebrations which will commemorate the occasion; and

*Whereas*, Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week;

*Now, Therefore*, We the Lisbon Town Council encourage all Americans to observe this important day in our nation's history and ask our citizens to reflect on the privilege of being an American with all the rights and responsibilities which that privilege involves.

*In Witness Whereof*, We the Lisbon Town Council have set our hand and caused the great Seal of the Town of Lisbon to be affixed this 7<sup>th</sup> day of September, 2021.

**Order passed – Vote 7-0.**

**PUBLIC HEARINGS**

**A. BOND ORDINANCE FOR FERRY ROAD**

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

**AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS**



Lorelei Hilliker, from 207 Edibles said she is the loudest member of the Save the View. She said she would like to see the language for the non-binding referendum question amended to give voters three options as follows:

- A. Exclusive reuse as a public park only, with parking.
- B. Single-story retail development with enhanced Public Park and parking.
- C. Multi-story commercial and residential development with Public Park and parking.

Jason Smith introduced himself and said he was running for the one year term as Councilor for this coming year. He said he wanted to have a voice and be the voice for those in the community, that he just purchased property in Lisbon, and that he looked forward to working with those Councilors who would be staying on the Council.

Kevin Kimball asked where the \$100,000 figure came from that was in the suggested non-binding referendum question. Councilor Lunt reported the number came from an estimate Curtis Lunt, the former Lisbon Town Manager had thought it would cost to develop a park, including a bandstand and so forth, and not a true cost estimate for any particular design. He explained that the figure was meant to see if residents would be interested in investing money into a park development. Mr. Kimball said that is all the more reason that this question should not be on the ballot then.

Richard Main said there are two issues the Town Council needs to understand; 1) there are no provisions in the charter for a non-binding referendum question to be placed on the ballot for taxpayers to decide, and 2) there is language in the charter involving recalls and bonding. He said this action sort of crosses the line between Council micromanaging the staff and the appropriate use of the town's resources. He recommended Council check with the Town's attorney prior to going down this road. He said this is the responsibility of the Council and staff to make that decision.

Councilor Lunt said he was okay with the question not being on the ballot but supported a hand out to gather information from the public at the polling place. Councilor Albert indicated there has been plenty of input on this question and said he was not sure there was a need for this anymore.

## **CONSENT AGENDA**

**VOTE (2021-189)** Councilor Larochelle, seconded by Councilor Albert moved to approve the following consent agenda items:

- A. Municipal Accounts Payable Warrants totaling \$ 1,023,937.58
- B. Municipal Payroll Warrants totaling \$ 194,649.46
- C. School Accounts Payable Warrants totaling \$ 539,820.60
- D. School Payroll Warrants totaling \$ 373,979.46 along with the
- E. Minutes for August 17, 2021
- F. Set Public Hearings on September 21 for a Victualer's License, Liquor License, & Special Entertainment Permit for the Olive Pit Brewing Co., LLC, Victualer's License for Extreme Energy & Nutrition, and a Liquor License and Special Entertainment Permit for the Lisbon Left Hand Club.

**Order passed - Vote 7-0.**

## **COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES**

### **20-TON TILT TRAILER BID AWARD**

**INTRODUCTION:** Mr. Cyr said Bid 2021-007 is for a 20-Ton Tilt Trailer for Public Works. Bids were solicited from four (4) different companies, and publicly opened on Wednesday, September 01, 2021. The following bids were opened and reviewed:

Maine Trailer Inc.	20 Ton Tilt Trailer	\$31,171.00
Rampant Trailers, LLC	20 Ton Tilt Trailer	\$24,082.00



Mr. Cyr encouraged Council to award the trailer bid to Rampant Trailers LLC for \$24,082.00. He said the budget to purchase the trailer was \$24,000 and the difference between our budget and this bid is \$82.00.

**COUNCILOR COMMENTS:** Councilor Fellows pointed out that the equipment line should have around \$6,000 left once all the items to be acquired have been purchased.

**VOTE (2021-190)** Councilor Albert, seconded by Councilor Fellows moved to award the bid for a 20-Ton Tilt Trailer for Public Works to Rampant Trailers, LLC for an amount not to exceed \$24,082.00. **Order passed - Vote 7-0.**

### MARKET STUDY BID AWARD

**INTRODUCTION:** Mr. Richardson reported on June 22nd, the Lisbon Town Council approved a Lisbon Market Analysis to identify feasible residential, retail, and service opportunities for private development throughout the Town of Lisbon, with a special focus on mixed-use development at the former Worumbo Mill Site.

Mr. Richardson said the Council also allocated an additional \$5,500 in Downtown TIF funds via the Worumbo community visioning process to retain a qualified consultant to execute the Market Analysis. ECD's request to complete the Market Analysis was based on input gathered during a community visioning process coordinated by the Lisbon Development Committee (LDC) to guide future redevelopment of the Town-owned Worumbo parcel. Findings from the Market Analysis will add important, objective data to inform the Lisbon community's ongoing visioning process for the Worumbo site. As an additional benefit, the Market Analysis will provide a valuable tool for property owners throughout town who are exploring development options. Findings from the Market Analysis will enhance the community's knowledge in four important areas:

1. Emerging Business Opportunities ~ Identify high-potential retail and service sector opportunities throughout Lisbon to advance new business development and support entrepreneurship.
2. Population Trends ~ Update local understanding of demographic and economic trends within Lisbon, including population trends by age, income, education, and employment by industry.
3. Regional Housing Needs ~ Understand current housing stock, price points and vacancy rates, and the role that a diversity of housing options plays in talent retention and attraction.
4. Financial Feasibility for two Worumbo Redevelopment Options ~ Present for community review financial analyses of two redevelopment options, including required capital investment, operating expenses, price points for commercial and residential uses, and revenues and cash flow, and potential lease or ownership structures most advantageous to the Town.

Mr. Richardson indicated he received four proposals from four different states in response to the request for proposals for the Lisbon Market Analysis, which was open from mid-July through August 20, 2021. During the week of August 23, he indicated he interviewed all four bidders. Based on credentials, successful project examples, strong references, the lowest cost, and an interview on July 26 with Principal Howard Kohn, he encouraged the Council to accept the proposal submitted by The Chesapeake Group, Inc. (TCG) of Baltimore, Maryland that represented the best value and involvement for the Town of Lisbon.

Mr. Richardson said he is interested in seeing what kind of public investment is needed and how much different scenarios would cost. Councilor Fellows asked if the analysis would include a green space only scenario. Mr. Richardson replied, yes. Councilor Ward said he was interested in seeing what the impact would be and the revenues generated. Councilor Albert said it would be important to include the maintenance costs for after a five year period. Councilor Lunt said he would be interested in seeing how much landscaping will cost. Mr. Richardson said TCG will be able to give us an idea on what's a viable use or can be a viable use for that space. He said there is no rush. He mentioned there would be two additional meetings once this report comes out to get the public's input or a sense for what would be the best fit here for Lisbon.

**VOTE (2021-191)** Councilor Albert, seconded by Councilor Fellows moved to award the Lisbon Market Analysis bid to The Chesapeake Group, Inc. a/k/a TCG for \$10,000 using Downtown TIF funds, authorize the Town Manager to execute the contract as enclosed in the RFP packet, and endorse TCG to execute the scope of work with Town staff support. **Order passed – Vote 7-0.**



BOND ORDINANCE FOR FERRY ROAD  
(*Second Reading*)

**VOTE (2021-192)** Councilor Albert, seconded by Councilor Kolbe moved to approve the following Bond Order as presented:

FINANCE THE RECONSTRUCTION OF A PORTION OF THE FERRY ROAD AND RELATED IMPROVEMENTS.

BE IT ORDERED, pursuant to Articles 6.09 and 8.11(b)(2) of the Charter of the Town of Lisbon and section 5772 of Title 30-A of the Maine Revised Statutes,

- (1) That the Town of Lisbon (the "Town") be authorized to issue general obligation bonds in an amount not to exceed \$2,800,000 and notes in anticipation thereof (collectively, the "Bonds"), to fund the reconstruction of approximately 2.5 miles of the Ferry Road from the intersection of Ferry and Marshall Roads extending to the river bend area, and related improvements (the "Project");
- (2) That the proceeds of the Bonds, including any investment earnings on the Bonds, be appropriated for the costs of the Project;
- (3) That the Finance Director be authorized to arrange for the sale of the Bonds at public or private sale to such parties as the Finance Director determines to be in the Town's best interest, to execute and deliver loan agreements and other contracts, certificates and instruments as the Finance Director shall determine prudent in connection with the issuance and sale of the Bonds, to approve the date(s), maturity or maturities, denomination(s), interest rate(s), place(s) of payment, form(s) and other terms, provisions, and details of such Bonds, and to provide for the sale and delivery against payment thereof, to provide that the Bonds may be redeemable or callable, with or without premium, prior to their maturity, and to hire such financial advisors and other consultants, if any, as the Finance Director deems necessary to assist with the sale of the Bonds, all on such terms (not inconsistent with this Order) as the Finance Director shall approve;
- (4) That the Bonds be issued in registered form in the name of the Town, executed and delivered by the Finance Director and countersigned by the Chairman of the Town Council and the Town Manager under the official seal of the Town attested by the Town Clerk;
- (5) That the Municipal Officers, being the Town Council, Town Manager, Finance Director and Clerk of the Town of Lisbon are each authorized to do or cause to be done all such acts, including but not limited to the execution and delivery of any and all contracts, agreements, certificates and other documents as may be necessary or advisable in order to carry out the provisions of this Order in connection with the issuance and delivery by the Town of the Bonds;
- (6) That if any Municipal Officer whose signature may be required in connection with the issuance and sale of the Bonds is for any reason unavailable to approve and execute the required documents, the persons then acting in such capacity on behalf of such Municipal Officer, whether an assistant, a deputy or in some other capacity, is authorized to act on behalf of such Municipal Officer and to perform such acts themselves;
- (7) That if any of the Municipal Officers who have signed, attested, or sealed the Bonds shall cease to be such officers before the Bonds so signed, attested and sealed shall have been actually authenticated and delivered by the Town, such Bonds nevertheless may be authenticated, delivered and issued with the same force and effect as though the person or persons who signed, attested or sealed the Bonds had not ceased to be such Municipal Officer;
- (8) That any short-term notes issued in anticipation of the completion of the Project shall be and hereby are designated "Qualified Tax-Exempt Obligations" within the meaning of Section 265(b)(c)(3) of the Internal Revenue Code.



- (9) That it shall be a condition to the foregoing authority conferred by this Order that the voters of the Town, pursuant to Article 8.11(b)(2) of the Town Charter, ratify the adoption of this Order;
- (10) That the Town Clerk file an attested copy of this Order with the minutes of this meeting and in accordance with section 8.25(b) of the Town Charter make attested copies of this Order available to the public;
- (10) That a referendum election question regarding the ratification of this Order be placed on the ballot for the November 2, 2021 municipal election, and that the Town Clerk is hereby authorized to take all actions required of the Town Clerk for that referendum question to be considered by the voters, and that a ballot title and referendum question in the following form appear in the warrant for and on the ballot at said election, accompanied by a statement of the Town's Finance Director with respect to said indebtedness in accordance with section 5772 of Maine Revised Statutes Title 30-A:

ORDER AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION SECURITIES OF THE TOWN OF LISBON IN AN AMOUNT NOT TO EXCEED \$2,800,000 FOR THE PURPOSE OF FINANCING RECONSTRUCTION OF A PORTION OF THE FERRY ROAD AND RELATED IMPROVEMENTS, FOR A TERM NOT TO EXCEED 20 YEARS.

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

CHAPTER 14. GENERAL ASSISTANCE ORDINANCE  
& APPENDICES AMENDMENTS  
(*First Reading*)

**VOTE (2021-193)** Councilor Fellows, seconded by Councilor Kolbe moved to adopt the Chapter 14 General Assistance & Appendices Amendments as follows:

Chapter 14 – GENERAL ASSISTANCE

ARTICLE I – IN GENERAL

Secs. 14-1 – 14-35. – Reserved.

ARTICLE II. GENERAL ASSISTANCE ORDINANCE

Sec. 14-36. – Adoption.

The General Assistance Ordinance, prepared by the Maine Municipal Association, is hereby adopted and incorporated herein by reference, except for such portions as are deleted, modified, or amended in this article. Please refer to the ordinance on the town's website: <https://www.lisbonme.org/general-assistance-0>

Sec. 14-37. – Additions, deletions, insertions, and changes.

The General Assistance Ordinance is revised as follows:

*Amend Article VI, Section 6.8 (B), effective on and after July 1, 2012:*

- B) **Housing.** The administrator will provide assistance with rent or mortgage payments that are reasonable within the allowed maximum levels and in accordance with the housing assistance limits and exceptions provided in Title 22, section 4308, subsections 1-A and 1-B. See Appendix C of this ordinance for the current year's housing maximums. It is the applicant's responsibility to find suitable housing, although the administrator may help the applicant find housing when appropriate. The administrator will inform the applicant of the allowed housing maximums to assist the applicant in his or her search for housing. The allowed maximum for any applicant will be the categorical housing maximum representing the minimum dwelling unit space necessary to adequately shelter the applicant household. Applicants requesting assistance for housing that contains more bedrooms than are necessary for the number of household members will be provided assistance according to the maximum level of the number of rooms actually needed.

(C.M. of 7-17-2012, V. 2012-92)

## APPENDICES

## Appendix A

Appendix A is a listing of the overall maximum levels of assistance pertaining to all municipalities in Maine. These new overall maximum levels of assistance have been calculated on the basis of the 2009-2010 HUD Fair Market Rent (FMR) values that will become effective on October 1, 2009. These maximum levels of assistance are established by Maine General Assistance law (22 MRSA (4305(3-B))) and cannot be altered by action of the municipal officers.

*Amend Appendix A of the General Assistance Ordinance to incorporate the following maximum levels of assistance to be effective on and after October 16, 2018 for Androscoggin County, as follows:*

GA Overall Maximums		
1 person household	<del>741.00</del>	<u>754.00</u>
2 person household	<del>798.00</del>	<u>811.00</u>
3 person household	<del>1,025.00</del>	<u>1,042.00</u>
4 person household	<del>1,287.00</del>	<u>1,335.00</u>
5 person household	<del>1,633.00</del>	<u>1,652.00</u>

(C.M. of 11-4-2009, V. 2009-158; C.M. of 7-17-2012, V. 2012-92; [C.M. of 12-20-2016, V. 2016-269](#); C.M. of 11-14-2017, [V. 2017-282](#); [C.M. of 10-16-2018, V. 2018-229](#); C.M. 10-15-2019, V. [2019-203](#))

## Appendix B

Appendix B is a listing of the maximum levels of assistance for food. These maximum levels are the same as the USDA 2009-2010 Thrifty Food Plan, which are presumed to be reasonable by regulation of the Department of Health and Human Services (DHHS). Note that the Appendix B maximums in this packet remain unchanged from the mid-year increase that was made in March 2009, due to the federal economic stimulus package. If the municipal officers wish to amend these maximum levels of food assistance, a local survey must be developed and provided to DHHS to justify the proposed alterations.

*Amend Appendix B of the General Assistance Ordinance to incorporate the following maximum levels of assistance to be effective on and after October 16, 2018 for Androscoggin County, as follows:*

Number in Household	Weekly	Monthly
1 person household	<del>\$47.44</del> <u>58.14</u>	<del>\$204.00</del> <u>250.00</u>
2 person household	<del>\$86.98</del> <u>106.74</u>	<del>\$374.00</del> <u>459.00</u>
3 person household	<del>\$124.42</del> <u>153.02</u>	<del>\$535.00</del> <u>658.00</u>
4 person household	<del>\$158.14</del> <u>194.19</u>	<del>\$680.00</del> <u>835.00</u>
5 person household	<del>\$187.67</del> <u>230.70</u>	<del>\$807.00</del> <u>992.00</u>
<u>6 person household</u>	<u>\$276.74</u>	<u>\$1,190.00</u>
<u>7 person household</u>	<u>\$306.05</u>	<u>\$1,316.00</u>
<u>8 person household</u>	<u>\$349.77</u>	<u>\$1,504.00</u>

(C.M. of 11-4-2009, V. 2009-158; [C.M. of 12-20-2016, V. 2016-269](#); C.M. of 11-14-2017, [V. 2017-282](#); [C.M. of 10-16-2018, V. 2018-229](#); C.M. 10-15-2019, V. [2019-203](#))



### Appendix C

Appendix C is a listing of the maximum levels of assistance for housing (both heated and unheated). These maximum levels were developed by MMA using 2009-2010 HUD Fair Market Rent values that include utility costs. Because the FMR numbers include utility and heating costs, the applicable average utility and heating allowances, as developed by the Maine State Housing Authority (MSHA), are subtracted from the FMR to obtain a pure "housing" cost.

*Amend Appendix C of the General Assistance Ordinance to incorporate the following maximum levels of assistance to be effective on and after October 16, 2018 for Androscoggin County, as follows:*

Bedrooms	Unheated		Heated	
	Weekly	Monthly	Weekly	Monthly
<b>0</b>	<b><u>140.00</u></b>	<b><u>601.00</u></b>	<b><u>163.00</u></b>	<b><u>701.00</u></b>
<b>1</b>	<b><u>\$140.00 143.00</u></b>	<b><u>\$603.00 616.00</u></b>	<b><u>\$171.00 174.00</u></b>	<b><u>\$736.00 749.00</u></b>
<b>2</b>	<b><u>\$181.00 185.00</u></b>	<b><u>\$779.00 796.00</u></b>	<b><u>\$222.00 226.00</u></b>	<b><u>\$953.00 970.00</u></b>
<b>3</b>	<b><u>\$230.00 241.00</u></b>	<b><u>\$990.00 1,038.00</u></b>	<b><u>\$280.00 291.00</u></b>	<b><u>\$1,203.00 1,251.00</u></b>
<b>4</b>	<b><u>\$295.00 299.00</u></b>	<b><u>\$1,267.00 1,285.00</u></b>	<b><u>\$356.00 360.00</u></b>	<b><u>\$1530.00 1,549.00</u></b>

(C.M. of 11-4-2009, V. 2009-158; [C.M. of 12-20-2016, V. 2016-269](#); C.M. of 11-14-2017, [V. 2017-282](#); [C.M. of 10-16-2018, V. 2018-229](#); C.M. 10-15-2019, V. [2019-203](#))

### GA Housing Maximums (Heated & Unheated Rents)

**NOTE: NOT ALL MUNICIPALITIES SHOULD ADOPT THESE SUGGESTED HOUSING MAXIMUMS!** Municipalities should ONLY consider adopting the following numbers, if these figures are consistent with local rent values. If not, a market survey should be conducted and the figures should be altered accordingly. The results of any such survey must be presented to DHHS prior to adoption. Or, no housing maximums should be adopted and eligibility should be analyzed in terms of the Overall Maximum—Appendix A. (See *Instruction Memo for further guidance.*)

### Appendix D

#### Electric Utility Maximums

##### Without electric hot water

The maximum amounts allowed for utilities for lights, cooking, and other electric uses, excluding electric hot water are:

Number in Household	Weekly	Monthly
1	\$14.00	\$60.00
2	\$15.70	\$67.50
3	\$17.45	\$75.00
4	\$19.90	\$86.00
5	\$23.10	\$99.00
6	\$25.00	\$107.00

\*Add \$7.50 a month for each additional family member.

##### With electric hot water

The maximum amount allowed for electric utilities for dwelling units that have electrically heated hot water shall be \$70 per month for the first member of the household, with an additional \$10 per month for each additional household member.

Number in Household	Weekly	Monthly
1	\$20.65	\$89.00
2	\$23.75	\$102.00
3	\$27.70	\$119.00
4	\$32.25	\$139.00
5	\$38.75	\$167.00
6	\$41.00	\$176.00

\*Add \$10.00 a month for each additional family member.

**Note:** For electrically heated households, the maximum amount allowed for electrical utilities per month shall be the sum of the appropriate maximum amount under this subsection and the appropriate maximum amount for fuel as provided In Appendix E.

In accordance with the following conditions, the administrator may allow as a budgetable expense the amount of an applicant's summer-loaded special payment arrangement (SPA) or budget payment arrangement (BPA), as calculated by the electric utility and entered into by the applicant, even when the arranged payment amount exceeds the above maximums or actual usage.

- 1) The SPA or BPA, when annualized, does not exceed the above monthly maximums, when annualized, for non-electrically heated dwelling units.
- 2) The SPA or BPA, when annualized, does not exceed the above monthly maximums and the fuel assistance maximums, when annualized, for electrically heated dwelling units.
- 3) The administrator determines, in consultation with the utility, that the payment arrangement does not include in any part the installment payment of past debt unless the municipality guaranteed to the utility the allowance of such an arrangement as a condition of averting a disconnection.

Pursuant to the use-of-income requirements in section 6.6 of this ordinance, whenever the administrator budgets for SPA's or BPA's under this section, the recipient will be required to pay the SPA or BPA him or herself to the extent of the income capacity of the household.

( [C.M. of 12-20-2016, V. 2016-269](#) )

## Appendix E

### Heating Fuel

When considering requests for heating fuel, eligible applicants will be granted assistance with the actual amount necessary up to the following maximums:

Month	Gallons
September	50
October	100
November	200
December	200
January	225
February	225
March	125
April	125



May	50
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When the dwelling unit is heated electrically, the maximum amount allowed for heating purposes will be calculated by multiplying the number of gallons of fuel allowed for that month by the current price per gallon.

When fuels such as wood, coal and/or natural gas are used for heating purposes, they will be budgeted at actual rates, if they are reasonable. However, no eligible applicant shall be considered to need more than:

7 tons of coal per year  
 8 cords of wood per year  
 126,000 cubic feet of natural gas per year, or  
 1,000 gallons of propane.

(C.M. of 11-4-2009, V. 2009-158; [C.M. of 12-20-2016, V. 2016-269](#))

### Appendix F

#### PERSONAL CARE & HOUSEHOLD SUPPLIES (Appendix F, as Revised 09/2007)

Number in Household	Weekly Amount	Monthly Amount
1-2	\$10.50	\$45.00
3-4	\$11.60	\$50.00
5-6	\$12.80	\$55.00
7-8	\$14.00	\$60.00

**NOTE:** For each additional person add \$1.25 per week or \$5.00 per month.

#### SUPPLEMENT FOR HOUSEHOLDS WITH CHILDREN UNDER 5

When an applicant can verify expenditures for the following items, a special supplement will be budgeted as necessary for households with children under 5 years of age for items such as cloth or disposable diapers, laundry powder, oil, shampoo, and ointment up to the following amounts:

Number of Children	Weekly Amount	Monthly Amount
1	\$12.80	\$55.00
2	\$17.40	\$75.00
3	\$23.30	\$100.00
4	\$27.90	\$120.00

(C.M. of 11-4-2009, V. 2009-158; [C.M. of 12-20-2016, V. 2016-269](#))

### Appendix G

#### 2005-2006 Mileage Rate

This municipality adopts the State of Maine travel expense reimbursement rate as set by the Office of the State Controller. The current rate (until June 30, 2008) for approved employment and necessary medical travel etc. is 40 cents (40¢) per mile.

Please refer to the Office of State Controller for changes to this rate: Telephone: 626-8420 or visit:  
<http://www.state.me.us/osc/>

### Appendix H

#### Funeral Maximums

### Burial Maximums

The maximum amount of general assistance granted for the purpose of a burial increased to \$1,475. ~~The previous amount was \$1,125~~ Additional costs may be allowed by the GA administrator, where there is an actual cost, for:

- The wholesale cost of a cement liner if the cemetery by-laws require one;
- The opening and closing of the grave site; and
- A lot in the least expensive section of the cemetery. If the municipality is able to provide a cemetery lot in a municipally owned cemetery or in a cemetery under municipal control, the cost of the cemetery lot in any other cemetery will not be paid by the municipality.

The municipality's obligation to provide funds for burial purposes is limited to a reasonable calculation of the funeral director's direct costs, not to exceed the maximum amounts of assistance described in this section. Allowable burial expenses are limited to:

- Removal of the body from a local residence or institution;
- A secured death certificate or obituary;
- Embalming;
- A minimum casket;
- A reasonable cost for necessary transportation; and
- Other reasonable and necessary specified direct costs, as itemized by the funeral director and approved by the municipal administrator.

### Cremation Maximums

The maximum amount of assistance granted for a cremation ~~increased to is~~ \$1,025 ~~from the prior maximum of \$785~~. Additional costs may be allowed by the GA administrator where there is an actual cost, for:

- A cremation lot in the least expensive section of the cemetery;
- A reasonable cost for a burial urn not to exceed \$55; and
- Transportation costs borne by the funeral director at a reasonable rate per mile for transporting the remains to and from the cremation facility.

(C.M. 10-15-2019, V. [2019-203](#))

### Appendix I

#### 26 MRSA § 1043 (23)

**Misconduct.** "Misconduct" means a culpable breach of the employee's duties or obligations to the employer or a pattern of irresponsible behavior, which in either case manifests a disregard for a material interest of the employer. This definition relates only to an employee's entitlement to benefits and does not preclude an employer from discharging an employee for actions that are not included in this definition of misconduct. A finding that an employee has not engaged in misconduct for purposes of this chapter may not be used as evidence that the employer lacked justification for discharge. [1999, c. 464, §2 (rpr).]

A. The following acts or omissions are presumed to manifest a disregard for a material interest of the employer. If a culpable breach or a pattern of irresponsible behavior is shown, these actions or omissions constitute "misconduct" as defined in this subsection. This does not preclude other acts or omissions from being considered to manifest a disregard for a material interest of the employer. The acts or omissions included in the presumption are the following:

- (1) Refusal, knowing failure or recurring neglect to perform reasonable and proper duties assigned by the employer;
- (2) Unreasonable violation of rules that are reasonably imposed and communicated and equitably enforced;
- (3) Unreasonable violation of rules that should be inferred to exist from common knowledge or from the nature of the employment;
- (4) Failure to exercise due care for punctuality or attendance after warnings;
- (5) Providing false information on material issues relating to the employee's eligibility to do the work or false information or dishonesty that may substantially jeopardize a material interest of the employer;



- (6) Intoxication while on duty or when reporting to work or unauthorized use of alcohol while on duty;
- (7) Using illegal drugs or being under the influence of such drugs while on duty or when reporting to work;
- (8) Unauthorized sleeping while on duty;
- (9) Insubordination or refusal without good cause to follow reasonable and proper instructions from the employer;
- (10) Abusive or assaultive behavior while on duty, except as necessary for self-defense;
- (11) Destruction or theft of things valuable to the employer or another employee;
- (12) Substantially endangering the safety of the employee, coworkers, customers or members of the public while on duty;
- (13) Conviction of a crime in connection with the employment or a crime that reflects adversely on the employee's qualifications to perform the work; or
- (14) Absence for more than 2 work days due to incarceration for conviction of a crime.

[1999, c. 464, §2 (new).]

B. "Misconduct" may not be found solely on:

- (1) An isolated error in judgment or a failure to perform satisfactorily when the employee has made a good faith effort to perform the duties assigned;
- (2) Absenteeism caused by illness of the employee or an immediate family member if the employee made reasonable efforts to give notice of the absence and to comply with the employer's notification rules and policies; or
- (3) Actions taken by the employee that were necessary to protect the employee or an immediate family member from domestic violence if the employee made all reasonable efforts to preserve the employment.

[1999, c. 464, §2 (new).]

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

## REMOTE PARTICIPATION ORDINANCE (First Reading)

**INTRODUCTION:** The previous agenda item to adopt a new Remote Participation Ordinance on August 17, 2021 was postponed to this meeting for a first reading. Councilor Fellows said he redrafted that ordinance into a new policy. He suggested the Council move to adopt the new policy as presented for “Emergency or Urgent Issue Conditions Only.” Mrs. Barnes explained that to adopt this policy means the Council needs to adopt it tonight, schedule a public hearing, and then adopt the policy again, similar to how the Council adopts an ordinance. After clarification by the Council Secretary, Councilor Larochelle and Councilor Albert informally agreed that the motion on the floor was to adopt the new policy not the previous ordinance.

**VOTE (2021-194)** Councilor Larochelle, seconded by Councilor Albert moved to adopt the “Remote Participation Policy for emergency or urgent issue conditions only” as follows:

### REMOTE MEETING PARTICIPATION POLICY (Emergency or Urgent Issue Conditions Only) Lisbon Town Council

Pursuant to 1 M.R.S. § 403-B, and after public notice and hearing and in accordance with Article II, Section 2.06 of the town charter and in accordance with council working rules, the Lisbon Town Council adopts the following policy to govern the participation, via remote methods, of members of the Lisbon Town Council and the public in the public proceedings or meetings of that body.



Members of the body are expected to be physically present for meetings except when not practicable, such as in the case of an emergency or urgent issue that requires the body to meet via remote methods. The chair or presiding officer of the body, in consultation with other members if appropriate and possible, will decide in as timely a manner as possible under the circumstances whether remote methods of participation are necessary. If remote participation is deemed necessary, the chair, or vice chair in the absence of the chair or, in the absence both, a designated chair pro-tem (as elected by the body quorum) shall conduct the meeting.

Remote methods of participation may include video technology allowing simultaneous reception of information and may include other means necessary to accommodate disabled persons. Telephonic participation may be used only if video technology is not possible but must meet the same conditions as is required for video participation. Remote participation will not be by text-only means such as e-mail, text messages, or chat functions.

The public will be provided a meaningful opportunity to attend via remote methods when the body participates via remote methods. If public input is allowed or required at the meeting, an effective means of communication between the body and the public will also be provided. Remote input from the public when allowed. The public will also be provided an opportunity to participate remotely by electronic means.

Notice of all meetings will be provided in accordance with 1 M.R.S. § 406 and the town charter, ordinance, policy, or bylaw. When the public may attend via remote methods, notice will include the means by which the public may access the meeting remotely and will provide a method for disabled persons to request necessary accommodation to access the meeting. The Lisbon Town Council will not restrict public attendance to remote methods except in the case of an emergency or urgent issue that requires the entire body to meet using remote methods of attendance.

During periods of remote member participation, a method for remote commenting electronically for the public shall be provided. Remote input from the public shall be by e-mail to a designated address which will be provided in the meeting notification itself and on the agenda. All conditions shall be noted in all meeting documents and materials in advance of the meeting.

The Lisbon Town Council will make all documents and materials to be considered by the body available electronically or otherwise, to the public who attend remotely to the same extent customarily available to the public who attend in person, provided no additional costs are incurred by the body.

All votes taken during a meeting using any remote methods shall be by roll call vote that can be seen and heard if using video technology, or heard if using audio technology only, by other members of the body and the public.

This policy will remain in force indefinitely unless amended or rescinded.

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

Councilor Ward thanked Councilor Fellows for his effort and pointed out this new policy is not for convenience, but for emergencies; nicely done.

#### NON-BINDING REFERENDUM QUESTION FOR NOVEMBER 2, 2021 BALLOT

**INTRODUCTION:** Councilor Lunt presented his recommendation for a Non-Binding Survey Question for the November 2, 2021 ballot.

**COUNCILOR COMMENTS:** Councilor Larochelle said he appreciated Councilor Lunt bringing this forward. He said this is a good avenue to see what the public's opinion is on this issue.



**VOTE (2021-195A)** Councilor Larochelle, seconded by Councilor Lunt moved to place the following Non-Binding Referendum Question on the November 2, 2021 ballot:

Non-Binding Survey – Question 2  
Re-Use of the Former Worumbo Mill Site

The town has acquired the four-acre riverfront lot which formerly housed the Worumbo Mill. The Town Council is considering redevelopment and would like voters' opinion on alternative uses.

Please choose one.

- ☐ Exclusive re-use as a park, with parking. A park may cost up to \$100,000 to develop.
- ☐ Some combination of a park, commercial and residential development, along with parking.

Councilor Larochelle encouraged the Council to consider amending the question to use Ms. Hilliker's three choices. Councilor Garrison said he preferred the three options as well. Councilor Lunt said he supported the redraft as presented.

**VOTE (2021-195B)** Councilor Larochelle, seconded by Councilor Lunt moved an amendment to place the following Non-Binding Referendum Question on the November 2, 2021 ballot:

Non-Binding Survey – Question 2  
Re-Use of the Former Worumbo Mill Site

The town has acquired the four-acre riverfront lot which formerly housed the Worumbo Mill. The Town Council is considering redevelopment and would like voters' opinion on alternative uses.

Please choose one.

- A. Exclusive reuse as a public park only, with parking.
- B. Single-story retail development with enhanced Public Park and parking.
- C. Multi-story commercial and residential development with Public Park and parking.

**Amendment #1 Voted: Order failed – Vote 2-5. (Opposed: Albert, Kolbe, Fellows, Garrison, Ward)**

Councilor Fellows said he would not be supporting this because the study is going out, although a great deal of credit goes towards this effort, he said he did not agree with what is being put out there. This election would not have a great deal of attendance since it will not be a gubernatorial or presidential election year. He indicated this is not what the Council was elected to do. He said we are not ready to make this decision. Councilor Albert said once the study has been received, the Council could see new possible scenarios to look at. He said the Council needs to see the real market value associated with potential scenarios which may be in this study to make sure we are getting all the information. Councilor Lunt said if the Council misses this opportunity, it would be a whole year before another opportunity comes up next November. Councilor Ward explained that he was not committed beyond the two studies authorized and that there is no timeframe associated with those. He said this is nothing but a staging piece for the coming years. He said he was not opposed to a Council survey. Councilor Fellows said it's too early for a survey. Councilor Garrison and Councilor Kolbe agreed. Council Albert indicated he would like the market study information first.

**Main Motion Voted: Order failed – Vote 2-5. (Opposed: Albert, Kolbe, Fellows, Garrison, Ward)**

## OTHER BUSINESS

### A. COUNCIL COMMITTEE REPORTS

1. School: Councilor Albert said good things are happening in Lisbon Schools.

2. Planning: Councilor Fellows said this board is reviewing the plans for building out the Gross Development, amending the site plan for the Solar project on Frost Hill, and discussing ROSII with the Androscoggin Valley Council Of Governments.
3. LDC: Councilor Albert said they will be meeting soon.
4. Conservation Commission: Councilor Ward said they meet later on this month.
5. Recreation: Councilor Albert said he had nothing new to report.
6. County Budget: Councilor Ward reported their meetings begin tomorrow night. He indicated the county budget is up 3.4% at this point. They will be discussing the consolidation of 911 centers. The model presented by the Sheriff closes ours saving Lisbon money, but even under the best scenario appears flawed and will probably die quickly.
7. Library: Councilor Lunt reported the summer reading program is done and it went very well. He gave all who participated a thumbs up.
8. Water Commission: Councilor Fellows reported Moxie Commerce is holding a meeting and that he encouraged the Water Commissioners to attend that meeting.
9. Finance Committee: Councilor Albert said this committee continues to work on the transfer station and solid waste issue. He said they were supposed to report to the Council by October; however, they might not be ready to do that. It could take longer if they dive deeper to be more thorough. Councilor Fellows suggested they get users and the finance committee together. Councilor Albert mentioned they have invited these users into their meetings; it's just taking longer. Councilor Larochelle said the main question is whether this service should be paid for by all the taxpayers or by just the users.

#### **B. TOWN MANAGER'S REPORT**

Mrs. Barnes reported Chief LeClair and Chief McGee will be holding a 911 Ceremony at Ricker Park this Saturday at 9:00 am to mark the 20<sup>th</sup> anniversary of 9/11 honoring the nearly 3500 people that lost their lives that day.

Mrs. Barnes recommended holding Candidate's Night on October 12 from 6-8PM at the Town Hall in the Public Meeting Room. Notice will be displayed on the Town's Website, posted at the Post Offices, and on Facebook. The meeting will be aired on Town Hall Streams and available to watch at any time later.

#### **APPOINTMENTS - NONE**

#### **COUNCILOR COMMUNICATIONS**

Councilor Larochelle commended Pam and Frank Hogan for their sidewalk clean-up efforts this past week. He said it was nice to see them trying to get the community involved in making our town look better.

Councilor Ward announced PCL will be holding a law and crafter sale. Registrations are online at their website. They have 35 tables booked so far. He invited all to attend or register.

Councilor Fellows announced that Mark Stambach, Lisbon's new Codes Officer will begin on Monday, September 13, 2021.

Council mentioned Employee Appreciation Day will be October 3 at the Lisbon Left Hand Club from 1-4PM and invited all the employees and their families to attend the BBQ; food provided.

Richard Main welcomed Councilor Garrison back to the Council.

#### **AUDIENCE PARTICIPATION & RESPONSE FOR NEW ITEMS - NONE**

**EXECUTIVE SESSION - NONE**

**ADJOURNMENT**

**VOTE (2021-196)** Councilor Garrison, seconded by Councilor Albert moved to adjourn at 8:45 PM. **Order passed - Vote 7-0.**

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Twila D. Lycette, Council Secretary  
Town Clerk, Lifetime CCM/MMC  
Date Approved: September 21, 2021



## LISBON – VICTUALER APPLICATION

License Type: ☒ \$ 100 Restaurants & Others except Mobile Units ☐ \$ 50 Mobile Units

Name of Business: Extreme Energy Nutrition Business Phone: 207 407 4104

Business Location in town (street address): 580 Lisbon St #2

Business Email Address: extremeenergynutrition@gmail.com

Owner's Name: Tricia McBride

Home Phone: \_\_\_\_\_ Owner's Cell Phone: \_\_\_\_\_

Owner's Home Address: 121 South Ave Lewiston ME 04240

Residence(s) for last five years (Street/Town/Zip): 71 Cross Rd Hiram ME 04958

List Applicant / Partners / Corporate Officers:

Name: Scott McBride Birth date: \_\_\_\_\_

Name: \_\_\_\_\_ Birth date: \_\_\_\_\_

Name: \_\_\_\_\_ Birth date: \_\_\_\_\_

Name: \_\_\_\_\_ Birth date: \_\_\_\_\_

Applicant must have a valid State of Maine Food License. State ID License No: \_\_\_\_\_

☐ If Yes, attached a copy of your **STATE FOOD LICENSE** to this application.

☒ IF NONE, date submitted: 3/30

Has applicant's business license ever been revoked? NO If so, why? \_\_\_\_\_

Has any applicant / partner / corporate officer ever been convicted of a felony? NO

If so, describe specific circumstances \_\_\_\_\_

Does the establishment have a valid liquor license? NO If so, when does it expire? \_\_\_\_\_

I, Tricia McBride (owner's name), OWNER (title)  
am authorized to sign on behalf of said business, and further declare that the forgoing information is accurate and true to the best of my knowledge and belief, and that the applicant does hereby acknowledge a public records check may be conducted. All licenses expire annually May 31<sup>st</sup>.

**Re-inspection fees are \$150 per visit after the first visit.**

Business Name: Extreme Energy & Nutrition

## INSPECTION REQUIRED

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

Signature:  Date: 8/24/2021

Notice of Compliance (By Ordinance): I, Nate LeClair, Interim Code Enforcement Officer for the Town of Lisbon hereby certify I have inspected the above establishment and found the premises to be in compliance with applicable life safety codes.

Signature:  Date: 8/24/2021

## COMPLETE TO HERE BEFORE FILING

## INFORMATION

The Councilors are the Municipal Licensing Board. The first Victualer application requires a public hearing, but renewals will not. Public records checks can take up to three 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 7PM in the conference room.

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

### SUGGESTED CONTACTS:

353-3000 Ext 112... Town Clerk  
353-3007.....Town Office Fax  
353-3000 Ext 111... Code Enforcement Officer  
353-2500..... Police Department  
353-3000 Ext 111...Health Officer  
1-800-872-3838.....Business Answers

624-9693...State Sales Tax Division - [www.maine.gov/revenue](http://www.maine.gov/revenue)  
624-7736...Bureau of Corporations - [www.maine.gov/sos/cec](http://www.maine.gov/sos/cec)  
624-7220...Bureau of Alcohol Beverages  
287-3841...Agriculture Dept- Bakery Licenses  
624-6550...Marine Resources - [www.maine.gov/dmr](http://www.maine.gov/dmr)  
287-5671...State Health Inspection Dept - [www.maine.gov/dhhs](http://www.maine.gov/dhhs)  
1-800-829-4933...Federal I.D. Number - [www.irs.gov](http://www.irs.gov)

Revised March 23, 2021



## SPECIAL ENTERTAINMENT APPLICATION

License Type:        \$100 Application Fee  
       \$80 Advertisement Fee For First Time Liquor License Applicants Only

**\*\*\*NOTE: Must Attach State Liquor License Application**

Owner: Lisbon Left Hand Club Home Phone: 353-5220

Email Address: c.proctor@strainrite.com Cell Phone: 202-252-3535

Owner's Home Address: 1 Left hand Lane Lisbon ME 04250

Residence(s) for last five years: yes

Name of Business: Lisbon Left Hand Club Business Phone: 353-5220

Location of Business: 1 Left Hand Lane Lisbon ME 04250  
mailing P.O. Box 715 Lisbon ME 04250

List Applicant / Partners / Corporate Officers:

Name: <u>Allen Shorey</u>	Name: <u>Cathy Proctor</u>	Name: <u>Chuck Masselli</u>
Address: <u>7 Proctor Rd.</u>	Address: <u>11 Proctor Rd.</u>	Address: <u>26 Deer Run Rd.</u>
Town/State: <u>Lisbon ME</u>	Town/State: <u>Lisbon ME</u>	Town/State: <u>Wales ME 04280</u>
Birthdate: <u>3/1/1951</u>	Birthdate: <u>1/1/1951</u>	Birth date: <u>3/1/1951</u>

Has applicant's business license ever been revoked: No ?

If so, why? \_\_\_\_\_

Has any applicant / partner / corporate officer ever been convicted of a felony? No

If so, describe specific circumstances \_\_\_\_\_

Does the establishment have a valid liquor license? yes If so, when does it expire? 10/9/21

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

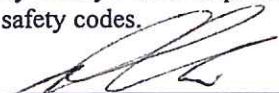
Signature: Cathy Proctor Date: 8/19/2021



Business Name: LISBON LEFT HAND CLUB

### INSPECTION REQUIRED BELOW

Notice of Compliance (By Council's Request): I, **Nate LeClair**, Interim Code Enforcement Officer for the Town of Lisbon hereby certify I have inspected the above establishment and found the premises to be in compliance with applicable life safety codes.

Signature:  Date: 8/26/2021

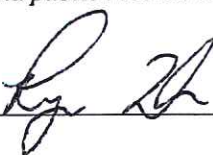
NOTE: State Liquor License Application must be completed and attached to this Special Entertainment Application

APPLICANT MUST HAVE COMPLETED TO HERE BEFORE FILING

*For Office Use Only*

☒ **Public Records Check Completed.**

Notice of Compliance (By Council's Request): I, **Ryan McGee**, Police Chief hereby certify I have reviewed the application and public records check and recommend application for licensing.

Signature:  Date: 8/23/21

### INFORMATION

The Councilors are the Municipal Licensing Board. All Special Entertainment application requires a public hearing each time. Public records checks can take up to three or more weeks to process. Complete applications contain the CEO and Police Chief 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.

#### **SUGGESTED CONTACTS:**

353-3000 Ext 112... Town Clerk  
353-3007..... Town Office Fax  
353-3000 Ext 111... Code Enforcement Officer  
353-2500..... Police Department  
353-3000 Ext 111... Health Officer/CEO  
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

Revised March 12, 2018



All Questions Must Be Answered Completely. Please print legibly.

Division Use Only	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Payment Type:	
OK with SOS:      Yes <input type="checkbox"/> No <input type="checkbox"/>	

1. New license or renewal of existing license? ☐ New Expected Start date: \_\_\_\_\_  
☒ Renewal Expiration Date: 10/9/2021

Food: \_\_\_\_\_ Beer, Wine or Spirits: \_\_\_\_\_ Guest Rooms: N/A

☒ Malt Liquor (beer)      ☐ Wine      ☒ Spirits

**CERTIFICATE OF SETTLEMENT**  
36 MRSA § 763

COUNTY OF Androscoggin

ss.

STATE OF MAINE

TO: Diane Barnes

, Tax Collector of the Municipality

of Lisbon

within this County:

We hereby certify that the 2021 taxes committed to you consisting of:

- |  |                   |                   |
|--|-------------------|-------------------|
| 1. Real and Personal Tax commitments:  | \$_ 13,467,550.64 |                   |
| 2. Supplemental commitments totaling:  | \$_ 11,052.59     |                   |
| 3. Interest:   | \$_               |                   |
| 4. A grand total of:   |                   | \$_ 13,478,603.23 |
| 5. Cash Payments:  | \$_ 13,262,778.50 |                   |
| 6. Abatements granted:   | \$_ 12,292.99     |                   |
| 7. Tax lien mortgages:<br>(Recorded in the Androscoggin<br>County Registry of Deeds) | \$_ 202,993.51    |                   |
| 8. Other credits:  | \$_ 538.23        |                   |
| 9. A net total of:   |                   | \$_ 13,478,603.23 |
| 10. Balance due of:  |                   | \$_ 0.00          |

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

\$\_ 0.00

and acknowledge receipt of the tax lists for the taxable year 2021.

Given under our hands this 21st day of September 2021.

\_\_\_\_\_  
Municipal Officers

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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## MEMORANDUM FROM THE PUBLIC WORKS DIRECTOR

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**TO: DIANE BARNES**

**FROM: RANDY CYR**

**SUBJECT: ADDITIONAL PAVING**

**DATE: SEPTEMBER, 15, 2021**

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I am requesting permission to pave a portion of Route 125, from Summer Street to where MDOT stopped paving, for a distance of approximately 600', plus a portion of Ann Street, which is located behind the Water Department.

We received a huge number of complaints from homeowners in this area on Route 125, from Summer Street to where MDOT stopped paving. That part of the roadway has a lot of deterioration and when tractor trailers travel through that area it rattles their homes.

The town currently has around \$50,000.00 left in the FY22 Paving Account. I recommend the Council approve two additional paving projects this year for an amount not to exceed \$50,000 from the FY22 Paving Account to pave 600' of Route 125 and Ann Street.

Thank You

Randy Cyr

# **REMOTE MEETING PARTICIPATION POLICY**

**( Emergency or urgent issue conditions only)**

## **Lisbon Town Council**

Pursuant to 1 M.R.S. § 403-B, and after public notice and hearing and in accordance with Article II, Section 2.06 of the town charter and in accordance with council working rules, the Lisbon Town Council adopts the following policy to govern the participation, via remote methods, of members of the Lisbon Town Council and the public in the public proceedings or meetings of that body.

Members of the body are expected to be physically present for meetings except when not practicable, such as in the case of an emergency or urgent issue that requires the body to meet via remote methods. The chair or presiding officer of the body, in consultation with other members if appropriate and possible, will decide in as timely a manner as possible under the circumstances whether remote methods of participation are necessary. If remote participation is deemed necessary, the chair, or vice chair in the absence of the chair or, in the absence both, a designated chair protem (as elected by the body quorum) shall conduct the meeting.

Remote methods of participation may include video technology allowing simultaneous reception of information and may include other means necessary to accommodate disabled persons. Telephonic participation may be used only if video technology is not possible but must meet the same conditions as is required for video participation. Remote participation will not be by text-only means such as e-mail, text messages, or chat functions.

The public will be provided a meaningful opportunity to attend via remote methods when the body participates via remote methods. If public input is allowed or required at the meeting, an effective means of communication between the body and the public will also be provided. Remote input from the public when allowed. The public will also be provided an opportunity to participate remotely by electronic means.

Notice of all meetings will be provided in accordance with 1 M.R.S. § 406 and the town charter, ordinance, policy, or bylaw. When the public may attend via remote methods, notice will include the means by which the public may access the meeting remotely and will provide a method for disabled persons to request necessary accommodation to access the meeting. The Lisbon Town Council will not restrict public attendance to remote methods except in the case of an emergency or urgent issue that requires the entire body to meet using remote methods of attendance.

During periods of remote member participation, a method for remote commenting electronically for the public shall be provided. Remote input from the public shall be by e-mail to a designated address which will be provided in the meeting notification itself and on the

agenda. All conditions shall be noted in all meeting documents and materials in advance of the meeting.

The Lisbon Town Council will make all documents and materials to be considered by the body available electronically or otherwise, to the public who attend remotely to the same extent customarily available to the public who attend in person, provided no additional costs are incurred by the body.

All votes taken during a meeting using any remote methods shall be by roll call vote that can be seen and heard if using video technology, or heard if using audio technology only, by other members of the body and the public.

This policy will remain in force indefinitely unless amended or rescinded.

Adopted: \_\_\_\_\_ by The Lisbon Town Council  
Date

\_\_\_\_\_  
Allen Ward – Chair

\_\_\_\_\_  
Donald Fellows – Vice Chair

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

\_\_\_\_\_  
Gregg Garrison

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

\_\_\_\_\_  
Fern Larochelle

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



**GENERAL ASSISTANCE ORDINANCE  
APPENDICES A-H  
2021-2022**

The Municipality of Lisbon adopts the MMA Model Ordinance GA Appendices (A-H) for the period of October 1, 2021-September 30, 2022. These appendices are filed with the Department of Health and Human Services (DHHS) in compliance with Title 22 M.R.S.A. §4305 (4).

Signed the 21st of September, 2021 by the municipal officers:

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

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

\_\_\_\_\_  
Don Fellows, V. Chair

\_\_\_\_\_  
Fern Larochelle

\_\_\_\_\_  
Norm Albert

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

\_\_\_\_\_  
Gregg Garrison

## Chapter 14 - GENERAL ASSISTANCE<sup>11</sup>

### Footnotes:

--- (1) ---

**Editor's note**— At the direction of the Town of Lisbon, Chapter 14 has been changed to read as herein set out. See § 14-36 for further explanation.

**State Law reference**— General assistance, 22 M.R.S.A. § 4301 et seq.

### ARTICLE I. - IN GENERAL

Secs. 14-1—14-35. - Reserved.

### ARTICLE II. - GENERAL ASSISTANCE ORDINANCE

Sec. 14-36. - Adoption.

The General Assistance Ordinance, prepared by the Maine Municipal Association, is hereby adopted and incorporated herein by reference, except for such portions as are deleted, modified, or amended in this article. Please refer to the ordinance on the town's website: <https://www.lisbonme.org/general-assistance-0>

Sec. 14-37. - Additions, deletions, insertions, and changes.

The General Assistance Ordinance is revised as follows:

*Amend Article VI, Section 6.8 (B), effective on and after July 1, 2012:*

- B) **Housing.** The administrator will provide assistance with rent or mortgage payments that are reasonable within the allowed maximum levels and in accordance with the housing assistance limits and exceptions provided in Title 22, section 4308, subsections 1-A and 1-B. See Appendix C of this ordinance for the current year's housing maximums. It is the applicant's responsibility to find suitable housing, although the administrator may help the applicant find housing when appropriate. The administrator will inform the applicant of the allowed housing maximums to assist the applicant in his or her search for housing. The allowed maximum for any applicant will be the categorical housing maximum representing the minimum dwelling unit space necessary to adequately shelter the applicant household. Applicants requesting assistance for housing that contains more bedrooms than are necessary for the number of household members will be provided assistance according to the maximum level of the number of rooms actually needed.

(C.M. of 7-17-2012, V. 2012-92)

### APPENDICES

#### Appendix A

Appendix A is a listing of the overall maximum levels of assistance pertaining to all municipalities in Maine. These new overall maximum levels of assistance have been calculated on the basis of the 2009-2010 HUD Fair Market Rent (FMR) values that will become effective on October 1, 2009. These maximum levels of assistance are established by Maine General Assistance law (22 MRSA (4305(3-B))) and cannot be altered by action of the municipal officers.

*Amend Appendix A of the General Assistance Ordinance to incorporate the following maximum levels of assistance to be effective on and after October 16, 2018 for Androscoggin County, as follows:*

GA Overall Maximums		
1 person household	<del>741.00</del>	<u>754.00</u>
2 person household	<del>798.00</del>	<u>811.00</u>
3 person household	<del>1,025.00</del>	<u>1,042.00</u>
4 person household	<del>1,287.00</del>	<u>1,335.00</u>
5 person household	<del>1,633.00</del>	<u>1,652.00</u>

(C.M. of 11-4-2009, V. 2009-158; C.M. of 7-17-2012, V. 2012-92; [C.M. of 12-20-2016, V. 2016-269](#); C.M. of 11-14-2017, [V. 2017-282](#); [C.M. of 10-16-2018, V. 2018-229](#); C.M. 10-15-2019, V. [2019-203](#).)

### Appendix B

Appendix B is a listing of the maximum levels of assistance for food. These maximum levels are the same as the USDA 2009-2010 Thrifty Food Plan, which are presumed to be reasonable by regulation of the Department of Health and Human Services (DHHS). Note that the Appendix B maximums in this packet remain unchanged from the mid-year increase that was made in March 2009, due to the federal economic stimulus package. If the municipal officers wish to amend these maximum levels of food assistance, a local survey must be developed and provided to DHHS to justify the proposed alterations.

*Amend Appendix B of the General Assistance Ordinance to incorporate the following maximum levels of assistance to be effective on and after October 16, 2018 for Androscoggin County, as follows:*

Number in Household	Weekly	Monthly
1 person household	<del>\$47.44</del> <u>58.14</u>	<del>\$204.00</del> <u>250.00</u>
2 person household	<del>\$86.98</del> <u>106.74</u>	<del>\$374.00</del> <u>459.00</u>
3 person household	<del>\$124.42</del> <u>153.02</u>	<del>\$535.00</del> <u>658.00</u>
4 person household	<del>\$158.14</del> <u>194.19</u>	<del>\$680.00</del> <u>835.00</u>
5 person household	<del>\$187.67</del> <u>230.70</u>	<del>\$807.00</del> <u>992.00</u>
<u>6 person household</u>	<u>\$276.74</u>	<u>\$1,190.00</u>
<u>7 person household</u>	<u>\$306.05</u>	<u>\$1,316.00</u>
<u>8 person household</u>	<u>\$349.77</u>	<u>\$1,504.00</u>

**Add \$188 per month for each additional person**

(C.M. of 11-4-2009, V. 2009-158; [C.M. of 12-20-2016, V. 2016-269](#); C.M. of 11-14-2017, [V. 2017-282](#); [C.M. of 10-16-2018, V. 2018-229](#); C.M. 10-15-2019, V. [2019-203](#).)



### Appendix C

Appendix C is a listing of the maximum levels of assistance for housing (both heated and unheated). These maximum levels were developed by MMA using 2009-2010 HUD Fair Market Rent values that include utility costs. Because the FMR numbers include utility and heating costs, the applicable average utility and heating allowances, as developed by the Maine State Housing Authority (MSHA), are subtracted from the FMR to obtain a pure "housing" cost.

*Amend Appendix C of the General Assistance Ordinance to incorporate the following maximum levels of assistance to be effective on and after October 16, 2018 for Androscoggin County, as follows:*

Bedrooms	Unheated		Heated	
	Weekly	Monthly	Weekly	Monthly
<b>0</b>	<b><u>140.00</u></b>	<b><u>601.00</u></b>	<b><u>163.00</u></b>	<b><u>701.00</u></b>
<b>1</b>	<del>\$140.00</del> <b><u>143.00</u></b>	<del>\$603.00</del> <b><u>616.00</u></b>	<del>\$171.00</del> <b><u>174.00</u></b>	<del>\$736.00</del> <b><u>749.00</u></b>
<b>2</b>	<del>\$181.00</del> <b><u>185.00</u></b>	<del>\$779.00</del> <b><u>796.00</u></b>	<del>\$222.00</del> <b><u>226.00</u></b>	<del>\$953.00</del> <b><u>970.00</u></b>
<b>3</b>	<del>\$230.00</del> <b><u>241.00</u></b>	<del>\$990.00</del> <b><u>1,038.00</u></b>	<del>\$280.00</del> <b><u>291.00</u></b>	<del>\$1,203.00</del> <b><u>1,251.00</u></b>
<b>4</b>	<del>\$295.00</del> <b><u>299.00</u></b>	<del>\$1,267.00</del> <b><u>1,285.00</u></b>	<del>\$356.00</del> <b><u>360.00</u></b>	<del>\$1530.00</del> <b><u>1,549.00</u></b>

(C.M. of 11-4-2009, V. 2009-158; [C.M. of 12-20-2016, V. 2016-269](#); C.M. of 11-14-2017, [V. 2017-282](#); [C.M. of 10-16-2018, V. 2018-229](#); C.M. 10-15-2019, V. [2019-203](#).)

### GA Housing Maximums (Heated & Unheated Rents)

**NOTE: NOT ALL MUNICIPALITIES SHOULD ADOPT THESE SUGGESTED HOUSING MAXIMUMS!** Municipalities should ONLY consider adopting the following numbers, if these figures are consistent with local rent values. If not, a market survey should be conducted and the figures should be altered accordingly. The results of any such survey must be presented to DHHS prior to adoption. Or, no housing maximums should be adopted and eligibility should be analyzed in terms of the Overall Maximum—Appendix A. (*See Instruction Memo for further guidance.*)

### Appendix D

#### Electric Utility Maximums

#### Without electric hot water

The maximum amounts allowed for utilities for lights, cooking, and other electric uses, excluding electric hot water are:

Number in Household	Weekly	Monthly
1	\$14.00	\$60.00
2	\$15.70	\$67.50
3	\$17.45	\$75.00
4	\$19.90	\$86.00
5	\$23.10	\$99.00
6	\$25.00	\$107.00

\*Add \$7.50 a month for each additional family member.

**With electric hot water**

The maximum amount allowed for electric utilities for dwelling units that have electrically heated hot water shall be \$70 per month for the first member of the household, with an additional \$10 per month for each additional household member.

Number in Household	Weekly	Monthly
1	\$20.65	\$89.00
2	\$23.75	\$102.00
3	\$27.70	\$119.00
4	\$32.25	\$139.00
5	\$38.75	\$167.00
6	\$41.00	\$176.00

\*Add \$10.00 a month for each additional family member.

**Note:** For electrically heated households, the maximum amount allowed for electrical utilities per month shall be the sum of the appropriate maximum amount under this subsection and the appropriate maximum amount for fuel as provided In Appendix E.

In accordance with the following conditions, the administrator may allow as a budgetable expense the amount of an applicant's summer-loaded special payment arrangement (SPA) or budget payment arrangement (BPA), as calculated by the electric utility and entered into by the applicant, even when the arranged payment amount exceeds the above maximums or actual usage.

- 1) The SPA or BPA, when annualized, does not exceed the above monthly maximums, when annualized, for non-electrically heated dwelling units.
- 2) The SPA or BPA, when annualized, does not exceed the above monthly maximums and the fuel assistance maximums, when annualized, for electrically heated dwelling units.
- 3) The administrator determines, in consultation with the utility, that the payment arrangement does not include in any part the installment payment of past debt unless the municipality guaranteed to the utility the allowance of such an arrangement as a condition of averting a disconnection.

Pursuant to the use-of-income requirements in section 6.6 of this ordinance, whenever the administrator budgets for SPA's or BPA's under this section, the recipient will be required to pay the SPA or BPA him or herself to the extent of the income capacity of the household.

( [C.M. of 12-20-2016, V. 2016-269](#) )

**Appendix E**

**Heating Fuel**

When considering requests for heating fuel, eligible applicants will be granted assistance with the actual amount necessary up to the following maximums:

Month	Gallons
September	50
October	100
November	200
December	200
January	225
February	225
March	125
April	125
May	50

When the dwelling unit is heated electrically, the maximum amount allowed for heating purposes will be calculated by multiplying the number of gallons of fuel allowed for that month by the current price per gallon.

When fuels such as wood, coal and/or natural gas are used for heating purposes, they will be budgeted at actual rates, if they are reasonable. However, no eligible applicant shall be considered to need more than:

7 tons of coal per year  
 8 cords of wood per year  
 126,000 cubic feet of natural gas per year, or  
 1,000 gallons of propane.

(C.M. of 11-4-2009, V. 2009-158; [C.M. of 12-20-2016, V. 2016-269](#).)

## Appendix F

### PERSONAL CARE & HOUSEHOLD SUPPLIES

(Appendix F, as Revised 09/2007)

Number in Household	Weekly Amount	Monthly Amount
1-2	\$10.50	\$45.00
3-4	\$11.60	\$50.00
5-6	\$12.80	\$55.00
7-8	\$14.00	\$60.00

**NOTE:** For each additional person add \$1.25 per week or \$5.00 per month.

### SUPPLEMENT FOR HOUSEHOLDS WITH CHILDREN UNDER 5



When an applicant can verify expenditures for the following items, a special supplement will be budgeted as necessary for households with children under 5 years of age for items such as cloth or disposable diapers, laundry powder, oil, shampoo, and ointment up to the following amounts:

Number of Children	Weekly Amount	Monthly Amount
1	\$12.80	\$55.00
2	\$17.40	\$75.00
3	\$23.30	\$100.00
4	\$27.90	\$120.00

(C.M. of 11-4-2009, V. 2009-158; [C.M. of 12-20-2016, V. 2016-269](#))

### Appendix G

#### 2005-2006 Mileage Rate

This municipality adopts the State of Maine travel expense reimbursement rate as set by the Office of the State Controller. The current rate (until June 30, 2008) for approved employment and necessary medical travel etc. is 40 cents (40¢) per mile.

Please refer to the Office of State Controller for changes to this rate: Telephone: 626-8420 or visit: <http://www.state.me.us/osc/>

### Appendix H

#### Funeral Maximums

##### Burial Maximums

The maximum amount of general assistance granted for the purpose of a burial increased to \$1,475. ~~The previous amount was \$1,125.~~ Additional costs may be allowed by the GA administrator, where there is an actual cost, for:

- The wholesale cost of a cement liner if the cemetery by-laws require one;
- The opening and closing of the grave site; and
- A lot in the least expensive section of the cemetery. If the municipality is able to provide a cemetery lot in a municipally owned cemetery or in a cemetery under municipal control, the cost of the cemetery lot in any other cemetery will not be paid by the municipality.

The municipality's obligation to provide funds for burial purposes is limited to a reasonable calculation of the funeral director's direct costs, not to exceed the maximum amounts of assistance described in this section. Allowable burial expenses are limited to:

- Removal of the body from a local residence or institution;
- A secured death certificate or obituary;
- Embalming;
- A minimum casket;
- A reasonable cost for necessary transportation; and
- Other reasonable and necessary specified direct costs, as itemized by the funeral director and approved by the municipal administrator.

#### Cremation Maximums

The maximum amount of assistance granted for a cremation ~~increased to is~~ \$1,025. ~~from the prior maximum of \$785.~~ Additional costs may be allowed by the GA administrator where there is an actual cost, for:

- A cremation lot in the least expensive section of the cemetery;
- A reasonable cost for a burial urn not to exceed \$55; and
- Transportation costs borne by the funeral director at a reasonable rate per mile for transporting the remains to and from the cremation facility.

(C.M. 10-15-2019, V. [2019-203](#))

## Appendix I

### 26 MRSA § 1043 (23)

**Misconduct.** "Misconduct" means a culpable breach of the employee's duties or obligations to the employer or a pattern of irresponsible behavior, which in either case manifests a disregard for a material interest of the employer. This definition relates only to an employee's entitlement to benefits and does not preclude an employer from discharging an employee for actions that are not included in this definition of misconduct. A finding that an employee has not engaged in misconduct for purposes of this chapter may not be used as evidence that the employer lacked justification for discharge. [1999, c. 464, §2 (rpr).]

- A. The following acts or omissions are presumed to manifest a disregard for a material interest of the employer. If a culpable breach or a pattern of irresponsible behavior is shown, these actions or omissions constitute "misconduct" as defined in this subsection. This does not preclude other acts or omissions from being considered to manifest a disregard for a material interest of the employer. The acts or omissions included in the presumption are the following:
- (1) Refusal, knowing failure or recurring neglect to perform reasonable and proper duties assigned by the employer;
  - (2) Unreasonable violation of rules that are reasonably imposed and communicated and equitably enforced;
  - (3) Unreasonable violation of rules that should be inferred to exist from common knowledge or from the nature of the employment;
  - (4) Failure to exercise due care for punctuality or attendance after warnings;
  - (5) Providing false information on material issues relating to the employee's eligibility to do the work or false information or dishonesty that may substantially jeopardize a material interest of the employer;
  - (6) Intoxication while on duty or when reporting to work or unauthorized use of alcohol while on duty;
  - (7) Using illegal drugs or being under the influence of such drugs while on duty or when reporting to work;
  - (8) Unauthorized sleeping while on duty;
  - (9) Insubordination or refusal without good cause to follow reasonable and proper instructions from the employer;
  - (10) Abusive or assaultive behavior while on duty, except as necessary for self-defense;

- (11) Destruction or theft of things valuable to the employer or another employee;
- (12) Substantially endangering the safety of the employee, coworkers, customers or members of the public while on duty;
- (13) Conviction of a crime in connection with the employment or a crime that reflects adversely on the employee's qualifications to perform the work; or
- (14) Absence for more than 2 work days due to incarceration for conviction of a crime.

[1999, c. 464, §2 (new).]

B. "Misconduct" may not be found solely on:

- (1) An isolated error in judgment or a failure to perform satisfactorily when the employee has made a good faith effort to perform the duties assigned;
- (2) Absenteeism caused by illness of the employee or an immediate family member if the employee made reasonable efforts to give notice of the absence and to comply with the employer's notification rules and policies; or
- (3) Actions taken by the employee that were necessary to protect the employee or an immediate family member from domestic violence if the employee made all reasonable efforts to preserve the employment.

[1999, c. 464, §2 (new).]



## 2021-2022 GA Overall Maximums – Revised (9/2/21)

### Metropolitan Areas

COUNTY	Persons in Household				
	1	2	3	4	5*
<b>Bangor HMFA:</b> Bangor, Brewer, Eddington, Glenburn, Hampden, Hermon, Holden, Kenduskeag, Milford, Old Town, Orono, Orrington, Penobscot Indian Island Reservation, Veazie	783	909	1,163	1,447	1,979
<b>Cumberland County HMFA:</b> Baldwin, Bridgton, Brunswick, Harpswell, Harrison, Naples, New Gloucester, Pownal, Sebago	963	1,023	1,331	1,773	1,904
<b>Lewiston/Auburn MSA:</b> Auburn, Durham, Greene, Leeds, Lewiston, Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales	754	811	1,042	1,335	1,652
<b>Penobscot County HMFA:</b> Alton, Argyle UT, Bradford, Bradley, Burlington, Carmel, Carroll plantation, Charleston, Chester, Clifton, Corinna, Corinth, Dexter, Dixmont, Drew plantation, East Central Penobscot UT, East Millinocket, Edinburg, Enfield, Etna, Exeter, Garland, Greenbush, Howland, Hudson, Kingman UT, Lagrange, Lakeville, Lee, Levant, Lincoln, Lowell town, Mattawamkeag, Maxfield, Medway, Millinocket, Mount Chase, Newburgh Newport, North Penobscot UT, Passadumkeag, Patten, Plymouth, Prentiss UT, Seboeis plantation, Springfield, Stacyville, Stetson, Twombly UT, Webster plantation, Whitney UT, Winn, Woodville	748	750	992	1,243	1,357
<b>Portland HMFA:</b> Cape Elizabeth, Casco, Chebeague Island, Cumberland, Falmouth, Freeport, Frye Island, Gorham, Gray, Long Island, North Yarmouth, Portland, Raymond, Scarborough, South Portland, Standish, Westbrook, Windham, Yarmouth; Buxton, Hollis, Limington, Old Orchard Beach	1,197	1,352	1,751	2,267	2,770
<b>Sagadahoc HMFA:</b> Arrowsic, Bath, Bowdoin, Bowdoinham, Georgetown, Perkins UT, Phippsburg, Richmond, Topsham, West Bath, Woolwich	828	981	1,195	1,575	1,777

## 2021-2022 GA Housing Maximums – Revised (9/2/21) (Heated & Unheated Rents)

**NOTE: NOT ALL MUNICIPALITIES SHOULD ADOPT THESE SUGGESTED HOUSING MAXIMUMS!** Municipalities should ONLY **consider** adopting the following numbers, if these figures are consistent with local rent values. If not, a market survey should be conducted and the figures should be altered accordingly. The results of any such survey must be presented to DHHS prior to adoption. **Or, no housing maximums should be adopted and eligibility should be analyzed in terms of the Overall Maximum—Appendix A. (See Instruction Memo for further guidance.)**

### **Non-Metropolitan FMR Areas**

<b><u>Aroostook County</u></b>				
Bedrooms	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
	<b>Weekly</b>	<b>Monthly</b>	<b>Weekly</b>	<b>Monthly</b>
0	119	510	142	612
1	125	536	156	670
2	141	608	183	785
3	198	853	249	1,070
4	212	913	274	1,180
<b><u>Franklin County</u></b>				
Bedrooms	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
	<b>Weekly</b>	<b>Monthly</b>	<b>Weekly</b>	<b>Monthly</b>
0	127	545	150	647
1	129	556	160	690
2	143	614	184	791
3	195	840	246	1,057
4	269	1,156	331	1,423
<b><u>Hancock County</u></b>				
Bedrooms	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
	<b>Weekly</b>	<b>Monthly</b>	<b>Weekly</b>	<b>Monthly</b>
0	161	691	184	791
1	161	691	190	818
2	189	812	229	986
3	241	1,037	291	1,250
4	255	1,095	316	1,359
<b><u>Kennebec County</u></b>				
Bedrooms	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
	<b>Weekly</b>	<b>Monthly</b>	<b>Weekly</b>	<b>Monthly</b>
0	145	623	168	723
1	145	623	170	732
2	173	744	213	918
3	233	1,002	283	1,215
4	237	1,020	299	1,284



**Non-Metropolitan FMR Areas**

<b><u>Waldo County</u></b>	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	178	767	202	867
1	178	767	202	867
2	199	855	239	1,029
3	251	1,079	300	1,292
4	353	1,516	414	1,780

<b><u>Washington County</u></b>	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	131	564	154	664
1	131	564	154	664
2	161	691	201	865
3	204	876	253	1,089
4	210	901	271	1,165

**Metropolitan FMR Areas**

<b><u>Bangor HMFA</u></b>	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	147	630	170	730
1	166	714	197	847
2	213	917	254	1,091
3	267	1,150	317	1,363
4	375	1,612	436	1,876

<b><u>Cumberland Cty. HMFA</u></b>	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	188	810	212	910
1	193	828	223	961
2	252	1,085	293	1,259
3	343	1,476	393	1,689
4	357	1,537	419	1,801

<b><u>Lewiston/Auburn MSA</u></b>	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	140	601	163	701
1	143	616	174	749
2	185	796	226	970
3	241	1,038	291	1,251
4	299	1,285	360	1,549



# Town Manager Monthly Departmental Project Agenda (October 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"> <li>• Construction Meetings</li> <li>• CDBG-Housing Grant</li> <li>• CDBG-Facade Grant</li> <li>• AVCOG Finance Committee, Executive Committee, &amp; Policy Committee Meetings</li> <li>• Department Visitations</li> <li>• Job Descriptions</li> <li>• Collective Bargaining Agreements</li> <li>• Finance Committee Meetings</li> <li>• Technology</li> <li>• Salary Survey</li> <li>• November Referendum</li> <li>• Generator Bids</li> <li>• Graziano Square</li> <li>• Town Office Lighting</li> </ul>	<p>Continue monthly construction meetings on W/TP/Davis St. Pump Station projects</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 AVCOG.</p> <p>Will continue to conduct monthly off-site department visits</p> <p>Complete job descriptions</p> <p>Police &amp; Sergeant contracts</p> <p>Gather Solid Waste and Recycling information for the Finance Committee</p> <p>Work with Burgess Technology to update computers and new server</p> <p>Work with Megan on a first draft of a salary survey</p> <p>Mail taxpayer information sheet for Ferry Road reconstruction during the month of October</p> <p>Complete fencing project</p> <p>Start Town Office entrance and exit lighting project</p>



# Town of Lisbon

**T** Agenda Item - 8C  
Al Norm Albert, Vice  
Chairman  
Don Fellows  
Gregg Garrison  
Kasie Kolbe  
Fern Larochelle  
Mark Lunt

TO: Diane Barnes, Town Manager  
FROM: Amy Wiers, Assessing Clerk  
DATE: September 16, 2021  
RE: Monthly Department Report

The past month we have been working on abatement and supplemental requests since tax commitment. As of today we have processed 10 abatements and 9 supplemental tax bills. We have been running reports for the new commitment book. We have received our completed commitment books for the past 3 years and have verified they are correct. We have received Deeds for April, May, June, July and August. We will start processing them in the next few weeks.

For the next month, we will be working with homestead exemptions. Now that the homestead applications have been verified in TRIO, we can file them and start verifying the new applications for the 22-23 tax year. This includes, verifying eligibility and mailing out approval letters. Deeds will be processed and new Lisbon resident packets will be mailed out.





# 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: September 21, 2021  
RE: Monthly Department Report

## UPCOMING MEETINGS & EVENTS

- **Wednesday 9/22 -- 6p ~ Lisbon Development Committee** meeting at Town Hall and streaming on Town Hall Streams. Agenda, including business facade grants, free digital advertising trainings, and a draft input plan for the Worumbo site.
- **Wednesday 9/29 -- 8a-9a ~ Community Open House** at Moxie Hub featuring visiting guest speaker Matt Wagner of Main Street America. Enjoy coffee and pastries from Sweet Cakes Bake Shop and learn about Lisbon's entrepreneur initiative. Dr. Wagner will discuss with attendees the role that unique places like the Hub and the Worumbo site can play in supporting entrepreneurship. Learn more [here](#).
- **Thursday 9/30 -- 11a ~ Free Digital Advertising Info Session: *Digital Marketing During the Holiday Season***. Presented by Shannon Kinney of Dream Local Digital. Register at [www.lisbonmoxie.org](http://www.lisbonmoxie.org).
- **Saturday 10/2 -- 12p-4p ~ Health and Wellness Fair at the Moxie Hub** presented by Essentially Balanced Massage. Meet local vendors and learn about personal care.
- **Wednesday, 10/20--6p ~ Digital Advertising Academy Kick-off at the Moxie Hub** featuring Shannon Kinney and Dream Local Digital. First session of six trainings over six months that will culminate with one-one-one advertising consulting for Lisbon businesses. Learn more and register [here](#).

## WORUMBO COMMUNITY VISIONING

At their meeting on September 7<sup>th</sup>, Town Council awarded the Lisbon Market Analysis project to The Chesapeake Group (TCG) of Baltimore, Maryland. The market analysis will advance the Town's visioning process for the former Worumbo Mill site by increasing the community's understanding of redevelopment scenarios that are likely to be economically viable. The Market Analysis will enhance the community's knowledge in four important areas: 1) Emerging Business Opportunities; 2) Population Trends; 3) Regional Housing Needs, 4) Financial Feasibility for two Worumbo Redevelopment Options.

At the upcoming Lisbon Development Committee (LDC) meeting on September 22, the LDC will discuss a draft Worumbo Public Input Plan that will include additional opportunities for public input regarding future reuse of the Worumbo parcel. The proposed public input plan will integrate new community where findings from TCG's market analysis will be shared with residents and business owners, plus additional community surveys to gather input.



### **ENTREPRENEURSHIP INITIATIVE**

Development of the Moxie Hub is underway at the Ancient York Lodge in collaboration with the Masons. Following a community open house and MOU signing in July, Town staff and volunteers have advanced planning to identify priority uses for the site and needed building improvements to develop an entrepreneurship hub and co-working space on the first floor of the Lodge. An open house will take place on the morning of September 29<sup>th</sup> featuring visiting guest speaker Matt Wagner of Main Street America with pastries from Sweet Cakes Bake Shop. On October 20<sup>th</sup>, Lisbon's Digital Advertising Academy for local entrepreneurs will kick-off at the Hub with support from a Maine Community Foundation grant. The academy will feature 6 monthly sessions followed by one-on-one consulting for Lisbon businesses.

### **BUSINESS FAÇADE PROJECTS UNDERWAY**

Worked has commenced on the business façade project at 16 Main Street, home of Olive Pit Brewing, the first of five business façade projects that are scheduled for completion this fall.

A new application period for additional projects will be open through October. Following completion of the five projects scheduled for this fall, roughly \$40,000 will be available as matching funds for local business and property owners to undertake exterior improvements on Village Street, Main Street, and the Route 196 corridor.

### **GOALS FOR MONTH AHEAD**

- Advance the market analysis and additional public input for the former Worumbo Mill site
- Continue planning and due diligence for Entrepreneur Hub based on the MOU with the Ancient York Lodge
- Launch Digital Advertising Academy for fall 2021 / winter 2022
- Complete business façade projects and solicit new applications to support with remaining funds
- Continue business retention and expansion work by connecting local business owners with real estate leads, business development resources, and Town programs



## FINANCE REPORT - REVENUE

**SUBJECT:** Finance Department Council Report – data through August 31, 2021  
Kayla Tierney, Finance Director

**DATE:** September 21, 2021

### Revenues:

- Revenue Sharing for July 2021 through August 2021 are listed below:

Payment Date	Revenue Sharing 1	Revenue Sharing 2	Total Amount
Jul-21	154,970.04	51,717.87	206,687.91
Aug-21	111,828.29	36,801.72	148,630.01
	\$ 266,798.33	\$ 88,519.59	\$ 355,317.92

- Budgeted \$1,370,000 for Revenue Sharing for FY22 – actual collected is \$355,317.92 through August 31, 2021
- Revenues collected through August 31, 2021 for General Fund and Sewer Fund are as follows:

General Fund - by Dept	YTD Revenue
General Gov't	829,682.80
Planning Board	500.00
Clerk	6,681.85
Code Enforcer	10,639.61
General Assistance	0.00
Police	956.37
Fire	0.00
ACO	19,238.75
Lisbon Communication Center	1,625.00
Solid Waste	103,936.60
Library	894.20
Parks & Rec	112,833.67
Sewer Dept	202,601.21
<b>TOTAL REVENUE - GENERAL FUND</b>	<b>1,086,988.85</b>
<b>TOTAL REVENUE - SEWER FUND</b>	<b>202,601.21</b>
	<b>1,289,590.06</b>

- First installment of taxes was September 15, 2021 and the tax collection department was very busy collected taxes and answering resident question.





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## FINANCE REPORT - EXPENSES

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**SUBJECT:** Finance Department Council Report – data through August 31, 2021  
Kayla Tierney, Finance Director

**DATE:** September 21, 2021

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Expenses:

- Total General Fund Expenses YTD are: \$3,731,887.51; FY22 Budget for General Fund Expenses is \$17,403,354. The General Fund is at 21.4% expended. This is mostly attributable to County Taxes being paid in August 2021.

General Fund by Org	YTD Expended	FY21 Budget	FY21 %
1000-20 Gen Fund - Gen Gov't	1,673,057.70	9,424,481	18.00
1000-30 Gen Fund - Health & Welfare/General As	3,571.57	38,733	13.70
1000-40 Gen Fund - Public Safety	437,892.76	3,030,070	15.50
1000-50 Gen Fund - Public Works	523,080.50	2,983,898	25.10
1000-60 Gen Fund - Culture & Recreation	240,362.90	986,830	25.80
1000-70 Gen Fund - Economic Development	28,810.21	114,230	26.20
1000-85 Gen Fund - Intergovernmental	825,111.87	825,112	100.00
	3,731,887.51	17,403,354	

- When looking at it on a department level within the General Fund, all of the departments are right in line with 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	3,695.59	93.20
Town Manager	51,056.49	91.90
Appeals Board	134.80	39.40
Planning Board	743.35	21.10
Legal	3,589.25	132.60
Clerk	27,341.30	75.90
Finance	41,389.42	91.70
Tax Collection	27,362.82	86.90
Assessor	13,120.35	91.20
Code Enforcement	17,702.44	89.40
Liability Insurance Program	73,323.06	104.60
Technology	89,861.07	86.70
School	1,298,429.34	91.70
Town Buildings	22,232.15	80.00
Abatements	3,076.27	100.00
Health Officer	1,257.23	92.10
General Assistance	2,314.34	56.60
Police	259,298.54	86.10
Fire	56,439.61	90.20
Emergency Management	50,296.22	100.00
ACO	14,854.07	86.30
Lisbon Communication Center	57,004.32	85.50
Public Works	523,080.50	86.60
Library	50,441.51	87.40
Parks & Rec	179,921.39	75.20
Other Public Services	10,000.00	76.90
Economic Development	28,810.21	96.40
County Tax	825,111.87	100.00
Sewer	125,936.84	95.10
<b>TOTAL GENERAL FUND</b>	<b>3,731,887.51</b>	
<b>TOTAL SEWER FUND</b>	<b>125,936.84</b>	





# Town of Lisbon

## Fire Department

Nathan LeClair, Fire Chief



To: Lisbon Town Council

Department Monthly Report: August 2021

### In the month of August:

The Fire Department responded to 32 calls for service (includes inspections, various investigations, and complaints, such as unpermitted burns) in the month of August. The Department responded to 12 requests for the Fire Department First Responders, one of which we were canceled on. The Department responded to 2 request to assist Lisbon Emergency this past month. One request was for manpower assistance and the other we were canceled on.

In the month of August we responded to scene of a vehicle fire next to a building in the Town of Durham.



I would like to welcome Glendon Bordas to the Town of Lisbon and the Lisbon Fire Department as our first fulltime firefighter. Glen comes to us with a number years of experience and qualifications. He is currently based out of the Lisbon Falls station, working 8 hours a day, during the week.

In the month of August the Department conducted ladder operation training. Usually this training is focused on the use of ground ladders, but this past month the focus was working around and off of the aerial of Truck 6.

On August 7<sup>th</sup> we responded to Sabattus Creek Drive for a mobile home fire that resulted in a fatality. The call came in at around 1:25 am. Crews were on scene throughout the night with a small crew staying on scene to assist the Fire Marshal's office.

Another call on the 21<sup>st</sup> resulted in serious injuries at Flux Restaurant, where a cook was burned when his cloths caught fire. The State Fire Marshal's

Office also respond to investigate, as they do with all injuries that as a result of fire.







## Town of Lisbon

## Fire Department

Nathan LeClair, Fire Chief



The annual NFPA required testing of our aerial ladder was completed. The passed and was re-certified.

### Upcoming Project Agenda

Training – Haz-Mat Operations Refresher

October is Fire Prevention Month

### Month of August incident type break down.

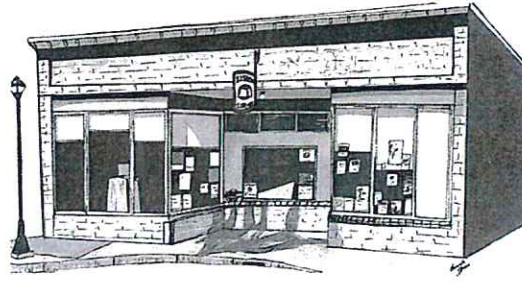
Incident Type	Occurrences
Building fire	1
Cooking fire, confined to container	1
Passenger vehicle fire	1
Medical assist, assist EMS crew	4
EMS Call, excluding vehicle accident with injuries	8
Motor vehicle accident with injuries	5
Motor vehicle accident with no injuries	2
Gas leak (natural gas or LPG)	1
Oil or other combustible liquid spill	1
Public service assistance, other	1
Public service	1
Good intent call, other	1
Dispatched & canceled en route	2
No incident found on arrival at dispatch location	1
Smoke detector activation, no fire - unintentional	1
Carbon monoxide detector activation, no CO	1
<b>Total:</b>	<b>32</b>

Respectfully submitted

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

Nathan LeClair

Fire Chief



LISBON LIBRARY DEPARTMENT

## TOWN COUNCIL /TOWN MANAGER MONTHLY REPORT

August 2021

Adult Books	908	Adult DVD's	126
Juvenile Books	860	Juvenile DVD's	42
Audio Books	49	Children's Room Door Count	804
ILL In	171	ILL Out	212
Cloud Library Users	45	Cloud Library E-books	84
Front Door/Patron Count	985	Cloud Library Audio Bks	107
Patron Use Computers Sessions	179	New Patrons	13
Garden Playhouse key checkout	16	Paperback Rack	94
Children's Summer Read Program "minutes" logged reading time	978	Heart & Soul Day Care Outreach Program	40
Pre-School Storytime	25	Soul-to Soul Day Care children visit Library program	5
"Express Activities " In-house Summer Read Program	110 children took part in 2,629 Children's Room activities over 41 days.	Juvenile Audio Books	6
Adult Summer Reading Program "minutes logged in"	1,447 minutes spent reading	Adult Summer Reading Program "Broadway" participants	34
Adult Summer reading Program: Total Reading Time 6/29-8/17/2021	38,168 Minutes	Adult Summer Reading Program : Video Views	1,533 views
Children who stopped by for their cupcake & book award on 8/17/2021	49	Children's "Tails to Tales" Summer Reading Program Book Awards	65 children received a new paperback book



The Library had a busy month of August. We completed two very successful Summer Reading Programs. The Adult "Lights are Bright on Broadway" Program was enjoyed by 34 patrons who jointly read a total of 38,168 minutes. They enjoyed weekly activities and challenges. We will certainly consider another program for next summer.

The Children's "Tales to Tails" Summer Reading Program combined "in-house" and online programming to convenience the children and their families. A total of 117 grades K-8 and 18 teens read a total 103,816 minutes! They enjoyed the weekly crafts, science projects and the "express activities". Our Summer Reading Programs are always interactive, educational and benefit the children who return to school in the fall better prepared for their school year. The library staff and I are proud of all the readers and are honored to bring quality programming to the children of the Lisbon community. Percy the mascot has a beautiful full peacock tail!

I am pleased to inform the Town Council that our ARPA grant through the Maine State Library was approved. The \$2,750 will be deposited into an account set up and expended through the Finance Director, Kayla Tierney. We expect the funds to be deposited into that account mid-September. We are excited to have the opportunity to purchase the technology equipment that will allow us to do outreach programs for the Seniors in our community as well as bring in fun programs to the older children who visit the library. I will keep the Town Manager and Town Council informed.

The staff and I have begun to prepare our Fall 2021 adult and children's programs. These programs will begin the week of September 6, 2021. The Children's Services staff will continue to offer the Pre-School Storytime program every Friday morning at 9:30 AM. Children's Librarian, Bill Meakin, will continue with the weekly "Heart-to-Soul Day Care outreach program. Unfortunately, we have to change our "Friday-After-School" Program due to the time children are dismissed from local schools, their bus trip home and our closing at 4PM. We have worked hard to try to come up with a solution to be able to continue to offer this very popular program. The library will offer the same type of programming on Saturday mornings from 10-11 AM beginning on September 11, 2021. I have adjusted the staff schedule to add an additional person to the Saturday hours of operation to accommodate sufficient staffing to cover adult services, the children's room desk, and the weekly children's program. The Library will now have three staff members on duty each Saturday. We hope families will be available and the children can visit the library for a fun and interactive Saturday morning program. We will monitor this new schedule and make changes if necessary to ensure we cover all hours of operation efficiently. I will keep the Town Manager and Town Council informed as we move forward.

Adult Services Assistant, Kerri Kimball, Governing Board member, Trudy Duval and I are very excited and proud to move forward with the new "Just Seniors" outreach program for the Lisbon Senior Citizens. The Lisbon United Methodist Church in collaboration with the Lisbon Library will offer twice-monthly programs that are specific to the needs and interest of the Seniors. The first event on Wednesday, September 8<sup>th</sup> from 1-3PM will be a fun "Photo Keepsake Box" craft. The September 22<sup>nd</sup> event will focus on the Seniors technology needs. We encourage the Seniors to bring their personal device they wish to learn how to better utilize and move forward with other on-line skills and services. Attendees do not have to have a library card or be a member of the church to participate. All Lisbon seniors are



invited to join us for fun and educational programs that are specific to seniors. We are grateful for the Alison M. Ross Memorial Fund that will support this new and exciting program. We invite members of the Town Council to stop by as well.

GOALS: September/October 2021: Begin purchases with the ARPA grant funds for the technology equipment that will move our "Just Seniors" and "Teens" fall programs forward. Library building and garden maintenance that includes carpet cleaning first floor and children's room, windows washing inside and out and begin the fall garden cleanup.

# TOWN OF LISBON



*Mark Stevens*

**Lisbon Parks & Recreation Director**

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

TO: Diane Barnes; Town Manager  
SUBJECT: August 2021 Report  
DATE: September 15, 2021

August flew by, with multiple sport camps, summer day camps, senior trips, and fall planning.

We offered three basketball camps at the Lisbon High School gym, for K-2, 3-5, and Middle School. These were two-week camps, and several families joined the second week because the program had been recommended by families who attended the first week. Soccer camp transitioned this year to being an evening program, and took place at Beaver Park for the first time. It was great to see so many kids out there in the long summer evenings getting ready to bring their best game for fall. The first week of August was an intense week-long skills session for Middle School field hockey girls, thanks to our dedicated field hockey coaches.

Dan Leeman did a great job organizing and delivering the Summer Boot Camp for football players from the end of July into early August, sharpening skills again after spotty athletic opportunities left many kids feeling they'd been 'out of the game' for a while.

Jen Perron took several of her Lisbon Recreation Track & Field Striders to the USATF Maine Championships in Waterboro on August 7<sup>th</sup>, and Lisbon kids medaled in both individual and team events at the state level.



Our Summer Recreation program wound down mid-August, with several major field trips including Splashtown. Our Annual Talent Show took place on one of the hottest days of the year, but our dedicated staff kept kids having fun and staying cool even in the heat! After Summer Day Camps ended, staff broke down the various camp sites, organized and stored materials, and prepped the MTM for the start of After School programming in September. Karen





Durisko stepped down as After School Coordinator, and we wish her well on her next adventure. We were thrilled to hire Jen Willey for that position the next week. Jen has been providing top-notch childcare in Lisbon for many years, and spent the summer with us as site supervisor for Camp Rock. Jen coordinated a refresher training for After School Staff at the end of the month to prepare for the new school year.

Aline's seniors had a busy August as well, with cribbage, exercise programs, meals, and day trips every week. Two very full 15-passenger vans went to the Songo River Queen at the end of August, enjoying



walking and window shopping, the scenic paddle boat tour, pontoon plane watching, and dinner in Naples.



Moxie Plaza continued to have weekday and weekend events throughout August, and Main Street was re-opened to traffic at the end of the month. We thank Lise Tancrede, our Events Coordinator for the Plaza, for the hard work and dedication she gave to the project throughout the summer.

In August we moved forward with scheduling fencing for Graziano Square, and researched several scenarios for the gazebo build. At Beaver Park, the outhouses were completely re-done with new seats, signs, and fresh paint, making a more pleasant experience for all park visitors. We also completed installation of the new trail signs, which look great.

Monday Night's Cruise in were very well attended in August. Some folks are happy to show up two hours early and just enjoy the vibe between the river and the RR Tracks. We are thrilled to say how well this event was all summer long.

Fall planning made up a large part of our August as well, for all fall sports and our Before & After School recreation programs.





# Lisbon Police Department

A Community Policing Agency

300 Lisbon St.  
Lisbon, ME 04250

Ryan A. McGee  
Chief of Police

## August 2021 Report to Council

### Police Department

In the month of August, the requests for police assistance totaled 1015 calls. There were a total of 63 investigations initiated, 17 individuals were arrested or charged with criminal violations. There were a total of 20 motor vehicle crashes and 180 motor vehicle stops conducted during directed traffic enforcement details.

In the month of August, officers completed training in the following areas: De-Escalation Training, Sexual Harassment Training, Blood Borne Pathogen Training, Fire Extinguisher Training, Hazardous Materials Awareness Training, N95 Respirator Training, Video Display Terminal Training, Implicit Human Bias Training, and Investigation of Electronic Evidence Training. These trainings were provided through Dirigo Safety LLC.

The Police Department participated in the Special Olympics Power Sports Raffle, with all proceeds going to Special Olympics Maine. The raffle consists of \$20 dollar tickets, and the winning ticket wins all three power sports: ATV, Jet ski and snowmobile. The Department hosted the raffle at the Moxie Car show, it went very well, and we appreciate all the support from the community. Here are some photos before the event started:





# Lisbon Police Department

## A Community Policing Agency

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300 Lisbon St.  
Lisbon, ME 04250

Ryan A. McGee  
Chief of Police

### **The Projection for the Month of September:**

The Lisbon Police Department is seeking qualified applicants for a Patrol Officer position, who are motivated to make a difference in the lives of others and our community while working in an organization that values Integrity, Respect, and Compassion for all. We highly encourage residents to apply for this rewarding career and be part of a great team. Please see the ad on our Facebook page or on the town's website. <https://www.lisbonme.org/home/pages/jobs>

The department currently has two vacancies, the Lieutenant's position (filling in the next couple of months) and a patrol officer position (actively trying to fill); we also have one officer deployed with the US Military for a year, leaving us with a staffing level of 12 officers in the department currently.

In the month of September Lisbon Police Officers will be completing AED/CPR and Narcan training. Narcan has become a very important item in recent years that officers carry, with officers responding to overdoses 5 times in Lisbon during August alone.

With students back to school, Patrol Officers will be out in full force conducting traffic enforcement details and operation "School Bus Safety" again this year searching for violators that pass stopped school buses, which was very successful last year.

Thank you,

Ryan McGee  
*Chief of Police*



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# MEMORANDUM FROM THE PUBLIC WORKS DIRECTOR

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**TO:** DIANE BARNES, TOWN MANAGER

**FROM:** RANDY CYR

**SUBJECT:** AUGUST 2021, MONTHLY REPORT

**DATE:** SEPTEMBER 16, 2021

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**Public Works** – In the month of August, 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. Worked on and completed shoulders on Wagg Rd. Continued to maintain speed bumps and alternate routes for Main St closure. Put riprap and erosion mat behind power station at municipal lot. Relocated file cabinets from town office to PW for storage until Brenda finalizes the return to amazon. Checked on drainage issues at 13 Andrea St. Put loam and seed on Josephine St to complete that project. Backed the new curbing on Wing St with material from snow dump, and also ditching in west bound lane by woodgate apartments. . Worked on Merrill Ave and got ready for new hot top. Got rip rap from Crooker for the school department. Put up trucks entering sign on 196. Cleaned catch basins. Got vehicle ready for the Bicentennial Parade. Did some ditching on 196 between Highland Ave and subway. Put down reclaim on Shoulders at Brooke St. Verified brush at stop/speed limit signs are cut. Did ditching on River Rd. Tore down Main St project to open it back up for vehicles. Painted arrows and lines at the Transfer Station. Took care of trash on Moody Rd and will be back to pick up 196 when able.

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.

**PW October Goals:** Replace Culverts; ditching operations; address issues from paving; Cutting down tree(s) for safety concerns; Prep winter equipment; First Aid Training-possible sooner.

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

<u>Item</u>	<u>Tonnage</u>
Single Stream	4.81
Trash	220.28
Bulky Waste	41.08
Wood	15.59
Brush	14.97
Leaves	13.03
Tires	2.66
Cardboard	21.77 @ \$180 per ton

**SW October Goals:** Continue to follow new fee schedule; Purchase a Forklift; Hand out buckets for composting program; Continue checking vehicles for permits.



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# MEMORANDUM FROM THE SEWER SUPERINTENDENT

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**TO:** DIANE BARNES, TOWN MANAGER  
**FROM:** STEVE AIEVOLI  
**SUBJECT:** AUGUST MONTHLY REPORT & THE PROJECT AGENDA FOR OCTOBER  
**DATE:** SEPTEMBER 10, 2021

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1. Below is a summary of the activities beyond the typical sewer system and treatment plant maintenance completed during the month of August.
  - Raising manhole covers on the paving project roads.
  - Driveway Maintenance at the Madelyn Street and Pinewoods Road pump station.
  - Repaired several holes in the service body on the boom truck.
  - Repaired a leak in the dewatering building roof.
  - Installed a retaining wall beside the sidewalk outside of the administration building
  - Installed a concrete pad near the administration building entry doors.
  - Poured a small concrete pad in front of the dewatering building can room door
  
2. October 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 construction on the Davis Street pump station rebuild.
  - Completion of the chlorine-contact tank enlargement project.
  - Inspect cross-country sewer lines.
  - Remove brush and trees around the perimeter of the treatment plant.
  - Fall clean-up at the treatment plant

Please contact me if you have any questions.

**August 2021**

**Town Clerk & Election Department**

What we accomplished this Month:

- Processed the Bureau of Motor Vehicle mail-in Voter registration cards.
- Validated nomination papers for local candidates;
- Received 25 Absentee Ballot applications and we entered those into the Central Voter Registration System awaiting ballots to be mailed.
- Sent DS200 tabulating flash drives out for programming.
- Sent PEQ to ES&S and the Secretary of State for programming.
- Proof and ordered Ballots.
- Reserved the Lisbon High School Gym for the November 2, 2021 Election.
- Ballots were transferred from the blue and green tamper proof boxes into cardboard boxes to be retained the appropriate timeframe.
- Transfer Cases were labeled for the upcoming Election.
- Prepared Absentee applications and notebooks are ready to go.
- The ad for the bond public hearing was proofed and ran in the sun journal.
- The November warrant was initiated and registrar hours were determined.
- We were busy issuing marriage licenses and birth certificates this month.



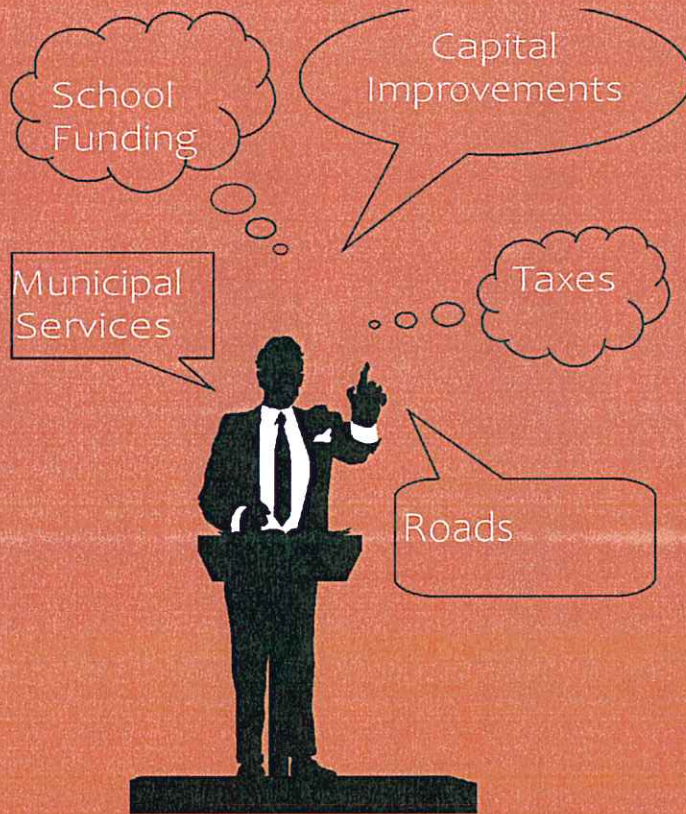
What we will accomplished next Month:

- The Town office will be set up to handle absentee voting the second week of October.
- Ballots will be mailed to voters who have requested them.
- The legal Ad will be prepared and sent to the newspaper to announce the voter registration hours and polling locations and times the Council set.
- The Warrant will be posted along with the sample ballot.
- Lisa and Twila will attend MMA zoom voter registration classes and Election Classes.
- Games of Chance, Liquor License applications, and Special Entertainment Permits are being processed 9/21 and will be mailed out short afterwards.
- Boards & Committee information online will be updated after appointments.
- Boards & Committee chairs will be updated as we learn who their new chairs are.



# 2021 MEET THE CANDIDATES

Where do you stand on:



The Town of Lisbon is hosting  
a Meet the Candidates forum.

Come and get to know the  
Candidates who are running

**ELECTED SEATS**  
**OPEN FOR**  
**COUNCIL,**  
**SCHOOL COMMITTEE,**  
**&**  
**WATER COMMISSION**

WHERE: LISBON TOWN OFFICE  
PUBLIC MEETING ROOM

WHEN: TUESDAY, OCTOBER 12, 2021  
6:00 pm – 8:00 pm





# TOWN OF LISBON

300 Lisbon Street, Lisbon, Maine, 04250  
Telephone 353-3000 Fax 353-3007

## APPLICATION FOR APPOINTMENT TO BOARD OR COMMITTEE

Please Check One:

- |  |   |
|--|---|
| <input type="checkbox"/> Board of Appeals        | <input type="checkbox"/> Lisbon Development Committee |
| <input type="checkbox"/> Planning Board          | <input type="checkbox"/> Library Governing Board      |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Assessment Review Board      |
| <input type="checkbox"/> Recreation Committee    | <input type="checkbox"/> Cemetery Committee           |
| <input checked="" type="checkbox"/> Ethics Panel | <input type="checkbox"/> Other                        |

Application Date: 9/9/21	
Name: Christopher Ruggles	
Street Address: 29 Beach Street, Lisbon, ME 04250	
Mailing Address: (Same as above)	
Email Address: Chris.Ruggles@hotmail.com	
Home Phone: [REDACTED]	Cell Phone: [REDACTED]
Occupation: Commercial Banker	Employer: Camden National Bank
How long have you lived in Lisbon? 40 years	
Have you attended any of the meetings of the board/committee for which you are applying? No	
Are you interested in other committees? If so, please list in priority order.	
Currently a board of appeals member	
Please list any contributions or improvements you feel you can make to the committee:	
I am willing to assist the town council with navigating future challenges as they arise, with a focus on choices that promote honesty and integrity.	

Personal Resume is attached.

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# MEMORANDUM FROM THE TOWN CLERK

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**TO:** Town Manager & Town Councilors

**FROM:** Town Clerk

**SUBJECT:** November 2, 2021 Annual Municipal Election

**DATE:** September 21, 2021

*The Council should appoint the following:*

Warden for Election Day:

Debora Hill

Note: *The Annual Municipal Election Warrant already set the following:*

Polling Hours:

7:00 AM to 8:00 PM

Polling Locations:

Lisbon High School Gymnasium



# MAINE MUNICIPAL ASSOCIATION

## Voting Delegate Credentials

\_\_\_\_\_ is hereby designated as the official Voting Delegate and  
(name)

\_\_\_\_\_ as the alternate voting delegate for \_\_\_\_\_  
(name) (municipality)

at the Maine Municipal Association Annual Business Meeting which is scheduled to be held, **Thursday, September 30, 2021, 1:45 p.m., at the Augusta Civic Center, 2<sup>nd</sup> Floor, North Wing, Augusta, Maine.**  
The Annual Business meeting will also be available via live stream on the MMA website.

*The Voting Delegate Credentials may be cast by a majority of the municipal officers, or by a municipal official designated by a majority of the municipal officers of each Municipal member.*

Date: \_\_\_\_\_ Municipality: \_\_\_\_\_

\*\*\*\*\*

**Signature of a Municipal Official designated by a majority of Municipal Officers:**

Name: \_\_\_\_\_ Position: \_\_\_\_\_

**\*OR\***

**Signature of a Majority of Municipal Officers:**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please return this form no later than **Wednesday, September 29, 2021.**

To return the form, please send by email to [rlambert@memun.org](mailto:rlambert@memun.org). If sending by mail or fax, please send to:

**MMA Annual Business Meeting  
Maine Municipal Association  
60 Community Drive  
Augusta, Maine 04330  
FAX: 207-626-3358**



## Maine Municipal Association

60 COMMUNITY DRIVE  
AUGUSTA, MAINE 04330-9486  
(207) 623-8428  
[www.memun.org](http://www.memun.org)

**To: Key Municipal Officials of MMA Member Cities, Towns and Plantations**  
**From: Catherine Conlow, MMA Executive Director**  
**Date: August 30, 2021**  
**Re: Announcement of MMA Annual Business Meeting & Voting Credentials**

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The Maine Municipal Association Annual Business Meeting is being held in conjunction with the MMA Annual Convention and will take place on **Thursday, September 30, 2021, at 1:45 p.m.** The meeting will be held in person in the 2<sup>nd</sup> Floor, North Wing of the Augusta Civic Center as well as live streamed to the MMA website.

Following please find the ***MMA Voting Delegates Credential Form*** on which the municipal officers may designate their municipality's voting representative and alternate in addition to the proposed agenda for the MMA Annual Business Meeting. If you plan to be at the MMA Annual Convention and would like to have a Voting Delegate represent your municipality, please complete the form and return to our office by **Wednesday, September 29, 2021.**

Please note that the MMA Executive Committee is not recommending any proposed amendments to the MMA bylaws this year. The current MMA Bylaws as adopted in 2013 may be viewed on the MMA website at:

<http://www.memun.org/public/MMA/Gov/bylaws.pdf>

We have a great line up of speakers and workshops at this year's convention. Please refer to the Convention Program in the August-September issue of the Maine Town & City or at [www.memun.org](http://www.memun.org). If you have any questions on this information, please contact Rebecca Lambert at 1-800-452-8786 or 623-8428 ext. 2307 or by email [rlambert@memun.org](mailto:rlambert@memun.org).

We look forward to your participation in MMA's Annual Convention and Business Meeting.



**Maine Municipal Association  
Annual Business Meeting  
Thursday, September 30, 2021  
1:45 p.m. – 2:45 p.m.  
2<sup>nd</sup> Floor, North Wing, Augusta Civic Center  
and Via Live Stream on MMA Website**

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**AGENDA**

1. **Introductions and Welcoming Remarks** – MMA President Jim Gardner  
(Town Manager; Town of Easton)
2. **Approval of 2020 MMA Annual Business Meeting Minutes** – Jim Gardner
3. **Introduction of New Executive Committee Members** – Jim Gardner
4. **MMA President's Report** – Jim Gardner
5. **Executive Director's Report** – Catherine Conlow, MMA Executive Director
6. **Other Business** (*comments from the floor*)
7. **Adjournment**

**MAINE MUNICIPAL ASSOCIATION  
ANNUAL BUSINESS MEETING  
WEDNESDAY, OCTOBER 7, 2020  
11:00 a.m.  
Via Zoom Webinar**

**MINUTES**

**Introduction and Welcoming Remarks** - MMA President Christine Landes, Manager, City of Gardiner, welcomed delegates to the Maine Municipal Association Annual Business Meeting, called the meeting to order at 11:00 a.m. and provided an overview of the agenda.

**Minutes of 2019 MMA Annual Business Meeting** – President Landes called for approval of the minutes of the 2019 MMA Annual Business Meeting as presented. **A MOTION was made that the general membership of the Maine Municipal Association approve the minutes of the October 2, 2019 Annual Business Meeting as presented. The motion was seconded and passed unanimously.**

**Announcement of Election Results for MMA Executive Committee and Introduction of New Executive Committee Members** – President Landes reported that the newly elected Committee members would officially begin their terms in office on January 1, 2021. She noted the new members' participation in the strategic planning meeting of the Executive Committee in September. She also noted that over the next few months they would be attending the fall governance meetings to become familiar with the operations and finances of the Association. President Landes announced the election results:

- MMA Vice President – Jim Bennett, Manager, City of Biddeford; to a one-year term;
- Robert Butler, Selectboard, Town of Waldoboro, to a full three-year term;
- Terry Helms, Selectboard, Town of Grand Isle, to a full three-year term;
- Diane Hines, Manager, Town of Ludlow and Reed Plantation, to a full three-year term.

**MMA President's Report** – President Landes provided an overview of the year noting that COVID has forced everyone to make changes to the way they conduct business. She reported to the membership on MMA's response to the pandemic and what the organization has done to assist members. Christine then presented MMA Executive Director Steve Gove with a certificate honoring the 40 years he has been employed at MMA as well as a painting by a Maine artist Liz Hoag.

**Executive Director Report** – MMA Executive Director Steve Gove welcomed everyone and thanked municipal officials for attending the MMA Annual Business Meeting and Convention. Steve provided an overview of 2020 noting that progress has been made with communication between MMA and the Governor's office, increased member outreach and provided updates on various other programs. He noted that the pandemic brought things to a halt but that MMA was able to pivot to working remotely without skipping a beat.

Steve thanked Governor Mills and Hannah Pingree for reaching out with municipal concerns regarding COVID. Staff reviewed the Executive Orders as they came out to be sure that the needs of municipalities were met.

The primary focus for 2021 is the safety of staff and members and continuing to deliver programs and services. Another project that MMA has taken on is to develop an inventory of training programs for all aspects of municipalities. There is nothing similar that exists currently but would be an asset to all municipal departments and Affiliate Groups once developed.

**Other Business** – President Landes called for any questions or comments from the membership.



**Adjournment** – There being no further business, President Landes adjourned the MMA Annual Business Meeting at 11:26 a.m.