



AGENDA
COUNCIL MEETING
OCTOBER 19, 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. Amend Part 1, Chapter 46. Streets, Sidewalks & Other Public Places, Article III. Street Acceptance Standards
 - B. Amend Part 1, Chapter 12. Ethics & Conflict of Interest, Section 12-3. Ethics Panel
5. AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS
6. CONSENT AGENDA
2021-220 ORDER –
 - A. Municipal Accounts Payable Warrants – \$ 803,211.73
 - B. Municipal Payroll Warrants – \$340,918.15
 - C. School Accounts Payable Warrants – \$188,486.87
 - D. School Payroll Warrants – \$735,458.60
 - E. Minutes of October 5, 2021 & Public Forum Minutes October 12, 2021
 - F. Durham ACO Contract for 2022-2024
 - G. Mutual Aid Policing Services - Sagadahoc County Sheriff's Office
7. COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES
2021-221 ORDER – Accept Wine Time Circle in Kelly Park Subdivision as a Town Road
2021-222 ORDER – Amend Part 1, Chpt 46. Streets, Sidewalks & Other Public Places, Art. III. Street Acceptance Standards (*second reading*)
2021-223 ORDINANCE – Amend Part 1, Chapter 12. Ethics & Conflict of Interest, Section 12-3. Ethics Panel (*second reading*)
2021-224 ORDINANCE – Set November and December Council Meeting Schedule (11/16 & 12/7)
8. OTHER BUSINESS
 - A. Council Committee Reports:
 1. School (Councilor Albert)
 2. Planning Bd (Councilor Fellows)
 3. LDC (Councilor Fellows)
 4. Conservation Comm (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. Finance Committee Narrative for Transfer Station Discussion
 - C. Town Manager's Report
 - D. Lisbon Emergency Update and Discussion
 - E. Department Head Written Reports
9. APPOINTMENTS
10. COUNCIL COMMUNICATIONS
11. AUDIENCE PARTICIPATION & RESPONSE NEW ITEMS
12. EXECUTIVE SESSION
2021-225 ORDER – Per 1 MRSA §405 (6) (A) Personnel Matters
2021-226 ORDER – Per 1 MRSA §405 (6) (E) Consultations with Legal Counsel
13. ADJOURNMENT
2021-227 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 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: October 19, 2021

Consent Agenda Items 2021 – 220 A through G Durham ACO Contract

F. ACO Contract Durham 2022-2024: This is a contract renewal between the Town of Lisbon and the Town of Durham for Animal Control Officer Services. I have provided them with an annual contract beginning January 1, 2022 for their consideration. I would like permission from Council to negotiate and execute a 3-year ACO contract with the Town of Durham.

Recommendation

To authorize the Town Manager to negotiate and execute a 3-year ACO contract with the Town of Durham.

G. Mutual Aid Policing Services Sagadahoc County Sheriff's Office: The Lisbon Police Department would like to renew the MOU with the Sagadahoc County Sheriff's Office for mutual aid policing services. This agreement has not changed and remains the same that Council voted on in 2019. The Mutual aid agreement would be for policing assist in the event of an emergency incident or an event where we need extra police Officers in the area to prevent an incident from happening.

Recommendation

Approve and authorize the Town Manager to sign the MOU as presented.

Agenda Item 2021 – 221 Accept Wine Time Circle in Kelly Park Subdivision as a Town Road

Premier Development, LLC is petitioning the inhabitants of the Town of Lisbon to accept "Wine Time Circle in Kelly Park Subdivision as a town way. A description of this proposed town way can be found in the Warranty Deed in the Council's packet.

Recommendation

The Town of Lisbon, pursuant to 23 M.R.S.A. § 3025, accept the dedication made by Premier Development LLC of title in fee simple of "Wine Time Circle" in the Kelly Park Subdivision, and establish this road as a town way.



TOWN OF LISBON

300 Lisbon Street, Lisbon, ME 04250

Twila D. Lycette, Town Clerk

Lisa Smith, Deputy Clerk

PUBLIC HEARING

Proposed New Ordinance

Notice is hereby given that the Lisbon Town Council intends to hold a public hearing on October 19, 2021 at 7:00 PM in the Town Office Public Meeting Room to hear comments on amendments to Part 1, Chapter 46, Article III. Street Acceptance Standards.

Copies of the new ordinance may be viewed or obtained at the Town Clerk's Office, 300 Lisbon Street, Lisbon or online at www.lisbonme.org.

The public is invited to attend.

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 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: 9/29/21

Shawn E. Kelley
Constable, Town of Lisbon

☒ Post on Website 9/29/21

☒ PD to Post Offices/Town Hall Bulletin Board 9/28/21

☒ Ad required in Newspaper run on 10/10/21



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 October 19, 2021 at 7:00 PM in the Town Office Public Meeting Room to hear comments on amendments to Part 1, Chapter 12, Section 12-3, Ethics Panel.

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.

The public is invited to attend.

Twila Lycette, Town Clerk

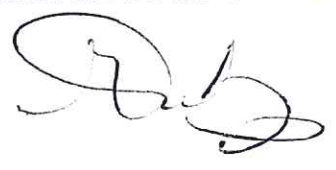
Complete in Lisbon
Falls still needs to be done ✓

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.

10/7/21 Lisbon 

Date: _____

Constable, Town of Lisbon

Agenda Date 10-19-2021

Date	Brenda Martin		Municipal Accts Payable
10/6/2021	10052021	\$	638,238.46
10/6/2021	10521bnd	\$	154,201.22
10/7/2021	10062021	\$	10,772.05
		\$	803,211.73

Date	Megan Lavigne/Jenny Martin		Municipal Payroll Warrants
10/6/2021	211007	\$	128,260.57
10/6/2021	2110w1	\$	19,874.28
10/6/2021	211007co	\$	176.66
10/19/2021	211021	\$	173,895.01
10/19/2021	2110W2	\$	18,711.63
		\$	340,918.15

Date	Louise Levesque		School Accts Payable
10/19/2021	2207	\$	188,486.87

Date	Eva Huston		School Payroll Warrants
10/13/2021	1041	\$	164.66
10/8/2021	1042	\$	99,525.45
10/13/2021	1043	\$	766.29
10/13/2021	1044	\$	239,553.16
10/15/2021	1045	\$	364,412.05
10/15/2021	1046	\$	11,788.90
10/19/2021	1047	\$	17,160.91
10/19/2021	1048	\$	180.54
10/19/2021	1049	\$	825.44
10/15/2021	20	\$	1,081.20
		\$	735,458.60



TOWN COUNCIL MEETING MINUTES OCTOBER 5, 2021

Normand Albert 2021
Kasie Kolbe 2021
Allen Ward 2021
Mark Lunt 2022
Donald Fellows 2022
Gregg Garrison (appt to 12/7/21) 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, Lunt, Larochelle and Fellows. Also present were Diane Barnes, Town Manager; Randy Cyr, Public Works Director; Brett Richardson, Economic & Community Development Director; Steve Aievoli, Sewer Superintendent; and no other citizens in the audience.

VOTE (2021-207) Councilor Larochelle, seconded by Councilor Albert moved to excuse Councilor Kolbe's absence. **Order passed – Vote 5-0.**

Councilor Ward said Councilor Garrison may be a little late. (Councilor Garrison was absent)

GOOD NEWS & RECOGNITION

Councilor Larochelle thanked everyone who helped out with the Employee Appreciation Day at the Left Hand Club. He said it was a great venue and a nice event. Something the town can build upon. Councilor Fellows also agreed with thanking those who helped put it on and improving on with time.

PUBLIC HEARINGS - NONE AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS - NONE

CONSENT AGENDA

VOTE (2021-208) Councilor Fellows, seconded by Councilor Larochelle moved to approve the consent items as follows:

- A. Municipal Accounts Payable Warrants totaling \$ 205,500.10
- B. Municipal Payroll Warrants totaling \$
- C. School Accounts Payable Warrants totaling \$
- D. School Payroll Warrants totaling \$ \$403,962.12
- E. Minutes for September 21, 2021

Order passed - Vote 5-0.

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

MDOT ROUTE 125 PROJECT - JUST PAYMENT ACCEPTANCE

VOTE (2021-209) Councilor Larochelle, seconded by Councilor Fellows moved to approve the offer of Just Compensation and authorize the Town Manager to sign and return the Owner's Offer Assent. **Order passed - Vote 5-0.**

WORUMBO MILL PROJECT – PUBLIC INPUT PLAN

INTRODUCTION: Mr. Richardson reported additional public input is necessary to develop community consensus regarding future redevelopment goals for the former Worumbo Mill site. During the September 22

Lisbon Development Committee's (LDC) meeting, LDC members and staff publicly reviewed the attached Worumbo Project Public Input Plan. The LDC solicited community comments and feedback to ensure the proposed plan is appropriate and adequate to solicit necessary additional community input.

Mr. Richardson explained the input plan was distributed in advance of the meeting to ensure ample opportunity for the community to offer meaningful feedback and suggestions to maximize stakeholder participation. He said there was a good turnout for that meeting. The proposed input plan is designed to be integrated with findings from the Lisbon Market Analysis. Findings from the market analysis developed by TCG will add important objective data and understandings to the Lisbon community's ongoing deliberations regarding the Worumbo site. Findings developed by TCG will be shared with the Lisbon community and Town policy makers at important milestones during the market analysis research. Following the presentation of findings by TCG during two community presentations, LDC will solicit further input via surveys.

Mr. Richardson said the surveys referenced in the attached input plan will be broadly promoted to the Lisbon community to ensure ample opportunity for participation. Survey promotion will include:

- Public meetings when TCG will present findings
- Local media
- Town and stakeholder social media
- A direct mailer to all Town residents promoting the public input plan and opportunities to participate
- A dedicated website specific to the Worumbo visioning process where stakeholders can easily access information about the site, research findings, and conceptual development scenarios
- Promotional materials posted around Town, including flyers, signs, and posters

Mr. Richardson said the estimated cost for the direct mailer, dedicated website, and promotional materials will be around \$3,000. These items are eligible uses from the Downtown TIF funds under professional services and administrative costs.

VOTE (2021-210) Councilor Larochelle, seconded by Councilor Fellows moved to approve the proposed Worumbo Project Public Input Plan and allocate \$3,000 from the Downtown TIF fund for the direct mailer, dedicated website, and promotional materials to maximize community awareness and participation. **Order passed - Vote 5-0.**

FORKLIFT BID AWARD

INTRODUCTION: Mr. Cyr reported Bid 2021-008 was for one (1) new Forklift for the Solid Waste Department. Bids were solicited from four (4) different companies, and publicly opened with Randy Cyr, Public Works Director; Ray Soucy, PW Admin; Erich Mitchell, Alta and Tom Olko from WD Matthews present. All bids received have Forklift price and additional price for all other option requested i.e. Cab, Heater, and AC. The following bids were received and reviewed:

Alta:

Unit & Options	Costs
Forklift With No Cab	\$31,825.00
Trade In	-\$5,100
Total	<u>\$26,725.00</u>

Unit & Options	Costs
Forklift With Cab & Heater	\$37,057.00
Trade In	-\$5,100

Total	<u>\$31,957.00</u>
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Unit & Options	Costs
Forklift With Cab, Heater & Ac	\$48,898.00
Trade In	-\$5,100
Total	<u>\$43,798.00</u>

Butch Craig & Son:

Unit & Options	Costs
Forklift With Cab Only	\$25,195.00
Cab & Heater	\$995.00
Trade In	-\$4,000
Total	<u>\$22,190.00</u>

WD Matthews:

Unit & Options	Costs
Forklift With No Cab	\$28,300.00
Full Cab	\$5,974.00
Cabin Heater	\$597.00
Block Heater	\$250.00
Trade In	-\$4,300
Total	<u>\$30,821.00</u>

Mr. Cyr explained the Budget to purchase the forklift was \$35,000. He recommended awarding the bid for the Forklift in the amount of \$30,821 from WD Matthews with the trade in. The total cost for the Forklift from WD Matthews with all the options is \$35,121, which is over budget. However, we will also receive a trade in value for our current Forklift in the amount of \$4,300, bringing that total price for the unit to \$30,821, which is under budget. He said, although not the lowest bid, he recommended awarding the bid to WD Matthews because this machine has all the options we requested and meets our operational needs. He pointed out he requested a Forklift with Oil-Cooled Disk Brakes because they work better in cold weather and are overall lower maintenance. He indicated Butch Craig & Son submitted their bid with a Drum Brake system and indicated they could not get one with the Oil-Cooled Brake system as requested.

VOTE (2021-211) Councilor Larochelle, seconded by Councilor Fellows moved to purchase one (1) Forklift with trade in from WD Matthews in an amount not to exceed \$30,821.00. **Order passed - Vote 5-0.**

POLICE CRUISER BID AWARD

INTRODUCTION: Chief McGee reported the bid process to purchase two new 2022 Ford Interceptor Utilities with a 2014 Ford Interceptor trade in with over 100,000 miles closed on Wednesday, September 29, 2021. Bids were requested from the following Ford dealerships:

- | | |
|-------------------|----------------------|
| 1. Hight Ford | 5. Quirk Ford |
| 2. Casco Bay Ford | 6. Rowe Auburn |
| 3. Tucker Ford | 7. Stoneham Motor Co |
| 4. Darling's | 8. Yankee Ford Sales |

Chief McGee said the town received bids from the following companies only (both meet required specs):

2021 Quotes:

Quirk Ford - \$63,034.76 (\$33,587.38 x2 \$67,194.76 minus trade \$4,160)
 Casco Bay Ford \$61,506 (\$33,003 x2 \$66,006 minus trade \$4,500)

The Police Chief recommended the Council move forward with the 2014 trade in and purchase for two 2022 Ford Interceptors Utilities through Casco Bay Ford totaling \$61,506. As of this date the expected time frame for delivery will be approximately four months out.

VOTE (2021-212) Councilor Fellows, seconded by Councilor Lunt moved to purchase two 2022 Ford Interceptors with the 2014 Ford Interceptor trade in through Casco Bay Ford in an amount not to exceed \$61,506. **Order passed - Vote 5-0.**

SOLICIT BIDS FOR 3 RETURN ACTIVATED SLUDGE (RAS) PUMPS & 2 COMPOSITE SAMPLERS FOR SEWER TREATMENT PLANT

INTRODUCTION: Mr. Aievoli reported in this year's Capital Improvement Plan, the Council approved the replacement of three Return Activated Sludge (RAS) pumps in the dewatering building and two Influent & Effluent Composite Samplers.

Mr. Aievoli indicated the RAS pumps bid would include an alternate estimate for installation of the pumps in case the pumps are not direct replacements. Any pump that is not a direct replacement would most likely require extensive electrical, concrete, and piping rework during the installations that our departments are not able to provide. Recent estimates for direct replacement pumps were approximately \$20,000 each delivered. \$70,000 was budgeted in the improvements line for the replacement of these pumps. The two Composite Samplers would be a standard RFP purchase. Each sampler is estimated to cost approximately \$7,000. \$15,000 was budgeted in the improvements line for the replacement of these samplers. When approved, these bid specifications would be finalized and ready to go out late October or early November.

VOTE (2021-213) Councilor Larochelle, seconded by Councilor Albert moved to authorize the Town Manager and Sewer Treatment Plant Superintendent permission to send out Requests for Proposals for three RAS pumps and two Composite Samplers. **Order passed - Vote 5-0.**

AMEND APPENDIX C - FEE SCHEDULE ADDING FREEDOM OF ACCESS COPY FEE

VOTE (2021-214) Councilor Larochelle, seconded by Councilor Fellows moved to add a fee for copies for FOA requests as follows:

LISBON CODE – PART 2, APPENDIX C - FEE SCHEDULE

Section this Code	Description	Fee/Rate
ADMINISTRATIVE		
	Faxes	2.00
	One-sided copies	.50
	Two-sided copies	.75
	Ledger copies	1.50
	Attested copy of voter registration card	7.00
	<u>Copies for FOA requests</u>	<u>.10</u>
	Copies of zoning ordinance	10.00

Roll Call Vote: Yeas – Albert, Lunt, Larochelle, Ward, and Fellows. Nays - None. Order passed - Vote 5-0.

ADOPT MAINEPERS PROVISION 5 M.R.S. §18252 - C RULE CHAPTER 803 (PL 2021, CHAPTER 286)

INTRODUCTION: Mrs. Barnes explained that under the Maine PERS one-time election requirement, an election to join or not to join Maine PERS by an employee with optional membership was irreversible as long as the

employee is with the same employer. PL 2021, c. 286 creates an exception to the one-time election requirement that does not conflict with federal law. It allows employees to change their election after the initial option, providing that for the employee joining under this provision the employee contributions are taxable. This means that if adopted the Town will withhold employee contributions as pre-tax or after-tax, depending on how the employee entered the plan.

Mrs. Barnes said the new law becomes a part of the Town's plan only if adopted through a formal action of the Town Council. The provisions of the law permits any PLD employee who declined membership in the Plan to have another opportunity to join the Plan effective November 1, 2021. This date will be the only available date for an employee of more than 5 years to enter the Plan. It also allows PLD employees to have an annual open enrollment opportunity during their first 5 years of employment beginning in 2022. Both types of enrollment require the employee contributions to be deducted after-tax.

Mrs. Barnes pointed out there is no provision that allows employees who join under this provision to purchase service credit for the period that they elected not to participate. We currently have 8 employees who would be eligible to elect to join under this change. The employees could elect at any time to contribute to our alternate plan at the same Maine PERS rates and receive the same Town match, so allowing them this option doesn't add any liability to the Town.

VOTE (2021-215) Councilor Ward, seconded by Councilor Fellows moved to adopt MainePERS Provision 5 M.R.S. §18252-C Rule Chapter 803 (PL 2021, Chapter 286) and authorize Diane Barnes, Town Manager, to sign the Amended Agreement between the Employer and the Maine Public Employees Retirement System.

ARTICLE TO ADOPT MAINEPERS RULE CHANGES

To see if the Town of Lisbon will vote to adopt the provisions of 5 M.R.S. § 18252-C (PL 2021, Chapter 286) as allowed by Maine PERS Rule Chapter 803.

The TOWN OF LISBON agrees:

- 1) To adopt the provisions of 5 M.R.S. § 18252-C as enacted by PL 2021, Chapter 286 as allowed by Maine PERS Rule Chapter 803 for its non-participating employees with optional membership who previously declined to participate in Maine PERS ("eligible employees") and to comply with the following requirements:
 - a. To offer by November 1, 2021 the opportunity to join Maine PERS prospectively to all its eligible employees who have been employed for 5 years or more, to advise these employees that this will be their only opportunity to join, and to provide Maine PERS with documentation of each eligible employee's election; and
 - b. Beginning in 2022, to annually offer eligible employees who have been employed for less than 5 years, and in 2022 eligible employees who had reached 5 years of employment between November 1, 2021 and November 1, 2022 the opportunity to join Maine PERS on a prospective basis during an open enrollment period from September 1st through November 1st and to provide Maine PERS with documentation of each election made by the eligible employees under this provision; and
 - c. To withhold employee contributions for employees who join under this provision after all taxes have been withheld, and to remit them to Maine PERS as after-tax contributions.
- 2) To authorize Diane Barnes, Town Manager, to sign the Amended Agreement between the Employer and the Maine Public Employees Retirement System.

Order passed - Vote 5-0.

AMEND PART 1, CHAPTER 12,
SECTION 12-3. ETHICS PANEL
(First Reading)

INTRODUCTION: Councilor Fellows said this change was prompted by the Council's appointment recently for an individual who serves already on another board/committee. People who serve often serve on more than one board and committee so this change would increase the number of individuals eligible to volunteer, while still prohibiting paid board and committee members from serving.

VOTE (2021-216) Councilor Fellows, seconded by Councilor Lunt moved to Amend Part 1, Chapter 12, Section 12-3. Ethics Panel as follows:

Sec. 12-3. Ethics panel.

- (a) *Establishment of ethics panel.* There shall be established an ethics panel consisting of three regular voting members and two alternate members. Two regular voting members and one alternate member of the ethics panel shall be appointed by the town council, and one regular voting member and one alternate member of the ethics panel shall be appointed by the school committee. A regular voting member or alternate member of the ethics panel may not hold any other town or school department office or position or be a member of any board or commission for which members receive compensation for their service and to which the town council or school committee have appointing authority. If a member of the ethics panel serves on any other Town board or commission, the member shall refrain from participation in any ethics panel matter that relates to the other Town board or commission on which the member serves.
- (b) *Term.* The regular voting members of the ethics panel shall be appointed to staggered three-year terms. When the first appointments are made, one member shall be appointed by the council to a three-year term, one member shall be appointed by the school committee to a two-year term, and one member shall be appointed by the council to a one-year term. The town council chair annually shall appoint one of the regular voting members to serve as chair of the ethics panel. Alternate members shall be appointed to three-year terms.
- (c) *Role of alternate members.* Alternate members of the ethics panel may participate and vote in ethics panel proceedings if a regular voting member is incapable or unavailable to serve in regard to a particular referral or is disqualified from participation because of a conflict of interest. The alternate member designated shall be selected by the chair of the ethics panel.
- (d) *Powers and duties.* The ethics panel shall have the authority to issue advisory opinions on questions relating to conflicts of interest.

Roll Call Vote: Yeas – Albert, Lunt, Larochelle, Ward, and Fellows. Nays - None. Order passed - Vote 5-0.

OTHER BUSINESS

A. COUNCIL COMMITTEE REPORTS

1. School: Councilor Albert reported pool testing is doing what it is expected to do. He said he was happy to report Lisbon Schools are still open for in-person learning.
2. Planning: Councilor Fellows said they did not meet last week but there is a meeting next week.
3. LDC: Councilor Fellows said he had nothing new to report that Mr. Richardson had not already mentioned.
4. Conservation Commission: Councilor Ward said he had nothing new to report.
5. Recreation: Councilor Albert said Graziano Square is almost completed. The fencing has been completed and the picnic tables are there now. He mentioned the Gazebo work will start in the spring.
6. County Budget: Councilor Ward reported his committee voted to cut \$710,000 from the budget bringing the 12.4% increase to 5.7% now. Lewiston, Auburn, and Lisbon were on board with the cuts. Councilor Lunt pointed out that the reduction did not mean cuts in jobs. He explained the \$710,000 in cuts was more of a redistribution of funding since they used ARPA funds to cover those items cut.
7. Library: Councilor Lunt said he had nothing new to report.
8. Water Commission: Councilor Fellows said the Water Commission will be meeting next Wednesday at 5:30 PM.

9. Finance Committee: Councilor Albert said this committee had put a bow on all their topics and reported they were ready to make their final presentation to the Council at the next Council meeting.

B. TOWN MANAGER'S REPORT

Mrs. Barnes said she was working on the Thanksgiving Basket Program, which she sent out donation letters, and reported Food City is doing a round-up program for us. She said if you know of a name that should be added to our list, to submit them to her.

APPOINTMENTS

APPOINT ELECTION CLERK – ERIC METIVIER

VOTE (2021-217) Councilor Albert, seconded by Councilor Fellows moved to appoint Eric Metivier an Election Clerk. **Order passed - Vote 5-0.**

COUNCILOR COMMUNICATIONS - NONE

AUDIENCE PARTICIPATION & RESPONSE FOR NEW ITEMS - NONE

EXECUTIVE SESSION

VOTE (2021-218) Councilor Larochelle, seconded by Councilor Albert moved to go into Executive Session at 8:08 PM per 1 MRSA Section 405 6 (A) Personnel Matters. **Order passed – Vote 5-0.**

The Council came out of executive session at 8:36 PM and the meeting resumed.

ADJOURNMENT

VOTE (2021-219) Councilor Larochelle, seconded by Councilor Albert moved to adjourn at 8:36 PM. **Order passed - Vote 5-0.**

Twila D. Lycette, Council Secretary
Town Clerk, Lifetime CCM/MMC
Date Approved: 10/19/2021



**CANDIDATES NIGHT
PUBLIC FORUM
MINUTES
OCTOBER 12, 2021**

Normand Albert 2021
Kasie Kolbe 2021
Allen Ward 2021
Mark Lunt 2022
Donald Fellows 2022
Gregory Garrison (appt to 12/7/21) 2022
Fern Larochelle 2023

CALL TO ORDER. The Town Clerk, Twila D. Lycette, called the meeting to order and Councilor Ward led the pledge of allegiance to the flag at 6:00 PM.

ROLL CALL. Members present were Councilors Ward, Larochelle, Albert and Fellows. Also present were Diane Barnes, Town Manager; and approximately 30 citizens in the audience along with the following candidates, Jo-Jean Keller, Heather Curtis, Clifford Miller, Harry Moore, Jr., Raymond Robishaw, Leonard Lednum, Margaret Galligan-Schmoll, and Marie Hale.

The Town Clerk read the rules for the public forum and announced housekeeping items.

QUESTIONS FROM AUDIENCE

Questions were asked by the audience and answered by each of the candidates.


SUMMATIONS

The Town Clerk called for the candidate summations. The Town Clerk thanked everyone for attending Candidate's Night.

The Town Clerk announced that the polling location will be at the Lisbon High School Gymnasium and the polling hours will be from 7AM to 8PM. She reported absentee ballots are now available at the Town Hall. She encouraged those who wish to vote early to call the Town Clerk's Office to request their ballot. Voters can vote an absentee ballot at Town Hall up until Thursday prior to Election Day, after that by special circumstances only. Ballots can be returned by mail, or placed in the drop box outside, or brought into the Town Clerk's Office.

ADJOURNMENT

The Town Clerk closed the public forum at 7:57 PM.


Twila D. Lycette, Council Secretary
Town Clerk, Lifetime CCM/MMC
Date Approved: 10/19/2021

SERVICE AGREEMENT
ANIMAL CONTROL

WHEREAS, the Town of Lisbon has the capacity to provide animal control services;
and

WHEREAS, the Town of Durham is desirous of using Town of Lisbon resources to provide animal control services within the Town of Durham;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the Towns of Lisbon and Durham do hereby agree as follows:

1. Purpose: Recognizing that the Town of Durham has the responsibility to its citizens to provide animal control services within that municipality, it is the purpose of this Agreement to set forth the terms and conditions under which those services will be provided by the Town of Lisbon.

2. Term; Renewal: This Agreement shall be for a term of three (3) years commencing January 1, ~~2019-2022~~ and running through December 31, ~~2021~~2024. This Agreement may be renewed for additional three (3) year terms by the Inhabitants of the Town of Durham and the Town Council of the Town of Lisbon.

3. Effective Date: The effective date of this Agreement shall be January 1, ~~2019~~2022.

4. Administration: The Town of Lisbon shall be responsible for administering animal control services during the term of this Agreement. The Town of Durham will be responsible for administering licensing of dogs in the Town of Durham.

5. Personnel: The Town of Lisbon shall provide animal control services on an as needed basis within the Town of Durham, using Lisbon personnel and equipment. Services will be provided on an independent contractor basis to the Town of Durham subject to the terms and conditions of this Agreement.

6. Animal Control Activities: Animal control activities to be provided shall be, but are not limited to, generally the following:

- A. To enforce all State Laws, Rules and Regulations and all municipal Ordinances with respect to each participating municipality, relating to animals and animal control.
- B. To assist the citizens of each Town with sick and injured domestic animals.
- C. To respond to domestic animal complaints arising in each Town.
- D. To maintain records of all complaints, animal pick-ups, dispositions, fees collected, summonses, warnings, animal bites, and animals taken to the animal shelter, and such other records as may be required, for each

participating municipality. To submit a quarterly report to the Town of Durham and assist with the animal control page in the Town's Annual Report.

- F. Transport animals to and from the animal shelter as may be necessary or directed.
- G. To rescue or aid in the rescue of trapped, wounded, sick or injured animals.
- H. To conduct public education sessions as may be required.
- I. To issue appropriate warnings or citations to animal owners and to act as each Town's representative on animal control matters within the Maine Court System, including, but not limited to, appearing as a witness.
- J. To perform such other tasks or duties relating to animals or animal control as may be assigned by the Board of Selectmen of Durham and the Town Council of Lisbon.

7. Certification: The person or persons who will provide animal control services to the Town of Durham will be certified as an Animal Control Officer and will maintain certification as required by applicable State and local Laws and Ordinances.

8. Financial Provision: The Town of Lisbon will develop an animal control budget to include services to be rendered to the Town of Durham under the terms and conditions of this Agreement (and to include any other Towns with which the Town of Lisbon may have an Animal Control Service Agreement). The cost to provide those services to the Town of Durham, including any administrative fees, shall be determined on a population and per call basis and allocated among all participating Towns accordingly. ~~and for the fiscal year beginning January 1, 2019 shall be \$9,500.00.~~ Allocations for the Town of Durham for the ensuing fiscal years shall be developed by the Town of Lisbon as part of its Budget process and allocated on a population and per call basis. The Town of Durham will be advised of their allocation during Lisbon's budget process.

Financial administration of all costs and expenses related to animal control will be provided by the Town of Lisbon. All billings shall be submitted to the Town of Lisbon and all payments for animal control will emanate from that Town. The Town will maintain records of disbursements and will provide records of those disbursements to the other participating municipalities as requested. Any funds remaining in the Town of Lisbon budgetary account shall be designated to be carried forward into the next budget year and shall not lapse into the Town of Lisbon's surplus account.

Should the Town of Durham disagree with its allocation, it will have the opportunity to opt out of this Agreement by providing notice to the Town of Lisbon, through the Town Manager's Office, within two (2) weeks of being notified of its yearly allocation.

9. Authority: While providing services in the Town of Durham, the person or persons acting as Animal Control Officer shall be responsible to the Durham Board of Selectmen.

10. Indemnity and Insurance: The Town of Lisbon shall indemnify and hold harmless the Inhabitants of the Town of Durham, its employees and board or committee members from claims, suits or liabilities resulting from negligence of the Town of Lisbon, its employees, councilors and agents in carrying out the terms of this Agreement.

The Inhabitants of the Town of Durham shall indemnify and hold harmless the Town of Lisbon, its employees, councilors and agents from claims, suits or liabilities resulting from negligence of the Inhabitants of the Town of Durham, its employees, agents and board or committee members in carrying out the terms of this Agreement.

For purposes of this section 10, the Animal Control Officer shall be considered an employee or agent of the Town of Lisbon while providing services in or for the Town of Lisbon, and the Animal Control Officer shall be considered an employee or agent of the Town of Durham while performing services in or for the Town of Durham.

The Town of Lisbon and Inhabitants of the Town of Durham shall share this agreement with their respective insurers to make certain that insurance coverage is adequate. Each Party agrees to execute any reasonable amendments to this agreement required by their insurers. Certificates of insurance will be made available upon request.

In the event of any litigation between the Parties with regard to the Agreement, each party shall be responsible for its own expenses, costs and attorney fees.

This section shall not be interpreted to waive the monetary limits or substantive areas of immunity under the Maine Torts Claims Act.

11. Non-appropriation: The Inhabitants of Durham are obligated only to pay costs to provide Animal Control services under this agreement as may be lawfully made from funds budgeted and appropriated for said purpose during Durham's current fiscal year. In the event sufficient funds will not be appropriated or are not otherwise legally available to pay for the services under this agreement, the Inhabitants of Durham will notify the Town of Lisbon in writing and be released from this agreement with a thirty (30) day notice. The Select Board of Durham is obligated to present a warrant article to the Town at the yearly Town meeting which seeks to appropriate sufficient funds to cover this agreement, unless the Town has notified the Town of Lisbon of its decision to terminate this Agreement as outlined in section 12.

12. Termination: Either party may terminate its participation in this Agreement, on a yearly basis, by giving notice to the other member municipality on or before October 1st preceding the commencement of the January 1st calendar year.

~~If the Inhabitants of the Town of Durham fail to ratify this agreement by Town vote in April of 2019, the Town will give notice in writing and be released from this agreement with a thirty (30) day notice.~~

The invalidity or unenforceability of any particular provision or part thereof of this Agreement shall not affect the remainder of said provision or any other provisions, and this Agreement shall be construed in all respects as if such invalid or unenforceable provision or part thereof had been omitted.

This Agreement is executed by the Selectmen or Town Council of the participating municipalities, to be duly authorized by action of the Town Meeting of each municipality as follows:

SIGNED, SEALED AND DELIVERED
IN PRESENCE OF

DATE:

INHABITANTS OF THE
TOWN OF LISBON

SIGNED, SEALED AND DELIVERED
IN PRESENCE OF

DATE:

INHABITANTS OF THE
TOWN OF DURHAM



Lisbon Police Department

A Community Policing Agency

300 Lisbon St.
Lisbon, ME 04250

Ryan A. McGee
Chief of Police

To: Town Manager Barnes

From: Chief Ryan McGee

Reference: MOU with Sagadahoc County Sheriff's Office

Date: 10/05/2021

The Lisbon Police Department would like to renew the memorandum of understanding with the Sagadahoc County Sheriff's Office for mutual aid policing services. The agreement has not changed, other than me being a new Chief of Police and asking it to be renewed. There is no expiration date, however, it is good to review and update it with the new Chief of Police.

This Mutual aid agreement would be for policing assist in the event of an emergency incident or an event where we need extra police officers in the area to prevent an incident from happening. We truly appreciate the assistance of the Sagadahoc Sheriff's Office when we need them to respond for assistance. I look forward to the continued excellent relationship between our agencies.

Sheriff Joel Merry plans on taking the agreement to the County Commissioners at their next meeting, October 12, 2021, for them to sign their part of the agreement.

Respectfully submitted,

Ryan McGee
Chief of Police

MUTUAL AID AGREEMENT FOR POLICING SERVICES

THIS AGREEMENT is made and entered into by and between Sagadahoc County, through the Sheriff's Office, and the Town of Lisbon, and its Police Department. The purpose of this agreement is to comply with M.R.S.A. Title 30-A, Section 2674, as may be amended from time to time.

This agreement between the participating county and municipality and law enforcement agencies is effective _____, 2021 and supersedes all previous agreement, if any, on this subject.

WHEREAS, the governing board of the Town of Lisbon, by a vote taken on _____, 2021, at a regular/special meeting of the said board, have agreed to enter into this mutual aid assistance arrangement with the Sagadahoc County Sheriff's Office; and

WHEREAS, the Sagadahoc County Commissioners, by a vote taken on _____, 2021, at a regular/special meeting of the said Commissioners, have agreed to enter into this mutual aid assistance arrangement with the Town of Lisbon Police Department.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the Town of Lisbon and Sagadahoc County agree as follows;

1. Mutual aid assistance will be provided when either police/sheriff agency requires additional manpower and/or resources to protect life or property, to maintain order, to prevent the commission of criminal acts, to prevent the escape of a person who has committed a criminal act, and to ensure officer safety pursuant to standard police practice and training guidelines.
2. Mutual aid assistance in this section is intended to be constant, recurring, and may take place without prompting. Mutual aid described in this section is intended to ensure public safety and to provide adequate police coverage, through effective and efficient scheduling practices, and to enhance investigations through the use of specially trained or experienced staff members, equipment and/or resources.
 - a. It is recognized that this agreement is intended to provide law enforcement officers from both police/sheriff departments with full law enforcement authority in the Town of Lisbon and Sagadahoc County. Officers will be sworn in as Town of Lisbon Police and Sagadahoc County Deputy Sheriffs.
 - b. It is recognized that mutual aid assistance in this category includes, but is not limited to, the detection and enforcement of suspicious activities and circumstances, participation in shared training opportunities, providing on duty or on-duty or on-call supervision coverage, conducting investigations, providing coverages for community functions, large gatherings or events and requests for policing services that are reimbursed by private parties.

3. That mutual aid assistance will be provided when either police/sheriff agency requires assistance for a major unplanned incident or when there is a lack of sufficient manpower, that potentially jeopardizes the health and welfare of the citizens of the requesting municipality or county and when delay or limited staffing may cause further jeopardy in life or property or in the case of jointly planned collaborative activities.
4. In the event of a mutual aid situation, the Sagadahoc County Sheriff/Chief of Police or the designee of the agency requiring mutual aid, shall contact, the Sagadahoc County Sheriff/Chief of Police or his designee of the agency for which mutual aid is being requested, and provide relevant information to determine the appropriate response and for record-keeping.
5. In the event of a mutual aid situation which is unprompted, the Sagadahoc County Sheriff/Chief of Police or the designee of the agency providing mutual aid shall immediately contact the Sagadahoc County Sheriff/Chief of Police or the designee of the agency for which mutual aid is being provided and provide all information that is relevant for proper response and record-keeping.
6. In the event of a mutual aid situation, each assisting agency will furnish personnel, equipment or services that are reasonably necessary, in the opinion of the assisting agency's Chief of Police/Sagadahoc County Sheriff, or the designee. The assisting agency's Chief of Police/Sagadahoc County Sheriff or his designee must take into consideration the continuing amount of police protection required within its own jurisdiction when making this decision and may deny a request for mutual aid based on the needs within its own jurisdiction.
7. In the event of a mutual aid situation, each assisting agency will be responsible for the wages, pension, worker's compensation and other benefits or liabilities incurred by its own personnel, and shall be liable, if any liability is determined to exist, for personal injury or property damages caused by or occurring to or by its own personnel in the course of providing assistance, except for liability incurred by the command or operational decisions made by the requesting agency which will be assumed by the requesting agency.

It is understood that each assisting agency remains the employer of its employees and is not the employer of any employee from the other assisting agency. The assisting agencies are not considered joint employers for any purpose.

- a. It is understood that for reimbursable mutual aid events, each agency will invoice for its own employees, equipment and or services, as determined by the Sagadahoc County Sheriff/Chief of Police or their designee, through collaboration with each agency's respective County/Town Administrator.
- b. It is understood that during mutual aid situations, police officers/deputy sheriffs from the responding agency may use the equipment, vehicles and/or services of the requesting agency as determined by the requesting agency's Chief of Police/Sagadahoc County Sheriff or his designee.

8. During mutual aid situations, all personnel from assisting agencies shall report to, and shall work cooperatively under, the direction and supervision of the requesting agency, for the purpose of incident management. At all times police officers/deputy sheriffs will comply with policies and procedures of the agency. The policies and procedures will be available to officers on desktop computers, mobile data terminals, and/or a book copy within each agency.
9. Police officers/deputy sheriffs responding to mutual aid assistance requests outside of their appointed jurisdiction shall have the same authority as police officers/deputy sheriffs of the requesting agency and, when assisting other municipalities, shall have the same privileges and immunities as when acting in their own municipality/county and as an officer of the requesting agency, except as to the service of civil process.
10. The ranking on-duty supervisor will have supervisory authority for either agency if a resident supervisor is not on duty. Supervisors may use unmarked patrol vehicles and have the authority to work in either jurisdiction if a resident supervisor is not on duty.
11. Each municipality/county represents to the other that it has full and complete authority to enter into this agreement and the person executing the Mutual Aid Agreement on its behalf is duly authorized to do so.
12. Either municipality/county may terminate participation in this agreement by vote of the municipality's governing board or County Commissioners, with or without cause, upon written notice to the other municipality/county party to this agreement. In the event of termination, the Town of Lisbon and Sagadahoc County remain liable for amounts due and payable under the agreement prior to termination.
13. Any subsequent modifications or amendments relating to this Mutual Aid Agreement shall be in writing approved by the Town of Lisbon and Sagadahoc County Commissioners and signed by both parties.
14. If any term, covenant, or condition of this Mutual Aid Agreement, or the application thereof to any person or circumstance, shall to any extent be invalid or unenforceable, the remainder of this Agreement, or the application of such term, covenant, condition or application to the other persons or circumstances, shall not be affected thereby, and each remaining term, covenant, condition or application of this Agreement shall be valid and enforceable to the fullest extent of the law.
15. Each party represents to the other, and each relies upon the other's representation, that they and their undersigned representative are fully authorized and empowered to enter into this Mutual Aid Agreement and to bind their principals and constituents.
16. The benefits and burdens of this Mutual Aid Agreement shall inure to and be binding upon the successors, assigns, and constituents of the Town of Lisbon and Sagadahoc County.
17. This Mutual Aid Agreement shall be construed and governed under the laws of the State of Maine.

18. Each of the parties hereto agrees to take any and all actions reasonably necessary in order to effectuate the intent, and to carry out the provisions, of this Mutual Aid Agreement.

19. This Mutual Aid Agreement may be executed in multiple counterparts, each of which shall constitute an original, but all of which shall constitute one and the same agreement.

TOWN OF LISBON

SAGADAHOC COUNTY

By _____

By _____

Title _____

Title _____



October 11, 2021

2487-7

Ms. Diane Barnes
Town of Lisbon
300 Lisbon Street
Lisbon, ME 04250

**RE: Petition for Acceptance of a Private Road
Wine Time Circle, Kelly Park**

Dear Diane:

On behalf of Premier Development, Sitelines PA prepared this petition for accepting the road known as Wine Time circle as a public way. The Town of Lisbon has previously accepted Premier Drive and Champagne Lane, both located within Kelley Park, as public roads. Wine Time Circle has been constructed to the same standards as Premier Drive an Champagne Lane. This letter is intended to facilitate the review requirements to demonstrate, along with the enclosed plan, that the road reached the criteria under section 46 of the town ordinances.

Section 46-62. Minimum right of way.

Wine Time Circle has a minimum right of way of 50 feet.

Section 46- 63. Minimum construction standards.

- (a) The road meets the standards identified.
- (b) As the ROW is 50, this subsection is not applicable.
- (c) Since the road is complete there is no requirement for a bond.

In the 46- 64. Preliminary threshold requirements.

More than 50% of the lots abutting the road had been sold.
The road connects to an existing municipal road at each end.
The road was constructed in accordance with the town of Lisbon St design and construction standards as described in Chapter 66, Article 3, Division Three of the Lisbon subdivision ordinance.

SITELINES • CIVIL ENGINEERS • LAND SURVEYORS
119 Purinton Road, Suite A, Brunswick Landing, Brunswick, ME 04011
207-725-1200 • www.sitelinespa.com

Section 46- 65. Application process and review procedure.

(1) Documentation

- a. Proof of unencumbered fee simple has been provided to the public works director.
- b. A copy of the recorded plan referenced in the draft Warranty Deed is enclosed.
- c. All documents required by the planning board have been satisfactorily completed.
- d. The right of way has endured more than one freeze/thaw cycle since construction has been complete.
- e. There is no form currently available for the application package.

Section 46- 66. Application documents required.

- (1) The required plans are included as attachments to this letter.

Section 46- 67. Documentation required prior to council acceptance.

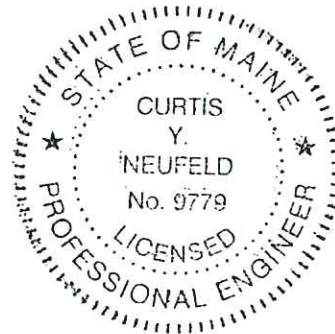
A plan showing the as-built condition of the private way has been prepared and enclosed with this submission.

Please feel free to contact me with any questions.

Very truly yours,


Curtis Y. Neufeld, P.E.
Vice President

Enclosures



WARRANTY DEED

Premier Development, LLC, a Maine Limited Liability Company with a mailing address at 19 Kelly Lane, Lisbon Falls, Maine 04252, grants to the Inhabitants of the Town of Lisbon, a body politic having its principal offices in the Town of Lisbon, County of Androscoggin and State of Maine, with a mailing address at 639 Lisbon Street, Lisbon, Maine 04252, with Warranty Covenants, the real estate designated as "Wine Time Circle" forming part of the Kelly Park Subdivision as more fully described on the Amended Subdivision Plan, Kelty Park Residential Amendment prepared for Premier Development, LLC by Sitelines, P A. dated December 23, 2016, as revised through March 6, 2017, as approved by the Town of Lisbon, Maine on March 9, 2017 recorded in the Androscoggin County Registry of Deeds at Plan Book 51, Page 177.

This conveyance is made together with all rights appurtenant thereto and any improvements situated therein or thereon relating to any and all storm water runoff systems and infrastructure, water distribution utilities, sewer utilities and related infrastructure, and all street lights and related infrastructure, including all lampposts, light bases, conduits, wiring, lights and lighting facilities (collectively the "Street Lights"). This conveyance does not include rights appurtenant thereto and improvements situated therein or thereon relating to gas or electrical infrastructure (other than Street Lights), or bollards.

For Grantor's source of title, See Quitclaim Deed with Covenant from Dragon Products Company, LLC to Premier Development, LLC dated December 6, 2010, recorded in the Androscoggin County Registry of Deeds at Book 8070, Page 203, as amended pursuant to Confirmatory Release Deed from Dragon Products Company, LLC to Premier Development, LLC dated April 27, 2011, recorded in the said Registry of Deeds at Book 8169, Page 302.

In Witness Whereof, the undersigned has hereunto set their hand this day of October, 2021.

Witnesses:

Premier Development, LLC

By: _____

Its: _____

STATE OF Maine
ANDROSCOGGIN, SS.

October _____, 2021

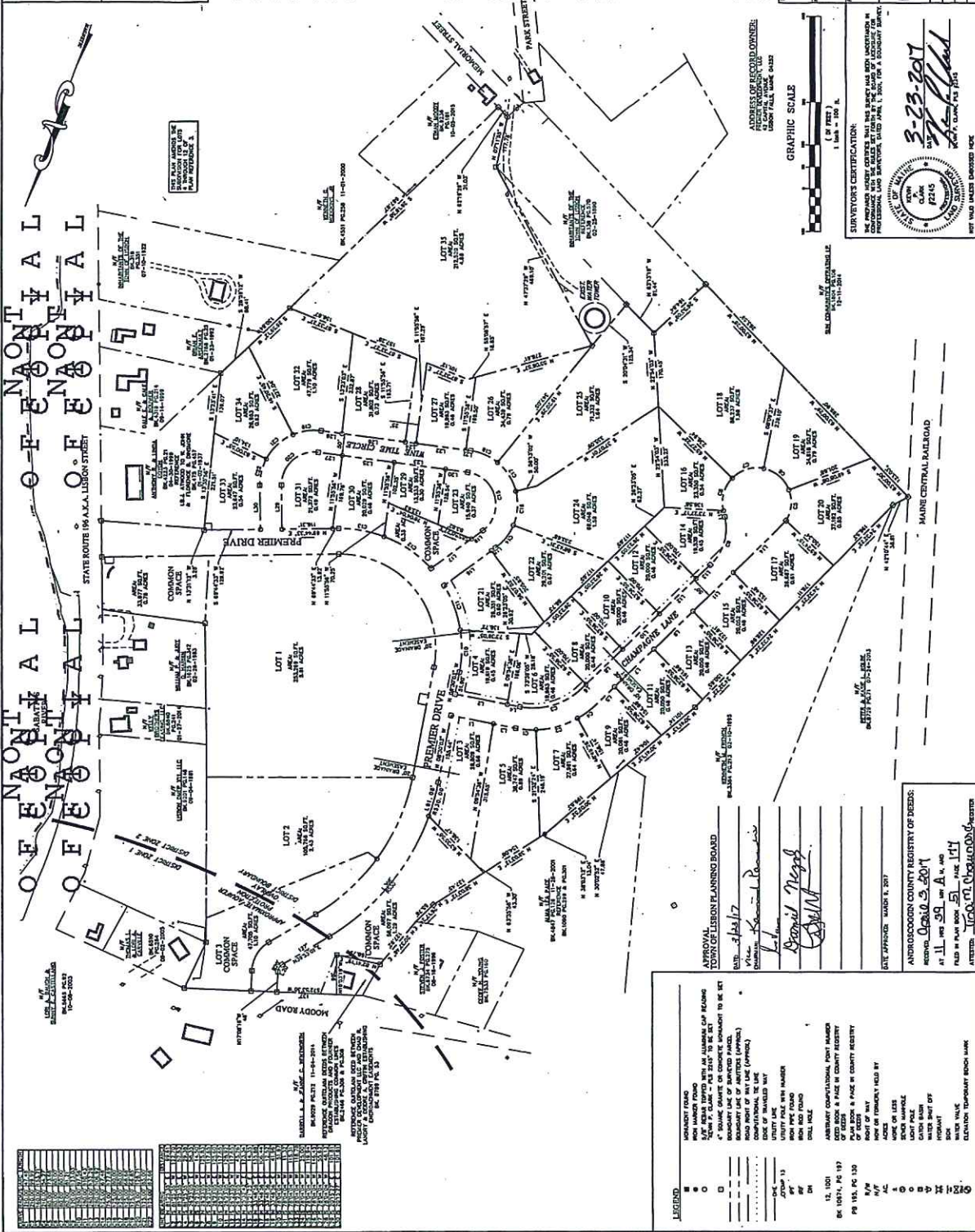
Then personally appeared the above named _____ in their capacity as duly authorized agent of Premier Development, LLC, and acknowledged the foregoing instrument to be their free act and deed and the free act and deed of said entity.

Before me,

Notary Public _____

Print Name: _____

My commission Expires: _____



THIS DOCUMENT CONTAINS NEITHER RECOMMENDATIONS NOR CONCLUSIONS OF THE NATIONAL BUREAU OF STANDARDS. IT IS THE PROPERTY OF THE NATIONAL BUREAU OF STANDARDS AND IS LOANED TO YOUR ORGANIZATION; IT AND ITS CONTENTS ARE NOT TO BE DISTRIBUTED OUTSIDE YOUR ORGANIZATION.

PART I - CODE OF ORDINANCES
Chapter 46 - STREETS, SIDEWALKS AND OTHER PUBLIC PLACES
ARTICLE III. STREET ACCEPTANCE STANDARDS

ARTICLE III. STREET ACCEPTANCE STANDARDS¹

Sec. 46-61. Purpose.

The purpose of this Article is to provide a uniform, consistent, and equitable process for the dedication and acceptance of municipal roads.

(C.M. of 3-20-2018, V. 2018-57)

...

Sec. 46-63. Minimum construction standards.

...

- (c) *Form of bond.* With the application for a building permit, the applicant shall tender either a certified check payable to the town or a faithful performance bond running to the town in an amount of money to be determined by the town manager to be equal to the costs of furnishing, installing, connecting and completing all aspects of the street grading, construction, all layers of paving, storm drainage and utilities required within one year from the date of the check or bond. This bond may be renewed for one additional year at the discretion of the town manager.

(C.M. of 3-20-2018, V. 2018-57)

...

Sec. 46-65. Application process and review procedure for the dedication and acceptance of municipal roads.

...

- c. Proof that the private way has endured without damage at least one consecutive freeze/thaw cycle after construction;
Construction will be defined as the completion of all work on the project with the exception of a final surface layer of pavement;
Explanation: The purpose of the freeze-thaw waiting period is to allow for settlement and/or and frost action to show itself in the soils under the pavement. Waiting to add surface pavement until after the freeze-thaw is generally considered an improvement to the final construction method as it allows corrections to any defects to be addressed in the final pavement by shimming, and should be encouraged as this provides a better final roadway structure; and
- d. An application ...

¹Editor's note(s)—C.M. of 3-20-2018, V. 2018-57, amended Art. III in its entirety to read as herein set out. Former Art. III, §§ 46-61, 46-62, pertained to similar subject matter and derived from Code 1983, §§ 13-201, 13-202; C.M. of 4-18-2017, V. 2017-96.

State law reference(s)—Construction, maintenance and repairs, 23 M.R.S.A. § 3051 et seq.

Sec. 12-3. Ethics panel.

- (a) *Establishment of ethics panel.* There shall be established an ethics panel consisting of three regular voting members and two alternate members. Two regular voting members and one alternate member of the ethics panel shall be appointed by the town council, and one regular voting member and one alternate member of the ethics panel shall be appointed by the school committee. A regular voting member or alternate member of the ethics panel may not hold any other town or school department office or position or be a member of any board or commission for which members receive compensation for their service and to which the town council or school committee have appointing authority. If a member of the ethics panel serves on any other Town board or commission, the member shall refrain from participation in any ethics panel matter that relates to the other Town board or commission on which the member serves.
- (b) *Term.* The regular voting members of the ethics panel shall be appointed to staggered three-year terms. When the first appointments are made, one member shall be appointed by the council to a three-year term, one member shall be appointed by the school committee to a two-year term, and one member shall be appointed by the council to a one-year term. The town council chair annually shall appoint one of the regular voting members to serve as chair of the ethics panel. Alternate members shall be appointed to three-year terms.
- (c) *Role of alternate members.* Alternate members of the ethics panel may participate and vote in ethics panel proceedings if a regular voting member is incapable or unavailable to serve in regard to a particular referral or is disqualified from participation because of a conflict of interest. The alternate member designated shall be selected by the chair of the ethics panel.
- (d) *Powers and duties.* The ethics panel shall have the authority to issue advisory opinions on questions relating to conflicts of interest.

(T.M. of 5-15-2007, § 2007-067; C.M. of 11-15-2011, V. 2011-207)

Curt Lunt, Chairman
Dan Leeman, Vice
Chairman
Noly Lopez
Heather Ward
Jesse Zack



Town of Lisbon

October 19, 2021

To: Town Council

From: Finance Committee

Narrative

The Finance Committee has researched and provided insight on five options to address the identified problem in the context of the Transfer Station discussion topic tasked to the Committee by the Town Council: The Town is incurring more costs than it is taking in revenue at the Transfer Station.

Curbside: Curbside trash pickup would entail purchasing a truck and establishing a weekly schedule for town-wide trash pickup. A quote was obtained from Waste Management on January 26, 2021 in the amount of \$1,024,080.00 [EXHIBIT B]; this quote includes the annual cost for weekly curbside collection of MSW and Bi-weekly collection of single stream recycling. The Town would be responsible for all tipping fees. In addition, bulky waste collection would be charged at \$150.00 per hour per truck.

Committee Comments on this option: This option would not reduce expenses, thus not meeting the identified current goal and rectifying the identified current problem or increase revenues. This option would most likely put three private contractors out of business.

Scales: The use of scales would require the purchase of one or more scales depending on layout of the Transfer Station. The current Transfer Station is set up as a one-way traffic flow. The concept of scales is to establish the exact weight of trash being disposed of and the cost would then be dependent on the weight. This would require a weigh-in with the trash and a weigh-out after disposing of the trash. Maine Scale was asked to join the Committee's zoom meeting to provide education and insight on scales. The quote from Maine Scale provided on January 24, 2021 was \$36,840 for a single scale excluding install/labor [EXHIBIT C]. This option would also prompt the need for one additional full-time employee at the Transfer Station.

Committee Comments on this option: This option would be challenging with the current layout of the Transfer Station (one-way traffic flow). Recommendation would be that this option would need further investigation with an engineering study and the potential of (2) scales. No estimate of additional revenues was given but some are to be expected. The Committee is unable to make a financial analysis of this option but finds it to be unlikely to raise significant revenues. If we explore this option, another full-time employee would need to be added. In addition, internal controls would need to be evaluated as there could be a potential cash management issue.



Town of Lisbon

Finance Committee

Curt Lunt, Chairman
Dan Leeman, Vice
Chairman
Noly Lopez
Heather Ward
Jesse Zack

Pay-per-Bag: The concept of Pay-per-bag would require the purchase of different sized bags from a vendor that the Town of Lisbon would in turn sell to the residents. The Residents would pay for the trash bags at the Town Office or any other agreed upon location. Waste Zero gave a presentation to the Solid Waste Department to present to the Finance Committee [EXHIBIT D]. Based on the data of transfer station sticker sales from the previous fiscal year, there are approximately 3,500 households in Town.

Committee Comments on this option: There was a discussion about the distribution of bags and ensuring that the bags are made available to all. The Committee also discussed the potential need to retain sticker sales at a different purchase price for other disposals such as OBW, yard, appliances, etc. This option would show the most promise in closing the revenue to expense gap [EXHIBITS H AND I], however, it also brings about more questions; further recommendation would be to conduct a survey to the residents of the Town to receive feedback.

Current Operations: As noted previously, the Transfer Station is a one-way traffic flow. The Committee looked at historic financial data that was provided by the Finance Director; asked questions to Randy Cyr and Ray Soucy related to operations; lastly, invited the commercial haulers to a committee meeting for an open quorum. Residents of the Town purchase a sticker to be placed on their windshield valid from September 1st through August 31st. Currently, the stickers cost \$30 per vehicle and \$15 for the second vehicle. Regular household trash, recyclables, OBW, yard waste, electronics, appliances, tires, shingles and other miscellaneous items may be dumped at the transfer station. There are four commercial haulers that pay \$3,000 for the year to dispose household trash and recycling. The Committee looked at 10 fiscal years' worth of data relating to expenses and revenues for the Solid Waste Department. The Committee broke it down on an operational level and on a personnel level. In the most recent fiscal year (FY21) Actual Revenues were \$183,184.39 and Actual Expenses were \$545,702.94 showing \$362,518.55 as a net loss on that department level [EXHIBITS A, E, F, G AND J].

Committee Comments on this option: First in looking at the commercial haulers, the Committee recommends that they dispose their loads directly in Auburn and the Town pays for the tipping fees; this would show savings and be beneficial in reducing our transportation of waste. When looking at residential trash, it is recommended to increase the price of transfer station stickers. An increase in entrance fees from \$30 to \$60 would generate at least \$90,000, bringing the fees to expense ratio to 46%. Lastly, for those other items such as mattresses, refrigerators, etc., it is recommended to increase those disposal fees. Given these recommendations, it may be possible for the Solid Waste department to reduce the gap between expenses and revenues and achieve the current objective.



Town of Lisbon

Finance Committee

Curt Lunt, Chairman
Dan Leeman, Vice
Chairman
Noly Lopez
Heather Ward
Jesse Zack

New Transfer Station: This option would be to re-design the current layout of the Transfer Station. There wasn't a lot of discussion on this subject but it was prudent to add to the list of options. The cost for this is unknown and the recommendation would be to have a study done before more discussion could happen. The question remains: what is the long term impact here and how does it align with our goals? See [EXHIBITS H & I].

Committee Comments on this option: There are too many unknowns here and a third party engineering study would need to be conducted.

Final Note: The Committee would like to thank the Finance Director for research and drafting and the Public Works Director and Town Manager for their valuable input.



Town of Lisbon

Finance Committee

Curt Lunt, Chairman
Dan Leeman, Vice
Chairman
Noly Lopez
Heather Ward
Jesse Zack

October 19, 2021

To: Town Council
From: Finance Committee

Executive Summary

- **Overview - Transfer Station Discussion Topic -**

The Finance Committee has been tasked with taking a deeper look into the inner workings of the Transfer Station in Lisbon; what is working and what isn't working? In addition, the Town Council has tasked the Committee to research and present different options for the disposal of trash in the Town all whilst addressing the current fiscal concerns based on current operations.

- **Current Problem** – The Town is incurring more costs than it is taking in revenue at the Transfer Station; that department is consistently showing a net loss. The FY22 Budget shows an appropriation of \$575,263 with \$178,800 in revenues; revenues being 31% of expenses.
- **Current Goal** - To close the gap between revenues and expenses for the Solid Waste Department by providing recommendations based on research conducted. The Committee researched 10 other Towns, with revenue to expense ratios averaging 20%, with a high of 46% and a low of 1%. The Committee set a target of 50% for the study.
- **Research** – In identifying the problem above and keeping the goal in sight, five options were researched and discussed at the Committee level. These five options are as follows:
 1. Curbside Pick-up
 2. Scales
 3. Pay-per-Bag
 4. Current Operations
 5. New Transfer Station
- **Solution** - The Committee has attached a Narrative on the following page that lists the facts that were investigated and the questions that were asked during the research stage for the five identified options. Within that narrative, Exhibits have been identified and attached to this packet. Rather than identifying one singular solution, the Committee felt it prudent to list the facts and a recommendation for each option for Council review. The Committee recommends that the Council focus on the current operations fee structure as it has the highest chance of meeting the target ratio.
- **Financial Impact** - Each option was looked at objectively. The Committee raised questions on how it would impact residents, employees as well as the financial impact on the department level. The goal would be to reduce the current gap between expenses and revenues; the Committee believes that based on the research conducted, this goal can be achieved.

Transfer Station Comparison over 10 Fiscal Years

<u>Expenditures Budgeted</u>	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
Operational Expenses	\$439,433.00	\$414,561.60	\$399,694.00	\$364,150.00	\$341,230.00	\$353,080.00	\$331,730.00
Personnel Expenses	\$158,275.00	\$151,896.00	\$131,278.00	\$126,294.00	\$126,990.00	\$120,450.00	\$111,697.00
Total Expenses	\$597,708.00	\$566,457.60	\$530,972.00	\$490,444.00	\$468,220.00	\$473,530.00	\$443,427.00
Percentage Operational	74%	73%	75%	74%	73%	75%	75%
Percentage Personnel	26%	27%	25%	26%	27%	25%	25%
<u>Revenues Actual</u>	2009	2010	2011	2012	2013	2014	2015
Revenue from Permits (including Commercial) and Punch cards	\$67,712.50	\$38,792.00	\$35,557.00	\$46,534.00	\$39,030.00	\$40,599.00	\$40,339.00
Disposal Revenue	\$43,596.80	\$85,744.00	\$91,242.00	\$93,897.00	\$74,170.00	\$63,362.00	\$58,730.00
Excavation Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$111,309.30	\$124,536.00	\$126,799.00	\$140,431.00	\$113,200.00	\$103,961.00	\$99,069.00
NET (Revenues-Expenses)	(486,398.70)	(441,921.60)	(404,173.00)	(350,213.00)	(355,020.00)	(369,569.00)	(344,358.00)
Percentage of Expenses covered by Permit Sales	11%	7%	7%	9%	8%	9%	9%
Collection of Total Revenues covering Expenses	19%	22%	24%	29%	24%	22%	22%

Transfer Station Comparison over 10 Fiscal Years

Expenses Budgeted	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Operational Expenses	\$299,697.00	\$291,947.00	\$299,619.00	\$328,155.00	\$390,250.00	\$352,792.00	\$337,792.00
Personnel Expenses	\$177,403.00	\$184,097.00	\$190,191.00	\$169,730.00	\$249,970.00	\$230,246.00	\$237,471.00
Total Expenses	\$477,100.00	\$476,044.00	\$489,810.00	\$497,885.00	\$640,170.00	\$583,038.00	\$575,263.00
Percentage Operational	63%	61%	61%	66%	61%	61%	59%
Percentage Personnel	37%	39%	39%	34%	39%	39%	41%
Revenues Actual	2016	2017	2018	2019	2020	2021 as of 6/14/2021	2022 Proposed Budget
Revenue from Permits (including Commercial) and Punch cards	\$40,377.00	\$44,777.17	\$50,524.00	\$47,025.11	\$84,983.80	\$83,124.00	\$103,800.00
Disposal Revenue	\$54,598.00	\$56,699.19	\$72,867.78	\$58,875.63	\$58,596.06	\$86,611.95	\$73,000.00
Excavation Revenue	\$1,262.62	\$2,755.00	\$2,480.00	\$2,165.00	\$3,150.00	\$2,110.00	\$2,000.00
	\$96,237.62	\$104,231.36	\$125,871.78	\$108,065.74	\$146,729.86	\$171,845.95	\$178,800.00
NET (Revenues-Expenses)	(\$80,362.38)	(\$71,812.64)	(\$63,938.22)	(\$89,819.26)	(\$93,440.14)	(\$11,192.05)	(\$96,463.00)
Percentage of Expenses covered by Permit Sales	9%	9%	10%	9%	13%	14%	18%
Collection of Total Revenues covering Expenses	20%	22%	26%	22%	23%	29%	31%



2000 Forest Avenue
Portland, ME 04103
Tel: (207) 797-6206
Fax: (207) 797-8129

January 26, 2021

Randy Cyr
Public Works Director
Town of Lisbon
300 Lisbon Street
Lisbon, ME 04250

Dear Randy;

The proposed number provided in this quote are budgetary purposes only and will change when the Town elects to formally go out to RFP.

Waste Management strongly recommends that the Town consider a diversion program on what can be placed curbside for collection. With no program in place, the Town will see leakage from other communities, which increases the cost to the Town.

The annual cost for Weekly Curbside Collection of MSW and Bi-weekly Collection of Single Stream Recycling: \$1,024,080.00. In addition, the Town is responsible for all MSW Tipping Fees and Single Stream Recycling Processing charges.

Bulky waste collection would be charged at \$150.00 per hour per truck, Town is responsible for all Tipping Fees.

I hope this information is useful. If you have any questions, please feel free to contact me directly.

Sincerely,
Waste Management

A handwritten signature in black ink, appearing to read "Peter Lachapelle". The signature is fluid and cursive, with a long horizontal stroke at the end.

Peter Lachapelle
Public Sector Representative
603-330-2104
plachape@wm.com

Exhibit C Quote



1.800.339.4848

Date 1/24/2020
Expiration Date 3/24/2020

Maine Scale LLC
4 Washington Street N.
Auburn, Maine 04210
Phone 1.800.339.4848
Fax 207.777.6366
Mainescale@yahoo.com

TO Ray Soucy
Public Works & Solid Waste Admin
Assistant
Sewer Billing
Town of Lisbon, Maine
Tel: 207-353-3000 x117
Email: rsoucy@lisbonme.org

Job	Payment Terms
Tri Town Transfer- Rice Lake Truck Scale 40'x11'	50% Order/ 50% Final Calibration

Qty	Description	Unit Price	Line Total
1	Rice Lake Survivor OTR 40' x 10' Concrete Deck Truck Scale (90K-CLC/200K-Capacity) with (6) 75K capacity Double-ended shear beam load cells, NEMA 4X (6) Cell Junction Box, (1) Manhole access, (50ft) Stainless Steel Sheathed Homerun cable. 4mil each- two-part epoxy primer and polyurethane topcoat. <i>Does not include rebar or concrete for deck.</i> (12) year Electronic and (12) year Structural Warranty*	\$28,495	\$28,495
1	Rice Lake 720 Inbound/Outbound Indicator with TM295 Printer with cable.	\$2,195	\$2,195
1	Labor to unload and install scale at customer's location. Includes crane, wiring and calibration of scale.	\$2,800	\$2,800
	Optional Equipment (Add to Subtotal if desired)		
	Laserlight2 Remote Display (Add \$400 for Red/Green LED's)	\$1,595	
	5/16" Steel Decking instead of Concrete	\$5,250	
	*Customer responsible for site construction and concrete as well as all electrical and surrounding area improvements to meet provided print specs. Customer responsible for any Engineering if desired. Customer also responsible for any permits necessary to perform all tasks.		
	*(12) Year Warranty applies with Minimum Annual Inspection/Calibration performed by Maine Scale. Additional Warranty information available upon request.		
	*Shipping quote based on shared shipping with another local truck scale. Deposit funds non-refundable after order is placed.		
	Subtotal		\$33,490
	Shipping		\$3,350
	Total (Plus Shipping)		\$36,840

APPROVAL SIGNATURE: _____ Date: _____

WasteZero®

Save Money. Reduce Waste.

Reducing Waste and Increasing Recycling in Lisbon ME October 2020

Courtney Forrester
Director, Community Programs
cforrester@wastezero.com

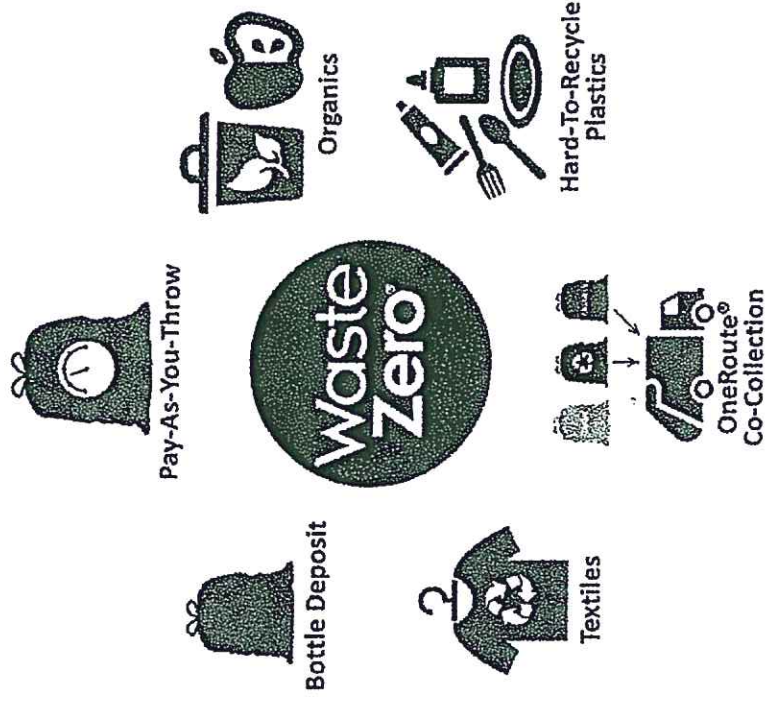
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Outline

About WasteZero
The Trash Problem
WasteZero Trash Metering®
Potential Program Results

About WasteZero

- **Leading residential waste reduction company** in the United States
- On a mission to cut the cost of trash in half; helping communities **save money & reduce waste**
- **Over 25 years of experience** partnering with **hundreds of communities** on full range of waste reduction solutions
 - Consulting, Program Design, Pilot Development & Full-Scale Implementation
- **Full scale bag manufacturing** in South Carolina
 - Complete range of closures, colors, custom print, packaging and resin blends
 - In-house plastic film reclamation operation
- **Certified B Corp**, meeting rigorous social & environmental standards

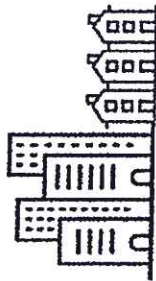


WasteZero Overview

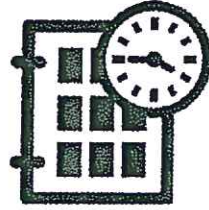
The Leading Residential Waste Reduction Company in the US



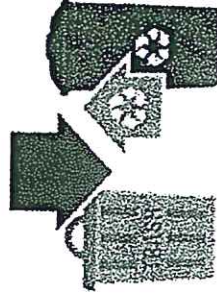
Top 10%
of B Corps 'Best for
the Environment'



400+
Communities
Served



25+
Years Partnering
with Communities



100%
Driven to Reduce
Waste



\$1.7B
Net Positive
Financial Impact



7.1M
Tons of Waste
Reduction



16.5M
Metric tons of
GHG reduction



7M
Residents using
WasteZero Programs

*All Images are F.P.O.

WasteZero® Confidential, Do Not Copy or Share

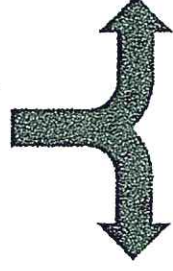
WasteZero
Leading the Way in Waste Reduction

The Trash Problem: Financial & Environmental

- Many local governments are struggling financially, and solid waste is a big contributor.
- The cost of trash has risen 2.4 times faster than inflation over the last 30 years.
- Often, trash fees do not cover the full costs.
- Even financially healthy communities spend more than they need to on trash.
- Our mission: to cut the trash in half and help communities...

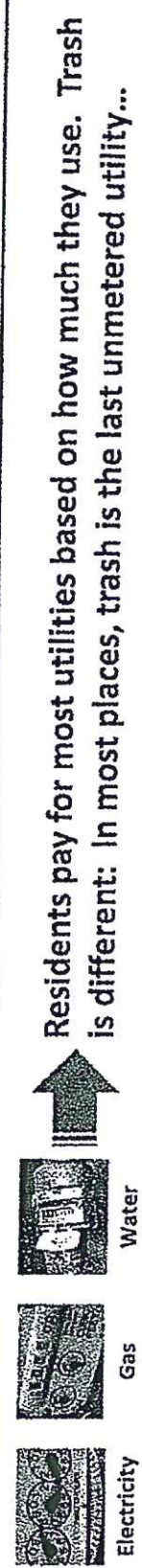


- Generate revenue
- Reduce costs
- Align revenues with costs
- Free up resources

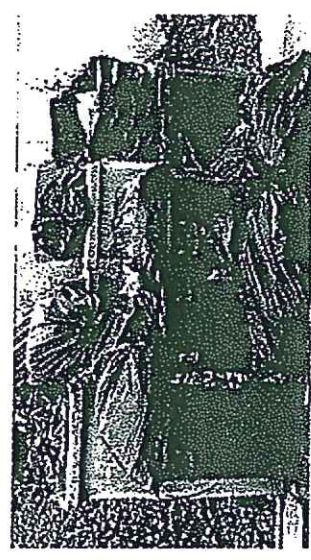
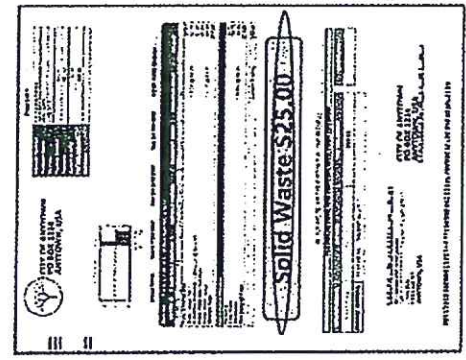


- Reduce waste
- Increase recycling
- Save energy and resources
- Reduce greenhouse gases

The Cause of the Problem: Our "Broken" Trash System



- 1 Flat Fee or No Fee
- 2 Request
- 3 Blank Check



"Fill 'er up!"

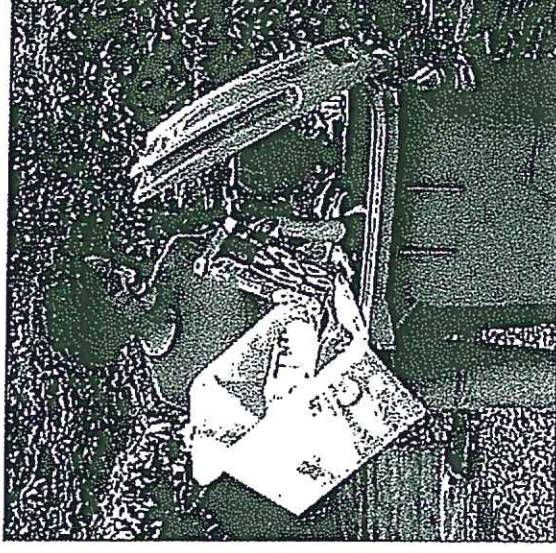
The flat fee or "no fee" approach causes waste and does not provide any incentive to recycle. Often, municipalities are frustrated that they are unable to engage with residents in ways that change behavior.

The Solution: Pay-As-You-Throw

With PAYT, residents pay for trash based on how much they generate. If they recycle more and throw away less, they pay less. The economic incentives to reduce waste are strong.

Benefits:

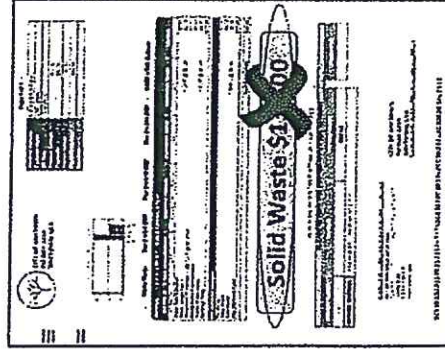
- ✓ Solid waste is reduced
- ✓ Recycling increases
- ✓ Collection and disposal costs drop
- ✓ The environment is improved
- ✓ Landfill life is extended



The WasteZero Trash Metering/Bag-Based PAYT Model

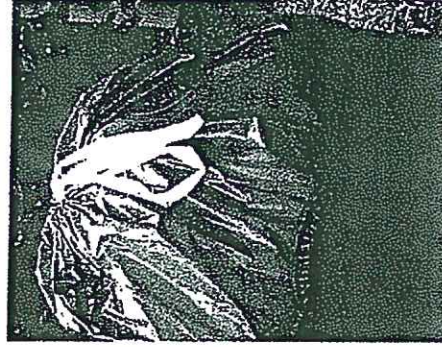
WasteZero's primary approach to PAYT is the most effective available means of reducing municipal solid waste, and it works with all collection methods.

1 Reduce Fees



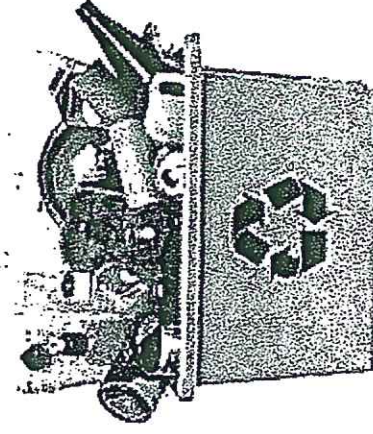
- Fairer to residents
- Easy to implement
- Works better than any alternative

2 Pay per Bag for Trash



- No direct cost to the City
- Works with any collection method


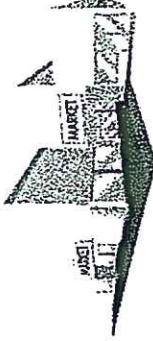
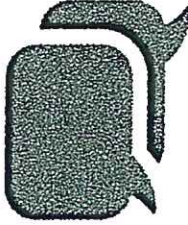

3 Incentivize What's Right



- Fairer to residents
- Easy to implement
- Works better than any alternative

The WasteZero Trash Metering/Bag-Based PAYT Model

WasteZero Trash Metering® is a comprehensive, turn-key offering for municipalities.
A Program Management team provides a single point of contact for each city or town.

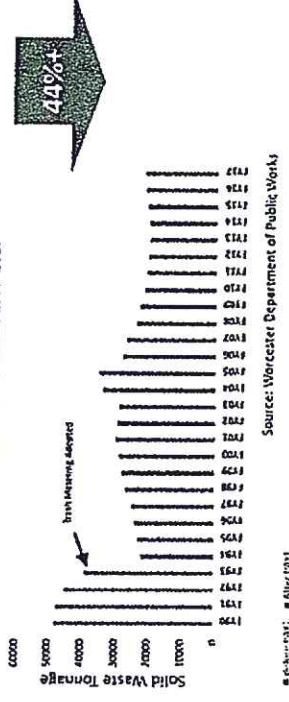
Official Bags	Distribution	Communications	Media Support
 <ul style="list-style-type: none"> • US-made by WasteZero • Drawstring closure for convenience, litter control • Trash and recycling bags differentiated by <ul style="list-style-type: none"> – Color – Printing 	 <ul style="list-style-type: none"> • Delivery to retailers for sale or distribution to residents • Retailer relationship management • Order processing and fulfillment • Inventory management • Customer service • Accounting and reporting 	 <ul style="list-style-type: none"> • Communications support to educate residents about the program: <ul style="list-style-type: none"> – Community Meetings – Launch Announcements – Program Web Site – Educational Materials 	 <ul style="list-style-type: none"> • Media relations support to help the City prior to launch, as well as on an ongoing basis after launch: <ul style="list-style-type: none"> – Talking points – Press releases – Case studies – Media briefings regarding program successes

WasteZero: Programs With Real Impact

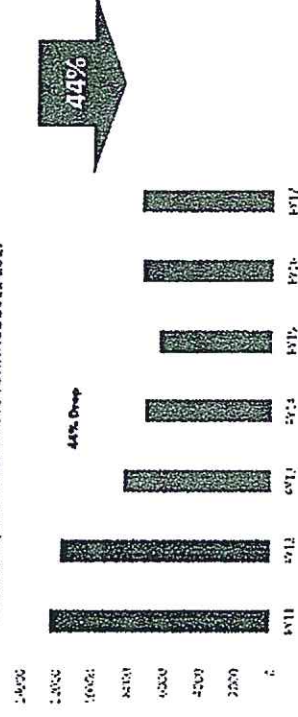
Typical WasteZero Trash Metering Results

- Average reduction of MSW and disposal costs of 44%
- Substantial increases in recycling
- Cities and towns generate revenue from programs
 - Residents pay retailers for PAYT bags
 - Retailers pay WasteZero for PAYT bags
 - WasteZero passes revenue to cities and towns
 - Cities and towns pay WasteZero a portion of revenue collected
- Significant results within 30-90 days
- Permanent impact
- Effective in cities and towns, regardless of
 - Population size
 - Average income level
 - Method of trash collection

WORCESTER, MA SOLID WASTE TONNAGE 1990-2017

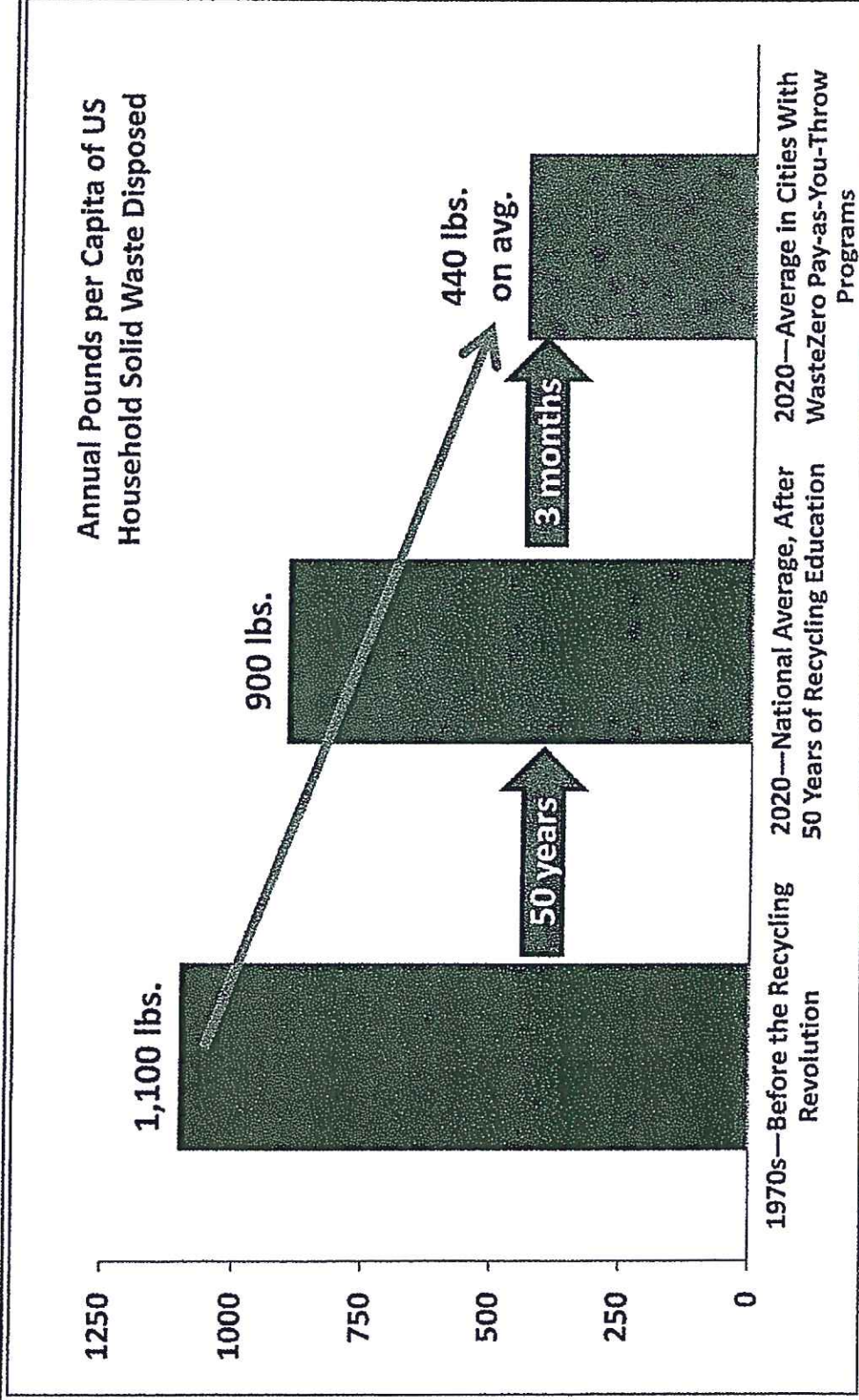


PLYMOUTH, MA SOLID WASTE TONNAGE 2011-2017



WasteZero offers a uniquely appealing value proposition for communities and customers who care about both environmental and economic issues.

WasteZero Trash Metering® Typical Results - Continued



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WasteZero®

PAYT Impact Analysis – Lisbon ME

Basic Data:

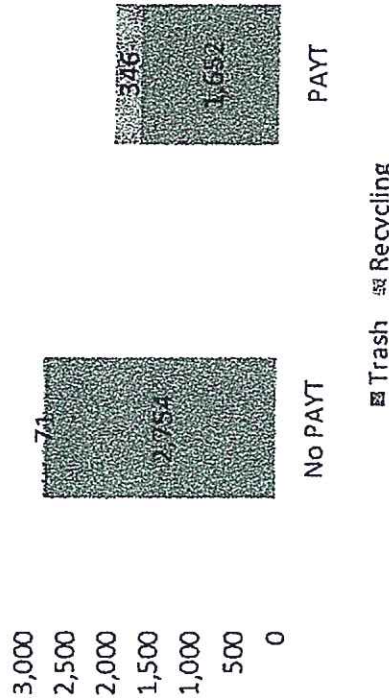
Collection Method	Transfer Station
# HH Served	3,500
Avg. HH Size	3.63
Effective Pop.	12,705
Annual Trash Tons	2,754
Trash PPC	434
Annual Rec. Tons	71
Rec. PPC	11
Trash Tip Fee	\$68.27
Recycle Tip Fee (Rev)	\$112.00

Bag pricing assumptions	Retail/Bag	Cost/Bag
Large (30 gal)	\$2.00	\$0.35
Small (13-15 gal)	\$1.00	\$0.25

Based on 40%
trash reduction

PAYT Results: Waste Stream Impact (Annual)			
	No PAYT	PAYT	Change
Trash	2,754	1,652	-1,102
Recycling	71	346	275
Total	2,825	1,999	-826
Trash PPC	434	260	-173
Trash %	97%	83%	
Recycle %	3%	17%	

Waste Stream Shift w/PAYT (Annual Tons)



PAYT Impact Analysis – Lisbon ME (continued)

PAYT Results: Municipal Financial Impact (Cumulative)					PAYT Results: Avg. per HH Financial Impact (Annual)	
	1 Yr	3 Yrs	5 Yrs	10 Yrs		
# Bags Sold	184,317	552,950	921,584	1,843,168	Total Spend, PAYT Bags	\$294,907
Net Revenue	\$237,769	\$713,306	\$1,188,843	\$2,377,687	Per HH Spend, PAYT Bags	\$84.26
Trash Tip Svgs	\$75,206	\$225,619	\$376,031	\$752,062	Per Month	\$7.02
Add'l Recycle Tip Svgs (Cost)	-\$30,845	-\$92,534	-\$154,224	-\$308,448	Less Regular Trash Bags	\$27.00
Net Benefit	\$282,130	\$846,390	\$1,410,650	\$2,821,301	Net per HH Cost	\$57.26
					Per Month	\$4.77
					Avg. Net to City per HH	\$67.93
					Avg. Disp. Svgs per HH	\$21.49
					Avg. Net Impact per HH	\$89.42

Average Household pays an additional \$57.26 per year to get \$89.42 in positive community impact. That's a positive ROI of 56%

Benefits of a WasteZero Relationship

No Up-Front Cost

- No need for the City to appropriate funds for the program
- No need for City to pay up front for supplies and services
- WasteZero is paid for product and services as retailers order and remit payment

Price Stability

- The City is insulated from the risk of unstable commodity and shipping costs prices (i.e., plastic resin for bag manufacturing, shipping, etc.)
- Contract pricing is adjusted annually at CPI-U + {a market rate adjustment to hedge the price of resin and transportation over the term – typically 2.5% – 3.5%}
- Reduces or eliminates the need to frequently adjust the price of bags to residents (or absorb budget shortfalls)

Secure Inventory

- WasteZero receives, fulfills, and tracks all orders coming from your designated retail outlets
- WasteZero handles billing, accounts receivable, and bookkeeping
- WasteZero handles all inventory tracking, storage, and associated logistics

Solid Waste Recycling Data Summary

Exhibit E

Date of Report:	Waste Type:	TONS:	Disposal Facility:
-----------------	-------------	-------	--------------------

2014 MSW 2,769.07 WTE

Mixed CDD 315.73 Landfill

(unprocessed) may
include building
materials, furniture &
carpet, asphalt,
Wallboard, pipes, metal
conduit, 'OBW'

SUBTOTAL 3,084.80 Total MSW materials disposed

Single Stream 76.05 Pine Tree

Paper 69.65 Casella

Corrugated Cardboard 119.81 Casella

Newspaper 66.91 Casella

Appliances 173.69 Grimmel

Construction/demo

debris 569.45 Commercial Paving

Tires 8.12 BDS

SUBTOTAL 1,083.68 Total Recycled

2015 MSW 2,726.23 WTE

SUBTOTAL 2,726.23 Total MSW materials disposed

Single Stream 84.49 Pine Tree

Paper 67.36 Casella

Corrugated Cardboard 121.36 Casella

Newspaper 66.07 Casella

SUBTOTAL 339.28 Total MSW Recyclables

Appliances 293.63 Grimmel Ind.

Electronics 33.77 E Waste Solutions

Mercury-added lamps 0.72 E Waste Solutions

Tires 18.15 BDS

SUBTOTAL 346.27 Total Other MSW Recycled

Asphalt Shingles 86.63 Commercial Paving

Sheetrock/Wallboard 35.68 Commercial Paving

Mattresses & Furniture 390.26 Grimmel Ind.

Wood and Brush 532.48 Commercial Paving

SUBTOTAL 1,045.05 Total CDD/Landclearing Debris Recycled

Solid Waste Recycling Data Summary

Date of Report:	Waste Type:	TONS:	Disposal Facility:
2016	MSW	2,685.51	WTE
	SUBTOTAL	<u>2,685.51</u>	Total MSW materials disposed

Single Stream	80.41	Pine Tree
Paper	65.35	Casella
Corrugated Cardboard	143.46	Casella
Newspapers	64.51	Casella
SUBTOTAL	<u>353.73</u>	Total MSW Recyclables

Appliances	214.86	Grimmel Ind.
Electronics	21.77	E Waste
Mercury added lamps	0.63	E Waste
Tires	17.79	BDS
SUBTOTAL	<u>255.05</u>	Total Other MSW Recycled

Asphalt Shingles	95.16	Commercial Paving
Mattresses & Furniture	487.13	Grimmel Ind.
Wood and Brush	530.94	Grimmel Ind. & M.B. Bark
SUBTOTAL	<u>1,113.23</u>	Total CDD/Landclearing Debris Recycled

2017 No report

2018 report was changed

MSW	<u>1,061.47</u>
How much went to:	12.17 Pine Tree Waste/Casella
	168.75 Casella - Lewiston & all Maine Locations
	162.74 Grimmel
	343.66 Recycling
	788.04 Volume (Cubic yards) of Vegetative Waste
	262.68 Vegetative Waste Weight (tons)
	262.68 Compost (tons)

2019 Report was changed again

MSW (trash)	2,754.00
MSW (Recycled)	494.00
MSW (organics)	13.00
TOTAL MSW	<u>3,261.00</u>
Recycling Rate	20.55%

Solid Waste Recycling Data Summary

2020

MSW (Trash) 2,779.00

MSW (Recycled) 517.00

MSW (Organics) 40.00TOTAL MSW 3,336.00

Recycling Rate 21.70%



MEMORANDUM

SUBJECT: Transfer Station Permit Analysis
 Kayla Tierney, Finance Director

DATE: November 30, 2020

-
1. Total number of Transfer Station Permits sold at \$25 per sticker:
 - a. FY21 = 2,572 stickers sold
 2. Total number of Temp Transfer Station Permits sold at \$25 each:
 - a. FY21 = 77
 3. Total number of Commercial Haulers at a \$1,000 flat fee:
 - a. FY21 = (3) commercial haulers
 - b. FY20 = (3) commercial haulers
 4. Total number of Transfer Station Permits on a per household basis:
 - a. FY21 = 2,305
 5. Transfer Station Permit Revenue (Actual)
 - a. FY21 = \$69,614 (Permits @ \$25 each)
 - b. FY20 = \$78,110 (Permits @ \$25 each)
 - c. FY19 = \$32,591 (1st Permit @ \$10, each permit thereafter \$5)
 6. Transfer Station Permit Revenue (Budgeted)
 - a. FY21 = \$77,000
 - b. FY20 = \$75,000
 - c. FY19 = \$35,000
 7. Solid Waste Revenue on a Department Level (Actual):
 - a. FY21 = \$111,559.48
 - b. FY20 = \$146,729.86
 - c. FY19 = \$109,086.24
 8. Solid Waste Revenue on a Department Level (Budget):
 - a. FY21 = \$149,800
 - b. FY20 = \$137,700
 - c. FY19 = \$102,000
 9. Solid Waste Expenses on a Department Level (Actual):
 - a. FY21 = \$204,144.73
 - b. FY20 = \$579,487.90
 - c. FY19 = \$490,978.23
 10. Solid Waste Expenses on a Department Level (Budget):
 - a. FY21 = \$583,038

- b. FY20 = \$640,170
- c. FY19 = \$497,885
- 11. Casella – Single Stream Recycling Haul Rates for Each Pull of the Container:
 - a. \$150 from 11/1/2019-10/31/2020
 - b. \$245 from 11/1/2020-10/31/2021
 - c. \$254.80 from 11/1/2021-10/31/2022
 - d. \$265 from 11/1/2022-10/31/2023
- 12. Single Stream coverage from 11/1/2019-10/31/2020 included:
 - a. 1 x 40 Yard Container (no fee)
 - b. Haul Rate (see above) \$150
 - c. Average Commodity Revenue (ACR) * (\$107-\$120 Per Ton)
 - d. Baled Materials:
 - i. Pick up of OCC, Mixed paper, newspaper
 - ii. At will – Call for pick-up (no schedule)
 - iii. Rate based on pricing index
- 13. Single Stream coverage from 11/1/2020-10/31/2021 includes:
 - a. 1 x 40 Yard Container for single stream (no fee)
 - b. Haul Rate \$245.00
 - c. Guaranteed Weekly Pick up
 - d. Rate based on Consumer Price Index for all Urban Consumers (CPI-U)
 - e. Baled Materials:
 - i. Pick up of OCC, Mixed Paper, Newspaper
 - ii. Guaranteed additional \$5.00 on OCC per ton on top of Pricing Index
 - iii. At will-Call for pick-up (no schedule)
 - iv. Rate based on market price above the New England high price.
- 14. Disposal Fees
 - a. OBW (Charis, couches, etc.) \$70 per ton
 - b. Electronics, lights are at various rates by quantity.
 - i. For example an invoice from August 2020 had 4³ fluorescent lamp disposal at \$0.24 each.
 - c. Regular Trash is \$73.88 per ton
 - d. Composting is \$220 per haul
 - e. Freon is charged per unit at current rate of \$8.00 per unit based on the October 2020 invoice.
 - f. Tires are \$110 per ton
 - g. Shingles are \$80.00 per ton
 - h. Gas Disposal is on a per drum basis at a rate of \$245 plus transporting fees.
 - i. Antifreeze is \$1.25 per gallon

Date: January 25, 2021
 To: Finance Committee
 From: Finance Director, Kayla Tierney
 Subject: Transfer Station Discussion Topic Executive Summary

Identified Problem: The sustainability of the Transfer Station in its current state of operations is being brought to the Finance Committee for discussion. Currently, the Town is incurring more costs to dispose of the recyclables, trash and other items at the Transfer Station than there is revenue coming in; this revenue is in the form of resident permit sticker sales, commercial permits and sale of items dumped such as metal and yard items. The goal of these discussions is to look at the Transfer Station as it currently stands and to present the Committee with other options in lieu of a Transfer Station; i.e. pay as you throw, curbside, scales and household trash only.

In order to come up with viable solutions to the identified problem above, that will contribute to active discussions, it is important for us to look at total Revenues and Expenses; these numbers will be presented below on a budget to actual basis based on final FY20 numbers.

- FY20 Solid Waste Actual Total Revenue \$146,729.86
 - FY20 Solid Waste Actual Total Expenses \$579,487.90
 - FY20 Solid Waste Budget Total Revenue \$137,700.00
 - FY20 Solid Waste Budget Total Expenses \$640,170.00
- When looking at the FY20 Budget to Actual, Solid Waste was within the parameters of the budget for both Expenditures and Revenues. Revenue came in approximately \$9k over budgeted and expenses had an available budget remaining of approximately \$60k at year-end.
 - However, of note, the expenditures far exceed the revenue coming in per the actual amounts of revenue and expenses by \$432,758.04

When looking at Revenues, it is primarily comprised of resident and commercial permit sticker sales. In FY20, \$78,110 was incurred as revenue for total permit sales based off stickers sold at \$25 each for residents and \$1,000 each for commercial haulers. In FY20 there were three commercial haulers.

Expenses for Solid Waste include payroll, benefits, supplies, clothing/boot allowance, hauling fees, landfill expenses, diesel, other utilities (electricity, water usage and sewer), equipment, trash removal and capital improvements. The largest expenditure is trash removal, which in FY20 was \$279,003.16. Our Casella – Single Stream Recycling Haul Rates for each pull of the container are as follows:

- \$150 from 11/1/2019 - 10/31/2020
- \$245 from 11/1/2020 – 10/31/2021
- \$254.80 from 11/1/2020 – 10/31/2022
- \$265 from 11/1/2022 - 10/41/2023

Disposal Fees for other items range from \$0.24 for the disposal of a 4' fluorescent lamp to \$220 per haul for composting. Disposal is based on tonnage and for FY20 various items were as follow:

Freon: 370 (unit basis); Shingles 55.53 tons; Brush 134.53 tons; Mercury bulbs 1,759 feet; Mixed Paper 17.38 tons; MSW 2,719.59 tons; Newspaper 16.99 tons; single stream 69.33 tons; Metal 118.28 tons; tires 13.29 tons; Waste oil 500 gallons; and composting 5,536 gallons.

Goal: To present the Finance Committee with information based on actual FY20 numbers, as well as various scenarios/options for Town garbage/recycling. This will further allow us to continue to have discussions about the sustainability of the Transfer Station and ultimately, where to go from here. Current presentations to be given before the Committee are: Pay as you Throw, Curbside, Scales and Household only.

Solid Waste

Lisbon 2021 net budget \$351,000 divided by 583 million town value = .60 cents per thousand x \$150,000 average 206,000 house = \$90 per year tax bill cost.

Area Towns Solid waste cost/ Revenues/fees

	<u>Budget</u>	<u>Revenues</u>	<u>Entrance Fee</u>	
Lisbon	\$497,000	\$146,000	\$25	
Topsham	\$501,000	\$188,000	None	pay per bag
Freeport	\$422,000	\$195,000	None	Pay per bag
Durham	\$257,000	\$17,000		Tags
Auburn	\$1,051,000	0	Curbside	
Gray	\$777,000	\$9,000	\$5	
New Gloucester	\$248,000	\$75,000	\$10	
Sabattus	\$ 206,000	\$43,000	None	
Poland	\$207,000	\$17,900	\$5	

Source: 2021 Financial Reports 5/21/2021 CHL

Transfer Stations in Other Maine Towns

Town of North Berwick

Based on their FY20 Annual Report:

Estimated Population of 5,000 residents

North Berwick Transfer Station disposed of 656.37 Tons of waste

The Town has Single Stream Recycling.

The Town of North Berwick utilizes the pay per bag program.

The below table represents the PAYT program:

Revenues:		Expenses:	
Balance FY19	\$ 234,749.66	Disposal (Pinetree)	\$ 47,941.86
Bags	117,410.00	Transportation (Oceanside)	27,589.08
Recycling Bins	250.00	Hazardous Waste Day	10,999.68
Misc.	6,323.73	Bag Purchase	12,598.00
Interest Income	228.71	Misc.	10,823.85
Subtotal	<u>\$ 358,962.10</u>	Subtotal	<u>\$ 109,952.47</u>
Net (Revenues to Expenses)		<u>\$ 249,009.63</u>	

Per the Budget Comparison on the Town's Website:

Transfer Station

Actual Expenses FY21	Approp. FY 2020-2021
<u>\$ 257,105.00</u>	<u>\$ 258,605.00 A</u>

The Approp. FY2020-2021 is comprised of:

Operation	\$ 105,485.00
Insurance	27,115.00
MPERS	-
Salary	85,505.00
Bags	14,000.00
Truck	-
Capital Improvements	1,500.00
Recycling Buffer	25,000.00
	<u>\$ 258,605.00 A</u>

% of Operational	56%
% of Personnel	44%

Transfer Stations in Other Maine Towns

Town of Skowhegan

Estimated Population of 8,000 residents

The Town of Skowhegan operates a Solid Waste Management Facility that handles municipal solid waste, construction demolition debris and brush. It also operates a recycling center and a complete universal waste center at its facility.

	<u>FY21 Budget</u>	<u>FY21 Actual as of 4.28.2021</u>	<u>FY22 Budget</u>
Expenses:			
Personnel	\$ 224,118.00	\$ 183,161.69	\$ 211,079.00
Employee Costs	5,865.00	2,496.04	5,865.00
Benefits	97,284.00	67,299.30	86,737.00
Supplies	3,725.00	2,161.87	3,725.00
Utilities	11,625.00	7,087.42	11,625.00
Contract Services	552,850.00	401,770.08	557,500.00
R&M	12,600.00	9,784.47	13,500.00
Purchases	4,750.00	2,606.61	6,250.00
Total Expenses:	<u>\$ 912,817.00</u>	<u>\$ 676,367.48</u>	<u>\$ 896,281.00</u>

% of Operational	65%	63%	67%
% of Personnel	35%	37%	33%

	<u>FY21 Budget</u>	<u>FY21 Actual as of 4.28.2021</u>	<u>FY22 Budget</u>
Revenues:			
Charge for Svs	\$ 10,000.00	\$ 10,030.50	\$ 9,000.00
Sale Recyclables	30,000.00	57,860.78	30,000.00
Permit Fees	9,000.00	8,324.00	12,000.00
Comm Hauler Lic.	2,000.00	4,200.00	2,000.00
	<u>\$ 51,000.00</u>	<u>\$ 80,415.28</u>	<u>\$ 53,000.00</u>

Net Revenues to Expenses			
	<u>\$ (861,817.00)</u>	<u>\$ (595,952.20)</u>	<u>\$ (843,281.00)</u>

% of permit revenue covering total expenses:			
	1%	2%	2%

SOLID WASTE REVENUE TO EXPENSES REPORT

This report was made using revenue and expenses from the current fiscal year (2021), July 01st through June 30th. Because we are not fully closed on the year, the last few months are estimates using an average of historical figures however, these figures projected to be as close as possible to expected revenue and expenses for the Town.

REVENUE TO EXPENSES	
REVENUE	EXPENSE
Revenue from all sources of waste	Expenses to the town for disposal of all waste types
\$ 160,730.30	\$ 273,713.55
Revenue minus expenses	
TOTAL DIFFERENCE	\$ (112,983.25)

OVERVIEW OF ALL DISPOSALS

DISPOSAL OF WASTE WHERE WE GET REVENUE AND PAY DISPOSAL

<u>UNIVERSAL WASTE</u> Consists of Freon from AC and Fridge, Propane tanks, TV- (electronics)		<u>YARD WASTE</u> Consists of all the OBW. Including brush, wood, chairs, sofas, mattress, boxspring, doors, mixed loads, shingles, windows, carpet, etc.		<u>TIRES</u> Consists of all tire sizes		<u>MSW / SINGLE STREAM</u> Consists of Residential, Temporary and Commercial Haulers permit sales	
REVENUE		REVENUE		REVENUE		REVENUE	
\$ 8,619.00	\$	33,981.00	\$	2,671.00	\$		\$3,692.00
EXPENSE		EXPENSE		EXPENSE		EXPENSE	
\$ 4,910.35	\$	50,851.00	\$	1,519.10	\$		209,348.00
DIFFERENCE		DIFFERENCE		DIFFERENCE		DIFFERENCE	
\$ (3,708.65)	\$	16,870.00	\$	(1,151.90)	\$		125,656.00

OVERVIEW OF ALL DISPOSALS CONT.

<u>DISPOSAL OF WASTE WHERE WE DO NOT GET REVENUE BUT PAY DISPOSAL</u>				
<u>GAS</u>	<u>ANTIFREEZE</u>	<u>COMPOST</u>	<u>LIGHTBULBS/LAMPS</u>	
We accept gas at no charge	We accept antifreeze at no charge	We accept compost at no charge	Confirmed with Marcel we rarely take in revenue. Last fee known was to charge .09 cnetts a foot. Most people have 1-2 bulbs and we just have them throw it in and don't charge, unless it's a large lot from a business which rarely happens	
EXPENSE	EXPENSE	EXPENSE	EXPENSE	
\$ 2,640.00	\$ 468.75	\$ 2,640.00	\$ 1,336.35	

DISPOSAL OF WASTE WHERE WE ONLY GET REVENUE AND HAVE NO DISPOSAL FEE

<u>STEEL</u>	<u>CARDBOARD (OCC)</u>	<u>NEWSPAPER</u>	<u>MIXED PAPER</u>	
Contuning to get revenue for steel as normal.	OCC market is up and down but over the past year the markets are turning and where we were paying for disposal now making revenue	Market is slow but eventuaklly will creep back up.	Market for mixed paper is hard to find buyers but we are continuing to keep seperated for recycling purposes for when the market comes back.	
REVENUE	REVENUE	REVENUE	REVENUE	
\$ 21,146.70	\$ 10,291.00	\$ 329.60	\$ -	

OVERVIEW OF ALL DISPOSALS BROKE DOWN BY TYPE

The next few slides are broken down by type of waste. Each slide will show the months the waste was disposed, fee for disposal per ton, trip, unit etc., quantity of each disposed, total dollar amount spent to dispose of waste only and also any additional manifest, transportation, fees which must be included in the overall cost.

Notes and findings regarding waste disposal will be found on the last slide

SHINGLES					
MONTH	\$\$\$ PER TON	QUANTITY	\$\$\$ DISPOSAL	REVENUE	DIFFERENCE
JULY	\$ 80.00	10.27	\$ 821.60		
SEPTEMBER	\$ 80.00	11.46	\$ 916.80		
JANUARY	\$ 80.00	9.8	\$ 784.00		
TOTALS FOR ABOVE		31.53	\$ 2,522.40		
ADDITIONAL FEES (manifest, transportation, changout equip.)					
	\$\$\$ PER TRIP-QTY	QUANTITY	TOTAL		
TRANSPORTATION			\$		
MANIFEST			\$		
CHANGE OUT - DRUM			\$		
TOTALS FOR ABOVE			\$		
				\$\$\$ DISPOSAL	REVENUE
				\$ 2,522.40	\$ (2,522.40)

DISPOSAL IS BY TONNAGE

Exhibit 3

FREON FOR AC						
MONTH	\$\$\$ PER UNIT	QUANTITY	\$\$\$ DISPOSAL	REVENUE	DIFFERENCE	
JULY	\$ 5.00	35	\$ 175.00			
AUGUST	\$ 5.00	30	\$ 150.00			
SEPTEMBER	\$ 5.00	17	\$ 85.00			
OCTOBER	\$ 5.00	28	\$ 140.00			
NOVEMBER	\$ 8.00	42	\$ 336.00			
DECEMBER	\$ 8.00	45	\$ 360.00			
JANUARY	\$ 8.00	21	\$ 168.00			
FEBRUARY	\$ 8.00	17	\$ 136.00			
MARCH	\$ 8.00	27	\$ 216.00			
APRIL	\$ 8.00	17	\$ 136.00			
MAY	\$ 8.00	20	\$ 160.00			
JUNE	\$ 8.00	16	\$ 128.00			
TOTALS FOR ABOVE		315	\$ 2,190.00			

ADDITIONAL FEES (manifest, transportation, changout equip.)			
	\$\$\$ PER TRIP-QTY	QUANTITY	TOTAL
TRANSPORTATION			\$ -
MANIFEST			\$ -
CHANGE OUT - DRUM			\$ -
TOTALS FOR ABOVE			\$ -

\$\$\$ DISPOSAL	REVENUE	DIFFERENCE
\$ 2,190.00	\$ -	(2,190.00)

DISPOSAL IS BY PER EACH UNIT (AC / FRIDGE)

FREON FOR FRIDGE					
MONTH	\$\$\$ PER UNIT	QUANTITY	\$\$\$ DISPOSAL	REVENUE	DIFFERENCE
JULY	\$ 8.00	19 \$	152.00		
AUGUST	\$ 8.00	11 \$	88.00		
SEPTEMBER	\$ 8.00	15 \$	120.00		
OCTOBER	\$ 8.00	13 \$	104.00		
NOVEMBER	\$ 8.00	6 \$	48.00		
DECEMBER	\$ 8.00	11 \$	88.00		
JANUARY	\$ 8.00	15 \$	120.00		
FEBRUARY	\$ 8.00	12 \$	96.00		
MARCH	\$ 8.00	14 \$	112.00		
APRIL	\$ 8.00	23 \$	184.00		
MAY	\$ 8.00	13 \$	104.00		
JUNE	\$ 8.00	21 \$	168.00		
TOTALS FOR ABOVE		173 \$	1,384.00		

ADDITIONAL FEES (manifest, transportation, changout equip.)

\$\$\$ PER TRIP-QTY	QUANTITY	TOTAL
TRANSPORTATION	\$.
MANIFEST	\$.
CHANGE OUT - DRUM	\$.
TOTALS FOR ABOVE	\$.

\$\$\$ DISPOSAL	REVENUE	DIFFERENCE
\$ 1,384.00	\$	(1,384.00)

DISPOSAL IS BY PER EACH UNIT (AC / FRIDGE)

TIRES					
MONTH	\$\$\$ PER ton	QUANTITY	\$\$\$ DISPOSAL	REVENUE	DIFFERENCE
AUGUST	\$ 110.00	2.75	\$ 302.50		
DECEMBER	\$ 110.00	2.96	\$ 325.60		
MARCH	\$ 110.00	1.75	\$ 192.50		
APRIL	\$ 110.00	3.55	\$ 390.50		
JUNE	\$ 110.00	2.05	\$ 225.50		
TOTALS FOR ABOVE		13.06	\$ 1,436.60		
ADDITIONAL FEES (manifest, transportation, changout equip.)					
	\$\$\$ PER TRIP-QTY	QUANTITY	TOTAL		
TRANSPORTATION	\$ 6.00	13.75	\$ 82.50		
MANIFEST			\$		
CHANGE OUT - DRUM			\$		
TOTALS FOR ABOVE			\$ 82.50		
	\$\$\$ DISPOSAL	REVENUE	DIFFERENCE		
	\$ 1,519.10	\$ -	\$ (1,519.10)		

DISPOSAL IS BY TONNAGE

Exhibit J

ELECTRONICS					
MONTH	\$\$\$ PER TRIP	QUANTITY	\$\$\$ DISPOSAL	REVENUE	DIFFERENCE
AUGUST			399.65		
SEPTEMBER			21.05		
DECEMBER			335.15		
FEBRUARY			176.73		
MARCH			46.90		
APRIL			166.33		
JUNE			190.54		
TOTALS FOR ABOVE		0	\$ 1,336.35		

ADDITIONAL FEES (manifest, transportation, changout equip.)		
	\$\$\$ PER TRIP-QTY	QUANTITY
TRANSPORTATION		
MANIFEST		
CHANGE OUT - DRUM		
TOTALS FOR ABOVE	\$	-

\$\$\$ DISPOSAL	REVENUE	DIFFERENCE
\$ 1,336.35	\$	(1,336.35)

DISPOSAL IS BY FOOTAGE FOR ALL BULBS/LAMPS (TV/PC NO FEE)

Exhibit 3

MSW					
MONTH	\$\$\$ PER TON	QUANTITY	\$\$\$ DISPOSAL	REVENUE	DIFFERENCE
JULY	\$ 73.89	247.62	\$ 18,296.65		
AUGUST	\$ 73.89	234.28	\$ 17,181.63		
SEPTEMBER	\$ 73.89	241.96	\$ 17,862.89		
OCTOBER	\$ 73.89	231.63	\$ 17,099.62		
NOVEMBER	\$ 73.89	215.33	\$ 15,895.21		
DECEMBER	\$ 73.89	271.21	\$ 20,023.75		
JANUARY	\$ 73.89	216.18	\$ 15,957.56		
FEBRUARY	\$ 73.89	182.01	\$ 14,391.85		
MARCH	\$ 73.89	234.89	\$ 17,356.03		
APRIL	\$ 73.89	230.3	\$ 2,700.68		
MAY	\$ 73.89	240.9	\$ 17,453.20		
JUNE	\$ 73.89	231.37	\$ 16,762.74		
TOTALS FOR ABOVE		2777.68	\$ 190,981.81		

ADDITIONAL FEES (manifest, transportation, changout equip.)		
\$\$\$ PER TRIP-QTY	QUANTITY	TOTAL
TRANSPORTATION		\$ -
MANIFEST		\$ -
CHANGE OUT - DRUM		\$ -
TOTALS FOR ABOVE		\$ -

\$\$\$ DISPOSAL	REVENUE	DIFFERENCE
\$ 190,981.81	\$ -	(190,981.81)

DISPOSAL IS BY TONNAGE

Exhibit 3

SINGLE STREAM						
MONTH	\$\$\$ PER TON	QUANTITY	\$\$\$ DISPOSAL	REVENUE	DIFFERENCE	
JULY	\$ 95.53	6.94	\$ 690.04			
AUGUST	\$ 107.05	5.8	\$ 620.89			
SEPTEMBER	\$ 98.64	5.2	\$ 512.93			
OCTOBER	\$ 104.62	6.4	\$ 669.57			
NOVEMBER	\$ 82.62	5.07	\$ 418.88			
DECEMBER	\$ 96.71	8.4	\$ 812.36			
JANUARY	\$ 93.89	5.38	\$ 505.13			
FEBRUARY	\$ 76.04	5.02	\$ 381.72			
MARCH	\$ 86.77	5.5	\$ 477.24			
APRIL	\$ 111.47	7.33	\$ 817.08			
MAY	\$ 102.33	5.67	\$ 580.21			
JUNE	\$ 105.24	5.51	\$ 579.87			
TOTALS FOR ABOVE		72.22	\$ 7,065.92			

ADDITIONAL FEES (manifest, transportation, changout equip.)			
\$\$\$ PER TRIP-QTY	QUANTITY	TOTAL	
TRANSPORTATION \$ 150.00	10	\$ 1,500.00	
TRANSPORTATION \$ 245.00	40	\$ 9,800.00	
CHANGE OUT - DRUM		\$	
TOTALS FOR ABOVE		\$ 11,300.00	

\$\$\$ DISPOSAL	REVENUE	DIFFERENCE
\$ 18,365.92	\$	(18,365.92)

DISPOSAL IS BY TRIP

OBW					
MONTH	\$\$\$ PER TON	QUANTITY	\$\$\$ DISPOSAL	REVENUE	DIFFERENCE
JULY	\$ 77.26	70.00	\$ 5,408.20		
AUGUST	\$ 59.08	70.00	\$ 4,135.60		
SEPTEMBER	\$ 69.47	70.00	\$ 4,882.40		
OCTOBER	\$ 76.4	70.00	\$ 5,348.00		
NOVEMBER	\$ 51.26	70.00	\$ 3,588.20		
DECEMBER	\$ 55.74	70.00	\$ 3,901.80		
JANUARY	\$ 38.6	70.00	\$ 2,702.00		
FEBRUARY	\$ 31.8	70.00	\$ 2,226.00		
MARCH	\$ 39.26	70.00	\$ 2,748.20		
APRIL	\$ 56.88	70.00	\$ 3,981.60		
MAY	\$ 65.97	70.00	\$ 4,617.90		
JUNE	\$ 68.41	70.00	\$ 4,788.70		
TOTALS FOR ABOVE		690.13	\$ 48,328.60		

ADDITIONAL FEES (manifest, transportation, changout equip.)		
\$\$\$ PER TRIP-QTY	QUANTITY	TOTAL
TRANSPORTATION		\$ -
MANIFEST		\$ -
CHANGE OUT - DRUM		\$ -
TOTALS FOR ABOVE		\$ -

\$\$\$ DISPOSAL	REVENUE	DIFFERENCE
\$ 48,328.60	\$ -	(48,328.60)

DISPOSAL IS BY TONNAGE

Exhibit J

COMPOST					
MONTH	\$\$\$ PER TRIP	QUANTITY	\$\$\$ DISPOSAL	REVENUE	DIFFERENCE
JULY	\$ 220.00	870.4	\$ 220.00		
AUGUST	\$ 220.00	537.6	\$ 220.00		
SEPTEMBER	\$ 220.00	486.4	\$ 220.00		
OCTOBER	\$ 220.00	512	\$ 220.00		
NOVEMBER	\$ 220.00	774.4	\$ 220.00		
DECEMBER	\$ 220.00	876.8	\$ 220.00		
JANUARY	\$ 220.00	563.2	\$ 220.00		
FEBRUARY	\$ 220.00	640	\$ 220.00		
MARCH	\$ 220.00	595.2	\$ 220.00		
APRIL	\$ 220.00	716.8	\$ 220.00		
MAY	\$ 220.00	448	\$ 220.00		
JUNE	\$ 220.00	565	\$ 220.00		
TOTALS FOR ABOVE		7585.8	\$ 2,640.00		

ADDITIONAL FEES (manifest, transportation, changout equip.)		
\$\$\$ PER TRIP-QTY	QUANTITY	TOTAL
TRANSPORTATION		\$ -
MANIFEST		\$ -
CHANGE OUT - DRUM		\$ -
TOTALS FOR ABOVE		\$ -

\$\$\$ DISPOSAL	REVENUE	DIFFERENCE
\$ 2,640.00	\$ -	(2,640.00)

DISPOSAL IS BY TRIP

ANTIFREEZE					
MONTH	\$\$\$ PER GAL	QUANTITY	\$\$\$ DISPOSAL	REVENUE	DIFFERENCE
AUGUST	\$ 1.25	130	\$ 162.50		
DECEMBER	\$ 1.25	115	\$ 143.75		
APRIL	\$ 1.25	130	\$ 162.50		
TOTALS FOR ABOVE		375	\$ 468.75		

ADDITIONAL FEES (manifest, transportation, changout equip.)		
	\$\$\$ PER TRIP-QTY	QUANTITY
TRANSPORTATION	\$	-
MANIFEST	\$	-
CHANGE OUT - DRUM	\$	-
TOTALS FOR ABOVE	\$	-

\$\$\$ DISPOSAL	REVENUE	DIFFERENCE
\$ 468.75	\$ -	(468.75)

DISPOSAL IS BY THE GALLON

GAS					
MONTH	\$\$\$ PER DRUM	QUANTITY	\$\$\$ DISPOSAL	REVENUE	DIFFERENCE
AUGUST	\$ 245.00	3	\$ 735.00		
DECEMBER	\$ 245.00	2	\$ 490.00		
FEBRUARY	\$ 235.00	1	\$ 235.00		
TOTALS FOR ABOVE		6	\$ 1,460.00		

ADDITIONAL FEES (manifest, transportation, changout equip.)			
	\$\$\$ PER TRIP-QTY	QUANTITY	TOTAL
TRANSPORTATION	\$ 250.00	3	\$ 750.00
MANIFEST	\$ 35.00	3	\$ 105.00
CHANGE OUT - DRUM	\$ 65.00	5	\$ 325.00
TOTALS FOR ABOVE			\$ 1,180.00

\$\$\$ DISPOSAL	REVENUE	DIFFERENCE
\$ 2,640.00	0 \$	(2,640.00)

DISPOSAL IS BY 55 GALLON DRUM

Town Manager Monthly Departmental Project Agenda

November 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 project within the town.

<u>Project</u>	<u>Items to complete</u>
Construction Meetings	Continue monthly construction meetings on WWTP/ Davis St. Pump Station projects
CDBG-Façade Grant	Will continue working on the grant with the Finance and Economic Development Directors
AVCOG Committee Meetings	Attend monthly meetings at AVCOG or via Zoom
Department Visitations	Will continue to conduct monthly off-site department visits
Thanksgiving Program	Work with volunteers to distribute Thanksgiving Baskets
Christmas Giving Tree Program	Begin the Christmas Giving Tree Program and work with volunteers
Job Descriptions	Update job descriptions due to employee job classification changes
Department Head Evaluations	Will begin annual Department Head Evaluations
Collective Bargaining Agreements	Negotiate Police & Sergeant contracts
Finance Committee Meetings	Meet monthly with Finance Committee
Generator Bids	Hope to solicit bids for the Fire/PW Generators
Town Office Lighting	Hope to complete Town Office entrance and exit Lighting project
Personnel Vacancy	Recruit and hire HR Director



Lisbon Emergency, Inc.

As I am sure you have all heard the vaccine mandate is causing staffing issues among healthcare facilities and unfortunately this includes EMS. The vaccine mandate for health care facilities goes into effect the end of October, the mandated deadline for EMS agencies was October 15th. Staffing in EMS was in trouble before Covid hit, it is now in crisis, this is not a local issue but all over the state of Maine and the nation. I could read you numerous articles that have come out in Maine papers over the last month, the one that stuck out to me was the Town of Waldoboro's town manager; she reported to Waldoboro town officials "We're not facing a crisis, we're in it". Some services have lost no providers or only a very few, the problem is that EMS in Maine was so short staffed before Covid and before the mandate that even losing a few providers has a negative effect. Virtually all EMS services are recruiting heavily for employees with some giving large sign on bonuses of up to \$3,000. Other contributing factors to a lack of EMS personnel are non-competitive pay, long hours, physical and mental health.

Lisbon Emergency lost three providers directly due to the mandate and one indirectly; three of these were Paramedics and one Basic EMT. If the vaccine mandate were rescinded, we would gain back these providers. We had an emergency board meeting the end of September, at that board meeting the officers recommended the following changes:

1. A \$2.00 per hour raise among all providers; this brings a basic EMT to \$16 per hour, Advanced EMT to \$18 per hour and Paramedic to \$23.50 per hour. In the officers' opinion this increase in pay will help only a little with recruitment, this increase is more for retention of current and new employees.
2. Allowing the Ambulance to be staffed with a driver and one licensed provider. Since the towns of Lisbon and Bowdoin have staffed our ambulances with two licensed providers. We have in the past had one driver and one licensed provider; this is not abnormal and is a strategy used at other ambulance services. The driver must pass background checks, be CPR certified and take a Ambulance Vehicle Operators Course. Our goal is to have the ambulance staffed with two licensed providers.
3. Allow the ambulance to be staffed at the basic EMT level. Our goal is to always have the ambulance staffed at the Advanced Life Support Level with and Advanced EMT or Paramedic.
4. Increase the orientation budget for new providers. Basic EMT classes that were held during Covid did not allow students clinical time in the hospital or ambulance. We are finding that we need more time to train new EMT's since they have not had any real world experience.
5. Actively recruit new EMS providers at all levels.
6. The increase in pay and training hours raised our budget by \$45,000.

All of these recommendations were approved by our board at the emergency meeting. We have had 100% coverage at the ALS level this fiscal year to date. We have never not had 24-hour ambulance coverage with two employees with at least one being a licensed provider. Our October schedule is 100% filled, our shifts are in 12-hour blocks – at this time we have six shifts in November that require one provider not currently scheduled, this is more than normal but not drastic; we anticipate these being filled as we get closer to the shifts. We currently need more EMS providers, especially at the ALS level. Again, all services are struggling at this time for providers.

Lisbon Emergency's fiscal year is July 1st to June 30th; in past years the most I can remember for revisions of our preliminary budget was 5, this was for the 2018 budget when we went from a 50% volunteer service to 100% paid; this year's budget final revision was 11b. There have been numerous revisions due to the ever-changing situations in Covid as well as unfunded mandates for procedures and equipment by Maine EMS. Lisbon Emergency held to only a \$500 increase in the required stipend from the Towns of Lisbon and Bowdoin for fiscal year 2021-2022; we were able to perform this by using



Lisbon Emergency, Inc.

available cash to fund this year's capital improvement budget. We did not plan on a pay increase until next fiscal year, with the steep increase in pay among other employers (especially non-EMS) and the mandate we determined at the emergency board meeting that if we did not raise our pay immediately, we would be at critical staffing within months. We are using cash on hand that was going to be used to pay ahead on capital improvement to fund this pay increase. We specifically were trying to use this money to lower future town stipends and accelerate the replacement of ambulance 401. Lisbon Emergency is currently in sound fiscal condition and we do not anticipate any funding issues this fiscal year. In order to retain and recruit employees as well as fund our capital improvement plan, we will be forced to increase our stipend in FY 22-23; it is unknown at this time how much but we anticipate at a minimum of 60k to 80k to the town of Lisbon.

I am all sure you have heard the news of CMMC and other hospitals on "diversion", one of the consequences of a hospital going on diversion is that patients will be transported by ambulance to other hospitals after they are evaluated and stabilized. Critical care diversion for CMMC started in the past couple of weeks, St. Mary's has been on critical care off and on over the last month. When hospitals go on normal diversion, they will still take trauma (if they are a trauma center), Stroke, Pediatrics and MI's (heart attacks), when they are on critical care diversion, they will not take any patients, they will stabilize and transfer to another hospital. There is no notice when a hospital goes on diversion and there is no pattern; it can happen at any random time (especially in the last couple of weeks). There has been no communication from the hospitals to EMS agencies as to when diversions will happen in the future or reduce in frequency. Hospital diversions further reduce the amount of available ambulances in our area as more ambulances are needed for interfacility transfers and Emergency calls possibly having to transport to a further hospital. We are working with United ambulance on a trial basis to staff one ambulance one to three times a week (if we have the staff available) to answer calls in Lewiston and perform transfers. The call volume available in Lewiston will pay for the cost of the ambulance, payroll and supplies; if our primary ambulance is on a call the second ambulance will stage at the Lisbon/Lewiston line. By adding this ambulance to the available calls it will help to reduce the stress on the hospitals and EMS allowing the hospital to come off of diversion sooner, less waiting times in the ER and have more ambulances available to answer emergency calls.

Why not staff the second ambulance exclusively for Lisbon and Bowdoin? The cost to run a 8 hour to 12 hour second ambulance would not be possible with our current budget or cash on hand. When the town manager and council formed the EMS committee in 2018 Rick Petrie, at that time from Atlantic Partners EMS, stated that it takes 2500 calls to have one ambulance be profitable, Lisbon EMS budgets 1,040 call per year. Lisbon Emergency owns two ambulances, one is a 2009 and the other is a 2012; in order to consistently run two ambulances, you need three – both of our units are older and all vehicles (even new ones) are prone to break down. Ambulance 401, the 2009, is scheduled for replacement in 2023 to 2024; when we replace that ambulance, we will need to make the decision to keep it as a third ambulance for a second day crew or sell it to remain status quo. The officers will be presenting our budget committee and board two future budgets, one to staff a second daytime ambulance and one to remain status quo; we will then bring these proposals to the towns to decide how they wish to proceed.

EMS is a non-essential service according to the State of Maine; no town or city in Maine is under obligation to provide EMS service to its residents. The staffing issue among EMS agencies was becoming very serious before Covid, it has now reached a crisis in Maine. As an "essential" non-essential service there are no plans for help from the Federal or State levels at this time; they are basically leaving it up to the towns and cities to figure it out on their own. Prior to 2018 Lisbon Emergency was half volunteer and did not charge the towns of Lisbon and Bowdoin for EMS service, we reported to the towns that we would not be viable service without funding in the future. An EMS committee was established by the town manager and council, the decisions that were made at that time are the reason Lisbon Emergency



Lisbon Emergency, Inc.

is in a financially sound position today and able to weather this storm. All public safety is hurting, for most of this report I could substitute most points with fire, police or dispatch. In an emergency there are no time outs or let's start over; you bring what you have – training, personnel and equipment. With the lack of federal and state support the decisions made in this room will directly affect the outcome on an emergency scene. We are grateful for the continued support from both towns and look forward to our future working with you.



Town of Lisbon

Agenda Item 8-E

Allen Ward, Chairman
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: October 13, 2021
RE: Monthly Department Report

The past month we have been working on capturing new homes in Lisbon. We are trying to get a head start on new homes to avoid the rush closer to commitment. We have captured all the homes on Wine Time Circle, except the one on the hill (which has not been built yet) that is waiting for approval to be changed to Memorial Drive. We are also working with Mark Stambach, CEO, and attending final home inspections in order to capture all the information needed for assessing.

For the next month, we will continue processing deeds we have received since April 1st. We will also be checking the homes that were not complete for the 2021-2022 fiscal year. We will be processing the BETE applications in the next month as well.

Code Enforcement

Mark C. Stambach

Code Enforcement Officer, Building Inspector/LPI

Monthly Report for September 2021

Building permits issued - 8

Electrical permits issued – 12

Plumbing permits issued - 6

Planning Board: New Business

Amended Site Plan Review Application

101 Frost Hill Solar 1, LLC

Lisbon, Maine

Other Business

Rural Open Space II Zoning District language modification

Planning Board meeting on September 23 was canceled

Appeals Board – No Cases to report

***** Goals/Projects – October/November**

Modify all permit applications

Review and propose modifications of permit fees

Explore possible grants for digital and online permitting

Modify website to include informational and help documents



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: October 19, 2021
RE: Monthly Department Report

BUSINESS FAÇADE PROJECT UPDATE

Four business façade projects are nearing completion on Main Street with a fifth project, Bob's Auto on Lisbon Street at the western gateway from Lewiston, scheduled for the coming months. New siding, paint, and trim have been added to Frank's Restaurant and Pub and Legendary Status at 2 & 4 Main Street, Mike's Flooring at 13 Main, Eastcraft at 14 Main, and the future home of Olive Pit Brewing at 16 Main Street. Additional Business Façade Program funding remains available for local businesses and commercial property owners for projects during spring/summer 2022 and project applications are currently being solicited by Town staff.

WORUMBO COMMUNITY VISIONING

Public Input Plan. During the Lisbon Development Committee (LDC) meeting on September 22, the LDC shared a draft Worumbo Public Input Plan with the public. The Public Input Plan is designed to gather additional community input regarding future reuse of the Worumbo parcel. The Worumbo Public Input Plan, including additional public meetings, community outreach, and surveys, was approved by Town Council on October 5th.

Market Analysis. The Chesapeake Group (TCG) is currently analyzing market conditions in Lisbon, including commercial opportunities, housing needs, and high-potential recreation amenities. Very preliminary findings from TCG were shared on September 22nd, including that real estate demand in Lisbon over the next 10 years will include approximately 215 to 255 new housing units and 36,000 square feet of new commercial space.

Parking Study. A Council-approved parking study for the Lisbon Falls village area will be carried out over the next several weeks. Aerial photos of the study area were taken at daily intervals over the course of a week in September to assess "turnover" of parking spaces with real time data. The parking study will evaluate current parking supply relative to current demand, and current supply relative to future demand as determined by the market study.

ENTREPRENEURSHIP INITIATIVE

On Wednesday, September 29th, Dr. Matt Wagner of *Main Street America* headlined a Community Open House at the future Moxie Hub, currently under development in partnership with the local Ancient York Lodge. The gathering was well-attended and received positive media coverage in *The Times Record* and *Sun Journal*. Next steps for the Hub include fine-tuning the business plan and seeking additional development funding from the State of Maine's *Coworking Development Fund* and T-Mobile's *Hometown Grants* program.

GOALS FOR MONTH AHEAD

- Advance the market analysis, parking study, and additional public input for the former Worumbo Mill site
- Continue planning, due diligence, and fundraising 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 - EXPENSES

SUBJECT: Finance Department Council Report – data through September 30, 2021
Kayla Tierney, Finance Director

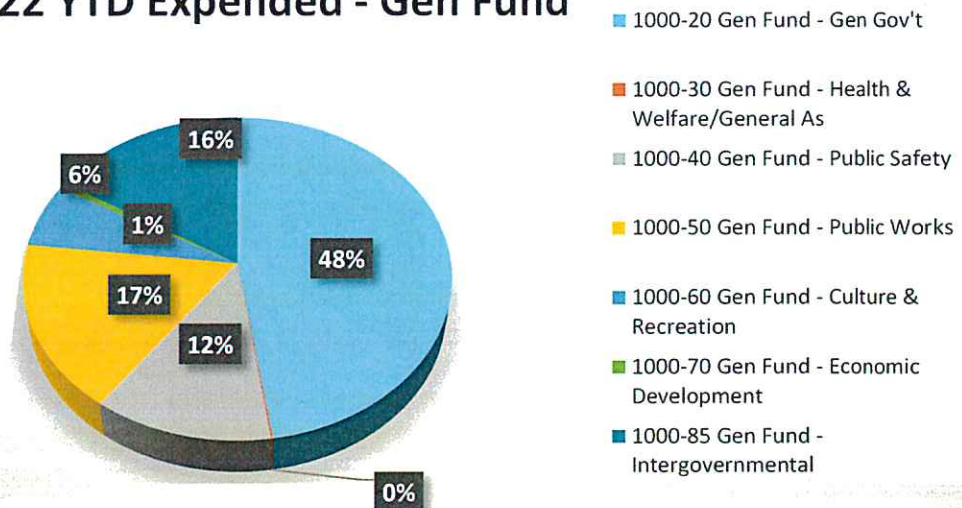
DATE: October 19, 2021

Expenses:

- Total General Fund Expenses YTD are: \$5,107,668.80; FY22 Budget for General Fund Expenses is \$17,403,354. The General Fund is at 29% expended. This is mostly attributable to County Taxes being paid in August 2021.

General Fund by Org	YTD Expended	FY22 Budget	FY22 %
1000-20 Gen Fund - Gen Gov't	2,429,491.83	9,424,481	26.00
1000-30 Gen Fund - Health & Welfare/General As	5,966.15	38,733	15.00
1000-40 Gen Fund - Public Safety	631,977.55	3,030,070	21.00
1000-50 Gen Fund - Public Works	860,377.19	2,983,898	29.00
1000-60 Gen Fund - Culture & Recreation	317,062.77	986,830	32.00
1000-70 Gen Fund - Economic Development	37,681.44	114,230	33.00
1000-85 Gen Fund - Intergovernmental	825,111.87	825,112	100.00
	5,107,668.80	17,403,354	

FY22 YTD Expended - Gen Fund



- When looking at the other funds, \$2,069,895.62 has been expended YTD. FY22 budget for all other funds is \$1,623,174 – which includes budget for the Debt

Service Fund and the Sewer Fund. YTD expended for Debt Service and Sewer Fund is: \$349,950 and \$244,610.22, respectively or \$594,560.22 in total. The principal payments on the bonds are primarily made during September and October 2021 (Fall timeline) and interest payments are made in the spring.

All Other Funds by Org	YTD Expended	FY22 Budget	FY22 %
Special Revenue Fund	85,288.07	-	100.00
Moxie Fund	12,834.64		100.00
Debt Service	349,950.00	361,343.00	96.80
Capital Projects	1,377,212.69	-	100.00
Sewer Fund	244,610.22	1,261,831.00	25.10
	2,069,895.62	1,623,174	

- Looking at it on a departmental level within the General Fund:
 - County Tax is 100% expended compared to the budget for county taxes; this is paid in August every year (period 2).
 - The General Fund as a whole is 29% expended at the end of period 3, which is just slightly higher than expectations; at the end of period 3, it would be expected to show a 25% expended of the budget. Since County Tax is paid early in the new fiscal year, this attributes to the slightly higher than expected percentage.
 - Please see below for the chart showing the YTD expended and the associative % expended on a department level:
 - For the most part, the Departments are all within the ranges expected (25%). There are some departments that are in the 30% range, which isn't of too much concern at the moment.
 - Public Works is prepping for winter and making sure that all of their trucks are ready and there is salt on hand.
 - Parks & Rec had the bulk of their seasonal workers in the summer months
 - Parks & Rec also saw a positive shift in their summer camp programs; there were a lot more kids/families participating than in the previous fiscal year. As such, there is a higher percentage of operating supplies expended than expected at the moment but as we enter the winter months, the percentage will flatten out.
 - In relation to this, there were higher expenses for summer trips due to the increased number of participants; however there was also an increased amount in the corresponding revenue.

General Fund by Dept ▼	YTD Expended ▼	% Expended ▼
Elected Officials	5,671.25	22.20
Town Manager	71,015.15	28.10
Appeals Board	189.50	14.60
Planning Board	1,147.22	5.30
Legal	10,825.25	27.10
Clerk	39,970.28	23.60
Finance	58,589.69	26.30
Tax Collection	46,192.87	28.00
Assessor	19,291.33	24.00
Code Enforcement	20,843.41	17.90
Liability Insurance Program	76,371.98	74.10
Technology	99,811.43	40.30
School	1,947,644.01	25.00
Town Buildings	31,928.46	20.00
Abatements	0.00	0.00
Health Officer	1,835.68	27.00
General Assistance	4,130.47	15.10
Police	384,003.79	21.40
Fire	91,326.48	17.00
Emergency Management	50,456.72	49.80
ACO	22,328.88	22.20
Lisbon Communication Center	83,861.68	24.00
Public Works	860,377.19	32.70
Library	73,554.01	24.70
Parks & Rec	233,508.76	38.00
Other Public Services	10,000.00	17.90
Economic Development	37,681.44	33.10
County Tax	825,111.87	100.00
Sewer	244,610.22	25.10
TOTAL GENERAL FUND	5,107,668.80	
TOTAL SEWER FUND	244,610.22	



FINANCE REPORT - REVENUE

SUBJECT: Finance Department Council Report – data through September 30, 2021
Kayla Tierney, Finance Director

DATE: October 19, 2021

Revenues:

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

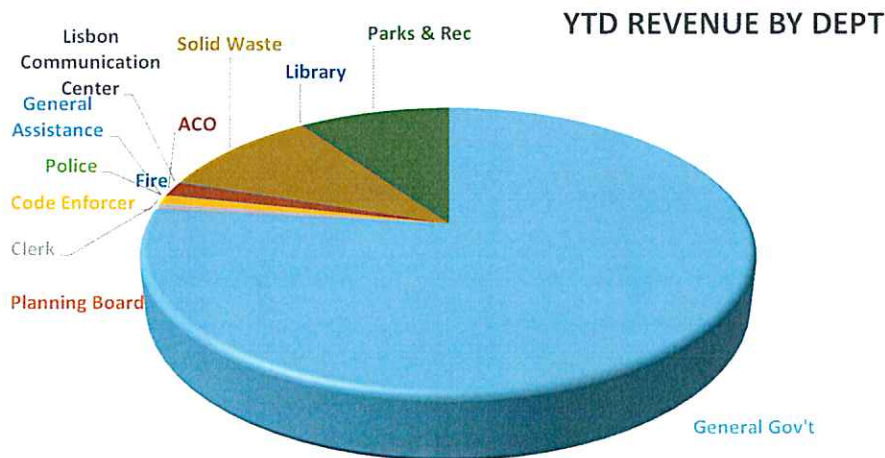
Payment Date	Revenue Sharing 1	Revenue Sharing 2	Total Amount
Jul-21	154,970.04	51,717.87	206,687.91
Aug-21	111,828.29	36,801.72	148,630.01
Sep-21	114,285.51	37,611.06	151,896.57
Totals	381,083.84	126,130.65	507,214.49

- Budgeted \$1,370,000 for Revenue Sharing for FY22 – actual collected is \$507,214.49 through September 30, 2021
- Revenues collected through September 30, 2021 for General Fund and Sewer Fund are as follows:

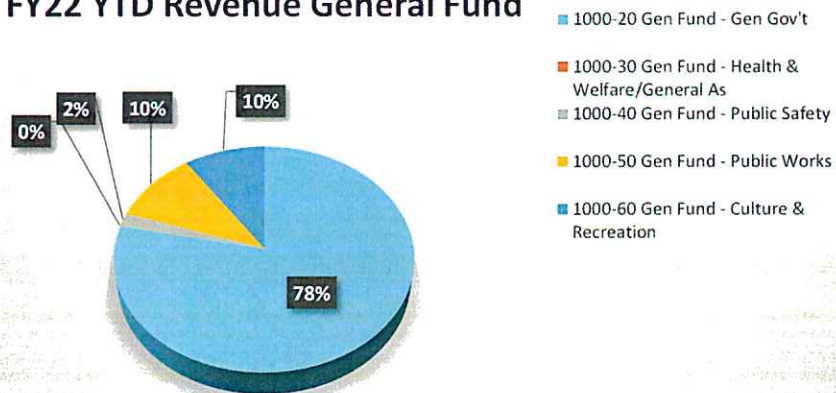
General Fund - by Dept	YTD Revenue
General Gov't	925,388.75
Planning Board	500.00
Clerk	6,988.65
Code Enforcer	12,083.11
General Assistance	0.00
Police	1,251.83
Fire	0.00
ACO	19,238.75
Lisbon Communication Center	1,625.00
Solid Waste	124,028.96
Library	1,074.20
Parks & Rec	113,958.67
Sewer Dept	257,408.00
TOTAL REVENUE - GENERAL FUND	1,206,137.92
TOTAL REVENUE - SEWER FUND	257,408.00
	1,463,545.92

General Fund - by Org	YTD Revenue
1000-20 Gen Fund - Gen Gov't	944,960.51
1000-30 Gen Fund - Health & Welfare/General As	0.00
1000-40 Gen Fund - Public Safety	22,115.58
1000-50 Gen Fund - Public Works	124,028.96
1000-60 Gen Fund - Culture & Recreation	115,032.87
TOTAL REVENUE - GENERAL FUND	1,206,137.92

- First installment of taxes was September 15, 2021 and the tax collection department was very busy collecting taxes and answering resident questions.
- The General Government makes up 78% of the revenue in this reporting period.



FY22 YTD Revenue General Fund



General Funds - by Organization	YTD Revenue	FY22 Budget	FY22 % Co
1000-20 Gen Fund - Gen Gov't	944,960.51	3,568,981	26.00
1000-30 Gen Fund - Health & Welfare/General As	0.00	17,500	0.00
1000-40 Gen Fund - Public Safety	22,115.58	124,897	18.00
1000-50 Gen Fund - Public Works	124,028.96	178,800	69.00
1000-60 Gen Fund - Culture & Recreation	115,032.87	270,023	43.00
TOTAL GENERAL FUND	1,206,137.92	4,160,201	

All other Funds - by Organization	YTD Revenue	FY22 Budget	FY22 % Co
ED Loan Fund	(149.38)	-	100.00
Special Revenue Fund	26,589.85	-	100.00
DARE Fund	24.33	-	100.00
Snowmobile Reserve	(0.73)	-	100.00
Capital Projects	982,429.89	-	100.00
Trust Funds	(1.21)	-	100.00
Sewer Fund	257,408.00	1,442,072.00	18.00
TOTAL ALL OTHER FUNDS	1,266,300.75		

- Total revenues collected as of September 30, 2021 = \$2,472,438.67
- When looking at Revenues within the General Fund and the Sewer Fund – we can break it down by Department as follows:
 - Of the \$2,472,438.67 listed above as total revenue from July 1, 2021 through September 30, 2021 \$1,206,137.92 is within the General Fund and \$257,408 is within the sewer fund; \$1,008,892.75 is within other funds.
 - The Capital Projects fund corresponds to our ongoing Sewer Project that shows the Revenue here and the corresponding expense in the Expense Report; this is done through a pay request process in conjunction with our Town Engineer and First National Bank.
 - Some of the other funds are showing deficits due to investment earnings/fees in Portland Trust. The first month of the new fiscal year pays fees for the sub accounting held at Portland Trust. However, like all investments, there can be fluctuations in the unrealized and realized gains/losses.
- General Government Revenue highlights:
 - Motor Vehicle Excise Tax – we are still seeing a lot of new to town residents and a fair amount of new car registrations. This line item is showing 28% collected of budgeted amount; this is right in

line with expectations with one quarter of the year completed as of September 30, 2021.

- State Revenue Sharing is showing 37% collected from budgeted amounts as of September 30, 2021.
- Sewer Department:
 - \$201,420.79 collected Domestic Sewer Revenue
 - \$16,606.47 collected Industrial Sewer Revenue
 - \$37,729.10 collected Septage Revenue
- Solid Waste Department highlights:
 - \$83,490 collected Solid Waste Permits or 82% of budgeted revenue
 - \$14,851.90 Metal or 65% of budgeted revenue
 - \$7,284.06 of Cardboard or 61% of budgeted revenue
 - \$1,767 of Mixed Paper, which wasn't budgeted in FY22
 - \$15,605 of Yard Items, or 58% of budgeted revenue
- Parks & Rec Department highlights:
 - \$13,696.90 Before School or 20% of budgeted revenues
 - \$3,625.60 Fitness Center or 20% of budgeted revenues
 - \$4,641.80 Playground or 13% of budgeted revenues
 - \$17,200 Trips/Excursions or 86% of budgeted revenues
 - \$4,694.31 Moxie 5K or 156% of budgeted revenues
 - \$3,000 Moxie Car Show or 100% of budgeted revenues
 - Overall Summer sports had great participation and more revenues than last summer
 - Summer soccer \$432 or 61% of budgeted revenues
 - Summer Pee Wee field hockey \$692.40 or 572% of budgeted revenues
 - Summer Football \$1,959.60 or 98% of budgeted revenues
 - Summer basketball \$951.60 or 552% of budgeted revenues



Town of Lisbon

Fire Department

Nathan LeClair, Fire Chief



To: Lisbon Town Council
Department Monthly Report: September 2021

In the month of September:

The Fire Department responded to 25 calls for service (includes inspections, various investigations, and complaints, such as unpermitted burns) in the month of September. The Department responded to 3 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 September we responded 2 mutual aid calls. On September 11th we responded to Blake Street in the City of Lewiston for the fatal 3rd alarm fire. Crews worked several hours on scene at that location. On the 29th we responded to Route 196 in the Town of Topsham to assist with a car accident where our assistance was need with extrication of a victim.

On the 17th of September, the department responded to the area of 93 Lisbon St for a car into the tree. Crews arrived on scene to find a victim trapped in his car. The officer in command had to request the assistance for Lewiston Fire to assist with the extrication. Once the extrication was started the victim was quickly removed from the vehicle and transported to the local trauma center

In the month of September the Department conducted live fire training. Crews traveled to the Auburn to use their burn building. This type of training is critical for our firefighters to maintain their skills. Especially now as fires become less frequent and more intense.

Upcoming Project Agenda

Training – Command and control



Town of Lisbon

Fire Department

Nathan LeClair, Fire Chief



Month of September incident type break down.

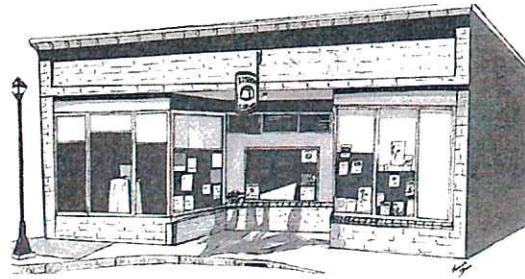
Incident Type	Occurrences
Building fire	1
Cooking fire, confined to container	1
Fuel burner/boiler malfunction	1
Passenger vehicle fire	1
Medical assist, assist EMS crew	1
EMS Call, excluding vehicle accident with injuries	2
Motor vehicle accident with injuries	3
Motor vehicle accident with no injuries	1
Extrication of victim(s) from vehicle	2
Power line down	2
Assist police or other governmental agency	1
Public service	1
Dispatched & canceled en route	2
No incident found on arrival at dispatch location	1
Steam, vapor, fog or dust thought to be smoke	1
HazMat release investigation w/no HazMat	2
System malfunction, other	1
Smoke detector activation, no fire - unintentional	1
Total:	25

Respectfully submitted

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

Nathan LeClair

Fire Chief



LISBON LIBRARY DEPARTMENT

TOWN COUNCIL /TOWN MANAGER MONTHLY REPORT

September 2021

Adult Books	827	Adult DVD's	139
Juvenile Books	692	Juvenile DVD's	42
Audio Books	42	Children's Room Door Count	530
ILL In	167	ILL Out	208
Cloud Library Users	38	Cloud Library E-books	73
Front Door/Patron Count	1,148	Cloud Library Audio Bks	110
Patron Use Computers Sessions	204	New Patrons	27
Garden Playhouse key checkout	7	Paperback Rack	78
Crafts with Bill	10	Heart & Soul Day Care Outreach Program	27
Pre-School Storytime	16	Steam Lab Program	6
Brainteasers & Logic Puzzles Program	14 children & 7 Adults	Juvenile Audio Books	6
Crafting with Kerri Adult Program	128 Lisbon citizens reached, 15 Take-Home Bags given out, 20 Video Views	"Featured Author" Program	N/A in September
In the Kitchen: Apple Recipes	224 Lisbon Citizens reached	"Just Seniors" Outreach Program: Craft: Photo Keepsake Box 9/8/2021	8
Display Case September 6-11, 2021	<i>Constitution Week by the local Daughters of the American Revolution: 163 Lisbon citizens reached</i>	<i>"Just Seniors Outreach Program: Technology Session 9/22/2021"</i>	12

The Library successfully implemented our new "Just Seniors" outreach program and added a Saturday morning children's program in September to accommodate families with school age children. We

worked out the details of our children's garden (section by the 3 windows) clean up and upgrade project. We are pleased to be working with Ed Bush of "Bush's Bushes" to upgrade this area of the garden. The project is funded with memorial funds from the Erna Smith and Lawrence Barron Memorials as well as patron donations in memory of former Library Department staff member Anita Marenius who passed away in July 2021.

Our first "Just Seniors" Outreach Program at the United Methodist Church on 9/8/2021 was fun and successful. Eight Lisbon Senior Citizens joined our staff and Trudy Duval for a fun "Photo Keepsake Box" craft. We got to know the Seniors and answered questions about the program and what they feel would benefit them moving forward. Of course, technology was the number one concern and need for this group of Lisbon citizens. Our 9/22/21 "Just Seniors" program brought 12 Lisbon Seniors to the church hall with a variety of phones, tablets and laptops in hand and in need of help. Their needs and questions were so different and specific that I called for another staff person to assist us that afternoon. We were determined to help each attendee and resolve at least one of their issues/problems. I am proud that we accomplished that! The photos attached to this report capture the intent of this program. Everyone who attended the program went home better prepared to use his/her personal electronic device. Our next technology session will be 10/27/2021 and Detective Richard St. Amant will present the "Senior Fraud Awareness Training" class. I will keep the Town Council and Town Manager informed as we move forward with this very important and rewarding program for our community's Senior Citizens.

We introduced our Saturday mid-morning children's program on September 11, 2021. Families appreciate the flexibility of this "drop-in" program that accommodates some of the Saturday sports and events. We will continue to offer this program as long as it remains popular. Please note this program takes the place of our traditional "Friday-After-School Program" that could not be continued due to local schools bus schedule and our hours of operation. Our Pre-School Storytime continues to be popular and we have welcomed new families to the program as they move into the community.

I am very pleased to inform Town Councilors that after a two-year absence, we are bringing back our traditional "Children's Halloween Main St. Parade" on Friday, October 29, 2021 at 4PM. The children and their families, library staff, Police Chief McGee, Fire Chief, Nate LeClair and Town Manager, Diane Barnes will visit 14 Main and Union Street businesses for goodies and fun community spirit. We invite Town Councilors to join us as well.

Cyndi Medlen and I continue to assess the adult fiction collection to make sure it meets the needs and interests of our community's readers. We also continue to ensure we follow the collection development requirements set by the Maine State Library and follow the Inter Library Loan policy as well. The books withdrawn from the collection will be available for purchase at our new "In-House" book sale. The proceeds will be deposited into the Children/Adult Programs account. These funds allow us to continue to offer a variety of programs to the Lisbon community. I will keep the Town Council and Town Manager informed as we move forward with this project.

GOALS: October/November 2021: Complete the adult fiction collection assessment project, continue our "Just Seniors" outreach program twice a month, complete the cleanup of the garden book shed and

children's playhouse and prepare the garden and our building for the winter months. We will begin to use our ARPA grant Chrome Book laptops, electronic Lego sets and our video production purchases for adult and children's programs.





TOWN OF LISBON



Mark Stevens

Lisbon Parks & Recreation Director

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

TO: Diane Barnes; Town Manager
SUBJECT: September 2021 Report
DATE: October 13, 2021



September means full throttle for fall sports. Soccer teams started their practicing and games this month. We had enough coaching to field eight teams in K-6, and four more for Little Kickers. All teams have completely full rosters and we ran a waiting list as well. Something new this year was the transition of our soccer program to Beaver Park. With the high school fields in high demand for both LHS and PWS sports, we created two playable fields at the park, and teams met there on weeknights to practice as well. This seems to have been a smooth

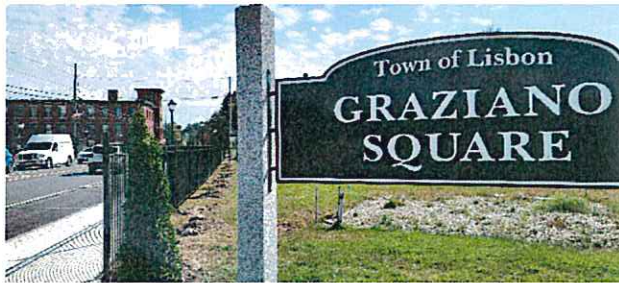
transition for families who appreciate the extra space to spread out in and not contend with other activities. We are grateful for our extra parking lot because even with it, we are at capacity and beyond, on days where there is a cross-country meet. Little Kickers continues to meet each week at the field behind the MTM and introduce sportsmanship to the smallest players.



Our Little Styx K-5 field hockey and Middle School field hockey programs have been very successful this year, with a high number of signups in both. The middle school girls have been traveling every week as well as hosting home games. Coaches Renee Bernard and Stephanie Weeks have done a great job making sure

their many girls all get playing time, even when opposing teams can only play 7 on 7. Football programs are up and running at all levels as well, and we are grateful again for dedicated coaches headed by Dan Leeman. The 7-8 tackle league especially was so popular that all available gear is in use.

Aside from keeping all our green spaces mowed and tidy with the late-year growth, our parks crew has been busy tidying up Pinewoods Fields for this year's women's fastpitch league, including new infield mix and fencing. We are pleased with the progress made at Graziano



Square as well, which now is home to beautiful trees and perennials throughout to the park, with the sign area being especially inviting. We've

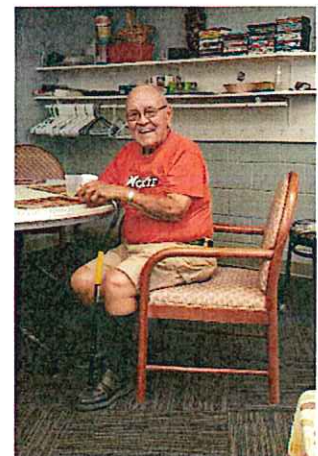
moved over benches and picnic tables so our community can make the most of this spectacular fall weather.



At Beaver Park, Mr. Gerry Ayotte has been a phenomenal volunteer, creating and installing beautiful new trail signs in coordinating colors for park users. This has seemed to resonate well with the public, with many folks letting us know they've enjoyed the clarity the signs provide as well as their great workmanship. Thank you Gerry for giving so much to make the park an even greater asset to Lisbon!

September was the start of school of course, and so we began our Before and After School programs. After School saw an increase in signups over last year, with new families moving into Lisbon and quite a few folks who had tried our summer program eager to continue with our programs into the fall. We interviewed and hired two new staff to assist with this in September. Jenn Willey is doing an amazing job taking over Supervisor duties and ensuring the kids are safe and having fun these beautiful fall afternoons!

Aline returned to offering lunch as well as breakfast in September, and increased her trip offerings, with the Knox Museum and the Boston Red Sox being two popular trips. Aline is also always ready to step in at the office or to provide a fresh-baked snack to our After School kids. We are grateful for all she does.



The Recreation Committee met on September 13 and discussed budget, MTM updates, and streamlining processes in some of our programs. The Conservation Committee met in September as well, and we are actively looking for new members, as we have just Richard and Alan as regulars at this time.

Our final Moxie Cruise Night of the year in September had to be canceled due to weather. The Parks & Recreation Department was also honored to assist LPD and LFD with the September 11 Memorial Service this year.

Due to weather, postponed til next week. Stay tuned for more details.





Lisbon Police Department

A Community Policing Agency

300 Lisbon St.
Lisbon, ME 04250

Ryan A. McGee
Chief of Police

September 2021 Report to Council

Police Department

The Lisbon Police Department is actively searching for 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. Do you have any family or friends that are interested in a new and exciting career? Are you looking for a job where you can truly help people in a time of need? Are you looking to be part of a great team of men and women that care about each other and our community? If you answered yes to these questions, I encourage you to submit an application, resume, and cover letter for the position of patrol officer for the Town of Lisbon. Please visit our Facebook page or webpage <https://www.lisbonme.org/police-department> for more information.

In the month of September, the requests for police assistance totaled 1240 calls. There were a total of 58 investigations initiated to include: Aggravated Assault, Simple Assault, Burglary, Theft, Harassment, Motor Vehicle Theft, Drug/Narcotic Violations, Disorderly Conduct and Fraud) 18 individuals were arrested, or charged with criminal violations. There were 19 motor vehicle crashes, and 282 motor vehicle stops conducted during directed traffic enforcement details.

The Lisbon Police Department was out in full force conducting traffic enforcement details this past month, and conducted operation "School Bus Safety"; searching for violators that pass stopped school buses, which unfortunately produced some violators.

The Lisbon Police Department would like to welcome our newly hired Reserve Communication Officer, Trey Booty. Trey is currently enrolled in the Criminal Justice Program at the Southern Maine Community College, and is set to graduate next year. Trey comes from a family with a background in law enforcement, and the military - serving this great country. His father is a retired Chief in the Navy, his uncle is a Chief of Police, and his grandfather is the Lead Investigator for the Maine Attorney General's Office. We are happy to have Trey here at the Lisbon Police Department, and look forward to working with him.



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Ryan A. McGee
Chief of Police

Also during the month of September, we honored those that lost their lives on 9/11, marking the 20-year Anniversary of the Terrorist attacks on the United States. The Lisbon Police Department would like to thank all that attended the ceremony. Here are a few photos from the ceremony:





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Ryan A. McGee
Chief of Police



The Projection for the Month of October:

In the month of October, we hope to fill our vacant Patrol Officer Position, and in the next month or two, we should have Officer Nicholas Kauffman returning from a yearlong deployment with the US Military. Having Officer Kauffman deployed while being short the patrol officer and Lieutenant's position this year has been very difficult on the department. However, with Officer Kauffman coming back, and Officer Jacob Strout scheduled to attend the January Police Academy, we are heading in the right direction. We have a great team of dedicated men and women that work hard in keeping our community safe!

During October, Lisbon Officers will be involved in an intensive firearms training program, training in both the daytime and during the nighttime. Lisbon Officers are put through a series of skill builders for all environments, preparing them for a number of situations, whether day or night, since working in total darkness brings on a required set of skills in high-risk situations.

Thank you,

Ryan McGee
Chief of Police



MEMORANDUM FROM THE SEWER SUPERINTENDENT

TO: DIANE BARNES, TOWN MANAGER

FROM: STEVE AIEVOLI

SUBJECT: MONTHLY REPORT FOR SEPTEMBER & THE PROJECT AGENDA FOR NOVEMBER

DATE: OCTOBER 14, 2021

1. Below is a summary of the activities beyond the typical sewer system and treatment plant maintenance completed during the month of September.
 - Replaced the floor in the storage/wash room
 - Cut brush along the cross country sewer lines
 - Repaired a water leak on the maintenance garage rear wall.
 - Cut brush along the treatment plant driveway
 - Got the screen room in the Headworks Building prepped for new windows
 - Observed the installation of the new water service at the Davis Street Pump Station

2. November 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.
 - Change oil and grease all treatment plant pumps and blowers
 - Install new brush on the Micro-Raptor Screen
 - Install 2 new windows on the Headworks Building
 - Finish Fall clean-up at the treatment plant

Please contact me if you have any questions.

MEMORANDUM FROM THE PUBLIC WORKS DIRECTOR

TO: DIANE BARNES, TOWN MANAGER
FROM: RANDY CYR
SUBJECT: SEPTEMBER 2021, MONTHLY REPORT
DATE: OCTOBER 14, 2021

Public Works – In the month of September, 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. Completed more ditching on River Rd. Finished taking detour signs and supplies from Main St closure down. Taking out weeds from sidewalks. Put new stop signs up. Cleaned trash on 196, Village and Moody Rd. Clean off catch basins. Fixed driveway aprons and worked on shoulders after paving. Started looking at the new camera system for PW and to get it set up. Conducted interviews with an HR representative. Finished painting crosswalks and stenciling on new pavement, school and throughout town. Compacted reclaim on Charity and Vinning St. Prepped Ann St for paving. Fixed drainage issue at 17 & 19 Matthew as the culverts did not work correctly so had to pull them and re-ditch which homeowners were fine. Cemented the catch basins down on Wing St.

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 November Goals: Replace Culverts; ditching operations; address issues from paving; Cutting down tree(s) for safety concerns; MS4; 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	6.19
Trash	234.28
Bulky Waste	32.99
Wood	29.99
Brush	33.97
Freon	126 units
Tires	1.29
 Mixed Paper	 16.52

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

OCTOBER 2021
TOWN CLERK AND ELECTION MONTHLY REPORT
TWILA LYCETTE, CCM/CMC/MMC

Our office has been extremely busy:

- Received 2021 Dog Tags which are now available
- No Rabies Clinic in December for 2nd year in a row.
- DS200 tabulators were programming.
- The Lisbon High School gym was reserved for the November Election.
- Voter registration cards from the Bureau of Motor Vehicle office were processed
- July ballots were transferred into cardboard boxes and retained 2 months.
- Election supplies were ordered.
- Local nomination papers were certified, candidates were notified, and ballots printed. Arrangements were made to set up the polling place on Monday, Nov. 1.
- The ad to publish Voter Registrar Hours was sent to the Sun Journal.
- Local tally sheets for the Warden and Election Clerks to record results were created.
- Specimen Ballots and the Annual Town Election Warrant were posted.
- Absentee applications and Election notebooks were prepared.
- Ballots were delivered and absentee ballots were mailed as requested, including 20 to our military voter's and those out of the country.
- Ordinance changes as of October 5 were sent off to Municipal Code Corporation. Supplement update is scheduled for October 19, 2021 and should be incorporated into the current code book within 8-10 weeks. Changes pending codification have been tagged "modified" within the Codes so look for the recent update when you see "modified."



You may sign up online to receive your ballot by mail through our Election page at www.lisbonme.org. Sample state and local ballots were posted here at the town office, each post office, and online so you can read them ahead of time if you like. There is lots of information online already about our local referendum question and candidates are posted online as well.



A new Election button was added back to the front page so voters can find voting information quickly.

Next Month:

- Renewal dog notices to dog owners will be sent end of November.
- Renewal business licenses received – will be on November Council Meeting for Campbell's and Huston's Junkyards
- Absentee Ballots will be batched for processing on Nov. 2.
- Election Day is Nov. 2, Election Officials will be sworn into office, and Election results will be announced.
- Public Works will deliver election materials on Nov. 1 to the LHS gym.
- Public Works will set out the signs Election Day and take them down at 8PM.
- Election materials will be organized Nov. 3 if recount is necessary.
- Newly Elected Officials will be invited to the inauguration Dec. 7 to be sworn into office.

Enjoy the fall foliage.