



AGENDA
COUNCIL MEETING
JANUARY 4, 2022
LISBON TOWN OFFICE
7:00 P.M.

Mark Lunt 2022
Donald Fellows 2022
Jason Smith 2022
Fern Larochelle, Chair 2023
Harry Moore, Jr., Vice Chair 2024
Raymond Robishaw 2024
Clifford Miller 2024

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

___ Councilor Miller

___ Councilor Robishaw

___ Councilor Smith

___ Councilor Fellows

___ Councilor Larochelle

___ Councilor Lunt

___ Councilor Moore, Jr
3. GOOD NEWS & RECOGNITION
4. PUBLIC HEARINGS
5. AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS
6. CONSENT AGENDA
2022- 01 ORDER –
 - A. Municipal Accounts Payable Warrants – \$707,024.97
 - B. Municipal Payroll Warrants – \$344,167.02
 - C. School Accounts Payable Warrants– \$ 328,565.86
 - D. School Payroll Warrants – \$ 1,408,308.92
 - E. Minutes of December 7, 2021
 - F. Ratify Corrected November 2, 2021 Election Results
 - G. Set Public Hearings on Jan 18-Medical Marijuana Manufacturing, Retail Store, & Victualer’s Licenses for Crystal Springs, & Special Entertainment Permit and Victualer’s License for Olive Pit Brewing Company
 - H. Temporary Road Postings
 - I. Wellness Grant
 - J. NIMS Resolution
7. COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES
 - 2022-02 ORDER – Employee Service Awards
 - 2022-03 ORDER – MDOT Rt. 125 Project Cost Update and Use of Dingley TIF Funds
 - 2022-04 ORDER – Review Council Rules – Suggested Amendments
 - 2022-05 ORDER – Accept Town Manager’s Resignation
 - 2022-06 ORDER – Confirm appointment of Tax Collector & Treasurer
 - 2022-07 ORDER – Tax Acquired Property Redemption
 - 2022-08 ORDER – Lisbon COVID-19 Vaccination, Testing and Face Covering Policy
8. OTHER BUSINESS
 - A. Council Committee Reports:

1. School Committee
 2. Planning Board
 3. Lisbon Development Committee
 4. Conservation Commission

5. Parks & Recreation Committee
 6. County Budget Committee
 7. Library Governing Board
 8. Water Commission

9. Finance Committee
 - B. Town Manager's Report
9. APPOINTMENTS
2022-09 ORDER – Council Committee Assignments
Note: Remember to only select one secondary Liaison for LDC – Primary is re-appointed in February
10. COUNCIL COMMUNICATIONS
11. AUDIENCE PARTICIPATION & RESPONSE NEW ITEMS
12. EXECUTIVE SESSION
2022-10 ORDER - Per 1 M.R.S.A Section 405(6) (A) Personnel Matters
13. ADJOURNMENT
2022-11 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
Don Fellows
Cliff Miller
Fern Larochelle, Chair
Mark Lunt
Ray Robishaw
Harry Moore, Jr., Vice Chair
Jason Smith

4

MEMO

To: Town Council

From: Diane Barnes, Town Manager

Subject: Recommendations

Date: January 4, 2022

Consent Agenda Items 2022 – A to H Temporary Road Postings

G. Set Public Hearings on Jan 18 for Business Licenses: -Medical Marijuana Manufacturing, Retail Store, & Victualer's Licenses for Crystal Springs, & Special Entertainment Permit and Victualer's License for Olive Pit Brewing Company

H. Temporary Road Postings – Statute and List of Roads Attached. The Public Works Director is requesting authorization to post weight limits for the list of roads in the Council packet as permitted per Title 29-A (Chapter 21, Subchapter 3), Section 2395 and to adopt for incorporation into Lisbon's Code for local roads the State's Rules found in Chapter 308 the State adopted per Title 29-A Section 2395.

Recommendation

Adopt the MDOT State Rules in Chapter 308 for local roads and authorize the Temporary Road Closures listed as presented.

I. Wellness Grant - One of the benefits afforded to Town Employees as MMEHT plan participants is the Wellness Incentive Grant Program. "The Health Trust supports the development of local efforts for wellness among its participating groups. To encourage these programs, the Health Trust offers financial support to participating groups with approved wellness programs. The maximum grant award is \$40 per year, per employee covered under the Health Trust health insurance programs." ¹

The Town of Lisbon has been involved with the MMEHT Wellness program for several years and has seen a positive response from the employees. The Town of Lisbon has formed a Wellness Committee to assist in overseeing the program and has 50 health plan participants. For the 2022 calendar year, the maximum grant application is in the amount of \$2,000.00. During FY21 the Wellness funds were used to build a garden at the Town Office with fresh herbs and veggies; we also had a water challenge with new water bottles. Lastly we focused on education: Staying Healthy during the Pandemic.

Recommendation

As the Program Coordinator for the Wellness Program, I am seeking authorization to apply and accept funds from the Maine Municipal Employees Health Trust (MMEHT) 2022 Wellness Grant in the amount of \$2,000.00

¹ Maine Municipal Employees Health Trust Wellness Coordinator Training Manual

J. NIMS Resolution - The National Incident Management System (NIMS) is a system that guides all levels of government as well as non-governmental organizations (NGO's) and private sector organizations to work together to prevent, protect against, mitigate, respond to and recover from all incidents. NIMS provides stakeholders across the community with shared vocabulary, systems and processes to successfully deliver capabilities described in the National Preparedness System (NPS). NIMS applies to all incidents regardless of cause, size, location or complexity. NIMS also integrates existing best practices into a consistent, nationwide approach to incident management, and is applicable to all jurisdictional levels and functional disciplines in an all-hazards context.

Androscoggin County and its 14 municipalities originally adopted NIMS in 2006 as part of [Homeland Security Presidential Directive #5](#) (HSPD-5). HSPD-5 requires all state, tribal and local governments to adopt NIMS as a condition of receiving federal preparedness funds beginning in Fiscal Year 2005. Federal preparedness funds include Homeland Security Grants, Firefighter Grants, and Hazard Mitigation Grants. This does not apply to funds from federal disaster assistance under the Robert T. Stafford Act. Municipalities should maintain NIMS compliance not solely to receive funding, but to support increased awareness and interoperability.

- **NIMS Resolution:** City Administrator/Town Manager please submit the fully executed NIMS RESOLUTION for your municipality. Selectmen/councilors are required to vote/approve and sign the resolution at the next scheduled meeting. Please include the councilor/selectman's printed name in the fillable box below the signature line, see attached.
- **Training:** Chiefs, City Administrator/Town Manager & Directors/Departments Heads: Agencies are required by NIMS to have their staff complete position and discipline specific NIMS training courses and maintain records of the completed training. Please see attached for an updated Crosswalk reference sheet of training required under NIMS.
- **Resource Inventory:** Chiefs, Directors/Department Heads: Please submit an inventory list of deployable resources, including personnel from the following agencies:
 - Fire Departments
 - Law Enforcement
 - EMS Agencies
 - Public Works Departments
 - Water/Sewer Districts
 - School Departments
 - Parks & Recreation Departments

Examples of deployable equipment include vehicles, trailers, portable generators, portable pumps, boats, ATVs, traffic control equipment, light towers, etc. Androscoggin County Emergency Management Agency will type the resources by the specific NIMS definitions to be included in a County Resource Manual to made available to all municipalities. The Resource Manual will be available in both hardcopy and through an online application. Agencies are required by NIMS to have resources typed to assist with resource management and in support of mutual aid agreements.

Recommendation

Adopt the NIMS resolution as presented.

¹ EMA Androscoggin County

Agenda Item 2022 – 03
MDOT Rt. 125 Project Cost Update and Use of Dingley TIF Funds

Bids for the Rt. 125 project were opened on December 15, 2021. The following bids were received:

McGee Construction	\$7,527,777
Gordon Contracting	\$7,887,967
St. Laurent & Son	\$8,166,996
Pratt & Son	\$8,884,523
Gendron & Gendron	\$9,856,694

The project has a current shortfall of approximately \$633,000. ATRC Policy Committee will be meeting in January to vote on funding 90% of the shortfall. Lisbon's share of the shortfall is \$63,300. Lisbon has approval from the taxpayers to bond up to \$570,000 for the project.

Recommendation

Approve \$633,300 from the Dingley TIF funds and authorize the Town Manager to sign an agreement with MDOT with the adjusted cost of the project. This appropriation from Dingley TIF Funds supersedes and replaces the authorization for borrowing for this project based on the referendum results of the November 6, 2018 election to fund \$430,000 and to fund an additional amount of \$140,000 on 11/3/2020.

Agenda Item 2022 – 05
Accept Town Manager's Resignation

It is with mixed emotions that I inform you that I will be leaving my position of Town Manager on January 21, 2022 to pursue the same position in another Municipality.

I would like to express to you my sincere gratitude for the opportunity to have served you and our community as Town Manager over the past seven and a half years. It has been an honor and a privilege for me and, a highlight of a long career in Municipal Government. I would especially like to thank you for the opportunity to participate and contribute towards vital projects for the Lisbon community. In my tenure, we were able to address several significant projects in our community which have or will result in a great benefit to our citizens.

It has been a genuine pleasure working for the Town of Lisbon. I will miss my staff and the citizens of this great community. I wish you and the Town of Lisbon continued success in all future endeavors. Thank you for this great opportunity.

Recommendation

Accept the Town Manager's resignation.

Agenda Item 2022 – 06
Confirm Appointment of Tax Collector & Treasurer

Currently Diane Barnes, Town Manager holds the titles of Tax Collector & Treasurer. The municipal Tax Collector is appointed to collect all property taxes assessed by the assessors against all real estate and personal property. The powers and duties of the collector are described in Title 36 M.R.S. § 751.766

The statutory guidelines for the office of Treasurer are found in Title 30-A M.R.S. §5601-5604. The general duties of the treasurer are to receive and record all revenues due the municipality and to make necessary disbursements only upon authorization of the Municipal Officers. The Treasurer is responsible for collecting Tax Liens and processing foreclosure notices. The Treasurer is also responsible for Sewer fees and the collection of those fees including lien and foreclosure processing.

Both the Tax Collector and Treasurer must be bonded. Once the appointment is made, a recommitment of the outstanding taxes will be made to the newly appointed Tax Collector.

Recommendation

Appoint Kayla Tierney Tax Collector & Treasure effective 1/13/2022 with an increase of \$5,000 in salary for the added duties and responsibilities of the position.

Agenda Item 2022 – 07 Tax Acquired Property Redemption

The Town of Lisbon foreclosed on the following properties for non-payment of Real Estate Taxes. The next step in the process is to have Council authorize a 30-day redemption period in which taxpayers are notified by mail that they have 30 days to redeem their property by paying all outstanding taxes and fees owed before the Town takes steps to dispose of the tax acquired property. According to 36 M.S.R.S. § 943-C, the Town is also required to send the Notice of Intent to Sell Your Former Property and application for alternative sale. The Town foreclosed on these properties on December 20, 2021

Pamela McGuire, 40 Ridge Road, Lisbon, Maine

2020	\$ 511.30
2021	\$1,242.28
2022	<u>\$ 523.56</u>
	\$2,277.14

Recommendation

Authorize the Town Treasurer to send out a 30-day notice of redemption, notice of intent to sell your former property, and application for alternative sale to the tax acquired property owners of record allowing them to pay all real estate taxes and fees owed on the property in full, or apply for alternative tax sale, by the end of the 30-day period of redemption, and to accept the funds until Council takes action to dispose of the property and issue a quit claim deed when payment in full is received.

Agenda Item 2022 – 08 Lisbon COVID-19 Vaccination, Testing and Face Covering Policy

Purpose:

Vaccination is a vital tool to reduce the presence and severity of COVID-19 cases in the workplace, in communities, and in the nation as a whole. Town of Lisbon encourages all employees to receive a COVID-19 vaccination to protect themselves and other employees. However, should an employee choose not to be vaccinated, this policy's sections on testing and face coverings will apply. This policy complies with OSHA's Emergency Temporary Standard on Vaccination and Testing (29 CFR 1910.501).

Scope:

This COVID-19 Policy on vaccination, testing, and face covering use applies to all employees of Town of Lisbon, except for employees who do not report to a workplace where other individuals (such as coworkers or customers) are present; employees while working from home; and employees who work exclusively outdoors.

All Employees

All employees, both vaccinated and unvaccinated, must inform Town of Lisbon of their vaccination status. The following table outlines the requirements for submitting vaccination status documentation.

Vaccination Status	Instructions	Deadline(s)
Employees who are fully vaccinated.	Submit proof of vaccination that indicates full vaccination.	January 10, 2022
Employees who are partially vaccinated (i.e., one dose of a two dose vaccine series).	Submit proof of the second dose when it is obtained.	January 10, 2022 or as soon as the second dose is obtained.
Employees who are not vaccinated	Mandatory mask wearing	January 10, 2022
	Testing every 7 days	February 9, 2022

Recommendation

Adopt the Lisbon COVID-19 Vaccination, Testing and Face Covering Policy as presented.

Agenda Date: 01-04-2022

Date	Brenda Martin	Municipal Accts Payable
12/8/2022	12072021	\$ 440,814.03
12/8/2021	12082021	\$ 8,706.13
12/16/2021	12152021	\$ 8,128.25
12/23/2021	12212021	\$ 240,848.50
12/23/2021	12232021	\$ 5,855.94
1/3/2022	12292021	\$ 2,672.12
		\$ 707,024.97

Date	Jennifer Martin	Municipal Payroll Warrants
12/14/2021	21121w	\$ 17,671.65
12/14/2021	211202	\$ 144,029.20
12/28/2021	211230w	\$ 12,865.83
12/28/2021	211230	\$ 169,600.34
		\$ 344,167.02

Date	Louise Levesque	School Accts Payable
12/16/2021	2211	\$ 253,787.71
1/3/2022	2212	\$ 74,778.15
		\$ 328,565.86

Date	Eva Huston	School Payroll Warrants
12/14/2021	1068	\$ 17,572.68
12/14/2021	1069	\$ 180.54
12/14/2021	1070	\$ 247,216.57
12/14/2021	1071	\$ 99,978.34
12/14/2021	1072	\$ 746.59
12/14/2021	1073	\$ 153.05
12/21/2021	1074	\$ 25,334.96
12/21/2021	1075	\$ 367,379.28
12/21/2021	1076	\$ 11,807.13
12/21/2021	2211	\$ 253,787.71
12/21/2021	34	\$ 1,652.50
12/28/2022	1077	\$ 18,714.60
12/28/2021	1078	\$ 180.54
1/4/2022	36	\$ 8,114.51
1/4/2022	1080	\$ 11,761.28
1/4/2022	1079	\$ 338,346.14
1/4/2022	1081	\$ 5,382.50
		\$ 1,408,308.92



**TOWN COUNCIL
MEETING MINUTES
DECEMBER 7, 2021
LISBON TOWN OFFICE**

Mark Lunt 2022
Donald Fellows 2022
Jason Smith 2022
Fern Larochelle 2023
Harry Moore, Jr. 2024
Raymond Robishaw 2024
Clifford Miller 2024

CALL TO ORDER. The Town Clerk, Twila Lycette, called the meeting to order at 7:00 p.m. and led the pledge of allegiance to the flag.

INAUGURATION OF ELECTED OFFICIALS

Mrs. Lycette welcomed everyone to the Town Council's 16th annual organizational meeting that is held on the first Tuesday after the first Monday in December. Mrs. Lycette called for Outgoing Remarks from previous Councilors.

Councilor Ward congratulated all the newly elected Councilors and wished all of them nothing but the best. He stated Councilors may not always take the same side on the issues before them, but they all want what is best for Lisbon and the people they represent. They have strength as a combined body in the goals that they set for themselves and the commitment that they make to work towards them. He said the priority for the previous Council was transitioning planning to a new Council, to build upon the progress made, improving proven communication and cooperation between all Departments and Staff, and attention to recognition. Councilor Ward encouraged the new Council to rely upon the previous Vice Chairman, to draw from his experience and knowledge of the outstanding items to be completed from 2021, along with the experience of the returning councilors, when considering a new Chairman for the coming year.

Mrs. Lycette read the results from the November 2, 2021 election as follows:

Councilors for 3-year terms

Harry Moore, Jr. with 1,115 votes
Ray Robishaw with 930 votes
Cliff Miller with 831 votes

Councilor for a 1-year term

Jason Smith with 1,736 votes

School Committee Members for 3-year terms

Kim Labbe-Poisson with 1,189 votes
Margaret Galligan-Schmoll with 1,035 votes

Water Commissioner for a 3-year term

Marie Hale with 1,428 votes

Mrs. Lycette called all the newly elected officials forward to be sworn into office and administered their oath of office.

ELECTION OF COUNCIL CHAIRMAN

VOTE (2021-242) Councilor Lunt nominated Councilor Fellows. Councilor Smith nominated Council Larochelle.

Seeing no other nominations, ballots were cast. There were 5 votes for Councilor Larochelle. There were 2 votes for Councilor Fellows. Councilor Larochelle was duly elected Chairman for the ensuing year.

ELECTION OF COUNCIL VICE CHAIRMAN

VOTE (2021-243) Councilor Moore nominated Councilor Fellows. Councilor Larochelle nominated Councilor Moore. Councilor Fellows nominated Councilor Lunt.

Seeing no other nominations, ballots were cast. There were 4 votes for Councilor Moore. There were 2 votes for Councilor Lunt. There was 1 vote for Councilor Fellows. Councilor Moore was duly elected Vice Chairman for the ensuing year.

The Town Clerk congratulated the newly elected officials and then passed the gavel to the new Chairman.

VOTE (2021-244) Councilor Larochelle seconded by Councilor Moore moved to recess for five minutes. **Order Passed - Vote 7-0.**

Councilor Larochelle called the Council meeting back to order at 7:10 p.m.

ROLL CALL. Members present were Councilors Fellows, Lunt, Larochelle, Robishaw, Smith, Miller and Moore. Also present were Diane Barnes, Town Manager; Ryan McGee, Police Chief; Nate LeClair, Fire Chief; Dan Stockford, Esquire, Town Attorney; James MacDonnell, Chief of Lisbon Emergency; Allen Ward, Normand Albert, along with 30 other citizens in the audience.

GOOD NEWS & RECOGNITION

CITIZEN'S LIFE SAVING AWARD – WAYNE WESTLAND

Chief McGee and Sargent Jeffrey Picard presented community member Wayne Westland with a Citizen's Life Saving Award. On Tuesday, January 26, 2021, Mr. Westland heroically assisted Sargent Picard after hearing him yell for assistance from a neighbor's residence. A person had sustained life-threatening injuries from multiple stab wounds. Mr. Westland quickly and professionally started triaging and tending to the wounds to assist officers to stop the bleeding. Chief McGee stated Mr. Westland's background in the medical field, calm demeanor, and quick actions were greatly welcomed by all present and it helped make a difference in saving the life of a fellow citizen. The Police Department thanked Mr. Westland for demonstrating exceptional heroism and life-saving efforts that evening.



CITIZEN'S LIFE SAVING AWARD – OFFICER GLENN DARBY

James MacDonnell, Chief of Lisbon Emergency presented Officer Glenn Darby with a lapel pin for helping to save a fellow citizen who had gone into cardiac arrest. He said nationally someone goes into cardiac arrest every 54 seconds. LES was short staffed that day, the crew was tending to the patient, and there was no one to drive the ambulance. Officer Darby offered to drive. He drove the ambulance to the hospital in time for the patient to receive the care needed to be able to walk out of the hospital with 100% neurological function intact. Most patients walk out with only 80% neurological function intact. Chief MacDonnell stated they have only given out five of these lapel pins since 2004. He shook Officer Darby's hand and thanked him for his help.



FIRST NON-EMS LIFE SAVING AWARD – JEFFREY PICARD

Chief MacDonnell presented Sargent Picard with a lapel pin indicating this was the first ever Non-EMS related Citizen Life Saving Award LES has ever given. He presented the award to Sargent Jeffrey Picard for his quick action helping a fellow citizen that had been stabbed 42 times. Chief MacDonnell said to Sargent Picard, "the patient would not have survived without your help" since the victim was in tough shape. He said Sargent Picard knew the neighbor next door had medical experience and immediately sought his assistance to tend to the patient's wounds. He then quickly obtained access to Life Flight. He shook Sargent Picard's hand and commended him for his quick response.



COUNCIL ACCOMPLISHMENTS FOR 2021

Councilor Fellows read the list of goals the Council had for Fiscal Year 2021. He said Council addressed and completed eight items out of the 12 items listed. He pointed out Council thoroughly addressed another 10 items listed as well. Those completed were staff recognition, training and job descriptions, Town Manager evaluation and contract, Town Office exterior lighting, Solid Waste cost reductions, and supporting green initiatives. The ones not completed were improve facilities management and maintenance, establish a public services committee, and establishing a contract with Lisbon Emergency Services.

Councilor Fellows highlighted developments and or achievements throughout the year that reflected Council action as follows:

- Mounting 360° Digital Video Detection Camera At Main/Canal Streets
- Creation Of A Land Bank Process To Enable Opportunities To Return From Vacant
- Abandoned And Tax Foreclosed Properties For Economic Use
- Grind & Reseal Sidewalks In Lisbon Village
- Ferry Road Reconstruction Process Out To Referendum
- Approved School Committee's Request To Install Athletic Field Lights They Already Had
- Approved \$475,000 For 22 Paving Projects And Then Added Two More On Main Street Before Year Ended
- Updated Street Acceptance Ordinance
- Installed Electric Vehicle Charging Stations at the Main Street Parking Lot
- Renegotiated Net Energy Billing Credit Purchase
- Adopted Solar Energy Policy
- Supported Renewal And Rewording Of The Rails To Trails Resolution
- Supported Future Use Of The Casco Bay And Royal River Corridor Multi-Use Trail
- Expanded The Moxie Festival Coordinator Position To Include Special Events
- Awarded Façade Program Funds For 6 Locations
- Approved Wayfinding Signage
- Constructed New Parking Lots To Support Downtown Main Street Area
- Bid Out The Remaining Projects To Complete Graziano Square Park
- Approved \$5,000 For New Banners
- Approved The Market & Parking Study
- Entered Into MOU With Ancient York Masonic Lodge For Entrepreneur And Incubator Hub
- Funded Digital Advertising Boot Camp Using Maine Community Grant Money Previously Awarded
- Approved A Tri County MOU Between Lisbon Police And Tri-County Mental Health

Councilor Fellows reported Council was able to develop a combined Capital Improvement Plan with the help of the Finance Committee. The Town of Lisbon received \$457,000 as the first half of the ARPA fund allocation to be designated for authorized purchases. He said the town's financial audit came back with good news in that revenues came in on budget, the Water Department is healthy, and so is the Sewer Department. He indicated the undesignated fund allows the town the ability to mitigate a lot of uncertainty and complexity in today's world. He pointed out the auditor indicated that if he were to grade Lisbon, he would give Lisbon an A- or B+. He praised Lisbon for making several capital expenditures using the unassigned fund balance thereby not affecting the tax rate. He said, and there was more good news, the mill rate declined.

Councilor Fellows reported the town hosted an employee and employee family outing in September at the Left Hand Club with larger than normal employee turnout. The Council authorized an employee climate study along with a salary and wage study for future consideration.

Councilor Fellows listed the following awards:

- \$50,000 Maine Community Foundation for Technical assistance with recognized entrepreneurial interests
- Lisbon Parks & Recreation received the Maine Recreation & Parks Association's "Why We Love Summer" video contest

- Awarded the 2021 Lisbon Maine Spirit of America Foundation Tribute to Miranda Torrey for her work with the anti-bullying cause in Lisbon and nationally
- Presented a Certificate of Appreciation to Richard Nadeau for his many hours of volunteer service individually and on committees in town
- Recognized the Town Clerk, Twila Lycette as having been awarded the first Lifetime Achievement Award by the Maine Town & City Clerk's Association

COUNCIL RECOGNITION

Councilor Larochelle thanked Positive Change Lisbon for the new forum this year, Merry Meeting at MTM. He thanked those who helped from Parks & Recreation, Public Works, and the Fire Department who organized the bon fire.

Councilor Fellows thanked outgoing Council Members for their service and dedication to the Town of Lisbon serving back to back 3-year terms. He, also, thanked the four newest Council members for being willing to serve and welcomed them aboard.

PUBLIC HEARINGS

A. SPECIAL ENTERTAINMENT PERMIT - COOMBS MOUNTFORT AMERICAN LEGION POST 158

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

B. SPECIAL ENTERTAINMENT PERMIT - SLOVAK CATHOLIC ASSOCIATION

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

C. AUTOMOBILE GRAVEYARD PERMITS - CAMPBELL'S USED AUTO PARTS

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

D. AUTOMOBILE GRAVEYARD PERMIT - HUSTON'S AUTO SALVAGE

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

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS - NONE

CONSENT AGENDA

VOTE (2021-245) Councilor Moore, seconded by Councilor Fellows moved to approve the following consent agenda items:

- A. Municipal Accounts Payable Warrants – \$232,758.87
- B. Municipal Payroll Warrants – \$170,373.57
- C. School Accounts Payable Warrants– \$183,490.74
- D. School Payroll Warrants – \$ 839,491.63
- E. Minutes of November 16, 2021
- F. Renewal Automobile Graveyard Permits for Campbell's Used Auto Parts & Huston's Auto Salvage
- G. Renewal Special Entertainment Permits & Liquor Licenses for Coombs Mountfort Post 158 and the Slovak Catholic Association
- H. Policy on Treasurer's Disbursement Warrants for School Employee Wages & Benefits
- I. Policy on Treasurer's Disbursement Warrants for Municipal Employee Wages, Benefits, & State Fees

- J. State/Municipal Agreement for the Main Street/Route 125 Frazier Bridge Project, authorizing the Town Manager to enter into an agreement with MDOT on behalf of the town to protect the Town's interest
- K. MDOT Construction Overlimit Permit for the Main Street/Route 125 Dearing Brook Project, establishing permit conditions to protect the Town's interest
- L. MDOT Construction Overlimit Permit for the Main Street/Route 125 Project – From Route 196 to Huston Street, authorizing the Town Manager to establish permit conditions to protect the Town's interest

Order Passed – Vote 7-0.

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

LEGAL RIGHTS AND TOWN COUNCIL DUTIES

Attorney Stockford handed out his power point presentation and said he would be covering the roles and responsibilities under the town charter, conflicts of interest, the freedom of access act, plus harassment and discrimination.

Attorney Stockford pointed out that the Council is the town's legislative body so legislative powers are vested exclusively in the Town Council. This means enacting ordinances, regulations, resolutions and orders, establishing policy for the conduct of town government, and adopting rules of conduct for employees. This also means as a public body the Council's authority rests in the body of the whole Council, unless special authority has been given to one. The Council as a body, rather than individual members, has the legal responsibility to act on behalf of the town.

Attorney Stockford said Council is responsible for signing warrants as outlined in state law and in compliance with Lisbon's local rules and policies.

Attorney Stockford indicated that Councilors key role is to select a Town Manager, Supervise the Town Manager, confirm appointments, and not to directly interact with personnel; the Town Manager covers that. The Council should rely on the Town Manager to interact with personnel. Council has some investigative authority into the affairs of the town and conduct of town departments and could adopt rules or procedures and/or define the process for carrying out such a task; however, that task would only be for an unusual circumstance.

Attorney Stockford said administrative powers rest solely in the Town Manager and staff. Those functions exist for purposes of carrying out administratively the legislative policies adopted by the Council. The Town Manager is the chief executive officer and is responsible for carrying out Council orders. He explained the town's charter and state law prohibit Councilors from directly directing employees.

Attorney Stockford said Council's role is to confirm specific appointments and without Council's confirmation those appointments would not go into effect; those include, Town Clerk, Police Chief, Fire Chief, Public Works Director, Finance Director, Tax Assessor, and the Treasurer/Tax Collector. He said except for confirming appointments of certain officers, the Council nor any member of the Council, shall dictate the appointment or removal of any administrative officer or employee within the jurisdiction of the Town Manager. He mentioned there is a chain of command, and pointed out the town has a Chief Executive Officer to address those concerns to, and that employees should not be going directly to the Council either, they should be going directly to the Town Manager.

Attorney Stockford said state law outlines conflicts of interest and requires municipal officers with direct or indirect pecuniary interests to disclose their conflict and to abstain from voting. For instance, a Councilor should abstain from negotiating or awarding a contract and must abstain from attempting to influence that decision. He said the best practice is to abstain from any involvement, including lobbying other Councilors in favor of your interest. He explained that a vote is voidable unless a Councilor makes full disclosure of his or her interest and then abstains. He said the best rule is to avoid the appearance of a conflict of any interest. Lisbon's ordinance says a public official shall refrain from participation in a matter when there exists an actual, potential or reasonably perceived conflict of interest. He indicated Chapter 12 defines this as "a situation where a public official cannot participate in a matter because of a personal relationship, financial involvement, or other situation that would cause a reasonable person to believe that the public official cannot act in his or her official capacity without self-interest or bias."

Attorney Stockford mentioned that three or more Councilors talking about town business is required to have notice and an opportunity for the public to participate. All public business should be conducted in public view. He

explained that whether it is your personal or town device, it could potentially fall into a freedom of access request; if something is in writing and it relates to town business, it is subject to any request. He advised Council members not use emails to do town business. He stressed no back and forth conversations through emails between Council members. Emails should be for distribution of information only, he said. Conversations should happen over the information in a meeting. He explained an executive session requires a 3/5th vote [or minimum of 5 in favor-2 opposed] to enter. He said social media is a hot topic for municipal and employment lawyers. He said the use of emails is to be applied to social media. He advised Council to avoid publicly criticizing identifiable employees in a meeting to eliminate potential litigation over defamation of character. He said those comments should only be shared with the Town Manager and would be for her to address. He covered all the protected classes and potential harassment issues.

Mrs. Barnes said she would send Councilors information on required trainings. Mrs. Lycette passed out the FOA Training Certificate of Completion paperwork. New Councilors need to complete the training and return the paperwork to the Town Clerk's Office within 120 days.

Mrs. Barnes stated she received an email from the EMA office indicating the town needs to update its 2006 policy. She said the policy states the Roles & Responsibilities starting with the Town Council and down the list to the Town Manager regarding the requirements of the National Incident Management System (NIMS) training in order to qualify for grants. New Councilors need to take this training.

COUNCIL WORKING RULES

Councilor Fellows suggested they vote on the Council Working Rules at the January 2nd meeting so Councilors can take time to read the Working Rules and let the Chairman know if they recommend any changes. There were no objections.

OTHER BUSINESS

- A. COUNCIL COMMITTEE REPORTS – NONE
- B. TOWN MANAGER'S REPORT – NONE
- C. DEPARTMENT HEAD REPORTS – NONE

APPOINTMENTS

Councilor Larochelle encouraged Councilors to look at the list of boards and committees and to choose which ones they would like to join as Liaison, keeping in mind that a Liaison is there to listen, not vote. Councilor Fellows explained their Liaison role is to answer questions if asked, attend to observe, report to Council what is happening so the Council stays informed, and to gather information for budgeting purposes.

Councilor Fellows left the meeting at 8:45 p.m.

COUNCILOR COMMUNICATIONS

Councilor Larochelle suggested the Council take a tour of the town's facilities sometime on a Saturday with the Town Manager so each Councilor can get a sense of how things are working. Mrs. Barnes suggested waiting until budget season begins so the Council can ask questions about a department's capital items or budgeted needs. Councilors agreed to wait until spring and to hold workshops in the meantime.

Councilor Larochelle discussed Lisbon Emergency's request this year for an additional \$90,000.00 in funding in order to keep their doors open. He said it is hard to understand their financial operations. Councilor's have questions that should be addressed ahead of time. Councilor Moore agreed that a workshop ahead of time would be a good idea. The town should invite Bowdoin. Councilor Lunt recommended Council hold this workshop on a separate evening.

Councilor Larochelle asked for a list of missing personnel and current staffing levels. Mrs. Barnes suggested waiting for the report that is due mid-February. She said the new HR Director would be onboard in a couple of weeks. This report will be available prior to budget time so Council can budget to fill positions needed.

Councilor Larochelle said it is important to know that Lisbon had a record year with revenues, it has a healthy fund balance, and with more information coming ahead of time, the better the budget season will go.

AUDIENCE PARTICIPATION FOR NEW ITEMS - NONE

EXECUTIVE SESSION - NONE

ADJOURNMENT

VOTE (2021-249) Councilor Lunt, seconded by Councilor Miller moved to adjourn at 9:27 p.m. **Order passed - Vote 6-0.**

Twila D. Lycette, Council Secretary
Town Clerk, Lifetime CCM/CMC/MMC
Date Approved: January 4, 2022

**Town of Lisbon
Results of Balloting
November 2, 2021
Amended Return 12/13/2021**

	BOX 1	BOX 2	Elec Day Auxiliary	Elec Day TOTAL	12/13/2021 Auxiliary Absentees	AMENDED TOTAL
--	-------	-------	-----------------------	-------------------	--------------------------------------	------------------

State Referendum Election Results

QUESTION 1: Citizens Initiative - Ban high impact transmission lines in Upper Kennebec Region ...

YES	782	731	2	1,515	7	1,522
NO	523	562	1	1,086	6	1,092
Blanks	12	15		27	0	27

QUESTION 2: Bond - \$100,000,000 Build or Improve Roads, Bridges...

YES	881	818	2	1,701	9	1,710
NO	430	482	1	913	4	917
Blanks	6	8		14	0	14

QUESTION 3: Constitutional Amendment Right to grow, raise, harvest, produce, and consume the food...

YES	826	831	3	1,660	5	1,665
NO	480	465		945	8	953
Blanks	11	12		23	0	23

Total State Ballots: 1,317 1,308 3 13 2,641

Municipal Candidate & Referendum Election Results

For Council Member - 3 Yr Term

Jo-Jean Keller	319	425		744	4	748
Heather Ann Curtis	350	410		760	2	762
Clifford Miller	372	458	1	831	5	836
Harry Moore, Jr.	535	580		1,115	2	1,117
Raymond Robishaw	425	505		930	3	933
Lorelei Hilliker	226	293		519	2	521
Write-ins / Blanks	1,400	1,556	2	2,958	15	2,973

For Council Member - 1 Yr Term

Jason Smith	777	958	1	1,736	7	1,743
Declared: Gregg Garrison	9	12		21	0	21
Write-ins / Blanks	423	439		862	4	866

**Town of Lisbon
Results of Balloting
November 2, 2021
Amended Return 12/13/2021**

BOX 1	BOX 2	Elec Day Auxiliary	Elec Day TOTAL	12/13/2021 Auxiliary Absentees	AMENDED TOTAL
-------	-------	-----------------------	-------------------	--------------------------------------	------------------

For School Committee - 3 Yr Term

Kimberly Labbe-Poisson	537	651	1	1,189	5	1,194
Leonard Lednum	428	517		945	2	947
Margaret Galligan-Schmoll	464	571		1,035	5	1,040
Write-ins / Blanks	989	1,079	1	2,069	10	2,079

For Water Commission - 3 Year Term

Marie Hale	665	762	1	1,428	9	1,437
Miriam Morgan-Alexander	228	323		551	0	551
Write-ins / Blanks	316	324		640	2	642

QUESTION 1: \$2,800,000 Ferry Road Reconstruction & Improvements

YES	728	905	1	1,634	10	1,644
NO	464	496		960	3	963
Blanks	18	15		33	0	33

Total Candidate Ballots Cast:	1,209	1,409	1	11	2,630
				Candidate Ballots Not Returned:	11
Total Referendum Ballots Cast:	1,210	1,416	1	13	2,640
				Referendum Ballots Not Returned:	1


Total Registered Voters: 7,135

Election Day Warden: Debbie Hill
 Election Day Deputy Warden: Lisa B. Smith
 Election Day Registrar of Voters: Gwen Michel
 Election Day Election Clerks: Mel Cloutier
 Linda Douglass
 Margaret Ganong
 Karen Hanlon
 Eric Metivier
 Dan Michel
 Bernadette Ray
 Andrea Tapley
 Lisa Ward

Amended Return - Polling Loc. Town Office
 Warden: Debbie Hill
 Election Clerks: Karen Hanlon
 Andrea Tapley

Voter Participation History Recorded: 2,641
Percent Voted: 17%

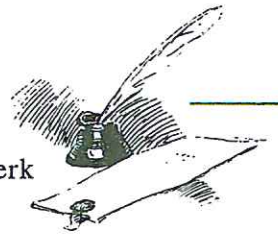
Attest:


 Twila D. Lycette, CCM/CMC/MMC
 Lisbon Town Clerk



Town of Lisbon

Twila Lycette, Town Clerk



December 14, 2021

Julie Flynn, Deputy Secretary of State
State House Station
Augusta, ME 04330

RE: See Corrected Return Of Votes Cast

Dear Mrs. Flynn,

The Town of Lisbon finished its Voter Participation History and reported the number of voters casting ballots did not equal the number of ballots cast.

The Town Clerk rechecked the Voter Participation History and reviewed 40 Batches of Absentee Envelopes and discovered Batch #39 had 13 envelopes, which had not been opened. The Election Officials reported this batch must have gotten mixed up with the others and put away inadvertently, leaving 13 unopened envelopes.

The Warden, along with a Democrat and Republican Election Clerk, hand counted these 13 absentees at the Town Hall on December 13, 2021 at 4PM as requested by the Deputy Secretary of State. Please see amended totals from the Town of Lisbon. Please accept our sincerest apology.

Sincerely,

Twila D. Lycette, CCM/CMC/MMC
Lisbon Town Clerk

MEMORANDUM FROM THE INTERIM PUBLIC WORKS DIRECTOR

TO: DIANE BARNES, TOWN MANAGER
FROM: RANDY CYR
SUBJECT: ROAD POSTINGS
DATE: DECEMBER 20, 2021

We are requesting authorization to post weight limits for the following roads in their entirety per the State of Maine Statute Title 29-A Section 2395. The duration will be from March 3rd, 2022 through May 1st, 2022. Roads will be posted only within the limits of the Town of Lisbon. A copy of the State of Maine Statute is attached.

Bowdoinham Road
Burrough Road
Edgecomb Road
Ferry Road
Fisher Road
Gould Road
Hudon Road
Keay Road
King Road
Littlefield Road
Mill Street
Moody Road
Pinewoods Road
River Road
Summer Street
Wing Street and Webster Road are posted year round.

Please contact me if you have any questions.

Title 29-A: MOTOR VEHICLES AND TRAFFIC
Chapter 21: WEIGHT, DIMENSION AND PROTECTION OF WAYS
Subchapter 3: PROTECTION OF WAYS

§2395. Ways requiring special protection

1. Right of the Department of Transportation. The Department of Transportation may restrict the weight or passage of any vehicle over any way when, in its judgment, such passage would be unsafe or likely to cause excessive damage to the way or bridge. Nothing in this Title may be construed to restrict or abridge this right.

[RR 1995, c. 1, §26 (COR) .]

2. Rules. The Department of Transportation may adopt rules to ensure proper use and prevent abuse of the public ways under the department's jurisdiction whenever those ways require special protection. Rules adopted pursuant to this section are routine technical rules as defined in Title 5, chapter 375, subchapter 2-A.

[2013, c. 55, §1 (AMD) .]

3. Designation by the Department of Transportation. The Department of Transportation may designate state and state aid highways and bridges over which restrictions on gross weight, speed, operation and equipment apply during periods of the year determined by the Department. It is unlawful for any vehicle to travel over public ways with a gross registered weight exceeding that prescribed by the Department and traveling with a load other than tools or equipment necessary for operation of the vehicle.

[1993, c. 683, Pt. A, §2 (NEW); 1993, c. 683, Pt. B, §5 (AFF) .]

4. Designation by counties and municipalities. County commissioners and municipal officers may designate public ways other than those in subsection 3 and impose restrictions within their respective jurisdictions similar to those made by the Department of Transportation under subsection 3. Any vehicle delivering home heating fuel or organic animal bedding material and operating in accordance with a permit issued by the Department of Transportation pursuant to this section may travel over any county or town way without a specific municipal or county permit. A municipality may impose additional restrictions for a vehicle delivering home heating fuel or organic animal bedding material to operate on public ways within that municipality but may not require a permit to operate according to those restrictions.

[2017, c. 25, §1 (AMD) .]

4-A. Municipal permit not required during declared drought emergency. Notwithstanding subsection 4, during a period of drought emergency declared by the Governor pursuant to Title 37-B, section 742, a person operating a vehicle that is transporting well-drilling equipment for the purpose of drilling a replacement water well or for improving an existing water well on property where that well is no longer supplying sufficient water for residents or agricultural purposes may travel over a county or municipal way without a specific county or municipal permit, as long as the following conditions are met:

A. The operator of the vehicle is operating in accordance with a permit issued by the Department of Transportation when a department permit is required for a road or way necessary to reach the county or municipal way on which the property to be drilled is situated; [2001, c. 540, §1 (NEW).]

B. The municipal or county manager or, in the absence of a municipal or county manager, a municipal or county officer or road commissioner is notified in advance; and [2001, c. 540, §1 (NEW).]

C. The operator of the vehicle is traveling on a road that is posted by a county or municipality in accordance with any additional restrictions the municipality or county may impose, excepting any requirement for a specific county or municipal permit. [2001, c. 540, §1 (NEW).]

[2001, c. 540, §1 (NEW) .]

5. Notice. A notice specifying the designated sections of a public way, the periods of closing and prescribed restrictions or exclusions must be conspicuously posted at each end of the public way requiring special protection in accordance with this section.

[1993, c. 683, Pt. A, §2 (NEW); 1993, c. 683, Pt. B, §5 (AFF) .]

6. Enforcement. Municipal officers within their respective municipalities have the same power as the State Police in the enforcement of this section and of all rules of the Department of Transportation, the county commissioners and the municipal officers that pertain to this section. The municipal officers, in such cases, serve without compensation.

[1993, c. 683, Pt. A, §2 (NEW); 1993, c. 683, Pt. B, §5 (AFF) .]

7. Violation. A violation of this section is a traffic infraction punishable by a fine, which may not be suspended, of not less than \$250.

[RR 2009, c. 2, §83 (COR) .]

8. Information on bridges. Whenever necessary, the Department of Transportation may provide to municipal and county officials information concerning the capacity of bridges under the jurisdiction of those officials and the advisability of posting those bridges.

[RR 2009, c. 2, §84 (COR) .]

SECTION HISTORY

1993, c. 683, §A2 (NEW). 1993, c. 683, §B5 (AFF). RR 1995, c. 1, §26 (COR). 1999, c. 600, §1 (AMD). 2001, c. 540, §1 (AMD). RR 2009, c. 2, §§83, 84 (COR). 2013, c. 55, §1 (AMD). 2017, c. 25, §1 (AMD).

The Revisor's Office cannot provide legal advice or interpretation of Maine law to the public.
If you need legal advice, please consult a qualified attorney.

Office of the Revisor of Statutes (mailto:webmaster_ros@legislature.maine.gov) · 7 State House Station · State House Room 108 · Augusta, Maine 04333-0007

Data for this page extracted on 12/11/2018 05:22:52.



MEMORANDUM

TO: Diane Barnes, Town Manager
FROM: Kayla Tierney, Finance Director
CC:
SUBJECT: Maine Municipal Employees Health Trust Wellness Grant Application
DATE: January 4, 2022

One of the benefits provided to Town Employees as MMEHT plan participants is the Wellness Incentive Grant Program. "The Health Trust supports the development of local efforts for wellness among its participating groups. To encourage these programs, the Health Trust offers financial support to participating groups with approved wellness programs. The maximum grant award is \$40 per year, per employee covered under the Health Trust health insurance programs."¹

The Town of Lisbon has been involved with the MMEHT Wellness program for several years and has seen a positive response from the employees. The Town of Lisbon has formed a Wellness Committee to assist in overseeing the program and has 50 health plan participants. For the 2022 calendar year, the maximum grant application is in the amount of \$2,000.00. During FY21 the Wellness funds were used to build a garden at the Town Office with fresh herbs and veggies; we also had a water challenge with new water bottles. Lastly we focused on education: Staying Healthy during the Pandemic.

Recommendation

As the Program Coordinator for the Wellness Program, I am seeking authorization to apply and accept funds from the Maine Municipal Employees Health Trust (MMEHT) 2022 Wellness Grant in the amount of \$2,000.00

¹ Maine Municipal Employees Health Trust Wellness Coordinator Training Manual

NIMS RESOLUTION**AN ORDER DESIGNATING OF THE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) AS
THE BASIS FOR ALL INCIDENT MANAGEMENT IN THE
TOWN OF LISBON**

WHEREAS, the President in Homeland Security Directive (HSPD)-5, directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for Federal, State, local, and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity;

WHEREAS, the collective input and guidance from all Federal, State, local, and tribal homeland security partners has been, and will continue to be, vital to the development, effective implementation and utilization of a comprehensive NIMS;

WHEREAS, it is necessary and desirable that all Federal, State, local and tribal emergency agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management;

WHEREAS, to facilitate the most efficient and effective incident management it is critical that Federal, State, local, and tribal organizations utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters;

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve the State's ability to utilize federal funding to enhance local and state agency readiness, maintain first responder safety, and streamline incident management processes.

WHEREAS, the Incident Command System components of NIMS are already an integral part of various incident management activities throughout the State, including current emergency management training programs; and

WHEREAS, the National Commission on Terrorist Attacks (9-11 Commission) recommended adoption of a standardized Incident Command System;

NOW, THEREFORE, We the undersigned Selectmen of the Town of **Lisbon** by the virtue of the authority vested in me by the Constitution and Laws of the State of Maine, do hereby establish the National Incident Management System (NIMS) as the Town standard for incident management.

EFFECTIVE DATE

The effective date of the Order is _____.

Fern Laroche, Chair Councilor/Date

Clifford Miller Councilor/Date

Harry Moore Jr. V. Chair Councilor/Date

Raymond Robishaw Councilor/Date

Donald Fellows Councilor/Date

Jason Smith Councilor/Date

Mark Lunt Councilor/Date

Diane Barnes Town Manager/Date

SERVICE AWARDS

5 Year Service Awards

Amelia Tuplin	Bus Driver, Parks & Recreation
Thomas Webster	Treatment Plant Operator, Sewer Department
Zachery Breton	Treatment Plant Lab Technician, Sewer Department
Ray Schlotterbeck	Deputy Animal Control Officer, Police Department
Robert Wood	Firefighter, Fire Department
Alex Therberge	Firefighter, Fire Department
William Alexander	Superintendent, Water Department
Daniel Leeman	Member on Several Boards & Committees
Richard Main	Member on Several Boards & Committees
Christopher Rugullies	Member on Several Boards & Committees

10 Year Service Awards

Roger Bickford	Water Commissioner & Member on Several Boards & Committees
Christopher Kates	Coach, Parks & Recreation

15 Year Service Awards

Traci Austin	Member on the School Committee
Stephen Aievoli	Treatment Plant Superintendent, Sewer Department
Marcel Obie	Transfer Station Operations Manager, Public Works
Jeffrey Carr	Firefighter, Fire Department
Joseph Robitaille	Firefighter, Fire Department
Eric Watson	Firefighter, Fire Department
Jeremy Williams	Firefighter, Fire Department
Joseph Normand	Custodian

25 Year Service Awards

James Lemieux	Firefighter, Fire Department
---------------	------------------------------

35 Year Service Awards

Twila Lycette	Town Clerk, Town Clerk & Election Department
---------------	--

40 Year Service Awards

Dana Adams	Firefighter, Fire Department
------------	------------------------------

Sec. 74-201. - Working rules for town council.

- (a) *Purpose.* The purpose of these rules is to establish procedures for the conduct of town business before the council, pursuant to the authority of council under Section 2.06(b) of the Charter.
- (b) *Effective date/adoption/amendment.*
 - (1) *Effective date.* These rules shall be effective for the council year that runs from the organizational meeting on the first Tuesday after the first Monday in December to the next organizational meeting in the ensuing year. Should the council fail to adopt working rules at its organizational meeting, then the rules for the previous year shall remain in full force and effect.
 - (2) *Adoption.* The adoption of these working rules, or any amendment thereof, shall require four affirmative votes.
 - (3) *Amendment.* These working rules may be amended at any regular or special meeting of the town council. Any amendment proposed for these working rules shall be submitted in writing and shall be included in the agenda package for the meeting at which the amendment is to be considered.

- (c) *Agenda.*

- (1) *Development.* The development of agendas for meetings of the Lisbon Town Council shall be in accordance with Section 2.04(a)(2) of the Charter.
 - (2) *Deadline.* For regular and special meetings of the council held at the designated time and place, all agenda items shall be provided to the manager's office by close of business on the Wednesday prior to the regular Tuesday meeting.

The agenda shall be provided online by the close of business on the Friday prior to the regular Tuesday meeting. Changes to the agenda will not normally be made after this time and documentation for all agenda items will be included with the agenda. Any missing documents will be addressed via memorandum from the Town Manager (i.e., fuel bids).

For special meetings not scheduled at the regular Tuesday meeting time, agenda items shall be provided by the town manager's office at least 48 hours before the scheduled time and date of the meeting.

When an emergency meeting is called, or changes to the regular meeting agenda are needed, agenda items shall be provided as much in advance as possible prior to the meeting, but may be presented at the meeting itself if circumstances so require.

In the event a councilor, resident and/or taxpayer of the Town of Lisbon, authorized representatives of such resident or taxpayer, or in the case of an organization, the authorized representative of that organization, wishes a matter to be considered at a council meeting, it shall be submitted to the town manager as far in advance of the meeting as possible, and prior to the normal Wednesday deadline. The individual requesting the matter be considered shall explain the reason or necessity for consideration in order for the request to be considered by the council for inclusion on the agenda.

- (3) *Consent agenda.* Those items which in the opinion of the chair are considered routine matters not requiring debate, may be included on the agenda as a consent item. If so designated, it shall be listed on the agenda under "consent agent." Any councilor wishing to have any item so listed, removed from the consent agenda, shall have the unlimited right to do so at any time prior to the vote by council on the consent agenda. If such an item is removed from the consent agenda, it shall be considered as the next item of business after the consent agenda. In the case of items included as consent items, the motion to approve the item shall be considered to have been adopted by the town council as part of its vote to approve the consent agenda.

(4) *Fiscal items.* If a proposal has a direct fiscal impact of \$10,000.00 or more and requires a council vote outside the annual budget process, the council may consider that proposal only after the finance department has provided the council with a written evaluation of the direct impact of the proposal on town revenues and expenditures during the current and following fiscal year. As used in this rule, "proposal" means a supplemental appropriation, a proposed contract, or a proposed ordinance. This rule does not preclude the council from considering a proposal's longer term impact on town revenues and expenditures.

(5) *Order of business.* All regular meetings of the town council shall transact their business in the following order:

- a. Call to order and pledge to flag;
- b. Roll call;
- c. Reading of meeting rules;
- d. Good news, recognition;
- e. Public hearings;
- f. Audience participation and response for agenda items;
- g. Consent agenda;
- h. Council orders, resolutions, and ordinances;
- i. Other business;
- j. Appointments;
- k. Councilor communication;
- l. Audience participation and response for new items;
- m. Executive session;
- n. Adjournment.

The town council may have the right to change the agenda order and to take up any agenda item out of order upon a majority vote of those councilors present.

(6) *Non-agenda items.* In the event the town manager, town staff, or a councilor, wishes a matter to be considered at the current council meeting, that was not able to be submitted prior to the deadline and has not been included on the agenda, then that matter in proper form shall be submitted to the town council as far in advance of the meeting as possible, but it may be presented at the meeting. The council member, the manager or staff requesting that the matter be considered, shall explain the reason for and the necessity of immediate consideration at the current meeting. The council may vote to waive the rules to consider that item, and upon a majority vote of those councilors present, the item(s) shall be considered for action by council.

(d) *Meetings.*

- (1) *Generally.* Unless otherwise designated by the chair or by four members of council, and for good cause shown, meeting of the town council shall occur at the central meeting room in the town office building.
- (2) *Attendance.* Failure to attend 3 consecutive meetings of the Council without being excused by a vote of the Council will result in forfeiture of office. Acceptable excuses include, without limitation, illness, vacation, and family emergencies. A limit of seven (7) excused absences over a one year session shall trigger Council review.
- (3) *Meeting length.* All council meetings, workshops, or executive sessions shall be conducted, except in extraordinary circumstances, within 2½ hours of the time the meeting is called to order. At regularly scheduled meetings, this will call for adjournment on or before 9:30 p.m. The council may, by waiving these rules, agree to extend the time for meetings if it is deemed appropriate.
- (4) *Adjourned sessions.* Any session of the town council may be continued or adjourned from day to day, or for

more than one day, but no adjournment shall be for a longer period than until the next regular meeting.

- (5) *Organizational meeting.* The council shall conduct an organizational meeting at 7:00 p.m. at its regular place of meeting, on the first Tuesday after the first Monday of December of each year. The meeting shall address the installation and oath of office of newly elected councilors, the election of a chair and vice chair, appropriate annual appointments as may be necessary, consideration and adoption of council working rules for the ensuing year, and such other organizational matters as may be deemed necessary and appropriate.
- (6) *Regular meetings.* The town council shall hold its regular meetings at 7:00 p.m. on the first and third Tuesdays of each month. If that Tuesday falls on a holiday, then the meeting shall be held on the next day. For good cause, the meeting date may be changed by the chair or by the vote of four councilors to another date and or time. If it is determined by the chair that there is no business to come before the town council, then he/she shall advise the town council accordingly and no meeting need be held.
- (7) *Special meetings.* Special meetings shall be held upon the call of the chair or four or more members of the council in accordance with the provisions of Section 2.06 of the Charter. The same notice requirements for a regular meeting shall pertain to the calling of a special meeting.
- (8) *Emergency meetings.* Where circumstances justify and constitute a hazard to the health, safety and welfare of the inhabitants, that requires action by the town council, then an emergency meeting may be held. Notice shall be given in the best practical manner including telephonically and electronically. The press shall be given the same notice within the same time frame as the town councilors.

(e) *Conduct of meetings.*

- (1) *Rules of procedure.* Meetings shall be conducted in accordance with Robert's Rules of Order except as otherwise provided herein or required by the Charter.
- (2) *Decorum.* The chair shall preserve decorum and decide all questions of order and procedure subject to appeal to the town council. Anyone desiring to speak shall address the chair, and upon recognition by the chair, shall confine themselves to the question under debate and shall avoid all personal attacks and indecorous language. No person shall enter into any discussion either directly or indirectly or through a member of the town council without the permission of the chair. Any person making personal, impertinent, and slanderous remarks or who becomes boisterous while addressing the town council or while attending the town council meeting may be removed from the premises and such person shall be barred from further audience before the town council for the duration of the meeting. The chair may direct a police officer to remove such offenders from the premises and aggravated cases shall be prosecuted on appropriate complaint signed by the chair.

Persons desiring to address the town council shall follow the procedures outlined in "(e) Conduct of meetings (5) Public Comment" section below. All remarks and questions addressed to the town council shall be addressed to the town council as a whole and not to any individual member thereof. All remarks and questions addressed to the administration of the town shall be addressed to the town manager and not to any individual town employee. No comment shall be allowed which has the effect of embarrassing or attacking the character of any individual, staff member, or councilor, and this rule shall be liberally construed and strictly enforced. No one, other than the individual having the floor, shall enter into any discussion either directly or indirectly without permission of the chair.

Councilors, staff, and the public shall preserve order and decorum and shall neither by conversation or otherwise delay or interrupt the proceedings nor refuse to obey the order of the chair or the rules of the town council. All members of the town council, staff and public shall accord the utmost courtesy to each other, to town employees and to the public members appearing before the town council and shall refrain at all times from rude and

derogatory remarks, reflections as to integrity, abusive comments, and statements as to motives and personal attacks. Town councilors shall confine their questions as to the particular matters before the assembly and in debate shall confine their remarks to issues before the town council. Individuals shall be removed from the meeting for failure to comply with decisions of the chair or for continued violations of the rules of the town council. If the chair fails to act, any member may move to require the chair to enforce the rules and the affirmative vote of the majority of the town council shall require the chair to act.

- a. *Council.* During the town council meetings, a councilor, once recognized, shall not be interrupted while speaking unless called to order by the chair, unless a point of order is raised by another member or unless the speaker chooses to yield to questions from another member. If a councilor is called to order while speaking, the councilor shall cease speaking immediately until the question of order is determined. If ruled to be in order, the town councilor shall be permitted to proceed. If ruled to be not in order, the town councilor shall remain silent or shall alter the remarks so as to comply with rules of the town council.
 - b. *Staff.* While the chair shall have the authority to preserve decorum in meetings as far as staff members and town employees are concerned, the town manager shall also be responsible for the orderly conduct and decorum of all town employees under the town manager's direction and control. The town manager shall take such disciplinary action as may be necessary to insure that such decorum is preserved at all times by town employees in town council meetings.
 - c. *Public.* Unauthorized remarks from the audience, stamping of feet, whistles, yells, and similar demonstrations shall not be permitted and may result in removal of the offenders from the premises.
- (3) *Tabling motions.* Although tabling motions under Robert's Rules of Order are not designated as motions which are debatable, this council shall allow debate on a tabling motion. However, any such debate will be limited to the reasons for the tabling motions and shall not be a continuation of the merits of the motion or any amendments that may be offered to the motion.
- (4) *Chair-presiding officer.*
- a. *Presiding officer.* The chair shall be the presiding officer at all meetings and workshops of the Lisbon Town Council. In his/her absence, the vice chair shall assume the duties of presiding officer. If both the chair and the vice chair are absent, then those town council members present, if constituting a quorum, shall proceed to elect by majority vote of those present a chair pro tem to preside at that particular meeting. If the chair or vice chair appears at the meeting, then they shall assume the duties of presiding officer.
 - b. *Participation by presiding officer.* The presiding officer, whether the chair, vice chair or chair pro tem, shall have full and complete authority to fully participate in the meeting and all agenda items. Specifically, the presiding officer may move, second, declare by unanimous consent and debate from the chair subject only to those limitations of debate as are by these rules imposed on all council members, and shall not be deprived of any of the rights and privileges of a councilor by reason of acting as presiding officer.
- (5) *Public comment.* The purpose of this comment period is to furnish new or undisclosed information or viewpoints. This time shall not be considered a "public hearing."
- a. *Scheduled public comment.* During the time scheduled for public comment on the regular town council meeting agenda ("Audience participation and Response for Agenda Items" and "Audience Participation and Response for New Items"), members of the public may address the town. Such members of the public shall ensure that only "agenda" items or "new" items are addressed and only at the appropriately scheduled time.
 - b. *Other public comment on agenda items.* After introduction of an agenda item, appropriate motions, and time for explanation and council questions, members of the public may be allowed to comment on that agenda

item at the discretion of the chair. During that period of time, any public comment shall address only the agenda item before council.

- c. *Procedure for public comment.* Members of the public who are residents and/or taxpayers of the Town of Lisbon or authorized representatives of such residents or taxpayers, or in the case of an organization, the authorized representative of that organization; may address the town council.
1. Any individual wishing to address council, after being recognized by the chair, will move to the lectern to address council, and shall give his or her name and address and organization being represented (if applicable) before beginning any remarks.
 2. No individual shall be permitted to address the council more than twice on any subject or agenda item during a council meeting. The purpose of public comment is for the council to receive input from the general public on town matters. It is not intended, nor shall it be construed as an opportunity for debate.
 3. Comments shall be limited to the items on the agenda and to a time period of three minutes or less and shall be directed through the chair.
 4. Comments by the public shall be limited to the expression of opinions or concerns regarding the agenda item or direct questions pertaining to any factual question presented by the agenda item.
 5. If, during time of public comment, a person seeks merely to reinforce a point made by another speaker, his or her remarks should simply note concurrence with the specific point.

(6) *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 the agenda item has been explained by its sponsor or the town manager or staff and clarified by any questioning, the discussion on the specific agenda item will remain with the council and additional public comment, prior to final council vote, will only be allowed at the chairman's discretion.

(7) *Voting.*

- a. *Affirmative votes.* In accordance with the provisions of Section 2.06(c) of the Charter, four affirmative votes shall be required for the adoption of any item by the town council.
- b. *Roll call votes.* Roll call votes where the vote of each individual councilor is solicited by the clerk, may be called for by the chair or by any individual member of the town council, with respect to any particular agenda item.
- c. *Abstentions.* All council members recognize the duty of each councilor to represent their constituents by participating in voting on all items that come before council in the conduct of the town's business. Therefore, abstentions on particular items will only be permitted where there is an expressed conflict of interest or other serious matter that precludes the councilor from participating in and voting on that item. Where the councilor intends to abstain from participation and voting on a particular item, he shall advise the other

councilors present as soon as that item is placed on the floor, of his intent not to participate and to abstain from voting, and the reasons that the abstention is required. Once expressing the intent to abstain, the councilor shall have no further participation in that particular agenda item.

- (f) *Committees and appointments.* The council, from time to time, and where deemed necessary and appropriate to effectively and efficiently carry out the business of the town, may appoint such committees and make other individual appointments as may be required. Committees may be ad hoc or may be adopted as standing committees. Where the council elects to use an interview system, and receive recommendations from the interview panel, such recommendations shall be taken into consideration, but shall not be considered binding or requiring the appointment of a particular candidate.
- (g) *Executive sessions.* All motions for executive sessions shall state the nature of matters to be dealt with, with specific statutory references to the particular subject matter. No topic(s) other than these referred to in the motion shall be discussed during executive session. All matters discussed during executive session shall be held in strictest confidence by councilors and shall not be discussed with or divulged to any person other than a fellow councilor or persons in attendance at the executive session. Any violation of this confidentiality requirement shall be deemed to be malfeasance of office and shall subject the offending councilor to sanction by the council.
- (h) *Workshops.*
 - (1) Workshop meetings shall be held when deemed appropriate and necessary.
 - (2) Workshop meetings should be focused on the council's formulation of policy based upon general topic discussions of current issues or project orientated. They may be also held for the purpose of disseminating information for council enlightenment and evaluation or for the discussion or refinement of future agenda items.
 - (3) No binding vote shall be taken on any matter under discussion, but a non-binding vote on any matter under discussion may be taken.
 - (4) Citizens are welcome to attend workshops, however, citizens will not normally participate in workshop discussion unless invited to do so by the town manager or town council.
 - (5) Prior to the conclusion of a workshop, if time permits, the chair may allow questions from the public. Comments by the public shall be limited to no longer than two minutes per person and no debate or discussion of collateral issues shall be permitted. Comments shall be limited to the expression of opinions, questions or concerns pertaining to agenda items.
- (i) *Conflicts.*
 - (1) *Financial interest.* A town councilor who has a financial interest in any contract with the town or in the sale, purchase or lease of any land, material, supplies or services to or from the town, shall disclose the interest and abstain from negotiating, voting upon or otherwise participating in decisions involving such contract, sale, purchase or lease, unless the contract, lease or sale is awarded through a competitive bidding process. Similarly, a councilor who has a financial interest in any matter for the town council shall disclose the interest and abstain from voting on any matter involving the interest. A copy of the disclosure and the abstention shall be recorded with the town clerk. A councilor has "financial interests" within the meaning of this section if the councilor owns at least a ten percent interest in the business or economic entity or ten percent or more of the stock of the corporation involved in the pending transaction or matter.
 - (2) *Relationship.* A town councilor is disqualified in any quasi-judicial matter before the town council, if the councilor is related to any of the parties within the sixth degree (second cousin). The councilor shall disclose the interest and abstain from voting unless all parties waive the disqualification in writing.
 - (3) *Appearance of conflict.* A town councilor shall avoid the appearance of a conflict of interest, whether there is a

technical conflict or not, by disclosure of the facts underlying the potential conflict, and where appropriate, be abstaining from voting on the matter. If, after disclosure, the councilor believes the interest will affect the councilor's ability to make a fair and impartial decision faithful to the public interest, the councilor shall abstain from voting.

- (4) *Participation.* An abstaining councilor may but need not remain in the town council chamber during debate or votes on that issue.
- (5) *Judgment of qualifications.* If there is any doubt as to whether a councilor has a conflict of interest in any matter, the chair shall determine the qualification of the challenged member by the vote of council. The decision of the town council shall be final.
- (j) *Anonymous communications.* Anonymous communications submitted to council, the town manager or staff, shall not be considered before council nor shall it be made a part of the record of council proceedings.
- (k) *Waiver.* Any of the rules contained herein or any portion of any rule may be waived for the purpose of any meeting or any portion thereof, by a majority vote of the councilors present.

(Sel. Ord. of 6-15-04, § 5.012; C.M. of 8-1-2006, §§ 1—11; C.M. of 12-15-2009, V. 2009-183; C.M. of 6-21-2011, V. 2011-111; C.M. of 12-17-2013, V. 2013-187; C.M. of 6-17-2014, V. 2014-104; C.M. of 12-16-2014, V. 2014-280; C.M. of 12-5-2017, V. 2017-300; C.M. of 12-5-2017, V. 2017-300B; C.M. 1-7-2020, V. 2020-06)

December 20, 2021

Lisbon Town Council
300 Lisbon Street
Lisbon, ME 04250

Dear Lisbon Town Council,

It is with mixed emotions that I inform you that I will be leaving my position of Town Manager on January 21, 2022 to pursue the same position in another Municipality.

I would like to express to you my sincere gratitude for the opportunity to have served you and our community as Town Manager over the past seven and a half years. It has been an honor and a privilege for me and, a highlight of a long career in Municipal Government. I would especially like to thank you for the opportunity to participate and contribute towards vital projects for the Lisbon community. In my tenure, we were able to address several significant projects in our community which have or will result in a great benefit to our citizens.

It has been a genuine pleasure working for the Town of Lisbon. I will miss my staff and the citizens of this great community. I wish you and the Town of Lisbon continued success in all future endeavors. Thank you for this great opportunity.

Sincerely,

A handwritten signature in blue ink that reads "Diane Barnes". The signature is fluid and cursive, with the first name "Diane" and last name "Barnes" clearly legible.

Diane Barnes
Town Manager

Town of Lisbon's Vaccination, Testing, and Face Covering Policy

Purpose:

Vaccination is a vital tool to reduce the presence and severity of COVID-19 cases in the workplace, in communities, and in the nation as a whole. Town of Lisbon encourages all employees to receive a COVID-19 vaccination to protect themselves and other employees. However, should an employee choose not to be vaccinated, this policy's sections on testing and face coverings will apply. This policy complies with OSHA's Emergency Temporary Standard on Vaccination and Testing (29 CFR 1910.501).

Scope:

This COVID-19 Policy on vaccination, testing, and face covering use applies to all employees of Town of Lisbon, except for employees who do not report to a workplace where other individuals (such as coworkers or customers) are present; employees while working from home; and employees who work exclusively outdoors.

All employees are encouraged to be fully vaccinated. Employees are considered fully vaccinated two weeks after completing primary vaccination with a COVID-19 vaccine with, if applicable, at least the minimum recommended interval between doses. For example, this includes two weeks after a second dose in a two-dose series, such as the Pfizer or Moderna vaccines, two weeks after a single-dose vaccine, such as Johnson & Johnson's vaccine, or two weeks after the second dose of any combination of two doses of different COVID-19 vaccines as part of one primary vaccination series. Employees who are not fully vaccinated will be required to provide proof of weekly COVID-19 testing and wear a face covering at the workplace.

All employees are required to report their vaccination status and, if vaccinated, provide proof of vaccination. Employees must provide truthful and accurate information about their COVID-19 vaccination status, and, if not fully vaccinated, their testing results. Employees declining to provide vaccination status will be considered unvaccinated and will be treated as such.

Employees may be legally entitled to a reasonable accommodation if they cannot be vaccinated and/or wear a face covering (as otherwise required by this policy) because of a disability, or if the provisions in this policy for vaccination, and/or testing for COVID-19, and/or wearing a face covering conflict with a sincerely held religious belief, practice, or observance. Requests for exceptions and reasonable accommodations must be initiated by contacting Human Resources. All such requests will be handled in accordance with applicable laws and regulations and in accordance to the employer's applicable policies and procedures].

Procedures:

Overview and General Information

Vaccination

Any Town of Lisbon employee that chooses to or is required to be vaccinated against COVID-19 must be fully vaccinated no later than December 6, 2021. Any employee not fully vaccinated by December 6, 2021 will be subject to the regular testing and face covering requirements of the policy.

To be fully vaccinated by January 10, 2022, an employee must:

- Obtain the second dose no later than January 10, 2022 or
- Obtain one dose of a single dose vaccine no later than January 10, 2022

Employees will be considered fully vaccinated two weeks after receiving the requisite number of doses of a COVID-19 vaccine as stated above. An employee will be considered partially vaccinated if they have received only one dose of a two dose vaccine.

If you need help finding a vaccination clinic, please contact Human Resources.

Testing and Face Coverings

All employees who are not fully vaccinated as of December 6, 2021 will be required to undergo regular COVID-19 testing and wear a face covering when in the workplace. Policies and procedures for testing and face coverings are described in the relevant sections of this policy.

Vaccination Status and Acceptable Forms of Proof of Vaccination

Vaccinated Employees

All vaccinated employees are required to provide proof of COVID-19 vaccination, regardless of where they received vaccination. Proof of vaccination status can be submitted via mail to HR Director, 300 Lisbon Street, Lisbon, ME 04250 with subject line CONFIDENTIAL- COVID or by providing a copy in person to Human Resources.

Acceptable proof of vaccination status is:

1. The record of immunization from a health care provider or pharmacy;
2. A copy of the COVID-19 Vaccination Record Card;
3. A copy of medical records documenting the vaccination;
4. A copy of immunization records from a public health, state, or tribal immunization information system; or
5. A copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine(s).

Proof of vaccination generally should include the employee's name, the type of vaccine administered, the date(s) of administration, and the name of the health care professional(s) or clinic site(s) that administered the vaccine. In some cases, state immunization records may not include one or more of these data fields, such as clinic site; in those circumstances Town of Lisbon will still accept the state immunization record as acceptable proof of vaccination.

If an employee is unable to produce one of these acceptable forms of proof of vaccination, despite attempts to do so (e.g., by trying to contact the vaccine administrator or state health department), the employee can provide a signed and dated statement attesting to their vaccination status (fully vaccinated or partially vaccinated); attesting that they have lost and are otherwise unable to produce one of the other forms of acceptable proof by filling out the applicable form through Human Resources.

An employee who attests to their vaccination status in this way should to the best of their recollection, include in their attestation the type of vaccine administered, the date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine.

All Employees

All employees, both vaccinated and unvaccinated, must inform Town of Lisbon of their vaccination status. The following table outlines the requirements for submitting vaccination status documentation.

Vaccination Status	Instructions	Deadline(s)
Employees who are fully vaccinated.	Submit proof of vaccination that indicates full vaccination.	January 10, 2022
Employees who are partially vaccinated (i.e., one dose of a two dose vaccine series).	Submit proof of the second dose when it is obtained.	January 10, 2022 or as soon as the second dose is obtained.
Employees who are not vaccinated.	Mandatory mask wearing	January 10, 2022
	Testing every 7 days	February 9, 2022

Supporting COVID-19 Vaccination

An employee may take up to two hours of duty time per dose to travel to the vaccination site, receive a vaccination, and return to work. This would mean a maximum of four hours of duty time for employees receiving two doses. If an employee spends less time getting the vaccine, only the necessary amount of duty time will be granted. Employees who take longer than two hours to get the vaccine must notify their immediate supervisor with written documentation of the reason for the additional time. Any additional time requested will be granted, if reasonable, but will not be paid; in that situation, the employee can elect to use accrued leave, e.g., sick leave, to cover the additional time.

Employees may utilize up to two workdays of sick leave or any other accumulated leave immediately following each dose if they have side effects from the COVID-19 vaccination that prevent them from working. Any use of sick time for this purpose will not affect sick incentives.

Employee Notification of COVID-19 Positive

Town of Lisbon will require employees to promptly notify their supervisor and the HR Department when they have tested positive for COVID-19 or have been diagnosed with COVID-19 by a licensed healthcare provider.

Town of Lisbon has also implemented a policy for keeping COVID-19 positive employees from the workplace in certain circumstances. Town of Lisbon will immediately remove an employee from the workplace if they have received a positive COVID-19 test.

Return to Work after a Positive COVID Test

For any employee sent home because they are COVID-19 positive, Town of Lisbon will require they quarantine until they meet the below criteria:

- Asymptomatic employees may return to work once 10 days have passed since the positive test,
- Symptomatic employees may return to work after all the following are true:
 - At least 10 days have passed since symptoms first appeared, and
 - At least 24 hours have passed with no fever without fever-reducing medication, and
 - Other symptoms of COVID-19 are improving (*loss of taste and smell may persist for weeks or months and need not delay the end of isolation*).

If an employee has severe COVID-19 and need to be out longer, Town of Lisbon will require a doctor's note to return.

COVID-19 Testing

All employees who are not fully vaccinated will be required to comply with this policy for testing.

Employees who report to the workplace at least once every seven days:

(A) must be tested for COVID-19 at least once every seven days; and

(B) must provide documentation of the most recent COVID-19 test result to Human Resources no later than the seventh day following the date on which the employee last provided a test result.

Any employee who does not report to the workplace during a period of seven or more days (e.g., on vacation or on a medical leave):

(A) must be tested for COVID-19 within seven days prior to returning to the workplace; and

(B) must provide documentation of that test result to Human Resources upon return to the workplace.

If an employee does not provide documentation of a COVID-19 test result as required by this policy, they will be placed on unpaid administrative leave from the workplace until they provide a test result.

Employees who have received a positive COVID-19 test are not required to undergo COVID-19 testing for 90 days following the date of their positive test or diagnosis.

Face Coverings

Town of Lisbon will require all employees who are not fully vaccinated to wear a face covering. Face coverings must completely cover the nose and mouth. Acceptable face coverings include clear face coverings or cloth face coverings with a clear plastic panel that, despite the non-cloth material allowing light to pass through, otherwise meet these criteria and which may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker's mouth or facial expressions to understand speech or sign language respectively.

Employees who are not fully vaccinated must wear face coverings over the nose and mouth when indoors and when occupying a vehicle with another person for work purposes. Policies and procedures for face coverings will be implemented, along with the other provisions required by OSHA's COVID-19 Vaccination and Testing ETS, as part of a multi-layered infection control approach for unvaccinated workers.

The following are exceptions to Town of Lisbon's requirements for face coverings:

1. When an employee is alone in a room with floor to ceiling walls and a closed door.
2. For a limited time, while an employee is eating or drinking at the workplace or for identification purposes in compliance with safety and security requirements.
3. When an employee is wearing a respirator or facemask.
4. Where Town of Lisbon has determined that the use of face coverings is infeasible or creates a greater hazard (e.g., when it is important to see the employee's mouth for reasons related to their job duties, when the work requires the use of the employee's uncovered mouth, or when the use of a face covering presents a risk of serious injury or death to the employee).

New Hires:

All new employees are required to comply with the vaccination, testing, and face covering requirements outlined in this policy as soon as practicable and as a condition of employment. Potential candidates for employment will be notified of the requirements of this policy prior to the start of employment.

Confidentiality and Privacy:

All medical information collected from individuals, including vaccination information, test results, and any other information obtained as a result of testing, will be treated in accordance with applicable laws and policies on confidentiality and privacy.

Questions: Please direct any questions regarding this policy to Human Resources.

Town Council Liaison Assignments

Ad-Hoc Committee Name		Council Liaison(s)	Monthly Meeting	Location
Administration/Library	Primary		Committee meets as needed	TBA
	Secondary			
Public Safety	Primary		Committee meets as needed	TBA
	Secondary			
Public Works/Parks & Recreation	Primary		Committee meets as needed	TBA
	Secondary			
School Facility Committee	Primary		Committee meets as needed	TBA
	Secondary			
School Committee	Primary		2nd & 4th Monday of each month	Town Office
	Secondary			
Planning Board	Primary		2nd & 4th Thursday of each month	Town Office
	Secondary			
Water Department	Primary		2nd & 4th Monday of each month	Water Dept.
	Secondary			
Lisbon Development Committee	Primary	<i>Don Fellows-Feb Re-Appointment</i>	4th Thursday of each month	Town Office
	Secondary			
Assessment Review Board	Primary		Committee meets as needed	Town Office
	Secondary			
Voter Registration Appeals Board	Primary		Committee meets as needed	Town Office
	Secondary			
Ethics Panel	Primary		Committee meets as needed	Town Office
	Secondary			
Library Governing Board	Primary		2nd Wednesday of each month	Library
	Secondary			
Appeals Board	Primary		3rd Monday of each month as need	Town Office
	Secondary			
Conservation Commission	Primary		2nd Tuesday of each month	Town Office
	Secondary			
Recreation Committee	Primary		1st Monday of each month	MTM Center
	Secondary			
Commercial Revolving Loan Committee	Primary		Committee meets as needed	Town Office
	Secondary			
County Budget Committee	Primary		Wed nights Sept-Oct	County Bldg
	Secondary			
Finance Committee	Primary		Last Mon of Month	Town Office
	Secondary			