



**AGENDA**  
**COUNCIL MEETING &**  
**PLANNING BOARD WORKSHOP**  
**APRIL 05, 2022**  
**LISBON TOWN OFFICE**  
**6:00 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  
Town Clerk reading of meeting rules
3. WORKSHOP WITH PLANNING BOARD - 6PM  
A. Planning Board Now and Future with Emphasis on the Effects of ROS2 District – Planning Board
4. EXECUTIVE SESSION – Around 7PM  
2022-76 ORDER – Per 1 M.R.S.A. § 405(6) (A) Personnel Matters
5. GOOD NEWS & RECOGNITION
6. PUBLIC HEARINGS  
A. Amend Chapter 70 Zoning Ord, Art. IV. Dist. Reg., Division 13. District Uses, Sec. 70-531 Table of Land Uses
7. AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS
8. CONSENT AGENDA  
2022-77 ORDER –  
A. Municipal Accounts Payable Warrants \$ 235,624.40  
B. Municipal Payroll Warrants – \$ 358,434.76  
C. School Accounts Payable Warrants– \$ 278,647.69  
D. School Payroll Warrants – \$ 746,813.95  
E. Special Meeting Minutes of March 8, 2022 &  
Regular Minutes of March 15, 2022 and Workshop  
Minutes of March 22 & March 29th  
F. Warrant for School Budget Validation Referendum Election,  
Order Ballot Printing, and Set Public Hearings on May 10, 2022  
for School Budget & CIP & and set School Budget Adoption  
Date on May 17, 2022  
G. Set Public Hearing for April 19 for Adult Use Products  
Manufacturing Facility for Cannabis Angels
9. COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES  
2022-78 ORDER – Town Manager’s Search Presentation from Eaton & Peabody  
2022-79 ORDER – Solicit Road Striping Bids  
2022-80 ORDER – Amend Chapter 70 Zoning Ordinance, Article IV. District Regulations, Division 13. District Uses, Sec.  
70-531 Table of Land Uses - **Second Reading**  
2022-81 ORDER – Summer Council Meeting Schedule  
2022-82 ORDER – Authorization for Town Clerk to sign Games of Chance, Cards, & Sealed Tickets
10. OTHER BUSINESS  
A. Council Committee Reports:  
1. School Committee – Councilor Larochelle  
2. Planning Board – Councilor Fellows  
3. Lisbon Development Committee – Councilor Smith  
4. Conservation Commission – Councilor Moore  
5. Parks & Recreation Committee – Councilor Miller  
6. County Budget Committee – Councilors Moore/Lunt  
7. Library Governing Board – Councilor Lunt  
8. Water Commission – Councilor Fellows  
9. Finance Committee – Councilor Robishaw  
B. Town Manager's Report
11. APPOINTMENTS  
2022-83 ORDER– Accept Resignation of Registrar of Voters – Twila Lycette and Appoint Registrar of Voters – Lisa Ward,  
Town Clerk  
2022-84 ORDER– Appoint Biannual Election Clerks – 2 Year Terms  
2022-85 ORDER –Appoint Warden – Rick Roberts for the June 14, 2022 Election  
2022-86 ORDER– Accept Lisa Ward’s Resignations from Assessment Review Board, EMA Director & Voter Registration  
Appeals Board  
2022-87 ORDER –Accept Resignation of Planning Board Associate Member & Appoint Planning Board Regular Member  
to 2024  
2022-88 ORDER –Appoint Voter Registration Appeals Board Member – 1-Year Term  
2022-89 ORDER –Appoint Planning Board Associate Member to 2024
12. COUNCIL COMMUNICATIONS
13. AUDIENCE PARTICIPATION & RESPONSE NEW ITEMS
14. EXECUTIVE SESSION  
2022-90 ORDER – Per 1 M.R.S.A. § 405 (6) (D) Labor Negotiations
15. ADJOURN  
2022-91 ORDER to Adjourn

## SUMMARY OF LISBON COUNCIL MEETING RULES

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

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

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



# Town of Lisbon

Ryan McGee  
Interim Town Manager

**Town Council**  
Don Fellows  
Cliff Miller  
Fern Larochelle, Chair  
Mark Lunt  
Ray Robishaw  
Harry Moore, Jr., Vice Chair  
Jason Smith

## MEMO

To: Town Council

From: Ryan McGee, Interim Town Manager

Subject: Recommendations

Date: April 5, 2022

### Consent Agenda Items 2022 – A to G

**F. Warrant for School Budget Validation Referendum Election, Order Ballots, and Set Public Hearings on May 10, 2022 for & School Budget & School Capital Improvement Plan & Set School Budget Adoption Date on May 17, 2022**

Which authorizes the School Budget Validation Referendum Election to be held on June 14, 2022, sets a public hearing to hear comments on the School Budget & CIP on May 10, 2022 at 7:00 PM at the Lisbon Town Office Council Meeting Room, sets the adoption date Council Approves the School Budget on May 17, 2022, approves the Election Warrant, which sets the Voter Registration Hours on June 7, 8, 9, 10, and 13 during office hours 8:30 AM to 4PM and on Election Day from 7AM to 8PM at the polling place, approves casting absentee ballots at the polling place at specific times throughout Election Day, and authorize the Town Clerk to order ballots.

**G. Set Public Hearing for April 19 for Marijuana Adult Use Products Manufacturing Facility for Cannabis Angels**

Application will be complete by April 19 once the Planning Board approves their application on April 14, so authorization is needed to place ads in the Sun Journal, post the public hearing at the Lisbon Post Office, Lisbon Falls Post Office, and Town Office building.

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### Agenda Item 2022 – 79 Solicit Road Striping Bids

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

Units of Measure	Feet	Feet	Miles	Miles
<u>STREET NAME</u>	<u>DBL. YELLOW</u>	<u>WHITE</u>	<u>DBL. YELLOW</u>	<u>WHITE</u>
Route 196	31680	63360	6	12
Route 125/Main/Canal	7,920	18,480	2	4
Route 9/Ridge Road	475.2	950.4	.09	.18
Webster Road	10,560	0	2	0
Gould Road	7,920	0	1.5	0
Littlefield Road	7,920	0	1.5	0



Units of Measure	Feet	Feet		Miles	Miles
<u>STREET NAME</u>	<u>DBL. YELLOW</u>	<u>WHITE</u>		<u>DBL. YELLOW</u>	<u>WHITE</u>
Village Street	2,112	4,224		.4	.8
Moody Road	7,920	0		1.5	0
King Road	7,392	0		1.4	0
Upland Road	2,112	0		.4	0
Capital Avenue	1,056	0		.2	0
School Street	1,056	0		.2	0
Pinewoods Road	13,200	0		2.5	0
Ferry Road	25,872	0		4.9	0
Hudon Road	3,696	0		.7	0
River Road	4,224	0		.8	0
Transfer Station	1,056	0		.2	0
Mill Street	5,280	0		1	0
Bowdoinham Road	15,840	0		3	0

### Recommendation

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

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### Agenda Item 2022 – 80

#### Amend Chapter 70 Zoning Ordinance, Article IV. District Regulations, Division 13. District Uses, Sec. 70-531 Table of Land Uses- *Second Reading*

The Planning Board Proposes Council adopt amendments that change the Medical and Adult use Marijuana Ordinance to allow some types of manufacturing operation in the Village Zone.

This change replaces “No” under manufacturing facilities for Adult and Medical to a Conditional Use C., and adds to the Footnotes 14 &15, the words “manufacturing activities in the Village Zone shall not include marijuana extraction or preparation by means of chemical synthesis. The Code Enforcement Officer reports after speaking with Legal Counsel that Municipal Definitions do not have to mirror the State’s definitions.

The Planning Board voted unanimously to modify the Land Use Table and Footnotes for District Uses.

**ROLL CALL VOTE REQUIRED:** To Amend Chapter 70 Zoning Ordinance, Article IV. District Regulations, Division 13. District Uses, Sec. 70-531 Table of Land Uses as presented.

### Recommendation

To adopt the amendments for Chapter 70 Zoning Ordinance, Article IV. District Regulations, Division 13. District Uses, Sec. 70-531 Table of Land Uses as presented.

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**Agenda Item 2021 – 81  
Summer Schedule**

The Council's summer schedule should be decided at this time for planning purposes. Our recommendation is to meet only once in July on the 12th, August on the 19th, and in November on the 15<sup>th</sup> resuming the normal schedule for September.

**Recommendation**

**To meet once in July on July 12, once in August on August 19, and once in November on November 15.**

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**Agenda Item 2022 – 82  
Authorization for Town Clerk to sign  
Games of Chance, Cards, & Sealed Tickets**

The previous Town Clerk was given permission to process and sign on behalf of the Lisbon Licensing Board, the Municipal Officers, Games of Chance, Cards, & Sealed tickets applications for the Department of Public Safety Gambling Control Unit. The Town of Lisbon collects a \$25.00 fee and notifies the Lisbon Police Chief prior to signing the applications. If for any reason the Police Chief objects to the Town Clerk signing them, that application would go on the agenda for the Council to consider.

**Recommendation**

**To authorize Lisa Ward, permission to process and sign on behalf of the Lisbon Licensing Board Games of Chance, Cards, and Sealed Tickets application for the Department of Public Safety.**

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## **TOWN OF LISBON**

300 Lisbon Street, Lisbon, ME 04250

*Twila D. Lycette, Town Clerk*

*Lisa Smith, Deputy Town Clerk*

# **PUBLIC HEARING**


## *Ordinance Amendment*

Notice is hereby given that the Lisbon Town Council intends to hold a Public Hearing on Tuesday April 5, 2022 at 7:00 PM in the Town Office Public Meeting Room to hear comments on the following:

Amend Chapter 70 Zoning Ordinance, Article IV. District Regulations, Division 13. District Uses, Sec.70-531 Table of Land uses.

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

*The public is invited to attend.*



*Twila Lycette, Town Clerk*

Constable's  
Return Of Posting  
State Of Maine

Lisbon,

Androscoggin, ss.

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

Date: 3-18-22

B. J. C. 2768  
Constable, Town of Lisbon



**Agenda Date: 04/05/2022**

Date	Brenda Martin	Municipal Accts Payable
3/16/2022	3152022	\$ 203,080.14
3/21/2022	03172022	\$ 11,515.63
3/24/2022	3222022	\$ 10,203.38
4/1/2022	3312022	\$ 10,825.25
		<b>\$ 235,624.40</b>

Date	Rebecca Hayslip	Municipal Payroll Warrants
3/23/2022	220324	\$ 176,024.99
3/23/2022	2203W2	\$ 18,811.53
3/24/2022	03MISC	\$ 281.38
4/5/2022	220407	\$ 145,917.63
4/5/2022	2204W1	\$ 17,399.23
		<b>\$ 358,434.76</b>

Date	Louise Levesque	School Accts Payable
4/1/2022	2218	\$ 278,647.69

Date	Eva Huston	School Payroll Warrants
3/22/2022	1116	\$ 15,246.77
3/22/2022	1117	\$ 158.32
3/29/2022	1118	\$ 366,784.53
3/29/2022	1119	\$ 11,496.28
3/29/2022	51	\$ 1,738.80
4/5/2022	1120	\$ 15,718.02
4/5/2022	1121	\$ 158.32
4/5/2022	1122	\$ 97,580.89
4/5/2022	1123	\$ 726.17
4/5/2022	1124	\$ 16.50
4/5/2022	1125	\$ 237,189.35
		<b>\$ 746,813.95</b>



**TOWN COUNCIL  
SPECIAL MEETING MINUTES  
MARCH 8, 2022  
LISBON TOWN HALL**

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 Chairman, Fern Larochelle, called the meeting to order and led the pledge of allegiance to the flag at 6:00 PM.

**ROLL CALL.** Members present were Councilors Lunt, Larochelle, Robishaw, Fellows (arrived at 6:10 PM), and Smith. Absent were Councilors Moore and Miller. Also present were Ryan McGee, Interim Town Manager; Brett Richardson, Community and Economic Development Director; Kayla Tierney, Finance Director; Mark Stambach, Code Enforcement Officer; Richard Green, Superintendent of Schools; Hayley McCrater, School Department Business Manager; Curtis Lunt, Finance Committee Chairman; Heather Ward, Finance Committee member; Representative Rick Mason; Senator Jeff Timberlake; and approximately 11 citizens in the audience.

**VOTE (2022-59)** Councilor Robishaw, seconded by Councilor Lunt, moved to excuse Councilors Miller and Moore's absence. **Order passed – Vote 4-0.**

**EXECUTIVE SESSION**

*Item taken out of order with no objections – See action taken at the end of this meeting.*

**VOTE (2022-62A)** Councilor Robishaw, seconded by Councilor Lunt, moved to go into Executive Session at 6:01 PM per 1 MRSA Section 405(6) (C) Acquisition of Real Property or Economic Development. **Order passed – Vote 4-0.**

*Councilor Fellows arrived at 6:10 PM.*

**VOTE (2022-62B)** Councilor Lunt, seconded by Councilor Fellows moved to come out of Executive Session at 7:15 PM. **Order passed – Vote 5-0.**

The Chairman resumed the meeting.

**GOOD NEWS & RECOGNITION**

Representative Rick Mason and Senator Jeff Timberlake presented Town Clerk, Twila Lycette with a State of Maine "Expression of Sentiment" and her family presented her with flowers. Senator Timberlake read the sentiment recognizing Mrs. Lycette for her 35 plus years of service to the Town of Lisbon acknowledging her contributions to the preservation of the history of the Town of Lisbon and for her many years of dedicated service on the State of Maine Archives Advisory Board. Her husband, children, and grandchildren attended. Representative Mason stated "There are no words to express my appreciation." Mrs. Lycette thanked Senator Timberlake and Representative Mason. She said it has been a wonderful job and that she will miss working with everyone. She indicated she enjoyed working with the residents in Lisbon very much, which she will miss.

**PUBLIC HEARINGS – NONE**

**AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS - NONE**

**CONSENT AGENDA**



**VOTE (2022-60)** Councilor Lunt, seconded by Councilor Fellows moved to approve the Consent Agenda as follows:

- A. Municipal Accounts Payable Warrants - \$ 416,776.04
- B. Municipal Payroll Warrants - \$173,099.45
- C. School Accounts Payable Warrants -
- D. School Payroll Warrants - \$362,467.83
- E. Minutes for March 1, 2022

**Order passed - Vote 5-0.**

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

### **SCHOOL BUDGET PRESENTATION TO COUNCIL AND FINANCE COMMITTEE**

School Superintendent Richard Green shared the proposed 2022-23 school budget figures and stated it does have a few remaining variables that could still impact the budget both positively and negatively. He included an overview of the financials summarized by the Subsidy Comparison Report dated February 10, 2022.

Dr. Green stated there will be changes so an updated Subsidy Report will be provided to Council to address the actual impact to local taxes. He said the majority of the increases to the budget were the direct result of increases in salaries and benefits. Currently they budgeted insurance at a 9% increase and are prepared to bargain in good faith with the LESP and LEA. Other budget increases are for supplies, contracted services, and insurance. He said many of these variables could have a positive impact on the School's budget, which ultimately would reduce the current increase in local taxes of \$347,875.00.

Dr. Green explained their primary goal is to not only maintain, but to improve their current student programs and services as recent data is now identifying the negative impact that COVID-19 has had on not only our students' academic growth, but also on students and staff's social and emotional needs. Fortunately, the Lisbon School Committee was proactive in trying to address these concerns prior to the pandemic and as a result the School Department has multiple resources available to deal with both trauma and curriculum related needs. The School Department will also be able to utilize federal money (ARF Funds) to help provide resources and supports to both our students and staff as they transition into this next phase. He said they are well aware of the current economic situation facing members of our communities and the additional state subsidy has allowed them to lower the local contribution amount while still providing the same level of services and support. He said they will continue to look at their current programs and services to make sure that they are operating in the most efficient manner. He said they would consider additional restructuring through attrition and other items as addressed through their professional conversations.

Dr. Green explained the Subsidy Comparison Report dated 2/10/2022. He said pointed out the total increase for the Fiscal Year 2022-23 school year is \$790,479.00 with an increase in the local taxes of \$347,875.00. He also included additional areas for potential savings/costs or variables:

- |   |   |
|---|---|
| 1) Anticipated/Actual Resignations<br>(Restructuring)       | 7) LEA/LESP Negotiations (On-Going)             |
| 2) Anticipated/Actual Retirements (March 1st)               | 8) Nutrition                                    |
| 3) Capital Reserve  | 9) Regular Instruction Reserve Account Transfer |
| 4) ESSER I, II and III Funding<br>(Trauma/Guidance Coaches) | 10) Service Center (WMESC)                      |
| 5) Gartley Street School                                    | 11) State Funding (Enrollment)                  |
| 6) Health Insurance   | 12) Special Education (Enrollment)              |
|   | 13) Unanticipated Revenue                       |
|   | 14) Unassigned Fund Balance                     |

Dr. Green mentioned other notable increases, decreases, and transfers as follows:

- Salaries/Benefits (Salaries \$589,726, 9% Insurance \$174,840)
- Trauma Support Services (50%)
- Supplies 10%-20%



- Maintenance Contract
- MSMA Insurance and
- Purchased Services

Councilor Larochelle asked what the balance was in the School Department's undesignated fund balance account. Dr. Green replied that he would get that information to council. He said that he likes to keep undesignated funds at about \$118,000.00.

Councilor Larochelle asked about the 100 students Dr. Green mentioned had returned and whether they were already existing students. Dr. Green said the School Department was down 150 students and now 100 students have returned. He indicated a lot of those were new students. Enrolled is typically around 1,250 students and 50 more students should bring Lisbon back to that amount.

The Chairman thanked Dr. Green for the information and mentioned the School Department's budget public hearing is scheduled for May 10.

## **OTHER BUSINESS**

### **A. COUNCIL COMMITTEE REPORTS**

1. School: Councilor Larochelle said he had nothing to report.
2. Planning: Councilor Fellows said he had nothing to report.
3. LDC: Councilor Smith said he had nothing to report.
4. County Budget: Councilor Lunt said he had nothing to report.
5. Library: Councilor Lunt said he had nothing to report.
6. Water Commission: Councilor Fellows reported that the Water Department is working on the Corrosion Control Project and that the pollution control tanks are to be installed early this summer.
7. Finance Committee: Councilor Robishaw said he had nothing to report.

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

Interim Town Manager, Ryan McGee stated that the Municipal Budget Presentations will begin on March 15, 2022. He mentioned the CMA Pay Study will also be ready to present on March 15 as well.

### **C. MAINE BLUES FESTIVAL – KEVIN KIMBALL**

Kevin Kimball, representing the Maine Blues Festival along with Mike Bray from Naples, requested Council consider allowing the one-day 2022 Maine Blues Festival, a very successful 15 year old enterprise previously held in Naples. They would like the Festival area to be pedestrian and family friendly. It would be held on Father's Day weekend, Saturday, June 18, 2022. He indicated there would be around 25 to 35 performances. He said Mike Bray is a co-founder of the Festival. They would plan to have a large stage installed in Worumbo Park, fenced off to accommodate ticket sales, a beer tent, and food trucks. He asked about staging some performances on lower Main Street.

Councilor Larochelle explained the Route 125/Main Street construction project, and invited Mr. Kimball and Mr. Bray to the next Council meeting on March 15, 2022, when a representative from the Maine Department of Transportation will be here to do a presentation on the Route 125/Main Street project. He said construction should start in early April 2022. He said there was a Positive Change Lisbon meeting at the Olive Pit yesterday. They were discussing the fact that most Main Street businesses have entrances/exits behind their buildings on private ways. He said questions about the festival could be addressed then. Perhaps the town can ask these contractors to have things cleaned up for such an event. He pointed out that our contract with MDOT includes there would be no construction Moxie weekend so the town could ask about that.

Mr. Kimball asked to borrow storm fencing from the Town. Councilor Larochelle replied yes, and directed Mr. Kimball to set that up with Mark Stevens at the Parks and Recreation Department.

Mr. Kimball said there will be noise past 9:00 PM and asked if he would need a variance for that. Mr. Stambach explained that there is an exception for permitting an event.

Mr. Kimball said the Main Stage would be at the Worumbo Site, it would shut down at 9:00 PM to switch over to the All Star Jam at the Railroad Pub. During the day, he said, they would have acts at Frank's, Olive Pit, and maybe some other places, but that he hasn't spoken with everyone downtown yet. He stated they may need alternate parking and maybe a school bus from the School Department for transporting festival goers. He explained that is how they did it in Naples. He inquired about additional parking that is walkable to the Festival. Mr. Kimball reported he would see that the green space and the event are insured and indicated his vendors are all self-insured.

**VOTE (2022-63A)** Councilor Smith, seconded by Councilor Lunt, moved to host the Maine Blues Festival in Lisbon and to have Mr. Kimball work with the Parks & Recreation and other town departments on this event. **Order passed - Vote 5-0.**

**VOTE (2022-63B)** Councilor Smith, seconded by Councilor Robishaw, moved to give permission to the Police, Public Works, and Parks & Recreation Departments to make improvements to facilitate the FY 2022 Maine Blues Festival in Lisbon. Council requested Department Heads come back to the Council if funds are needed. **Order passed - Vote 5-0.**

### **APPOINTMENTS - NONE**

### **COUNCILOR COMMUNICATIONS**

Councilor Larochelle thanked Mrs. Lycette. He said, although Mrs. Lycette has not heard this very often, Council has appreciated her very much for doing such a great job over the years.

Councilor Larochelle said the Maine Blues Festival should bring lots of business to the businesses downtown during the one day event. He mentioned he was so glad to hear that it would be coming to Lisbon. He said that Positive Change Lisbon will help promote it as well.

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

### **EXECUTIVE SESSION**

*Item taken up at beginning of meeting – Action postponed to this part of the meeting.*

**VOTE (2022-63C)** Councilor Robishaw, seconded by Councilor Lunt moved to approve a \$20,000 loan to Little River Coffee at 5% interest for a 5-year term, and to authorize the Interim Town Manager to complete the appropriate legal and documentation process to execute the transaction, based on the Revolving Loan Fund Committee's review and unanimous recommendation. **Order passed – Vote 5-0.**

### **ADJOURNMENT**

**VOTE (2022-64)** Councilor Robishaw, seconded by Councilor Lunt moved to adjourn at 8:20 PM. **Order passed - Vote 5-0.**

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Twila D. Lycette, Council Secretary  
Town Clerk, Lifetime CCM/MMC  
Date Approved: April 5, 2022





**TOWN COUNCIL  
MEETING MINUTES  
MARCH 15, 2022  
LISBON TOWN HALL**

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 Chairman, Fern Larochelle, called the meeting to order and led the pledge of allegiance to the flag at 7:00 PM.

**ROLL CALL.** Members present were Councilors Fellows, Lunt, Larochelle, Robishaw, Smith, Miller, and Moore, Jr. Also present were Ryan McGee, Interim Town Manager; Diane Nadeau, Librarian; Twila Lycette, Town Clerk; Randy Cyr, Public Works/Solid Waste Director; Mark Stevens, Park & Recreation Director; Mark Stambach, Code Enforcement Officer; Steve Aievoli, Sewer Superintendent; Kayla Tierney, Finance Director; Nate LeClair, Fire Chief; Dan Stockford, Esquire, Town Attorney; Lynna Izumi, Human Resources Director; Curtis Lunt, Finance Committee Chairman; Heather Ward, Finance Committee Member; William Kuhl, Planning Board Chairman; Dan Leeman, Planning Board Member; Jo-Jean Keller, Lisbon Development Committee Member; Mandy Olver, Olver Associates; Ernie Martin, Maine Department of Transportation, Senior Project Manager; Shane Amoroso, Maine Department of Transportation, Resident Project Engineer; Seth McGee, Vice President of McGee Construction (no relation to Chief McGee/Interim Town Manager); Michael McGee, Project Superintendent; Thomas Linindoll, McGee Construction Traffic Coordinator; Rick Mason, State of Maine House of Representatives; and approximately 10 citizens in the audience.

**EXECUTIVE SESSION**

*See Item Taken Up at the Beginning of the Meeting*

**VOTE (2022-65)** Councilor Fellows, seconded by Councilor Robishaw moved to go into Executive Session per 1 M.R.S.A. Section 405 (6) (A) Personnel Matters at 6:01 PM. **Order passed – Vote 7-0.**

**VOTE (2022-65)** Councilor Lunt, seconded by Councilor Fellows moved to come out of Executive Session at 6:54 PM. **Order passed – Vote 7-0.**

The Chairman resumed the meeting at 6:56 PM.

**GOOD NEWS & RECOGNITION**

**A. LISBON HIGH SCHOOL COMPETITION CHEERING TEAM  
CHAMPIONSHIP TITLE PROCLAMATION**

**VOTE (2022-66A)** Councilor Fellows, seconded by Councilor Robishaw moved to adopt the Lisbon High School Competition Cheering Team Championship Title Proclamation as follows:

*WHEREAS, The Lisbon High School Competition Cheering Team has made the community of Lisbon very proud as they claimed the 2022 State Championship title;*

*WHEREAS, These Cheerleaders have won the fourth Cheering Team Championship in school history at the Augusta Civic Center on February 12th;*

*WHEREAS, The Cheering season was a strong one, winning the Class C Southern Region on February 5th;*



**WHEREAS**, *At the 2022 Class C State Cheering Competition, the Lisbon High School Girls defeated Dexter High School to take their fourth State Championship in an 8 year span;*

**WHEREAS**, *The 2022 Class C State Cheering Competition team members were Reese McAtee, Trinity Trufant, Annika Golino, Jennifer St. Pierre, Grace Braley, Laryssa Cleaves, Penelope Lucas, Nevaeh Fortin, Riley Hoyle, and Mackenzie Theriault;*

**NOW THEREFORE**, *We, the Lisbon Town Council wish to congratulate and thank the Lisbon High School Cheerleaders and their Coach, Nicole Adams for their fine representation of the Town of Lisbon while winning the State Championship Title.*

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

**IN MEMORIAM  
GORDON CURTIS**

Chief McGee said Gordon Curtis was a really great man. He passed away at age 85 on Friday. Mr. Curtis served on a variety of boards, committees, and commissions over the past five decades here in Lisbon. He was a youth football coach for the Recreation Department in the early 70's and also coached baseball for the Lisbon Junior Athletic League, as well as the American Legion Adult Teams. Mr. Curtis ran the Pejepscot Sno Chief's Snowmobile Club and also was in charge of running the World's Greatest Sleigh Rides put on by the Pejepscot Sleigh Rides here in Lisbon. He said this just scratches the surface of the impact he had on so many lives in the community. He indicated Mr. Curtis was a great man so this is a huge loss to the town. He extended condolences from the community of Lisbon to the Curtis family and his friends.

**PUBLIC HEARINGS**

**A. CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS  
STIPEND TO EMPLOYEES**

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 (2022-66)** Councilor Miller, seconded by Councilor Fellows moved to approve the following Consent Agenda items:

- A. Municipal Accounts Payable Warrants – totaling \$ 18,367.75
- B. Municipal Payroll Warrants – none
- C. School Accounts Payable Warrants – totaling \$261,261.75
- D. School Payroll Warrants - \$ 366,907.10

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

**COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES**

**SEWER PROJECT UPDATES – MANDY OLVER**

**INTRODUCTION:** Ms. Olver reviewed what has been done to date for the USDA Rural Development projects. She said \$9 million was approved in 2016 and Phases 1 and 2 have been completed. There are two projects underway and being completed. They are the Davis Street Pump Station and the sanitary sewer replacement for the MDOT contract on Route 125/Main Street. She stated of the original \$9 million there is \$1.3 million remaining for future projects.

Ms. Olver stated the priority for using funds left would be to replace the sludge dewatering equipment. She said it is 20 years old, slated for 2023 replacement. The total cost she estimated at \$2 million, and added that there may be additional funding available. She recommended the \$1.3 million remaining from Rural Development funds be utilized for the replacement of the sludge dewatering equipment.

COUNCILOR COMMENTS: Councilor Larochelle asked what is the time frame to spend down the grant. Ms. Olver said it is usually within five years of getting it, it was 2017, but there is flexibility.

Councilor asked if there is a process when getting close to that time frame. Ms. Olver said there is not, but they do start to pressure you to use the balance.

Councilor Robishaw asked if the terms stay the same, Ms. Olver stated they do.

Councilor Larochelle asked if we are looking at about a year to get the project ready. Ms. Olver replied that yes, it can take nine months to a year to get it ready. Councilor Larochelle asked if it is possible to do the leg-work for it this year and then look at it in the next budget season? Mr. Aievoli stated that the funds are already in place. Interim Manager McGee stated that this is an update to get started. Councilor Larochelle confirmed that \$2 million is a good estimate, Ms. Olver agreed.

### MAIN STREET/ROUTE 125 PROJECT UPDATE MAINE DEPARTMENT OF TRANSPORTATION AND MCGEE CONSTRUCTION

INTRODUCTION: Ernie Martin, Senior Project Manager with Maine Department of Transportation (MDOT), said he's on the design side and will work on a sheet for the timeline for the construction.

Seth McGee, Vice President at McGee Construction spoke next. Interim Town Manager Ryan McGee stated for the record that there is no relation to him and McGee Construction.

Mr. McGee said they will get underway in the next week or two. He gave a broad overview of the scheduled activity over the next 2 construction seasons, into Fall of 2023. He said they will begin at Route 196 and Main Street (Route 125) with utilities and move on to road reconstruction, paving and sidewalks for a beautiful Main Street. He introduced his team, including Michael McGee, Tom Linindoll (Project Manager), David Robbins, Shane Amoroso, and Matt McKinnon.

COUNCILOR COMMENTS: Councilor Fellows asked for confirmation of how they plan to handle Moxie Festival. Mr. Martin said they will shut down for three days for the Festival, Friday, Saturday and Sunday.

Councilor Larochelle asked if there will be an interface, a possibility to meet with the Main Street businesses and property owners about water, sewer and so forth. He asked if there is an email the businesses can send questions to. He also wondered about water quality and testing since there is a Daycare and several food service businesses. Mr. Martin said they will come up with an email and Lisbon can work with DOT that way. Councilor Larochelle asked if we could arrange a meeting with businesses and property owners in the upcoming one to two weeks. Mr. Martin stated that would work well and was open to coordinating a meeting. Councilor Larochelle asked him to work with the Town Manager to come up with a day and time in the near future, and stated Monday might be good because many businesses are closed so they can come to the meeting.

Mr. Martin said they are planning a pre-construction meeting soon. Interim Town Manager Mr. McGee suggested March 21, 2022. Councilor Larochelle offered his appreciation for meeting at such short notice.

Councilor Smith asked if construction would be able to shut down on June 18 for the Maine Blues Festival slated for the Worumbo site. Mr. Martin answered that they don't as a rule work Saturdays, and if they have a heads up they can absolutely make those things happen.

Councilor Miller asked which things are planned first. Mr. Martin said signage, tree cutting, and ironing out initial plans with MDOT. Councilor Larochelle asked if Council can be provided with blueprints of the plans. Interim Town Manager McGee said he has asked for that, and Mr. Martin confirmed.



Chief McGee asked if a travel lane will be open. Mr. Linindoll stated that their intent is to come up with a way to prevent traffic from backing up on Route 196. He stated there will be One Way signs and Detour signs to School Street, he said they would like to maintain one lane open at all times. Councilors Lunt, Larochelle, and Fellows, along with Interim Manager McGee, offered concerns regarding left hand turns onto Route 196 and that it backs up when used as a detour. It is also where our community center is so there are children and elderly in that area. It was also asked if a temporary traffic light can be an option. Councilor Lunt stated it would be really important to have a traffic light.

Councilor Fellows also mentioned the spreading of traffic, and Councilor Larochelle asked how far out the signage will be. Mr. Martin stated 500 feet, and Councilor Larochelle it would offer an opportunity for regular traffic to detour sooner if they now sooner. Mr. Martin stated they can use message boards.

Councilor Miller asked what the goal at the end of Phase 1 is. Mike McGee stated the objective is to do sidewalks, curbs and paving, with 60% in the first year at Route 196 and Main Street. He said the stopping point will be beyond most of the businesses, and there will be fencing, signage, and accessibility for pedestrians. He said utilities will be first, then sidewalks in the late Fall. Mr. McGee assured Council that they will reassess as they go, considering things as they come up. Mr. Martin stated Route 196 to North Street/South Street is the goal for Phase 1.

Mr. Martin stated that Shane Amoroso, the onsite Maine Department of Transportation person, will be available for questions and to make it go smoothly. He said Mr. Amoroso can be at the public meeting on March 21, 2022.

Councilor Moore asked where the equipment will be stored. Councilor Larochelle stated they are still working on that. Councilor Larochelle thanked the MDOT and McGee Construction representatives for their time and information and for agreeing to a public meeting.

## MUNICIPAL BUDGET PRESENTATION & DEPARTMENT GOALS

**INTRODUCTION:** Chief McGee suggested Department Goals be discussed when each Department Budget is being discussed. Chief McGee reported Lisbon is the third largest community in Androscoggin County. Out of 492 communities, Lisbon is the 23<sup>rd</sup> largest. Based on the Census data from April 2020, Lisbon's population is 9,711, which is the highest population since the town was incorporated. He pointed out Lisbon is growing.

Chief McGee said the proposed managerial FY 2023 Municipal Budget is for expenditures on an organization level; preliminary revenue figures will be highlighted but will be focused on in more detail at a later date. Each the organizational level includes multiple departments within the town as follows:

### General Fund

General Government  
Health & Welfare  
Public Safety  
Public Works  
Culture & Recreation  
Economic Development  
Intergovernmental

### Other Organizational Levels include:

Debt Service  
Sewer

Chief McGee said town services include:

### Public Safety

Fire Department  
Police/ACO  
Communication Center  
Ambulatory Services

### Transfer Station

### Library

Programs offered for all ages  
Summer Reading Programs

### Parks & Recreation

Summer Camp programs  
Sports Camps  
Before and After School  
Senior Programs  
Beaver Park (300 acre park with beautiful trails and ponds)  
Trips for Seniors and Children



Winter Operations

Plowing

Public Works

Road Repairs

DARE

School Resource Officer

General Assistance

Giving Tree – Christmas

Thanksgiving dinner

Sewer DepartmentTax Collection

Motor Vehicle Registration

Code EnforcementTown ClerkAssessingFinanceTown Manager

Chief McGee pointed out that the FY2023 budget challenges were focused on Employee Retention and Recruitment, filling vacant job position, not having singular employees holding multiple titles/jobs, continuing COVID-19 restrictions, and extended manufacturing timelines, along with price increases on goods.

Chief McGee explained the town contracted with CMA to perform a town-wide pay study. Job descriptions and hourly wages and salary amounts were provided to CMA. Based on their calculations and with some hard work on the town's part, recommendations have been incorporated into a proposed pay scale chart. The increase to salaries and benefits would be spread out over a 3-year period with the initial year being FY2023. The FY2023 budget uses an offset from an asset account to bring current salaries and wages up to the recommended market value.

Mrs. Tierney reported the FY2023 Managerial Budget presented is \$1,834,090.00 over last year's budget or a 20.71% increase. The County Tax is \$33,072.00 over last year's amount or a 4.1% increase. The FY2023 Debt Service is \$121,905.00 over last year's amount or a 3.74% increase. The Sewer Budget is \$89,363.00 over last year's amount or a 7% increase. Wage and benefits are \$1,216,711.72 over last year's amount or a 22.85% increase. Sewer Wage and Benefits are \$80,310.00 over last year's amount or a 15.73 % increase. And, the total General Fund and Sewer total is \$1,297,021.72, 2/3rds of increase to be offset by \$864,724.38, with benefits totaling \$432,297.34, gives the town a net difference of 7.41% overall.

Mrs. Tierney said the Total General Funds FY2023 municipal budget totals \$10,690,348.00. The bottom line including School and County the total would be \$19,290,179.00, plus Debt Service of \$483,248.00, totals \$19,773,427.00 or an 11.02% increase over last year's amount. She pointed out the increase of \$1,962,030.00, less the 2/3rds increase to salaries/wages of \$811,181.71, presents a difference of \$1,150,848.29 or a 6.46% increase.

Mrs. Tierney pointed out the FY2023 Total General Fund excluding School and Androscoggin County Tax is \$10,690,348.00, plus Debt Service of \$483,248.00, totals \$11,173,596.00, which is \$1,955,955.00 over last year's amount or a 21.22% increase. This \$1,955,955.00 increase, less 2/3rds increase to salaries/wages of \$811,181.71, presents a difference net of offset totaling \$1,144,813.29 or a 12.42% increase.

Mrs. Tierney said revenues presently collected are \$3,219,990.36 for the General Fund and are expected to total \$4,290,271.00, which make up 87% of the current year to date amount. She said General Fund revenues include motor vehicle excise tax revenue, boat excise taxes, State Revenue Sharing, Homestead Exemptions and BETE Reimbursements from the State. It also includes revenue from some departments such as Planning Board, Clerk and Code Enforcement. Under Health & Welfare/General Assistance, the town receives General Assistance reimbursement at 70% of GA expenses from the State. Public Safety revenue is sourced from the following departments: Police, Fire, ACO and Communication Center. Public Works revenue comes from the Transfer Station. Culture & Recreation revenue comes from the Library and Parks & Recreation Departments.

Mrs. Tierney reported the preliminary FY2023 State of Maine Revenue Sharing projections for Lisbon published 3/15/2022 on the state's website shows Lisbon receiving \$2,225,912.84 or an increase of \$855,912.84.

Chief McGee said initially the original proposed budget looked like a 1.5 mil increase, but with the new State of Maine Revenue Sharing numbers proposed today, this should bring the FY20203 budget now down to a 1 mil increase; which is the same mil rate as the FY2021 budget or two years ago. He said based on the 2020 Census figures, on a median household valuation in Lisbon, a 1 mil increase would be approximately \$150.00.

Chief McGee said he proposes the Council consider tasking the Town Manager and Finance Director with researching a way to implement a Senior Citizens program to help keep our seniors in their homes as they age.

Mrs. Tierney said, as of 6/30/2021, the Unassigned Fund Balance based on the audited financial statement is \$3,463,099.00. Per the town charter, 12% of that shall be retained, or \$1,331,355.48. After subtracting the amounts designated in the current FY2022 budget, there would be \$675,999.62 available to fund the following capital assets in FY2023:

- 145,000 Tractor Trailer for the Solid Waste Department
- \$50,000 1 Ton Truck for the Parks & Recreation Department
- \$14,127 Ongoing Town Clerk Book Restoration Project
- \$16,000 PD Firearm 10 Year Replacement Program
- \$450,000 Salt Shed (re-designated from FY22)

Mrs. Tierney explained the 5 year and 10 year Capital Improvement Plan. The 5 year CIP is as follows:

**Town of Lisbon  
Forecasted Capital Improvement Plan - 5 Year  
Department Summary  
For Budget Year FY23  
Forecasted Years FY23 through FY27**

DEPARTMENT TOTALS	Forecast 6/30/2023	Forecast 6/30/2024	Forecast 6/30/2025	Forecast 6/30/2026	Forecast 6/30/2027
POLICE DEPARTMENT	\$ 82,000	\$ 43,500	\$ 77,000	\$ 77,000	\$ 91,000
ANIMAL CONTROL	-	33,500	-	-	-
COMMUNICATION CENTER	-	-	220,000	-	-
FIRE DEPARTMENT	102,628	96,069	1,454,373	8,900,149	59,115
PARKS AND RECREATION	61,200	60,000	40,000	40,000	95,000
PUBLIC WORKS	945,000	1,105,000	620,000	505,000	650,000
SOLID WASTE	145,000	50,000	-	-	-
TREATMENT PLANT	150,000	145,000	165,000	150,000	100,000
TOWN BUILDINGS	-	577,990	-	74,700	30,000
TOWN OFFICE ADMIN	44,127	41,405	30,000	30,000	30,000
TECHNOLOGY	70,000	-	31,000	-	20,900
<b>Total Capital Expenditures</b>	<b>\$ 1,599,955</b>	<b>\$2,152,464</b>	<b>\$2,637,373</b>	<b>\$9,776,849</b>	<b>\$1,076,015</b>

Chief McGee highlighted the following CIP items for each department:

Police:

- The PD Cruiser Replacement Plan replaces (1) Cruiser 1 year and (2) Cruisers the next year. By keeping it at \$67,000 per year, it offsets the total cost in the subsequent year. FY23 is a (1) Cruiser replacement year.
- Firearm Replacement - funded through Unassigned Fund Balance.

Fire:

- Car #4 (2010 pickup truck) – funded through TIF
- Turnout Gear – funded through Municipal Budget
- Hydraulic Rescue Tools – funded through Municipal Budget

Parks & Recreation

- 1 Ton Dump Body Truck – funded through unassigned fund balance
- Side by side Utility 4 Wheeler – funded through Municipal Budget

Public Works

- Salt Shed – re-designate fund balance from FY22 to FY23
- Annual Paving – funded through Municipal Budget
- Guardrail repairs – funded through Municipal Budget
- Sidewalks – funded through Municipal Budget
- Gasoline Tank and Pump replacement – funded through Municipal Budget

Solid Waste:



- Tractor Trailer – funded through unassigned fund balance

Treatment Plant:

- Freightliner FL80 – funded through Sewer Budget
- 75KW Onan Generator – Portable – funded through Sewer Budget
- Polymer feed system – funded through Sewer Budget
- EIMCO Clarifier Rehab – funded through Sewer Budget

Chief McGee recommended the Department Goals in the Council's packet be presented during the department's budget presentations to Council at budget workshops. There were no objections.

**COUNCILOR COMMENTS:** Councilor Fellows asked if we are going into offset details on the payroll budget later. Interim Town Manager McGee said yes. Ms. Tierney showed debt payoffs, plus more revenue due to houses, neighborhoods, and apartment buildings going in. She said we are on a 3-year plan. This year is 2/3, next year is 1/2, and the final year is 1/3. She stated we found out about the Revenue Sharing today and that changed the mil rate.

Councilor Fellows asked about different accounts and offsets, especially regarding the new Senior Program. Mr. McGee stated we'll discuss in more detail during budget discussions. Councilor Larochelle offered some clarification and asked if the numbers include the School Department increase. Mr. McGee confirmed it includes everything.

Councilor Larochelle clarified that the budget presentation is an overview. Mr. McGee agree and stated that moving forward there will be meetings every Tuesday, for both regular Council Meeting business and Budget Workshops. Councilor Larochelle urged other councilors to email Mr. McGee with questions, they don't have to wait for a meeting to ask. He reminded them that it will give Mr. McGee more time to prepare responses and answers. Councilor Larochelle stated that people come to Lisbon to stay now, rather than a last resort. He said putting a more definite pay structure in place will help. Ms. Tierney said a grading system for town employees will attract employees.

Councilor Robishaw said it was a good overview of the budget, to fix problems and long term employees will be better for Lisbon. He thanked Ms. Tierney and Mr. McGee for the presentation and stated they did a good job.

Councilor Larochelle also thanked them for their hard work for Lisbon.

**CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS  
STIPEND TO EMPLOYEES  
*Second Reading***

**VOTE (2022-71)** Councilor Fellows, seconded by Councilor Lunt moved to approve a one-time Hazard Pay Stipend to be paid on May 1, 2022 from the Coronavirus State and Local Fiscal Recovery Funds for employees that are currently employed by the Town of Lisbon as of March 1, 2022 and that and were working during 2021 as follows:

- For Full-time employees, a one-time hazard payment of \$2,000.
- Part-time regular employees that work at least 20 hours weekly (which also includes all part-time Public Safety personnel regardless of hours worked), a one-time hazard payment of \$1,000.

**Roll Call Vote:** Yeas – Fellows, Larochelle, Lunt, Moore, Jr., Miller, Robishaw, and Smith. Nays - None.  
**Order passed - Vote 7-0.**

**AMEND CHAPTER 70 ZONING ORDINANCE,  
ARTICLE IV. DISTRICT REGULATIONS, DIVISION 13. DISTRICT USES,  
SEC. 70-531 TABLE OF LAND USES  
*First Reading***

The Planning Board Proposes Council adopt amendments that change the Medical and Adult use Marijuana Ordinance to allow some types of manufacturing operation in the Village Zone.



This change replaces “No” under manufacturing facilities for Adult and Medical to a Conditional Use C., and adds to the Footnotes 14 & 15, the words “manufacturing activities in the Village Zone shall not include marijuana extraction or preparation by means of chemical synthesis. The Code Enforcement Officer reports after speaking with Legal Counsel that Municipal Definitions do not have to mirror the State’s definitions. The Planning Board voted unanimously to modify the Land Use Table and Footnotes for District Uses.

**VOTE (2022-72)** Councilor Fellows, seconded by Councilor Robishaw, moved to Amend Chapter 70 Zoning Ordinance, Article IV. District Regulations, Division 13. District Uses, Sec. 70-531 Table of Land Uses as follows:

**Part I - Code of Ordinances**

**Chapter 70 Zoning Ordinance**

**Article IV. District Regulations**

**Division 13. District Uses**

**Sec. 70-531. Table of Land Uses.**

...

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

Notes:

1-13 ...

14 ...

- Signs, advertising and marketing used by or on behalf of Medical Marijuana business may not be placed within 500 feet of the property line of a pre-existing public or private school.
- Manufacturing activities in the Village Zone shall not include marijuana extraction or preparation by means of chemical synthesis.

15 Adult Use Marijuana Businesses:

...

- Signs, advertising and marketing used by or on behalf of Adult Use Marijuana business may not be placed within 500 feet of the property line of a pre-existing public or private school.
- Manufacturing activities in the Village Zone shall not include marijuana extraction or preparation by means of chemical synthesis.

**Roll Call Vote:** Yeas – Fellows, Larochelle, Lunt, Moore, Jr., Miller, Robishaw, and Smith. Nays - None.  
**Order passed - Vote 7-0.**

Councilor Larochelle announced the Public Hearing will take place at the next regular Council meeting.

## OTHER BUSINESS

### A. COUNCIL COMMITTEE REPORTS

1. School Committee: Councilor Larochelle said the School board has been very active. He thanked the Board for their hard work. He stated it has not been an easy challenge and the Board has done a good job. He said Lisbon is

the envy of many other school districts. He stated our schools are confident, safe and still work within their budget.

2. Planning Board: Councilor Fellows stated the Planning Board met last Thursday. He said the Board would like to meet with Council to discuss future zoning changes, and to participate in changes to Rural Open Space II, as well as other zoning. A workshop with the Planning Board was set for April 5, 2022, at 6:00PM.
3. Lisbon Development Committee: Councilor Smith said he had nothing to report.
4. Conservation Commission: Councilor Moore reported we have lost two committee members, Mr. Mains and Mr. Curtis. He stated they both served Lisbon very well.
5. Recreation Committee: Councilor Miller said Christian Madore made a model of the Gazebo for Graziano Square, it is 16' x 16', it will not be shaped like a boxing ring as originally visualized due to construction needs. It will be ground level with a moveable stage that can be used at other events as well. He also stated Moxie Festival is getting traction, working with sponsors and vendors.
6. County Budget Committee: Councilor Lunt said he had nothing to report.
7. Library Committee: Councilor Lunt said the Library has Learning Packets available for the whole family as well as for adult learning. Councilor Moore added that there is a puzzle exchange which his wife enjoys.
8. Water Commission: Councilor Fellows said he had nothing to report.
9. Finance Committee: Councilor Robishaw said he had nothing to report.

#### B. TOWN MANAGER'S REPORT

**VOTE (2022-73)** Councilor Fellows, seconded by Councilor Lunt moved to approve the list of town employees authorized to seek legal assistance. **Order passed – Vote 7-0.**

#### C. DEPARTMENT HEAD WRITTEN REPORTS – NONE

#### D. WORUMBO SURVEY UPDATE

Mrs. Ward, the former Chairman of the Lisbon Development Committee, reported that Angie D'Amours, the current Chairman, was unexpectedly not available tonight and offered to present the material to the Council on behalf of the committee as her last act before taking her new office as Town Clerk. Mrs. Ward explained the mailer includes information about the four scenarios being presented so the public can get a sense of what is possible at this site. She said the mailer contains survey questions for the public to rank in order of their preference those four scenarios so the town can get a sense of what the public would like to see at this site. The design for the signs to promote the survey was included in your packet. She pointed out the blue line on the sign represents the river.

Mrs. Ward reported the final survey questions, as Council requested, are being presented tonight to obtain the Council's final input prior to sending it out. She explained the format will look a little different when uploaded online.

Councilor Miller inquired about where this data will be stored. Mrs. Ward said it would be stored in the town's Survey Monkey account. Councilor Fellows inquired about how these questions were going to be ranked. Mrs. Ward explained that the public would rank all four scenarios from 1 to 4 with 1 being their first choice.

Councilor Lunt said the four scenario descriptions under sell the benefits of a park and that these questions/scenarios seemed a bit bias as written right now. He requested more information be obtained on the cost of maintenance and what the revenue stream would look like for festival events. Mrs. Ward mentioned the 2 to 3 acre park area was included in all of the scenarios. Councilor Robishaw pointed out there will be 3 ½ acres of park space the town is responsible for no matter what happens. Mrs. Ward said she would forward the Council's request on to the Lisbon Development Committee members and when the mailed has been updated the committee can bring that back to the Council for another review.



Councilor Larochelle recommended Council put the mailer on hold since the Interim Town Manager has so much on his plate at the moment with budgets and other daily tasks. He pointed out that once the mailer goes out the phone calls will come in and there will be no one available to field all those questions.

Councilor Miller said this would only be gathering the data. This mailer could be updated and sent out prior to hiring a new Economic Development Director so the new director would have data already collected and available for use when he or she arrives. He indicated Councilor Fellows could oversee that the language in the mailer gets updated with Councilor Lunt's suggestions to include cost maintenance and income to the community.

Mrs. Ward said the money has already been set aside and this mailer is ready to go. However, there is still some billable time left on the marketing and architect contracts for assistance with updating these descriptions and scenarios.

**VOTE (2022-74)** Councilor Smith, seconded by Councilor Lunt moved to postpone the survey mailer until a new Economic Development Director has been hired or to set a goal to mail by July 1, 2022. **Order passed – Vote 6-1.** (Opposed: Miller)

## **APPOINTMENTS**

### **PLANNING BOARD & LISBON DEVELOPMENT COMMITTEE MEMBER RESIGNATIONS**

**VOTE (2022-75)** Councilor Fellows, seconded by Councilor Lunt moved to accept Lisa Ward's resignation from the Lisbon Planning Board and Lisbon Development Committee. **Order passed - Vote 7-0.**

## **COUNCILOR COMMUNICATIONS**

Chief McGee said the Main Street project meeting will be next week. He said the department heads have been doing outstanding jobs, we have job openings and it's a great place to work. Everyone shows up with a smile. He said the budget process will be over the next several months. He invited people to call, email, or stop by if they have questions or need information.

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

### **EXECUTIVE SESSION**

*Item Taken Up at the Beginning of the Meeting*

## **ADJOURNMENT**

**VOTE (2022-76)** Councilor Fellows, seconded by Councilor moved to adjourn at 9:06 PM. **Order passed - Vote 7-0.**

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Lisa Ward, Assistant Town Clerk  
Date Approved: April 5, 2022





**TOWN COUNCIL  
MEETING MINUTES  
MARCH 22, 2022  
LISBON TOWN HALL**

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 Chairman, Fern Larochelle, called the meeting to order and led the pledge of allegiance to the flag at 6:00 PM.

**ROLL CALL.** Members present were Councilors Fellows, Lunt, Larochelle, Robishaw, and Moore. Councilors Miller and Smith were absent. Finance Committee members present were Heather Ward, Jesse Zack, Curtis Lunt and Dan Leeman. Also present were Ryan McGee, Interim Town Manager; Kayla Tierney, Finance Director; Amy Wiers, Assessing Clerk; Mark Stevens, Parks & Recreation Director; Nate LeClair, Fire Chief; and one guest.

**PAY STUDY - CAREER MANAGEMENT ASSOCIATES  
CHARLES WILKINSON**

Charles Wilkinson from CMA presented the findings of the Pay Study contracted by the town. He commended Lisbon for taking on this study. He said the project scope looked at 75 different jobs in the town to find where we want the compensation to be. He said town leadership directed the goal to be at the market rate, at the 50% mark, not above at 75% and not below at 25%. He said they developed a pay structure for pay grades and ranges and evaluated market equity so they could make recommendations for implementation and maintenance strategies.

Mr. Wilkinson presented an example of the pay structure, from entry level to top level, broken out by years of service, with a Job Table by grade. He included market competitive steps and best practices to get employees to the higher rate most effectively. He summarized that they looked at all of the data for employees (excluding seasonal) and found that Lisbon was 12% below the market ratio across the board. He said it could take 1-3 years to bring Lisbon up to market value. He said Council will be provided with a copy of the study results. He recommended Lisbon re-assess annually, or at least once every 2-3 years.

Councilor Fellows asked about cost of living increases and cost of labor adjustments. Mr. Wilkinson explained there is no need for labor adjustments in this pay structure, with the pay steps and ranges we could keep pace with the market. He said the Unions should be okay with this structure as well, for those employees who are in Unions. He stated nothing was offset for Benefits, most of the comparisons were the same or similar. He said step increases will vary, and increases per year will change per step.

Mr. Lunt asked how many full time employees in Lisbon, Mr. McGee said there are 114.

**BUDGET WORKSHOP**

**A. Capital Improvement Plan to Council and Planning Board**

Interim Manager Ryan McGee handed out a letter to all attendees from James MacLeod from Portland Trust Company. In it he stated the funds in the IMA account represented "excess" tax receipts. He said Ed Karass, former Lisbon Finance Director, was very clear that these funds were part of the Town's general fund and may be needed at any time to bridge future cash flows between the timing of expenditures and tax receipts. The purpose of the account has always been to make idle funds as productive as possible within the confines of permissible investments under state law. As such, the funds have only been invested in FDIC insured Certificates of Deposit. The current balance in the IMA account is \$2,163,032.74, all of which is fully liquid. Also, there have been no distributions from the account since it was opened in 2016. In his opinion, the funds in the IMA account are not restricted and are available for the Town's budgetary purposes just like any other tax dollars.



Mrs. Tierney reviewed the forecasted 10-year CIP. She explained we will build in the pay increases due to the Pay Study over the next three years to reduce impact. We will still have the amount required by Charter to keep liquid at 12½%, and there will still be money available in case of emergency.

Heather Ward asked if we can also grow the IMA to continue to make use of it. Mrs. Tierney said she discussed that with the bank president and we can reinvest funds since those funds are not currently growing. She said future plans for the account will be the senior program and capital improvement, it will be a big benefit. Mrs. Ward recommended the Finance Committee should see the cash flow to see where cash is on a regular basis, they can help better with budgeting with that information.

Councilor Larochelle gave credit to Leadership for finding a way to make the Pay Study work for the town.

Mrs. Tierney presented an overview of the Capital Improvement Plan (CIP). She said this is a very important document as it has a major impact on the allocation of fiscal resources and it contributes to setting Town expenditures for many years to come. When the Program is adopted and fully utilized, it ensures that needed facilities are provided within the Town's financial capability.

Mrs. Tierney said the CIP demonstrates specific projects, amounts of those projects, and the sources of funding for those projects. In addition to the 5 and 10 year plan forecasts, this report includes estimated annual cost of operating and maintaining vehicles and equipment, as well as the current mileage of those vehicles. The Debt Structure (Bonds and Leases) is also included in this report. Each department submitted their requests for capital needs.

<p style="text-align: center;">Town of Lisbon Forecasted Capital Improvement Plan - 5 Year Department Summary For Budget Year FY23 Forecasted Years FY23 through FY27</p>					
DEPARTMENT TOTALS	Forecast 6/30/2023	Forecast 6/30/2024	Forecast 6/30/2025	Forecast 6/30/2026	Forecast 6/30/2027
POLICE DEPARTMENT	\$ 83,000	\$ 43,500	\$ 77,000	\$ 77,000	\$ 91,000
ANIMAL CONTROL	-	33,500	-	-	-
COMMUNICATION CENTER	-	-	220,000	-	-
FIRE DEPARTMENT	102,628	96,069	1,454,373	8,900,149	59,115
PARKS AND RECREATION	61,200	60,000	40,000	40,000	95,000
PUBLIC WORKS	945,000	1,105,000	620,000	505,000	650,000
SOLID WASTE	145,000	50,000	-	-	-
TREATMENT PLANT	150,000	145,000	165,000	150,000	100,000
TOWN BUILDINGS	-	577,990	-	74,700	30,000
TOWN OFFICE ADMIN	44,127	41,405	30,000	30,000	30,000
TECHNOLOGY	70,000	-	31,000	-	20,900
Total Capital Expenditures	\$ 1,600,955	\$ 2,152,464	\$ 2,637,373	\$ 9,776,849	\$ 1,076,015

Mrs. Tierney said Public Works FY23 totals \$945,000, which includes \$450,000 for the new salt shed that will be redesignated from FY22 use of unassigned fund balance to FY23 use of unassigned fund balance. It also includes \$475,000 of annual paving funded through municipal budget; the Town has set up a paving plan that slates a certain number of roads each year to keep the Town on track for financial planning and for infrastructure improvements. Guardrails and sidewalks of \$10,000 each, respectively are also funded through municipal budget. Lastly, \$95,000 to be funded through the municipal budget is to replace the gasoline tank and pumps at the PW Garage. The Public Works Director is suggesting the replacement of the 2,000 gallon tank to a 4,000 gallon tank; we are seeing more school buses running on gasoline rather than on diesel.

Mrs. Tierney highlighted additional departmental needs, including Solid Waste at \$145,000 total for a tractor trailer slated for replacement in FY23 to be funded through unassigned fund balance. She said the Treatment Plant amount of \$150,000 in FY23 funded through Sewer Budget includes: \$20,000 Freightliner FL80, \$60,000 75KW Onan Generator – portable, \$10,000 Polymer feed system, \$60,000 Eimco Clarifier Rehab. The Freightliner FL80 truck was purchased Used at a state auction in 2012/2013; it was due to be replaced in the prior fiscal year but was removed due to the pandemic. The 75kw portable generator is to replace a 70s era portable generator currently in use for power failures at 9 of our 12 pump stations. The Polymer feed system is to replace the now obsolete system installed in 2007. The Eimco Clarifier rehab is to rebuild and refinish the

interior of the clarifier installed in the early 1990s; the steel framework is rusting and the equipment is mostly original.

Mrs. Tierney pointed out that the total for Town Office Administration for FY23 is \$44,127, which includes \$14,127 for the ongoing Town Clerk records restoration project and \$30,000 for the Assessing Revaluation. The \$14,127 is to be funded through unassigned fund balance and the \$30,000 is to be funded through municipal budget. The revaluation target date is 2031 and we would need approximately \$300,000 for that revaluation; keeping in mind financial planning, it is recommended to set aside \$30,000 each year into a reserve account to be able to pay for the revaluation in 2031; this is included in the assessing budget. She also specified the total FY23 is \$70,000 for Town Office/Police Security Camera system.

Mrs. Tierney highlighted the FY23 CIP for all departments:

Police

- The PD Cruiser Replacement Plan replaces (1) Cruiser 1 year and (2) Cruisers the next year. By keeping it at \$67,000 per year, it offsets the total cost in the subsequent year. FY23 is a (1) Cruiser replacement year.
- Firearm Replacement - funded through Unassigned Fund Balance.

Fire

- Car #4 (2010 pick up truck) – funded through TIF
- Turnout Gear – funded through Municipal Budget
- Hydraulic Rescue Tools – funded through Municipal Budget

Parks & Recreation

- 1 Ton Dump Body Truck – funded through unassigned fund balance
- Side by side Utility 4 Wheeler – funded through Municipal Budget

Public Works

- Salt Shed – re-designate fund balance from FY22 to FY23
- Annual Paving – funded through Municipal Budget
- Guardrail repairs – funded through Municipal Budget
- Sidewalks – funded through Municipal Budget
- Gasoline Tank and Pump replacement – funded through Municipal Budget

Solid Waste

- Tractor Trailer – funded through unassigned fund balance
- Treatment Plant:
  - Freightliner FL80 – funded through Sewer Budget
  - 75KW Onan Generator – Portable – funded through Sewer Budget
  - Polymer feed system – funded through Sewer Budget
  - Eimco Clarifier Rehab – funded through Sewer Budget

B. Assessing

*Item taken up after Pay Study Above*

Mrs. Tierney said this year's Assessing budget totals \$ 100,496.00, as compared to last year's at \$ 84,846.00, which is \$15,650.00 over last years.



ORG	OBJ	ACCOUNT DESCRIPTION	FY23 Projected Managerial Budget Appropriation	\$ Amount Increase/(Decrease) FY22 Budget compared to FY23 Projected Managerial Budget	% Change between FY22 Approved Budget and FY23 Projected Managerial Budget
12024000	50104	Non-supervisory wages	\$24,607.00	\$ (11,099.00)	-31.08%
12024000	50201	Unemployment Costs	\$75.00	\$ (21.00)	-21.88%
12024000	50202	Workers Comp Insurance	\$114.00	\$ (1.00)	-0.87%
12024000	50210	MEPERS - Employer Share	\$2,510.00	\$ (1,168.00)	-31.76%
12024000	50220	Health Insurance	\$1,553.00	\$ (1,492.00)	-49.00%
12024000	50230	FICA Employer Costs	\$1,882.00	\$ (849.00)	-31.09%
12024000	50301	Office Supplies	\$425.00	\$ 50.00	13.33%
12024000	50306	Postage	\$300.00	\$ 50.00	20.00%
12024000	50308	Printing	\$330.00	\$ 30.00	10.00%
12024000	50401	Professional Development	\$500.00	\$ -	0.00%
12024000	50402	Dues and Memberships	\$150.00	\$ -	0.00%
12024000	50413	Mileage/ travel reimbursement	\$350.00	\$ 50.00	16.67%
12024000	50451	Contracted Professional Servic	\$35,000.00	\$ -	0.00%
12024000	50470	Registry Services	\$700.00	\$ 100.00	16.67%
12024000	50524	Mapping & Microfilming	\$2,000.00	\$ -	0.00%
12024000	53922	Revaluation	\$30,000.00	\$ 30,000.00	100.00%
Total 12024000 Assessor			\$100,496.00	\$ 15,650.00	18.45%

Mrs. Wiers explained this department has a contracted Assessor and a full time employee that serves as a part time Assessing Clerk and part time Code Enforcement Clerk so the salary for the full time employee is split between Assessing and Codes budget. Small increases were added to the budget for postage and printing. Councilor Larochelle asked if the Professional Development line was sufficient to cover all the training necessary for both employees. Mrs. Wiers indicated yes, that the amount will cover the Annual Assessing Conference and additional training.

### C. Elected Officials

Mrs. Tierney said this year's Elected Officials budget totals \$27,772.00, as compared to last year's at \$ 25,692.00, which is \$ 2,080.00 over last year's budget.

ORG	OBJ	ACCOUNT DESCRIPTION	FY23 Projected Managerial Budget Appropriation	\$ Amount Increase/(Decrease) FY22 Budget compared to FY23 Projected Managerial Budget	% Change between FY22 Approved Budget and FY23 Projected Managerial Budget
12020500	50108	Elected Officials	\$19,508.00	\$1,778.00	10.03%
12020500	50202	Workers Comp Insurance	\$57.00	\$2.00	3.64%
12020500	50230	FICA Employer Costs	\$1,357.00	\$0.00	0.00%
12020500	50301	Office Supplies	\$500.00	\$0.00	0.00%
12020500	50306	Postage	\$50.00	\$50.00	100.00%
12020500	50307	Advertising	\$800.00	\$0.00	0.00%
12020500	50401	Professional Development	\$500.00	\$250.00	100.00%
12020500	50960	Employee Recognition	\$5,000.00	\$0.00	0.00%
Total 12020500 Elected Officials			\$27,772.00	\$2,080.00	8.10%

Councilor Larochelle explained that the elected officials pay was cut quite a few years ago and that this increase will put them back where they were. He also said the Employee Recognition is fairly new to the budget but Council agreed it is vital for the town.

## D. Town Manager

Mrs. Tierney said this year's Town Manager budget totals \$511,724.00, as compared to last year's at \$252,945.00, which is \$258,779.00 over last year's budget. Mr. McGee said there will be a total of 4 employees in this department now, to include Town Manager, Assistant Town Manager, Administrative Assistant to the Town Manager, and Human Resources.

ORG	OBJ	ACCOUNT DESCRIPTION	FY23 Projected Managerial Budget Appropriation	\$ Amount Increase/(De- crease) FY22 Budget compared to FY23 Projected Managerial Budget	% Change between FY22 Approved Budget and FY23 Projected Managerial Budget
12021000	50101	Town Manager	\$111,220.00	\$8,229.00	7.99%
12021000	50104	Non-Supervisory	\$166,005.00	\$166,005.00	100.00%
12021000	50107	Administrative	\$52,000.00	-\$8,000.00	-13.33%
12021000	50201	Unemployment Costs	\$298.00	\$106.00	55.21%
12021000	50202	Workers Comp Insurance	\$3,532.00	-\$233.00	-6.19%
12021000	50210	MEPERS - Employer Share	\$33,581.00	\$16,791.00	100.01%
12021000	50220	Health Insurance	\$99,408.00	\$58,711.00	144.26%
12021000	50230	FICA Employer Costs	\$25,186.00	\$12,716.00	101.97%
12021000	50301	Office Supplies	\$1,000.00	\$800.00	400.00%
12021000	50306	Postage	\$300.00	\$50.00	20.00%
12021000	50307	Advertising	\$1,000.00	\$0.00	0.00%
12021000	50352	Cell Phone/Allowances	\$1,260.00	\$420.00	50.00%
12021000	50401	Professional Development	\$4,000.00	\$3,000.00	300.00%
12021000	50402	Dues and Memberships	\$100.00	\$100.00	100.00%
12021000	50413	Mileage/ travel reimbursement	\$2,900.00	\$0.00	0.00%
12021000	50452	Audit services	\$9,934.00	\$84.00	85.00%
Total 12021000 Town Manager			\$511,724.00	\$258,779.00	102.31%

## E. Insurance

Mrs. Tierney said this year's Insurance budget totals \$106,601.00, as compared to last year's at \$103,006.00, which is \$3,595.00 over last year's budget. She reviewed the Insurance projections and stated they are primarily with Roger's Insurance.

Councilor Larochelle asked if we should add the new Assistant Town manager to the insurance since the bond for Public Officials is only for the Town Manager, Finance Director and the Assistant Finance Director. Mrs. Tierney agreed she can include \$800.00 more to the budget to add that position, it would allow that person to be active with financials, bonds and cash.

Heather Ward asked if the town has cybersecurity insurance, especially during these times. Mrs. Tierney said it is included under General Liability.

ORG	OBJ	ACCOUNT DESCRIPTION	FY23 Projected Managerial Budget Appropriation	\$ Amount Increase/(Decrease) FY22 Budget compared to FY23 Projected Managerial Budget	% Change between FY22 Approved Budget and FY23 Projected Managerial Budget
12025500	50221	HRA Costs	\$30,000.00	\$0.00	0.00%
12025500	50601	General Liability	\$5,782.00	\$276.00	5.01%
12025500	50602	Vehicle Insurance	\$20,028.00	\$954.00	5.00%
12025500	50603	Police Liability	\$5,301.00	\$252.00	4.99%
12025500	50604	Property Insurance	\$38,024.00	\$1,811.00	5.00%
12025500	50606	Crime Insurance	\$425.00	\$20.00	4.94%
12025500	50607	Public Officials	\$1,545.00	\$74.00	5.03%
12025500	50608	Employment Liability	\$2,061.00	\$98.00	4.99%
12025500	50609	Public Officials Bond Insurance	\$2,175.00	\$50.00	2.35%
12025500	50610	Critical Incident Ins.	\$1,260.00	\$60.00	5.00%
Total 12025500 Liability Insurance Progr			\$106,601.00	\$3,595.00	3.49%



## F. Legal

Mrs. Tierney said this year's Legal budget totals \$70,000.00, as compared to last year's at \$40,000.00, which is \$30,00.00 over last year's budget. Mr. McGee said the increase is due to new staff including Town Manager and other newer town employees. He said there will be more questions that will need to go to Legal.

ORG	OBJ	ACCOUNT DESCRIPTION	FY23 Projected Managerial Budget Appropriation	\$ Amount Increase/(Decrease) FY22 Budget compared to FY23 Projected Managerial Budget	% Change between FY22 Approved Budget and FY23 Projected Managerial Budget
12022000	50450	Legal expense	\$70,000.00	\$30,000.00	75.00%
		Total 12022000 Legal	\$70,000.00	\$30,000.00	75.00%

## G. Technology

Mrs. Tierney said this year's Technology budget totals \$348,661.00, as compared to last year's at \$249,877.00, which is \$98,784.00 over last year's budget.

ORG	OBJ	ACCOUNT DESCRIPTION	FY23 Projected Managerial Budget Appropriation	\$ Amount Increase/(Decrease) FY22 Budget compared to FY23 Projected Managerial Budget	% Change between FY22 Approved Budget and FY23 Projected Managerial Budget
12026500	50360	Minor equipment	\$20,000.00	\$0.00	0.00%
12026500	50454	Internet and website hosting	\$13,861.00	\$2,036.00	17.22%
12026500	50530	Software and Services	\$220,800.00	\$22,748.00	11.49%
12026500	50536	R&M: Equipment	\$94,000.00	\$74,000.00	370.00%
		Total 12026500 Technology	\$348,661.00	\$98,784.00	39.53%

Mr. McGee said all computers will need to change over to Windows 365 and Public Works needs to increase their internet. Mrs. Tierney added that several of the printers in the tax office are very old and need to be replaced. She said we are getting a quote for one consolidated printer for shared use, and several small ones for the tax office. She said the Library is also in need of a new copier, it is used a lot for making copies for residents.

Heather Ward asked if we still have two bookkeeping systems. Mrs. Tierney said we have two due to the time and cost to change over, we plan to completely convert over the next few years. She said we do plan to be completely converted by 2025.

## H. Abatements

Mrs. Tierney said there are no items in the budget books for abatements because they are difficult to budget due to unknowns. Mr. Lunt asked how much they are approximately per year, Mrs. Tierney said \$20,000 and that is what they are most times. She said we have had fewer abatements in recent years.

## I. Finance

Mrs. Tierney said this year's Finance budget totals \$258,835.00, as compared to last year's at \$223,791.00, which is \$35,044.00 over last year's budget.

ORG	OBJ	ACCOUNT DESCRIPTION	FY23 Projected Managerial Budget Appropriation	\$ Amount Increase/(Decrease) FY22 Budget compared to FY23 Projected Managerial Budget	% Change between FY22 Approved Budget and FY23 Projected Managerial Budget
12023000	50102	Department Head	\$87,646.00	\$13,522.00	18.24%
12023000	50104	Non Supervisory	\$84,389.00	\$15,070.00	21.74%
12023000	50140	Overtime wages	\$500.00	\$500.00	100.00%
12023000	50201	Unemployment Costs	\$224.00	-\$64.00	-22.22%
12023000	50202	Workers Comp Insurance	\$428.00	-\$33.00	-7.16%
12023000	50210	MEPERS - Employer Share	\$17,548.00	\$2,773.00	18.77%
12023000	50220	Health Insurance	\$46,645.00	\$915.00	2.00%
12023000	50230	FICA Employer Costs	\$13,199.00	\$2,225.00	20.80%
12023000	50301	Office Supplies	\$3,000.00	\$0.00	0.00%
12023000	50306	Postage	\$800.00	\$0.00	0.00%
12023000	50352	Cell Phone/Allowances	\$420.00	\$0.00	0.00%
12023000	50401	Professional Development	\$1,400.00	\$0.00	0.00%
12023000	50402	Dues and Memberships	\$500.00	\$0.00	0.00%
12023000	50413	Mileage/ travel reimbursement	\$500.00	\$0.00	0.00%
12023000	50451	Contracted Professional Servic	\$1,636.00	\$136.00	9.07%
Total 12023000 Finance			\$258,835.00	\$35,044.00	15.66%

Councilor Larochelle asked if \$1,400.00 for Professional Development is enough. Mrs. Tierney said it is enough for this year, that it includes enough for herself and her assistant.

#### J. Tax

Mrs. Tierney said this year's Tax Collection budget totals \$186,121.00, as compared to last year's at \$166,676.00, which is \$19,445.00 over last year's budget.

ORG	OBJ	ACCOUNT DESCRIPTION	FY23 Projected Managerial Budget Appropriation	\$ Amount Increase/(Decrease) FY22 Budget compared to FY23 Projected Managerial Budget	% Change between FY22 Approved Budget and FY23 Projected Managerial Budget
12023500	50104	Non Supervisory	\$134,275.00	\$17,746.00	15.23%
12023500	50140	Overtime	\$2,500.00	\$0.00	0.00%
12023500	50201	Unemployment Costs	\$261.00	-\$27.00	-9.38%
12023500	50202	Workers Comp Insurance	\$356.00	-\$27.00	-7.05%
12023500	50210	MEPERS - Employer Share	\$11,978.00	-\$282.00	-2.30%
12023500	50220	Health Insurance	\$14,188.00	\$278.00	2.00%
12023500	50230	FICA Employer Costs	\$10,463.00	\$1,357.00	14.90%
12023500	50301	Office Supplies	\$3,000.00	\$0.00	0.00%
12023500	50306	Postage	\$8,000.00	\$500.00	6.67%
12023500	50401	Professional Development	\$600.00	\$0.00	0.00%
12023500	50402	Dues and Memberships	\$0.00	-\$100.00	-100.00%
12023500	50413	Mileage/ travel reimbursement	\$500.00	\$0.00	0.00%
Total 12023500 Tax Collection			\$186,121.00	\$19,445.00	11.67%

#### K. Debt Service

Mrs. Tierney said this year's Debt Service budget totals \$483,248.00, as compared to last year's at \$361,343.00, which is \$121,905.00 over last year's budget.



ORG	OBJ	ACCOUNT DESCRIPTION	FY23 Projected Managerial Budget Appropriation	\$ Amount Increase/(Decrease) FY22 Budget compared to FY23 Projected Managerial Budget	% Change between FY22 Approved Budget and FY23 Projected Managerial Budget
38081000	53401	2006 Bond Principal	\$0.00	\$ (36,000.00)	-100.00%
38081000	53403	2010 Bond Principal	\$53,040.00	\$ -	0.00%
38081000	53404	2011 Bond Principal	\$0.00	\$ (27,000.00)	-100.00%
38081000	53405	2014 QECB Principal	\$43,780.00	\$ 1,460.00	3.45%
38081000	53406	2017 Bond Principal	\$150,000.00	\$ -	0.00%
38081000	53409	2020 Bond Principal (Pinewood Road)	\$150,000.00	\$ 150,000.00	100.00%
38081000	53603	2010 Bond Interest	\$14,454.00	\$ (900.00)	-5.86%
38081000	53604	2011 Bond Interest	\$0.00	\$ (68.00)	-100.00%
38081000	53605	2014 QECB Interest	\$13,646.00	\$ (1,460.00)	-9.67%
38081000	53607	2017 Bond Interest	\$19,658.00	\$ (2,797.00)	-12.46%
38081000	53609	2020 Bond Interest (Pinewood Road)	\$0.00	\$ -	0.00%
38081000	53612	2022 Bond Interest (Ferry Road)	\$38,670.00	\$ 38,670.00	100.00%
Total 38081000 Debt Service-Bonds			\$483,248.00	\$ 121,905.00	33.74%

## ADJOURN

The Chairman, seeing no further business, adjourned the meeting at 9:26 PM.

Lisa Ward, Town Clerk  
Date Approved April 5, 2022



**TOWN COUNCIL  
WORKSHOP MINUTES  
MARCH 29, 2022  
LISBON TOWN HALL**

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 Chairman, Fern Larochelle, called the meeting to order and led the pledge of allegiance to the flag at 6:00 PM.

**ROLL CALL.** Members present were Councilors Lunt, Larochelle, Robishaw, Smith, Miller, and Moore, Jr. Also present were Ryan McGee, Interim Town Manager; Kayla Tierney, Finance Director; John Cordts, Lisbon EMS; Nate LeClair, Fire Chief; and one citizen in the audience. Chairman Larochelle excused Councilor Fellows. Also present from the Finance Committee were Chairman Curtis Lunt, Jesse Zack, and Dan Leeman. Town Clerk, Twila Lycette, attended with Lisa Ward, Assistant Town Clerk.

**BUDGET WORKSHOP**

**A. TOWN CLERK**

Lisa Ward, Assistant Town Clerk, presented the Town Clerk Budget with Twila Lycette. Ms. Ward said that Phase I of the Restoration Project has been completed, Volumes 15, 16 and 17, plus the scan and file of the documents. Phase II will be Volumes 18, 19 and 20 plus two very historical volumes of Selectmen Records which are both over 100 years old. The Selectmen Records will bring us up to the more current restored records we've already had done. The final Phase will be fiscal year 23-24, to include Records of Marks, Divisions and Fences, finishing up the Clerks Records, Overseers of the Poor and Mortgage Records. Ms. Ward pointed out that mortgage records from that era, 1866-1875, are not kept anywhere else, and that here in New England we have the oldest such records in the country.

Ms. Ward stated the mission of the Town Clerk's office is to efficiently and accurately maintain all town records, conduct state and local elections in accordance with state law and local charter, issue local licenses and vital records, assist with dog licensing, and to provide information to the public and local officials in a sociable and pleasant manner. She said the Clerk keeps record of all ordinances and other records per State statute, and, as Freedom of Access Officer, maintains copies of FOA training certificates and oaths. She also said the Clerk obtains and maintains certificates of births, marriages, and deaths; attests and reports on vital statistics of the Town of Lisbon as required by state law, and prepares and distributes the Annual Town Report prior to the municipal budget public hearing. She added that the Town Clerk conducts and supervises all elections.

For Staffing, Ms. Ward stated we have a full-time Town Clerk, a full-time Deputy Clerk, and a limited part-time Assistant Clerk to cover occasionally and during elections. She said the total budget of \$180,601.00 is a \$10,557.00 increase over last year's budget of \$170,044.00. Temporary Wages for Election Clerks and part time coverage totals \$8,000.00, \$4,620.00 less than last year because we are in a non-presidential election year. November elections wages are estimated at \$3,390.63, June's elections wages at \$2,950.00, making up the bulk of the budget line. Overtime wages for the Deputy Clerk are \$2,600.00, \$300.00 over last year's budget, including elections overtime, Council workshops, Planning Board and Assessment Review Board meetings.

Ms. Ward said Office Supplies are at \$2,000.00, the same as last year, and mainly cover paper, election time food, labels, envelopes, elections for Voter lists, and dog licensing. Postage and Delivery were increased from \$1,400.00 to \$1,600.00 due to not having estimated enough for the previous budget. Advertising also remained the same as last year's budget at \$800.00, and includes ads required by ordinance. For Printing costs, Ms. Ward stated the budget line of \$2,700.00 is less than last year since we now share ballot costs with the Water Department. Printing includes ballots, voter cards, binders for Council, Planning Board and Board of Assessment Review minutes, and Annual Town Reports. Cell phone reimbursement remained the same as last year at \$420.00, and Professional Development increased from \$700.00 to \$1,800.00 to include recommended training and certifications for the new Town Clerk and for the Deputy Clerk. Ms. Ward explained that outgoing Clerk Mrs. Lycette recommended all of the MMA and New



England trainings for Ms. Ward. It includes the 3-year program, 1 week per year that will allow Ms. Ward to earn the International Certified Municipal Clerk designation in order to serve Lisbon best. The Meetings and Dues budget of \$400.00 includes dues for both the Clerk and the Deputy Clerk. Meals and Lodging at \$1,010.00 and Mileage/Travel Reimbursement at \$450.00 both support the education line for rooms, meals and travel for trainings and certifications.

Ms. Ward said the Contracted Services line includes Police Department patrol coverage during elections in June and November, it is budgeted at \$1,260.00. The Professional Services line at \$10,450.00 includes the annual fee for keeping ordinances up to date online. She said we were doing two per year but it was not sufficient for Lisbon's needs and we need to do four supplements per year to stay current, that is \$8,000.00 of that budget line. She presented the Equipment line for repairs and maintenance at \$2,800.00, the same as last year, to maintain the roller shelving in the vault and for leasing polling equipment from the state for elections.

Councilor Larochelle asked if the Training budget is sufficient for both the Clerk and the Deputy. Mrs. Lycette confirmed it is. Councilor Robishaw wondered if the cost for Travel is sufficient, Mrs. Lycette said it should be enough. Councilor Larochelle asked why overtime for the Deputy is so different from last year's expenditure. Mrs. Lycette said it may not have been taken from the correct budget line and Mrs. Tierney said she will look into it. Mrs. Lycette said the budget line is an accurate estimate of the expected overtime.

#### B. POLICE DEPARTMENT – COMM CENTER – ACO

*Moved to last item.*

Police Chief Ryan McGee presented the budgets for the Police Department, Comm Center and Animal Control. He dedicated the presentation to K-9 Moxie. He said upcoming events include the Memorial Day Parade, Moxie Festival and the Blues Festival, all of which will require police coverage. He said some excellent programs that have been positive for Lisbon over the past year include the Options program to allow mental health drug abuse counselors to work with Lisbon PD at no cost to help those with drug addiction issues; a senior citizen fraud awareness program; Handle with Care program to proactively help students at school with delicate situations and work with the School Resource officer and school counselors; ALICE training to help prepare school and municipal staff for active shooter incidents; and the 9/11 Ceremony at Ricker Park, which was well attended.

Chief McGee gave an overview of the Police Department. He said there are 14 full time officers, we are filling a fifteenth spot. Our four schools are currently covered by one School Resource Officer, he is seeking a grant to have a second SRO. According to Maine Police Employment Data there are 1,639 police officers in Maine. He said our population of 9,711 should have a total of 18 police officers to serve the population effectively. He said we have three part time reserve officers and Lisbon is the 23<sup>rd</sup> largest community, out of nearly 500 in Maine and we are close to high crime areas. He stated that in 2020 we only had 9 full time police officers due to deployment, training, and empty positions.

Chief McGee stated he wants to invest in police officers for retention, that other towns offer much higher pay. He said pro-active recruitment, fair pay per the CMA study we recently had done, and retention efforts will help. He said for temporary/seasonal employees, including reserve officers, he will need to increase staff for large events. Professional Development is for the Maine Criminal Justice Academy, and approximately 90% of that budget is for personnel.

Mr. Curt Lunt asked what the starting pay for a patrolman is. Chief McGee stated it is currently at \$19.00 per hour, but implementation of the pay study will raise that to \$25.00.

Chief McGee said the PD community outreach includes Special Olympics, DARE, Citizens Police Academy and outdoor programs to include biking and fishing at Beaver Park. He said he would like to increase training for officers to become Trainers, this helps reduce liability. Another addition will be body-worn Cameras. He said they increase transparency and accountability and allow for better documentation. He said we need to upgrade current cameras and he is looking for grants to implement body-worn cameras by 2023. He also will add it to the Capital Improvement Plan.

Chief McGee said the Communications Center has 4 full time officers, 2 are new, and one more new one by summer will increase the personnel budget by \$18,377.00. He said Animal Control Officer Jeff Cooper is fulltime and Ray Schlotterbeck is part time. He said he had 526 calls for service in Lisbon, and have had an increase in revenues for other calls.

Chief McGee stated the majority of the changes are due to the CMA pay study.



Councilor Larochelle asked about gas price accuracy, Chief McGee said it should be \$4,429.00, it should be very close. Mr. Leeman asked if enough time was allowed for court time now that Covid restrictions are no longer in place. Chief McGee said the courts still use Zoom, so it should be accurate for this year.

Councilor Larochelle asked about the Chief's budgeted salary, since it is lower than the pay study. Chief McGee said he felt it was still fair and did not wish to see it higher at this time. Councilor Larochelle asked what it would be if we put it at the same pay study level we put all the others. Mrs. Tierney said it is currently at \$92,560, it would be in the \$95,285.00 to \$101,129.00 range. Councilor Larochelle said he would like to see it go to at least the \$95,285.00 amount to protect the Town and so it won't be behind the other pays. There was general agreement among the Council and Finance Committee members for that amount.

### C. FIRE DEPARTMENT

*Taken up out of order, after the EMS/Lisbon Emergency presentation.*

Chief Nate LeClair said the Fire Department these days is more of an All Hazards Response due to the varied nature of their calls, which include not only Fire calls but also calls for power lines, water issues, and medical calls. He stated their responsibilities have grown a great deal over the past 35-40 years. He said for payroll issues the non-supervisory line was split before, this year we put call firefighters on the seasonal line. He stated Worker's Comp and Insurance are reflective of a new position. Also, the Temporary/Seasonal line is different because of changing to a pay scale that reflects the job each person does.

Chief LeClair said his goal is to have three people on in the daytime, which is the hardest time to cover because so many firefighters have daytime jobs. It will give us more people and reduce response time for the daytime calls. Councilor Larochelle asked if that means during the day there will be two regular staff and one per diem, to come up to the three person staffing level. Chief LeClair said yes, it will help to backfill other time off, as well.

Chief LeClair said Operating Supplies amount is \$9000.00 mainly due to supply chain issues. He said it includes clothing allowances, which include dress uniforms as part of the retention program. He said the firefighters also need physicals, pre-employment plus regular, due to the use of respirators.

Chief LeClair said he estimated the gas and diesel costs using current rates, not knowing what they may be in the near future, that they may be more. He said the Tire budget is in case something goes wrong, there are no scheduled replacements. He also said Professional Development wasn't spent due to issues, he will try to get more trainings, they are needed.

Councilor Larochelle said, now that we have another full time staff, will that allow us to have in-house trainings? Chief LeClair replied that we do in-house trainings now, but the Fire Academy is required.

Chief LeClair continued that his Capital Reserve amount for new vehicles per the Capital Improvement Plan (CIP) is \$75,000.00. He said he does plan to buy six new radios per year to bring the radios up to par. It's not much of an actual increase, it moved to a different line on the budget. He also pointed out that EMS supplies are up due to Covid and changes in Maine EMS rules.

For personal protection equipment, including air masks, vests, boots, gloves and helmets, Chief LeClair said he has \$15,000.00 in the CIP. He also said that some hoses need replacement, they have become de-laminated. He said it raised the budget by \$3,000.00. He said the Equipment line also includes axes, poles, chainsaws, extrication equipment. He said the CIP includes some, too. He said CIP replacements also include car 4, a pick-up truck, and that they will also use TIF money for that.

Councilor Larochelle asked about possible relocation due to the construction on Main Street. Chief LeClair answered that he spoke with Shane at McGee Construction, there should only be a one or two day at a time issue. They will relocate to Public Works during that time and firefighters will bring equipment home with them for responses since it is usually kept at the firehouse. He said for parking the volunteers can use the parking lot on Booker Street, which is right behind the fire station. He said they will need to build a staircase, there is a ten-foot incline to get from the parking lot to the station. He also said they will work around not being able to make left hand turns out of the fire station.

### D. LISBON EMERGENCY

*Presented out of order after the Clerk's Budget.*

John Cordts, Lisbon Emergency, presented on behalf of Chief James MacDonnell. He said the last year has been very challenging for EMS in Maine, that Lisbon Emergency lost 3 paramedics and one basic EMT due to vaccine



mandates during Covid. He said if the mandate is rescinded they may get them back. He said they were paying basic EMTs \$14.00 per hour, have raised it to \$16.00 for retention but it did not recruit or back fill lost staff. He said staffing was already a crisis, but Covid accelerated it, and it is a crisis across the country.

Mr. Cordts said that during the Omicron spikes of Covid this winter the EMS was overwhelmed with calls and transfers. He stated Lisbon Emergency still assists with transfers on Fridays to the hospital can admit and discharge patients more quickly. He said that second truck helps generate Lisbon revenue as well as being available for second calls when not on a transfer.

Mr. Cordts stated the 22-23 budget will get them back to normal staffing and retain current staff. He said they can no longer be below average in payroll. Budget 2022 was \$199,841.00; budget 2023 will be \$334,627.00. He said training costs for new Basic EMTs are higher due to a lack of real world clinical training because of Covid. He explained this is why the budget is higher this year. He said they budgeted \$6,000.00 for an external audit and computer expenses, also certification tracking software and inventory control software. He also stated this year's business plan includes a CIP for future and that is also included in the budget. One ambulance needs to be replaced, it will arrive in July 2022, the first new ambulance since 2006.

Mr. Cordts said they came in under budget for expenses for the last nine years, and saw increased revenue this year. He said they had an excess of cash on hand of \$100,000.00 and are using it to reduce the amount the towns of Lisbon and Bowdoin pay. He said goals for FY 22-23 are to raise paramedic coverage back up to 97%, review and update bylaws, review and update their continuous quality improvement plan, do an independent financial audit, look for better ways to provide patient care and to improve communication with partner towns.

Mr. Cordts thanked Lisbon for continued support and said LEMS looks forward to continuing to work together in the future.

Mr. Curt Lunt asked why income was only at \$7,000.00 for the past year. Mr. Cordts said income has not gone up but expenses have gone up. He said they are buying an ambulance at \$289,000.00 and financing it for three years to save on interest. He said a 10 year loan would be over \$50,000.00 in interest, the three year loan is only \$4,000.00 in interest.

Councilor Moore asked how many employees are there. Mr. Cordts said about 20, only the Chief is full time right now. He said they staff 24/7 in 12, 24 or sometimes 36 hour shifts at the ambulance barn. He said one ambulance is in Lisbon. One day per week they do transfers.

Councilor Lunt asked if transfers were in the revenues, Mr. Cordts said it wasn't because they didn't know it would last so long. He said they put revenues toward the towns portions of the stipend to reduce towns costs. Councilor Robishaw asked why personnel cost is so high. Mr. Cordts said there are two on staff 24/7 plus the chief, plus workers comp and payroll tax.

## E. EMA BUDGET

*Followed Fire Department presentation.*

Chief McGee stated that Lisa Ward is resigning as EMA director for her other duties as Town Clerk. He said the Emergency Management Director helped make sure we have a shelter with a generator at Lisbon High School for emergencies, and has worked with Fire, Police and Public Works on emergency plans. He said Councilor Moore has advocated starting up the Public Safety Committee again.

Councilor Moore asked why LEMS budget is on this one, Chief McGee said that will change in future. Councilor Larochelle asked if the salary is adequate, Chief McGee said it is typical and is budgeted for 26 hours per year.

## ADJOURNMENT

The Chairman, seeing no further business, adjourned the meeting at 8:27 PM.

# Lisbon School Department

## MEMORANDUM FROM THE LISBON SCHOOL DEPARTMENT

To: Ryan McGee, Interim Town Manager  
Lisbon Town Council

From: Haley M. McCrater, Business Manager

RE: Set the School Budget Validation Referendum Date, Order Ballots, and Schedule a Public Hearing

Date: February 23, 2022

Please schedule the following for the Council Agenda on April 5, 2022:

- 1) ORDER TO Set the School Budget Validation Referendum Election Date on June 14, 2022 authorize the Town Clerk to order ballots, and approve Election Warrant.
- 2) ORDER TO Set the School Budget Validation Referendum Public Hearing Date

To set a hearing May 10, 2022 at 7:00pm at the Lisbon Town Office to hear additional comments regarding the School Budget and Capital Improvement Plan.



**WARRANT**  
**SCHOOL BUDGET VALIDATION REFERENDUM**  
**(20-A M.R.S.A. §§ 1486 and 2307)**  
**TOWN OF LISBON**

Androscoggin County, ss.

State of Maine

TO: Ryan McGee, Constable of the Town of Lisbon: You are hereby required in the name of the State of Maine to notify the voters of the Town of Lisbon of the School Budget Validation Referendum Election described in this warrant.

**TO THE VOTERS OF THE TOWN OF LISBON:**

You are hereby notified that a School Budget Validation Referendum Election will be held at the Lisbon High School Gymnasium, 2 Sugg Drive, Lisbon Falls, Maine for Ward 1 and Ward 2 on Tuesday, June 14, 2022 for the purpose of determining the following questions:

QUESTION 1: DO YOU FAVOR APPROVING THE TOWN OF LISBON SCHOOL BUDGET FOR THE UPCOMING SCHOOL YEAR THAT WAS ADOPTED BY THE LISBON TOWN COUNCIL AT THE LATEST BUDGET MEETING? YES NO

QUESTION 2: THE FOLLOWING IS A NONBINDING EXPRESSION OF OPINION FOR THE CONSIDERATION OF THE TOWN COUNCIL AND SCHOOL COMMITTEE.

IF YOU VOTED NO ON QUESTION 1 WAS IT BECAUSE THE BUDGET WAS  
(PLEASE FILL IN ONE): TOO LOW  
TOO HIGH

QUESTION 3: DO YOU WISH TO CONTINUE THE SCHOOL BUDGET VALIDATION REFERENDUM PROCESS IN THE TOWN OF LISBON FOR AN ADDITIONAL THREE YEARS? YES NO

**POLLING HOURS:** Voting on the Questions shall be by secret ballot referendum at one polling location located within the Town of Lisbon, and the polls shall be opened at 7:00 a.m. and closed at 8:00 p.m.

**REGISTRAR HOURS:** June 7, 8, 9, 10, and 13 from 8:30 a.m. to 4:00 p.m. and Election Day June 14, 2022 from 7:00 a.m. to 8:00 p.m. The Registrar of Voters shall hold office hours while the polls are open to correct any error in, change a name, or address on the voting list; to accept the registration of any person eligible to vote and to accept new enrollments. A person who is not registered as a voter may not vote in any election.

**CASTING OF ABSENTEE BALLOTS:** You are hereby notified that the Town Clerk intends to process absentee ballots Election Day at 8:00 a.m., 10:00 a.m., 12:00 p.m., 2:00 p.m., 4:00 p.m., 7:00 p.m. and 8:00 p.m. in accordance with M.R.S.A. Title 21A Section 759 (7).

Given under our hand this \_\_\_\_ day of April, 2022 at Lisbon, Maine.

\_\_\_\_\_  
Fernand Larochele, Chairman

\_\_\_\_\_  
Harry Moore, Jr., Vice Chairman

\_\_\_\_\_  
Donald Fellows

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

\_\_\_\_\_  
Clifford Miller

A true Copy of the warrant,

\_\_\_\_\_  
Raymond Robishaw

Attest: \_\_\_\_\_ (Clerk Signature & seal)  
Municipal Clerk

\_\_\_\_\_  
Jason Smith



RETURN

Androscoggin County, ss.

State of Maine

TO: The municipal officers of the Town of Lisbon

I certify that I have notified the voters of the Town of Lisbon of the time and place of the referendum election by posting an attested copy of the within warrant as follows:

<u>DATE</u>	<u>TIME</u>	<u>LOCATION OF POSTING</u>
_____	_____	_____
_____	_____	Lisbon Town Office & Lisbon Post Office, Ward 1
_____	_____	Lisbon Falls Post Office, Ward 2

Being public and conspicuous places in said city/town and being at least seven days next prior to the date of the referendum election.

Dated at the Town of Lisbon \_\_\_\_\_, 2022.

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

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# MEMORANDUM FROM TOWN OF LISBON PUBLIC WORKS

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**TO:** RYAN MCGEE, INTERIM TOWN MANAGER  
**FROM:** RANDY CYR, PUBLIC WORKS DIRECTOR  
**SUBJECT:** REQUEST FOR ROAD STRIPING  
**DATE:** MARCH 29, 2022

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

<b>Units of Measure</b>	<b>Feet</b>	<b>Feet</b>		<b>Miles</b>	<b>Miles</b>
<b><u>STREET NAME</u></b>	<b><u>DBL. YELLOW</u></b>	<b><u>WHITE</u></b>		<b><u>DBL. YELLOW</u></b>	<b><u>WHITE</u></b>
Route 196	31680	63360		6	12
Route 125/Main/Canal	7,920	18,480		2	4
Route 9/Ridge Road	475.2	950.4		.09	.18
Webster Road	10,560	0		2	0
Gould Road	7,920	0		1.5	0
Littlefield Road	7,920	0		1.5	0
Village Street	2,112	4,224		.4	.8
Moody Road	7,920	0		1.5	0
King Road	7,392	0		1.4	0
Upland Road	2,112	0		.4	0
Capital Avenue	1,056	0		.2	0
School Street	1,056	0		.2	0
Pinewoods Road	13,200	0		2.5	0
Ferry Road	25,872	0		4.9	0
Hudon Road	3,696	0		.7	0
River Road	4,224	0		.8	0
Transfer Station	1,056	0		.2	0
Mill Street	5,280	0		1	0
Bowdoinham Road	15,840	0		3	0



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

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

## Notes:

1-13 ...

14 ...

- Signs, advertising and marketing used by or on behalf of Medical Marijuana business may not be placed within 500 feet of the property line of a pre-existing public or private school.

- Manufacturing activities in the Village Zone shall not include marijuana extraction or preparation by means of chemical synthesis.

15 Adult Use Marijuana Businesses:

...

- Signs, advertising and marketing used by or on behalf of Adult Use Marijuana business may not be placed within 500 feet of the property line of a pre-existing public or private school.

- Manufacturing activities in the Village Zone shall not include marijuana extraction or preparation by means of chemical synthesis.

# MEMORANDUM

Town Clerk's Office

TO: Town Council, Interim Town Manager

FROM: Twila Lycette, Town Clerk

RE: Resignation as Lisbon Registrar

Date: March 29, 2022

I, Twila Lycette, Town Clerk for Lisbon until March 31, 2022 hereby resign my position as Registrar for the Town of Lisbon effective April 5, 2022 so the current Deputy Lisa B. Smith will remain in office until April 5 to certify nomination and petition papers until reappointed by the new Town Clerk.



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## MEMORANDUM FROM THE TOWN CLERK

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**TO:** RYAN MCGEE, INTERIM TOWN MANAGER  
**FROM:** LISA WARD, TOWN CLERK  
**SUBJECT:** APPOINT ELECTION CLERKS  
**DATE:** 4/1/2022

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Appoint Election Clerks: Pursuant to Title 21-A Section 503 (1) requires the Council appoint Election Clerks by May 1<sup>st</sup> of each general election year.

Please find the list of nominations attached. An election clerk holds office for a two-year term. The list of elections clerks must be posted at the polling place on Election Day.

## Election Clerk Appointments

### Two – Year Terms

#### Republican Election Clerks

1. Baumer, Julie Ann
2. Church, Katie
3. Degroft, Mary
4. Douglass, Linda
5. Ganong, Margaret
6. Hodgkins, Nina
7. Jones, Laura
8. McFadden, Christine
9. Metivier, Eric
10. Roberts, Richard (Rick)
11. Roberts, Cynthia
12. Twigg, Gail
13. Twigg, William
14. Tapley, Andrea
15. Mason, Garrett
16. Jones, Jonathan

#### Democrat Election Clerks

1. Adams, Mary-Ann
2. Baldwin-Wilson, Victoria
3. Cloutier, Mel
4. Fellows, Jane
5. Foster, Steven
6. Gray, Sheila
7. Larochelle, Constance
8. Levesque, Bertrand
9. Hale, Marie
10. Poliquin, Martha
11. Hill, Debora
12. Keller, Jo-Jean
13. Stewart, Dona
14. Ray, Bernadette
15. Ziehm, John
16. Bergen, Amy

#### Unenrolled Election Workers

Ridley, Verla

Tardiff, Pat

**Per 21-A Section 503-A. Election Clerks, 3. Appointment.** The municipal officers shall appoint election clerks by May 1st of each general election year to serve at each voting place during the time the polls are open and as counters after the polls close. In making the appointments, the municipal officers shall consider all nominations received by April 1st but may appoint any qualified voters. The municipal officers shall appoint a sufficient number of election clerks to meet the requirements of subsections 4 and 5. A list of the election clerks appointed under this subsection must be posted at each voting place for each election during the 2 year term following appointment. For each election, the municipal clerk shall select the election clerks from the list of appointees and assign their duties.



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## MEMORANDUM FROM THE TOWN CLERK

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**TO:** RYAN MCGEE, INTERIM TOWN MANAGER  
**FROM:** LISA WARD, TOWN CLERK  
**SUBJECT:** APPOINT WARDEN FOR JUNE 14, 2022 SCHOOL BUDGET  
REFERENDUM & PRIMARY ELECTION  
**DATE:** 4/1/2022


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Rick Roberts is willing to accept the appointment of Warden for the June 14, 2022 Election.

# MEMORANDUM

To: Lisbon Town Council  
Ryan McGee, Interim Town Manager

Cc: Angela Molino, Androscoggin County Emergency Management Director

From: Lisa Ward, Lisbon Emergency Management Director 

RE: Resignation

Date: April 5, 2022


I, Lisa Ward, hereby resign my position as Lisbon Emergency Management Director for the Town Of Lisbon effective April 05, 2022 in order to best serve in my new capacity as the Lisbon Town Clerk.

It has been an honor and a pleasure to serve the Lisbon community as EMA Director. I truly value the experience, it will be a valuable lifetime asset for me.



# MEMORANDUM

To: Lisbon Town Council  
Ryan McGee, Interim Town Manager

From: Lisa Ward 

RE: Resignations

Date: April 5, 2022

I, Lisa Ward, hereby resign my positions on the Voter Registration Appeals Board and Assessment Review Board effective April 05, 2022.

I have appreciated the opportunity to serve Lisbon on these boards. Leaving them will allow me to best serve in my position as Town Clerk.