



AGENDA
COUNCIL MEETING
& WORKSHOP
APRIL 19, 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, JrTown Clerk reading of meeting rules
3. WORKSHOP 6PM – BUDGET
 - A. Codes
 - B. Town Buildings
 - C. Board of Appeals
 - D. Planning Board
 - E. Economic Development
 - F. General Assistance
 - G. Miscellaneous & Community Service
4. EXECUTIVE SESSION – Around 7PM
2022-93 ORDER – Per 1 M.R.S.A. §405 (6) (A) Personnel Matters
5. GOOD NEWS & RECOGNITION
 - A. Proclamation – 52nd Annual Professional Municipal Clerks Week
6. PUBLIC HEARINGS
 - A. Adult Use Products Manufacturing Facility for Cannabis Angels
7. AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS
8. CONSENT AGENDA
2022-94 ORDER–
 - A. Municipal Accounts Payable Warrants – \$ 1,151,259.39
 - B. Municipal Payroll Warrants – \$
 - C. School Accounts Payable Warrants– \$ 134,886.21
 - D. School Payroll Warrants – \$ 386,784.90
 - E. Minutes of April 5, 2022 & April 12
 - F. Annual Renewal Mobile Home Park Licenses
 - G. Adult Use Products Manufacturing Facility for Cannabis Angels & Office of Marijuana Policy Authorization Form
 - H. Set Public Hearing for May 3rd for Off Premise Catering License for Railroad Restaurant & Pub
9. COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES
 - 2022-95 ORDER – Solicit Bids for Fuel
 - 2022-96 ORDER – Solicit Bids for New Truck for Transfer Station
 - 2022-97 ORDER – Centrifuge Replacement Project
 - 2022-98 ORDER – Solicit Bids for Fire Department Pick-up truck
10. OTHER BUSINESS
 - A. Consolidated Communications Project/Upgrade Fiber Optic Lines – Simon Thorne
 - B. 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
 - C. Town Manager's Report
 - D. Department Heads Written Reports
11. APPOINTMENTS
 - 2022-99 ORDER – Appointment to Voter Registration Appeals Board
 - 2022-100 ORDER – Accept Resignation of Planning Board Associate Member & Appoint Planning Board Regular Member to 2024
12. COUNCIL COMMUNICATIONS
13. AUDIENCE PARTICIPATION & RESPONSE NEW ITEMS
14. EXECUTIVE SESSION –
2022-101 ORDER - Per 1 M.R.S.A. § 405 (6) (D) Labor Negotiations
15. ADJOURNMENT
2022-102 ORDER – To Adjourn

SUMMARY OF LISBON COUNCIL MEETING RULES

This summary is provided for guidance only. The complete council working rules may be found on the town website www.lisbonme.org on the Town Officials, Town Council page.

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

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



Town of Lisbon

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 19, 2022

Consent Agenda Items 2022 –94 F to H

F. Annual Mobile Home Park Renewals - Authorization to approve renewals for the following parks:

1. Connie Wall, Aaron Homes - Worumbo Park
2. Connie Wall, Aaron Homes - Worumbo Estates
3. Guardian Communities - Davis Street Mobile Home Park
4. Roger Veilleux – Ridge Road Mobile Home Park
5. Jeff Cowan – St. Ann's Mobile Home Park
6. Christopher Ames – Blue Ridge Properties, LLC
7. Mark Goddard – Colonial Gardens
8. George Gendron – Gendron's Mobile
9. Christopher Ames – Whispering Pines, LLC
10. Gary Shiffman – GCP Town & Country LLC

G. Adult Use Products Manufacturing Facility for Cannabis Angels & Office of Marijuana Policy Authorization Form

To authorize the Interim Town Manager to sign the Maine Adult Use Local Authorization Form for the Office of Marijuana Policy for LNI, LLC and Cannabis Angels and to approve the Marijuana Adult Use Products Manufacturing Facility License for Cannabis Angels.

H. Set Public Hearing for May 3rd for Off Premise Catering License for Railroad Restaurant & Pub

The Railroad Restaurant & Pub is requesting an off Premise Catering Permit for June 18, 2022 at the Blues Festival from 11:00am to 12:00am. The Town Council may request a Public Hearing be set for May 3rd at 7pm.

Agenda Item 2022-96 Solicit Bids for New Truck for Transfer Station

The Town of Lisbon is requesting pricing for a new Truck complete with Wet System, to replace the 1998 Sterling at the Transfer Station.

Recommendation

To authorize the Interim Town Manager and Public Works Director to solicit bids for a new truck complete with wet system, to replace the 1998 Sterling at the Transfer Station.

Agenda Item 2022 – 97

In the upcoming Capital Improvement Plan for the next fiscal year, we have the replacement of the sludge dewatering centrifuge at the Wastewater Treatment Plant.

The Sewer Superintendent is requesting permission to do the engineering, design and bidding process with Olver Associates for the replacement of the sludge dewatering centrifuge at the Waste Water Treatment Plant.

Once the design is complete we plan to advertise using an RFP for the replacement portion of the project. Once bids are received, the winning proposal would be brought before council to be awarded.

The preliminary estimated cost for the project is \$2,000,000 and would be funded through two sources, the first is \$1,300,000 of the contingency/grant funds remaining from the USDA Rural Development funding package. There is a time limit associated with the use of these funds, if they are not used we will lose them. We are already going to be requesting an extension from USDA RD due to the timing of the Main Street sewer replacement project. The goal would be to complete this project within the same time frame of this extension.

The second funding source in the amount of \$700,000 necessary to fund the project would come from the Sewer Department's Committed Fund Balance. These are funds that can be used with Council's authorization.

The plan is to expend the contingency funds first then use the committed fund balance for the remainder of the project.

Recommendation

To Authorize the Sewer Superintendent and Interim Town Manager to work with Olver Associates to complete the engineering & design then send out requests for proposals for the replacement of the sludge dewatering equipment as presented.

Agenda Item 2022 – 98

The Fire Chief is requesting to solicit bids for the Fire Department Pick – Up truck.

In the upcoming budget, he is requesting funds to purchase a new pick-up truck to replace the current "Car-4" which is a 12 year old vehicle, which the town purchased used. The monies for this purchase have been slotted to come out of TIF funds.

With the wait time for orders being up to 6 months, if not longer, it would be beneficial to place the order now for delivery in the upcoming fiscal year.

Recommendation

To Authorize the Fire Chief and Interim Town Manager to solicit Bids for the Fire Department Pick-Up Truck

FY2023 Proposed 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
12024500	50102	Department Head	\$77,255.00	-\$2,213.00	-2.78%
12024500	50104	Non Supervisory	\$24,606.00	\$24,606.00	100.00%
12024500	50201	Unemployment Costs	\$75.00	-\$21.00	-21.88%
12024500	50202	Workers Comp Insurance	\$2,578.00	-\$175.00	-6.36%
12024500	50210	MEPERS - Employer Share	\$10,390.00	\$2,205.00	26.94%
12024500	50220	Health Insurance	\$19,630.00	\$1,907.00	10.76%
12024500	50230	FICA Employer Costs	\$7,792.00	\$1,713.00	28.18%
12024500	50301	Office Supplies	\$1,575.00	\$1,325.00	530.00%
12024500	50306	Postage	\$150.00	\$50.00	50.00%
12024500	50352	Cell Phone/Allowances	\$420.00	\$0.00	0.00%
12024500	50375	Gas	\$850.00	\$850.00	100.00%
12024500	50401	Professional Development	\$600.00	\$400.00	200.00%
12024500	50402	Dues and Memberships	\$120.00	\$120.00	100.00%
12024500	50501	Vehicle Repairs	\$1,000.00	\$1,000.00	100.00%
12024500	50624	Mapping & Microfiliming	\$1,000.00	\$0.00	0.00%
Total 12024500 Code Enforcement			\$148,041.00	\$ 31,767.00	27.32%

FY22 YTD Data for comparison

			FY22 YTD - Data as of 3/3/2022				
			FY22 Approved Budget Appropriation	FY22 YTD EXPENDED	ENCUMBRANCES	FY22 Available Budget/(Over Budget)	% USED
12024500	50102	Department Head	\$ 79,468.00	\$ 41,782.09	\$ -	\$ 37,685.91	52.6%
12024500	50104	Non Supervisory	\$ -	\$ 888.73	\$ -	\$ (888.73)	100.0%
12024500	50201	Unemployment Costs	\$ 96.00	\$ 48.10	\$ -	\$ 47.90	50.1%
12024500	50202	Workers Comp Insurance	\$ 2,753.00	\$ 2,334.46	\$ -	\$ 418.54	84.8%
12024500	50210	MEPERS - Employer Share	\$ 8,185.00	\$ 5,046.04	\$ -	\$ 3,138.96	61.6%
12024500	50220	Health Insurance	\$ 17,723.00	\$ 12,284.02	\$ -	\$ 5,438.98	69.3%
12024500	50230	FICA Employer Costs	\$ 6,079.00	\$ 3,625.79	\$ -	\$ 2,453.21	59.6%
12024500	50301	Office Supplies	\$ 250.00	\$ 243.60	\$ -	\$ 6.40	97.4%
12024500	50306	Postage	\$ 100.00	\$ 52.23	\$ -	\$ 47.77	52.2%
12024500	50352	Cell Phone/Allowances	\$ 420.00	\$ 210.00	\$ -	\$ 210.00	50.0%
12024500	50375	Gas	\$ -	\$ 271.11	\$ -	\$ (271.11)	100.0%
12024500	50401	Professional Development	\$ 200.00	\$ 140.00	\$ -	\$ 60.00	70.0%
12024500	50402	Dues and Memberships	\$ -	\$ -	\$ -	\$ -	0.0%
12024500	50501	Vehicle Repairs	\$ -	\$ -	\$ -	\$ -	0.0%
12024500	50624	Mapping & Microfilming	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.0%
Total 12024500 Code Enforcement			\$ 116,274.00	\$ 66,926.17	\$ -	\$ 49,347.83	57.6%

FY2023 Proposed 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
12051500	50104	Non-supervisory wages	\$16,120.00	\$ 4,871.00	43.30%
12051500	50201	Unemployment Costs	\$75.00	\$ (15.00)	-16.67%
12051500	50202	Workers Comp Insurance	\$527.00	\$ (29.00)	-5.22%
12051500	50230	FICA taxes	\$1,233.00	\$ 373.00	43.37%
12051500	50302	Operating supplies	\$6,500.00	\$ 500.00	8.33%
12051500	50510	Electricity	\$48,000.00	\$ -	0.00%
12051500	50511	Water usage fees	\$2,300.00	\$ 100.00	4.55%
12051500	50512	Telephone	\$10,500.00	\$ 1,500.00	16.67%
12051500	50513	Sewer Expense	\$824.00	\$ 24.00	3.00%
12051500	50514	Heating Fuel	\$16,700.00	\$ -	0.00%
12051500	50515	Natural Gas	\$32,000.00	\$ 3,000.00	10.34%
12051500	50520	Building Expense	\$45,000.00	\$ 25,000.00	125.00%
12051500	50536	R&M: Equipment	\$38,905.00	\$ 8,905.00	29.68%
12051500	50549	R & M Buildings	\$23,000.00	\$ 2,100.00	10.05%
Total 12051500 Town Buildings			\$241,684.00	\$ 46,329.00	23.72%

FY22 YTD Data for comparison

			FY22 YTD - Data as of 3/3/2022				
			FY22 Approved Budget Appropriation	FY22 YTD EXPENDED	ENCUMBRANCES	FY22 Available Budget/(Over Budget)	% USED
12051500	50104	Non-supervisory wages	\$ 11,249.00	\$ 8,362.12	\$ -	\$ 2,886.88	74.3%
12051500	50201	Unemployment Costs	\$ 90.00	\$ 45.08	\$ -	\$ 44.92	50.1%
12051500	50202	Workers Comp Insurance	\$ 556.00	\$ 474.56	\$ -	\$ 81.44	85.4%
12051500	50230	FICA taxes	\$ 860.00	\$ 639.66	\$ -	\$ 220.34	74.4%
12051500	50302	Operating supplies	\$ 6,000.00	\$ 4,536.21	\$ -	\$ 1,463.79	75.6%
12051500	50510	Electricity	\$ 48,000.00	\$ 33,014.78	\$ -	\$ 14,985.22	68.8%
12051500	50511	Water usage fees	\$ 2,200.00	\$ 1,156.20	\$ -	\$ 1,043.80	52.6%
12051500	50512	Telephone	\$ 9,000.00	\$ 6,626.59	\$ -	\$ 2,373.41	73.6%
12051500	50513	Sewer Expense	\$ 800.00	\$ 427.60	\$ -	\$ 372.40	53.5%
12051500	50514	Heating Fuel	\$ 16,700.00	\$ 9,188.39	\$ -	\$ 7,511.61	55.0%
12051500	50515	Natural Gas	\$ 29,000.00	\$ 21,740.32	\$ -	\$ 7,259.68	75.0%
12051500	50520	Building Expense	\$ 20,000.00	\$ 4,863.81	\$ -	\$ 15,136.19	24.3%
12051500	50536	R&M: Equipment	\$ 30,000.00	\$ 32,401.66	\$ -	\$ (2,401.66)	108.0%
12051500	50549	R & M Buildings	\$ 20,900.00	\$ 19,970.09	\$ -	\$ 929.91	95.6%
Total 12051500 Town Buildings			\$ 195,355.00	\$ 143,447.07	\$ -	\$ 51,907.93	73.4%

FY2023 Proposed 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
12021500	50108	Elected Officials	\$789.00	\$ 38.00	5.06%
12021500	50202	Workers Comp Insurance	\$1.00	\$ (1.00)	-50.00%
12021500	50230	FICA Employer Costs	\$60.00	\$ 2.00	3.45%
12021500	50301	Office Supplies	\$50.00	\$ -	0.00%
12021500	50306	Postage	\$50.00	\$ -	0.00%
12021500	50307	Advertising	\$250.00	\$ -	0.00%
12021500	50401	Professional Development	\$140.00	\$ -	0.00%
Total 12021500 Appeals Board			\$1,340.00	\$ 39.00	3.00%

FY22 YTD Data for comparison

			FY22 YTD - Data as of 3/3/2022				
			FY22 Approved Budget Appropriation	FY22 YTD EXPENDED	ENCUMBRANCES	FY22 Available Budget/(Over Budget)	% USED
12021500	50108	Elected Officials	\$ 751.00	\$ 423.41	\$ -	\$ 327.59	56.4%
12021500	50202	Workers Comp Insurance	\$ 2.00	\$ 0.78	\$ -	\$ 1.22	39.0%
12021500	50230	FICA Employer Costs	\$ 58.00	\$ 32.82	\$ -	\$ 25.18	56.6%
12021500	50301	Office Supplies	\$ 50.00	\$ 0.34	\$ -	\$ 49.66	0.7%
12021500	50306	Postage	\$ 50.00	\$ -	\$ -	\$ 50.00	0.0%
12021500	50307	Advertising	\$ 250.00	\$ -	\$ -	\$ 250.00	0.0%
12021500	50401	Professional Development	\$ 140.00	\$ -	\$ -	\$ 140.00	0.0%
Total 12021500 Appeals Board			\$ 1,301.00	\$ 457.35	\$ -	\$ 843.65	35.2%

FY2023 Proposed 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
12021600	50108	Elected Officials	\$5,250.00	\$250.00	5.00%
12021600	50202	Workers Comp Insurance	\$14.00	-\$2.00	-12.50%
12021600	50230	FICA Employer Costs	\$402.00	\$20.00	5.24%
12021600	50301	Office Supplies	\$250.00	\$0.00	0.00%
12021600	50306	Postage	\$150.00	\$0.00	0.00%
12021600	50307	Advertising	\$750.00	\$250.00	50.00%
12021600	50401	Professional Development	\$400.00	\$ -	0.00%
12021600	50451	Contracted Professional Servic	\$15,000.00	\$0.00	0.00%
Total 12021600 Planning Board			\$22,216.00	\$518.00	2.39%

FY22 YTD Data for comparison

			FY22 YTD - Data as of 3/3/2022				
			FY22 Approved Budget Appropriation	FY22 YTD EXPENDED	ENCUMBRANCES	FY22 Available Budget/(Over Budget)	% USED
12020500	50108	Elected Officials	\$ 17,730.00	\$ 12,273.12	\$ -	\$ 5,456.88	69.2%
12020500	50202	Workers Comp Insurance	\$ 55.00	\$ 49.29	\$ -	\$ 5.71	89.6%
12020500	50230	FICA Employer Costs	\$ 1,357.00	\$ 938.53	\$ -	\$ 418.47	69.2%
12020500	50301	Office Supplies	\$ 500.00	\$ 385.76	\$ -	\$ 114.24	77.2%
12020500	50306	Postage	\$ -	\$ 20.32	\$ -	\$ (20.32)	0.0%
12020500	50307	Advertising	\$ 800.00	\$ 626.09	\$ -	\$ 173.91	78.3%
12020500	50401	Professional Development	\$ 250.00	\$ 180.00	\$ -	\$ 70.00	72.0%
12020500	50960	Employee Recognition	\$ 5,000.00	\$ 1,637.02	\$ -	\$ 3,362.98	32.7%
Total 12020500 Elected Officials			\$ 25,692.00	\$ 16,110.13	\$ -	\$ 9,581.87	62.7%

FY2023 Proposed 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
17070500	50102	Department Head	\$74,556.00	\$3,581.00	5.05%
17070500	50201	Unemployment Costs	\$75.00	-\$21.00	-21.88%
17070500	50202	Workers Comp Insurance	\$214.00	-\$14.00	-6.14%
17070500	50210	MEPERS - Employer Share	\$7,605.00	\$294.00	4.02%
17070500	50220	Health Insurance	\$3,106.00	\$61.00	2.00%
17070500	50230	FICA Employer Costs	\$5,704.00	\$274.00	5.05%
17070500	50302	Operating supplies	\$9,200.00	\$5,000.00	119.05%
17070500	50306	Postage	\$300.00	\$0.00	0.00%
17070500	50307	Advertising	\$0.00	-\$5,000.00	-100.00%
17070500	50352	Cell Phone/Allowances	\$695.00	\$0.00	0.00%
17070500	50401	Professional employee training	\$3,500.00	\$0.00	0.00%
17070500	50402	Dues and Memberships	\$2,250.00	\$0.00	0.00%
17070500	50406	AVCOG Dues	\$10,466.00	\$841.00	8.74%
17070500	50412	Meal allowance	\$525.00	\$0.00	0.00%
17070500	50413	Mileage/ travel reimbursement	\$1,050.00	\$0.00	0.00%
Total 17070500 Economic Development			\$119,246.00	\$5,016.00	4.39%

FY22 YTD Data for comparison

			FY22 YTD - Data as of 3/3/2022				
			FY22 Approved Budget	FY22 YTD EXPENDED	ENCUMBRA	FY22 Available Budget/(Over Budget)	% USED
17070500	50102	Department Head	\$ 70,975.00	\$ 49,132.80	\$ -	\$ 21,842.20	69.2%
17070500	50201	Unemployment Costs	\$ 96.00	\$ 48.10	\$ -	\$ 47.90	50.1%
17070500	50202	Workers Comp Insurance	\$ 228.00	\$ 193.40	\$ -	\$ 34.60	84.8%
17070500	50210	MEPERS - Employer Share	\$ 7,311.00	\$ 5,060.69	\$ -	\$ 2,250.31	69.2%
17070500	50220	Health Insurance	\$ 3,045.00	\$ 2,108.16	\$ -	\$ 936.84	69.2%
17070500	50230	FICA Employer Costs	\$ 5,430.00	\$ 3,920.01	\$ -	\$ 1,509.99	72.2%
17070500	50302	Operating supplies	\$ 4,200.00	\$ 3,257.03	\$ -	\$ 942.97	77.5%
17070500	50306	Postage	\$ 300.00	\$ 12.89	\$ -	\$ 287.11	4.3%
17070500	50307	Advertising	\$ 5,000.00	\$ 1,467.80	\$ -	\$ 3,532.20	29.4%
17070500	50352	Cell Phone/Allowances	\$ 695.00	\$ 229.12	\$ 70.00	\$ 395.88	43.0%
17070500	50401	Professional employee training	\$ 3,500.00	\$ 350.00	\$ -	\$ 3,150.00	10.0%
17070500	50402	Dues and Memberships	\$ 2,250.00	\$ 1,575.00	\$ -	\$ 675.00	70.0%
17070500	50406	AVCOG Dues	\$ 9,625.00	\$ 9,624.57	\$ -	\$ 0.43	100.0%
17070500	50412	Meal allowance	\$ 525.00	\$ -	\$ -	\$ 525.00	0.0%
17070500	50413	Mileage/ travel reimbursement	\$ 1,050.00	\$ -	\$ -	\$ 1,050.00	0.0%
Total 17070500 Economic Development			\$ 114,230.00	\$ 76,979.57	\$ 70.00	\$ 37,180.43	67.5%

FY2023 Proposed 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
13031000	50140	Overtime wages	\$2,500.00	-\$2,500.00	-50.00%
13031000	50202	Workers Comp Insurance	\$14.00	-\$2.00	-12.50%
13031000	50210	MEPERS - Employer Share	\$255.00	-\$260.00	-50.49%
13031000	50230	FICA Employer Costs	\$192.00	-\$191.00	-49.87%
13031000	50301	Office Supplies	\$800.00	\$750.00	1500.00%
13031000	50306	Postage	\$100.00	\$0.00	0
13031000	50352	Cell Phone allowance	\$365.00	\$0.00	0.00%
13031000	50401	Professional Development	\$800.00	\$300.00	60.00%
13031000	50440	General Assistance	\$30,000.00	\$5,000.00	20.00%
Total 13031000 General Assistance			\$35,026.00	\$3,097.00	9.70%

FY22 YTD Data for comparison

			FY22 YTD - Data as of 3/3/2022				
			FY22 Approved Budget Appropriation	FY22 YTD EXPENDED	ENCUMBRANCES	FY22 Available Budget/(Over Budget)	% USED
13031000	50140	Overtime wages	\$ 5,000.00	\$ 727.39	\$ -	\$ 4,272.61	14.5%
13031000	50202	Workers Comp Insurance	\$ 16.00	\$ 13.21	\$ -	\$ 2.79	82.6%
13031000	50210	MEPERS - Employer Share	\$ 515.00	\$ 74.93	\$ -	\$ 440.07	14.5%
13031000	50230	FICA Employer Costs	\$ 383.00	\$ 55.36	\$ -	\$ 327.64	14.5%
13031000	50301	Office Supplies	\$ 50.00	\$ 342.74	\$ -	\$ (292.74)	685.5%
13031000	50306	Postage	\$ 100.00	\$ 137.21	\$ -	\$ (37.21)	137.2%
13031000	50352	Cell Phone allowance	\$ 365.00	\$ 216.70	\$ -	\$ 148.30	59.4%
13031000	50401	Professional Development	\$ 500.00	\$ 210.00	\$ -	\$ 290.00	42.0%
13031000	50440	General Assistance	\$ 25,000.00	\$ 19,954.05	\$ -	\$ 5,045.95	79.8%
Total 13031000 General Assistance			\$ 31,929.00	\$ 21,731.59	\$ -	\$ 10,197.41	68.1%

FY2023 Proposed Budget

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
16062000	50442	Transportation services	\$45,000.00	\$ 3,000.00	7.14%
16062000	50650	Historical Society	\$2,000.00	\$ -	0.00%
16062000	50651	LACO	\$1,000.00	\$ -	0.00%
16062000	50652	Memorial Day	\$2,800.00	\$ -	0.00%
16062000	50653	MMA	\$8,687.00	\$ 613.00	7.59%
Total 16062000 Other Public Services			\$59,487.00	\$ 3,613.00	6.47%

FY22 YTD Data for comparison

			FY22 YTD - Data as of 3/3/2022				
			FY22 Approved Budget Appropriation	FY22 YTD EXPENDED	ENCUMBRA	FY22 Available Budget/(Over Budget)	% USED
16062000	50442	Transportation services	\$ 42,000.00	\$ 30,000.00	\$ -	\$ 12,000.00	71.4%
16062000	50650	Historical Society	\$ 2,000.00	\$ 2,000.00	\$ -	\$ -	100.0%
16062000	50651	LACO	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	100.0%
16062000	50652	Memorial Day	\$ 2,800.00	\$ -	\$ -	\$ 2,800.00	0.0%
16062000	50653	MMA	\$ 8,074.00	\$ -	\$ 8,434.00	\$ (360.00)	104.5%
Total 16062000 Other Public Services			\$ 55,874.00	\$ 33,000.00	\$ 8,434.00	\$ 14,440.00	74.2%

Proclamation

52nd ANNUAL PROFESSIONAL MUNICIPAL CLERKS WEEK

May 1 - May 7, 2022

Whereas, The Office of the Professional Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

Whereas, The Office of the Professional Municipal Clerk is the oldest among public servants, and

Whereas, The Office of the Professional Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

Whereas, Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.

Whereas, The Professional Municipal Clerk serves as the information center on functions of local government and community.

Whereas, Professional Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations.

Whereas, It is most appropriate that we recognize the accomplishments of the Office of the Professional Municipal Clerk.

Now, Therefore, we, the Lisbon Town Council, do recognize the week of May 1 through May 7, 2022, as Professional Municipal Clerks Week, and further extend appreciation to our Professional Municipal Clerks, Lisa M. Ward, Town Clerk and Lisa B. Smith, Deputy Town Clerk and to all Professional Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

Dated: April 19, 2022

LISBON TOWN COUNCIL

Fern Larochelle Jr, Chairman

Harry Moore Jr., Vice Chairman

Donald Fellows

Mark Lunt

Ray Robishaw

Cliff Miller

Jason Smith

A true Copy,

Attest: _____
Municipal Clerk (Clerk Signature & seal)



TOWN OF LISBON
300 Lisbon Street, Lisbon, ME 04250

Lisa M. Ward, Town Clerk
Lisa Smith, Deputy Clerk

PUBLIC HEARING

Business License

The Lisbon Town Council will hold a public hearing on **April 19, 2022** **at 7:00 PM** at the Town Office at 300 Lisbon Street in the Public Meeting Room for the purpose of considering an Adult Use Products Manufacturing Facility for:

Cannabis Angels
5 Canal Street #2
Lisbon Falls, Maine 04252

The public is invited to attend.

Lisa M. Ward
Lisbon Town Clerk

Constable's
Return Of Posting
State Of Maine

Lisbon,

Androscoggin, ss.

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

Date: 9/8/22

Alison S. Kelly
Constable, Town of Lisbon

Agenda Date: 04/19/2022

Date	Brenda Martin	Municipal Accts Payable
4/6/2022	4052022	\$ 1,125,285.73
4/13/2022	4112022	\$ 17,686.91
4/19/2022	4132022	\$ 8,286.75
		\$ 1,151,259.39

Date	Rebecca Hayslip	Municipal Payroll Warrants
------	-----------------	----------------------------

Date	Louise Levesque	School Accts Payable
4/15/2022	2219	\$ 134,886.21

Date	Eva Huston	School Payroll Warrants
4/12/2022	53	\$ 553.06
4/12/2022	1126	\$ 359,131.20
4/12/2022	1127	\$ 11,419.25
4/19/2022	1128	\$ 15,523.07
4/19/2022	1129	\$ 158.32
		\$ 386,784.90



**TOWN COUNCIL
PLANNING BOARD
WORKSHOP & MEETING MINUTES
APRIL 5, 2022
LISBON TOWN OFFICE**

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

CALL TO ORDER. The 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, Smith, and Moore. Also present were Ryan McGee, Interim Town Manager; Diane Nadeau, Library Director; Kayla Tierney, Finance Director; Mark Stambach, Code Enforcement Officer (arrived at 6:05 PM). Planning Board members William Kuhl, Shaun Carr, and Curtis Lunt; Planning Board member Chris Huston arrived at 6:14 PM; and approximately 6 citizens in the audience. Also in the audience were Jay Raitt from Little River Land Surveying and Don Gerrish from Eaton-Peabody. Ray Soucy, Public Works Administrative Assistant, arrived at 7:00 PM.

VOTE 2022-75 Councilor Moore, seconded by Councilor Smith, moved to excuse Councilor Miller's absence.
Order passed 6-0.

**WORKSHOP - PLANNING BOARD NOW AND FUTURE WITH EMPHASIS ON THE
EFFECTS OF RURAL OPEN SPACE II DISTRICT – PLANNING BOARD**

Planning Board Chair William Kuhl started the workshop by presenting his notes regarding the Rural Open Space II (ROS II) issues the Board has recently seen.

- On 8/3/21 Jay Raitt from Little River Land Surveying Inc. spoke with Planning Board about some of the difficulties with the Rural Open Space II (ROS II) district. There has been ongoing confusion as to how the zoning for the ROS II District is being interpreted and administered. The ROS II zone appears to have been the result of the 2009 era Comp Plan. Mr. Raitt stated that the more recent 2019 Comp Plan seems to have been cut and pasted from the earlier 2009 plan. He felt that the ROS II regulations had already been adopted after the 2009 plan was in place so this section of the 2019 plan doesn't make much sense.

- Councilor Fellows and Mr. Raitt had an email exchange in which the background of the ROS II zone was discussed and some possible options were offered. Councilor Fellows responded to Mr. Raitt with some proposed language (See Below) and he felt it better allows for family division which was clearly an issue in the original conversation and which does not seem to be adequately provided for in the ordinance as it was implemented.

"Sec. 70-363. - The previous sections shall not preclude the division of property between family members in any way, and the standards listed therein may be waived, provided a plan of said family division is reviewed for conformity with the intent of this district and approved in a conditional use application by the planning board."

- Councilor Fellows stated that such a waiver should be allowed for ANY potential division of the land as long as that division does not constitute a subdivision (which is specifically prohibited) and it is approved by the planning board in a conditional use application. That way if a parcel can be divided in a way that makes sense and conforms to the ordinance, it can be handled by a surveyor, but if it cannot be done in a way that conforms, the planning board has the authority to waive standards that are making it difficult to do so.

- In the specific case at hand regarding the Kesaris Family land the lot Mr. Kesaris was given by his mother's estate is 25 acres and which does not meet the "maximum" lot size and is therefore unbuildable. A workaround could be tried where a "conforming" lot on the road is cut off, and leaving a non-conforming lot out back, but this would actually impact the current agricultural nature of the property. He wants to build in the woods out back, not on the road and the road frontage is where the fields are that contribute to the agricultural identity of this parcel.

- Councilor Fellow noted that that the zoning ordinance was changed in 2011. The zone change was officially accepted on November 15th 2011 by the sitting Town Council

- It was noted at the time (2011) that the ROS II zone was to keep that area in town agricultural and not have it divided and subdivided. In The Planning Board spoke with current owners and that they listened to the owners concerns about selling or giving property to their own family members or others. It was noted that there isn't a frontage requirement for that space, but a minimum of 60,000 square feet or a maximum of 100,000 square feet is set. Even though it is not stated, that frontage is essentially 200 feet and the depth 300 feet. Any subdivision after the passing of this ordinance has to happen on an **existing public road**. It was stated that said you cannot put a road in and start dividing in the background

- Mr. Raitt stated the specific case at hand, two family members were given land by their mother's estate which is about 25 acres each, which does not meet the "maximum" lot size and is therefore unbuildable. Mr. Raitt said the Comprehensive Plan was not really amended between 2009 and 2019. He said because the Comp Plan is so specific, he didn't think they could do anything about the Ordinance, but could create an exemption for family divisions as a Conditional Use Application. We could cheat it by cutting off a "conforming" lot on the road, and leave a non-conforming lot out back, but this would actually impact the current agricultural nature of the property. One of the family members wants to build in the woods out back, not on the road and the road frontage is where the fields are that contribute to the agricultural identity of this parcel. He stated an alternative would be to push intended houses back away from the road to hide them which would be better conforming to the intent for that Zone, which was to preserve the agricultural areas.

- At this point Planning Board asked to be put in contact with AVCOG to get guidance on how to change the Zoning Ordinance and still stay within the rules of the Comprehensive Plan. PB also asked that former Planning Board Member David Bowie give suggestions since he was part of the original drafting of the Ordinance.

- On 8/12/21 Shelley Norton from AVCOG stated the current Rural Open Space II District is very limited for residential. It was created that way to have a more rural part of town back in 2007, which was required for the Comprehensive Plan by the State. Residents who live there and a surveyor have brought this topic to the town for changes. She said it has been successful in reducing residential development in this area, allowing small additions of homes and if kept this way she believes it will continue to have 200 to 260 foot frontage lots that will appear on those roads with backlots that are not available for housing. Ms. Norton came up with some ideas for changes in this area as follows:

- Option 1 – Keeping housing density the same and allow a house to be located deeper in the lot. Ms. Norton stated this could be more permissive to let that be when someone wants it or only allow it when there's a good reason for it such as agricultural or wanting a farm stand closer to the road and the house deeper in the lot.

- Option 2 – Allowing people who are farming or want to start farming to be able to live on the property where they're farming by waving the lot size. This option had administrative issues that were big points of concern for PB and Codes.

- Option 3 – A planned unit development that's more flexible for farmers to add more housing lots for workers etc. and would need a significant reason for the Town to allow this, such as providing employment options to the community or providing food to the local market etc.

- Option 4 – To allow subdivisions where open space is aggregated and the housing development is compressed into a smaller area, having smaller lots and larger areas for agriculture, habitat protection, forestry etc.

- Ms. Norton said the Planning Board would need to decide what density and what lots sizes would be allowed. This option could either be a traditional sub-division or a more clustered option. She suggested not allowing a traditional sub-division and limit the number of lots due to the original desire to preserve open space.

- PB Vice-Chair Mr. Lunt stated the current dimensional requirement in Rural Open Space II is only 1 to 1-1/2 acres and 60 to 100,000 square feet. He suggested eliminating the requirements of that item and allow anyone to build anywhere on the lot as long as they have the same frontage of 300 feet. Replace it with Rural I dimensional standards and make them 5 acre lots. He said if someone has a 10 acre lot, they can only make two lots. This would keep the rural character and open space and wouldn't allow a subdivision and rear lots.

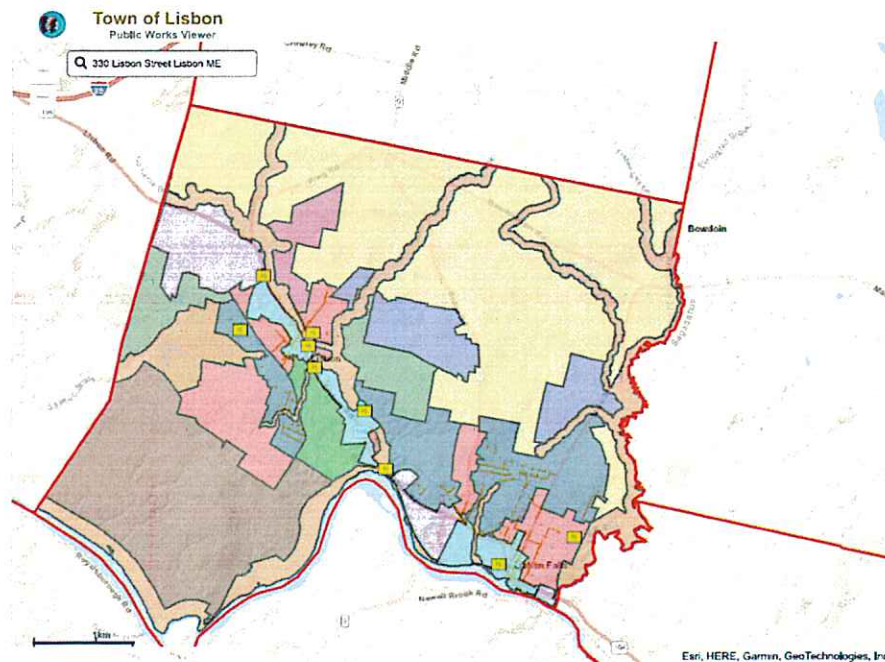
Various other suggestions were made including allowing subdivisions to allow for reasonable property sizes. There was some opinion that Lisbon may no longer be the agricultural town that it once was, and that farming may be on the wane and the farmers might want to get the best value for their property. There was some feeling on PB that the town should find a balance but keep the intent of saving open space and agriculture in that area. Mr. Bowie of 140 Upland Road suggested having a conditional use that does not involve a subdivision and allow consideration on a case by case basis.

Mr. Kuhl stated the economy had been in a downturn and ROS II was meant to preserve Lisbon as it was. He said maybe that's not what Lisbon is anymore, that we should re-visit ROS II and wondered if Lisbon should be limiting what land-owners can do so much. He asked where the Council wants the Planning Board to go with that.

Councilor Larochelle said that area of Route 9 has been on the Council radar for a long time. He stated we looked at the Comprehensive Plan not too long ago and looked at the maps. Mr. Curtis Lunt said we didn't get much public input on it at that time.

Councilor Larochelle stated he would make recommendations. He stated the Planning Board is not the group who comes up with a plan. It needs to be more staff-directed. He also said he would like to see Route 9 as a whole looked at, this could be a project for an Economic Developer. He suggested we should get more public input regarding the 100 lots or 50 to 60 land-owners there.

Mr. Curtis Lunt pointed out the ROS II spaces on the map, he said a lot of it is farm land. He referred to the ROS II map which Mr. Stambach provided on the clear touch screen. He pointed out there are three sections in purple-blue, they are ROS II.



Councilor Fellows said it is the Planning Board's job to determine a plan, he said none of us are experts but it will likely affect the Comprehensive Plan. We need an expert, he said, more like a Planner. Councilor Lunt said we would want a Planner versus an Economic Developer.

Councilor Fellows said the intent of ROSII is to control development. Mr. Curtis Lunt said there aren't too many people pressuring to develop in ROSII. He said in one case a person wanted to develop but only cluster subdivisions are allowed. Mr. Fellows asked if Jay Raitt, who is an expert in this, could present information.

Mr. Raitt said a landowner has a large lot but it is not buildable. ROS II prevents too much development, it only contributes to development along the road, not hidden from the road. He said little to no attention was given to this area when the Comprehensive Plan was last reviewed. He said in Lisbon code open space subdivisions are allowed, but later in the code they are not, it is contradictory. He said he would like to see the zoning done responsibly and it's important to note the section of code that says we should be doing this but then contradicts.

Councilor Larochelle asked Mr. Raitt if he sees us changing a lot of our zoning, do we need to re-vamp all of the zoning. Mr. Raitt said no, we've had some changes already that have helped. He said he doesn't think we want to over-complicate, the implementation of design standards is a good idea. If subdivisions were allowed in open space, it would make sense with the rest of the zoning. He said he also agrees with the expansion of the Village Zone. Mr. Raitt said he is willing to assist in getting input from the public. He said the recent market survey the town had done made it clear to us there is a need for, and that the public wants, more residential housing. He stated he knows where the properties and issues lie.

Mr. Kuhl said we cannot spot zone to take care of one problem at a time, the town will be opened up for legal action. He stated the Planning Board needs a Planner, someone to give guidance. Spot zoning is a band aid on that big zone.

Councilor Fellows asked if it's possible to give the Planning Board direction, to focus on the immediate problem and hire a Planner or a planning company. Councilor Larochelle affirmed that the Planning Board is going by the guidelines they currently have and they aren't sufficient.

Councilor Larochelle asked Mr. Raitt if we are just doing one area, how long would the process take having AVCOG make changes. Mr. Raitt said he does not know how long. He said a modification would resolve the current issue, it would not require a professional planner. He said if we make a change then the current land-owner will be helped. He said code currently disallows backlots, if you put in a private road the frontage doesn't count. He said the change to allow a private road as frontage would allow it.

Councilor Larochelle suggested to the Planning Board Chair to come up with a plan with both short and long term results. Mr. Kuhl confirmed he could do this, but that we need to do even more. He said we can deal with the current issue over a couple of months, with other issues to be taken care of within a year or so. Mr. Kuhl agreed he will develop a plan and bring it to the Planning Board. Mr. Kuhl and Councilor Larochelle also agreed that more Planning Board training is needed for the members of the Board to address these issues.

Councilor Larochelle thanked the members of the Planning Board for meeting with Council and closed the workshop at 7:05 PM.

EXECUTIVE SESSION

VOTE (2022-76) Councilor Fellows, seconded by Councilor Moore, moved to go into Executive Session per 1 M.R.S.A. Section 405(6) (A) Personnel Matters.

Order passed – Vote 6-0.

The Council came out of executive session and the meeting resumed by the following motion:

VOTE (2022-76A) Councilor Fellows, seconded by Councilor Robishaw moved to come out of Executive Session and resumed the meeting at 7:17 p.m.

Order passed – Vote 6-0.

GOOD NEWS & RECOGNITION

Item taken up out of order before Executive Session.

Mr. McGee requested Mrs. Nadeau speak on behalf of the Library for recognition of a Library Board member.

Mrs. Nadeau introduced JoJean Keller, Trudy Duval and Dawn King from the Library Governing Board, who joined her for this recognition. Mrs. Nadeau said Claire Paquette passed away on March 29. Miss Paquette had been a member of the Library Governing board since July 2015. She supported our library in many ways beyond serving on the Board. She also volunteered her time to fundraisers that included book sales and selling raffle tickets for the Thanksgiving basket. Mrs. Nadeau said Miss Paquette took joy in joining the staff and preschool children at the annual Halloween and Christmas Main Street parades. She stated we are now learning that Miss Paquette made a difference in many other Lisbon residents' lives. She said we will miss her and send condolences to her family and friends.

Councilor Larochelle thanked Mrs. Nadeau and expressed the Council's condolences to the family of Miss Paquette.

PUBLIC HEARINGS

A. Amend Chapter 70 Zoning Ord, Art. IV. Dist. Reg., Division 13. District Uses, Sec. 70-531 Table of Land Uses.

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS - NONE

CONSENT AGENDA

VOTE (2022-77) Councilor Fellows, seconded by Councilor Moore moved to adopt the following consent agenda items:

- 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 29, 2022
- 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

Order passed - Vote 6-0.

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

TOWN MANAGER'S SEARCH PRESENTATION FROM EATON & PEABODY

INTRODUCTION: Mr. Don Gerrish from Eaton & Peabody presented their proposal for the Town Manager search. He stated his credentials, he is a 38-year retired Town Manager, and has done over 60 searches across the state. He also does Interim Manager work and trains Councils to work with Managers. He worked at Lisbon 7 years ago for the previous Town Manager search.

Mr. Gerrish presented a timeline so everybody will know what will be done and when. He said the search is a 2-3 month process. One of the processes they do is meet with Department heads to find out needs and issues in the town. He also recommended a public input session with the same questions. Next, he said he will prepare a document compiling the information and use it for the search. The Town Council, he stated, will receive all resumes. He will make recommendations and draft possible questions for interviews. He said the Council will then narrow down the candidates for a second round of one to three interviews.

Mr. Gerrish said he will then do complete background checks on the candidates the Council has narrowed down and will check all references. He will supply draft questions again for the second round of interviews, and he said sometimes department heads are included in the interview, though with no decision making power. Next, he will go to negotiations with the candidate the Council chooses. His fee is \$6,000.00, if there is no successful candidate and the process needs to be done again, there is no additional charge. He said there may be additional costs for advertising of approximately \$400.00 to \$475.00 per agency, depending if the Council chooses to do that. He said other costs may include bringing a candidate in for a second interview.

Mr. Gerrish said it has taken up to a year for some towns to find a successful candidate, and for others a couple of months. He said the number and quality of candidates will vary depending on whether they need to move and other factors. He said his requirement of the Town Council is the members must commit to the process and to be there. He

said he has recently finished two other searches and is currently not working on any, Lisbon would be the only one right now.

DRAFT

**TOWN OF LISBON
TOWN MANAGER SEARCH
TIMELINE
April 5, 2022**

DRAFT

April 11 Monday

- Meet with Council finalize ad and timeline

April 13 Wednesday

- Ad Placed
- Employee interviews and Public Meeting Scheduled??

May 10 Tuesday

- Deadline for Applications

May 13 Friday

- Notebooks with consultant's recommended resumes of candidates to interview along with all resumes delivered to the Council.

April 4-7

- Meet with Council to review candidate's resumes and decide on candidates for first interview.

May 16-19

- First round of interviews most likely two days needed depending on number of candidates interviewed. (Skype, Zoom or in person)
Decide on finalists most likely 2.

May 31-June 2

- Council has second interviews with finalists and decides on finalist.

June 6-10

- Contract negotiated with finalist and starting date determined.

June 13-17

- Town Manager named and starting date announced.

COUNCILOR COMMENTS: Councilor Robishaw asked in what circumstance Mr. Gerrish would make a recommendation. Mr. Gerrish said he reviews all of the candidates, he talks with them and does a preliminary background check. He said if asked his opinion he will give it. He said he does not check references, but he does complete background checks on all finalists.

Councilor Larochelle asked what the ratio of applicants who have never been a Town Manager is, and stated that an interview committee of town people and employees has been put together to be a part of the search. Mr. Gerrish replied it's a mix of experience from applicants and that he will work with any group the town wishes, he asks that those involved are clear on their roles and responsibilities.

Councilor Larochelle thanked Mr. Gerrish for bringing the manager search information to the Council.

SOLICIT ROAD STRIPING BIDS

INTRODUCTION: Ray Soucy, Public Works Administrative Assistant, presented information to Council on behalf of Randy Cyr. He said they are requesting to send an RFP (request for pricing) for road striping at the earliest possible date. He said the following streets and roads they are requesting road striping for are:

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
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

COUNCILOR COMMENTS: Councilor Fellows asked if the striping will include cross walks. Mr. Soucy said we do that work ourselves through Public Works, it is done at night. Councilor Fellows said the cross walks need to be more visible for public safety.

Councilor Larochelle asked about the bike lanes and No Parking designations. Mr. Soucy said he wasn't sure if we do those but he will check. The striping company only does the shoulder and the center line.

Councilor Lunt pointed out that Littlefield Road is really bad, it may need reconstruction. Mr. Soucy said he will put it on the Public Works watch list.

Order passed - Vote 6-0.

AMEND CHAPTER 70 ZONING ORDINANCE, ARTICLE IV.
DISTRICT REGULATIONS, DIVISION 13.
DISTRICT USES, SECTION 70-531 TABLE OF LAND USES.
SECOND READING

INTRODUCTION: 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 (2022-80) Councilor Fellows, seconded by Councilor Lunt, moved to Amend Chapter 70 Zoning Ordinance, Article IV. District Regulations, Division 13. District Uses, Sec. 70-531 Table of Land Uses as presented.

Roll Call Vote: Yeas – Fellows, Larochelle, Lunt, Moore, Robishaw, and Smith. Nays - None.

Order passed – Vote 6-0.

SUMMER COUNCIL MEETING SCHEDULE

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

COUNCILOR COMMENTS: Councilor Larochelle pointed out that if the council has issues or needs another meeting they can vote to add a meeting to the schedule.

VOTE (2022-81) Councilor Fellows, seconded by Councilor Moore, moved to meet once in July on July 12, once in August on August 19, and once in November on November 15.

Order passed - Vote 6-0.

AUTHORIZATION FOR TOWN CLERK TO SIGN GAMES OF CHANCE, CARDS, & SEALED TICKETS

INTRODUCTION: 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.

COUNCILOR COMMENTS: None.

VOTE (2022-82) Councilor Fellows, seconded by Councilor Robishaw, moved to authorize Lisa Ward, Town Clerk, 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.

Order passed - Vote 6-0.

OTHER BUSINESS

A. COUNCIL COMMITTEE REPORTS

1. School: Councilor Larochelle said he had nothing to report.
2. Planning Board: Councilor Fellows said he had nothing to report.
3. Lisbon Development Committee: Councilor Smith said he had nothing to report.
4. Conservation Commission: Councilor Moore said the conservation meets on Tuesdays at 6:00 PM so he has been unable to attend due to Council workshops and meetings.
5. Recreation Committee: Councilor Miller was not present.
6. County Budget Committee: Councilor Lunt said he had nothing to report at this time, the County Budget Committee will not meet until fall in September or October.
7. Library Governing Board: Councilor Lunt asked Mrs. Nadeau to update Council since she was in the audience. S said the Library has been very busy, they can see the rise in new residents and have registered a larger than usual number of people last month, about 25. She said the Library is preparing for the Summer Reading Program. She said the Imposition from the Main Street construction should be minimal. The Library has posted the large plan supplied by McGee Construction and the Library offers patrons information at the desk. She said the Library has partnered with McGee Construction and committed to keep the public supplied with updated information.
8. Water Commission: Councilor Fellows said they meet next week.
9. Finance Committee: Councilor Robishaw said he had nothing to report.

B. TOWN MANAGER'S REPORT

Interim Town Manager Ryan McGee said he met with Matt McKinnon at McGee Construction, they requested to use the empty parking lot behind Rusty Lantern to store pipes for the construction. Chief McGee stated he allowed the use of the lot in exchange for the removal of the rebar that is at the Worumbo site. He said McGee Construction agreed to also spread the loam with their own vehicle and operator. Councilor Larochelle congratulated the Manager for his good bartering.

Chief McGee said some employees in the Town Office reported a musty or mildew odor. He had Patriot Mechanical change the air filters. ServPro found mold in several areas and took care of it. Air Quality Management tested throughout the building and gave recommendations. Chief McGee stated he felt the need to be proactive to protect employee health and some employees were moved to alternate work areas temporarily while the work was done.

Chief McGee reported that, as of the meeting, over fifty applications for Assistant Town Manager were received. Councilor Larochelle thanked Chief McGee for his report.

APPOINTMENTS

ACCEPT RESIGNATION OF REGISTRAR OF VOTERS – TWILA LYCETTE AND
APPOINT REGISTRAR OF VOTERS – LISA WARD, TOWN CLERK

VOTE (2022-83) Councilor Fellows, seconded by Councilor Smith, moved to accept resignation of Registrar of Voters – Twila Lycette and appoint Registrar of Voters – Lisa Ward, Town Clerk.

Order passed - Vote 6-0.

APPOINT BIENNIAL ELECTION CLERKS – 2 YEAR TERMS

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

VOTE (2022-84) Councilor Robishaw, seconded by Councilor Lunt, moved to appoint Biannual Elections Clerks – 2 year terms.

Order passed - Vote 6-0.

APPOINT WARDEN – RICK ROBERTS FOR THE JUNE 14, 2022 ELECTION

VOTE (2022-85) Councilor Fellows, seconded by Councilor Robishaw, moved to appoint Rick Roberts as Warden for the June 14, 2022 election.

Order passed - Vote 6-0.

ACCEPT LISA WARD'S RESIGNATIONS FROM ASSESSMENT REVIEW BOARD, LISBON EMA DIRECTOR & VOTER REGISTRATION APPEALS BOARD

COUNCILOR COMMENTS: Councilor Larochelle asked if Lisbon has advertised for an EMA Director yet. Chief McGee said he would look into it, Ms. Ward offered her assistance with that.

VOTE (2022-86) Councilor Lunt, seconded by Councilor Moore, moved to accept Lisa Ward's resignation from Assessment Review Board, EMA Director & Voter Registration Appeals Board.

Order passed - Vote 5-1 (Councilor Fellows opposed)

**ACCEPT RESIGNATION OF PLANNING BOARD ASSOCIATE MEMBER DAN LEEMAN
& APPOINT PLANNING BOARD REGULAR MEMBER DAN LEEMAN TO 2024**

VOTE (2022-87) Councilor Fellows, seconded by Councilor Lunt, moved to accept resignation of Planning Board Associate member Dan Leeman and appoint Planning Board Regular Member Dan Leeman to 2024.

Order passed - Vote 6-0.

APPOINT VOTER REGISTRATION APPEALS BOARD MEMBER – 1-YEAR TERM
Item moved to next Council meeting.

APPOINT PLANNING BOARD ASSOCIATE MEMBER NICHOLAS CRAIG TO 2024

VOTE (2022-89) Councilor Fellows, seconded by Councilor Robishaw, moved to appoint Planning Board Associate Member Nicholas Craig to 2024.

Order passed - Vote 6-0.

COUNCILOR COMMUNICATIONS

Councilor Larochelle congratulated Chief Ryan McGee for receiving the Patriotic Employer Award for his support of employees who also serve our country in the Guard and Reserve. Army Staff Sergeant Nick Kauffman, who is also a Lisbon Police Officer, nominated Chief McGee for this award. Chief McGee said he was very honored to receive the award, which was presented by members of the National Guard.

AUDIENCE PARTICIPATION & RESPONSE FOR NEW ITEMS

Norm Albert of Lisbon asked what the vetting process for the Assistant Town Manager process is. Councilor Larochelle stated we will use the same group of people who are involved in the Town Manager process, and including HR. Mr. Albert said he wondered if we need to pay an organization to do the search. Councilor Larochelle said our own staff are doing a strong job and doing a lot of leg work.

Councilor Moore reminded the audience that there will be another Town Manager Search presentation, this one by Maine Municipal Association, at the next regular Council meeting.

Councilor Larochelle thanked Mr. Albert for his input.

EXECUTIVE SESSION

VOTE (2022-90) Councilor Moore, seconded by Councilor Lunt, moved to go into Executive Session at 8:05 PM per 1 M.R.S.A. Section 405 (6) (D) Labor Negotiations.

Order passed – Vote 6-0.

The Council came out of executive session at 8:25 PM.

ADJOURNMENT

VOTE (2022-91) Councilor Moore, seconded by Councilor Fellows, moved to adjourn at 8:25 PM.

Order passed - Vote 6-0.

Lisa M. Ward, Council Secretary
Town Clerk

Date Approved: _____



**TOWN COUNCIL
WORKSHOP MINUTES
APRIL 12, 2022
LISBON TOWN HALL
6:00 PM**

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, and Miller. Councilor Fellows arrived at 6:18 PM following the Water Commission meeting. The Chairman excused Councilor Moore. Also present were Ryan McGee, Interim Town Manager; Kayla Tierney, Finance Director; Randy Cyr, Public Works Director; Steve Aievoli, Sewer Department Superintendent; Finance Committee members Curtis Lunt and Dan Leeman; and approximately 2 citizens in the audience.

BUDGET WORKSHOP

A. PUBLIC WORKS

Item taken up out of order, following Wastewater Treatment Plant presentation.

Randy Cyr, Director of Public Works, presented his budget. He said all wages went up due to the pay study, including adding one position of driver/operator. He said he hasn't yet spent the \$25,000.00 for paving because they are still doing sidewalks. He said there's \$10,000.00 in the budget to replace guardrails, we need to allot it due to unreported damage to the rails.

Mr. Cyr said minor equipment is needed, including tools at \$2,200.00 for the new truck. He said the tools will save us money on repairs.

Mr. Curtis Lunt asked what the additional driver is for. Mr. Cyr said we have 7 routes for plowing with the big trucks, right now we borrow an employee from another department. Mechanics are used for extra drivers right now, but now we will be able to use the mechanics truck with the tools.

Mr. Cyr continued that there are fees and fines that are incurred, we need to be ready for them. The line is created just in case, \$2,000.00 because the fines can be high. He said the last fine was \$2,800.00 so we need something to help with that in the budget. He said tree removal went over budget as well, we need to budget more for that.

Mr. Curtis Lunt asked if Mr. Cyr expects to spend all of the \$26,000.00 on engineering. Mr. Cyr said we haven't gotten some bills yet, we will spend it all. It is due to being required to be part of the MS4 program, for fees and permits.

Mr. Cyr moved on to infrastructure and paving. He said we will replace the gas tank with a bigger one to accommodate the school buses. He said by 2028, everything in town will be re-paved. He said roads are getting torn up due to the kind of traffic, large trucks. He said he has a list of all the roads to help keep track of them. Councilor Fellows and Mr. Leeman asked if we should try to budget more, since the paving costs are always going up. Mrs. Tierney explained how tonnage helps with auditing, as well as budgeting.

Councilor Lunt asked about replacing trees and greenery that are removed. Mr. Cyr said they can destroy sidewalks and that there is not room for them. He explained that wider sidewalks to accommodate state ADA requirements also mean fewer trees.

Moving on to Winter Operations, Mr. Cyr reviewed line items. He said \$50,000.00 is the sidewalk contractor. He said to offset, we have billed the State to plow Routes 196, 125 and several other state roads. He said there is labor, fuel, wear and tear, and salt and sand. He pointed out that we previously deposited that money in undesignated funds, and the revenue did not go to the Public Works department. He said we can offset some of our costs by putting it back into the department. Mrs. Tierney further explained that keeping revenues in the departments helps to offset costs.

B. TRANSFER STATION

Mr. Cyr next moved to the Solid Waste Department. He said he is working with the Finance Committee on fees, the transfer station will not be closing any time soon. He said residents like to be able to get rid of their trash. He's going to contract negotiations with Casella soon that will determine if costs will go up. He said cardboard, metal and furniture prices are all up right now.

Mr. Cyr said the new building at the Transfer Station will be ready to put up in the springtime. He also said the roof trusses for the larger building cannot be done so we need to go with the higher cost originally estimated. He said it will not be the \$48,000.00 he was hoping for, it will be \$61,000.00, which was the original budget. He said it will go back to Council for approval.

For wages, Mr. Cyr stated part time is going up to \$15.00 per hour and full time is going up to \$17.00-\$18.00 per hour. He said otherwise, the budget is where it should be. He said the operating supplies went up a lot due to the new shack at \$38,000.00. He said he is currently at 64% of this year's budget, which is less than the 75% expectation at this time of year, and that increasing costs have been factored in. Mrs. Tierney added that we have factored in a 3% increase on trash removal.

Mr. Cyr cited long lead times for new vehicles, Solid Waste is in need of a tractor trailer. He said we will trade in a vehicle, he would like to start the RFP process before the budget year to lock in a purchase and delivery date. He said that will allow a delivery date in August, we have all the specs ready. After discussion about automatic versus manual transmission, there was general agreement that an automatic would be a better choice.

C. STREET/TRAFFIC LIGHTS

D. HYDRANT RENTAL

Mr. Cyr addressed street lights and hydrant rentals at the same time. Mr. Cyr said that we are saving on electricity in street lights by having LEDs in them. Councilor Larochelle pointed out there are still some lights that have the old bulbs, you can see the difference. Mr. Cyr said he would address that and find out which ones.

He said there is no increase in the hydrant rentals. Mrs. Tierney said she reached out the Water Department regarding hydrants but they have not yet decided whether there will be an increase. She said they may be leaning toward an increase in 2024.

E. WASTEWATER TREATMENT PLANT

Item taken up first, out of order.

Steve Aievoli presented his budget for the Wastewater Treatment plant. He said they have a staff of five, soon to be 6, with 35 miles of sewer lines, and operates under Maine DEP permits. He said a new Sewer billing clerk will be coming on board, and he will be adding certifications to some staff for better coverage.

Mr. Aievoli said wages are highest increase this year due to adding the administrative and billing person, also due to the salaries going up due to the pay study. Mr. Aievoli agreed with Councilor Larochelle to hit the highlights and major changes for the new fiscal year. Mr. Aievoli explained that Supplies and Other went up 25% due to the pandemic increasing the cost of chemicals, about \$6,000.00. He said Professional Development was raised about three years ago, stays the same this year to get new staff trained. It's at about \$3,000.00. He stated it is sufficient due to some free trainings that have been available as well.

Security systems cost went up due to upgrading phones because they have to be 4G or higher for the alarms, the old ones were 2G. Mr. Aievoli said we were not informed that we would need to do it, it has doubled the cost. In addition, the electricity cost has gone up.

Mr. Aievoli explained there is a sewer software fee for Munis, it is a one-time fee of \$17,000.00, and there is a \$4,000.00 fee for the conversion to Munis for the Sewer Department billing. Mrs. Tierney added that it will make it much easier to work with the Water Department and more compatible with other software. It will also be easy for the public to make payments online, because it's in line with the state program we already use.

Mr. Aievoli said the sludge and grit disposal, bio-solids, is an interesting topic, especially with PFAS in the public spotlight. There are per-ton fees that we will need to be paid, \$7,500.00 to \$8,500.00 fee to raise money for fees for testing, etc. He said there is work the legislature is doing right now to address the bio-solids and composting issues going to landfills. Mr. Lunt asked if we know the source of the PFAS getting in the system. Mr. Aievoli said it's a large number of everyday items contain them, it goes to the treatment plant, and that's how it gets concentrated. It's not one source, it is many household sources, and it's being spread on fields across the state.

Mr. Aievoli handed out information to the Council and Finance Committee about the Maine Work Boots Alliance, which is a coalition of businesses and interested parties who propose a science-based approach to protecting Maine people from PFAS. It included information about proposed legislation.



755 Banfield Road Suite 201 | Portsmouth, NH 03801

March 30, 2022

Mr. Steve Aievoli
744 Lisbon Road
Lisbon, ME 04252

Dear Mr. Steve Aievoli,

We are writing to bring to your attention two bills before the Maine legislature, which if passed, would impact our management of biosolids in Maine and increase costs to our customers.

The first bill, L.D.1911, would prohibit the beneficial land application of biosolids and industrial sludges. As initially proposed, L.D. 1911 would have established more stringent screening levels for PFAS in biosolids destined for beneficial reuse, such as land application. L.D. 1911 has since morphed into essentially a ban on the land application of biosolids, *regardless* of PFAS concentration, with carve outs for residuals generated as a result of the processing of certain foods (i.e., blueberries, potatoes, seaweed, fish) distilling of spirits, or the production of precipitated calcium carbonate, commonly known as "lime mud".

The second bill, L.D.1639, would change Maine's definition of in-state waste. This definition is important, because *only in-state waste* is permitted for disposal at the State's Juniper Ridge Landfill. The current definition of in-state waste includes residue from the processing of materials that may initially come from out of State. Once these materials are brought to, and processed in Maine, the residue following processing falls within the definition of in-state waste, and accordingly, is eligible for disposal at Juniper Ridge Landfill. The change in definition would mandate that the total weight of residue disposed of at Juniper Ridge can't exceed the weight of waste initially generated by that processor in the State of Maine. Any exceedance would be considered out-of-state waste, and would not be eligible for disposal at Juniper Ridge.

The perfect storm. The two bills combine to create a perfect storm for biosolids management in Maine. The first bill, L.D. 1911, will result in a substantial increase in the amount of sludge to be landfilled. The second bill, L.D. 1639, would effectively close Resource Lewiston, a Maine based recycling facility that generates a process residue from oversized bulky waste. This residue is used at Juniper Ridge to stabilize and maintain the structural integrity of the landfill. Without these materials, Juniper Ridge would need to *reduce* the volume of biosolids it accepts for disposal, yet if L.D. 1911 becomes law, the amount of biosolids required to be landfilled is expected to increase.

Costs are likely to increase. While it is too early to forecast price adjustments, we want to make you aware that the passage of these two bills could require that we divert biosolids for disposal to locations outside of Maine, which we expect will increase our disposal and transportation costs, and consequentially, increase our tipping and disposal fees.

We Need Your Help. While our legislature clearly wants to take action on PFAS this year, these proposals are not the right answer. L.D. 1639 will shutter a business that provides a product necessary to stabilize landfill disposal of biosolids, yet the State will be even more dependent on that practice if the ban on land application of biosolids in L.D. 1911 is passed. For these reasons, we urge you to contact your state legislator and urge him or her to vote "no" to both proposals.

We are part of a group of landscapers, garden centers, wastewater treatment districts, and farmers that support a thoughtful, alternative proposal that would prohibit land application or sale in Maine of all sludge, septage or sludge-derived compost and fertilizer unless that material tests below 25 parts per billion for PFOA and below 50 parts per billion for PFOS. This would be the strictest PFAS standard for soil and compost in the country.

For additional information regarding L.D. 1911 or L.D. 1639 and how you can help, please contact me, George Belmont (207-877-4449) or John Leslie (207-461-1000).

Sincerely,

A handwritten signature in black ink, appearing to read "A. Clark James".

A. Clark James
Director of Logistics

The Maine Work Boots Alliance
Talking Points in Support of the Minority Report to LD 1911

- The Maine Work Boots Alliance is a coalition of farmers, landscapers, garden centers, municipal sewer districts, septic service providers, biosolids recyclers and other businesses who have come together to propose a thoughtful, science-based approach to protecting Maine people from PFAS.
- The Maine Work Boots Alliance supports the minority report to LD 1911, which would prohibit the land application or sale in Maine of all sludge, septage or sludge-derived compost and fertilizer unless that material tested below 25 parts per billion for PFOA and below 50 parts per billion for PFOS.
- This would be the strictest PFAS standard for soil and compost in the country – and perhaps the world.
- The Maine Work Boots Alliance opposes the majority report to LD 1911 because it would increase the utility bill of literally every Maine family.
- The majority report would destroy biosolids recycling in Maine. This is contrary to our climate change goals and out of step with every other state and current research at the federal Environmental Protection Agency.
- The majority report would result in dumping 20,000 additional tons of sludge in the State owned landfill in Old Town, without any consideration of the long term consequences of doing so.
- Banning biosolids compost drives up costs for Maine farmers, landscapers and horticulturalists.
- The majority report's attempt to exempt some sludges and ban others is not based on *any* science. There are detectable levels of PFAS – and in some cases elevated levels – in many of the sludges exempted under the majority report.
- By contrast, the majority report would ban a number of products that test de minimus - and in some cases non-detect - for PFAS.
 - Fiberbed is an affordable bedding product used by many dairy farmers across Maine.
 - Fiberbed is made from residuals from Maine paper mills and mixed with sawdust. The paper mill residual and the sawdust **have tested as non-detect or de minimus for PFAS.**
 - The majority report would ban Fiberbed, but farmers in every other New England state would be able to use the **exact same product.**
- Banning these products drives up costs for Maine farmers, which in turn drives up their prices and puts more of them out of business. That means more food from away is shipped into Maine, food that in most cases isn't subject to any PFAS soil and compost regulation or testing.
- A better – and safer – solution would be to set a ceiling for the land application and composting of all residuals.
- The minority report also authorizes the DEP to require testing of wastewater discharge for PFAS and repeals the \$10 per ton handling fee for landfilling sludge, similar to the majority report.

Mr. Aievoli stated he is in support of a scientific approach, and Chief McGee said he supports that. Councilor Miller asked if we will have input on that legislation, Mr. Aievoli responded that the Work Boots Alliance will work to do that.

Councilor Larochelle asked, with the new filtration at the water department, is there a concern regarding chemicals going into the sewer. Mr. Aievoli said no, we accept the discharge from that in the proper way, we go through a whole process for that.

Moving on to trash removal, Mr. Aievoli said there was an unannounced rate increase from the vendor, and that the cost will continue to go up annually.

Mr. Aievoli said the new dewatering equipment was added to the CIP per the last Council meeting. He also said the Vactor truck is much faster and more efficient than the way we did it before. He said we will lease it for 7 more years.

Mrs. Tierney added that the QECB interest went down, and some work was re-aligned to coordinate with the Main Street construction so no IFI was needed for the budget.

Mr. Aievoli said that with the dewatering equipment, he's looking for an extension on the Rural Development funding. His goal would be by the time Main Street is done, it may not be installed for about a year now.

Councilor Larochelle said it looks like Davis Street will be rebuilt, he asked if there are any other big projects down the road. Mr. Aievoli said once we finish the projects we're working on we'll be finished what we started in 2015. He said we need to re-align the Huston Street line. We can use more fund balance to complete that.

Councilor Larochelle said the Planning Board was discussing revisiting the Comprehensive Plan, and these areas could be hundreds of homes over time. He asked if we would be able to extend the sewer into what is now Rural? Mr. Aievoli responded that homes are being built outside sewer reach already, it would be great to be able to do that. Councilor Fellows added that when we did the Comprehensive Plan last time, it was decided not to extend the infrastructure. Mr. Aievoli agreed the infrastructure is getting old, it would be good to start extending it.

Mrs. Tierney said for revenues, the sewer rate increased 3% for residential, and the industrial will also go up. She said there will be a 3.5% overall increase to \$1,422,340.08.

Councilor Larochelle thanked Mr. Aievoli for his presentation.

ADJOURNMENT

The Chairman, seeing no further business, adjourned the meeting at 7:46 PM.

Lisa M. Ward, Council Secretary
Town Clerk
Date Approved: _____

TOWN OF LISBON
Manufactured Mobile Home Park Inspections For
2022 Renewals

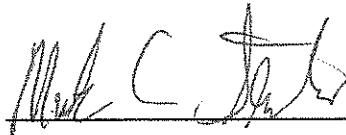
I, Mark Stambach, Code Enforcement Officer for the Town of Lisbon do not object to the Council issuing renewal Mobile Home Park Licenses for the following:

1. Connie Wall, Aaron Homes - Worumbo Park
2. Connie Wall, Aaron Homes - Worumbo Estates
3. Guardian Communities - Davis Street Mobile Home Park
4. Roger Veilleux – Ridge Road Mobile Home Park
5. Jeff Cowan – St. Ann's Mobile Home Park
6. Christopher Ames – Blue Ridge Properties, LLC
7. Mark Goddard – Colonial Gardens
8. George Gendron – Gendron's Mobile
9. Christopher Ames – Whispering Pines, LLC
10. Gary Shiffman – GCP Town & Country LLC

Dated

4/15/22

Code Enforcement Officer:



From: clerk <c2@lisbonme.org>
Sent: Friday, April 15, 2022 10:52 AM
To: Amy Wiers <AWiers@lisbonme.org>
Subject: 2022 Mobile Home Park Renewals Ready for Council Approval

Hi Kathy,

The following Manufactured Mobile Home Park applications have been received. A copy of these applications and the lists of owners for each mobile home have been recorded in your office. The Council will meet on April 19 to approve the following 2022 Mobile Home Park Renewals:

1. Connie Wall, Aaron Homes - Worumbo Park
2. Connie Wall, Aaron Homes - Worumbo Estates
3. Guardian Communities - Davis Street Mobile Home Park
4. Roger Veilleux – Ridge Road Mobile Home Park
5. Jeff Cowan – St. Ann's Mobile Home Park
6. Christopher Ames – Blue Ridge Properties, LLC
7. Mark Goddard – Colonial Gardens
8. George Gendron – Gendron's Mobile
9. Christopher Ames – Whispering Pines, LLC
10. Gary Shiffman – GCP Town & Country LLC

Do you certify the above establishments meet all the Assessing requirements under the Lisbon Code Book as of April 15, 2022?

Lisa B. Smith

Lisbon Deputy Clerk

300 Lisbon Street

clerk

From: Amy Wiers
Sent: Tuesday, April 19, 2022 10:11 AM
To: clerk
Subject: FW: FW: 2022 Mobile Home Park Renewals Ready for Council Approval

From: Kathy Malloy <malloy.kathy2@gmail.com>
Sent: Sunday, April 17, 2022 7:40 PM
To: Amy Wiers <AWiers@lisbonme.org>
Subject: Re: FW: 2022 Mobile Home Park Renewals Ready for Council Approval

Yes

On Fri, Apr 15, 2022, 3:13 PM Amy Wiers <AWiers@lisbonme.org> wrote:

Kathy,

These are the mobile home parks that we have received lists from. We just need the okay from you, like we did last year.

Thanks.

Amy Wiers

Assessing/Codes Clerk

300 Lisbon Street

Lisbon, ME 04250

207-353-3000 Ext. 108

LISBON ADULT USE MARIJUANA ESTABLISHMENTS APPLICATION

X Initial Adult Use Application _____ Renewal Adult Use Application

Non-refundable Fees

_____ Adult Use Marijuana Retail Store:	\$ 5,000.00
_____ Adult Use Marijuana Cultivation Facility:	\$ 5,000.00
<u>X</u> Adult Use Products Manufacturing Facility:	\$ 5,000.00
_____ Adult Use Marijuana Testing Facility:	\$10,000.00

Name of Business: Cannabis Angels Business Phone: 207-353-4279
 Location of Business: 5 canal St #2 Lisbon Falls, Me 04252
 Business Email Address: 207edibles@gmail.com
 Business Mailing Address: Same as above
 Owner's Name: Lorelei Hilliker
 Home Phone: _____ Cell Phone: 207-
 Owner's Home Address: 2 mockingbird lane, Lisbon, me 04250

List Owners/Members/Partners/Officers/Directors/Stockholders/Managers/Supervisory Personnel/or other participants:

Name: Lorelei Hilliker Phone Number: _____
 Street Addr: 2 mockingbird ln Birth Date: _____
 Town/State/Zip: Lisbon, me 04250

Name: _____ Phone Number: _____
 Street Addr: _____ Birth Date: _____
 Town/State/Zip: _____

Name: _____ Phone Number: _____
 Street Addr: _____ Birth Date: _____
 Town/State/Zip: _____

Name: _____ Phone Number: _____
 Street Addr: _____ Birth Date: _____
 Town/State/Zip: _____

Attach a list on a separate piece of paper of names or additional names that apply.

Business Name:

Cannabis Angels

Page 3

I, Owner (title) Lorelei Hilliker (name) is authorized to sign on behalf of said business, and further declare that the foregoing information is accurate and true to the best of my knowledge and belief, and that the applicant does hereby acknowledge and authorized a public records check to be conducted on all individuals listed under Questions 1 & 3 above.

Signature:

Lorelei Hilliker

Date:

12/20/21

*The Council is the Municipal Licensing Board. Applications require a public hearing and an **ad to appear in newspaper 7-days prior to the scheduled Public Hearing**, cost included in Application Fee. Public records checks can take up to three weeks to process. Complete applications contain the Police & Fire Chiefs, CEO, Assessor, and Health Officer's signatures and attachments. The Council meets on the first and third Tuesdays of the month at 7PM at Town Hall. Application fees must be paid prior to the Council meeting. Other helpful contacts are:*

353-3000 Ext 112... Town Clerk
353-3007..... Town Office Fax
353-3000 Ext 111.... Code Enforcement Officer
353-2500..... Police Department
353-3000 Ext 121 Health Officer
287-5671..... Health Engineering Dept.

287-2336State Sales Tax Division
287-4190.....Bureau of Corporations
624-8745.....Bureau of Alcohol Beverages
287-3841.....Agriculture Dept- Bakery Licenses
624-6550.....Marine Resources
287-2338.....Dept of Labor (Seller's Certificates)

Business Name:

Cannabis Angels

Page 7

POLICE CHIEF INSPECTION

The police chief or his/her agent shall investigate the application, including the criminal history record information authorized under subsection 10-605 (5) and shall report findings in writing to the town clerk. The following application has been investigated, including criminal history and the following:

10-605 APPLICATION (investigated) ***

☒ YES ☐ NO (5) A release for each applicant and for each officer, owner, member, manager or partner of the applicant seeking a license allowing the Town of Lisbon to obtain criminal records and other background information related to the individual(s) were obtained and reports were reviewed.

10-610 STANDARDS FOR APPROVAL, DENIAL, REVOCATION

YES ☒ NO (4) Has applicant(s)/business had a license for a marijuana establishment revoked by a municipality or by the state.

YES ☒ NO (6) Has applicant(s) been convicted of a disqualifying drug offense.

YES ☒ NO (7) Has applicant(s) provided false or misleading information in connection with the license application.

10-611 OPERATING REQUIREMENTS ***

☒ YES ☐ NO (4) Loitering. The facility owner/operator shall make adequate provisions to prevent patrons or other persons from loitering on the premises. It shall be the licensee's obligation to ensure that anyone found to be loitering or using marijuana or marijuana products in the parking lot or other outdoor areas of a licensed premises is ordered to leave. Has applicant(s)/business complied with this requirement.

Report all findings here _____

Check all that apply:

____ Dated: _____ Adult Use Marijuana Retail Store Approved: YES NO

____ Dated: _____ Adult Use Marijuana Cultivation Facility Approved: YES NO

✓ ☒ Dated: 11/04/2022 Adult Use Products Manufacturing Facility Approved: ☒ YES NO

____ Dated: _____ Adult Use Marijuana Testing Facility Approved: YES NO

Approved for categories above: _____

Ryan McGee
Ryan McGee, Police Chief



Business Name: Cannabis Angels Page 4

FIRE CHIEF INSPECTION

The Fire Chief or his/her agent shall inspect the location or proposed location to determine if all town ordinances and any other applicable regulations concerning fire and safety have been satisfied. See report of findings in writing to the town clerk below.

☐ YES ☐ NO ☒ N/A State Fire Marshall inspection has been completed

☐ YES ☐ NO ☒ N/A Hazardous Chemicals will be used for processing

☐ YES ☐ NO ☒ N/A Sprinklers required and in compliance

Report all findings here:


Dated: _____ Adult Use Marijuana Retail Store Approved: YES NO

Dated: _____ Adult Use Marijuana Cultivation Facility Approved: YES NO

✓ Dated: 1/5/2022 Adult Use Products Manufacturing Facility Approved: YES NO

Dated: _____ Adult Use Marijuana Testing Facility Approved: YES NO

Approved for categories above: _____


Nate LeClair, Fire Chief

Business Name: Cannab's Angels Page 6

HEALTH OFFICER

The health officer shall inspect the location or proposed location to determine whether all applicable ordinances relating to health and safety have been satisfied and shall report findings in writing to the town clerk.

YES NO Is establishment engaging in the "preparation" of food items whether sealed or not.

Report all findings here:

✓ Dated: 1/5/2022 Approved: YES NO

Approved by: 
Nate LeClair, Health Officer

BUILDING/CODE ENFORCEMENT INSPECTIONS

The building inspector verifies that the premises at which the establishment will be located complies with all ordinances and applicable codes for the following:

Town Ordinances (including food)
The Building Code

Electrical Code
Plumbing Code

o *Security (check if complied with):*

☒ The licensed premises shall have lockable doors and windows and shall be served by an alarm system that includes automatic notification to the Lisbon Police Department.

☒ The licensed premises shall have video surveillance capable of covering the exterior and interior of the facility. The video surveillance system shall be operated with continuous recording twenty-four hours per day, seven days per week and video shall be retained for a minimum duration of thirty (30) days. Such records shall be made available to law enforcement agencies when investigating a criminal complaint.

☒ The licensed premises shall have exterior spotlights with motion sensors covering the full perimeter of the building(s).

o *Ventilation (check if complied with):*

☒ The licensed premises shall comply with all odor and air pollution standards established by ordinance.

☒ All adult use marijuana establishments that cultivate, manufacture or extract marijuana shall have an odor mitigation system installed that has been approved by a Maine Licensed Engineer, indicating that the system will provide odor control sufficient to ensure that no odors are perceptible off the premises.

The code officer inspected the location or the proposed location to determine whether the applicable ordinances relating to land use issues and building and safety codes issues have been satisfied. See report of findings in writing to the town clerk below.

☒ YES ☐ NO Is establishment engaging in the "preparation" of food items whether sealed or not.

Report all findings here: APPLICANT IS IN PROCESS OF OBTAINING
CONDITIONAL USE PERMIT THROUGH PLANNING BOARD

* Planning Board Final Approval 4-14-2022

Check all that apply:

☐ Dated: _____ Adult Use Marijuana Retail Store

Approved: YES NO

☐ Dated: _____ Adult Use Marijuana Cultivation Facility

Approved: YES NO

☒ Dated: 1/29/22 Adult Use Products Manufacturing Facility

Approved: ☒ YES NO

☐ Dated: _____ Adult Use Marijuana Testing Facility

Approved: YES NO

Approved for categories above: [Signature]

Mark Stambach CEO

MEMORANDUM FROM THE TOWN CLERK

TO: Ryan McGee, Interim Town Manager & Lisbon Town Councilors

FROM: Lisa M. Ward, Town Clerk

SUBJECT: Set Public Hearing for Off Premise Catering Permit for:
Railroad Restaurant & Pub

DATE: March 19, 2022

The Railroad Restaurant & Pub is requesting an off Premise Catering Permit for June 18, 2022 at the Blues Festival from 11:00am to 12:00am. The Town Council may request a Public Hearing be set for May 3rd at 7pm.

MEMORANDUM FROM THE PUBLIC WORKS DIRECTOR

TO: RYAN MCGEE, INTERIM TOWN MANAGER

FROM: RANDY CYR

SUBJECT: NEW TRAILER TRUCK

DATE: 04/19/2022

The Town of Lisbon is requesting pricing for a new Truck complete with Wet System, to replace the 1998 Sterling at the Transfer Station.

Recommendation

To authorize the Interim Town Manager and Public Works Director to solicit bids for a new truck complete with wet system, to replace the 1998 Sterling at the Transfer Station.

Thank You

Randy Cyr

MEMORANDUM FROM THE SEWER SUPERINTENDENT

TO: RYAN MCGEE, INTERIM TOWN MANAGER
FROM: STEVE AIEVOLI
SUBJECT: REQUEST APPROVAL TO BEGIN THE CENTRIFUGE REPLACEMENT PROJECT
DATE: APRIL 14, 2022

In the upcoming Capital Improvement Plan for the next fiscal year, we have the replacement of the sludge dewatering centrifuge at the Wastewater Treatment Plant.

The Sewer Superintendent is requesting permission to do the engineering, design and bidding process with Olver Associates for the replacement of the sludge dewatering centrifuge at the Waste Water Treatment Plan.

Once the design is complete we plan to advertise using an RFP for the replacement portion of the project. Once bids are received, the winning proposal would be brought before council to be awarded.

The preliminary estimated cost for the project is \$2,000,000 and would be funded through two sources, the first is \$1,300,000 of the contingency/grant funds remaining from the USDA Rural Development funding package. There is a time limit associated with the use of these funds, if they are not used we will lose them. We are already going to be requesting an extension from USDA RD due to the timing of the Main Street sewer replacement project. The goal would be to complete this project within the same time frame of this extension.

The second funding source in the amount of \$700,000 necessary to fund the project would come from the Sewer Department's Committed Fund Balance. These are funds that can be used with Council's authorization.

The plan is to expend the contingency funds first then use the committed fund balance for the remainder of the project.

Recommendation: To Authorize the Sewer Superintendent and Interim Town Manager to work with Olver Associates to complete the engineering & design then send out requests for proposals for the replacement of the sludge dewatering equipment as presented.



Town of Lisbon

Fire Department

Nathan LeClair, Fire Chief



To: Ryan McGee, Interim Town Manager
From: Nathan LeClair, Fire Chief
Date: April 13, 2022
Ref: Council agenda request

I am requesting an agenda item be placed for next Council meeting on April 19th to solicit bids for the Fire Department Pick – Up truck.

In the upcoming budget, I have requested funds to purchase a new pick-up truck to replace our current "Car-4" which is a 12 year old vehicle, which the town purchased used. The monies for this purchase have been slotted to come out of TIF funds.

With the wait time for orders being up to 6 months, if not longer, it would be beneficial to place the order now for delivery in the upcoming fiscal year.

Thank you.



13 Davis Farm Road, Portland, ME 04103 | consolidated.com | NASDAQ: CNSL

March 4, 2022

Dear Mr. McGee,

Consolidated Communications is proud to announce our construction project for the Town of Lisbon Falls this year. We will be building a complete Fiber To The Home (FTTH) network that will serve the entire Town at no cost to the Town or its tax payers.

We would like to opportunity to come before the Town and discuss our plans, timeline, and the overall scope of the project, along with our new Fidium brand name for this fiber service. We will also present our speed offerings and pricing structure.

As per your email we are asking to meet with the Town on April 19th at 7pm. We have found these meetings to be extremely helpful when starting our builds in other towns as it provides an understanding of what is happening and a point of contact should any issues arise during construction.

Sincerely,

Simon Thorne



Town of Lisbon

Ryan McGee
Interim Town Manager

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

TO: Ryan McGee, Interim Town Manager
FROM: Amy Wiers, Assessing Clerk
DATE: April 13, 2022
RE: Monthly Department Report

For the past month we continued to process deeds. We completed October and November deeds. In October we had 35 deeds and November we had 30 deeds to process.

We have processed 14 Homestead Exemptions and 4 Veteran Exemptions. We mailed letters to inform homeowners the exemptions have been applied to their accounts.

We have finished capturing the new mobile homes on Trent and Bree Ann Drive in Grimmels Mobile Home Park, due to their expansion.

We are currently going through all permits pulled for the last year to capture new construction, renovations, additions, sheds, garages, etc. We are preparing for Commitment in July. In the next month, we will be driving by properties to verify completion of permits pulled and get photos of new homes for our records.

Code Enforcement

Mark C. Stambach

Code Enforcement Officer, Building Inspector/LPI

Monthly Report for March 2022

Building permits issued - 18

Electrical permits issued - 18

Plumbing permits issued – 11

Planning Board: New Business

Case #22-05 Sippy Cup Consignment, Laura Ingerson, 84 Main Street, Lisbon Falls, ME 04252, Map U04/Lot 062. Moved to public hearing

Planning Board: Old Business

Case #22-03 Site Plan Review – Kitty Korner Tanning Salon, Map U04/Lot 062 Jennifer Larochelle, 84 Main Street, Lisbon Falls, ME 04252 – Public hearing, approved

Other Business

Reviewed requirements for upcoming Low Impact Development Ordinance.

Proposed changes to ROSII district dimensional requirements.

Appeals Board – No Cases to report

***** Goals/Projects – March/April**

Modify all permit applications

Modify website to include informational and help documents



TAX COLLECTION REPORT

SUBJECT: Tax Collector Council Report – data through March 31, 2022
Kayla Tierney, Finance Director/Tax Collector/Treasurer

DATE: April 19, 2022

About Tax Timeline:

The Town of Lisbon collects taxes in two installments during the course of the fiscal year; September 15th and March 15th are our two installment dates. This report is reflective of data as of March 31, 2022 which is two weeks after our second installment of the 2021 tax year (FY22).

2021 Tax Year (FY22):

The Total amount of Tax for Commitment based on the 2021 Municipal Valuation Return on the Commitment date of July 28, 2021 is \$13,095,306.38. Based on this same report, the Total Taxable Valuation of Real Estate is \$557,181,300; at the 0.0221 mil rate, this equates to \$12,313,706.73 in Real Estate Taxes to be collected during FY22. As of March 31, 2022 the Town of Lisbon has collected 93.53% of the tax revenue, leaving 6.47% or \$797,097.75 uncollected.

Based on the 2021 Municipal Valuation Return on the Commitment date of July 28, 2021, the Total Taxable Valuation of Personal Property is \$35,366,500; at the 0.0221 mil rate, this equates to \$781,599.65 in Personal Property Taxes to be collected during FY22. As of March 31, 2022 the Town of Lisbon has collected 80.46% of this tax revenue, leaving 19.54% or \$152,754.51 uncollected.

The Town of Lisbon has outstanding supplemental taxes of \$829.67 as of March 31, 2022.

Lien Process:

The Lien process for unpaid real estate taxes committed for 2021 tax year will begin in the next month; 30 day letters will be mailed out in May for a June Lien Certificate date.

Previous Years Outstanding Supplemental Taxes:

2019 = \$413.58*

2020 = \$623.70*

2021 = \$1,310.81*

* = these were done in August 2021 as a result of an abatement and calculated supplemental taxes from 2019 through 2021

Previous Years Outstanding Personal Property Taxes:

2014 = \$1,119.91**

2015 = \$4,721.40**

2016 = \$1,200.73**

2017 = \$1,310.40**

2018 = none

2019 = none

2020 = \$367.26

2021 = 538.23

** = these amounts are from a single business that is on a payment plan with the Town

Previous Years Outstanding Liens:

2018 = \$2,605.36***

2019 = \$14,845.73***

2020 = \$3,884.08***

*** = waiver of foreclosure was approved by Council for these amounts.



FINANCE REPORT - REVENUE

SUBJECT: Finance Department Council Report – data through March 31, 2022

Kayla Tierney, Finance Director

DATE: April 19, 2022

Revenues:

- Revenue Sharing for July 2021 through March 2022 are listed below:

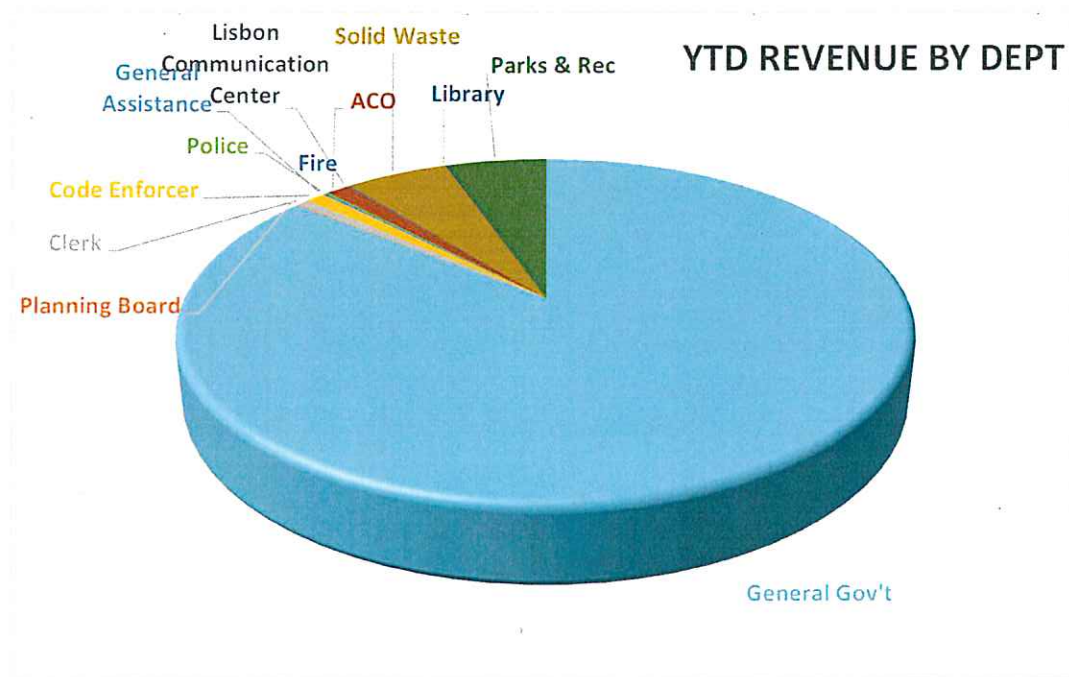
Payment Date	Revenue Sharing 1	Revenue Sharing 2	Total Amount
Jul-21	154,970.04	51,717.87	206,687.91
Aug-21	111,828.29	36,801.72	148,630.01
Sep-21	114,285.51	37,611.06	151,896.57
Oct-21	152,381.70	50,148.35	202,530.05
Nov-21	119,466.24	39,315.85	158,782.09
Dec-21	104,463.75	34,378.41	138,842.16
Jan-22	123,407.00	40,612.94	164,019.94
Feb-22	142,876.67	47,020.67	189,897.34
Mar-22	61,272.18	29,328.81	90,600.99
Totals	1,084,951.38	366,935.68	1,451,887.06

- Budgeted \$1,370,000 for Revenue Sharing for FY22 – actual collected is \$1,451,887.06 through March 31, 2022; this is \$81,887.06 collected over what was budgeted.
- Revenues collected through March 31, 2022 for General Fund and Sewer Fund are as follows:

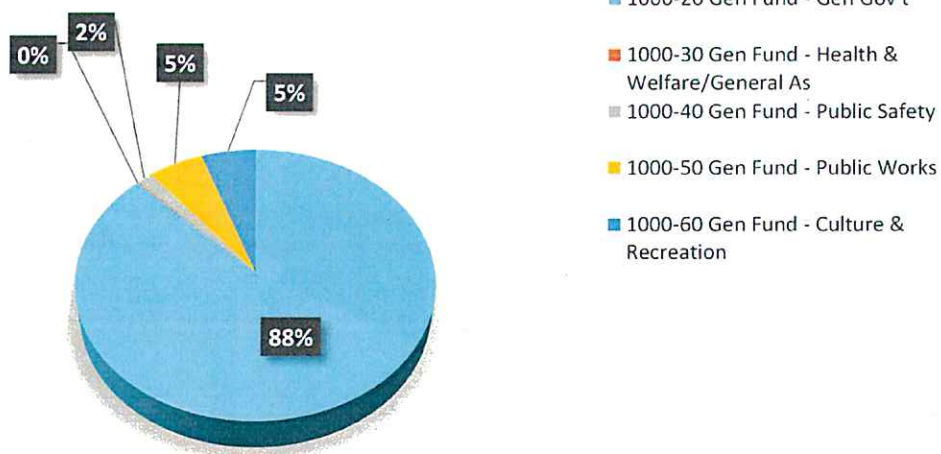
General Fund - by Dept	YTD Revenue
General Gov't	2,977,002.10
Planning Board	2,290.00
Clerk	22,772.04
Code Enforcer	35,740.58
General Assistance	4,439.90
Police	5,929.59
Fire	176.00
ACO	41,181.25
Lisbon Communication Center	4,875.00
Solid Waste	188,095.79
Library	2,865.39
Parks & Rec	183,105.14
Sewer Dept	1,202,962.13
TOTAL REVENUE - GENERAL FUND	3,468,472.78
TOTAL REVENUE - SEWER FUND	1,202,962.13
	4,671,434.91

General Fund - by Org	YTD Revenue
1000-20 Gen Fund - Gen Gov't	3,037,804.72
1000-30 Gen Fund - Health & Welfare/General As	4,439.90
1000-40 Gen Fund - Public Safety	52,161.84
1000-50 Gen Fund - Public Works	188,095.79
1000-60 Gen Fund - Culture & Recreation	185,970.53
TOTAL REVENUE - GENERAL FUND	3,468,472.78

- General Government makes up 88% of the revenue in this reporting period as indicated in the pie chart below.



FY22 YTD Revenue General Fund



General Funds - by Organization	YTD Revenue	FY22 Budget	FY22 % Co.
1000-20 Gen Fund - Gen Gov't	3,037,804.72	3,568,981	85.12%
1000-30 Gen Fund - Health & Welfare/General As	4,439.90	17,500	25.4%
1000-40 Gen Fund - Public Safety	52,161.84	124,897	41.8%
1000-50 Gen Fund - Public Works	188,095.79	178,800	105.2%
1000-60 Gen Fund - Culture & Recreation	185,970.53	270,023	68.9%
TOTAL GENERAL FUND	3,468,472.78	4,160,201	

All other Funds - by Organization	YTD Revenue	FY22 Budget	FY22 % Co
ED Loan Fund	4,403.71	-	100.00
Special Revenue Fund	516,695.25	-	100.00
DARE Fund	1,273.12	-	100.00
Moxie Fund	5,100.00	-	
Snowmobile Reserve	(2.04)	-	100.00
Sale of Town Owned Property	19,625.00	-	100.00
Capital Projects	2,757,473.10	-	100.00
Trust Funds	417.09	-	100.00
TOTAL ALL OTHER FUNDS	3,304,985.23		

- Total revenues collected as of March 31, 2022 = \$7,976,420.14
- When looking at Revenues within the General Fund and the Sewer Fund – we can break it down by Department as follows:
 - Of the \$7,976,420.14 listed above as total revenue from July 1, 2021 through March 31, 2022 \$3,468,472.78 is within the General Fund and \$1,202,962.13 is within the sewer fund; \$3,304,985.23 is within other funds.
 - The Capital Projects fund corresponds to our ongoing Sewer Project that shows the Revenue here and the corresponding expense in the Expense Report; this is done through a pay request process in conjunction with our Town Engineer and First National Bank.
 - One of the other funds is showing a deficit due to investment earnings/fees in Portland Trust. The first month of the new fiscal year pays fees for the sub accounting held at Portland Trust. However, like all investments, there can be fluctuations in the unrealized and realized gains/losses.
- General Government Revenue highlights:
 - Motor Vehicle Excise Tax –This line item is showing 69.60% collected of budgeted amount; this just slightly under expectations at the end of period 9, where I would expect around 75% collected.
 - State Revenue Sharing is showing 106% collected from budgeted amounts as of March 31, 2022.
 - Overall, the General Fund is showing 83.37% collected compared to budgetary amounts, which is over expectations at the end of period 9.



FINANCE REPORT - EXPENSES

SUBJECT: Finance Department Council Report – data through March 31, 2022
Kayla Tierney, Finance Director

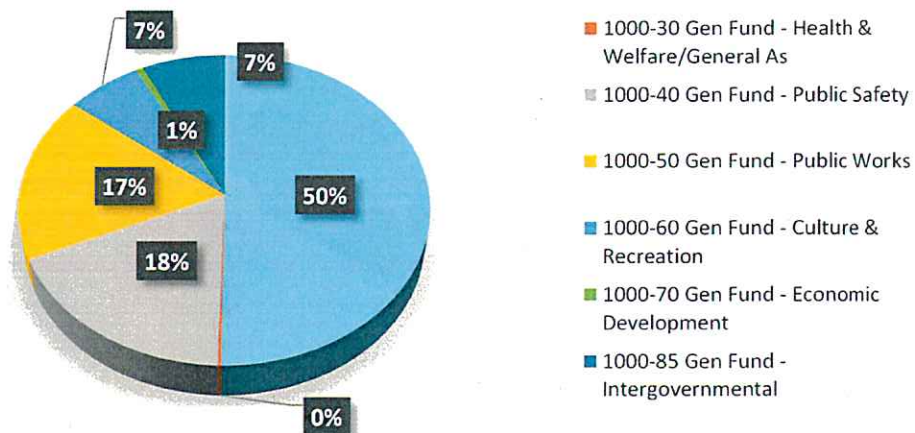
DATE: April 19, 2022

Expenses:

- Total General Fund Expenses YTD are: \$11,494,842.08; FY22 Budget for General Fund Expenses is \$17,403,354. The General Fund is at 66.05% expended. At the end of period 9 of this fiscal year, I am happy to see the 66.05% expended as it aligns within expectations; the end of period 9 would expect 75% to be expended.

General Fund by Org	YTD Expended	FY22 Budget	FY22 %
1000-20 Gen Fund - Gen Gov't	5,772,610.23	9,424,481	61.25
1000-30 Gen Fund - Health & Welfare/General As	29,259.06	38,733	75.54
1000-40 Gen Fund - Public Safety	2,056,298.37	3,030,070	67.86
1000-50 Gen Fund - Public Works	1,995,040.68	2,983,898	66.86
1000-60 Gen Fund - Culture & Recreation	734,397.21	986,830	74.42
1000-70 Gen Fund - Economic Development	82,124.66	114,230	71.89
1000-85 Gen Fund - Intergovernmental	825,111.87	825,112	100.00
	11,494,842.08	17,403,354	

FY22 YTD Expended - Gen Fund



- When looking at the other funds, \$4,423,222.83 has been expended YTD. FY22 budget for all other funds is \$1,626,074 – which includes budget for the Debt Service Fund and the Sewer Fund. YTD expended for Debt Service and Sewer Fund is: \$296,987.13 and \$846,500.57, respectively or \$1,143,487.70 in total. The principal payments on the bonds are primarily made during September and October 2021 (Fall timeline) and interest payments are made in the spring. The spring installments are due April 1st and April 26th. The Sewer Fund is right at budget expectations and is in a good position at 76.70% expended.

All Other Funds by Org	YTD Expended	FY22 Budget	FY22 %
ED Loan Fund	524.25		100.00
Special Revenue Fund	547,712.34	-	100.00
DARE Fund	350.76		100.00
Moxie Fund	13,348.20		100.00
Debt Service	296,987.13	361,343.00	82.20
Capital Projects	2,717,799.58	-	100.00
Sewer Fund	846,500.57	1,264,731.00	76.70
	4,423,222.83	1,626,074	

- Looking at it on a departmental level within the General Fund:
 - County Tax is 100% expended compared to the budget for county taxes; this is paid in August every year (period 2).
 - The General Fund as a whole is 66.05% expended at the end of period 9, which is better than expected; at the end of period 9, it would be expected to show 75% expended of the budget.
 - Please see below for the chart showing the YTD expended and the associative % expended on a department level:
 - For the most part, the Departments are all within the ranges expected (~75%). There are some departments that are in the higher percentage range and the reasons for these overages are listed below:
 - Liability Insurance Program: the bulk is paid early on in the fiscal year.
 - Technology: a lot of workstations are getting new computers in this fiscal year and was a budgeted item. Rather than spacing out the installation of the new computers and hardware, the bulk of it was done in the first half of the fiscal year. In addition there has been some positions being filled and the need for workstations is becoming prevalent.
 - Legal: there were some additional legal expenses for consultation/assessments related to workplace. There has also been some inquiries made to legal about Tax Collection/lien processing.

- Town Buildings: There has been a lot of emergency repairs that have come about.
- General Assistance: The Town has experienced an increase in the number of general assistance cases in this fiscal year; specifically aid with heating oil and hotels have increased.
- Emergency Management: all 4 quarters have been paid out to Lisbon Emergency based on the agreement for services.

General Fund by Dept	YTD Expended	% Expended
Elected Officials	17,589.87	68.90
Town Manager	193,455.98	76.90
Appeals Board	498.82	38.30
Planning Board	2,717.29	12.50
Legal	32,870.06	83.30
Clerk	127,782.81	75.20
Finance	168,290.54	76.10
Tax Collection	117,399.94	70.50
Assessor	56,472.06	68.50
Code Enforcement	77,217.28	66.50
Liability Insurance Program	86,088.65	83.70
Technology	199,111.23	80.70
School	4,544,502.69	58.30
Town Buildings	148,613.01	83.70
Health Officer	5,194.26	76.30
General Assistance	24,064.80	82.90
Police	1,204,017.56	66.60
Fire	365,623.50	66.30
Emergency Management	151,276.15	99.80
ACO	75,776.23	75.10
Lisbon Communication Center	259,604.93	74.40
Public Works	1,995,040.68	77.90
Library	216,653.18	72.80
Parks & Rec	476,310.03	75.60
Other Public Services	41,434.00	74.20
Economic Development	82,124.66	72.00
County Tax	825,111.87	100.00
Sewer	846,500.57	76.70
TOTAL GENERAL FUND	11,494,842.08	
TOTAL SEWER FUND	846,500.57	

DATA AS OF 03/31/2022

ORG	OBJ	ACCOUNT DESCRIPTION	FY22 APPROVED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
			BUDGET				
12020500	50108	Elected Officials	17,730.00	13,636.80	-	4,093.20	76.90
12020500	50202	Workers Comp Insurance	55.00	49.29	-	5.71	89.60
12020500	50230	FICA Employer Costs	1,357.00	1,042.81	-	314.19	76.80
12020500	50301	Office Supplies	500.00	397.54	-	102.46	79.50
12020500	50306	Postage	-	20.32	-	(20.32)	100.00
12020500	50307	Advertising	800.00	626.09	114.54	59.37	92.60
12020500	50401	Professional Development	250.00	180.00	-	70.00	72.00
12020500	50960	Employee Recognition	5,000.00	1,637.02	-	3,362.98	32.70
		Total 12020500 Elected Officials	25,692.00	17,589.87	114.54	7,987.59	68.90
12021000	50101	Town Manager	102,991.00	85,756.75	-	17,234.25	83.30
12021000	50107	Administrative	60,000.00	40,536.48	-	19,463.52	67.60
12021000	50201	Unemployment Costs	192.00	96.18	-	95.82	50.10
12021000	50202	Workers Comp Insurance	3,765.00	3,195.84	-	569.16	84.90
12021000	50210	MEPERS - Employer Share	16,790.00	12,978.01	-	3,811.99	77.30
12021000	50220	Health Insurance	40,697.00	27,236.40	-	13,460.60	66.90
12021000	50230	FICA Employer Costs	12,470.00	9,501.37	-	2,968.63	76.20
12021000	50301	Office Supplies	200.00	1,364.11	29.42	(1,193.53)	696.80
12021000	50306	Postage	250.00	228.77	-	21.23	91.50
12021000	50307	Advertising	1,000.00	180.00	-	820.00	18.00
12021000	50352	Cell Phone/Allowances	840.00	525.00	105.00	210.00	75.00
12021000	50401	Professional Development	1,000.00	523.74	880.00	(403.74)	140.40
12021000	50413	Mileage/ travel reimbursement	2,900.00	1,400.00	-	1,500.00	48.30
12021000	50452	Audit services	9,850.00	9,933.33	-	(83.33)	100.80
		Total 12021000 Town Manager	252,945.00	193,455.98	1,014.42	58,474.60	76.90
12021500	50108	Elected Officials	751.00	461.90	-	289.10	61.50
12021500	50202	Workers Comp Insurance	2.00	0.78	-	1.22	39.00
12021500	50230	FICA Employer Costs	58.00	35.80	-	22.20	61.70
12021500	50301	Office Supplies	50.00	0.34	-	49.66	0.70
12021500	50306	Postage	50.00	-	-	50.00	0.00
12021500	50307	Advertising	250.00	-	-	250.00	0.00
12021500	50401	Professional Development	140.00	-	-	140.00	0.00
		Total 12021500 Appeals Board	1,301.00	498.82	-	802.18	38.30
12021600	50108	Elected Officials	5,000.00	2,279.99	-	2,720.01	45.60
12021600	50202	Workers Comp Insurance	16.00	13.21	-	2.79	82.60
12021600	50210	MEPERS - Employer Share	-	3.09	-	(3.09)	100.00
12021600	50230	FICA Employer Costs	382.00	173.83	-	208.17	45.50
12021600	50301	Office Supplies	250.00	18.90	-	231.10	7.60
12021600	50306	Postage	150.00	49.71	-	100.29	33.10
12021600	50307	Advertising	500.00	118.56	-	381.44	23.70
12021600	50401	Professional Development	400.00	60.00	-	340.00	15.00
12021600	50451	Contracted Professional Serv	15,000.00	-	-	15,000.00	0.00
		Total 12021600 Planning Board	21,698.00	2,717.29	-	18,980.71	12.50
12022000	50450	Legal expense	40,000.00	32,870.06	441.00	6,688.94	83.30
		Total 12022000 Legal	40,000.00	32,870.06	441.00	6,688.94	83.30
12022500	50102	Department Head	64,792.00	49,840.06	-	14,951.94	76.90
12022500	50104	Non Supervisory	33,780.00	27,266.66	-	6,513.34	80.70
12022500	50130	Temporary/seasonal	7,000.00	4,514.48	-	2,485.52	64.50
12022500	50140	Overtime wages	2,300.00	761.25	-	1,538.75	33.10
12022500	50201	Unemployment Costs	248.00	124.24	-	123.76	50.10
12022500	50202	Workers Comp Insurance	347.00	295.54	-	51.46	85.20
12022500	50210	MEPERS - Employer Share	10,390.00	8,102.76	-	2,287.24	78.00
12022500	50220	Health Insurance	21,365.00	18,809.09	-	2,555.91	88.00
12022500	50230	FICA Employer Costs	8,252.00	5,795.84	-	2,456.16	70.20
12022500	50301	Office Supplies	2,000.00	1,269.75	55.15	675.10	66.20
12022500	50306	Postage	1,500.00	2,599.05	-	(1,099.05)	173.30
12022500	50307	Advertising	800.00	245.25	-	554.75	30.70
12022500	50308	Printing	3,200.00	144.95	-	3,055.05	4.50
12022500	50352	Cell Phone/Allowances	420.00	280.00	35.00	105.00	75.00
12022500	50401	Professional Development	700.00	420.00	35.00	245.00	65.00
12022500	50402	Dues and Memberships	600.00	267.74	-	332.26	44.60
12022500	50412	Meals and Lodging	50.00	-	-	50.00	0.00
12022500	50413	Mileage/ travel reimbursement	100.00	-	-	100.00	0.00
12022500	50451	Contracted Professional Serv	600.00	-	-	600.00	0.00
12022500	50455	Profesional Services	8,800.00	5,855.15	-	2,944.85	66.50
12022500	50536	R&M: Equipment	2,800.00	1,191.00	-	1,609.00	42.50

Total 12022500 Clerk			170,044.00	127,782.81	125.15	42,136.04	75.20
12023000	50102	Department Head	74,124.00	57,985.51	-	16,138.49	78.20
12023000	50104	Non Supervisory	69,319.00	57,126.51	-	12,192.49	82.40
12023000	50140	Overtime wages	-	60.75	-	(60.75)	100.00
12023000	50201	Unemployment Costs	288.00	144.28	-	143.72	50.10
12023000	50202	Workers Comp Insurance	461.00	388.77	-	72.23	84.30
12023000	50210	MEPERS - Employer Share	14,775.00	11,862.75	-	2,912.25	80.30
12023000	50220	Health Insurance	45,730.00	33,439.32	-	12,290.68	73.10
12023000	50230	FICA Employer Costs	10,974.00	8,294.66	-	2,679.34	75.60
12023000	50301	Office Supplies	3,000.00	2,229.49	61.60	708.91	76.40
12023000	50306	Postage	800.00	(5,163.41)	2,000.00	3,963.41	-395.40
12023000	50352	Cell Phone/Allowances	420.00	280.00	-	140.00	66.70
12023000	50401	Professional Development	1,400.00	55.00	25.00	1,320.00	5.70
12023000	50402	Dues and Memberships	500.00	305.00	-	195.00	61.00
12023000	50413	Mileage/ travel reimbursement	500.00	139.90	-	360.10	28.00
12023000	50451	Contracted Professional Serv	1,500.00	1,142.01	-	357.99	76.10
Total 12023000 Finance			223,791.00	168,290.54	2,086.60	53,413.86	76.10
12023500	50104	Non Supervisory	116,529.00	79,316.74	-	37,212.26	68.10
12023500	50140	Overtime	2,500.00	1,328.77	-	1,171.23	53.20
12023500	50201	Unemployment Costs	288.00	144.28	-	143.72	50.10
12023500	50202	Workers Comp Insurance	383.00	323.52	-	59.48	84.50
12023500	50210	MEPERS - Employer Share	12,260.00	6,866.88	-	5,393.12	56.00
12023500	50220	Health Insurance	13,910.00	17,919.83	-	(4,009.83)	128.80
12023500	50230	FICA Employer Costs	9,106.00	5,831.13	-	3,274.87	64.00
12023500	50301	Office Supplies	3,000.00	1,554.58	43.30	1,402.12	53.30
12023500	50306	Postage	7,500.00	4,114.21	-	3,385.79	54.90
12023500	50401	Professional Development	600.00	-	-	600.00	0.00
12023500	50402	Dues and Memberships	100.00	-	-	100.00	0.00
12023500	50413	Mileage/ travel reimbursement	500.00	-	-	500.00	0.00
Total 12023500 Tax Collection			166,676.00	117,399.94	43.30	49,232.76	70.50
12024000	50104	Non-supervisory wages	35,706.00	27,850.50	-	7,855.50	78.00
12024000	50201	Unemployment Costs	96.00	48.10	-	47.90	50.10
12024000	50202	Workers Comp Insurance	115.00	100.56	-	14.44	87.40
12024000	50210	MEPERS - Employer Share	3,678.00	2,868.59	-	809.41	78.00
12024000	50220	Health Insurance	3,045.00	2,283.84	-	761.16	75.00
12024000	50230	FICA Employer Costs	2,731.00	2,305.31	-	425.69	84.40
12024000	50301	Office Supplies	375.00	185.95	-	189.05	49.60
12024000	50306	Postage	250.00	407.13	-	(157.13)	162.90
12024000	50308	Printing	300.00	-	-	300.00	0.00
12024000	50401	Professional Development	500.00	25.00	-	475.00	5.00
12024000	50402	Dues and Memberships	150.00	40.00	-	110.00	26.70
12024000	50413	Mileage/ travel reimbursement	300.00	82.23	-	217.77	27.40
12024000	50451	Contracted Professional Serv	35,000.00	19,250.00	1,650.00	14,100.00	59.70
12024000	50470	Registry Services	600.00	542.00	-	58.00	90.30
12024000	50624	Mapping & Microfilming	2,000.00	482.85	-	1,517.15	24.10
Total 12024000 Assessor			84,846.00	56,472.06	1,650.00	26,723.94	68.50
12024500	50102	Department Head	79,468.00	47,814.19	-	31,653.81	60.20
12024500	50104	Non Supervisory	-	1,733.55	-	(1,733.55)	100.00
12024500	50201	Unemployment Costs	96.00	48.10	-	47.90	50.10
12024500	50202	Workers Comp Insurance	2,753.00	2,334.46	-	418.54	84.80
12024500	50210	MEPERS - Employer Share	8,185.00	5,727.31	-	2,457.69	70.00
12024500	50220	Health Insurance	17,723.00	14,413.60	-	3,309.40	81.30
12024500	50230	FICA Employer Costs	6,079.00	4,122.61	-	1,956.39	67.80
12024500	50301	Office Supplies	250.00	250.74	-	(0.74)	100.30
12024500	50306	Postage	100.00	52.85	-	47.15	52.90
12024500	50352	Cell Phone/Allowances	420.00	210.00	35.00	175.00	58.30
12024500	50375	Gas	-	369.87	-	(369.87)	100.00
12024500	50401	Professional Development	200.00	140.00	25.00	35.00	82.50
12024500	50624	Mapping & Microfilming	1,000.00	-	-	1,000.00	0.00
Total 12024500 Code Enforcement			116,274.00	77,217.28	60.00	38,996.72	66.50
12025500	50221	HRA Costs	30,000.00	13,632.65	157.50	16,209.85	46.00
12025500	50601	General Liability	5,506.00	5,506.00	-	-	100.00
12025500	50602	Vehicle Insurance	19,074.00	19,724.00	-	(650.00)	103.40
12025500	50603	Police Liability	5,049.00	5,049.00	-	-	100.00
12025500	50604	Property Insurance	36,213.00	36,213.00	-	-	100.00
12025500	50606	Crime Insurance	405.00	405.00	-	-	100.00
12025500	50607	Public Officials	1,471.00	1,471.00	-	-	100.00
12025500	50608	Employment Liability	1,963.00	1,963.00	-	-	100.00
12025500	50609	Public Officials Bond Insuranc	2,125.00	2,125.00	-	-	100.00

12025500	50610	Critical Incident Ins.	1,200.00	-	-	1,200.00	0.00
		Total 12025500 Liability Insurance Progr	103,006.00	86,088.65	157.50	16,759.85	83.70
12026500	50360	Minor equipment	20,000.00	15,286.45	1,000.00	3,713.55	81.40
12026500	50454	Internet and website hosting	11,825.00	7,880.71	705.00	3,239.29	72.60
12026500	50530	Software and Services	198,052.00	154,349.36	941.95	42,760.69	78.40
12026500	50536	R&M: Equipment	20,000.00	21,594.71	-	(1,594.71)	108.00
		Total 12026500 Technology	249,877.00	199,111.23	2,646.95	48,118.82	80.70
12028000	51300	Required Local Share	4,627,820.00	2,699,561.69	-	1,928,258.31	58.30
12028000	51310	Add'l Local Share	2,693,517.00	1,571,218.25	-	1,122,298.75	58.30
12028000	51320	Local Share Debt	446,833.00	260,652.56	-	186,180.44	58.30
12028000	51330	Local Share Adult Education	22,406.00	13,070.19	-	9,335.81	58.30
		Total 12028000 School	7,790,576.00	4,544,502.69	-	3,246,073.31	58.30
12051500	50104	Non-supervisory wages	11,249.00	9,457.24	-	1,791.76	84.10
12051500	50201	Unemployment Costs	90.00	45.08	-	44.92	50.10
12051500	50202	Workers Comp Insurance	556.00	474.56	-	81.44	85.40
12051500	50230	FICA taxes	860.00	723.43	-	136.57	84.10
12051500	50302	Operating supplies	6,000.00	4,810.65	485.82	703.53	88.30
12051500	50510	Electricity	48,000.00	33,014.78	5,341.73	9,643.49	79.90
12051500	50511	Water usage fees	2,200.00	1,156.20	-	1,043.80	52.60
12051500	50512	Telephone	9,000.00	7,385.06	49.34	1,565.60	82.60
12051500	50513	Sewer Expense	800.00	427.60	-	372.40	53.50
12051500	50514	Heating Fuel	16,700.00	10,987.16	731.11	4,981.73	70.20
12051500	50515	Natural Gas	29,000.00	21,740.32	6,381.55	878.13	97.00
12051500	50520	Building Expense	20,000.00	5,129.68	1,150.00	13,720.32	31.40
12051500	50536	R&M: Equipment	30,000.00	33,228.16	603.56	(3,831.72)	112.80
12051500	50549	R & M Buildings	20,900.00	20,033.09	191.05	675.86	96.80
		Total 12051500 Town Buildings	195,355.00	148,613.01	14,934.16	31,807.83	83.70
13030500	50102	Department Head	5,562.00	4,278.40	-	1,283.60	76.90
13030500	50202	Workers Comp Insurance	193.00	165.82	-	27.18	85.90
13030500	50210	MEPERS - Employer Share	573.00	440.61	-	132.39	76.90
13030500	50230	FICA Employer Costs	426.00	309.43	-	116.57	72.60
13030500	50301	Office Supplies	50.00	-	-	50.00	0.00
		Total 13030500 Health Officer	6,804.00	5,194.26	-	1,609.74	76.30
13031000	50140	Overtime wages	5,000.00	1,112.01	-	3,887.99	22.20
13031000	50202	Workers Comp Insurance	16.00	13.21	-	2.79	82.60
13031000	50210	MEPERS - Employer Share	515.00	114.55	-	400.45	22.20
13031000	50230	FICA Employer Costs	383.00	84.78	-	298.22	22.10
13031000	50301	Office Supplies	50.00	361.39	-	(311.39)	722.80
13031000	50306	Postage	100.00	153.90	-	(53.90)	153.90
13031000	50352	Cell Phone allowance	365.00	243.48	-	121.52	66.70
13031000	50401	Professional Development	500.00	210.00	-	290.00	42.00
13031000	50440	General Assistance	25,000.00	21,771.48	2,406.65	821.87	96.70
		Total 13031000 General Assistance	31,929.00	24,064.80	2,406.65	5,457.55	82.90
14040500	50102	Department Head	81,598.00	61,181.11	-	20,416.89	75.00
14040500	50104	Non Supervisory	781,144.00	508,411.62	-	272,732.38	65.10
14040500	50107	Administrative	41,778.00	31,445.44	-	10,332.56	75.30
14040500	50116	Union	17,000.00	-	-	17,000.00	0.00
14040500	50117	Misc. Police Detail	7,000.00	2,618.75	-	4,381.25	37.40
14040500	50130	Temporary/seasonal	18,000.00	7,533.57	-	10,466.43	41.90
14040500	50140	Overtime wages	27,040.00	14,149.20	-	12,890.80	52.30
14040500	50143	Court time	5,000.00	1,985.12	-	3,014.88	39.70
14040500	50145	Replacement Wages	108,403.00	96,459.64	-	11,943.36	89.00
14040500	50201	Unemployment Costs	2,040.00	1,022.02	-	1,017.98	50.10
14040500	50202	Workers Comp Insurance	37,163.00	31,524.80	-	5,638.20	84.80
14040500	50210	MEPERS - Employer Share	116,193.00	70,823.91	-	45,369.09	61.00
14040500	50220	Health Insurance	293,934.00	192,907.54	-	101,026.46	65.60
14040500	50230	FICA Employer Costs	81,850.00	50,863.40	-	30,986.60	62.10
14040500	50260	Uniform cleaning	500.00	-	-	500.00	0.00
14040500	50301	Office Supplies	3,950.00	2,840.16	103.86	1,005.98	74.50
14040500	50302	Operating supplies	14,000.00	4,043.30	128.39	9,828.31	29.80
14040500	50306	Postage	350.00	204.28	-	145.72	58.40
14040500	50307	Advertising	200.00	-	-	200.00	0.00
14040500	50308	Printing	2,350.00	1,724.12	-	625.88	73.40
14040500	50349	Recruitment Testing	1,750.00	275.00	-	1,475.00	15.70
14040500	50351	Clothing/Boot Allowance	19,400.00	11,747.71	545.02	7,107.27	63.40
14040500	50352	Cell Phone/Allowances	5,854.00	4,281.15	35.00	1,537.85	73.70
14040500	50353	Physicals	1,300.00	1,072.00	-	228.00	82.50
14040500	50375	Gas	29,346.00	18,582.13	-	10,763.87	63.30

14040500	50377	Diesel	79.00	75.47	-	3.53	95.50
14040500	50378	Tires Expense	4,128.00	3,798.71	114.59	214.70	94.80
14040500	50401	Professional Development	12,386.00	8,430.97	963.93	2,991.10	75.90
14040500	50413	Mileage/ travel reimbursement	450.00	-	-	450.00	0.00
14040500	50415	Education Program	2,608.00	-	-	2,608.00	0.00
14040500	50501	Vehicle Repairs	9,000.00	4,415.95	204.00	4,380.05	51.30
14040500	50512	Telephone	9,228.00	5,889.43	174.37	3,164.20	65.70
14040500	50532	R&M Office Equipment	2,000.00	254.98	1,736.31	8.71	99.60
14040500	50536	R&M: Equipment	5,500.00	3,515.50	-	1,984.50	63.90
14040500	50710	Equipment	3,750.00	434.58	71.00	3,244.42	13.50
14040500	50720	Equipment – vehicles	67,000.00	61,506.00	-	5,494.00	91.80
		Total 14040500 Police	<u>1,813,272.00</u>	<u>1,204,017.56</u>	<u>4,076.47</u>	<u>605,177.97</u>	<u>66.60</u>
14041500	50102	Department Head	73,932.00	56,935.04	-	16,996.96	77.00
14041500	50104	Non Supervisory	218,000.00	103,003.60	-	114,996.40	47.20
14041500	50201	Unemployment Costs	1,188.00	595.18	-	592.82	50.10
14041500	50202	Workers Comp Insurance	19,434.00	16,481.49	-	2,952.51	84.80
14041500	50210	MEPERS - Employer Share	7,615.00	8,524.44	-	(909.44)	111.90
14041500	50220	Health Insurance	24,365.00	20,214.89	-	4,150.11	83.00
14041500	50230	FICA Employer Costs	22,333.00	12,021.12	-	10,311.88	53.80
14041500	50301	Office Supplies	500.00	282.84	-	217.16	56.60
14041500	50302	Operating supplies	9,000.00	4,017.90	2,124.59	2,857.51	68.20
14041500	50306	Postage	75.00	1.82	-	73.18	2.40
14041500	50351	Clothing/Boot Allowance	3,000.00	498.31	-	2,501.69	16.60
14041500	50352	Cell Phone/Allowances	420.00	280.00	35.00	105.00	75.00
14041500	50353	Physicals	5,000.00	2,350.00	-	2,650.00	47.00
14041500	50370	Parts - Supplies	6,200.00	5,251.18	69.93	878.89	85.80
14041500	50375	Gas	1,250.00	1,256.19	-	(6.19)	100.50
14041500	50377	Diesel	3,500.00	3,625.94	-	(125.94)	103.60
14041500	50378	Tires Expense	2,500.00	-	-	2,500.00	0.00
14041500	50401	Professional Development	7,500.00	2,988.78	-	4,511.22	39.90
14041500	50413	Mileage/ travel reimbursement	175.00	119.78	-	55.22	68.40
14041500	50490	Capital Projects Reserve	75,000.00	75,000.00	-	-	100.00
14041500	50511	Water Usage	525.00	228.00	-	297.00	43.40
14041500	50512	Telephone	2,508.00	2,056.07	139.17	312.76	87.50
14041500	50513	Sewer Expense	337.00	142.40	-	194.60	42.30
14041500	50536	R&M: Equipment	25,000.00	21,458.73	3,572.82	(31.55)	100.10
14041500	50544	R & M: Radios	5,800.00	9,144.07	-	(3,344.07)	157.70
14041500	50560	Fire Fighting Foam	3,000.00	1,742.00	-	1,258.00	58.10
14041500	50561	EMS Supplies	2,500.00	1,246.20	-	1,253.80	49.80
14041500	50562	Personal Protective Equipment	26,460.00	3,833.85	865.87	21,760.28	17.80
14041500	50563	Hose Replacement	8,000.00	3,450.00	-	4,550.00	43.10
14041500	50710	Equipment	14,175.00	8,873.68	4,801.83	499.49	96.50
		Total 14041500 Fire Department	<u>569,292.00</u>	<u>365,623.50</u>	<u>11,609.21</u>	<u>192,059.29</u>	<u>66.30</u>
14043000	50100	LEMS Stipend	199,842.00	149,880.93	49,960.31	0.76	100.00
14043000	50104	Non Supervisory	1,570.00	1,237.00	-	333.00	78.80
14043000	50201	Unemployment Costs	12.00	6.02	-	5.98	50.20
14043000	50202	Workers Comp Insurance	62.00	52.04	-	9.96	83.90
14043000	50210	MEPERS - Employer Share	-	6.37	-	(6.37)	100.00
14043000	50230	FICA Employer Costs	120.00	93.79	-	26.21	78.20
		Total 14043000 Emergency Management	<u>201,606.00</u>	<u>151,276.15</u>	<u>49,960.31</u>	<u>369.54</u>	<u>99.80</u>
14045000	50104	Non Supervisory	46,204.00	33,218.68	-	12,985.32	71.90
14045000	50140	Overtime	2,160.00	1,272.62	-	887.38	58.90
14045000	50201	Unemployment Costs	137.00	68.64	-	68.36	50.10
14045000	50202	Workers Comp Insurance	945.00	800.43	-	144.57	84.70
14045000	50210	MEPERS - Employer Share	4,449.00	3,679.26	-	769.74	82.70
14045000	50220	Health Insurance	24,365.00	18,415.88	-	5,949.12	75.60
14045000	50230	FICA Employer Costs	3,700.00	2,338.12	-	1,361.88	63.20
14045000	50302	Operating supplies	425.00	162.49	-	262.51	38.20
14045000	50351	Clothing/Boot Allowance	600.00	137.00	-	463.00	22.80
14045000	50352	Cell Phone/Allowances	350.00	326.82	-	23.18	93.40
14045000	50375	Gas	2,250.00	1,834.53	-	415.47	81.50
14045000	50378	Tires Expense	700.00	-	-	700.00	0.00
14045000	50401	Professional Development	400.00	-	-	400.00	0.00
14045000	50453	Animal Shelter Services	13,064.00	13,063.05	-	0.95	100.00
14045000	50456	Veterinary Services	-	-	-	-	0.00
14045000	50536	R&M: Equipment	950.00	413.72	-	536.28	43.50
14045000	50710	Equipment	250.00	44.99	-	205.01	18.00
		Total 14045000 Animal Control Officer	<u>100,949.00</u>	<u>75,776.23</u>	<u>-</u>	<u>25,172.77</u>	<u>75.10</u>
14046000	50104	Non Supervisory	198,255.00	146,761.33	-	51,493.67	74.00
14046000	50116	Union	3,500.00	-	-	3,500.00	0.00

14046000	50130	Temporary/seasonal	21,000.00	11,665.48	-	9,334.52	55.50
14046000	50140	Overtime wages	1,350.00	798.78	-	551.22	59.20
14046000	50145	Replacement Wages	35,000.00	42,461.24	-	(7,461.24)	121.30
14046000	50201	Unemployment Costs	680.00	340.68	-	339.32	50.10
14046000	50202	Workers Comp Insurance	822.00	696.73	-	125.27	84.80
14046000	50210	MEPERS - Employer Share	23,038.00	16,977.11	-	6,060.89	73.70
14046000	50220	Health Insurance	39,245.00	21,451.26	-	17,793.74	54.70
14046000	50230	FICA Employer Costs	19,554.00	15,111.39	-	4,442.61	77.30
14046000	50301	Office Supplies	880.00	676.41	57.40	146.19	83.40
14046000	50307	Advertising	120.00	-	-	120.00	0.00
14046000	50349	Recruitment Testing	300.00	300.00	-	-	100.00
14046000	50351	Clothing/Boot Allowance	2,250.00	527.52	293.83	1,428.65	36.50
14046000	50401	Professional Development	1,450.00	534.00	332.14	583.86	59.70
14046000	50512	Telephone	1,682.00	1,303.00	160.29	218.71	87.00
14046000	50536	R&M: Equipment	1,125.00	-	-	1,125.00	0.00
Total 14046000 Lisbon Communications Cen			350,251.00	259,604.93	843.66	89,802.41	74.40
15050500	40402	Fees & Fines	-	2,833.00	-	(2,833.00)	100.00
15050500	50102	Department Head	81,840.00	62,995.00	-	18,845.00	77.00
15050500	50104	Non Supervisory	367,245.00	242,440.18	-	124,804.82	66.00
15050500	50107	Administrative	19,760.00	23,944.09	-	(4,184.09)	121.20
15050500	50116	Union	25,500.00	1,015.48	-	24,484.52	4.00
15050500	50140	Overtime wages	40,000.00	11,383.89	-	28,616.11	28.50
15050500	50201	Unemployment Costs	1,090.00	546.08	-	543.92	50.10
15050500	50202	Workers Comp Insurance	36,053.00	30,583.40	-	5,469.60	84.80
15050500	50210	MEPERS - Employer Share	52,410.00	36,166.36	-	16,243.64	69.00
15050500	50220	Health Insurance	118,021.00	80,243.97	-	37,777.03	68.00
15050500	50230	FICA Employer Costs	38,927.00	25,745.16	-	13,181.84	66.10
15050500	50240	Medical testing	600.00	440.00	-	160.00	73.30
15050500	50301	Office Supplies	1,500.00	652.07	-	847.93	43.50
15050500	50302	Operating supplies	8,500.00	5,108.95	571.58	2,819.47	66.80
15050500	50306	Postage	150.00	2.33	-	147.67	1.60
15050500	50307	Advertising	1,000.00	-	-	1,000.00	0.00
15050500	50330	Drug Testing	1,500.00	487.30	128.00	884.70	41.00
15050500	50351	Clothing/Boot Allowance	10,000.00	6,527.48	396.28	3,076.24	69.20
15050500	50352	Cell Phone/Allowances	1,600.00	985.90	70.00	544.10	66.00
15050500	50360	Minor equipment	3,000.00	4,377.23	2,733.99	(4,111.22)	237.00
15050500	50363	Culverts	15,000.00	-	-	15,000.00	0.00
15050500	50366	Asphalt-Hot Top	25,000.00	3,144.44	215.85	21,639.71	13.40
15050500	50367	Excavation Expense	5,000.00	-	-	5,000.00	0.00
15050500	50370	Parts - Supplies	40,000.00	11,072.21	212.73	28,715.06	28.20
15050500	50371	Sand & Gravel	10,000.00	3,383.09	497.11	6,119.80	38.80
15050500	50375	Gas	8,000.00	(10,304.63)	8,787.36	9,517.27	-19.00
15050500	50376	Oils and lubricants	4,500.00	369.01	828.40	3,302.59	26.60
15050500	50377	Diesel	30,400.00	11,864.29	17,566.00	969.71	96.80
15050500	50378	Tires Expense	5,000.00	1,188.37	-	3,811.63	23.80
15050500	50401	Professional Development	4,000.00	340.00	-	3,660.00	8.50
15050500	50402	Dues and Memberships	-	105.00	-	(105.00)	100.00
15050500	50412	Meals and Lodging	-	241.92	-	(241.92)	100.00
15050500	50413	Mileage/ travel reimbursement	500.00	8.15	13.00	478.85	4.20
15050500	50430	Filing fees/licenses/permits	1,200.00	100.50	-	1,099.50	8.40
15050500	50455	Professional Services	26,400.00	11,297.47	-	15,102.53	42.80
15050500	50511	Water Usage	500.00	219.00	-	281.00	43.80
15050500	50512	Telephone	4,020.00	2,774.58	139.17	1,106.25	72.50
15050500	50513	Sewer Expense	465.00	174.00	-	291.00	37.40
15050500	50535	Rental of Equipment	25,000.00	8,534.92	-	16,465.08	34.10
15050500	50536	R&M: Equipment	8,000.00	2,078.26	1,262.99	4,658.75	41.80
15050500	50537	Equipment Painting	5,000.00	69.92	527.00	4,403.08	11.90
15050500	50538	Loam & Seed	1,500.00	-	-	1,500.00	0.00
15050500	50539	R&M: Catch Basins & Manhole Cv	500.00	-	19.02	480.98	3.80
15050500	50541	Ground repair and maintenance	6,500.00	5,090.29	-	1,409.71	78.30
15050500	50544	R & M: Radios	1,500.00	-	-	1,500.00	0.00
15050500	50545	R & M: TREE REMOVE/REPLA	4,500.00	4,500.00	-	-	100.00
15050500	50547	R & M: SIGNS	3,000.00	1,596.32	-	1,403.68	53.20
15050500	50548	R & M: STREETS	25,000.00	25,739.05	-	(739.05)	103.00
15050500	50720	Equipment - vehicles	-	-	-	-	0.00
15050500	50770	Infrastructure- Paving	475,000.00	474,449.74	-	550.26	99.90
Total 15050500 Department of Public Work			1,544,181.00	1,094,513.77	33,968.48	415,698.75	73.10
15051000	50140	Overtime	65,000.00	31,559.42	-	33,440.58	48.60
15051000	50202	Workers Comp Insurance	1,686.00	1,430.75	-	255.25	84.90
15051000	50210	MEPERS - Employer Share	6,695.00	3,212.03	-	3,482.97	48.00
15051000	50230	FICA Employer Costs	4,973.00	3,066.57	-	1,906.43	61.70
15051000	50303	Other Supplies	160,000.00	97,566.67	42,945.59	19,487.74	87.80

15051000	50370	Parts - Supplies	25,000.00	30,063.39	2,719.91	(7,783.30)	131.10
15051000	50451	Contracted Professional Servic	50,000.00	49,998.00	-	2.00	100.00
		Total 15051000 Winter Operations	313,354.00	216,896.83	45,665.50	50,791.67	83.80
15052000	50104	Non Supervisory	152,110.00	117,255.90	-	34,854.10	77.10
15052000	50116	Union Negotiations	5,600.00	-	-	5,600.00	0.00
15052000	50140	Overtime wages	-	91.00	-	(91.00)	100.00
15052000	50201	Unemployment Costs	480.00	240.48	-	239.52	50.10
15052000	50202	Workers Comp Insurance	7,586.00	6,434.45	-	1,151.55	84.80
15052000	50210	MEPERS - Employer Share	12,366.00	9,967.73	-	2,398.27	80.60
15052000	50220	Health Insurance	49,693.00	36,070.93	-	13,622.07	72.60
15052000	50230	FICA Employer Costs	11,636.00	8,595.46	-	3,040.54	73.90
15052000	50240	Medical testing	500.00	135.00	-	365.00	27.00
15052000	50301	Office Supplies	500.00	331.72	-	168.28	66.30
15052000	50302	Operating supplies	6,000.00	10,159.21	252.93	(4,412.14)	173.50
15052000	50306	Postage	80.00	95.23	-	(15.23)	119.00
15052000	50307	Advertising	100.00	-	-	100.00	0.00
15052000	50308	Printing	1,500.00	-	-	1,500.00	0.00
15052000	50330	Drug Testing	350.00	197.30	-	152.70	56.40
15052000	50351	Clothing/Boot Allowance	3,500.00	1,240.22	-	2,259.78	35.40
15052000	50352	Cell Phone allowance	420.00	280.00	35.00	105.00	75.00
15052000	50369	Land Fill	4,000.00	3,543.13	2,153.71	(1,696.84)	142.40
15052000	50370	Parts - Supplies	10,000.00	5,980.75	2,530.04	1,489.21	85.10
15052000	50377	Diesel	6,000.00	5,835.73	-	164.27	97.30
15052000	50378	Tires Expense	4,500.00	1,149.72	-	3,350.28	25.50
15052000	50401	Professional Development	250.00	-	-	250.00	0.00
15052000	50413	Mileage/ travel reimbursement	250.00	86.14	-	163.86	34.50
15052000	50430	Filing fees/licenses/permits	700.00	450.00	-	250.00	64.30
15052000	50511	Water usage fees	2,100.00	1,563.30	-	536.70	74.40
15052000	50512	Telephone	1,512.00	1,176.27	-	335.73	77.80
15052000	50513	Sewer Expense	530.00	288.00	-	242.00	54.30
15052000	50536	R&M: Equipment	5,000.00	917.16	-	4,082.84	18.30
15052000	50556	Trash Removal	290,000.00	175,229.32	20,142.27	94,628.41	67.40
		Total 15052000 Solid Waste	577,263.00	387,314.15	25,113.95	164,834.90	71.40
15053500	50510	Electricity	78,000.00	46,493.69	-	31,506.31	59.60
15053500	50534	Hydrant Rental	480,000.00	240,000.00	240,000.00	-	100.00
15053500	50536	R&M: Equipment	12,000.00	9,822.24	-	2,177.76	81.90
		Total 15053500 Other Public Works	570,000.00	296,315.93	240,000.00	33,684.07	94.10
16060500	50102	Department Head	59,641.00	45,872.06	-	13,768.94	76.90
16060500	50104	Non Supervisory	108,461.00	81,915.78	-	26,545.22	75.50
16060500	50201	Unemployment Costs	560.00	280.56	-	279.44	50.10
16060500	50202	Workers Comp Insurance	703.00	594.61	-	108.39	84.60
16060500	50210	MEPERS - Employer Share	14,971.00	11,436.35	-	3,534.65	76.40
16060500	50220	Health Insurance	60,665.00	45,456.70	-	15,208.30	74.90
16060500	50230	FICA Employer Costs	12,860.00	9,193.82	-	3,666.18	71.50
16060500	50301	Office Supplies	3,100.00	784.00	-	2,316.00	25.30
16060500	50302	Operating supplies	30,000.00	15,308.13	1,658.11	13,033.76	56.60
16060500	50306	Postage	3,650.00	2,205.85	-	1,444.15	60.40
16060500	50308	Printing	250.00	-	-	250.00	0.00
16060500	50352	Cell Phone/Allowances	420.00	280.00	35.00	105.00	75.00
16060500	50401	Professional Development	175.00	50.00	-	125.00	28.60
16060500	50402	Dues and Memberships	100.00	-	-	100.00	0.00
16060500	50413	Mileage/ travel reimbursement	75.00	-	-	75.00	0.00
16060500	50511	Water usage fees	240.00	114.00	-	126.00	47.50
16060500	50512	Telephone	2,304.00	1,747.07	23.77	533.16	76.90
16060500	50513	Sewer Expense	175.00	40.00	-	135.00	22.90
16060500	50535	Rentals of Equipment	500.00	374.25	-	125.75	74.90
16060500	50536	R&M: Equipment	1,000.00	1,000.00	-	-	100.00
		Total 16060500 Library	299,850.00	216,653.18	1,716.88	81,479.94	72.80
16061500	50102	Department Head	71,987.00	55,379.80	-	16,607.20	76.90
16061500	50104	Non Supervisory	157,424.00	100,545.68	-	56,878.32	63.90
16061500	50130	Temporary/seasonal	144,000.00	128,830.19	-	15,169.81	89.50
16061500	50140	Overtime	4,513.00	3,827.09	-	685.91	84.80
16061500	50201	Unemployment Costs	324.00	162.32	-	161.68	50.10
16061500	50202	Workers Comp Insurance	17,629.00	14,955.56	-	2,673.44	84.80
16061500	50210	MEPERS - Employer Share	18,440.00	12,847.62	-	5,592.38	69.70
16061500	50220	Health Insurance	61,685.00	48,419.91	-	13,265.09	78.50
16061500	50230	FICA Employer Costs	28,911.00	21,334.06	-	7,576.94	73.80
16061500	50301	Office Supplies	1,200.00	1,304.80	25.60	(130.40)	110.90
16061500	50302	Operating supplies	41,700.00	27,923.21	826.89	12,949.90	68.90
16061500	50306	Postage	200.00	96.42	-	103.58	48.20

16061500	50307	Advertising	1,000.00	270.00	-	730.00	27.00
16061500	50351	Clothing/Boot Allowance	-	45.00	274.48	(319.48)	100.00
16061500	50352	Cell Phone/Allowances	840.00	560.00	70.00	210.00	75.00
16061500	50355	Co-Ed Softball/Fast Pitch	7,753.00	2,934.16	-	4,818.84	37.80
16061500	50356	Summer Trips	10,000.00	16,869.42	-	(6,869.42)	168.70
16061500	50357	Sunshine Hill	3,000.00	2,254.04	-	745.96	75.10
16061500	50358	New Programs	5,045.00	4,663.48	127.00	254.52	95.00
16061500	50359	Officials	3,800.00	2,462.52	150.00	1,187.48	68.80
16061500	50375	Gas	5,700.00	2,160.64	-	3,539.36	37.90
16061500	50377	Diesel	1,800.00	325.97	-	1,474.03	18.10
16061500	50380	Uniforms/safety equipment	500.00	276.50	-	223.50	55.30
16061500	50401	Professional Development	225.00	614.02	-	(389.02)	272.90
16061500	50402	Dues and Memberships	-	45.00	-	(45.00)	100.00
16061500	50414	Senior Meals Expense	7,000.00	3,831.52	611.85	2,556.63	63.50
16061500	50501	Vehicle Repairs	3,000.00	2,117.64	61.19	821.17	72.60
16061500	50510	Electricity	300.00	178.89	19.85	101.26	66.20
16061500	50511	Water Usage	4,500.00	1,788.30	-	2,711.70	39.70
16061500	50512	Telephone	3,540.00	2,596.25	23.65	920.10	74.00
16061500	50513	Sewer Expense	750.00	480.00	-	270.00	64.00
16061500	50522	Space Rental	2,200.00	-	-	2,200.00	0.00
16061500	50536	R&M: Equipment	5,000.00	1,797.12	457.18	2,745.70	45.10
16061500	50541	Grounds maintenance	9,200.00	6,528.33	55.82	2,615.85	71.60
16061500	50542	River Trail maint and repair	5,000.00	6,047.91	-	(1,047.91)	121.00
16061500	50543	R&M: Green Thumb	4,690.00	905.87	57.93	3,726.20	20.60
16061500	50556	Trash Removal	1,150.00	930.79	-	219.21	80.90
Total 16061500 Parks & Recreation			634,006.00	476,310.03	2,761.44	154,934.53	75.60
16062000	50442	Transportation services	42,000.00	30,000.00	-	12,000.00	71.40
16062000	50650	Historical Society	2,000.00	2,000.00	-	-	100.00
16062000	50651	LACO	1,000.00	1,000.00	-	-	100.00
16062000	50652	Memorial Day	2,800.00	-	-	2,800.00	0.00
16062000	50653	MMA	8,074.00	8,434.00	-	(360.00)	104.50
Total 16062000 Other Public Services			55,874.00	41,434.00	-	14,440.00	74.20
17070500	50102	Department Head	70,975.00	53,227.20	-	17,747.80	75.00
17070500	50201	Unemployment Costs	96.00	48.10	-	47.90	50.10
17070500	50202	Workers Comp Insurance	228.00	193.40	-	34.60	84.80
17070500	50210	MEPERS - Employer Share	7,311.00	5,482.41	-	1,828.59	75.00
17070500	50220	Health Insurance	3,045.00	2,225.28	-	819.72	73.10
17070500	50230	FICA Employer Costs	5,430.00	4,242.20	-	1,187.80	78.10
17070500	50301	Office Supplies	-	0.86	-	(0.86)	100.00
17070500	50302	Operating supplies	4,200.00	3,276.15	134.83	789.02	81.20
17070500	50306	Postage	300.00	12.89	-	287.11	4.30
17070500	50307	Advertising	5,000.00	1,567.48	-	3,432.52	31.30
17070500	50352	Cell Phone/Allowances	695.00	299.12	-	395.88	43.00
17070500	50401	Professional employee training	3,500.00	350.00	-	3,150.00	10.00
17070500	50402	Dues and Memberships	2,250.00	1,575.00	-	675.00	70.00
17070500	50406	AVCOG Dues	9,625.00	9,624.57	-	0.43	100.00
17070500	50412	Meal allowance	525.00	-	-	525.00	0.00
17070500	50413	Mileage/ travel reimbursement	1,050.00	-	-	1,050.00	0.00
Total 17070500 Economic Development			114,230.00	82,124.66	134.83	31,970.51	72.00
18085000	50405	PSAP Fees	21,892.00	21,891.87	-	0.13	100.00
18085000	50920	County tax	803,220.00	803,220.00	-	-	100.00
Total 18085000 County Tax			825,112.00	825,111.87	-	0.13	100.00
65052500	50102	Department Head	87,353.00	67,200.00	-	20,153.00	76.90
65052500	50104	Non Supervisory	206,603.00	154,358.36	-	52,244.64	74.70
65052500	50107	Admin Wages	17,712.00	11.97	-	17,700.03	0.10
65052500	50140	Overtime wages	22,900.00	12,209.96	-	10,690.04	53.30
65052500	50201	Unemployment Costs	697.00	349.18	-	347.82	50.10
65052500	50202	Workers Comp Insurance	10,994.00	9,323.89	-	1,670.11	84.80
65052500	50210	Maine State retirement	32,636.00	16,815.44	-	15,820.56	51.50
65052500	50215	Admin Benefits	8,606.00	-	-	8,606.00	0.00
65052500	50220	Health insurance	95,058.00	72,977.47	-	22,080.53	76.80
65052500	50221	HRA Costs	3,724.00	3,233.80	15.00	475.20	87.20
65052500	50230	FICA taxes	24,239.00	16,872.35	-	7,366.65	69.60
65052500	50240	Medical testing	250.00	-	-	250.00	0.00
65052500	50301	Office supplies	2,500.00	837.22	300.40	1,362.38	45.50
65052500	50303	Other Supplies	37,000.00	31,875.15	2,083.00	3,041.85	91.80
65052500	50306	Postage	8,500.00	3,549.94	17.40	4,932.66	42.00
65052500	50307	Advertising	300.00	180.00	-	120.00	60.00
65052500	50330	Drug Testing	400.00	244.05	64.00	91.95	77.00
65052500	50331	Small Tools	3,000.00	1,814.75	232.84	952.41	68.30

65052500	50351	Clothing/Boot Allowance	4,250.00	3,238.96	65.00	946.04	77.70
65052500	50352	Cell Phone allowance	2,564.00	1,719.60	175.00	669.40	73.90
65052500	50375	Gas	3,680.00	3,514.91	-	165.09	95.50
65052500	50377	Diesel	2,800.00	685.91	-	2,114.09	24.50
65052500	50401	Professional employee training	3,000.00	1,960.00	-	1,040.00	65.30
65052500	50413	Mileage/Travel Reimbursement	300.00	-	-	300.00	0.00
65052500	50430	Filing fees/licenses/permits	1,085.00	1,551.44	-	(466.44)	143.00
65052500	50450	Legal expense	1,000.00	1,217.00	-	(217.00)	121.70
65052500	50451	Contracted Professional Serv	-	250.00	-	(250.00)	100.00
65052500	50452	Audit services	2,550.00	2,633.33	-	(83.33)	103.30
65052500	50455	Profesional Services	10,000.00	1,600.00	450.00	7,950.00	20.50
65052500	50483	Security System Maintenance	2,880.00	2,317.41	-	562.59	80.50
65052500	50510	Electricity	99,000.00	67,812.07	11,414.93	19,773.00	80.00
65052500	50511	Water usage fees	15,500.00	12,769.50	-	2,730.50	82.40
65052500	50512	Telephone	1,920.00	566.14	23.60	1,330.26	30.70
65052500	50514	Heating Fuel	8,000.00	9,256.49	2,910.37	(4,166.86)	152.10
65052500	50530	Software and Services	32,920.00	35,158.24	-	(2,238.24)	106.80
65052500	50539	R&M: Catch Basins & Manhole Cv	7,500.00	1,986.25	-	5,513.75	26.50
65052500	50546	R & M: SEWER	72,000.00	28,972.28	6,796.70	36,231.02	49.70
65052500	50550	Meter Read	10,000.00	6,676.56	-	3,323.44	66.80
65052500	50555	Sludge Disposal	94,400.00	64,354.50	-	30,045.50	68.20
65052500	50556	Trash Removal	1,600.00	1,371.73	-	228.27	85.70
65052500	50557	CCTV & Cleaning Out	10,000.00	-	8,500.00	1,500.00	85.00
65052500	50601	General Liability	1,016.00	1,016.00	-	-	100.00
65052500	50602	Vehicle Insurance	857.00	857.00	-	-	100.00
65052500	50604	Property Insurance	9,861.00	9,861.00	-	-	100.00
65052500	50750	Improvements other than buildi	150,000.00	73,783.00	46,650.00	29,567.00	80.30
65052500	50806	Bond Administration Fees	2,200.00	-	-	2,200.00	0.00
65052500	53307	Vactor Lease	37,313.00	37,312.94	-	0.06	100.00
65052500	53400	2004 FR Bond Principal	17,500.00	17,500.00	-	-	100.00
65052500	53401	2005 FR Bond Principal	25,000.00	25,000.00	-	-	100.00
65052500	53405	2014 QECB Principal	16,458.00	-	-	16,458.00	0.00
65052500	53600	2004 FR Bond Interest	2,011.00	1,661.24	-	349.76	82.60
65052500	53601	2005 FR Bond Inteast	3,315.00	2,939.20	-	375.80	88.70
65052500	53605	2014 QECB Interest	5,875.00	-	-	5,875.00	0.00
65052500	53610	Interim Financing Interest	43,904.00	-	43,904.00	-	100.00
65053000	50230	FICA taxes	-	35,104.34	-	(35,104.34)	100.00
Total 65052500 Sewer Fund			<u>1,264,731.00</u>	<u>846,500.57</u>	<u>123,602.24</u>	<u>294,628.19</u>	<u>76.70</u>



Town of Lisbon

Fire Department

Nathan LeClair, Fire Chief



To: Lisbon Town Council
Department Monthly Report: March 2022

In the month of March:

In the month of March, the Fire Department responded to 22 calls for service (includes inspections, various investigations, and complaints, such as unpermitted burns). Out of these calls the Department responded to 6 requests for the Fire Department First Responders, 1 of which we were canceled on. We also responded to 3 requests to assist Lisbon Emergency this past month, with 1 of which we were canceled.

In the month of March we to responded to no mutual aid calls.

March's training was SCBA (self-contained breathing apparatus) confidence. Utilizing the SCBA Air Management Trailer from Maine Fire Safety Institute, crews were able to go through smoked out mazes and practice getting through constricted areas, without the fear of getting trapped.

Daytime crews continue to maintain the equipment and make sure that everything is in a ready status.

With nice weather upon us, I would like to give out a couple of reminders;

First, the State of Maine requires burning permits whenever you are burning outdoors with the purpose of disposing clean wood. A permit can be obtained via online or at the Police Department. If anyone has questions on what is allowed to be burned or when to burn, they may reach out to the Fire Chief.

Second, with the nicer days everyone is eager to get outside. Please remember that the water temperature is still cold. Dress accordingly for the activities you plan on doing.

Upcoming Project Agenda

Training – Wildland/Brush fire training



Town of Lisbon

Fire Department

Nathan LeClair, Fire Chief



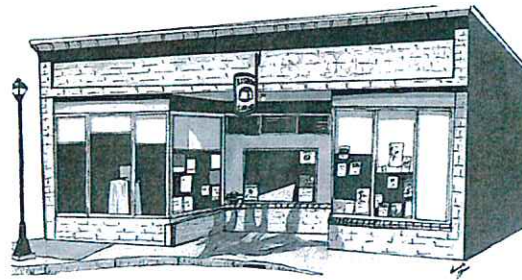
Month of March incident type break down.

Incident Type	Occurrences
Medical assist, assist EMS crew	2
EMS call, excluding vehicle accident with injuries	5
Motor vehicle accident with injuries	1
Hazardous condition, other	1
Heat from short circuit (wiring), defective/worn	1
Power line down	1
Vehicle accident, general cleanup	1
Water evacuation	1
Public service assistance, other	1
Assist police or other governmental agency	1
Public service	1
Dispatched & canceled en route	1
No incident found on arrival at dispatch address	1
HazMat release investigation w/no HazMat	1
Central station, malicious false alarm	1
Smoke detector activation due to malfunction	1
Smoke detector activation, no fire – unintentional	1
Total:	22

Respectfully submitted

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

Nathan LeClair
Fire Chief



LISBON LIBRARY DEPARTMENT

TOWN COUNCIL MONTHLY REPORT

March 2022

Adult Books	969	Adult DVD's	121
Juvenile Books	1,103	Juvenile DVD's	43
Audio Books	32	Children's Room Door Count	534
ILL In	238	ILL Out	259
Cloud Library Users	50	Cloud Library E-books	69
Front Door/Patron Count	951	Cloud Library Audio Bks	112
Patron Use Computers Sessions	152	New Patrons	25
Garden Playhouse key checkout	Closed for the winter	Paperback Rack	79
Crafts with Bill: Found Materials Flower Making	10	Heart & Soul Day Care Outreach Program	61
Pre-School Storytime	29	Steam Lab Program: balloon moon rockets.	4
Legos Club	23	Juvenile Audio Books	6
Crafting with Kerri Adult Program: Photo Cube	19 Take-Home Bags given out, 177 Lisbon citizens reached, 34 video views	"Featured Author" Program: Tabitha King	451 People reached
In the Kitchen: Mardi Gras Favorites	218 Lisbon Citizens reached	Brainteasers & Logic Puzzles:	15 children
Display Case : March 2022: Riverside Wood Crafting	1,203 people reached 104 shares	"Just Seniors" Program	Device APP Basics & DIY Valentine Card: 6

Kits & Equipment	12	Homeschool Families Visits	NA
Video Blogging/Podcasting for Teens	Kick-off Summer Reading Program June 2022	Summer Read Program Lisbon Business Fundraising donations as of 4/8/2020	\$1,250
Lego Spike Prime Kits (purchased with ARPA FUNDS)	2 kit checked out for Approx. 9.25 hours coding & building	Magazines	32
March Patron Count 4:00 PM to 5:00 PM (new W-F hours starting Jan 12)			
Date	Total	1st Floor	2nd Floor
March 2	7	2	5
March 3	12	7	5
March 4	36	1	35 Lego Program
March 9	9	5	4
March 10	3	0	3
March 11	23	5	18 Program
March 16	8	5	3
March 17	5	0	5
March 18	6	3	3
March 23	5	3	2
March 24	2	1	1
March 25	25	4	21 Program

The Library Department had a busy month of March. More patrons visited the library than in the previous month. We registered 25 new patrons in March. Of those, 6 are Non-Resident families who pay the annual \$50. fee for services. We met families who have recently purchased homes in Lisbon and seek programs and services for their children. We also registered several long-time Lisbon residents who now seek on-line services that include "Cloud Library" and the "Digital Maine Database Service." They appreciate the ease and convenience of on-line home and personal devices services. We welcome all our new and existing patrons! We will continue our efforts to provide timely library services.

It is interesting to note that we made approximately 400 photocopies for Lisbon residents and deposited those fees into the appropriate account in March. Although the use of the patron computers remained about the same as the previous month, patrons appreciated the availability of the computers to complete their taxes, communicate with insurance companies and keep in touch with their families.

Our Inter Library Loan Services brought 238 items to our Lisbon patrons from as far as Fort Kent, Maine and we in turn shared 259 of our books and DVD's with area libraries as far as York, Maine. This continues to be a popular, affordable and important service to the community.

Children's Librarian, Bill Meakin resumed his weekly visits to "Heart & Soul Daycare" in March. 61 children enjoyed the stories and games. The extra afternoon hour from 4-5PM Wednesdays through Fridays has allowed us to resume our children's "Friday After School Programs." The children and their families are happy to have the opportunity to have fun with the Legos, crafts and science projects.

Our new Children's & Adult Discovery Kits are popular and everyone is having fun learning something new from identifying insects to learning how to crochet. We will continue to research and add more kits of interest to our patrons. Please see attached photo of some of our Discovery Kits.

GOALS FOR APRIL/MAY: Prepare for 2023 Library Department Budget presentation to the Town Council on 4/26/2022. Work with DOT & McGee Construction getting info out to the Lisbon community about the progress of the project and be mindful of our building's needs as the project nears our building. Continue to prepare and purchase needed items for the Children's and Adult Summer Reading Programs. Work with Parks & Recreation Dept. to clean up and safely open the Children's Garden.

Discovery Kits at the Lisbon Library!



TOWN OF LISBON



Mark Stevens

Lisbon Parks & Recreation Director

18 School Street

Lisbon Falls, ME 04250

(207) 353-2289

mstevens@lisbonme.org

TO: Ryan McGee; Town Manager
SUBJECT: March 2022 Report
DATE: April 13, 2022

Jordan Schank tendered his resignation as he applied for a job as Director for the town of Belgrade. We wish him well in his career in Parks and Recreation.

We posted for the position immediately and hired Phil Tierney as our Maintenance Supervisor. Phil will have to hit the road running as spring is in the air and our gardens, parks and trails all need some TLC from the long winter. We are still looking to hire one more seasonal soon.

In March we began seriously planning our Summer Day Camp and Summer Sports camps, including researching field trip options, contacting venues, and making reservations. Summer day camp seems to be very anticipated, as throughout the month of March we fielded daily phone calls from parents inquiring about how soon they could sign their children up.

At Beaver Park, we continued to update signage and post additional reminders of park rules and clean-up.

Our Rec Committee meeting was lengthy and well-attended as members discussed progress at Beaver Park, Moxie Festival events and budget 2023. So much to look forward to.

Before and After School is our staple program that operates daily. We are always adding more participants every day!



In the month of March we opened up sign-ups for our Lisbon Community Garden program, and started orchestrating volunteers for garden clean-up throughout town, as well as starting seeds and planning summer projects.

Our projects are many as we move deeper into spring. We need to get all the gardens cleaned up from winter. To do this we need to hire our seasonal staff. This has been a challenge as we are not getting very many applicants.

1. Hire Staff for parks
2. Finish the gazebo at Graziano Square
3. Install the guardrail at Miller Trail
4. Clean up all parks, gardens, and trails from winter
5. Open park road after York raking and grading
6. Clean up debris around new parking lot at Beaver Park
7. Open and prepare Pinewoods ballfields. Put up new NO HUNTING SIGNS and repair dugout that blew over in last March.
8. Put out bike racks, planters, tennis wind screens.
9. Program planning for all of Moxie Festival Events as well as the 5k, car show, and fireworks
10. Take summer registrations



Lisbon Police Department

A Community Policing Agency

300 Lisbon St.
Lisbon, ME 04250

Ryan A. McGee
Chief of Police

March 2022 Report to Council

Police Department

In March, the requests for police assistance totaled 1229 calls for service. There were 53 investigations initiated to include; Home Repair Fraud, Theft, Criminal Mischief, OUI, Violation of Conditional Release, Domestic Violence, Criminal Threatening, False Public Alarm, Refusing to Submit to Arrest, Probation Violation, Operating ATV on public way, Criminal Speed, OAS, and Warrant of Arrest. 21 individuals were arrested or charged with criminal violations this past month and several investigations are ongoing. There were 17 motor vehicle crashes, and 265 motor vehicle stops.

In the month of March, Officer Andrew Levesque was promoted to the rank of patrol sergeant. A small swearing in ceremony was hosted on March 14, and friends and family of Sgt. Levesque were present as he was sworn in as Lisbon's newest patrol sergeant.



(From L to R- Off Cusson, Sgt St. Pierre, Det Sibley, Sgt Leveque, Chief McGee, Off Darby)



Lisbon Police Department

A Community Policing Agency

300 Lisbon St.
Lisbon, ME 04250

Ryan A. McGee
Chief of Police

The Projection for the Month of April:

During the month of April, we will be finishing up with our police officer hiring process, with hopes of having a conditional offer out by the end of the month.

This month we are sending all of our officers to Simunitions Training. This is advanced training, and will be presented by Lt Picard and Sgt St. Pierre. Officers will be put through several "real life" scenarios. In addition, this month, our Criminal Investigations Division will attend New Techniques for Financial Investigations. This training will better prepare our detectives when investigating financial crimes.

Thank you,

Ryan McGee
Chief of Police

MEMORANDUM FROM THE PUBLIC WORKS DIRECTOR

TO: RYAN MCGEE, INTERIM TOWN MANAGER
FROM: RANDY CYR, PUBLIC WORKS DIRECTOR
SUBJECT: MARCH 2022, MONTHLY REPORT
DATE: APRIL 4, 2022

Public Works – In the month of March, we investigated and actioned on resident and dispatch calls for potholes, trimming broken/fallen limbs, ditching, drainage issues as well as policing up trash and deceased animals. Spent time working on the Transfer Station shed. Installed a culvert on Webster Rd. Garrett started on-line training to become a Tank Operator. Steam wash culverts for draining throughout town. Inspected all catch basins and gave by location list to sewer department for cleaning. Put up new boat ramp closed signs at Frost Hill launch area. Started grading dirt roads with the loader.

Mechanics continued working on vehicles / equipment to ensure inspections were completed and safe for operation. Plow trucks were worked on as parts failed during operations and ensured equipment was up and running or parts ordered as needed. Getting the street sweeper up and running. Picked up the shop, salt shed and employee areas for cleanliness.

PW May Goals: MS4-inspecting all basins; transition to summer operations;

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

<u>Item</u>	<u>Tonnage</u>
Single Stream	4.94
Trash	183.64
Bulky Waste	25.04
Wood	9.7
Mixed Paper	19 tons

SW May Goals: continue checking vehicles for permits; always looking to make operations better; possibly starting on new bulky waste roof; order next years permits

MEMORANDUM FROM THE SEWER SUPERINTENDENT

TO: RYAN MCGEE, INTERIM TOWN MANAGER

FROM: STEVE AIEVOLI

SUBJECT: MONTHLY REPORT FOR MARCH & THE PROJECT AGENDA FOR MAY

DATE: APRIL 6, 2022

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

- Received the new Chevy truck with service body
- Setting up the new service truck
- Cleaned the Madelyn Street and Summer Street pump station wet wells
- Cleaned the septage receiving tank at the treatment plant
- Working on cleaning and creating a work station for new billing clerk position
- Vortex Services camera the services around Frost Hill Avenue and Hinckley Street
- Contact Tank project is almost complete.
- Marked the entire Main Street project area for Dig Safe
- Dealing with minor issues on the centrifuge
- New England Crane inspected the Treatment Plant JIB canes
- Davis Street pump station project is ongoing
- Inspected two of the cross country sewer lines
- Working on an issue with Lakeside Screen in the Headwork's building
- Started cleaning catch Basins for PW

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

- Clean Chlorine Contact Tanks
- Start Disinfecting the treatment plant Effluent
- Calibrate the lab equipment
- Start annual sewer cleaning (Weather Dependent)
- Begin Spring Clean-up at the plant
- Complete the Chlorine Contact Project
- Complete the Davis Street Pump Station Project
- Continue Main Street sewer replacement.

Please contact me if you have any questions.

MARCH 2022

CLERK & ELECTION DEPARTMENT REPORT Month of March/April

Election Projects

Programming School Budget Validation Referendum in ESS Portal for June 14, 2022
Received Election Warrant from Haley McCrater at the School Department
Updated Election Website with Current Election Information and Links
Sent Kelly Byras at the School Department the Application to Reserve Gym at High School
Placed Appointment for Warden for June Election on Council Agenda (approved)
Sent Email Notification for Public Works to Schedule Election Materials for Pick Up
Certified Candidate's Nomination Papers for State Offices
Certified 890 Signatures on Petition Papers for Circulators to submit to Secretary of State's Office
Sent Bond Documents to Bond Counsel
Prepared list of June Election Workers for HR and received approval for hiring
Prepared Election Forms (Tally Sheets) for Warden and Election Clerks

April:

Finish Programming Ballots on Portal and Place Order
Send Email Notification for Police Department to Schedule Police Detail for Election Day
Prepare Supply Boxes for Annual Municipal Election & State General Referendum Election
Confirm and Hire Election Workers for June

Codification Project

Paid Supplement #38 and sent final code updates for Supplement #41 to Municipal Code for FY22 for \$2,500.00

April:

Proof Supplement #41 when it arrives and file

Vault & Archive Projects

Received Kofile Assessment and added it to the CIP
Discarded old dog tags in the vault
Filed oaths in the vault
Encumbered requisitions for invoices
Received Restored Vital Record Books from Kofile

April:

Electronic Storage Project - Proof FY21 Council Meetings & Attachments

Annual Town Report Project

Pictures were gathered and individual reports were imported
Received Governor's Letter, ready to import

April:

Waiting for a handful more reports
Proofed reports received to date
Finish Importing Auditor's Report



State Senator Jeff Timberlake and Representative Rick Mason presented retiring Town Clerk Twila Lycette with honors from the State Legislature.