



**AGENDA**  
**COUNCIL WORKSHOP/MEETING**  
**MAY 03, 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 Lunt                      \_\_\_ Councilor Fellows                      \_\_\_ Councilor Larochelle                      \_\_\_ Councilor Smith  
    \_\_\_ Councilor Moore, Jr                      \_\_\_ Councilor Robishaw                      \_\_\_ Councilor Miller  
    Town Clerk reading of meeting rules
3. WORKSHOP – Maine Municipal Association – David Barrett – Town Manager Search
4. GOOD NEWS & RECOGNITION  
    2022-105 ORDER – Proclamation Kids to Parks Day  
    2022-105A ORDER – Proclamation Building Safety Month
5. PUBLIC HEARINGS  
    A. Off Premise Catering License for Railroad Restaurant & Pub
6. AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS
7. CONSENT AGENDA  
    2022-106 ORDER –
  - A. Municipal accounts payable warrants – \$ 260,826.17
  - B. Municipal payroll warrants – \$ 421,335.41
  - C. School accounts payable warrants– \$ 141,757.11
  - D. School payroll warrants – \$ 368,028.57
  - E. Workshop & Meeting minutes for April 19<sup>th</sup> & 26<sup>th</sup>, 2022
  - F. Renewal Midcoast Humane Animal Contract (Animal Shelter Management)
  - G. Set Public Hearing for May 17<sup>th</sup> for Maine Blues Festival Mass Gathering Permit and Special Entertainment Permit for Flux Restaurant
8. COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES  
    2022-107 ORDER – Paving Bids  
    2022-108 ORDER – Public Safety Facilities Study Bids
9. OTHER BUSINESS
  - A. Council Committee Reports:
    1. School Committee – Councilor Larochelle
    2. Planning Board – Councilor Fellows
    3. Lisbon Development Committee – Councilor Smith
    4. Conservation Commission – Councilor Moore
    5. Parks & Recreation Committee – Councilor Miller
    6. County Budget Committee – Councilors Moore/Lunt
    7. Library Governing Board – Councilor Lunt
    8. Water Commission – Councilor Fellows
    9. Finance Committee – Councilor Robishaw
  - B. Town Manager's Report
10. APPOINTMENTS
11. COUNCIL COMMUNICATIONS
12. AUDIENCE PARTICIPATION & RESPONSE NEW ITEMS
13. EXECUTIVE SESSION  
    2022-109 ORDER - Per 1 M.R.S.A. § 405 (6) (A) Personnel Matters  
    2022-110 ORDER - Per 1 M.R.S.A. § 405 (6) (D) Labor Negotiations
14. ADJOURNMENT  
    2022-111 ORDER – To Adjourn

## SUMMARY OF LISBON COUNCIL MEETING RULES

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

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

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



# Town of Lisbon

Ryan McGee  
Interim Town Manager

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

## MEMO

To: Town Council

From: Ryan McGee, Interim Town Manager

Subject: Recommendations

Date: May 3, 2022

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### Consent Agenda Items 2022 – 106 F-G

- F. Renewal Midcoast Humane Animal Contract (Animal Shelter Management) to authorize the Interim Town Manager to sign the renewal agreement with Midcoast effective July 1, 2022 – June 30, 2023
- G. Set Public Hearing for May 17<sup>th</sup> for Maine Blues Festival Mass Gathering Permit and Special Entertainment Permit for Flux Restaurant

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### Agenda Item 2022 –107 Paving Bids

Town of Lisbon, Public Works Department sent a request for Bids regarding the Street Resurfacing Program.

Bids were sent on March 18, 2022, to all companies wanting to submit. The cut off time for submission of all sealed bids to the town was April 01, 2022 @ 10:00 am.

The companies that were sent a request for bids were Glidden Excavation, Spencer Group Paving, All States Asphalt, Crooker Construction, St. Laurent & Sons, Pike Industries, Gendron Corp, Northeast Paving, Shaw Brothers Construction, P and B Paving.

The bids received and opened are as followed:

1. Glidden Excavation - \$618,773.00
2. **Spencer Group Paving, LLC - \$510,891.60**
3. Northeast Paving - \$662,171.00
4. Crooker Construction - \$582,094.00
5. St. Laurent & Sons - \$547,354.10

After thorough review of each submitted bid, I recommend that the winning bid go to Spencer Group Paving, LLC, due to the lower cost and all work performed will meet our specification needs. Be advised that Spencer's bid came in \$35,891.60 over budget.

Furthermore, I have spoken with Spencer Group and they understand we only have a budget of \$475,000. To ensure the town stays within budget, Spencer Group has furnished us with their plan via memo.

See next page for memorandum from Spencer Group.

# Spencer

Group Paving 207-225-2159

11 General Turner Hill Rd  
Turner Me 04282

Name: Town of Lisbon	Project: 2022 Paving
Street:	Town:
City/State:	Date: 4/12/22

## Change Order

Spencer Group acknowledges the town has a budget of \$475,000.00  
We will keep track of the budget as we proceed with the paving to not exceed the budget. The Dumas Rd and Angel st will be done last as to not exceed the budget

Dennis Spencer

Acceptance of proposal	
Please sign and return one copy	
This contract is void if not signed <u>And</u> returned in 30 days <u>you</u> are authorizing to do the work <u>proposed</u> above	Signature: _____ Date: _____
	Print: _____

## Recommendation

To award the bid for Street Resurfacing to Spencer Group Paving, LLC for an amount not to exceed \$475,000.

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## Agenda Item 2022 – 108

The Fire Chief is requesting to award the bid for the Public Safety Facilities Study.

The RFP was sent out to 12 different firms and it was also posted on the Town web site. We had four firms show up for the pre-bid walk through and received 3 sealed bids.

The bids were publicly opened on April 22<sup>nd</sup>, at 1pm, in the Council Chambers with Finance Assistant Rebecca Hayslip and myself present. The bids were as follows:

### **Port City Architecture**

Option #1      \$35,217

Option #2      \$38,410

### **Artifex**

Option #1      \$59,500

Option #2      \$78,600

### **Simons Architects**

Option #1      \$78,260

Option #2      \$122,580

Option break down.

Option #1 was to conduct a facility assessment, space and functionality assessment, and assess the town's fire service to determine the current and future needs as it pertains to buildings, such as one or two fire stations and size thereof.

Option #2 adds the police department into the study to determine their current space situation and future needs. Also to determine if a public safety building would best serve the town.

After reviewing the bids provided, Interim Manager McGee and I recommend that we award the bid to Port City Architecture, with option #2.

### **Recommendation**

**To award the Public Safety Facilities Study bid to Port City Architecture's Option 2 for an amount not to exceed \$38,410.00.**

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# NATIONAL KIDS TO PARKS DAY PROCLAMATION

**WHEREAS**, Kids to Parks Day is a national day of outdoor play celebrated annually on the third Saturday of May, which this year falls on May 21, 2022. The day connects kids and families with their local, state, and national parks, and public lands.

**WHEREAS**, May 21, 2022 is Lisbon's local Fishing Derby Day at Beaver Park and other fishing areas in Lisbon. Following state fishing laws, we are asking families to bring their children fishing in the Lisbon, Lisbon Falls area. Photos will be uploaded to display all the great catches of the day on our social media pages.

**WHEREAS**, Our desire is to offer a free day in our parks and to inspire all youth to participate in "close to home" fishing experiences. **Our hope is to encourage all families nationwide to celebrate the day at local parks, public lands and outdoor spaces.**

**NOW THEREFORE**, The Lisbon Town Council does hereby proclaim May 21, 2022 as Kids to Parks Day.

**ACKNOWLEDGING**, that Lisbon has several fishing locations including Sabattus River, Androscoggin River, Little River, and Beaver Park.

**Dated this 3rd day of May 2022**

**Lisbon Town Council**

1. \_\_\_\_\_  
Fern Larochelle Jr. Chairman
2. \_\_\_\_\_  
Harry Moore Jr., Vice Chairman
3. \_\_\_\_\_  
Donald Fellows
4. \_\_\_\_\_  
Mark Lunt
5. \_\_\_\_\_  
Ray Robishaw
6. \_\_\_\_\_  
Cliff Miller
7. \_\_\_\_\_  
Jason Smith



Attest: \_\_\_\_\_

Lisbon Town Clerk



STATE OF MAINE  
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS  
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

TELEPHONE: (207) 624-7220  
FAX: (207) 287-3434  
EMAIL INQUIRIES: [maineliquor@maine.gov](mailto:maineliquor@maine.gov)

### Application for a Catering Permit - Important Information

1. If you hold one of the following licenses, your license privileges include providing catering services for food and/or alcoholic beverages at public and private events:

Class A Restaurant	Class A Restaurant/Lounge	Class A Lounge
Hotel	Club	Bed & Breakfast
Auditoriums	Civic Auditoriums	Performing Arts Centers

2. Conditions for this privilege:

A. General

- i. The municipality in which the event will take place must have voted to approve on-premises consumption under Title 28-A, Chapter 5.
- ii. You may not solicit sponsorships of nonprofit organizations in order to hold a fundraiser for your business; the law for these types of events is designed only as a fund raising event for the nonprofit organization who solicited you to help provide food and beverages.
- iii. The law requires the application to be submitted at least 24 hours in advance of the event, however, a longer notice is appreciated to allow additional time for processing.
- iv. Qualified Caterers may only cater events open to the public regardless of who is requesting the services.

B. Events open to the public

- i. The event must be sponsored by a nonprofit organization as listed under question 16 of the application below.
- ii. This nonprofit organization must be an incorporated civic organization or a similarly purposed national organization designated under the United States Internal Revenue Code of 1986, Section 501(c)(3) and verifiable with the office of the Maine Secretary of State, Division of Corporations.
- iii. The sponsoring nonprofit organization must have representatives at the event at all times – open to close; no exceptions.
- iv. Regardless whether the event is a ticketed (paid admission) or not, the event is still considered as open to the public and requires a sponsor as described above.

C. Private events where the public is not invited include but is not limited to:

- i. Weddings
- ii. birthday parties
- iii. office parties

- D. For all other types of events and whether you have the privileges under your license to provide catering services should be discussed with your assigned liquor inspector.





STATE OF MAINE  
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS  
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

**Application for a Catering Permit**

**Section A: Licensee Information:**

1. Legal Name and DBA of the Licensee Catering the Event:
  - a. Legal Name: Railroad Restaurant & Pub
  - b. DBA: \_\_\_\_\_
2. License No.: CARL-2008-9398 Email: \_\_\_\_\_
3. Complete Mailing Address: 695 Lisbon St.  
Lisbon Falls, ME 04252
4. Telephone/Mobile Number: (207) 713-5059

**Section B: Event Information:**

1. Title Event: Maine Blues Festival
2. Purpose of Event: Music Festival
3. Type of Event: (check one)

Public	<input checked="" type="checkbox"/>	Indoor	<input type="checkbox"/>	Outdoor	<input checked="" type="checkbox"/>
Private	<input type="checkbox"/>	Indoor	<input type="checkbox"/>	Outdoor	<input type="checkbox"/>
4. Municipality where Event will take place: Lisbon
5. Complete Physical Address of Event:  
3 Canal St  
Lisbon, ME 04252
6. Date of Event: June 18, 2022 Time: From 11am To 12am  
Under Maine liquor laws, alcoholic beverages can **only** be served from 5:00 am to 1:00 am of the next day, Sunday through Saturday; event times cannot deviate from this statutory requirement.
7. Requesting party for your catering services:  
☐ Nonprofit Organization      ☐ Individual      ☒ Business
8. Mailing Address of Requesting Party: Maine Blues Fest  
P.O. Box 875, Lisbon, ME 04252

**Please note:** In question 9, for a nonprofit or business requesting party, please provide the name of the nonprofit or business as well as the name of an individual to contact at the nonprofit or business.

(continue to next page)

9. Contact Name of Requesting Party: Michael Bray  
a. Contact Telephone/Mobile Number: 207-595-0222  
b. Contact Email address: nassonblues@yahoo.com
10. Number of Persons Attending: 1,000
11. Describe specific indoor and/or outdoor area to be licensed: (for an outdoor event, please include a diagram of the outside space in Section F below.)  
Diagram attached.
12. Will dancing be part of the event? Yes ☐ No ☒  
a. Does the venue have a dance license? Yes ☐ No ☒  
b. If yes, please provide a copy of the license from the State's Fire Marshall's Office

**Section C: Signature of Licensee**

By signing this application, the licensee understands that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to \$2,000 or by both.

Please sign and date in blue ink.

Dated: Sandra R. Harkins 4/7/22

Sandra R. Harkins  
Signature of Licensee or Duly Authorized Person

Sandra R Harkins  
Printed Name of Licensee or Duly Authorized Person

Submit completed forms to: Bureau of Alcoholic Beverages and Lottery Operations  
Division of Liquor Licensing and Enforcement

Mailing address: 8 SHS, Augusta, ME 04333-0008

Courier delivery: 19 Union Street, 3rd floor, Suite 301-B, Augusta, ME 04330

(continue to next page)







**Section D: For use by Municipal Officers and County Commissioners only**  
**Approval of an application for a catering event**

The undersigned hereby certifies that we have complied with the process outlined in 28-A M.R.S. §653 and approve this catering event application on this date: \_\_\_\_\_.

Check only one:     ☐ City             ☒ Town             ☐ Unorganized Territory

Name of City/Town/Unorganized Territory: LISBON

Who is approving this application?   ☒ Municipal Officers  
   ☐ County Commissioners of y County

- ☐ **Please Note:** The Municipal Officers or County Commissioners must confirm that the records of Local Option Votes have been verified that allows this type of permit to be issued by the Bureau for the type of alcohol to be sold for the appropriate days of the week. Please check this box to indicate this verification was completed.

Signature of Officials	Printed Name and Title
	Fern Larochelle
	Harry Moore Jr.
	Donald Fellows
	Mark Hunt
	Jason Smith
	Clifford Miller
	Raymond Robishaw

**Section E: Application Fee; Other Information**

1. The application fee is \$10.00 per day; make checks payable to Treasurer State of Maine
2. The law requires the application to be submitted at least 24 Hours prior to the function, however, a longer notice is appreciated to allow additional time for processing.
3. Once issued, this permit is not assignable and is valid only for use by the licensee named in this application and for the date, time, and location listed in this application. This permit is issued subject to Maine liquor laws under Title 28-A and the Bureau's Administrative Rules. Penalties for failure to comply with the laws and rules are provided in Chapter 33 of Title 28-A.
4. The Division is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.
5. Payments to the Division by check subject to penalty provided by 28-A MRS Section 3-B.

(continue to next page)

## Section F: Catering Permit Diagram for Outdoor Events

### The following restrictions apply to outdoor events:

- There must be a stanchion or a fence completely enclosing the area.
- Signs must be posted stating "No alcohol beyond this point".
- There must be sufficient employees at the event to control and monitor the area.

In an effort to clearly define the area that consumption and storage of liquor will occur during this outdoor event, diagrams must be submitted on this form and should be as accurate as possible. Be sure to label the areas of consumption and storage on your diagram.

### For Division Use Only

Date Filed: \_\_\_\_\_

☐ Approved      ☐ Not Approved

Date Approved: \_\_\_\_\_

Approved By: \_\_\_\_\_

License No: \_\_\_\_\_

Deposit Date: \_\_\_\_\_

Amt. Deposited: \_\_\_\_\_

Payment Type: \_\_\_\_\_

**Agenda Date: 05/03/2022**

Date	Brenda Martin	Municipal Accts Payable
4/21/2022	4192022	\$ 231,697.99
4/25/2022	4222022	\$ 11,046.48
4/28/2022	04252022	\$ 18,081.70
		<hr/>
		\$ <b>260,826.17</b>

Date	Rebecca Hayslip	Municipal Payroll Warrants
4/20/2022	220421	\$ 177,597.73
4/20/2022	2204W2	\$ 21,697.60
5/3/2022	HZ0522	\$ 222,040.08
		<hr/>
		\$ <b>421,335.41</b>

Date	Louise Levesque	School Accts Payable
4/29/2022	2220	<b>\$141,757.11</b>

Date	Eva Huston	School Payroll Warrants
4/26/2022	1130	\$ 340,479.44
4/26/2022	1131	\$ 11,469.25
4/26/2022	1132	\$ 15,921.56
4/26/2022	1133	\$ 158.32
		<hr/>
		\$ <b>368,028.57</b>





**TOWN COUNCIL MEETING  
& WORKSHOP MINUTES  
APRIL 19, 2022  
LISBON TOWN HALL**

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

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

**ROLL CALL.** Members present were Councilors Fellows, Lunt, Larochelle, Smith, Miller, and Moore. Also present were Ryan McGee, Interim Town Manager; Kayla Tierney, Finance Director; Mark Stambach, Code Enforcement Officer; Amy Wiers, General Assistance; Steve Aievoli, Sewer Superintendent; Randy Cyr, Public Works Director; Nate LeClair, Fire Chief; Finance Committee members Heather Ward, Jesse Zack, and Curtis Lunt; and approximately 3 citizens in the audience.

**VOTE (2022-92)** Councilor Moore, seconded by Councilor Fellows, moved to excuse Councilor Robishaws absence.  
**Order passed – Vote 6-0**

**WORKSHOP 6PM – BUDGET**

**A. CODE ENFORCEMENT**

Mark Stambach stated there are several new items in the budget. First, non-supervisory employees increased to \$24,606.00, it's designed to incorporate Amy Wiers into the department and includes benefits and the pay structure changes with cost of living adjustment. Second, the office expenses budget line shows an increase of \$325.00 to \$1575.00, there are some one-time expense items that need to be purchased. He explained that the most recent code books here are the 2009 version, they are \$1,000.00 but they need to be updated. He said the new books have explanations and are helpful with compliance. He also included \$200.00 for code inspections.

Mr. Stambach said he included \$150.00 for postage to send notices of land use violations, as well as \$420.00 for cell phone reimbursement. He also that under professional development, due to the number of codes and ordinances, he needs to be recertified on a regular basis. He said Memberships and Dues pays membership, certification and code explanations when needed, through the Maine Building Inspectors.

Mr. Stambach pointed out that he has a used vehicle that is older, so he has budgeted for repairs. He said he split mapping/microfilming with the Assessor's office, it's \$1,000.00 this year.

**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 & Microfilming	\$1,000.00	\$0.00	0.00%
<b>Total 12024500 Code Enforcement</b>			<b>\$148,041.00</b>	<b>\$ 31,767.00</b>	<b>27.32%</b>



Mr. Curtis Lunt asked how many employees are getting the 3% raise. Mrs. Tierney stated there are only a handful, they are the employees who are not getting a raise due to the pay study. Mr. Lunt said it seemed unfair to penalize employees with a low raise because they are already at or above where the pay study puts them. Chief McGee explained that some employees were already where they should be for their wages.

Heather Ward asked if there is a barrier to spending the mapping money. Mr. Stambach said he already received the maps but has not received the bills yet, so we do expect to spend it.

The Chairman thanked Mr. Stambach for his budget presentation.

## B. TOWN BUILDINGS

*Item taken up out of order after General Assistance.*

Chief McGee presented the Town Buildings budget with Mrs. Tierney. He said the wages increased due to the pay study and for janitorial wages due to the pay study. He said the Operating Supplies budget for the Town Office is cleaning supplies. He stated that electricity did not change, we are currently at 73% expended.

Mrs. Tierney said that due to changes to LED lighting and some other things, costs have remained the same. She said it was residential pricing that increased, so we don't see a rise. Also, solar offsets some of our costs.

Chief McGee said phones increased \$1,500.00, sewer \$824.00, and natural gas is up \$3,000.00. He stated building expenses are going up for several reasons. First, the town office will replace thermostats, they are due for replacement. Second, there are ergonomic issues at the front counter, we will be addressing issues so we can prevent future health issues. Third, a building assessment of Town Hall shows some walls have large cracks, that repairs will include jacks and cables to correct the issues that are causing the cracks.

Chief McGee said \$8,900.00 for Repair and Maintenance is for equipment, including replacement of outdated AEDs, which need to be accessible to the public. It's also due to increases to Patriot Mechanical for maintenance. Chief McGee said that currently the department heads are responsible for repairs and maintenance, he is thinking of looking into contracting with a building maintenance company or having a person to fill that position. He said it should be a dedicated position, whether contracted or employed, for someone to assess the buildings and needs.

### 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%

Councilor Larochelle suggested to add \$20,000.00 to the budget to hire a person to do this for us, whether employee or contracted. He said monthly inspections, checklists, and long term capital planning are needed. This person could check in with department heads to put together a punch list. Councilor Moore added that maybe we could send out an RFP for facility maintenance/management to include ergonomics, ADA, etc.

Chief McGee said he will bring a proposal to the Council. He said he will get some ideas on pricing, add to the budget, and go through the RFP process.

### C. BOARD OF APPEALS

*Item taken up out of order after Planning Board.*

The budget was presented by Mr. Stambach without discussion. He said the Board only meets when needed, it's hard to know how often they will meet.

#### 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%

### D. PLANNING BOARD

*Item taken up out of order after Code Enforcement.*

Mr. Stambach presented the Planning Board budget. He said the budget is \$5,250.00, which is \$250.00 over last year's budget to account for Worker's Compensation and raises. He said the office supplies are to prepare for meetings and postage is for sending abutter's notices when needed for public hearings. He said the professional development line is for new board members for MMA training on their responsibilities and duties. He also said Contracted Professional Services is because they are looking for per diem Planning services.

#### 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 Service	\$15,000.00	\$0.00	0.00%
Total 12021600 Planning Board			\$22,216.00	\$518.00	2.39%

Councilor Larochelle asked if \$400.00 is enough for professional development. Chief McGee said we will be reaching out to AVCOG for assistance with additional training in future but they don't have a Planner right now. Mr. Curtis Lunt, who also serves on the Planning Board, said there are only one or two new members per year so \$400.00 should be enough. Councilor Larochelle said we want to make sure we have enough funding for development. Mr. Lunt said the Planning Board has failed to be proactive and be able to do more with the comprehensive Plan. He said AVCOG



cannot help us right now, and even though the board has done well with regulatory issues, Planning is where we are lacking.

Mr. Curtis Lunt explained that Ben Smith, at North Star, is who we have worked with before. If we contracted them for Planning it would reduce the learning curve. Councilor Larochelle expressed that we need to have a detailed plan before we bring someone on.

## E. ECONOMIC DEVELOPMENT

Mrs. Tierney said this department head's wages are based on the pay study, we have filled the position and the new person will be starting soon.

### 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	\$3,531.00	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%

Chief McGee stated that the position has been filled by Ross Cunningham who will start on May 2. Chief McGee said he worked on the proposed budget with the previous Economic Development Director. He said \$841.00 increase is for the AVCOG dues because all the AVCOG dues for the whole town come from the Economic Development budget.

Councilor Miller asked if the budget will cover all the training for the new Director. Chief McGee responded that there are some required trainings, that he will look into what is needed for that position.

## F. GENERAL ASSISTANCE

*Item taken up out of order after Miscellaneous and Community Service.*

Amy Wiers presented the General Assistance budget for the Council. She said the budget increased due to tremendous growth. She said this year we are going over budget, so we are increasing the budget. She said the town cannot turn people down for assistance if they qualify. She said heating fuel costs are high and housing is hard to find. She said the need is mostly for oil and propane, but also for rental assistance. She said the guidelines for qualifying come from the State, and a lot of people are out of work due to Covid. She pointed out that one of the requirements for applicants is how they are looking for work and that 70% is reimbursed by the State.

## 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%

Mrs. Ward asked if 70% is the ceiling, is there a cap and are there other revenues? Mrs. Wiers said there is a cap, even if they don't qualify but we help anyway because they are in need, we can still get the 70% from the State. She said there is also help through the Police Association and Heat Assistance. Mrs. Wiers stated she plans to do more training to find out more and to help more effectively.

Councilor Miller asked if \$30,000.00 is enough. Mrs. Wiers said we can over-expend, and that we have provisions in place for that.

Mrs. Ward asked why there is Overtime but no regular wages. Mrs. Tierney explained we used to share a person with Brunswick, the roles changed and it became an OT situation. Chief McGee further explained that General Assistance will be one of the Assistant Town Manager's jobs, and that Mrs. Wiers will remain a backup for the position. He said it will ultimately be the Town Manager's responsibility, and that Mrs. Wiers has been very dedicated to the responsibilities of the position.

Mrs. Ward asked what the town provides staff for support when there is an emotional toll. Mrs. Wiers said the State has good resources, and the Interim Town Manager has been a good support. Chief McGee said it is very important to keep employees healthy.

## G. MISCELLANEOUS AND COMMUNITY SERVICE

*Item taken up out of order after the Board of Appeals.*

Craig Zurhorst, Community Relations Director for Western Maine Transportation Services, presented information about the Lisbon Connection, which is the bus program in Lisbon. He thanked Councilor Mark Lunt for his support of the program at the county level. He said last year there were 3,023 Boardings, including the Tuesday "Shopper Shuttle" of 402 trips to Lewiston-Auburn and Topsham. He said they have worked to expand service for critical rides which called for 19 critical rides last year.

Mr. Zurhorst said this year the budget is \$45,000.00 for operating costs including wages, fuel and parts. He said they also get some Federal funding. He said Lisbon is prominent in the Androscoggin Transportation Resource Council's report on what is needed in the area, and that the "Blue Line" which is Lewiston to Lisbon to Brunswick went well in its pilot stage. He said riders use the service for work and medical appointments, and that it meets up with other bus lines as well.

Mr. Zurhorst reported that, due to the latest census and the ATRC review, WMTS will need to change from Local to Urban funding. He said the solution may be to engage in conversation with interested Lisbon residents. It would change regular service to the Blue Line and act as a supplement. In other words, someone would call ahead for a ride or connection.

Mr. Zurhorst pointed out that the ridership is still down due to the pandemic but it is getting back to normal. He said interest is growing, and the removal of mask mandates may increase that even more. Fares for 60+ are half-fare, 12-60 are adult fare, 5 and younger are no charge. He agreed that 12-18 year olds are not encouraged to ride without an adult.



**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%
<b>Total 16062000 Other Public Services</b>			<b>\$59,487.00</b>	<b>\$ 3,613.00</b>	<b>6.47%</b>

Councilor Miller asked if there is anything in place to assist homeless teens with going to school in other towns. Mr. Zurhorst replied there is not at this time.

Councilor Larochelle asked if \$45,000.00 is going to get us the same service we've been getting with the change from Rural to Urban status. Mr. Zurhorst answered they are hopeful it will provide more service and more flexibility so it will actually be an improvement in service.

Councilors Larochelle and Fellows asked about signage in the bus stops and how prospective riders can get information. Mr. Zurhorst said there are no signs in the stops because they didn't stay when they were put there. Councilor Larochelle pointed out that we need information to be on the Town website for stops and schedules. Mr. Fellows said QR codes and URLs are both needed. He also said signage is needed in the bus stops.

Mr. Zurhorst responded that there are six stops in Lisbon and that WMTS can provide new signage where needed, the town will be responsible for the posts and the installation. Councilor Fellows said that new signage and community awareness of the Lisbon Connection would be a great thing for Economic Development to work on. He said he can send website and schedule information to Chief McGee to be added to the website.

Councilor Larochelle thanked Mr. Zurhorst very much for his time.

Mrs. Tierney reviewed the remainder of the miscellaneous portion of the budget. She said the Historical Society, LACO and the Memorial Day Parade reported they remain the same. She said she reached out to Maine Municipal Association for clarification on the dues the town pays. She said although the upcoming fiscal year is based on the highest increase amount, that it won't be more than a 3% increase and the 2023 dues amount will be available in July, so she budgeted for a 3% increase. She said MMA offers training and legal advice in addition to but not in substitution of our legal advisors. She said Moxie is its own fund and does not come from the budget in this area. She said the Moxie Committee develops their own budget, and their fund is completely separate.

**EXECUTIVE SESSION**

**Order 2022-93 - Per 1 MRSA Section 405 (6)(a) Personnel Matters**  
*Item moved to end of agenda.*

**GOOD NEWS & RECOGNITION**

**PROCLAMATION – 52<sup>ND</sup> ANNUAL PROFESSIONAL MUNICIPAL CLERKS WEEK**  
 May 1st - May 7th, 2022

**VOTE (2022-92A)** Councilor Fellows, seconded by Councilor Miller moved to adopt the 52<sup>nd</sup> Annual Professional Municipal Clerks Week, May 1st - May 7th, 2022 as follows:



**PROCLAMATION**

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.

**Order passed – Vote 6-0.**

**PUBLIC HEARINGS****A. ADULT USE PRODUCTS MANUFACTURING FACILITY FOR CANNABIS ANGELS**

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

**AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS – NONE****CONSENT AGENDA**

**VOTE (2022-94)** Councilor Fellows, seconded by Councilor Moore, moved to approve the Consent agenda as presented.

- A. Municipal Accounts Payable Warrants - \$ 1,151,259.39
- B. Municipal Payroll Warrants - none
- C. School Accounts Payable Warrants - \$ 134,886.21
- D. School Payroll Warrants - \$ 386,784.90 AND
- E. Minutes of April 5 and April 12, 2022 AND
- F. Annual Mobile Home Park Renewals for the following parks:

- Worumbo Park
- Worumbo Estates
- Davis Street Mobile Home Park
- Ridge Road Mobile Home Park
- St. Ann's Mobile Home Park
- Blue Ridge Properties, LLC
- Colonial Gardens
- Gendron's Mobile
- Whispering Pines, LLC

## GCP Town &amp; Country LLC

**G. Adult Use Products Manufacturing Facility for Cannabis Angels and the 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 a Public Hearing for May 3<sup>rd</sup> for Off Premise Catering License for Railroad Restaurant & Pub.****Order passed - Vote 6-0.****COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES****SOLICIT BIDS FOR FUEL**

**INTRODUCTION:** Chief McGee said Lisbon participates in the Maine Power Options Fuel program for the supply of fuel oil, propane, diesel and gasoline each year. He said the MPO will pull together pricing for a potential bid for FY 2021-2022 for applicable Town buildings and asked for Council authorization to participate in the program again in order to enter into a contract for the best pricing for the Town.

**COUNCILOR COMMENTS:** Councilor Larochelle confirmed this is for the Town to have the ability to buy as a group along with other towns in order to get best possible pricing.

**VOTE (2022-95)** Councilor Fellows, seconded by Councilor Lunt, moved to authorize the Interim Town Manager to participate in the MPO Fuel Program and to enter into a contract for the best pricing.

**Order passed - Vote 6-0.****SOLICIT BIDS FOR NEW TRUCK FOR TRANSFER STATION**

**INTRODUCTION:** Randy Cyr said that per the review of the budget last week, we need to get the new truck purchase moving along as soon as possible due to long lead times. He requested to go out to bid to at least to put out the RFP so he can get on the list before they run out of trucks. He said this will allow the purchase of a truck this year. The truck would be paid in the next budget year with delivery in October, there is no money down needed for the purchase. He said Kenworth is already sold out, they were the lowest cost option, Western Star is the next in line.

**VOTE (2022-96)** Councilor Miller, seconded by Councilor Fellows moved 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. **Order passed - Vote 6-0.**

**CENTRIFUGE REPLACEMENT PROJECT (FOR THE SEWER DEPARTMENT)**

**INTRODUCTION:** Steve Aievoli stated the sludge de-watering equipment need to be replaced. He said we have \$1.3 million left from the Rural Development grant, he would like to add \$700,000.00 to that for the project. He said he would work with Olver Associates on the design and engineering, and some funding would come from the committed fund balance. He said even if we go over \$2 million, we will come back to the Council. He said there is a time limit to using the rest of the Funds from Rural Development.

**COUNCILOR COMMENTS:** Councilor Larochelle asked if we can expend this within two years. Mr. Aievoli said we can see it completed at the end of the Route 125 project being done by the State.

**VOTE (2022-97)** Councilor Fellows, seconded by Councilor Miller, moved to authorize the Sewer Superintendent and Interim Town Manager to work with Olver Associates to complete the engineering and design then send out requests for proposals for the replacement of the sludge dewatering equipment as presented. **Order passed - Vote 6-0.**



## SOLICIT BIDS FOR THE FIRE DEPARTMENT PICK-UP TRUCK

**INTRODUCTION:** Nate LeClair stated that due to long lead times to receive vehicles, we will need to order the new pick-up truck as soon as possible. He requested to solicit RFPs to try to get the truck before winter, and stated money will come from TIF funding. He said a ¾ to one-ton truck can take about eight months. He said the truck will be a traditional pick-up truck.

**COUNCILOR COMMENTS:** Councilor Larochelle asked what the purpose of the new truck would be. Chief LeClair said it will have several uses, including to transport firefighters, transport equipment, and during service and testing. He said in the past firefighters use personal vehicles. He said it can also be used by the on-duty officer. He also said he will trade in the current vehicle, and is planning for a cost of about \$59,000.00. He assured Council he has reached out to make sure the amount is still good.

Councilor Fellows asked what has prompted the need for a new truck. Chief LeClair said the old truck has over 100,000 miles and has a lot of issues. He pointed out the new truck will be fully warranted.

**VOTE (2022-98)** Councilor Lunt, seconded by Councilor Fellows, moved to authorize the Fire Chief and Interim Town Manager to solicit bids for the Fire Department Pickup Truck. **Order passed - Vote 6-0.**

## OTHER BUSINESS

### A. CONSOLIDATED COMMUNICATIONS PROJECT UPGRADE FIBER OPTIC LINES PRESENTED BY MR. SIMON THORNE

Simon Thorne from Consolidated Communications presented information regarding their current project in Lisbon. He said they are bring Fiber Optics for every home in Lisbon, along with neighboring towns. He said the new lines are not affected by the weather. Construction begins on Monday, the project has been going faster than anticipated. He said they typically involve the Road Commissioner and the Police Chief. He continued that they are building as quickly as possible, and offered monthly meetings to work with the Town. He said they will also change their name from Consolidated Communications to Fidium.

Mr. Thorne told the Council the pricing for internet will include different levels, and there are no installation fees or contracts required. He said they reviewed costs and options, and will include mobile home parks. Fidium will send information to residents and members of the community about the new service offering.

Councilors Lunt and Fellows commented that the competition with Spectrum will be good for the residents of Lisbon.

Mr. Thorne said the system is passive, no electricity is required. So if you have a generator or power source you will have internet. He stated Fidium wants to be a partner in the community. There will be hubs for each section of town, on poles about 2 ft x 4 ft, higher up on the poles for safety. He said if there are residents who have concerns when they see the hubs in their neighborhood, they can be moved if needed but they need to know right away. There will be fourteen hubs in Lisbon on regular utility poles, and they expect to be selling service by Fall. He said in case of emergencies they have an Emergency Response Center who can connect with the Police Department.

The Chairman thanked Mr. Thorne for his presentation and the information for the Lisbon community.

## MAINE MUNICIPAL ASSOCIATION PROPOSAL FOR TOWN MANAGER SEARCH

*Item added to Other Business with no objections from Council.*

David Barrett from Maine Municipal Association presented the proposal for Town Manager search. He said MMA has been doing 7-8 searches per year, they do all sizes of towns. He said they offer administrative assistance from beginning to end. The first meeting with Council is an assessment of what the Town is looking for. It gets the Council to start the consensus-building to information for the search, he explained. It will be used throughout the process and is critical. He added that it is done in a public session.

Mr. Barrett said they will next draft and ad, put it out there where the Council wants, and will have cost estimates for that. He said the MMA responds directly, so the candidates will not be calling the Town Office. He said he will sort the resumes with the goal of putting the strongest candidates to the Council. He clarified that he will give the Council the top 50%, not just the top handful. He said he will then re-convene at Executive Session to choose the candidates to be interviewed. He said he will meet with Council prior to the interviews and will prepare interview packets with everything needed for the interviews. He said round one will lead to a second round, and at that time MMA will do background and reference checks. He said MMA will work with the Town to bring a Town Manager in.



Mr. Barrett stated that the only cost besides the one quoted will be advertising and travel expenses for the second round candidates. He explained MMA will do the billing at the end of the process.

Councilor Moore asked what the situation is like with other current and recent town manager searches. Mr. Barrett said he is currently working on three searches. He said there are a lot of vacancies right now, the challenge is for people to re-boot or re-start when they are unsuccessful, it happens now more than ever. He said it took Gardiner a year to find a Town Manager. He said during the pandemic there were triple the resumes, now it's almost back to where it was with about 20-30 applicants and it's a challenge. He stated he reviews every application.

Councilor Moore asked how many re-starts can we expect? Mr. Barrett said it may be a few, we may have to start billing for some additional time. He said in the last 20 searches the advertising is around \$1,000.00, it would be a lot more for newspaper ads but that is a good estimate.

Councilor Larochelle said we have an interview committee to report to Council. He said it is a 10-member committee. Mr. Barrett suggested the Town check with legal on the details of adding a committee.

Councilor Miller asked if there is a lot of negotiating with the eligible applicants. Mr. Barrett said yes, we will need to have an employment agreement. He said there are really no non-compete agreements, not for a town manager position. He emphasized that it is important for the full Council to be at the first meeting.

The Chairman thanked Mr. Barrett for his presentation.

### COUNCIL COMMITTEE REPORTS

*Item moved to next agenda.*

### B. TOWN MANAGER'S REPORT

Interim Town Manager McGee stated the Main Street project is well underway. He said the night operations at Route 196 and Main Street will be posted on the website and the Town's Facebook page.

Chief McGee said that over 70 applications were received for the Assistant Town Manager position. He also said he hopes to have the Administrative Assistant hired by the end of next week.

### C. DEPARTMENT HEAD WRITTEN REPORTS

Seeing no discussion or questions, the Chairman moved to the next agenda item.

### APPOINTMENTS

#### APPOINTMENT TO VOTER REGISTRATION APPEALS BOARD

**VOTE (2022-99)** Councilor Fellows, seconded by Councilor Miller, moved to approve the appointment of Martha Poliquin to the Voter Registration Appeals Board. **Order passed - Vote 6-0.**

#### ACCEPT RESIGNATION OF PLANNING BOARD

#### ASSOCIATE MEMBER PATRICK MALOY AND APPOINT PLANNING BOARD REGULAR MEMBER PATRICK MALOY TO 2024

**VOTE (2022-100)** Councilor Fellows, seconded by Councilor Lunt, moved to accept Patrick Maloy's resignation as Associate Member and to appoint Patrick Maloy as a Regular Member of the Planning Board to 2024. **Order passed - Vote 6-0.**

### COUNCILOR COMMUNICATIONS

Councilor Miller said that he is working with Jim MacDonnell at Lisbon Emergency to sponsor a monthly CPR/First Aid course for 12-17 year olds at Lisbon Emergency. He said it will have a maximum of 10 students, and they will work with Mark Stevens at the Parks and Recreation Department to recruit. Councilor Miller said he will pay for food and the certification cards, that Lisbon Emergency pays for the training through a grant. There is not a date set yet, he said, because they are still looking for a trainer.

Councilor Fellows said that he heard that CSX was approved to purchase Pan Am. He said he's unsure of what that could mean for Maine and Lisbon specifically, but could affect areas that have railroad tracks.

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

**EXECUTIVE SESSION**

**VOTE 2022-93** Councilor Fellows, seconded by Councilor Smith, moved to go into Executive Session Per 1 M.R.S.A. §405 (6) (A) Personnel Matters at 8:51PM. **Order passed – Vote 6-0.**

**VOTE 2022-101** Councilor Fellows, seconded by Councilor Miller, moved to go into Executive Session Per 1 M.R.S.A. § 405 (6) (D) Labor Negotiations at 8:51 PM. **Order passed – Vote 6-0.**

**VOTE 2022-93A** Councilor Fellows, seconded by Councilor Miller, moved to come out of Executive Session Per 1 M.R.S.A. §405 (6) (A) Personnel Matters at 9:20 PM. **Order passed – Vote 6-0.**

**VOTE 2022-101A** Councilor Fellows, seconded by Councilor Miller, moved to come out of Executive Session Per 1 M.R.S.A. § 405 (6) (D) Labor Negotiations at 9:20 PM. **Order passed – Vote 6-0.**

**VOTE 2022-93B** Councilor Moore, seconded by Councilor Fellows, moved to accept the contract to conduct the Executive Search for a Town Manager with Maine Municipal Association. **Order passed – Vote 6-0.**

**ADJOURNMENT**

**VOTE (2022-102)** Councilor Fellows, seconded by Councilor Moore, moved to adjourn at 9:21 PM. **Order passed – Vote 6-0.**

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Lisa M. Ward, Council Secretary  
Town Clerk  
Date Approved: May 3, 2022





**TOWN COUNCIL  
WORKSHOP MINUTES  
APRIL 26, 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 Fellows, Lunt, Larochelle, Robishaw, Smith, Miller, and Moore. Also present were Ryan McGee, Interim Town Manager; Kayla Tierney, Finance Director; Diane Nadeau, Library Director; Mark Stevens, Parks & Recreation Director; Steve Aievoli, Sewer Department Director; Finance Committee members Heather Ward, Curtis Lunt, Jesse Zack and Dan Leeman; and approximately 5 citizens in the audience.

**BUDGET WORKSHOP**

**A. LIBRARY**

Diane Nadeau presented the budget with members of the Library Governing Board available for questions. Members were Jo-Jean Keller, Trudy Duval, Hillary Kuhl and Mike Crosskill. She said the Library was created by a group of Lisbon residents in 1932, and quoted Mrs. Lester Garish, "This is your Library—watch it grow." She went on to present the Library's Mission:

The objectives of the Lisbon library department are to select, organize and preserve a collection of books and other materials which is freely available to all residents of the Town of Lisbon, within the constraints of space and budget.

Next, Mrs. Nadeau stated the budget salary change for the Director is due to the pay study. Non-supervisory positions include part time positions, she is requesting a full time position and that will negate the part time ones she currently has. She will then have two full time at 40 hours per week and one employee at 30 hours per week.

Mrs. Nadeau reviewed the additional employee costs, and said office supplies have not changed. She explained they purchase through the Maine State Library for discounts on Library supplies, and they participate in the same discount program for paper as the Town and Schools.

Mrs. Nadeau said that operating supplies is her biggest budget line. It includes the Just Seniors outreach program, which includes finance, technology and other issues that directly affect Seniors. She went on to say that the budget includes a 5% increase for online services to expand the Library's demographics to more residents, to supplement and complement the Library's in-house services. She said the supply chain is getting better, and the budget includes fees for cloud-based services. She is currently researching other helpful online services for patrons.

To highlight some of the Library activities, Mrs. Nadeau said a local woodcarver is showing his artwork at the Library and they are using Facebook to spread the word. Also very popular, she said the Discover kits are attracting a lot of families, children and homeschoolers.

Moving on to postage and inter-library fees, Mrs. Nadeau said the Library gets interlibrary loan items three times per week. It helps to save money because the Library doesn't have to buy or house the loaned materials. Mrs. Nadeau said we shared 2,100 books with other libraries. She said postage is for bills and general mailing needs.

Mrs. Nadeau said the printing budget has changed because we don't have to buy barcodes anymore. She said cell allowance and professional development stayed the same. She stated there is no indication that the State Library will be doing live classes, they are by Zoom. She said she and her staff take their classes online. She said phone service includes four phones, the fax service and the security cameras. She explained rentals are at \$0 due to the Town making copier purchases.



Mrs. Nadeau explained the large increase in repairs and maintenance is due to the need to replace the carpet in the Children's Room as a one-time fee. She said the carpet was installed in 2001 and has been through two floods and an oil leak. She said this was originally part of her CIP plan but the Finance Director explained it should be a one-time purchase.

Mrs. Nadeau reviewed Children's services, describing the building challenges in the Lego Building Program, which include Lego Robotics. She said the Library purchased Robotics kits and laptops to teach science, technology and engineering. Mrs. Nadeau said the Children's Storytime is so important for the little guys, it invests in their future.

#### 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
16060500	50102	Department Head	\$77,730.00	\$ 18,089.00	30.33%
16060500	50104	Non Supervisory	\$164,788.00	\$ 56,327.00	51.93%
16060500	50201	Unemployment Costs	\$373.00	\$ (187.00)	-33.39%
16060500	50202	Workers Comp Insurance	\$655.00	\$ (48.00)	-6.83%
16060500	50210	MEPERS - Employer Share	\$24,737.00	\$ 9,766.00	65.23%
16060500	50220	Health Insurance	\$86,730.00	\$ 26,065.00	42.97%
16060500	50230	FICA Employer Costs	\$18,553.00	\$ 5,693.00	44.27%
16060500	50301	Office Supplies	\$3,100.00	\$ -	0.00%
16060500	50302	Operating supplies	\$31,500.00	\$ 1,500.00	5.00%
16060500	50306	Postage	\$4,015.00	\$ 365.00	10.00%
16060500	50308	Printing	\$250.00	\$ -	0.00%
16060500	50352	Cell Phone/Allowances	\$420.00	\$ -	0.00%
16060500	50401	Professional Development	\$175.00	\$ -	0.00%
16060500	50402	Dues and Memberships	\$100.00	\$ -	0.00%
16060500	50413	Mileage/ travel reimbursement	\$75.00	\$ -	0.00%
16060500	50511	Water usage fees	\$240.00	\$ -	0.00%
16060500	50512	Telephone	\$2,419.00	\$ 115.00	4.99%
16060500	50513	Sewer Expense	\$181.00	\$ 6.00	3.43%
16060500	50535	Rentals of Equipment	\$0.00	\$ (500.00)	-100.00%
16060500	50536	R&M: Equipment	\$11,350.00	\$ 10,350.00	1035.00%
Total 1606500 Library			\$427,391.00	\$ 127,541.00	42.53%

Councilor Moore asked if we have book kiosks in Lisbon. Mrs. Nadeau said we have two for Seniors so far, may be opening up more. Mr. Stevens said there is already one in Beaver Park, Mrs. Nadeau said the Library can help to keep it stocked.

Councilor Larochelle asked if the phone and fax lines should be updated, they are still land lines. Mrs. Tierney said the Town sends quite a few people to the Library for fax, print and photocopy services.

## B. PARKS & RECREATION

Mark Stevens presented the Parks & Recreation budget to the Council. He said he wants to note that neighbors don't know neighbors anymore. Our job, he said, is to bring people together and get outside to enjoy our parks, gardens and trails. He said that the Recreation department was established in summer of 1970 with the School department, with a director who was also a full time teacher. That director also served as Beaver Park director until 1983. Mr. Stevens said that he, himself, was hired in 1993; his office was a closet in the Sugg School, and his annual budget was \$68,000.00 per year.

Mr. Stevens said in 1996 the Moxie 5K Road Race was started, with 500 runners and no electronics to help with the operations. He said in 2004 the MTM became home to the Recreation Department, and the public began volunteering. In 2005 the before and after school programs were started, and in 2015 Parks, Gardens, Trails and Cemeteries were added to make it the Parks & Recreation Department. In 2018, the Moxie Festival was added to the list of events run by Parks & Recreation.



Mr. Stevens said staffing is currently made up of a director, full time employees, season and part time employees, and volunteers for the Festival, programs and more. He stated the Conservation Commission is also under the Parks & Recreation umbrella.

Mr. Stevens described current work by the department, including mowing the Worumbo park space and mowing at Kelly Park. He said they've been working on the Miller trail guardrails, and are waiting for the timbers to come in to complete the gazebo at Graziano Square. He said the department works on many events, including Moxie Festival, Winter Fest, National Night Out, and many more.

Mr. Stevens said that many community groups use the MTM Center, including the Historical Society. He said his staff is responsible for maintenance of trails, and Beaver Park is dog friendly and also has horseback riding.

Mr. Stevens addressed the new items in his budget: a full time Assistant Director, full time maintenance person, a new UTV, new dump truck, and new dugouts for some of the ball fields.

## 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
16061500	50102	Department Head	\$84,677.00	\$ 12,690.00	17.63%
16061500	50104	Non Supervisory	\$268,300.00	\$ 110,876.00	70.43%
16061500	50130	Temporary/seasonal	\$157,070.00	\$ 13,070.00	9.08%
16061500	50140	Overtime	\$5,000.00	\$ 487.00	10.79%
16061500	50201	Unemployment Costs	\$372.00	\$ 48.00	14.81%
16061500	50202	Workers Comp Insurance	\$16,520.00	\$ (1,109.00)	-6.29%
16061500	50210	MEPERS - Employer Share	\$23,818.00	\$ 5,378.00	29.16%
16061500	50220	Health Insurance	\$87,669.00	\$ 25,984.00	42.12%
16061500	50230	FICA Employer Costs	\$39,401.00	\$ 10,490.00	36.28%
16061500	50301	Office Supplies	\$1,500.00	\$ 300.00	25.00%
16061500	50302	Operating supplies	\$47,000.00	\$ 5,300.00	12.71%
16061500	50306	Postage	\$200.00	\$ -	0.00%
16061500	50307	Advertising	\$1,000.00	\$ -	0.00%
16061500	50351	Clothing/Boot Allowance	\$0.00	\$ -	0.00%
16061500	50352	Cell Phone/Allowances	\$840.00	\$ -	0.00%
16061500	50355	Co-Ed Softball/Fast Pitch	\$7,853.00	\$ 100.00	1.29%
16061500	50356	Summer Trips	\$20,000.00	\$ 10,000.00	100.00%
16061500	50357	Sunshine Hill	\$3,000.00	\$ -	0.00%
16061500	50358	New Programs	\$5,045.00	\$ -	0.00%
16061500	50359	Officials	\$3,800.00	\$ -	0.00%
16061500	50375	Gas	\$5,700.00	\$ -	0.00%
16061500	50377	Diesel	\$1,800.00	\$ -	0.00%
16061500	50380	Uniforms/safety equipment	\$1,000.00	\$ 500.00	100.00%
16061500	50401	Professional Development	\$1,500.00	\$ 1,275.00	566.67%
16061500	50402	Dues and Memberships	\$0.00	\$ -	0.00%
16061500	50414	Senior Meals Expense	\$7,000.00	\$ -	0.00%
16061500	50501	Vehicle Repairs	\$3,000.00	\$ -	0.00%
16061500	50510	Electricity	\$300.00	\$ -	0.00%
16061500	50511	Water Usage	\$4,500.00	\$ -	0.00%
16061500	50512	Telephone	\$3,828.00	\$ 288.00	8.14%
16061500	50513	Sewer Expense	\$773.00	\$ 23.00	3.07%
16061500	50522	Space Rental	\$2,200.00	\$ -	0.00%
16061500	50536	R&M: Equipment	\$5,000.00	\$ -	0.00%
16061500	50541	Grounds maintenance	\$9,200.00	\$ -	0.00%
16061500	50542	River Trail maint and repair	\$5,000.00	\$ -	0.00%
16061500	50543	R&M: Green Thumb	\$4,690.00	\$ -	0.00%
16061500	50556	Trash Removal	\$1,150.00	\$ -	0.00%
16061500	50710	Equipment	\$11,200.00	\$ 11,200.00	100.00%
Total 16061500 Parks & Recreation			\$840,906.00	\$ 206,900.00	32.63%



Mr. Stevens shared some stories about the Rec department, and said they are a part of the history of the town and they affect the community. He ended with a video of Beaver Park, and said it is a goldmine. He said the resident's fee is \$2.00, and season passes are available for \$20.00.

Councilor Moore asked if the Rec department has considered an all-beef hot dog option when they make hot dogs, in consideration of the Muslim community not eating pork. Mr. Stevens said he really hadn't thought of it, but it is wise to consider it.

Mr. Curtis Lunt asked why Summer Trips have gone from \$10,000.00 to \$20,000.00. Mr. Stevens said during Covid it was lower, it's coming back up because more places are opening.

Councilor Moore asked what the average revenue for the gym is. Mr. Stevens said it's currently \$7,000.00 to \$8,000.00, but pre-Covid it was about \$15,000.00. He said we recently raised the rates, but we don't advertise because there would be too many people. He said one of our goals is to improve and upgrade the gym.

Mr. Stevens stated he is expecting a total of about \$257,000.00 in revenues this year. Mrs. Tierney said they are working on making the revenues more accurately reflected, due to our fiscal year.

Councilor Larochelle asked if there is enough in the budget for all the maintenance that has to be done. Mr. Stevens said the problem is really finding people who are willing to work seasonally for \$16.00 per hour. He said there is a full time seasonal spot that's been on staff. Chief McGee said he could see that becoming a full time year round position instead of seasonal.

Mrs. Tierney said updates to the budget include a stipend for Mr. Stevens of \$4,800.00 as Beaver Park Ranger. She said they also include allowances for food and clothing for full time workers, similar to Public works, to include shirts, boots, and personal protection.

### C. MUNICIPAL REVENUE

Mrs. Tierney reviewed the Municipal revenues using a spread sheet. She explained that Covid 19 has changed how we talk about revenues. She said we saw an increase in Motor Vehicle revenues during Covid due to stimulus checks being issued and a period of time where a grace period was granted by the Governor for registering vehicles. The purchase of new vehicles is going back down, she explained, and it seems appropriate to decrease this line item. She said 2021 was an anomaly due to people buying new cars with stimulus money, now there aren't new cars available to purchase.

Mrs. Tierney said for Interest and Penalties we budgeted \$33,000.00 but we are now estimating that to be \$36,000.00. She said State Revenue Sharing increased by \$855,913.00, and Veterans and Tree Growth stay the same as previous year. She said State roads are going up 2% due to salt and sand costs.

The Sewer reimbursements, Mrs. Tierney explained, are for Finance Director and Town Manager salaries and benefits. She said Water is a 5% increase and Sewer is an 8% increase. She suggested we review it annually, it is good for both the Town and those departments. She also explained the reason is because the Town is the Sewer and Water payroll provider. She said she put Sewer back at 8% instead of 10% to be consistent with past billing.

Mrs. Tierney said the increase in business licenses is due to the Marijuana licensing fees. She said this includes 75% of the licensing for Marijuana businesses, the other 25% goes to the DARE program.

Mrs. Tierney said Electrical permits are being done separately from contractors now, it's the first year we separate them. She confirmed this will be re-evaluated after the first year to make sure it is working for us.

For General Assistance, Mrs. Tierney said we see an increase of \$3,500.00, and the State reimburses is 70%. She said the Sabattus share of the ACO budget is \$19,213.83, Bowdoin is \$11,267.74, and Durham is \$12,134.03, all excluding the Animal Shelter contract. She also said Solid Waste permits will increase to \$35.00 as part of the plan to increase to \$60-\$65 over a series of years. She also pointed out the 20.37% increase in yard items.

Mrs. Tierney said the Beaver Park revenues are restricted to Beaver Park for improvements, and that restricted revenues are not included in the revenues. She said Economic Development numbers are based on the projected budget, and 3% of the Sewer increase of 3.49% due to cost increases. She pointed out that there is also additional Sewer revenue due to new construction.



**D. FINALIZE BUDGET**

*The Chairman, seeing no objections, moved the item to the next agenda.*

**ADJOURNMENT**

The Chairman, seeing no further business, adjourned the meeting at 7:49 PM.

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Lisa M. Ward, Council Secretary  
Town Clerk  
Date Approved: May 3, 2022



April 26, 2022

Ryan A. McGee  
Chief of Police / Interim Town Manager  
Lisbon Police Department  
300 Lisbon Street  
Lisbon, ME 04250

Dear Chief McGee,

Please find enclosed the agreement for services between Midcoast Humane and the Town of Bowdoinham covering the period from July 1, 2022 to June 30, 2023. We ask that you please sign the contract, make a copy for yourself and return the original to me in the envelope provided. After we receive your signed agreement, we will generate an invoice.

**As you will see in the contract, your annual rate has gone from \$13,063.05 to \$14,080.95 because of the change to the town's population as reported by the 2020 Census. Your per capita rate of \$1.45 per resident has not changed.**

Despite the ups and downs of 2021, Midcoast Humane continues to prosper! The renovations to our new sheltering facility at 5 Industrial Parkway in Brunswick are nearing completion, and we expect to move the animals from our Range Road facility in the second quarter of 2022.

Leading the project is our Executive Director, Jess Townsend. Jess has worked in the field of animal welfare for nearly 20 years, and serves on the board of the New England Federation of Humane Societies. We are excited for what the future holds under her guidance.

We value our relationship with the towns we serve, and would welcome the opportunity to answer any questions you may have. Please feel free to contact me at any time.

Sincerely,

Kate Griffith  
Marketing & Communications Manager





## Midcoast Humane and Town of Lisbon Agreement for Services

This agreement, made and entered into on April 28, 2022, by and between the Town of Lisbon, Maine, a municipal corporation hereinafter referred to as the Municipality, and Midcoast Humane, a non-profit corporation established under the laws of the State of Maine, hereinafter referred to as MH. This agreement will cover the contract period beginning July 1, 2022, and ending June 30, 2023.

MH and the Municipality, in consideration of the payments set forth in Section X below, agree as follows:

### **I. Services to be provided**

The services to be performed under this Agreement are for animal shelter management services in accordance with the terms, conditions and specifications contained or referenced herein.

1. MH will furnish, manage and operate animal shelter facilities located at 30 Range Road, in Brunswick, Maine. MH shall be responsible for the day-to-day custodial care of the shelter facility and grounds, including the removal of litter and debris from outdoor areas and for use of all utilities, including, without limitation, electric, gas, water, oil, sewage and telephone.
2. MH will provide adequate food, water, shelter, space, care, treatment and transportation for small domestic companion animals which come into its custody through the following:
  - A. Animals that are voluntarily surrendered by residents of the Municipality.
  - B. Stray animals and impounded animals that are apprehended by the Municipality's Animal Control Officer or authorized employees of the Municipality.
  - C. Stray animals that are found by residents of the Municipality and are brought to MH by such residents.
3. The Municipality is obligated to pick up stray dogs and stray cats and deliver those animals to MH. ("Stray cat" means a cat that is not under the obvious control of an individual, which is reported as being at large for at least two days, and which may appear not to be properly cared for.)
4. A duly authorized representative of the Municipality, customarily the Municipality's Animal Control Officer, hereinafter referred to as the Representative, will be furnished a key to MH's isolation area for the purpose of delivering animals during hours when MH is

not open to the public. During hours when MH is open to the public, the Representative shall deliver animals to the isolation area and shall, in both cases, complete all required paperwork. The Municipality shall at all times provide MH with the name of its Representative and contact information and shall notify MH of any changes. The Municipality shall be responsible for obtaining the key from any former Representative and providing such key to its current Representative.

5. In the event that the Representative delivers an animal to MH, the Municipality shall be responsible for notifying the animal's owner of such impoundment and disclosing the owner's name and address to MH. The Municipality shall be responsible for collecting all fines imposed upon the animal's owner by the Municipality for violation of animal welfare offenses. MH shall release the animal to its owner only upon proof of such payment of all fines and fees, as well as upon the payment by the Municipality or the animal's owner to MH of any fees assessed by MH, as stated below.
6. All animals that are brought to MH by a Representative shall not be removed from MH by a Representative other than upon the written authorization of MH.
7. Any Representative that picks up sick or injured animals must call MH to see if a veterinarian is on premises before bringing said animals to MH. If no veterinarian is at MH, the animals must be brought to a different veterinary clinic or like facility for care. If an MH veterinarian is on premises, the veterinarian will give his/her recommendation on whether MH is able to treat the animal or whether it needs to be transported to another veterinary clinic or like facility. The Municipality acknowledges that MH may be limited in its ability to treat all injuries due to limited space or lack of equipment (e.g., x-ray machine, etc.). MH, in its sole discretion may elect to refuse or accept delivery of sick or injured animals and procure the veterinary care it deems necessary and appropriate. Municipality agrees to reimburse MH for the costs of emergency and required veterinary care within ten (10) days from the receipt of an invoice. At no time will the Municipality deliver any injured animal to the shelter during hours other than regular business hours unless municipality has made prior arrangements with MH. The cost of transporting animals that cannot be treated at MH, as well as the cost of such treatment at another veterinary clinic, will be borne by the Municipality if such costs are incurred during the mandatory waiting periods as required by State of Maine statutes.
8. MH will be responsible for finding "forever homes" and placement for all animals in its care. Whenever the ownership of an animal is ascertained, MH shall make a reasonable effort to notify the owner of the animal within 24 hours of determining the animal's owner.
9. In the event that euthanasia is required for reasons for public safety or welfare or in satisfaction of any obligation of the Municipality, MH shall be responsible for the humane euthanasia of any animal in its care using methods approved by the State of Maine.
10. MH will maintain regularly scheduled business hours at the animal shelter for the convenience of the public and for the purpose of transacting business in connection with the duties under this agreement and for the purpose of receiving animals or for accepting applications for the redemption of impounded animals. From time to time, MH may close



due to weather conditions, staff training, or other unforeseeable circumstances. Notice of any closings will be provided to the public as far in advance as possible.

11. MH will appoint competent and qualified agents for the carrying out of the responsibilities under this agreement, such agents to be responsible to the MH Board of Directors.
12. MH contact personnel, available to the Municipality during regular MH business hours, are as follows:
  - Erika Wood, Animal Care Manager: 207-449-1366 ext. 206

In the event that this person is no longer employed by MH, MH will notify the Municipality and furnish the Municipality with the contact information for their successors.

13. MH shall provide systems to monitor medical and other information on each shelter animal.
14. On request of a resident of the Municipality, MH shall provide a list of the names and telephone numbers of the Municipality's Animal Control Officer(s) and animal care providers who are available and on call for emergency services.
15. MH alone retains sole discretion to refuse delivery of one or more animals where such delivery renders MH unable to provide appropriate housing and/or disposition of delivered animals.

## **II. Ownership of dogs**

MH will adhere to the mandatory waiting periods and ownership requirements for uncontrolled dogs as articulated in Title 7 M.R.S.A. §3913 and any amendments thereto.

## **III. Ownership of cats**

MH will adhere to the mandatory waiting periods and ownership requirements for stray cats as articulated in Title 7 M.R.S.A. §3919 et seq. and any amendments thereto.

## **IV. Public service programs**

MH shall provide at its sole cost and expense the following services:

1. A reduced-cost spay-neuter program for any animal owned by a resident of the Municipality, except that, in the event that MH determines that it is no longer feasible to offer such spay/neuter program, MH shall no longer be under any obligation to do so.
2. A volunteer program to encourage support for MH and its operation of the shelter.
3. Events designed to promote animal adoptions and to educate the public about animal welfare and the benefits of sheltering in general.

4. An adoption program designed to ensure that MH identifies and secures humane, permanent homes for the animals under its care.
5. MH makes every effort to promote Trap, Neuter and Return (TNR) for feral cats, and return feral cats that are spayed or neutered, vaccinated and ear tipped to the originating location when possible, and promote caregiver volunteerism and guardianship. The Town of Lisbon agrees to work with MH and the community to permit and encourage TNR as the preferred method of dealing with feral cats. MH will accept confined stray cats, but recommends that cats believed to be strays be given a few days to return to their homes before they are fed or confined and considered to be lost or homeless.

#### **V. Adoption fees and recordkeeping**

1. MH will collect all adoption fees and shall keep proper financial records to account for same. MH will permit the Municipality, at all reasonable times, to inspect and audit such records and shall make such reports of funds received as required by statute or regulation.
2. MH shall keep full and accurate records of all animals taken into custody, showing the date, place, reason and manner whereby animals were brought into custody, with a description of the animal and a record of its final disposition.

#### **VI. Indemnification**

1. The Municipality shall indemnify and hold harmless MH, its employees, directors, officers and agents from all demands, claims, causes of action or judgments, and from all expenses that may be incurred in investigating or resisting the same, arising from, or growing out of, any act or neglect of the Municipality, its employees, contractors or agents, in connection with the seizure, transportation or maintenance of stray dogs and cats during the mandatory waiting periods prescribed in Title 7 M.R.S.A. §3913, 3919 and 3919-A.
2. MH will indemnify and hold harmless the Municipality, its employees, directors, officers and agents from all demands, claims, causes of action or judgments, and from all expenses that may be incurred in investigating or resisting the same, arising from, or growing out of, any act or neglect of MH, its employees, contractors or agents, in connection with the operation of MH.

#### **VII. Insurance**

MH shall procure and maintain during the term of this agreement comprehensive general liability coverage that shall protect MH from claims of damages for personal injury including accidental and wrongful death, as well as claims arising from services rendered under this agreement, whether such services be by MH, by any subcontractor, or anyone employed directly or indirectly by either of them.

#### **VIII. Agreement not assignable**



MH shall not have the right, authority, or power to sell, mortgage, or assign this agreement or the powers granted to it, or any interest therein, nor any right, power or authority to allow or permit any other person or party to have any interest in the services outlined in this agreement without the written consent of the Municipality.

#### **IX. MH's independent capacity from Municipality**

MH, its officers, employees, directors, agents and volunteers shall act independently of Municipality and not as officers, employees, agents or volunteers of Municipality.

#### **X. Payment**

1. In compliance with the terms and conditions of this agreement, the Municipality shall agree to pay the following to MH for the performance of its obligations and responsibilities:

The annual agreed payment shall be computed on the basis of \$1.45 per capita of the human population of the Town of Lisbon. For purposes of this computation, MH has relied on the population count as reported in the most recent official census – 9,711 residents. Accordingly, based on the Town of Lisbon's 2020 census, the Municipality shall pay MH a flat annual fee of \$14,080.95.

2. Services NOT covered by the above computation that would result in additional payments to MH may include, but are not necessarily limited to:

- A. An instance when any animal brought to MH by the Municipality appears to be infected with rabies. In such instances, the Municipality shall be responsible for any veterinary fees and for transporting laboratory specimens for testing.
- B. Instances in which, because of a pending legal action, an animal is boarded at MH at the request of the Municipality for a period in excess of eight days, the Municipality shall pay MH a boarding fee of \$20.00 per dog, \$10.00 per cat, \$5.00 per small animal and \$5.00 per bird for each day over the eight days. These boarding fees include the State of Maine's fees as listed in Title 7 M.R.S.A §3919-C where compensation for a dog or cat is \$5 a day, compensation for a female cat or dog with a litter that has not been weaned is \$8 a day, compensation for a rabbit is \$2 a day and compensation for a bird is \$1 a day. The boarding fees collected by MH as listed above include the additional cost of staffing and observation borne by MH. MH reserves the right to refuse boarding of animals for any Municipality that intends to pay the fees listed in Title 7 M.R.S.A §3919-C alone.
- C. Animals that are legally impounded by the Municipality and boarded at MH. In these instances, MH shall be paid \$20.00 per dog per night, \$10.00 per cat per night, \$5.00 per small animal per night and \$5.00 per bird per night. These boarding fees include the State of Maine's fees as listed in Title 7 M.R.S.A §3919-C where compensation for a dog or cat is \$5 a day, compensation for a female cat or dog with a litter that has not been weaned is \$8 a day, compensation for a rabbit is \$2 a day and compensation for a bird is \$1 a day. The boarding fees collected by MH as listed above include the additional cost of staffing and observation borne by MH.

MH reserves the right to refuse boarding of animals for any Municipality that intends to pay the fees listed in Title 7 M.R.S.A §3919-C alone.

- D. During the six-day waiting period as prescribed by Title 7 M.R.S.A. §3913 for dogs, the Municipality shall be responsible for the payment of all veterinary services furnished outside MH as described above in this agreement.
- E. During the waiting periods prescribed by Title 7 M.R.S.A. §3919 and 3919-A, for cats (with an ID), the 48-hour waiting period for unidentified cats and the 24-hour waiting period for feral cats, the Municipality shall be responsible for the payment of all veterinary services furnished outside of MH, as described above in this agreement.
- F. In the case of seizures due to cruelty and/or neglect, costs and fees for animal care are the Municipality's responsibility.
- G. MH has the capacity to provide veterinary support in cases of seizure due to cruelty and/or neglect, but these supports are only available for animals in its care. MH retains the right to place animals pending legal action into foster homes with established fosters, but will not provide medical care or assistance with case animals that the Municipality Representative chooses to manage and foster outside of MH.

#### **XI. Agreement terms**

It is mutually understood and agreed by the parties hereto that this agreement shall continue in effect for a period of one year from the date hereof. However, it is fully agreed that this agreement may be terminated by either party upon 90 days written notice to the other party of an intention to terminate this agreement or enter into a new agreement.

It is mutually understood and agreed by the parties hereto that the Municipality will defend this agreement with all due and proper diligence should it be challenged by any action in law. This agreement is intended by the parties hereto as the final and exclusive expression of the provisions contained in this agreement, and it supersedes and replaces any and all prior or contemporaneous agreements and understandings, oral or written, in connection therewith, between the parties hereto. This agreement may be modified or changed only upon the written consent of the parties hereto.

In the performance of this agreement, the Municipality shall abide by all MH regulations as they presently exist and as they may hereafter be amended.

#### **XII. Applicable law**

The parties hereto agree that this agreement shall be construed and governed by the laws of the State of Maine and that, in the event of a conflict between the provisions of this agreement and any State of Maine statute, the State of Maine law will control, with the exception that, in the event that any animal boarding rates contained herein are in excess of any State of Maine statutory rates, the rates contained herein will control. Boarding fees, as stated above, reflect the State of Maine's



fees as listed in Title 7 M.R.S.A §3919-C in addition to the cost of staffing and observation borne by MH. MH reserves the right to refuse boarding of animals for any Municipality that intends to pay the fees listed in Title 7 M.R.S.A §3919-C alone.

MH agrees that all animal shelter management services performed for the Municipality shall be performed in full compliance with the applicable Federal and State of Maine laws, regulations and guidelines for such services.

It is understood and agreed by the Municipality and MH that, in the event the Municipality's animal control ordinances are revised in such a way as to cause a substantial increase in the level of services to be performed by MH under this agreement, then such revisions shall not be covered by this agreement and the parties shall enter into negotiations regarding amendments to this agreement to address such revisions.

In witness whereof, the parties signify their acceptance of this agreement by their execution below.

TOWN OF LISBON, MAINE

By: _____	Date: _____
Authorized Representative	
_____	Date: _____
Print Name and Title	
_____	Date: _____
Witness Signature	

MIDCOAST HUMANE

By: _____	Date: _____
Kate Griffith, Marketing & Communications Manager	
_____	Date: _____
Witness Signature	

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## MEMORANDUM FROM THE PUBLIC WORKS DIRECTOR

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**TO:** RYAN MCGEE, INTERIM TOWN MANAGER  
**FROM:** RANDY CYR, PUBLIC WORKS DIRECTOR  
**SUBJECT:** 2022-2023 STREET RESURFACING PROGRAM  
**DATE:** APRIL 01, 2022

---

Town of Lisbon, Public Works Department sent a request for Bids regarding the Street Resurfacing Program.

Bids were sent on March 18, 2022, to all companies wanting to submit. The cut off time for submission of all sealed bids to the town was April 01, 2022 @ 10:00 am.

The companies that were sent a request for bids were Glidden Excavation, Spencer Group Paving, All States Asphalt, Crooker Construction, St. Laurent & Sons, Pike Industries, Gendron Corp, Northeast Paving, Shaw Brothers Construction, P and B Paving.

The bids received and opened are as followed:

1. Glidden Excavation - \$618,773.00
2. **Spencer Group Paving, LLC - \$510,891.60**
3. Northeast Paving - \$662,171.00
4. Crooker Construction - \$582,094.00
5. St. Laurent & Sons - \$547,354.10

After thorough review of each submitted bid, I recommend that the winning bid go to Spencer Group Paving, LLC, due to the lower cost and all work performed will meet our specification needs. Be advised that Spencer's bid came in \$35,891.60 over budget.

Furthermore, I have spoken with Spencer Group and they understand we only have a budget of \$475,000. To ensure the town stays within budget, Spencer Group has furnished us with their plan via memo.

See next page for memorandum from Spencer Group.



# Spencer

Group Paving 207-225-2159

11 General Turner Hill Rd  
Turner Me 04282

Name: Town of Lisbon  
Street:  
City/State:

Project: 2022 Paving  
Town:  
Date: 4/12/22

## Change Order

Spencer Group acknowledges the town has a budget of \$475,000.00  
We will keep track of the budget as we proceed with the paving to not exceed the budget. The Dumas Rd and Angel st will be done last as to not exceed the budget

Dennis Spencer

## Acceptance of proposal

Please sign and return one copy

This contract is void if not signed  
And returned in 30 days  
you are authorizing to do the work  
proposed above

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_

Street Resurfacing Program Bid Opening  
April 01, 2022  
Council Chambers  
10:00 am

Present: Kayla Tierney, Finance Director  
Brenda Martin, Accounts Payable

The following bids were received for the Street Resurfacing Program and publicly opened:

Glidden Excavation 326 New Portland Rd Gorham, ME 04038	\$618,773.00
Spencer Group Paving, LLC 11 General Turner Hill Rd Turner, ME 04282	\$510,891.60
Northeast Paving 953 Odlin Rd Bangor, ME 04401	\$662,171.00
Crooker Construction 103 Lewiston Rd PO Box 5001 Topsham, ME 04086	\$582,094.00
St. Laurent & Sons 20 Highland Spring Rd Lewiston, ME 04240	\$547,354.10



**TOWN OF LISBON**  
**2022-2023 STREET RESURFACING PROGRAM**  
**BID NO. 2022-003**  
**PROPOSAL**

To: Town Manager  
Lisbon Town Office,  
300 Lisbon Street  
Lisbon, Maine 04250

The undersigned hereby declares that he/she has carefully examined the location of the proposed work, the proposed Contract Form and the Contract Documents therein referred to and that he/she proposes and agrees, if this Proposal is accepted, that he/she will contract with the Town of Lisbon, by its Town Manager, to provide all machinery, tools, labor, equipment and other means of construction and to do all the work and furnish all the materials, except those specified in the Specifications to be furnished by the Town, necessary to complete the work in the manner and time therein prescribed, in accordance with the conditions and requirements set forth in the Contract Documents and the requirements of the Director of Public Works as provided for therein; and that he/she will accept in full payment therefore the following sums to wit:

NO.	ITEM DESCRIPTION	QTY.	UNIT	UNIT COST	COST
1.	Furnish & Install 12.5mm HMA Surface Course	836	Tons:	\$ 83.00 /Ton	\$ 69,388.00
2.	Furnish & Install 9.5mm FINE HMA Shim & Surface Course	3,749	Tons:	\$ 88.00 /Ton	\$ 329,912.00
3.	Furnish & Install Hand Placed HMA	150	Tons:	\$ 136.00 /Ton	\$ 20,400.00
4.	Cold Planing of Butt Joints on Various Streets or Driveways	500	SY:	\$ 12.00 /SY	\$ 6,000.00
5.	Application of Bituminous Tack	1,000	Gals:	\$ 2.42 /Gals	\$ 2,420.00
6.	Driveway Preparation	300	SY:	\$ 12.00 /SY	\$ 3,600.00
7.	Cold Planing of Various Streets	1,400	SY:	\$ 12.00 /SY	\$ 16,800.00
8.	Reclaim Existing Asphalt Pavement	---	SY:	— /SY	—
9.	Lower & Adjust Catch Basin Covers and Grates to Grade (0" - 6")	37	CY:	\$ 650.00 EA	\$ 24,050.00
10.	Furnish & Install Loam, Seed & Mulch	350	SY:	\$ 8.50 /SY	\$ 2,975.00
11.	Flaggers	1	HR:	— /HR	—
12.	Traffic Control	1	LS:	\$ 39,225.00 LS	\$ 39,225.00
13.	Miscellaneous and Clean Up	1	LS:	\$ 32,145.00 LS	\$ 32,145.00
14.	Mobilization	1	LS:	\$ 66,858.00 LS	\$ 66,858.00
TOTAL:					\$ 618,773.00

The undersigned further agrees that, after notification by the Town Manager of the acceptance of his/her Proposal and the readiness of the Contract for signature, he/she will execute the Contract and furnish the required Bonds within ten (10) days, Saturdays, Sundays and Holidays, excepted, and that he/she will commence the work within ten (10) days after the execution of the Contract and deliverance of the Bonds, unless otherwise specified in the Supplemental Specifications or directed by the Director of Public Works in writing and that he/she will prosecute the work to its completion within the time limit specified in the Supplemental Specifications.

The undersigned further agrees that there shall be deducted from monies due the Contractor, not as a penalty, but as inspection costs, the sum of five hundred (\$500.00) dollars for each working day beyond the time limit specified in the Supplemental Specifications which is required by the Contractor to complete the whole work to the satisfaction of the Director of Public Works.

The undersigned further agrees that in the employment of labor, preference will be given, all other things being equal, to the citizens of Lisbon and of the State of Maine, in that order.

The undersigned hereby further declares that the only persons or parties interested in this Proposal, as principals, are named below; that the Proposal is made without any connection with any other person or party making any proposal for the same work; and that no person acting for or employed by the Town of Lisbon is directly or indirectly interested in this Proposal or in any Contract which may be made under it or in profits expected to arise therefrom, except as provided by the Town Charter. The full names and addresses of all persons and parties interested in this Proposal, as principals, are as follows: (Give first and last names in full, and in the case of a Corporation, give names and addresses of President, Treasurer, and Manager; and in case of a Partnership, give names and addresses of members):

EARLE E GLIDDEN, JR 17 INDIAN CAMP WAY GORHAM ME 04038

Accompanying this Proposal is a bid security deposit in the amount of (5% of Bid Price) of (\$ BID BOND) which is to become the property of the Town of Lisbon, by forfeiture, if the undersigned fails, after notification by the Town Manager of the acceptance of his/her Proposal, to execute a contract with the Town and furnish the required Bonds within the time agreed to herein; or, in case the undersigned withdraws his/her Proposal within thirty (30) days after the opening of the Proposals. Otherwise, the deposit will be returned to the undersigned in accordance with the provisions in the Notice to Contractors.

Company Name:

GLIDDEN EXCAVATING & PAULING, INC.

Address:

326 NEW PORTLAND RD

GORHAM ME 04038

Signature

St. P.

Printed Name and title:

STEVEN A PIELA - CONSTRUCTION MANAGER

Firm's IRS ID #

01-0536043

Date

4/1/2022



Telephone Number

Fax #

E-Mail Address

(207) 856-9990

(207) 856-9998

Steve@gliddenpaving.com

**TOWN OF LISBON**  
**2022-2023 STREET RESURFACING PROGRAM**  
**BID NO. 2022-003**  
**PROPOSAL**

To: Town Manager  
Lisbon Town Office,  
300 Lisbon Street  
Lisbon, Maine 04250

The undersigned hereby declares that he/she has carefully examined the location of the proposed work, the proposed Contract Form and the Contract Documents therein referred to and that he/she proposes and agrees, if this Proposal is accepted, that he/she will contract with the Town of Lisbon, by its Town Manager, to provide all machinery, tools, labor, equipment and other means of construction and to do all the work and furnish all the materials, except those specified in the Specifications to be furnished by the Town, necessary to complete the work in the manner and time therein prescribed, in accordance with the conditions and requirements set forth in the Contract Documents and the requirements of the Director of Public Works as provided for therein; and that he/she will accept in full payment therefore the following sums to wit:

NO.	ITEM DESCRIPTION	QTY.	UNIT	UNIT COST	COST
1.	Furnish & Install 12.5mm HMA Surface Course	836	Tons:	<u>84.10/Ton</u>	<u>70,307.60</u>
2.	Furnish & Install 9.5mm FINE HMA Shim & Surface Course	3,749	Tons:	<u>91.00/Ton</u>	<u>341,159.00</u>
3.	Furnish & Install Hand Placed HMA	150	Tons:	<u>150.00/Ton</u>	<u>\$22,500.00</u>
4.	Cold Planing of Butt Joints on Various Streets or Driveways	500	SY:	<u>\$12.00/SY</u>	<u>\$6,000.00</u>
5.	Application of Bituminous Tack	1,000	Gals:	<u>\$8.00/Gals</u>	<u>\$8,000.00</u>
6.	Driveway Preparation	300	SY:	<u>\$12.00/SY</u>	<u>\$3,600.00</u>
7.	Cold Planing of Various Streets	<del>1,400</del>	SY:	<u>—</u> /SY	<u>—</u>
8.	Reclaim Existing Asphalt Pavement	—	SY:	<u>—</u> /SY	<u>—</u>
9.	Lower & Adjust Catch Basin Covers and Grates to Grade (0" - 6")	37	CY:	<u>\$750</u> EA	<u>\$27,750.00</u>
10.	Furnish & Install Loam, Seed & Mulch	350	SY:	<u>\$6.00/SY</u>	<u>\$2,100.00</u>
11.	Flaggers	1	HR:	<u>—</u> /HR	<u>—</u>
12.	Traffic Control	1	LS:	<u>—</u> LS	<u>\$7,200.00</u>
13.	Miscellaneous and Clean Up	1	LS:	<u>—</u> LS	<u>\$5,000.00</u>
14.	Mobilization	1	LS:	<u>—</u> LS	<u>\$17,275.00</u>
TOTAL:					<u>\$510,891.60</u>



The undersigned further agrees that, after notification by the Town Manager of the acceptance of his/her Proposal and the readiness of the Contract for signature, he/she will execute the Contract and furnish the required Bonds within ten (10) days, Saturdays, Sundays and Holidays, excepted, and that he/she will commence the work within ten (10) days after the execution of the Contract and deliverance of the Bonds, unless otherwise specified in the Supplemental Specifications or directed by the Director of Public Works in writing and that he/she will prosecute the work to its completion within the time limit specified in the Supplemental Specifications.

The undersigned further agrees that there shall be deducted from monies due the Contractor, not as a penalty, but as inspection costs, the sum of five hundred (\$500.00) dollars for each working day beyond the time limit specified in the Supplemental Specifications which is required by the Contractor to complete the whole work to the satisfaction of the Director of Public Works.

The undersigned further agrees that in the employment of labor, preference will be given, all other things being equal, to the citizens of Lisbon and of the State of Maine, in that order.

The undersigned hereby further declares that the only persons or parties interested in this Proposal, as principals, are named below; that the Proposal is made without any connection with any other person or party making any proposal for the same work; and that no person acting for or employed by the Town of Lisbon is directly or indirectly interested in this Proposal or in any Contract which may be made under it or in profits expected to arise therefrom, except as provided by the Town Charter. The full names and addresses of all persons and parties interested in this Proposal, as principals, are as follows: (Give first and last names in full, and in the case of a Corporation, give names and addresses of President, Treasurer, and Manager; and in case of a Partnership, give names and addresses of members):

Accompanying this Proposal is a bid security deposit in the amount of **(5% of Bid Price)** of (\$510,891.60) which is to become the property of the Town of Lisbon, by forfeiture, if the undersigned fails, after notification by the Town Manager of the acceptance of his/her Proposal, to execute a contract with the Town and furnish the required Bonds within the time agreed to herein; or, in case the undersigned withdraws his/her Proposal within thirty (30) days after the opening of the Proposals. Otherwise, the deposit will be returned to the undersigned in accordance with the provisions in the Notice to Contractors.

Company Name:

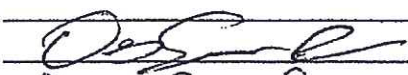
Address:

Signature

Printed Name and title:

Firm's IRS ID #

Date

Spencer Group Paving  
11 General Turner Hill Rd  
Turner ME 04282  
  
Dennis Spencer VP President  
46-1478994  
4-1-22

Telephone Number

Fax #

E-Mail Address

207-225-2159

207-225-2158

dSpencer9@yahoo.com



**TOWN OF LISBON**  
**2022-2023 STREET RESURFACING PROGRAM**  
**BID NO. 2022-003**  
**PROPOSAL**

To: Town Manager  
Lisbon Town Office,  
300 Lisbon Street  
Lisbon, Maine 04250

The undersigned hereby declares that he/she has carefully examined the location of the proposed work, the proposed Contract Form and the Contract Documents therein referred to and that he/she proposes and agrees, if this Proposal is accepted, that he/she will contract with the Town of Lisbon, by its Town Manager, to provide all machinery, tools, labor, equipment and other means of construction and to do all the work and furnish all the materials, except those specified in the Specifications to be furnished by the Town, necessary to complete the work in the manner and time therein prescribed, in accordance with the conditions and requirements set forth in the Contract Documents and the requirements of the Director of Public Works as provided for therein; and that he/she will accept in full payment therefore the following sums to wit:

NO.	ITEM DESCRIPTION	QTY.	UNIT	UNIT COST	COST
1.	Furnish & Install 12.5mm HMA Surface Course	836	Tons:	<u>\$83.00/Ton</u>	<u>\$69,388.00</u>
2.	Furnish & Install 9.5mm FINE HMA Shim & Surface Course	3,749	Tons:	<u>\$94.00 /Ton</u>	<u>\$352,406.00</u>
3.	Furnish & Install Hand Placed HMA	150	Tons:	<u>\$180.00 /Ton</u>	<u>\$27,000.00</u>
4.	Cold Planing of Butt Joints on Various Streets or Driveways	500	SY:	<u>\$20.00 /SY</u>	<u>\$10,000.00</u>
5.	Application of Bituminous Tack	1,000	Gals:	<u>\$10.00 /Gals</u>	<u>\$10,000.00</u>
6.	Driveway Preparation	300	SY:	<u>\$18.00 /SY</u>	<u>\$5,400.00</u>
7.	Cold Planing of Various Streets	1,400	SY:	<u>\$12.75 /SY</u>	<u>\$17,850.00</u>
8.	Reclaim Existing Asphalt Pavement	---	SY:	<u>— /SY</u>	<u>—</u>
9.	Lower & Adjust Catch Basin Covers and Grates to Grade (0" - 6")	37	CY:	<u>\$1,150.00 EA</u>	<u>\$42,550.00</u>
10.	Furnish & Install Loam, Seed & Mulch	350	SY:	<u>\$20.00/SY</u>	<u>\$7,000.00</u>
11.	Flaggers	1	HR:	<u>— /HR</u>	<u>—</u> <i>Included In Unit Prices</i>
12.	Traffic Control	1	LS:	<u>\$4,500.00 LS</u>	<u>\$4,500.00</u>
13.	Miscellaneous and Clean Up	1	LS:	<u>\$18,000.00 LS</u>	<u>\$18,000.00</u>
14.	Mobilization	1	LS:	<u>\$18,000.00 LS</u>	<u>\$18,000.00</u>
TOTAL:					<u>\$582,094.00</u>

**TOWN OF LISBON**  
**2022-2023 STREET RESURFACING PROGRAM**  
**BID NO. 2022-003**  
**PROPOSAL**

To: Town Manager  
Lisbon Town Office,  
300 Lisbon Street  
Lisbon, Maine 04250

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NO.	ITEM DESCRIPTION	QTY.	UNIT	UNIT COST	COST
1.	Furnish & Install 12.5mm HMA Surface Course	836	Tons:	<u>\$93.00 /Ton</u>	<u>\$77,748.00</u>
2.	Furnish & Install 9.5mm FINE HMA Shim & Surface Course	3,749	Tons:	<u>\$102.00 /Ton</u>	<u>\$382,398.00</u>
3.	Furnish & Install Hand Placed HMA	150	Tons:	<u>\$200.00 /Ton</u>	<u>\$30,000.00</u>
4.	Cold Planing of Butt Joints on Various Streets or Driveways	500	SY:	<u>\$16.00 /SY</u>	<u>\$8,000.00</u>
5.	Application of Bituminous Tack	1,000	Gals:	<u>\$8.00 /Gals</u>	<u>\$8,000.00</u>
6.	Driveway Preparation	300	SY:	<u>\$16.00 /SY</u>	<u>\$4,800.00</u>
7.	Cold Planing of Various Streets	1,400	SY:	<u>\$5.25 /SY</u>	<u>\$7,350.00</u>
8.	Reclaim Existing Asphalt Pavement	---	SY:	<u>No Bid /SY</u>	<u>No Bid</u>
9.	Lower & Adjust Catch Basin Covers and Grates to Grade (0" - 6")	37	CY:	<u>\$1,300.00 EA</u>	<u>\$48,100.00</u>
10.	Furnish & Install Loam, Seed & Mulch	350	SY:	<u>\$6.50 /SY</u>	<u>\$2,275.00</u>
11.	Flaggers	1	LS:	<u>\$17,000.00 LS</u>	<u>\$17,000.00</u>
12.	Traffic Control	1	LS:	<u>\$7,000.00 LS</u>	<u>\$7,000.00</u>
13.	Miscellaneous and Clean Up	1	LS:	<u>\$3,500.00 LS</u>	<u>\$3,500.00</u>
14.	Mobilization	1	LS:	<u>\$66,000.00 LS</u>	<u>\$66,000.00</u>
TOTAL:					<u>\$662,171.00</u>



The undersigned further agrees that, after notification by the Town Manager of the acceptance of his/her Proposal and the readiness of the Contract for signature, he/she will execute the Contract and furnish the required Bonds within ten (10) days, Saturdays, Sundays and Holidays, excepted, and that he/she will commence the work within ten (10) days after the execution of the Contract and deliverance of the Bonds, unless otherwise specified in the Supplemental Specifications or directed by the Director of Public Works in writing and that he/she will prosecute the work to its completion within the time limit specified in the Supplemental Specifications.

The undersigned further agrees that there shall be deducted from monies due the Contractor, not as a penalty, but as inspection costs, the sum of five hundred (\$500.00) dollars for each working day beyond the time limit specified in the Supplemental Specifications which is required by the Contractor to complete the whole work to the satisfaction of the Director of Public Works.

The undersigned further agrees that in the employment of labor, preference will be given, all other things being equal, to the citizens of Lisbon and of the State of Maine, in that order.

The undersigned hereby further declares that the only persons or parties interested in this Proposal, as principals, are named below; that the Proposal is made without any connection with any other person or party making any proposal for the same work; and that no person acting for or employed by the Town of Lisbon is directly or indirectly interested in this Proposal or in any Contract which may be made under it or in profits expected to arise therefrom, except as provided by the Town Charter. The full names and addresses of all persons and parties interested in this Proposal, as principals, are as follows: (Give first and last names in full, and in the case of a Corporation, give names and addresses of President, Treasurer, and Manager; and in case of a Partnership, give names and addresses of members):

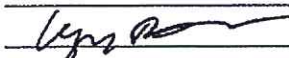
Alan M. Cahill – President & CEO – Orlando, Florida

Rodney Lane – Senior Vice President & Secretary – Bangor, Maine

Brad Regner – Vice President & Treasurer – Pittsburgh, Pennsylvania

Wayne A. Berry – Maine Division Manager - Lincoln, Maine

Accompanying this Proposal is a bid security deposit in the amount of **(5% of Bid Price) of (\$33,109.<sup>00</sup>)** which is to become the property of the Town of Lisbon, by forfeiture, if the undersigned fails, after notification by the Town Manager of the acceptance of his/her Proposal, to execute a contract with the Town and furnish the required Bonds within the time agreed to herein; or, in case the undersigned withdraws his/her Proposal within thirty (30) days after the opening of the Proposals. Otherwise, the deposit will be returned to the undersigned in accordance with the provisions in the Notice to Contractors.

<u>Company Name:</u>	<u>Eurovia Atlantic Coast, LLC. dba Northeast Paving</u>
<u>Address:</u>	<u>953 Odlin Road</u>
	<u>Bangor, ME 04401</u>
<u>Signature</u>	
<u>Printed Name and title:</u>	<u>Wayne A. Berry - Division Manager</u>
<u>Firm's IRS ID #</u>	<u>83-1881577</u>
<u>Date</u>	<u>03/25/2022</u>
<u>Telephone Number</u>	<u>207-945-0873</u>

Fax #

207-945-0874

E-Mail Address

maineestimating@eurovia.us



The undersigned further agrees that, after notification by the Town Manager of the acceptance of his/her Proposal and the readiness of the Contract for signature, he/she will execute the Contract and furnish the required Bonds within ten (10) days, Saturdays, Sundays and Holidays, excepted, and that he/she will commence the work within ten (10) days after the execution of the Contract and deliverance of the Bonds, unless otherwise specified in the Supplemental Specifications or directed by the Director of Public Works in writing and that he/she will prosecute the work to its completion within the time limit specified in the Supplemental Specifications.

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Thomas C. Sturgeon - President & CEO - Bowdoinham, ME  
Patty LaChance - Oakland, ME - Secretary

Accompanying this Proposal is a bid security deposit in the amount of **(5% of Bid Price)** of **(\$582,094.00)** which is to become the property of the Town of Lisbon, by forfeiture, if the undersigned fails, after notification by the Town Manager of the acceptance of his/her Proposal, to execute a contract with the Town and furnish the required Bonds within the time agreed to herein; or, in case the undersigned withdraws his/her Proposal within thirty (30) days after the opening of the Proposals. Otherwise, the deposit will be returned to the undersigned in accordance with the provisions in the Notice to Contractors.

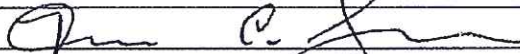
Company Name:

Crooker Construction, LLC

Address:

103 Lewiston Rd. P.O. Box 5001  
Topsham, ME 04086-5001

Signature



Printed Name and title:

Thomas C. Sturgeon President & CEO

Firm's IRS ID #

01-0262313

Date

April 1, 2022

Telephone Number

(207) 729-3331

Fax #

(207) 725-0926

E-Mail Address

brett@crooker.com

### Acknowledgements:

- Email Received 3/23/22 From Ray Soucy Regarding Change in Scope on River Rd. & an Updated RFP
- Email Received 3/23/22 From Ray Soucy Regarding Change in Scope on Farnsworth St.
- Email Received on 3/30/22 From Ray Soucy Regarding Flagging & Planning Items



**TOWN OF LISBON**  
**2022-2023 STREET RESURFACING PROGRAM**  
**BID NO. 2022-003**  
**PROPOSAL**

To: Town Manager  
Lisbon Town Office,  
300 Lisbon Street  
Lisbon, Maine 04250

The undersigned hereby declares that he/she has carefully examined the location of the proposed work, the proposed Contract Form and the Contract Documents therein referred to and that he/she proposes and agrees, if this Proposal is accepted, that he/she will contract with the Town of Lisbon, by its Town Manager, to provide all machinery, tools, labor, equipment and other means of construction and to do all the work and furnish all the materials, except those specified in the Specifications to be furnished by the Town, necessary to complete the work in the manner and time therein prescribed, in accordance with the conditions and requirements set forth in the Contract Documents and the requirements of the Director of Public Works as provided for therein; and that he/she will accept in full payment therefore the following sums to wit:

NO.	ITEM DESCRIPTION	QTY.	UNIT	UNIT COST	COST
1.	Furnish & Install 12.5mm HMA Surface Course	836	Tons:	<u>85.<sup>50</sup></u> /Ton	<u>71,478.<sup>00</sup></u>
2.	Furnish & Install 9.5mm FINE HMA Shim & Surface Course	3,749	Tons:	<u>88.<sup>20</sup></u> /Ton	<u>333,286.<sup>10</sup></u>
3.	Furnish & Install Hand Placed HMA	150	Tons:	<u>245.<sup>00</sup></u> /Ton	<u>36,750.<sup>00</sup></u>
4.	Cold Planing of Butt Joints on Various Streets or Driveways	500	SY:	<u>14.<sup>00</sup></u> /SY	<u>7,000.<sup>00</sup></u>
5.	Application of Bituminous Tack	1,000	Gals:	<u>18.<sup>00</sup></u> /Gals	<u>18,000.<sup>00</sup></u>
6.	Driveway Preparation	300	SY:	<u>25.<sup>00</sup></u> /SY	<u>7,500.<sup>00</sup></u>
7.	Cold Planing of Various Streets	1,400	SY:	<u>N/A</u> /SY	<u>N/A</u>
8.	Reclaim Existing Asphalt Pavement	—	SY:	<u>—</u> /SY	<u>—</u>
9.	Lower & Adjust Catch Basin Covers and Grates to Grade (0" - 6")	37	CY:	<u>750.<sup>00</sup></u> EA	<u>27,750.<sup>00</sup></u>
10.	Furnish & Install Loam, Seed & Mulch	350	SY:	<u>33.<sup>00</sup></u> /SY	<u>11,550.<sup>00</sup></u>
11.	Flaggers	1	HR:	<u>40.<sup>00</sup></u> /HR	<u>40.<sup>00</sup></u>
12.	Traffic Control	1	LS:	<u>6,000.<sup>00</sup></u> LS	<u>6,000.<sup>00</sup></u>
13.	Miscellaneous and Clean Up	1	LS:	<u>3,000.<sup>00</sup></u> LS	<u>3,000.<sup>00</sup></u>
14.	Mobilization	1	LS:	<u>25,000.<sup>00</sup></u> LS	<u>25,000.<sup>00</sup></u>
TOTAL:					<u>\$ 547,354.<sup>10</sup></u>

The undersigned further agrees that, after notification by the Town Manager of the acceptance of his/her Proposal and the readiness of the Contract for signature, he/she will execute the Contract and furnish the required Bonds within ten (10) days, Saturdays, Sundays and Holidays, excepted, and that he/she will commence the work within ten (10) days after the execution of the Contract and deliverance of the Bonds, unless otherwise specified in the Supplemental Specifications or directed by the Director of Public Works in writing and that he/she will prosecute the work to its completion within the time limit specified in the Supplemental Specifications.

The undersigned further agrees that there shall be deducted from monies due the Contractor, not as a penalty, but as inspection costs, the sum of five hundred (\$500.00) dollars for each working day beyond the time limit specified in the Supplemental Specifications which is required by the Contractor to complete the whole work to the satisfaction of the Director of Public Works.

The undersigned further agrees that in the employment of labor, preference will be given, all other things being equal, to the citizens of Lisbon and of the State of Maine, in that order.

The undersigned hereby further declares that the only persons or parties interested in this Proposal, as principals, are named below; that the Proposal is made without any connection with any other person or party making any proposal for the same work; and that no person acting for or employed by the Town of Lisbon is directly or indirectly interested in this Proposal or in any Contract which may be made under it or in profits expected to arise therefrom, except as provided by the Town Charter. The full names and addresses of all persons and parties interested in this Proposal, as principals, are as follows: (Give first and last names in full, and in the case of a Corporation, give names and addresses of President, Treasurer, and Manager; and in case of a Partnership, give names and addresses of members):

Accompanying this Proposal is a bid security deposit in the amount of **(5% of Bid Price)** of (\$\_\_\_\_\_) which is to become the property of the Town of Lisbon, by forfeiture, if the undersigned fails, after notification by the Town Manager of the acceptance of his/her Proposal, to execute a contract with the Town and furnish the required Bonds within the time agreed to herein; or, in case the undersigned withdraws his/her Proposal within thirty (30) days after the opening of the Proposals. Otherwise, the deposit will be returned to the undersigned in accordance with the provisions in the Notice to Contractors.

Company Name:

ST. LAURENT & SON INC.

Address:

20 Highland Spring Road  
LEWISTON, MAINE 04240

Signature

Gary A. Laurent

Printed Name and title:

Gary St. Laurent President

Firm's IRS ID #

20-4024258

Date

4-1-22



Telephone Number

207-784-7944

Fax #

207-784-6592

E-Mail Address

PAVE@STLAURENTANDSON.COM



# Town of Lisbon

## Fire Department

Nathan LeClair, Fire Chief



To: Ryan McGee, Interim Town Manager  
 Ref: Request for Council Agenda  
 Date: April 27, 2022

I am requesting to be placed on the agenda for the May 5<sup>th</sup> Council meeting. This is to award the bid for the Public Safety Facilities Study.

The RFP was sent out to 12 different firms and it was also posted on the Town web site. We had four firms show up for the pre-bid walk through and received 3 sealed bids.

The bids were publicly opened, on April 22<sup>nd</sup>, at 1pm, in the Council Chambers with Finance Assistant Rebecca Hayslip and myself present. The bids were as follows:

### Port City Architecture

Option #1 \$35,217

Option #2 \$38,410

### Artifex

Option #1 \$59,500

Option #2 \$78,600

### Simons Architects

Option #1 \$78,260

Option #2 \$122,580

Option break down.

Option #1 was to conduct a facility assessment, space and functionality assessment, and assess the town's fire service to determine the current and future needs as it pertains to buildings, such as one or two fire stations and size thereof.

Option #2 adds the police department into the study to determine their current space situation and future needs. Also to determine if a public safety building would best serve the town.





Town of Lisbon

Fire Department

Nathan LeClair, Fire Chief



After reviewing the bids provided, Interim Manger McGee and I recommend that we award the bid to Port City Architecture, with option #2.

Nathan LeClair

Fire Chief