



AGENDA
SPECIAL COUNCIL MEETING
MAY 10, 2022
LISBON TOWN OFFICE
7:00 P.M.

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

1. CALL TO ORDER & PLEDGE TO FLAG

2. ROLL CALL

___ Councilor Lunt ___ Councilor Fellows ___ Councilor Larochelle ___ Councilor Smith
___ Councilor Moore, Jr ___ Councilor Robishaw ___ Councilor Miller

Town Clerk reading of meeting rules

3. GOOD NEWS & RECOGNITION

4. PUBLIC HEARINGS

A. School Budget & School CIP

5. AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS

6. CONSENT AGENDA

2022-114 ORDER –

A. Municipal accounts payable warrants – \$ 449,094.38

B. Municipal payroll warrants – \$ None

C. School accounts payable warrants– \$ None

D. School payroll warrants – \$ None

E. Workshop/Meeting Minutes of May 3, 2022

F. Off Premise Catering License for Railroad Restaurant & Pub

G. Itinerant Vendor Permit for Riverside Flea Market

H. Mobile Home Park Licenses for Trust Avery and Brookwood Court

7. COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

8. 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

C. Emergency Sign Ordinance

10. APPOINTMENTS

2022-115 Appointment to Library Governing Board to 2024

11. COUNCIL COMMUNICATIONS

12. AUDIENCE PARTICIPATION & RESPONSE NEW ITEMS

13. EXECUTIVE SESSION

ADJOURNMENT

2022-116 ORDER – To Adjourn

SUMMARY OF LISBON COUNCIL MEETING RULES

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

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

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

22-4432



TOWN OF LISBON

300 Lisbon Street, Lisbon, ME 04250

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

TOWN OF LISBON

PUBLIC HEARING

The Lisbon Town Council will hold a public hearing on Tuesday, May 10, 2022 at 7:00PM to discuss the FY 2022-2023 School Budget and Capital Improvement Budget.

Both Capital Improvement Budget and the proposed school budget summary can be obtained online at www.lisbonme.org or www.lisbonschoolsme.org.

Please submit email comments and/or concerns prior to or during the meeting to flarochelle@lisbonme.org

Lisa M. Ward
Lisbon Town Clerk

Constable's
Return Of Posting
State Of Maine

Lisbon,

Androscoggin, ss.

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

Date: 4-27-22

Shaun E. Kelly
Constable, Town of Lisbon

Agenda Date: 05/10/2022		
Date	Brenda Martin	Municipal Accts Payable
5/5/2022	5032022	\$ 449,094.38

Date	Rebecca Hayslip	Municipal Payroll Warrants
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Date	Louise Levesque	School Accts Payable
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Date	Eva Huston	School Payroll Warrants
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**TOWN COUNCIL
MEETING MINUTES
MAY 3, 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, Jr. Also present were Ryan McGee, Interim Town Manager; Nate LeClair, fire Chief; Randy Cyr, Public Works Director; Steve Aievoli, Sewer Department Superintendent; Kayla Tierney, Finance Director; Mark Stevens Parks & Recreation Director; and approximately 3 citizens in the audience.

VOTE (2022-103) Councilor Moore, seconded by Councilor Lunt, moved to excuse Councilor Robishaw's absence.

Order passed – Vote 6-0.

WORKSHOP

MAINE MUNICIPAL ASSOCIATION TOWN MANAGER SEARCH WORKSHOP

David Barrett from Maine Municipal Association began the workshop. He said he would gather information today and talk about advertising. He said he can have a draft by tomorrow, will send it to the Interim Town Manager to circulate, fine tune, and place an ad by Monday. He said typically an ad will be for three to four weeks, it would be to June 3. He said once it gets started we can have other conversations along the way.

Mr. Barrett stated he would start with a needs assessment. He said he reviewed the job description, along with the document Mr. McGee had put together to aid the search. He asked, what is really important to the Council? What management style? What's Council looking to find?

The Chairman suggested to start at one end of the table and work through the Councilors. Each Councilor gave a brief description of what they are looking for in a Town Manager.

Councilor Moore:	Background in tax law or tax code.
Councilor Fellows:	Pursuit of Green initiatives, smart growth to allow the Town to grow residentially and commercially because currently growth is not planned, someone who represents the Town well.
Councilor Lunt:	Personable, relatable, Ryan McGee is an example. Growth.
Councilor Larochelle:	Strong team leader, a good manager, not necessarily a municipal background.
Councilor Smith:	Works well with department heads and employees, allows new businesses and sees more areas to develop.
Councilor Miller:	Firm leader, with entrepreneurial background or a retired executive, ability to get point across. Not using Lisbon as a training ground, balanced and not politically leaning one way or another.

Mr. Barrett asked what is on the horizon for Lisbon. Councilor Larochelle said Lisbon has challenges. He said the town's volunteer base is less, and we need to evolve. He explained the community was once three separate towns, it is merged now. He said Lisbon is in a good growth period.

Councilor Moore said we need to attract a tax base on the commercial side, and need to look at residential zoning changes. He said he had a discussion with the former Manager about what we might need, that she told him someone with a good TIF background, tax law and knowledge of liens. He said she advised him it should be someone who is familiar with the Council-Town Manager form of government. Mr. Moore reminded Mr. Barrett that there will be an Assistant Town Manager as well.

Mr. Barrett asked about an HR (Human Resources) office. Councilor Fellows responded that we hired an HR Director about six months ago. Councilor Moore added that there will be an Assistant Town Manager and also an Administrative Assistant for the Town Manager.

Councilor Larochelle further explained that the pay study showed the Council what is needed, HR was added as a result of it. He said we saw that we needed job descriptions, that during the recession we had a lot of dual roles. He said Lisbon has jumped over a lot of hurdles before getting to this point.

Mr. McGee said the pay study and HR staffing assessment say a lot about the support of the Town government by the Council. He said we have a good team atmosphere, we work well together with the Council and the community.

Councilor Larochelle said we're on a roll on all levels, for business and residential, not starting all over. He pointed out that Lisbon ranked 6th in real estate sales in Maine last year, big businesses like SpringWorks are expanding, there are a lot of good things going on.

Councilor Miller said the real estate market is pricing locals out of their own town, he said he would like to see how we can manage that, he's looking for someone who can manage that.

Councilor Larochelle said we are looking for affordable housing for the workforce.

Councilor Fellows said that entrepreneurs have said they can't find workforce housing for their businesses. He said we'd love to have a Town Manager who loves Lisbon.

Mr. Barrett asked if there are any looming Capital Improvement items. Councilor Larochelle said a Firehouse, equipment, salt shed, utilities like the big sewer improvements, and the Main Street project. He said our infrastructure is improving in leaps and bounds.

Councilor Fellows said the Water Department has some challenges, but it has its own charter even though it's still under the Town's umbrella. He also mentioned the need for a water tower.

Councilor Moore said he would address the elephant in the room, Worumbo. He said part of the town wants development, part wants a park. Councilor Fellows added that the process is in limbo but we have a new Economic Development Director to help move forward with that. Councilor Larochelle said we need to improve Lisbon Village. It has improved a bit but needs more.

Mr. Barrett said he'll prepare an ad and will have it ready by Monday. He said for advertising, he usually does a package of ads, some are digital, through media. He said there are free options and \$100.00 to \$150.00 options, plus Indeed, Live and Work in Maine, and others. He said about \$800.00 altogether for advertising. He said we don't use newspapers, the cost is prohibitive. He said he could do a Sun-Journal ad for about \$400.00. He said that will let the public know we're looking and what we're looking for.

Councilor Miller suggested more options online, more places so it can bring it to the top of searches in Google.

Mr. Barrett asked the Council to think about how the Search Committee will be involved, between now and June 3 and to prepare moving forward. Councilor Larochelle stated the Search Committee is being used to search for the Assistant Town Manager as a sort of dry run.

Mr. Barrett explained he will narrow the choices down, from about 40 applicants to about 20, and send this to Council or the Committee. He said the Council will see all the resumes, but they'll be sorted. He said he will make sure we have a sense of salary requirements. He urged Council to make sure the emails are for information and questions, to make sure no conversation are held per our Charter.

The Chairman thanked Mr. Barrett and closed the Workshop at 6:50pm.

The Chairman opened the meeting at 6:50pm and asked Interim Town Manager Ryan McGee if there are any items that need to be added to the Agenda. Mr. McGee said he would like to request to add some items, he said he had a request from Public Works to add three items. He explained all three are RFPs which require attention as soon as possible due to limited availability of products and time. Mr. McGee suggested to add the bid awards to the Agenda under Council Orders, Resolutions and Ordinances, following the Paving Bids item. He requested to add the new Solid Waste Truck, the Salt Building, and Road Striping. He referenced packets of information that were passed out to Council, along with recommendations, for the Council to consider at that time.

The Chairman, seeing no objections from Council, agreed to add the three Public Works items to the agenda. He asked if there were any other items from Council to consider. Councilor Fellows asked about the signage issue some businesses have brought to him and other Council members. The Chairman suggested it be discussed now.

Councilor Larochelle explained that some businesses have approached Councilors with concerns about signage in the area under construction on Route 125, Main Street. He said the businesses feel the road is being closed more than expected and it's a challenge for those businesses. He said he would like to see the sign ordinance looked at, and suggested to Council a temporary moratorium of the sign ordinance during the construction.

Councilor Fellows said we would need to do it for 90 or 91 days, and we must work on a sign ordinance to update the old one during that time. He said the original ordinance intent was very aggressive and needs to be tweaked. He said the State has redeveloped their signage ordinances. He explained the moratorium is an emergency ordinance, and would take effect as of tomorrow.

Councilor Moore asked if it would take effect for businesses in the whole town or just the area where the construction is. Councilor Larochelle said it would have to be the whole town. He said it doesn't erase the ordinance, that there will be a process in place where businesses will need to go to the Planning Board for approval during that time.

Mr. McGee emphasized that after 90 days the old sign ordinance will go back into place unless there is a new ordinance to take its place. Mr. Fellows stressed that an ordinance needs to be enforced but it needs to be valid, and we are finding out that it is not valid, that there are instances in town where it has not been enforced in the past.

Councilor Miller emphasized that the issue is immediate.

Councilor Lunt suggested that signs might be grandfathered once the moratorium is over, Councilor Fellows responded that the signs do not have to be grandfathered after the moratorium, that the new sign ordinance will be in effect.

Councilor Lunt asked if we have talked with a lawyer about this, that he hasn't heard of basically just turning off the ordinance for a period. Mr. McGee said he did due to businesses approaching himself and Councilors, that it would be an emergency ordinance to accommodate the businesses and that Council could vote on it.

Councilor Larochelle asked for a motion to place a moratorium on signage limits and to have the Planning Board work on changing the ordinance and to at least meet the state requirements. Councilor Lunt asked if people would come before the Council for signs, who would be in charge of it. Mr. McGee said it would be the Planning Board.

The Council Secretary, Ms. Ward, suggested to include some verbiage for the motion to create an emergency sign ordinance and define that it is 90 days and that the Planning Board will come up with the details.

VOTE (2022-103A) Councilor Fellows, seconded by Councilor Miller, moved to establish an emergency sign ordinance due to the disruption of life and business on Main Street during the Route 125 construction, to supplant the current one and that, as with all emergency ordinances, it will last for 91 days, and the Planning Board will be involved in the development of the revised sign ordinance.

Order passed – Vote 6-0.

GOOD NEWS & RECOGNITION

PROCLAMATION

KIDS TO PARKS DAY

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.

VOTE (2022-105) Councilor Lunt, seconded by Councilor Fellows, moved to accept the Proclamation of Kids to Parks Day.

Order passed – Vote 6-0.

PROCLAMATION

BUILDING SAFETY MONTH

Whereas, our Town of Lisbon is committed to recognizing that our growth and strength depends on the safety and essential role our homes, buildings and infrastructure play, both in everyday life and when disasters strike, and;

Whereas, our confidence in the resilience of these buildings that make up our community is achieved through the devotion of vigilant guardians—building safety and fire prevention officials, architects, engineers, builders, tradespeople, design professionals, laborers, plumbers and others in the construction industry—who work year-round to ensure the safe construction of buildings, and;

Whereas, these guardians are dedicated members of the International Code Council, a nonprofit that brings together local, state, territorial, tribal and federal officials who are experts in the built environment to create and implement the highest-quality codes to protect us in the buildings where we live, learn, work, and play, and;

Whereas, these modern building codes include safeguards to protect the public from hazards such as hurricanes, snowstorms, tornadoes, wildland fires, floods and earthquakes, and;

Whereas, Building Safety Month is sponsored by the International Code Council to remind the public about the critical role of our communities' largely unknown protectors of public safety—our local code officials—who assure us of safe, sustainable and affordable buildings that are essential to our prosperity, and;

Whereas, "Safety for All: Building Codes in Action," the theme for Building Safety Month 2022, encourages us all to raise awareness about planning for safe and sustainable construction; career opportunities in building safety; understanding disaster mitigation, energy conservation; and creating a safe and abundant water supply to all of our benefit, and;

Whereas, each year, in observance of Building Safety Month, people all over the world are asked to consider the commitment to improve building safety, resilience and economic investment at home and in the community, and to acknowledge the essential service provided to all of us by local and state building departments, fire prevention bureaus and federal agencies in protecting live and property.

NOW, THEREFORE, We, the Town Council of Lisbon, Maine, do hereby proclaim the month of May 2022 as Building Safety Month. Accordingly, we encourage our citizens to join us as we participate in Building Safety Month activities.

VOTE (2022-105A) Councilor Fellows, seconded by Councilor Millers, moved to accept the Proclamation of Building Safety Month.

Order passed – Vote 6-0.

PUBLIC HEARINGS

A. OFF PREMISE CATERING LICENSE FOR RAILROAD RESTAURANT & PUB

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

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS - NONE

CONSENT AGENDA

Vote (2022-106) Councilor Fellows, seconded by Councilor Lunt, moved to accept the consent agenda as follows:

- A. Municipal Accounts Payable Warrants - \$ 260,826.17
- B. Municipal Payroll Warrants - \$421,335.41
- C. School Accounts Payable Warrants - None
- D. School Payroll Warrants - \$368,028.57
- E. Workshop & Meeting minutes for April 19th & 26th, 2022
- F. Renewal of the Midcoast Humane Animal Contract (Animal Shelter Management) to authorize the Interim Town Manager to sign the renewal agreement effective July 1, 2022 –June 30, 2023.
- G. Set a public hearing on May 17, 2022 Set Public Hearing for May 17th for Maine Blues Festival Mass Gathering Permit and Special Entertainment Permit for Flux Restaurant.

Mr. McGee said the contract for shelter services with the Coastal Humane Society expires June 30, 2022. He explained the renewal agreement covers the period of July 1, 2022 - June 30, 2023. He said the Annual rate has gone from \$13,063.05 to \$14,080.95 because of the change to Lisbon's population as reported by the 2020 Census. He said that he included a copy of the contract in the Council packet for review.

Order passed - Vote 6-0.

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

PAVING BIDS

INTRODUCTION: Randy Cyr said the Public Works Department sent a request for Bids regarding the Street Resurfacing Program. He stated 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 at 10:00 am.

Mr. Cyr said 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, and P and B Paving. He said the bids received and opened are as follows:

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

Mr. Cyr said that after thorough review of each bid, he recommends that the winning bid go to Spencer Group Paving, LLC, due to the lower cost and all work performed will meet our specification needs. He advised that Spencer's bid came in \$35,891.60 over budget and he has spoken with Spencer Group and they understand we only have a budget of \$475,000. To ensure the town stays within budget, Mr. Cyr shared the memo Spencer Group furnished.

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 And returned in 30 days you are authorizing to do the work proposed above	Signature: _____
	Date: _____
	Print: _____

Mr Cyr said we should be able to to do everything we need this year. Mr. Cyr recommended the bid for Street Resurfacing go to Spencer Group Paving, LLC for an amount not to exceed \$475,000.

COUNCILOR COMMENTS: Councilor Larochelle asked if the work on Wing Street will alleviate the drainage issue. Mr. Cyr assured him that they will re-pitch the road for proper drainage, as well as save money, and will include walking lanes on both sides of the street. He said they can add emulsion to the walway to make it all look new.

Councilor Miller asked if the new pitch of the road and the walkways will affect plowing. Mr. Cyr replied that we will still plow the whole thing, plowing will not be affected by the pitch.

VOTE (2022-107) Councilor Fellows, seconded by Councilor Miller moved to accept the Spencer Group Paving bid for an amount not to exceed \$475,000.00.

Order passed - Vote 6-0.

ITEMS ADDED TO THE AGENDA

SEMI TRUCK FOR SOLID WASTE DEPARTMENT

INTRODUCTION: Randy Cyr said the bid is for a new Semi Truck for the Solid Waste Department. He said he received three bids.

Daigle and Houghton	New Semi Truck	\$147,478.00
O'Conner Motor Company	New Semi Truck	\$144,852.00
Whited Peterbilt	New Semi Truck	\$154,594.00

Mr. Cyr recommended the quote from Daigle, he said it's similar to the other truck originally specified. He said prices have gon up, and dealers are charging surcharges. He said Daigle will give us \$11,000.00 for a trade in. He said the \$147,478.00 is over budget but prices are going up.

COUNCILOR COMMENTS: Councilor Fellows asked where the additional money will come from. Mrs. Tierney offered to respond, she said they would change the budget for Public Works to adjust the price, since it is not firmed up yet.

VOTE (2022-107A) Councilor Fellows, seconded by Councilor Lunt, moved to accept the bid from Daigle and Houghton for \$147,478.00.

Order passed - Vote 6-0.

SALT BUILDING FOR PUBLIC WORKS DEPARTMENT

INTRODUCTION: Mr. Cyr stated only one bid was received for the new Salt Building, from David P. Trask & Son, Inc. He said it's a Quonset style, the concrete floor is covered and sealed against the salt. He said last year it was quoted at \$435,000.00, it keeps going up. He said the laminated beams are less corrosive, will last a minimum of 30 years. He said Public Works will do the excavation to save money. He said the building is over budget so he will raise the budget to accommodate the rise in cost.

Mr. Cyr requested the new building be dedicated to Elwood "Buttons" Beals when it is finished. He said Mr. Beals was a long-time dedicated employee of Public Works, and that he will put together sign information for the Council to approve.

COUNCILOR COMMENTS: Councilor Fellows asked if it will address the spillage into the aquifer issue. Mr. Cyr said it will be addressed because he will be able to load trucks indoors, there will no longer be spillage into the aquifer. He stated he will be able to store 2,500 yards of salt, to take us through most of the year and will alleviate running out.

VOTE (2022-107B) Councilor Fellows, seconded by Councilor Miller, moved to award the bid for a new Salt Building to David P Trask & Son for \$477,500.00.

Order passed - Vote 6-0.

ROAD STRIPING RECOMMENDATION

INTRODUCTION: Mr. Cyr said only one bid was received for Road Striping, from Lucas Striping. He said they have done this work for us previously. He said since we won't need to do Main Street due to its reconstruction, we will do Wing Street instead.

COUNCILOR COMMENTS: Councilor Fellows asked if the walkways will have stripes. Mr. Cyr said they will, it will be helpful on Davis Street.

VOTE (2022-107C) Councilor Lunt, seconded by Councilor Miller, moved to accept the bid from Lucas Striping for \$24,095.80.

Order passed - Vote 6-0.

PUBLIC SAFETY FACILITIES STUDY BIDS

INTRODUCTION: Chief LeClair said he sent out 12 requests for a Public Safety Facilities Study and received three. He recommended Port City Option #2 at \$38,410.00. He said it will be 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 the size. He said option #2 adds the police department into the study to determine their current space situation and future needs, and also helps to determine if a public safety building would best serve the town. He stated the money for this project is in this year's budget.

COUNCILOR COMMENTS: Councilor Larochelle said this company did the study for Yarmouth and they received good information from their study.

VOTE (2022-108) Councilor Fellows, seconded by Councilor Miller, moved to accept the Port City Bid at \$38,410.00.

Order passed - Vote 6-0.

OTHER BUSINESS

A. COUNCIL COMMITTEE REPORTS

1. School: Councilor Larochelle said he had nothing to report.
2. Planning: Councilor Fellows said he had nothing to report. The Planning Board meets next week.
3. LDC: Councilor Smith said he had nothing to report.
4. Conservation Commission: Councilor Moore said he had nothing to report, the commission meets at the same time as the Council.
5. Recreation: Councilor Miller said he had nothing to report.
6. County Budget: Councilor Lunt said he had nothing to report.
7. Library: Councilor Lunt said he would like Council to know about the Library's plan to celebrate May 4 with a "May the Fourth Be With You" theme. He said they will have events themed around Star Wars and will dress in costumes and encourage patrons to visit in costume. He said there will be green-screens for photos.
8. Water Commission: Councilor Fellows said he had nothing to report.
9. Finance Committee: Councilor Robishaw was excused.

B. TOWN MANAGER'S REPORT

Interim Town Manager Ryan McGee reported that the decorative street lights for Main Street will not be replaced by the State after the construction is finished. He said he called Jeff Kelly at Enterprise Electric for an estimate. He said it would be \$87,500.00 to replace the lights and \$35,000.00 to replace the sidewalk area. He said DOT has recommended to wait until construction is complete. He added that CMP owns the heads of lamps, so he's looking to save some money on that.

Chief McGee said the HVAC controls replacement is moving forward. He said he did a walk-through and is working on a CIP plan for all the Town Buildings.

Chief McGee said the Solar discounts have been delayed, he spoke with Don Willet and the solar farm is behind. It should be in, he said, by the third or fourth quarter of 2023. Meanwhile he's looking at other options.

Chief McGee said the Sewer Plant needs to replace a grinder and other parts on an inlet feed pipe. He said it's \$11,569.00 for repair. He stated it is an emergency and the part is on order from the manufacturer.

Mr. Aievoli added that it will become a spare for the new centrifuge when that is purchased, he said the centrifuge can't run without it. He said he has \$29,000.00 left in his CIP, he's using those funds.

Chief McGee said there is no vote needed but he brought it to Council's attention because it's over \$10,000.00.

Councilor Miller suggested we may need to change the Purchase Policy due to rising costs, we could change from \$10,000.00 to \$15,000.00-\$20,000.00. Mr. Aievoli suggested we could change the \$1,000.00 to \$1,500.00 or \$2,000.00 as well.

APPOINTMENTS - NONE

COUNCILOR COMMUNICATIONS

Councilor Miller said he was thankful for his recent NIMS training recently when he came across the Fire Chief at the scene of an accident. He said the Chief was working alone, so Councilor Miller offered assistance and stayed until additional Emergency Responders arrived. He said the incident helped him to see how important that training was.

AUDIENCE PARTICIPATION & RESPONSE FOR NEW ITEMS

Chief LeClair reported that Engine 1 is out of service, it is one of two at the ET Smith firehouse. He said parts are backordered, about \$6,000.00 to repair. He also stated that the foam pump has to be rebuilt, a \$10,000.00 repair. He said the Fire Department is okay for now, but one more truck down and we'll be in bad shape. He said he will be ready for a referendum in November for either repairs or a new truck.

Councilor Larochelle suggested we have the Town Manager send a letter explaining the urgency of the situation to help get the parts needed more quickly.

EXECUTIVE SESSION

VOTE (2022-109) Councilor Fellows, seconded by Councilor Miller, moved to go into Executive Session per 1 MRSA Section 405 (6) (A) Personnel Matters.

Order passed – Vote 6-0

VOTE (2022-110) Councilor Fellows, seconded by Councilor Lunt, moved to go into Executive Session per 1 MRSA Section 405 (6) (D) Labor Negotiations.

Order passed – Vote 6-0

The Council went into Executive Session at 8:04 pm.

VOTE (2022-109A) Councilor Fellows, seconded by Councilor Miller, moved to come out of Executive Session for Personnel Matters at 8:32 PM.

Order passed – Vote 6-0.

VOTE (2022-110A) Councilor Fellows, seconded by Councilor Miller, moved to come out of Executive Session for Labor Negotiations at 8:32 PM.

Order passed – Vote 6-0.

The meeting resumed at 8:32 PM.

VOTE (2022-110B) Councilor Moore, seconded by Councilor Fellows, moved to assign the following to the Town Manager Search Committee and for the search for Assistant Town Manager:

Daniel Michel	Mark Stevens
Victoria Wilson	Kayla Tierney
Pauline Pelletier	Ryan McGee
George Roy	Don Fellows
Traci Austin	Harry Moore

Order passed – Vote 6-0.

VOTE (2022-110C) Councilor Fellows, seconded by Councilor Miller, moved to ratify the 2021-2022 and 2022-2025 Collective Bargaining Agreements for the bargaining unit covering patrol officers, detectives and dispatchers that have been tentatively agreed to with the Fraternal Order of Police.

Order passed – Vote 6-0.

VOTE (2022-110D) Councilor Fellows, seconded by Councilor Miller, moved to ratify the 2021-2022 and 2022-2025 Collective Bargaining Agreements for the bargaining unit covering police sergeants that have been tentatively agreed to with the Fraternal Order of Police.

Order passed – Vote 6-0.

VOTE (2022-110E) Councilor Fellows, seconded by Councilor Miller, moved to approve the following changes to the MainePERS plan for eligible public safety employees effective July 1, 2022, for future service only:

The Town agrees to:

- a) Provide coverage for its police officers who work more than 20 hours per week and who are not temporary or seasonal as defined by the appendix to MainePERS Rule Chapter 802 under Special Plan 3C for service rendered after June 30, 2022. Service rendered by police officers before July 1, 2022 remains under Special Plan 2C.
- b) Provide Coverage for its firefighters and dispatchers who work more than 20 hours per week and who are not temporary or seasonal as defined by the appendix to MainePERS Rule Chapter 802 under Special Plan 3C for service rendered after June 30, 2022. Service rendered by firefighters and dispatchers before July 1, 2022 remains under Regular Plan 2C.
- c) To authorize *Ryan McGee, Interim Town Manager, or Fern Larochelle, Town Council Chair*, to sign the Amended Agreement between the Town and the Maine Public Employees Retirement System.

Order passed – Vote 6-0.

ADJOURNMENT

VOTE (2022-111) Councilor Fellows, seconded by Councilor Miller, moved to adjourn at 8:36 PM.

Order passed - Vote 6-0.

Lisa M. Ward, Council Secretary
Town Clerk
Date Approved: May 10, 2022



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

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:

<input type="checkbox"/> Nonprofit Organization	<input type="checkbox"/> Individual	<input checked="" type="checkbox"/> 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 Larochele
	Harry Moore Jr.
	Donald Fellows
	Mark Hunt
	Jason Smith
	Clifford Miller
	Raymond Robshaw

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: _____

LISBON - ITINERANT VENDOR APPLICATION

License Fee: ☐ \$25 Temporary Stands (90 days or less)
☐ \$100 6-Months Permit
☐ \$150 12-Month Permit
☐ \$200 1-Week Mass Gathering (Carnivals & festivals) Permit
☒ \$100 12-month outdoor Flea Market Permit
☐ \$200 12-month indoor Flea Market Permit
☐ \$ 0 Public Records Checks

Also Required: ☐ Landowner permission (submit letter if fixed location)
☐ If roaming, please submit a route map for the Police Chief to review

Fee Exemption: ☐ Lisbon Non-Profit School Groups or Charitable and Non-Profits Groups registered with the Secretary of State with IRS Code Section 501

Business Name: Riverside Flea Market Business Phone: 353-2420

Business Location in town: 184 Lisbon St

Business Email Address: Carville4568@roadrunner.com

Business Mailing Address: 18 Pinewoods Road

Owner's Name: Jim & Paulette Carville

Home Phone: 353-2420 Cell Phone: _____

Owner's Home Address (CSZ): 18 Pinewoods Road Lisbon

Residence(s) for last five years: SAME

List Applicant / Partners / Corporate Officers (Names & DOB required):

Name: James Carville Name: Paulette Carville Name: _____

Address: _____ Address: _____ Address: _____

Town/State: _____ Town/State: _____ Town/State: _____

Birthdate: _____ Birthdate: _____ Birth date: _____

Has applicant's business license ever been revoked: No If yes, why? _____

Has any applicant / partner / corporate officer ever been convicted of a felony? No If yes, describe specific circumstances _____

Does the establishment have a valid liquor license? No If yes, when does it expire? _____

I, _____ (owner's name), Owner (title) is authorized to sign on behalf of said business, and further declare that the forgoing information is accurate and true to the best of my knowledge and belief, and that the applicant does hereby acknowledge a public records check may be conducted.

Signature: Jim Carville Date: 4-4-2022

Business Name: Riverside Flea Market

INSPECTION REQUIRED

☐ Yes, if preparing food (includes making coffee)
☐ No, if prepackaged ice cream or food only

Notice of Compliance (By Ordinance): I, Nate LeClair, Health Officer for the Town of Lisbon hereby certify I have inspected the above establishment and found the premises meet all requirements under the Lisbon Code and any applicable state regulations.

Signature: [Signature] Date: 5/6/2022

COMPLETE TO HERE BEFORE FILING

For Office Use Only

☒ Public Records Check Completed.

Notice of Compliance (By Ordinance): I, Ryan McGee, Police Chief for the Town of Lisbon hereby certify I have reviewed this application and the vendor will not create safety problems for either traffic or pedestrians, and that information on file does not indicate the applicant is a person of bad moral character.

Signature: [Signature] Date: 5/6/22

INFORMATION

The Councilors are the Municipal Licensing Board. The first Itinerant Vendor application requires a public hearing, but renewals will not. Public records checks can take up to two or more weeks to process. Complete applications contain the CEO and Health Officer signatures. Councilors meet on the first and third Tuesdays of the month. Complete application and fees paid are required prior to the Council meeting. Meetings are held at the Town Hall at 7:00 PM in the conference room.

Temporary permits can be granted by the Town Clerk, after meeting all the requirements of the ordinance, for no longer than 90 days.

SUGGESTED CONTACTS:

353-3000 Ext 112... Town Clerk
353-3007..... Town Office Fax
353-3000 Ext 111... Code Enforcement Officer
353-2500..... Police Department
333-6601 Ext 1154..Health Officer
287-5671..... State Health Inspection Dept.

624-9693State Sales Tax Division
624-7736.....Bureau of Corporations
624-7220.....Bureau of Alcohol Beverages
287-3841.....Agriculture Dept- Bakery Licenses
624-6550.....Marine Resources
1-800-872-3838..Business Answers

TOWN OF LISBON MANUFACTURED MOBILE HOME PARK APPLICATION

License Type: _____ \$250 Application Fee

NOTE: An annual list of all mobile home owners as of April 1 shall be submitted to the assessor prior to renewal.

Owner: ME Home Buyer, LC Home Phone: 207-200-7218

Business Email Address: managementllcmwb@gmail.com Cell: 207-200-8865

Owner's Home Address: 1887 Whitney Mesa Dr. #1844, Henderson, NV 89014

Residence(s) for last five years: Same

Name of Business: Same as above Business Phone: Same as above

Location of Business: same as above

Mailing Address: same as above

List Applicant / Partners / Corporate Officers:

Name: Michael Brown | Name: _____ | Name: _____

Address: 6713 284th St NW | Address: _____ | Address: _____

Town/State: Stanwood, WA | Town/State: _____ | Town/State: _____

Birthdate: _____ | Birthdate: _____ | Birth date: _____

Has applicant's business license ever been revoked: No

If yes, why? NA

Has any applicant / partner / corporate officer ever been convicted of a felony? No

If yes, describe specific circumstances NA

I, Michael Brown (owner's name), As Manager of ME Home Buyer, LC (title) is authorized to sign on behalf of said business, and further declare that the forgoing information is accurate and true to the best of my knowledge and belief, and that the applicant does hereby acknowledge a public records check may be conducted.

Owner's Signature: Michael Brown Date: 4/26/2022

Business Name: Trust Avery Mobile Home Park

INSPECTION REQUIRED

Notice of Compliance (By Council Request): I, **Mark Stambach**, **Code Enforcement Officer** for the Town of Lisbon hereby certify I have inspected the above establishment and found the premises to be in compliance with applicable life safety codes.

Signature:  Date: 5/5/22

COMPLETE TO HERE BEFORE FILING

For Office Use Only

Notice of Compliance (By Council Request): I, **Kathy Malloy**, **Assessor** hereby certify I have reviewed the application and list of owners and recommend application for licensing.

Signature: Assessor's Signature Coming Date: _____

INFORMATION

The Councilors are the Municipal Licensing Board. Manufactured Mobile Home Park applications do not require a public hearing. Applications do require signatures from the CEO and Assessor above. Councilors meet on the first and third Tuesdays of the month. Complete application and fees paid are required prior to the Council meeting. Meetings are held on the first and third Tuesdays of the month at the Town Hall at 7:00 PM in the public meeting room.

SUGGESTED CONTACTS:

353-3000 Ext 112... Town Clerk
353-3007..... Town Office Fax
353-3000 Ext 111....Code Enforcement Officer
353-2500..... Police Department
333-3000 Ext 121....Health Officer
287-5671..... State Health Inspection Dept.

624-9693State Sales Tax Division
624-7736.....Bureau of Corporations
624-7220.....Bureau of Alcohol Beverages
287-3841.....Agriculture Dept- Bakery Licenses
624-6550.....Marine Resources
1-800-872-3838..Business Answers

TOWN OF LISBON
MANUFACTURED MOBILE HOME PARK APPLICATION

License Type: _____ \$250 Application Fee

NOTE: An annual list of all mobile home owners as of April 1 shall be submitted to the assessor prior to renewal.

Owner: Kevin Fletcher Home Phone: 2
Business Email Address: _____ Cell: _____
Owner's Home Address: 34 Oak Hill Wales MI 04280
Residence(s) for last five years: Same
Name of Business: Brookwood Ct Business Phone: 713 6933
Location of Business: Brookwood Ct Lisbon
Mailing Address: 34 Oak Hill Wales MI 04280

List Applicant / Partners / Corporate Officers:

Name: Kevin Fletcher Name: _____ | Name: _____
Address: 34 Oak Hill | Address: _____ | Address: _____
Town/State: Wales, ME | Town/State: _____ | Town/State: _____
Birthdate: _____ | Birthdate: _____ | Birth date: _____

Has applicant's business license ever been revoked: No

If yes, why? _____

Has any applicant / partner / corporate officer ever been convicted of a felony? No

If yes, describe specific circumstances _____

I, Kevin Fletcher (owner's name), Owner (title) is authorized to sign on behalf of said business, and further declare that the foregoing information is accurate and true to the best of my knowledge and belief, and that the applicant does hereby acknowledge a public records check may be conducted.

Owner's Signature: [Signature] Date: 7/23/22

Business Name: Brookwood Court

INSPECTION REQUIRED

Notice of Compliance (By Council Request): I, Mark Stambach, Code Enforcement Officer for the Town of Lisbon hereby certify I have inspected the above establishment and found the premises to be in compliance with applicable life safety codes.

Signature: [Signature]

Date: 5/8/22

COMPLETE TO HERE BEFORE FILING

For Office Use Only

Notice of Compliance (By Council Request): I, Kathy Malloy, Assessor hereby certify I have reviewed the application and list of owners and recommend application for licensing.

Signature: Assessor's Signature Coming

Date: _____

INFORMATION

The Councilors are the Municipal Licensing Board. Manufactured Mobile Home Park applications do not require a public hearing. Applications do require signatures from the CEO and Assessor above. Councilors meet on the first and third Tuesdays of the month. Complete application and fees paid are required prior to the Council meeting. Meetings are held on the first and third Tuesdays of the month at the Town Hall at 7:00 PM in the public meeting room.

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287-5671..... State Health Inspection Dept.

624-9693State Sales Tax Division
624-7736.....Bureau of Corporations
624-7220.....Bureau of Alcohol Beverages
287-3841.....Agriculture Dept- Bakery Licenses
624-6550.....Marine Resources
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