



AGENDA
COUNCIL MEETING
JUNE 07, 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
Vacant 2024

1. CALL TO ORDER & PLEDGE TO FLAG
2. SWEARING IN OF APPOINTED OFFICIAL
3. ROLL CALL
 - ___ Councilor Lunt ___ Councilor Fellows ___ Councilor Larochelle ___ Councilor Smith
 - ___ Councilor Moore, Jr ___ Councilor Robishaw ___ CouncilorTown Clerk reading of meeting rules
4. GOOD NEWS & RECOGNITION
5. PUBLIC HEARINGS
 - A. Medical Marijuana Registered Caregiver Retail Store for Lisbon Cannabis
 - B. Adult Use Marijuana Retail Store River Driver Cannabis
6. AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS
7. CONSENT AGENDA
 - 2022-128 ORDER –
 - A. Municipal Accounts Payable Warrants – \$ 370,781.04
 - B. Municipal Payroll Warrants – \$ 343,781.04
 - C. School Accounts Payable Warrants– \$176,421.57
 - D. School Payroll Warrants – \$ 479,896.47
 - E. Minutes of May 10th
 - F. Set Public Hearing for June 21st for an Itinerant Vendor License for Red Barn, Inc. and Special Entertainment Permit for Frank's
 - G. Medical Marijuana Registered Caregiver Retail Store for Lisbon Cannabis
 - H. Adult Use Marijuana Retail Store River Driver Cannabis
8. COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES
 - 2022-129 ORDER – CDBG Façade Grant Request – 19 Main Street/Beauty Box Salon
 - 2022-130 ORDER – CDBG Façade Grant Request – 671 Lisbon Street/formerly Good Times Lanes
 - 2022-131 ORDER – CDBG Façade Grant Request – 231 Lisbon Street/All Clean Carpet
 - 2022-132 ORDER – Finance Authority of Maine (FAME)
 - 2022-133 ORDER – Planning Board Request for Planning Services
 - 2022-134 ORDER – Ferry Road Improvements Bid Results and Recommendation
 - 2022-135 ORDINANCE – Amend Chapter 70, Sections 361 & 536 Dimensional Requirements and Section 70-362 (2) Performance or Land Use Standards – *First Reading*
 - 2022-136 ORDER – Maine Workforce Development Compact Membership
 - 2022-137 ORDER – Fire Department Pickup Truck Bid
 - 2022-138 ORDER – Request for RFP for Legal Representation for Town
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 –
 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. SRO (School Resource Officer) Request Discussion — Chief McGee
 - D. Town Council Remote Meeting Policy Discussion
10. APPOINTMENTS
 - 2022-139 ORDER – Appointment to Lisbon Development Committee
11. COUNCIL COMMUNICATIONS
12. AUDIENCE PARTICIPATION & RESPONSE NEW ITEMS
13. EXECUTIVE SESSION
 - 2022-140 ORDER – Per 1 M.R.S.A. § 405 (6) (A) Personnel Matters
14. ADJOURNMENT
 - 2022-141 ORDER – To Adjourn

SUMMARY OF LISBON COUNCIL MEETING RULES

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

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

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



Town of Lisbon

Ryan McGee
Interim Town Manager

Town Council
Don Fellows
Vacant
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: June 07, 2022

Consent Agenda Items 2022 – 128 A to H

- G. Set Public Hearing for June 21st for an Itinerant Vendor License for Red Barn, Inc. and Special Entertainment Permit for Franks**
- H. Medical Marijuana Registered Caregiver Retail Store for Lisbon Cannabis**
- I. Adult Use Marijuana Retail Store River Driver Cannabis Co.**

Agenda Item 2022 – 129 TO 131

- 129-CDBG Façade Grant Request for: 19 Main Street/Beauty Box Salon**
- 130-CDBG Façade Grant Request for: 671 Lisbon Street/formerly Good Times Lanes**
- 131-CDBG Façade Grant Request for: 231 Lisbon Street/All Clean Carpet**

In June 2020, the State of Maine's Office of Community Development (OCD) awarded the Town of Lisbon a \$100,000 grant to administer a business façade grant program. The purpose of Lisbon's façade grant program is to provide matching funds to local property and business owners to make visual improvement to the exterior of commercial buildings in Lisbon village areas and Route 196 Corridor. Lisbon's Business Façade Program helps improve the overall visual character of the community to support revitalization and attract additional investment.

In developing the grant application to OCD, Town staff reached out to local property and business owners to solicit façade projects to include in the grant application. Successful applications to OCD for CDBG funding must reference "shovel-ready" projects. The owners of the following properties submitted just such a "shovel-ready" façade project for inclusion in the Town's application in February 2020 that will positively benefit the visual appearance and character of their area.

1. 19 Main St Lisbon Falls – The Beauty Box Salon

The proposed façade project at 19 Main Street includes installation of a retractable awning totaling approximately \$5,200. The proposed façade improvements at 19 Main Street are consistent with Lisbon's Business Façade Program and OCD's CDBG funding guidelines: 1) The project will enhance the visual character of the Lisbon Falls village as viewed from both Main Street and Route 196; 2) The project is located in Lisbon's designated Slum & Blight Area; 2) The owners of 19 Main Street have committed to provide the 1:1 matching funds to complete the project; 3) Appropriate historic preservation and environmental reviews have been completed for the project

resulting in no restrictions for the proposed scope of work; and 4) The Project was approved by Lisbon's CDBG Citizen Advisory Committee.

2. 671 Lisbon St Lisbon Falls – Former Bowling Alley

The proposed façade project at 671 Lisbon Street includes renovation of the structure and conversion to a two story multi-unit apartment building totaling in excess of \$45,000. The proposed façade improvements at 671 Lisbon Street are consistent with Lisbon's Business Façade Program and OCD's CDBG funding guidelines: 1) The project will enhance the visual character of the Lisbon Falls village as viewed from Route 196; 2) The project is located in Lisbon's designated Slum & Blight Area; 2) The owners of 671 Lisbon Street have committed to provide the 1:1 matching funds to complete the project; 3) Appropriate historic preservation and environmental reviews have been completed for the project resulting in no restrictions for the proposed scope of work; and 4) The Project was approved by Lisbon's CDBG Citizen Advisory Committee.

3. 231 Lisbon St, Lisbon – All Clean Carpet

The proposed façade project at 231 Lisbon Street includes installation of new siding, and new doors and trim \$28,750. The proposed façade improvements at 231 Lisbon Street are consistent with Lisbon's Business Façade Program and OCD's CDBG funding guidelines: 1) The project will enhance the visual character of the Lisbon village as viewed from both Village St and Route 196; 2) The project is located in Lisbon's designated Slum & Blight Area; 2) The owners of 231 Lisbon Street have committed to provide the 1:1 matching funds to complete the project; 3) Appropriate historic preservation and environmental reviews have been completed for the project resulting in no restrictions for the proposed scope of work; and 4) The Project was approved by Lisbon's CDBG Citizen Advisory Committee.

Therefore, we respectfully request that Council approve the following:

Recommendation:

- **To authorize Town staff to seek quotes as required by Town and OCD program guidelines for a Business façade project at 19 Main Street and to allocate \$2,500 of Business Façade Program funding for the project.**
- **To authorize Town staff to put the project out to bid as required by Town and OCD program guidelines for a Business façade project at 671 Lisbon Street and to allocate \$20,000 of Business Façade Program funding for the project.**
- **To authorize Town staff to put the project out to bid as required by Town and OCD program guidelines for a Business façade project at 231 Lisbon Street and to allocate \$11,850 of Business Façade Program funding for the project,**

Agenda Item 2022 – 132

Finance Authority of Maine (FAME)

In 1996 the Finance Authority of Maine provided \$71,000.00 funds to the Town of Lisbon in support of their Regional Economic Development Revolving Loan Program as the original disbursement award. The FAME funding was unique in its design in an effort to provide the Town of Lisbon flexibility in its loan practices to provide support to those who did not meet the restrictions of other Revolving Loan funding

sources (i.e. needing to provide matching funds or a letter of bank denial). This program has allowed the Town to support multiple loans over the years and provided local businesses the support they needed to succeed. The FAME loan funding report shows the First Generation loan amount of \$69,900.00, of which \$175,600.00 was leveraged. In addition, there was a Second Generation loan amount of \$83,400.00, of which \$243,200.00 was leveraged. The last loan origination date under the FAME Revolving Loan Program was February 13, 2007. All loans under the FAME program have been paid in full.

The initial FAME investment has been revolved several times and holds a balance in Portland Trust Company in the amount of \$125,062.99 as of April 30, 2022; it is now considered "second generation" funds, thus removing the need for FAME to approve each loan.

When the town received these funds, it made no changes to the Revolving Loan Fund Ordinance that would allow for the spirit and guidelines of the FAME program to be utilized as the program intended.

As there are local businesses seeking funding to continue to operate through some of the challenges we are facing on our Main St, staff is recommending the Council adopt an order that authorizes loan parameters and a loan application and approval process for use of the FAME funds in accordance with the provided guidelines for loan eligibility, the loan terms available, and the process for application, review and approval.

Recommendation

To authorize the attached loan parameters and loan application and approval process for use of the FAME Regional Economic Development Revolving Loan Program funds as originally intended by the Finance Authority of Maine.

Agenda Item 2022 – 133

Planning Board Request for Planning Services

Thank you for meeting with us on April 5 to discuss Zoning and Comprehensive Planning. We need your help in developing any changes to keep pace with A growing town and landowner desires.

Most of our discussion was about Rural Open Space 2 (RO2). RO2 was carved out of RO1 in 2011, based on a 2007 Comprehensive Plan. which was written by a committee of citizens with a great deal of local input. The intent for changes was to help preserve farming and open space. RO1 is also restricted, only allowing open space (cluster) subdivisions.

In order to determine whether those objectives are being met or what modifications to propose, we need to seek community and landowner input. To provide meaningful dialogue with the 30 landowners in RO2 and the 300 in RO1 we need professional help. Not knowing how long this will take or exactly the outcome, we do know there will be the need to send notices, conduct multiple meeting and surveys and the Comprehensive Plan will need to be changed and resubmitted to the State for approval. We ask the Town Council to authorize the Planning Board to contract with North Star Planning on an hourly basis, not to exceed \$15,000.

There may be other Zoning changes we can review at the same time. The Town Council has tasked the Planning Board with reviewing the Sign Ordinance for updates. We could better review the ordinance with professional help. We know there is currently strong housing demand. We would want input from the Economic Development Director on housing data and needs, as well as advice from real estate and development professionals.

Thank you for your assistance in planning for a better Lisbon future.

Recommendation

To authorize the Planning Board to contract with North Star Planning for professional services on an hourly basis, not to exceed \$15,000

**Agenda Item 2022 – 134
Ferry Road Improvements Bid Results and Recommendation**

On May 26, 2022, bids were opened for the Ferry Road Improvements project. Three bids were received as follows:

CONTRACTOR	LOCATION	Base Bid	Alternate Bid	Total Bid
Northeast Paving	Bangor, Maine	\$1,410,310	\$156,715	\$1,567,025
St. Laurent & Son Inc.	Lewiston, Maine	\$1,488,820	\$124,070	\$1,612,890
Pratt & Sons Inc.	Mechanic Falls, Me	\$2,057,650	\$149,050	\$2,206,700

Attached please find a copy of the bid tabulation and of the low bid from Northeast Paving. We have only limited experience working with Northeast Paving, and that was on a sewer project. We have not worked directly with them on a roadway project, but they routinely perform similar projects to what is planned on Ferry Road for the Maine DOT. The price for the entire scope of work is well within the project planning construction estimate of 2.2 million dollars. We therefore recommend proceeding with award of the contract to Northeast Paving for the full scope amount of \$1,567,025.

Recommendation

To award the bid for the Ferry Road Improvements Project to Northeast Paving in amount not to exceed 1,567,025.

Agenda Item 2022 – 135

DIVISION 5A. RURAL OPEN SPACE DISTRICT II – *First Reading*

Sec. 70-361. Dimensional requirements.

Lots in the rural open space II district shall meet or exceed the minimum requirements as identified in section 70-536 ~~and the following (refer also to article VI of this chapter):~~

~~(1) Maximum coverage. Maximum coverage of lot by structures in the rural open space district II shall not exceed 20 percent; except that high intensity farming shall not exceed 25 percent.~~

~~(2) Lot standards. Lots shall comply with the following:~~

~~a. Lots shall have a minimum area of 60,000 square feet and a maximum area of 100,000 square feet.~~

~~b. After the effective date of this amendment, lots for residential use shall have the required frontage on an existing publically maintained road.~~

~~c. The lot frontage to lot depth ratio shall be 1:1.5.~~

(C.M. of 11-15-2011, V. 2011-208)

Sec. 70-362. Performance or land use standards.

Permitted uses and conditional uses in this division shall conform to the performance standards delineated in article VI of this chapter and the following:

- (1) After the effective date of this amendment, residential subdivisions are prohibited.
 - (2) After the effective date of this amendment, ~~backlots~~ rear lots are prohibited.
- (C.M. of 11-15-2011, V. 2011-208)

Secs. 70-363—70-380. Reserved.

...

Sec. 70-536. Dimensional requirements.

...

Rural Open Space II	60,000 sq. ft. Minimum 100,000 sq. ft. Maximum 100,000 sq. ft.	See Sec. 70-361(2)-a 200'	200'	50'	75'	25'	25'	20	Percent			
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Recommendation

To approve the Amendments to Chapter 70 Sections 361 and 536 Dimensional requirements and Section 70-362 (2) Performance or land use standards.

Agenda Item 2022 – 136

MAINE WORKFORCE DEVELOPMENT COMPACT MEMBERSHIP

The Harold Alfond Center for the Advancement of Maine’s Workforce is currently offering grant funding to all Maine Businesses and organizations in the amount of \$1,200.00 per employee to facilitate training.

The Town of Lisbon would like to become a member of the Maine Workforce Development Compact in order to access this “Non Match” funding. For all employees that we use this money for, we are granted an additional \$600 each year in 2023 and 2024.

Staff requests Town Council approval to join the Compact. Additional info provided on informational flyer.

Recommendation

To Authorize The Human Resources Director to apply for a Membership to the Maine Workforce Development Compact

Agenda Item 2022 – 137

FIRE DEPARTMENT PICKUP TRUCK BID

The Fire Department went out to bid for a new Fire Department Pick-up Truck. RFPs were sent out to 8 different dealers and posted on the Town Web Site. We had only two vendors show interest but we only received one bid for \$45,383. The bid was opened at 4 pm on the 3rd of June with myself and Lisa Smith present.

O'Connor Auto Park submitted a bid of \$45,383

I recommend we award the bid to O'Connor's.

Recommendation

To award the Bid for a new Fire Department Pick-up Truck to O'Connor Auto Park in an amount not to exceed \$45,383.

**TOWN OF LISBON**

300 Lisbon Street, Lisbon, ME 04250

Lisa M. Ward, Town Clerk

Lisa Smith, Deputy Clerk

PUBLIC HEARING**Business Licenses**

Notice is hereby given that the Lisbon Town Council intends to hold a Public Hearing on June 07, 2022 at 7:00 PM in the Town Office Public Meeting Room to hear comments on a Renewal Medical Marijuana Registered Caregiver Retail Store for the following:

Lisbon Cannabis
5 Canal Street
Lisbon Falls, Me 04252

And to hear comments on a new Adult Use Marijuana Retail Store for:

River Driver Cannabis
8 Main Street
Lisbon Falls, Me 04252

The public is invited to attend.

Lisa M. Ward, Town Clerk

22-5404

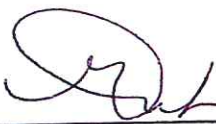
Constable's
Return Of Posting
State Of Maine

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: 5-19-22



Constable, Town of Lisbon

Agenda Date: 06/07/2022

Date	Brenda Martin	Municipal Accts Payable
5/17/2022	5172022	\$ 314,733.72
5/17/2022	5172022	\$ 3,000.00
5/23/2022	5202000	\$ 13,405.26
5/26/2022	5252022	\$ 9,742.75
6/3/2022	6022022	\$ 29,899.31
		\$ 370,781.04

Date	Rebecca Hayslip	Municipal Payroll Warrants
5/17/2022	220519	\$ 178,043.47
5/17/2022	2205W2	\$ 14,754.11
6/1/2022	220602	\$ 135,503.28
6/1/2022	2206W1	\$ 15,480.18
		\$ 343,781.04

Date	Louise Levesque	School Accts Payable
6/3/2022	2222	\$ 176,421.57

Date	Eva Huston	School Payroll Warrants
5/24/2022	59	\$ 479.60
5/24/2022	1142	\$ 358,081.63
5/24/2022	1143	\$ 13,404.47
5/24/2022	1144	\$ 91,439.99
5/24/2022	1145	\$ 375.20
5/31/2022	1146	\$ 15,957.26
5/31/2022	1147	\$ 158.32
		\$ 479,896.47



**TOWN COUNCIL
MEETING MINUTES
MAY 10, 2022
LISBON TOWN HALL**

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

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

ROLL CALL. Members present were Councilors Fellows, Lunt, Larochelle, Robishaw, Miller, and Moore. Also present were Ryan McGee, Interim Town Manager; Dr. Richard Green, Superintendent of Schools; Marie Hale, Water Commissioner; Mark Stevens, Parks and Recreation Director; Kayla Tierney, Finance Director; Mark Stambach, Code Enforcement Officer; Ross Cunningham, Economic & Community Development Director; Traci Austin, School Committee Chair; Haley Redman, School Bookkeeper; Curtis Lunt, Finance Committee; and one citizen in the audience.

Interim Town Manager Ryan McGee proposed that the item for the Emergency Sign Ordinance discussion be moved from Item 8 - Other Business to Item 7 – Council Orders, Resolutions & Ordinances. Seeing no objections, the Chairman moved the Ordinance discussion to Item 7.

VOTE (2022-113) Councilor Fellows, seconded by Councilor Robishaw, moved to excuse Councilor Smith's absence.

Order passed – Vote 6-0.

GOOD NEWS & RECOGNITION

Councilor Larochelle welcomed Ross Cunningham as the new Lisbon Economic and Community Development Director. Mr. Cunningham said he had a great first week and Thanks to Chief McGee and the staff, has hit the ground running. He said he is excited to be here. The Chairman thanked Mr. Cunningham.

PUBLIC HEARINGS

A. School Budget and School Capital Improvement Plan (CIP)

Dr. Green started with an overview of the School Budget, he said he handed out to the Council a copy of the subsidy comparison report dated May 5, 2022, and offered an overview of the numbers. He said not much has changed and he would explain any changes and answer questions for Council. He said the School Budget that the School Committee accepted on May 9, 2022 has changed since shared with Council in March. He said that, as a result of being awarded additional funding to support the expansion of the Pre-K program and having a zero percent increase in insurance, the Committee was able to include critical classroom support positions which will address the increased enrollment and instructional needs of Lisbon students. He stated that enrollment is now back to what it was prior to Covid, and our numbers are growing and continuing to grow. He said we also are dealing with Covid-related issues, both social-emotional and instructional.

Dr. Green said there are multiple positions that have been added. He said for Pre-K, in the past there has been a lottery, and two to six kids might not be able to be in the program. He continued that this year the number was 18, so the Director of Curriculum contacted the State, and they changed the State Subsidy form to add the students. He said as a result he was able to add the Pre-K offer to all the families in town who need it. He said positions added were a Grade 5 position, a Middle School Literacy support position, and a Math position at the High School. He said they were trying to figure out throughout the year how to fund the new positions needed, and as a result of the additional funding and the zero increase in insurance, they were able to use existing money. Dr. Green pointed out that in the revised subsidy comparison report, the

actual increase to the local taxpayers has decreased by \$30,657.00 from the original proposal, for a total increase of \$317,218.00, or 4.3%.

Dr. Green stated that the Lisbon School system, unlike the rest of the region and State, has been able to offer full in-person instruction over the past 26 months. He shared that the previous week was Staff Appreciation Week, and commended them on their amazing efforts. He said the Lisbon School Committee has been proactive in providing the resources needed to support the students and staff, and the budget is a reflection of those efforts. He emphasized the amount of impact Covid has had on staff and students, it is definitely concerning. He said for academics, scores are at or near the national average, but they are lower than pre-Covid and we are seeing some students as much as 1-2 years behind. He said these additional supports being put in place will hopefully counteract some of those unknowns we are still dealing with.

Dr. Green said, looking at the 10-year graph, he included increases and decreases to compare the budgets over the years. He thanked the Council for their continued support and asked if there were any questions.

Councilor Moore asked about hazard stipends and relief funds. Dr. Green said there was no stipend, but they did a 1% increase on the base across the board. He said for relief funds, the majority were spent on infrastructure and technology, including heat and ventilation.

Councilor Larochelle asked if there are still positions that need to be filled. Dr. Green replied that there have been difficulties filling positions due to the competitiveness of the field right now. He said they are still in need of a school nurse. He agreed with Councilor Larochelle that it is a staffing issue, not a funding issue.

Traci Austin, chair of the School Committee, announced that there are kitchen positions for summer school right now, as well as teachers and a School Committee opening.

The Chairman invited additional members of the public to speak. Seeing no speakers, the Chairman thanked Mr. Green and closed the Public Hearing.

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS – NONE

CONSENT AGENDA

Vote (2022-114) Councilor Fellows, seconded by Councilor Lunt, moved to accept the consent agenda as follows:

- A. Municipal accounts payable warrants – \$ 468,787.23
- 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

Order passed - Vote 6-0.

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

Item taken up out of order per the Interim Town Manager's recommendation.

TOWN OF LISBON EMERGENCY SIGN ORDINANCE

THE TOWN OF LISBON adopts an Emergency Sign Ordinance as follows:

WHEREAS, concerns have been identified regarding the Town's existing sign ordinance, Chapter 70, Article VI, Division 5 of the Lisbon Code of Ordinances, that require review, recommendation and consideration by the Town Council and Planning Board as to potential revisions to the sign ordinance;

WHEREAS, the Town needs time to study its Code of Ordinances to determine the implications of current and potential revisions to the sign ordinance and to develop reasonable ordinance amendments;

WHEREAS, the Town Council and the Planning Board, with such professional advice and assistance as they deem necessary and appropriate, shall study the Town's ordinances to determine the land use and other regulatory implications of signs and what sign regulations might be appropriate;

WHEREAS, amendments to existing ordinance may require public hearings by the Planning Board and Town Council and votes by the Planning Board and Town Council;

WHEREAS, it is anticipated that such a study, review, and development of recommended ordinance changes will take at least ninety (90) days from the date the Town first considers this emergency ordinance;

WHEREAS, it is appropriate to temporarily stay enforcement actions by the Town related to existing signs until the Town has an opportunity to consider potential amendments to existing ordinances;

WHEREAS, there is currently road construction in Town that has the potential to negatively impact local businesses by making it more difficult for customers to access businesses, and for businesses to make their presence known; and

WHEREAS, temporarily allowing businesses to place temporary signage during this time period is necessary to mitigate the impact of road construction on local businesses, and also to allow time for the Town to study its Code of Ordinances and to develop reasonable ordinance amendments;

WHEREAS, in the judgment of the Town, these facts create an emergency within the meaning of Section 2.08(b) of the Town Charter, and require this Emergency Sign Ordinance as immediately necessary for the preservation of the public welfare;

NOW, THEREFORE, the Town does hereby ordain that the following Emergency Sign Ordinance be, and hereby is, enacted:

Section 1. Stay on Enforcement Actions.

The Town hereby declares that there shall be a temporary stay on enforcement actions under the Town's existing sign ordinance related to all signs that existed on the effective date of this ordinance. This temporary stay on enforcement actions shall remain in effect for ninety (90) days from the effective date of this Emergency Sign Ordinance, unless extended or modified by the Town Council, for the express purpose of allowing the Town to consider an amendment or amendments to the Town's existing sign ordinance; and

BE IT FURTHER ORDAINED, that notwithstanding any law to the contrary, this temporary stay of enforcement actions, when enacted, shall apply to any enforcement actions related to signs that exist on the effective date of this Emergency Sign Ordinance, regardless of whether such enforcement actions were commenced prior to the effective date of this Emergency Sign Ordinance; and

BE IT FURTHER ORDAINED, that during the time this Emergency Sign Ordinance is in effect, no officer, official, employee, office, administrative board or agency of the Town shall take any enforcement action under the existing sign ordinances related to signs that existed on the effective date of this Emergency Sign Ordinance; and

BE IT FURTHER ORDAINED, that nothing in this Emergency Sign Ordinance shall limit or restrict the Town, after expiration of this Emergency Sign Ordinance, from initiating enforcement actions relating to any sign or from continuing enforcement actions related to signs that were initiated prior to the effective date of this Ordinance; and

BE IT FURTHER ORDAINED, that existing Town ordinance provisions related to construction and permitting of new permanent signs shall remain in effect during the applicability of this Emergency Sign Ordinance, and the Code Enforcement Officer shall keep the Planning Board informed of any permit applications for new permanent signs that are submitted or approved during the applicability of this Ordinance.

Section 2. Suspension of Sign Ordinance Provisions Related to Temporary Signs

The Town hereby declares that all provisions in the Town's existing sign ordinance related to temporary signs shall be suspended, and shall not be in effect, during the time that this Emergency Sign Ordinance is in effect. This suspension of the existing sign ordinance provisions related to temporary signs shall remain in effect for ninety (90) days from the effective date of this Ordinance, unless extended or modified by the Town Council, for the express purpose of

allowing greater flexibility for businesses that may be impacted by current road construction in Town, and for the purpose of allowing time for the Town to consider an amendment or amendments to the Town's existing sign ordinance. The placement or display of any temporary signs during the applicability of this Emergency Sign Ordinance shall not create any right to maintain such signs beyond the time that this Ordinance is in effect, nor shall placement or display of any temporary sign during the applicability of this Ordinance create any rights related to non-conforming signs under applicable Town ordinances.

Section 3. Definitions.

Temporary sign shall have the same meaning as set forth in the Town's existing sign ordinance, Lisbon Code of Ordinances Section 70-715, i.e., a sign that is not designed or intended to be permanently mounted or affixed to the ground, a building, or a structure, and which is displayed only for a temporary or limited timeframe.

Town means the Town of Lisbon, Maine, a municipal corporation organized and existing under the laws of the State of Maine.

Section 4. Effect on Existing Ordinances; Severability

Those provisions of the Town's existing ordinances that are inconsistent or conflicting with the provisions of this Emergency Sign Ordinance, are hereby repealed to the extent that they are applicable for the duration of this Emergency Sign Ordinance, and as it may be extended as permitted by law, but not otherwise. Should any section or provision of this Emergency Sign Ordinance be declared by any court of competent jurisdiction to be invalid, such a declaration shall not invalidate any other section or provision.

Section 5. Effective Date; Emergency Declaration

This Emergency Sign Ordinance shall be effective immediately upon enactment by the Town Council and shall remain in effect for 90 (ninety) days from the date of enactment unless it is terminated or extended in accordance with this Ordinance. In accordance with Section 2.08(b) of the Town Charter, this Ordinance shall be enacted as an emergency ordinance.

COUNCILOR COMMENTS: The chairman entertained comments from the Council. Councilor Fellows asked if we have an idea of the direction the Planning Board will go in. Councilor Larochelle replied that he had spoken with the Planning Board chair and the suggestion is to have a Council workshop with the Planning Board.

Councilor Moore asked who wrote the Emergency Ordinance. Chief McGee said the Town Attorney wrote it.

VOTE (2022-114A) Councilor Fellows, seconded by Councilor Lunt, moved to adopt the Town of Lisbon Emergency Sign Ordinance as presented.

Roll Call Vote: Yeas - Councilors Lunt, Fellows, Smith, Larochelle, Moore, Robishaw, Miller. Nays – None. Councilor Smith was excused. Order passed - Vote 6-0.

OTHER BUSINESS

A. COUNCIL COMMITTEE REPORTS

1. **School Committee:** Councilor Larochelle referenced the presentation by Dr. Green earlier in the meeting and said that there is an increase in the School Budget but it is lower than previous years.
2. **Planning Board:** Councilor Fellows said they will meet on Thursday and will talk about the sign ordinance. The Chairman requested the Emergency Ordinance be shared with the Planning Board for their meeting.
3. **Lisbon Development Committee:** Councilor Larochelle asked Mr. Cunningham to speak because there is a meeting planned for the next night. Mr. Cunningham said he will take stock of where the LDC is with its projects. He said he understands that the Council has put the future of Worumbo on hold until the Assistant Town Manager and Town Manager, in addition to himself, are hired. He confirmed the meeting is tomorrow night at the Town Hall at 6:00 pm.
4. **Conservation Commission:** Councilor Moore asked Mr. Stevens to speak since he was in the audience. He said they met last month. He said on May 17 there will be a Town tour to get some information on invasive species.
5. **Recreation Committee:** Councilor Miller stated the Fishing Derby is next weekend. Mr. Stevens added that it will be virtual again this year. He said there will be a lottery, the winner will have lunch with the Town Manager/Police Chief. He also said the Cruise Nights will begin Memorial Day evening, the Worumbo site looks

good for it. He said the biggest thing is that they have new employees, getting all the grass cut before the Memorial Day weekend.

6. County Budget Committee: Councilor Lunt said he had nothing new to report.
7. Library Governing Board: Councilor Lunt said he had nothing new to report.
8. Water Commission: Councilor Fellows said there is nothing new but the Water Commission moved their next meeting to next Monday.
9. Finance Committee: Councilor Robishaw said he had nothing new to report and the next meeting is next Monday.

TOWN MANAGER'S REPORT

Mr. McGee said the Worumbo site looks very nice, it has been hydro-seeded and they are getting water to it. He thanked Mr. Stevens for his crews hard work getting things done around the Town offices. He said they are moving along with the Town Manager search.

APPOINTMENTS

APPOINTMENT TO THE LIBRARY GOVERNING BOARD

VOTE (2022-115) Councilor Fellows, seconded by Councilor Lunt, moved to appoint Anne Labbe to the Library Governing Board to 2024 to fill a vacant seat.

Order passed – Vote 6-0.

COUNCILOR COMMUNICATIONS – NONE

AUDIENCE PARTICIPATION & RESPONSE FOR NEW ITEMS – NONE

EXECUTIVE SESSION

VOTE (2022-116) Councilor Fellows, seconded by Councilor Lunt, moved to go into Executive Session Per 1 M.R.S.A. §405 (6) (A) Personnel Matters at 7:40 PM.

Order passed - Vote 6-0.

VOTE (2022-116A) Councilor Fellows, seconded by Councilor Lunt, moved to leave Executive Session and enter back into Council meeting at 8:30 PM.

Order passed - Vote 6-0.

Councilor Miller stated that, due to unforeseen circumstances related to his business ventures, he must submit his resignation from Council.

VOTE (2022-116B) Councilor Fellows, seconded by Councilor Robishaw, moved with regret to accept Councilor Miller's resignation from the Town Council.

The Chairman thanked Mr. Miller for his time on the council, he said Mr. Miller was a big part of the Council and they have made big strides in the last several months. He said the Council appreciates everything Mr. Miller has done and wishes him the best in all his business ventures. The Council expressed agreement with the Chairman.

Order passed - Vote 6-0.

ADJOURNMENT

VOTE (2022-117) Councilor Fellows, seconded by Councilor Miller, moved to adjourn at 8:34 PM.

Order passed - Vote 6-0.

Lisa M. Ward, Council Secretary
Town Clerk

Date Approved: _____

TOWN OF LISBON

MEDICAL MARIJUANA ESTABLISHMENTS APPLICATION

 Initial Application X Renewal Application

Non-refundable Fees

\$250.00 X Registered Caregiver Retail Store Fee: \$250.00 Marijuana Testing Facility Fee:

 Registered Dispensary Fee: \$250.00 Manufacturing Facility Fee: \$250.00

1. Owner: Sason Smith Home Phone: 207 522 0209
 Owner's Home Address: 2 Madeline Rd in Lisbon 04250
 Residence(s) for last three years: 9 Pass Brook Rd Durham ME 04222
 2. Name of Business: Lisbon Cannabis Co Business Phone: 207 353 5001
 Location of Business: 5 Canal St Lisbon Falls ME 04252
 3. List Owners/Members/Partners/Officers/Directors/Stockholders/Managers/Supervisory Personnel/
 or other participants:

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

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

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

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

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

TOWN OF LISBON
 MEDICAL MARIJUANA ESTABLISHMENTS APPLICATION

Business Name: Lisbon Cannabis Co Page 2

 ✓ Check here that you attached a list on a separate piece of paper of names or additional names that apply.

Department licensing, registration, and certification as applicable.

NOTE: If application is not complete, the Town Clerk will notify the applicant and applicant must submit additional information w/in 30 days of the request or the application may be denied.

Business Name: honda cannabis co Page 3

I, SASON SMITH (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 and authorized a public records check to be conducted on all individuals listed under Questions 1 & 3 above.

Signature: _____

Date: 4-4-2022

The Council is the Municipal Licensing Board. Applications require a public hearing and an ad to appear in newspaper 7-days prior to the scheduled Public Hearing, cost included in \$250 fee. Public records checks can take up to three weeks to process. Complete applications contain the Police & Fire Chiefs, CEO, Assessor, and Health Officer's signatures and attachments. The Council meets on the first and third Tuesdays of the month at 7PM at Town Hall. Application fees must be paid prior to the Council meeting. Other helpful contacts are:

<u>353-3000</u> Ext 112... Town Clerk	<u>287-2336</u>State Sales Tax Division
<u>353-3007</u> Town Office Fax	<u>287-4190</u>Bureau of Corporations
<u>353-3000</u> Ext 111... Dep. Code Enforcement Officer	<u>624-8745</u>Bureau of Alcohol Beverages
<u>353-2500</u> Police Department	<u>287-3841</u>Agriculture Dept- Bakery Licenses
<u>353-3000</u> Ext 111... Health Officer	<u>624-6550</u>Marine Resources
<u>287-5671</u> Health Engineering Dept.	<u>287-2338</u>Dept of Labor (Seller's Certificates)

Business Name: _____ Page 4

FIRE CHIEF INSPECTION

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

YES NO State Fire Marshall inspection has been completed.

YES NO Hazardous Chemicals to be used for processing

— Sprinklers required and in compliance.

Report all findings here _____

Dated: _____ Approved: YES NO Approved by: _____

BUILDING INSPECTION – CODE ENFORCEMENT INSPECTION

The building inspector shall verify that the premises at which the establishment will be located complies with all (check those in compliance below):

- Applicable Town Ordinances
- The Building Code
- Electrical Code
- Plumbing Code

) SEE ATTACHED REPORT

o *Security (check if complied with):*

- The licensed premises shall have lockable doors and windows and shall be served by an alarm system that includes automatic notification to the Lisbon Police Department.
- The licensed premises shall have video surveillance capable of covering the exterior and interior of the facility. The video surveillance system shall be operated with continuous recording twenty-four hours per day, seven days per week and video shall be retained for a minimum duration of thirty (30) days. Such records shall be made available to law enforcement agencies when investigating a criminal complaint.
- The licensed premises shall have exterior spot lights with motion sensors covering the full perimeter of the building(s).

o *Ventilation (check if complied with):*

- The licensed premises shall comply with all odor and air pollution standards established by ordinance.
- All medical marijuana establishments that cultivate, manufacture or extract marijuana shall have an odor mitigation system installed that has been approved by a Maine Licensed Engineer, indicating that the system will provide odor control sufficient to ensure that no odors are perceptible off the premises.

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

Report all findings here SEE ATTACHED REPORT DATED 5/10/22

Dated: <u>5/10/22</u>	Medical Marijuana Retail Store	Approved: <input checked="" type="checkbox"/> YES NO
Dated: _____	Medical Marijuana Dispensary	Approved: YES NO
Dated: _____	Medical Marijuana Testing Facility	Approved: YES NO
Dated: _____	Medical Marijuana Manufacturing Facility	Approved: YES NO

Approved for categories above: _____
Mark Stambach Code Enforcement Officer



**TOWN OF LISBON
CODE ENFORCEMENT
300 LISBON ST.
LISBON, ME 04250
TEL. 353-3000 Ext. 111 FAX 353-3007**

May 10, 2022

The following report is for the medical marijuana retail license renewal for 5 Canal Street, Lisbon Cannabis Company.

In reviewing the records for the building and the property noted above, I am only able to locate 3 electrical permits. No building, plumbing, or sign permits can be located. In addition, the spreadsheet on which all permits were entered by the previous Code Officer has no permits shown being submitted or issued.

A walkthrough of the building showed some minor violations that were identified and corrections were to be made. I have no reason to believe that the building is significantly out of code in regards to the building or plumbing aspects.

The two signs on the face of the building are much larger than would be allowed by ordinance. The current emergency sign ordinance places a temporary stay on enforcement actions by the town.

Please don't hesitate to contact me with any questions.

Respectfully,

Mark C. Stambach
Code Enforcement Officer

Business Name: _____

LISBON CANNABIS

Page 7

POLICE CHIEF INSPECTION

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

10-605 APPLICATION (investigated) ***

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

10-610 STANDARDS FOR APPROVAL, DENIAL, REVOCATION ***

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

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

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

10-611 OPERATING REQUIREMENTS ***

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

Report all findings here _____

Dated: 4/14/22 Medical Marijuana Retail Store

Approved: ☒ YES ☐ NO

Dated: _____ Medical Marijuana Dispensary

Approved: YES ☐ NO

Dated: _____ Medical Marijuana Testing Facility

Approved: YES ☐ NO

Dated: _____ Medical Marijuana Manufacturing Facility

Approved: YES ☐ NO

Approved for categories above: _____


Ryan McGee, Police Chief

Business Name: LISBON CANNABIS Page 4

FIRE CHIEF INSPECTION

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

YES NO State Fire Marshall inspection has been completed.

YES NO Hazardous Chemicals to be used for processing

— Sprinklers required and in compliance.

Report all findings here _____

Dated: 4/26/2022 Medical Marijuana Retail Store

Approved: YES NO

Dated: _____ Medical Marijuana Dispensary

Approved: YES NO

Dated: _____ Medical Marijuana Testing Facility

Approved: YES NO

Dated: _____ Medical Marijuana Manufacturing Facility

Approved: YES NO

Approved for categories above: _____


Nate LeClair, Fire Chief

HEALTH OFFICER INSPECTION

Business Name: LISBOM CANNABIS Page 5

The health officer shall inspect the location or proposed location to determine whether all applicable ordinances relating to health and safety have been satisfied.

☒ This establishment does not sell prepared food. No Victualers License required.


☐ This Establishment sells prepared food. Victualers Application required.

The Health Officer has inspected the proposed location and has determined that all applicable ordinances relating to health and safety have been satisfied. See report of findings in writing below to the town clerk.

Report all findings here:

Dated: <u>4/26/22</u>	Medical Marijuana Retail Store	Approved: <u>YES</u> NO
Dated: _____	Medical Marijuana Dispensary	Approved: YES NO
Dated: _____	Medical Marijuana Testing Facility	Approved: YES NO
Dated: _____	Medical Marijuana Manufacturing Facility	Approved: YES NO

Approved for categories above: _____


Nate LeClair, Health Officer

LISBON ADULT USE MARIJUANA ESTABLISHMENTS APPLICATION

☒ Initial Adult Use Application ☐ Renewal Adult Use Application

Non-refundable Fees

<input checked="" type="checkbox"/> Adult Use Marijuana Retail Store:	\$ 5,000.00
<input type="checkbox"/> Adult Use Marijuana Cultivation Facility:	\$ 5,000.00
<input type="checkbox"/> Adult Use Products Manufacturing Facility:	\$ 5,000.00
<input type="checkbox"/> Adult Use Marijuana Testing Facility:	\$10,000.00

Name of Business: River Driver Cannabis Co Business Phone: 207 295 2000
 Location of Business: 8 Main St Lisbon Falls ME
 Business Email Address: riverdrivercc@gmail.com
 Business Mailing Address: 132 church rd Brunswick ME 04011
 Owner's Name: ~~Michael Kutcher~~ LNTI LLC Raymond Payne
 Home Phone: (508) 888-8888 Cell Phone: (207) 295-2000
 Owner's Home Address: 107 Mill Rd Cumberland ME 04221

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

Name: Raymond Payne Phone Number:
 Street Addr: 132 church rd Birth Date:
 Town/State/Zip: Brunswick ME 04011

Name: Michael Kutcher Phone Number:
 Street Addr: 429 Maple Hill Rd Birth Date:
 Town/State/Zip: Auburn ME 04210

✓ Name: Lisa Finlayson Brown Phone Number:
 Street Addr: 21 Main St Birth Date:
 Town/State/Zip: South Freeport ME 04078

✓ Name: Ian Finlayson Brown Phone Number:
 Street Addr: 21 Main St Birth Date:
 Town/State/Zip: South Freeport ME 04078

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

LISBON ADULT USE MARIJUANA ESTABLISHMENTS APPLICATION

_____ Initial Adult Use Application

_____ Renewal Adult Use Application

Non-refundable Fees

_____ Adult Use Marijuana Retail Store:	\$ 5,000,00
_____ Adult Use Marijuana Cultivation Facility:	\$ 5,000,00
_____ Adult Use Products Manufacturing Facility:	\$ 5,000,00
_____ Adult Use Marijuana Testing Facility:	\$10,000,00

Name of Business: _____ Business Phone: _____

Location of Business: _____

Business Email Address: _____

Business Mailing Address: _____

Owner's Name: _____

Home Phone: _____ Cell Phone: _____

Owner's Home Address: _____

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

Name: Emile Clavet Phone Number: _____

Street Addr: 147 Birch Run Birth Date: 1/1/1979

Town/State/Zip: Hampswell ME 04079

Name: Joseph Riddlesberger Phone Number: _____

Street Addr: 123 Gleckler rd Birth Date: 1/1/1979

Town/State/Zip: Portland ME 04103

Name: _____ Phone Number: _____

Street Addr: _____ Birth Date: _____

Town/State/Zip: _____

Name: _____ Phone Number: _____

Street Addr: _____ Birth Date: _____

Town/State/Zip: _____

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

I, Jul K (name) Raymond Payne 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 and authorized a public records check to be conducted on all individuals listed under Questions 1 & 3 above.

Signature: Jul K Date: 3/14/22

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

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

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

Business Name: River Driver Cannabis Co Page 4

FIRE CHIEF INSPECTION

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

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

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

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

Report all findings here:

Dated: 4/26/22 Adult Use Marijuana Retail Store

Approved: YES NO

Dated: _____ Adult Use Marijuana Cultivation Facility

Approved: YES NO

Dated: _____ Adult Use Products Manufacturing Facility

Approved: YES NO

Dated: _____ Adult Use Marijuana Testing Facility

Approved: YES NO

Approved for categories above:

Nate LeClair
Nate LeClair, Fire Chief


Business Name: River Driver Cannabis Co. Page 6

HEALTH OFFICER

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

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

Report all findings here:

Dated: 4/26/22 Approved: YES NO Approved by: 
Nate LeClair, Health Officer

POLICE CHIEF INSPECTION

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

10-605 APPLICATION (investigated) ***

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

10-610 STANDARDS FOR APPROVAL, DENIAL, REVOCATION

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

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

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

10-611 OPERATING REQUIREMENTS ***

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

Report all findings here _____

Check all that apply:

☒ Dated: 3/15/2022 Adult Use Marijuana Retail Store

☒ Approved: ☒ YES ☐ NO

☐ Dated: _____ Adult Use Marijuana Cultivation Facility

Approved: YES ☐ NO ☐

☐ Dated: _____ Adult Use Products Manufacturing Facility

Approved: YES ☐ NO ☐

☐ Dated: _____ Adult Use Marijuana Testing Facility

Approved: YES ☐ NO ☐

Approved for categories above: _____

Ryan McGee
Ryan McGee, Police Chief

BUILDING/CODE ENFORCEMENT INSPECTIONS

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

Town Ordinances (including food)
The Building Code

Electrical Code
Plumbing Code

o *Security (check if complied with):*

- ☒ The licensed premises shall have lockable doors and windows and shall be served by an alarm system that includes automatic notification to the Lisbon Police Department.
- ☒ The licensed premises shall have video surveillance capable of covering the exterior and interior of the facility. The video surveillance system shall be operated with continuous recording twenty-four hours per day, seven days per week and video shall be retained for a minimum duration of thirty (30) days. Such records shall be made available to law enforcement agencies when investigating a criminal complaint.
- ☐ The licensed premises shall have exterior spotlights with motion sensors covering the full perimeter of the building(s).

o *Ventilation (check if complied with):*

- ☒ The licensed premises shall comply with all odor and air pollution standards established by ordinance.
- ☒ All adult use marijuana establishments that cultivate, manufacture or extract marijuana shall have an odor mitigation system installed that has been approved by a Maine Licensed Engineer, indicating that the system will provide odor control sufficient to ensure that no odors are perceptible off the premises.

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

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

Report all findings here: _____

Check all that apply:

____ Dated: ☒ Adult Use Marijuana Retail Store Approved: ☒ YES ☐ NO

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

____ Dated: _____ Adult Use Products Manufacturing Facility Approved: YES ☐ NO

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

Approved for categories above: _____


Mark Stambach CEO



Town of Lisbon

Ross H. Cunningham, Director
Office of Economic and Community Development

Town Council

Fern Larochelle, Chair
Harry Moore Jr., Vice Chair
Don Fellows
Mark Lunt
Christine Cain
Raymond Robishaw
Jason Smith

To: Ryan McGee, Interim Town Manager

From: Ross Cunningham, ECD

Date: 5/31/22

Reference: CDBG Façade Grant application

In June 2020, the State of Maine's Office of Community Development (OCD) awarded the Town of Lisbon a \$100,000 grant to administer a business façade grant program. The purpose of Lisbon's façade grant program is to provide matching funds to local property and business owners to make visual improvement to the exterior of commercial buildings in Lisbon village areas and Route 196 Corridor. Lisbon's Business Façade Program helps improve the overall visual character of the community to support revitalization and attract additional investment.

In developing the grant application to OCD, Town staff reached out to local property and business owners to solicit façade projects to include in the grant application. Successful applications to OCD for CDBG funding must reference "shovel-ready" projects. The owners of the following properties submitted just such a "shovel-ready" façade project for inclusion in the Town's application in February 2020 that will positively benefit the visual appearance and character of their area.

19 Main St Lisbon Falls – The Beauty Box Salon

The proposed façade project at 19 Main Street includes installation of a retractable awning totaling approximately \$5,200. The proposed façade improvements at 19 Main Street are consistent with Lisbon's Business Façade Program and OCD's CDBG funding guidelines: 1) The project will enhance the visual character of the Lisbon Falls village as viewed from both Main Street and Route 196; 2) The project is located in Lisbon's designated Slum & Blight Area; 2) The owners of 19 Main Street have committed to provide the 1:1 matching funds to complete the project; 3) Appropriate historic preservation and environmental reviews have been completed for the project resulting in no restrictions for the proposed scope of work; and 4) The Project was approved by Lisbon's CDBG Citizen Advisory Committee.

671 Lisbon St Lisbon Falls – Former Bowling Alley

The proposed façade project at 671 Lisbon Street includes renovation of the structure and conversion to a two story multi-unit apartment building totaling in excess of \$45,000. The proposed façade improvements at 671 Lisbon Street are consistent with Lisbon's Business Façade Program and OCD's CDBG funding guidelines: 1) The project will enhance the



Town of Lisbon

Ross H. Cunningham, Director
Office of Economic and Community Development

Town Council
Fern Larochelle, Chair
Harry Moore Jr., Vice Chair
Don Fellows
Mark Lunt
Christine Cain
Raymond Robishaw
Jason Smith

visual character of the Lisbon Falls village as viewed from Route 196; 2) The project is located in Lisbon's designated Slum & Blight Area; 2) The owners of 671 Lisbon Street have committed to provide the 1:1 matching funds to complete the project; 3) Appropriate historic preservation and environmental reviews have been completed for the project resulting in no restrictions for the proposed scope of work; and 4) The Project was approved by Lisbon's CDBG Citizen Advisory Committee.

231 Lisbon St, Lisbon – All Clean Carpet

The proposed façade project at 231 Lisbon Street includes installation of new siding, and new doors and trim \$28,750. The proposed façade improvements at 231 Lisbon Street are consistent with Lisbon's Business Façade Program and OCD's CDBG funding guidelines: 1) The project will enhance the visual character of the Lisbon village as viewed from both Village St and Route 196; 2) The project is located in Lisbon's designated Slum & Blight Area; 2) The owners of 231 Lisbon Street have committed to provide the 1:1 matching funds to complete the project; 3) Appropriate historic preservation and environmental reviews have been completed for the project resulting in no restrictions for the proposed scope of work; and 4) The Project was approved by Lisbon's CDBG Citizen Advisory Committee.

Therefore, we respectfully request that Council approve the following

- Business façade project at 19 Main Street, allocate \$2,500 of Business Façade Program funding for the project, and authorize Town staff to seek quotes as required by Town and OCD program guidelines.
- Business façade project at 671 Lisbon Street, allocate \$20,000 of Business Façade Program funding for the project, and authorize Town staff to put the project out to bid as required by Town and OCD program guidelines.
- Business façade project at 231 Lisbon Street, allocate \$11,850 of Business Façade Program funding for the project, and authorize Town staff to put the project out to bid as required by Town and OCD program guidelines.

Respectfully,



Town of Lisbon

Ross H. Cunningham, Director
Office of Economic and Community Development

Town Council
Fern Larochelle, Chair
Harry Moore Jr., Vice Chair
Vacant
Don Fellows
Mark Lunt
Raymond Robishaw
Jason Smith

To: Ryan McGee, Interim Town Manager

From: Ross Cunningham, Economic and Community Development Director

Date: June 6, 2022

Reference: FAME Revolving Loan Program

In 1996 the Finance Authority of Maine provided \$71,000.00 funds to the Town of Lisbon in support of their Regional Economic Development Revolving Loan Program as the original disbursement award. The FAME funding was unique in its design in an effort to provide the Town of Lisbon flexibility in its loan practices to provide support to those who did not meet the restrictions of other Revolving Loan funding sources (i.e. needing to provide matching funds or a letter of bank denial). This program has allowed the Town to support multiple loans over the years and provided local businesses the support they needed to succeed. The FAME loan funding report shows the First Generation loan amount of \$69,900.00, of which \$175,600.00 was leveraged. In addition, there was a Second Generation loan amount of \$83,400.00, of which \$243,200.00 was leveraged. The last loan origination date under the FAME Revolving Loan Program was February 13, 2007. All loans under the FAME program have been paid in full.

The initial FAME investment has been revolved several times and holds a balance in Portland Trust Company in the amount of \$125,062.99 as of April 30, 2022; it is now considered "second generation" funds, thus removing the need for FAME to approve each loan.

When the town received these funds, it made no changes to the Revolving Loan Fund Ordinance that would allow for the spirit and guidelines of the FAME program to be utilized as the program intended.

As there are local businesses seeking funding to continue to operate through some of the challenges we are facing on our Main St, staff is recommending the Council adopt an order that authorizes loan parameters and a loan application and approval process for use of the FAME funds in accordance with the provided guidelines for loan eligibility, the loan terms available, and the process for application, review and approval.

Respectfully,

Recommendation: To Authorize the attached loan parameters and loan application and approval process for use of the FAME Regional Economic Development Revolving Loan Program funds as originally intended by the Finance Authority of Maine.

**Town Of Lisbon Guidelines and Application for
Regional Economic Development Revolving Loan Program
(FAME REDRLP)**

June 2022

This manual is meant to provide easy reference for Lisbon FAME Loan parameters

I. Participant Loan Review/Underwriting

Lisbon ECD is responsible for receiving loan applications and, in working with the Finance Director and Loan Committee, conducting loan review/underwriting for each proposal. At a minimum, the loan review/underwriting process and analysis should address the following elements:

- 1) Lisbon Fame Loan eligibility.
- 2) Loan amount, interest rate, term, and conditions.
- 3) Applicant's creditworthiness, including a review of the applicant principal's credit report.
- 4) Applicant's cash flow, including a review of historical cash flow coverage of the existing and proposed debt service.
- 5) Applicant's security for the proposed loan, including collateral, the basis for each item of security, including appraisals, and market value.

II. Program criteria for Lisbon FAME loans

A) Maximum Loan Amount

Up to \$50,000 to an eligible borrower

B) Use of Lisbon FAME Loan Funds

Funds may be used for (but are not limited to) the following:

- 1) Working capital
- 2) Acquisition of raw materials or inventory
- 3) Acquisition of M&E
- 4) Acquisition of real estate

(C) Leverage Requirements

- Loans may be for the total amount of new funds being provided to a borrower.

(D) Interest Rate/Terms

Lisbon FAME Loan interest rates, amortization schedules and repayment terms shall be set by the Loan Committee for each borrower, except that:

- With respect to loans for other eligible projects, the interest rate may not be greater than the prime rate of interest plus 7%.
- No loan may be for a term longer than 20 years. When necessary, Town of Lisbon may provide for flexible repayment terms and may require additional payments tied to the borrower's financial success.

- Town of Lisbon shall require collateral for loans but may subordinate to loans from other lenders.

(E) Lisbon FAME Loan Project Eligibility

In order for a project or borrower to be eligible for financial assistance under the program, the business must have 100 or fewer employees or annual sales of \$10,000,000 or less, and consist of or involve at least one of the following:

- a) Manufacturing technologies, such as value added wood products, specialty fabricated metal and electronic products, precision manufacturing and use of composites or advanced materials;
- b) Technologies, such as advanced information systems, advanced telecommunications, energy and environmental products and services;
- c) Value-added natural resource enterprises and biological and natural resources technologies, such as aquaculture, marine technology, agriculture, forestry products and biotechnology;
- d) A business converting from defense dependency;
- e) A business significantly engaged in export of goods or services to locations outside Maine;
- f) A business that dedicates significant resources to research and development activities;
- g) Other businesses with 15 or fewer employees;
- h) A business significantly engaged in serving tourists, such as in the area of outdoor recreation, culture and heritage and hospitality.

III. Loan Funding Process/Closing/Servicing

Following loan review/underwriting, the funding process will occur as follows:

- 1) Town of Lisbon approves or denies a loan; approvals to be based on terms and conditions outlined by the town. Lisbon ECD will communicate denials directly to applicants.
- 2) For approvals, Lisbon Finance Director and ECD prepare a commitment and attach to a completed REDRLP Requisition Form and submit to Town Manager for Council Review and Approval.
- 3) All loan approvals must be included in annual report from Lisbon Finance Director to FAME.

Commitment and Loan Closing: The Town of Lisbon is responsible for providing a loan commitment to the loan applicant, and receiving a signed commitment in return. Town of Lisbon is responsible for preparation of the loan closing documents (**which may not be combined with loan closing documents for any other related or simultaneous transactions**), conducting the loan closing, disbursing the loan proceeds to the borrower, and performing all post-closing tasks necessary to secure the collateral and properly document the loan.

Loan Servicing: Town of Lisbon is responsible for collecting loan payments. The town will continue to work with the borrower throughout the life of the loan. This may include any adjustments to collateral, payment schedules and collections. After a loan is paid in full, all documentation will be discharged (as applicable) and the loan documents marked paid in full and forwarded to the borrower.

IV. REDRLP Fees

Town of Lisbon

The Town of Lisbon may charge a commitment fee to borrowers of up to two percent (2%) at loan closing and may use interest earnings on its Revolving Loan Fund not to exceed seven percent (7%) of each loan annually on loans to cover its reasonable operating costs.

V. Semi-Annual Reports/Audit

- On a semi-annual basis, Lisbon will receive a copy of their most recent semi-annual reporting spreadsheet via e-mail from FAME with a request that the report be updated based on loan balance changes, and/or any other relevant loan account changes.
- Participant will e-mail the updated and confirmed report back to FAME.
- On a random basis, FAME will conduct site visits and an update/audit of Participant's REDRLP activity.

VI. Default Rate

Town of Lisbon is required to maintain a loan program default rate of no greater than 10% beginning on the first anniversary date of Disbursement and Pledge Agreement with FAME. A loan program the last due date pursuant to any written payment modification agreements. The formula for calculation of default rate is the total balance of all loans in default (over 90 days) divided by the total outstanding portfolio.



300 Lisbon St, Lisbon, ME 04250 Ph: 207-353-3000 Fax: 207-353-3007
Regional Economic Development Revolving Loan (FAME) Program Application

A completed loan application package must include all attachments listed on page four before it can be reviewed.

Business/Borrower Information

Business/Borrower Name:

Click or tap here to enter text.

Mailing address:

Click or tap here to enter text.

Phone Number:

Click or tap here to enter text.

Fax Number:

Click or tap here to enter text.

City/State/Zip:

Click or tap here to enter text.

Email Address:

Click or tap here to enter text.

Loan Information

Amount Requested:

Click or tap here to enter text.

Term Requested:

Click or tap here to enter text.

Number of Jobs Created:

Click or tap here to enter text.

Number of Jobs Retained:

Click or tap here to enter text.

Public Benefit (attach an additional sheet if necessary)

Click or tap here to enter text.

Purpose of Loan:

Click or tap here to enter text.

Number of Years Business Operating: Click or tap here to enter text.

Guarantor Information

Guarantor Name:Click or tap here to enter text.

Federal Tax ID:Click or tap here to enter text. **NAICS Number:** Click or tap here to enter text.

Date Established: Click or tap here to enter text. **State:** Click or tap here to enter text.

Mailing Address:

Click or tap here to enter text.

City/State/Zip:

Click or tap here to enter text.

Phone Number:

Click or tap here to enter text.

Fax Number:

Click or tap here to enter text.

Email Address:

Click or tap here to enter text.

Contact Name:

Click or tap here to enter text.

Title:

Click or tap here to enter text.

Town of Lisbon
Regional Economic Development Revolving Loan (FAME) Program Application

Business/Borrower Name:

Click or tap here to enter text.

Business Type: ☐ Proprietorship

☐ LLC

☐ Partnership

☐ LLP

☐ S-Corp

☐ Other (Describe)

☐ C-Corp

Click or tap here to enter text.

Is there any legal action currently pending or threatened against the applicant(s) or guarantor(s)?

☒ Yes (if yes, explain: Click or tap here to enter text.)

☐ No

Does the business/borrower offer health insurance or pension plans to its employees?

☐ Health Insurance Type: Click or tap here to enter text.

☐ Pension Plan Type: Click or tap here to enter text.

Business Principals: List all Partners or Stockholders and their ownership percentage*.

(attach additional sheets if necessary)

Name & Title

Click or tap here to enter text.

Address

Click or tap here to enter text.

Phone Number

Click or tap here to enter text.

Ownership %

Click or tap here to enter text.

Name & Title

Click or tap here to enter text.

Address

Click or tap here to enter text.

Phone Number

Click or tap here to enter text.

Ownership %

Click or tap here to enter text.

Business Indebtedness: Include major leases. Use an asterisk * to identify debts to be paid with loan proceeds. (attach additional sheets if necessary)

Click or tap here to enter text.

Proposed Collateral: (attach additional sheets if necessary)

Click or tap here to enter text.

Town of Lisbon
Regional Economic Development Revolving Loan (FAME) Program Application

Business/Borrower Name:
Click or tap here to enter text.

Signatures and Certification

By signing below, I represent that I am the individual authorized to complete this application on behalf of the above borrower. I also certify that the information provided and submitted in connection with the application is true and accurate and fairly presents the business and financial status of the applicant. I authorize Town of Lisbon to conduct appropriate business or personal credit checks as necessary.

<hr/> Borrower/Authorized Representative Signature	<hr/> Date
--	------------

<hr/> Borrower/Authorized Representative Name (print)	
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<hr/> Guarantor Signature	<hr/> Date
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<hr/> Guarantor Name (print)	
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<hr/> Guarantor Signature	<hr/> Date
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<hr/> Guarantor Name (print)	
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May 12, 2022

To : Town Council

From: Planning Board, William Kuhl, Chairman

Re Planning Services

Thank you for meeting with us on April 5 to discuss Zoning and Comprehensive Planning. We need your help in developing any changes to keep pace with A growing town and landowner desires.

Most of our discussion was about Rural Open Space 2 (RO2). RO2 was carved out of RO1 in 2011, based on a 2007 Comprehensive Plan. which was written by a committee of citizens with a great deal of local input. The intent for changes was to help preserve farming and open space. RO1 is also restricted, only allowing open space (cluster) subdivisions.

In order to determine whether those objectives are being met or what modifications to propose, we need to seek community and landowner input. To provide meaningful dialogue with the 30 landowners in RO2 and the 300 in RO1 we need professional help. Not knowing how long this will take or exactly the outcome, we do know there will be the need to send notices, conduct multiple meeting and surveys and the Comprehensive Plan will need to be changed and resubmitted to the State for approval. We ask the Town Council to authorize the Planning Board to contract with North Star Planning on an hourly basis, not to exceed \$15,000.

There may be other Zoning changes we can review at the same time. The Town Council has tasked the Planning Board with reviewing the Sign Ordinance for updates. We could better review the ordinance with professional help. We know there is currently strong housing demand. We would want input from the Economic Development Director on housing data and needs, as well as advice from real estate and development professionals.

Thank you for your assistance in planning for a better Lisbon future.

OLVER ASSOCIATES INC.**ENVIRONMENTAL ENGINEERS**

May 26, 2022

Mr. Ryan McGee, Interim Town Manager
 Lisbon Town Office
 300 Lisbon Street
 Lisbon, Maine 04250

RE: Ferry Road Improvements Bid Results

Dear Ryan:

On May 26, 2022, bids were opened for the Ferry Road Improvements project. Three bids were received as follow:

CONTRACTOR	LOCATION	Base Bid	Alternate Bid	Total Bid
Northeast Paving	Bangor, Maine	\$1,410,310	\$156,715	\$1,567,025
St. Laurent & Son Inc.	Lewiston, Maine	\$1,488,820	\$124,070	\$1,612,890
Pratt & Sons Inc.	Mechanic Falls, Maine	\$2,057,650	\$149,050	\$2,206,700

Attached please find a copy of the bid tabulation and of the low bid from Northeast Paving. We have only limited experience working with Northeast Paving, and that was on a sewer project. We have not worked directly with them on a roadway project, but they routinely perform similar projects to what is planned on Ferry Road for the Maine DOT. The price for the entire scope of work is well within the project planning construction estimate of 2.2 million dollars. We therefore recommend proceeding with award of the contract to Northeast Paving for the full scope amount of \$1,567,025.

OLVER ASSOCIATES INC.

Mr. Ryan McGee, Interim Town Manager
May 26, 2022
Page 2

Please let us know if you have any questions or need further information at this time.

Very truly yours,

OLVER ASSOCIATES INC.

A handwritten signature in black ink, appearing to read 'MHO', with a long horizontal flourish extending to the right.

Mandy Holway Olver P.E., Vice-President
Construction Services Manager

MHO/sb

2711/090

cc. Mr. Randy Cyr, Public Works Director

LISBON FERRY ROAD ROADWAY IMPROVEMENTS
BID TAB

I. BASE BID									
Item No.	Item Description	Est. QTY	Unit	Northeast Paving Unit Price	Northeast Paving Total Price	St. Laurent & Son Inc. Unit Price	St. Laurent & Son Inc. Total Price	Pratt & Sons Inc. Unit Price	Pratt & Sons Inc. Total Price
1	Clearing and Grubbing	1	LS	\$ 36,000.00	\$ 36,000.00	\$ 46,790.00	\$ 46,790.00	\$ 80,000.00	\$ 80,000.00
2	Mobilization & Traffic Control	1	LS	\$ 156,000.00	\$ 156,000.00	\$ 131,000.00	\$ 131,000.00	\$ 300,000.00	\$ 300,000.00
3	Test Pits	6	EA	\$ 950.00	\$ 5,700.00	\$ 1,000.00	\$ 6,000.00	\$ 500.00	\$ 3,000.00
4	Rip-Rap-d12"	400	CY	\$ 88.00	\$ 35,200.00	\$ 145.00	\$ 58,000.00	\$ 125.00	\$ 50,000.00
5	Rip-Rap-d18"	50	CY	\$ 99.00	\$ 4,950.00	\$ 145.00	\$ 7,250.00	\$ 125.00	\$ 6,250.00
6	Full Depth Pavement Reclamation	36,000	SY	\$ 1.25	\$ 45,000.00	\$ 2.60	\$ 93,600.00	\$ 3.00	\$ 108,000.00
7	Ledge Excavation and Removal	100	CY	\$ 500.00	\$ 50,000.00	\$ 225.00	\$ 22,500.00	\$ 100.00	\$ 10,000.00
8	Excavation and Replacement of Unsuitable Fill	200	CY	\$ 38.00	\$ 7,600.00	\$ 35.00	\$ 7,000.00	\$ 20.00	\$ 4,000.00
9	Gravel Shoulder Restoration	6,000	SY	\$ 7.50	\$ 45,000.00	\$ 8.65	\$ 51,900.00	\$ 35.00	\$ 210,000.00
10	Roadway Ditching	4,000	LF	\$ 10.50	\$ 42,000.00	\$ 10.00	\$ 40,000.00	\$ 9.00	\$ 36,000.00
11	Temporary Erosion Control	1	LS	\$ 26,000.00	\$ 26,000.00	\$ 37,000.00	\$ 37,000.00	\$ 150,000.00	\$ 150,000.00
12	Roadway Pavement	7,500	LF	\$ 89.50	\$ 671,250.00	\$ 89.00	\$ 667,500.00	\$ 87.00	\$ 652,500.00
13	Driveway Pavement	300	LF	\$ 190.00	\$ 57,000.00	\$ 172.00	\$ 51,600.00	\$ 168.00	\$ 50,400.00
14	12" Ø SICPE Culvert	200	LF	\$ 68.00	\$ 13,600.00	\$ 130.00	\$ 26,000.00	\$ 150.00	\$ 30,000.00
15	15" Ø SICPE Culvert	350	LF	\$ 78.00	\$ 27,300.00	\$ 130.00	\$ 45,500.00	\$ 140.00	\$ 49,000.00
16	18" Ø SICPE Culvert	500	LF	\$ 89.00	\$ 44,500.00	\$ 137.50	\$ 68,750.00	\$ 210.00	\$ 105,000.00
17	24" Ø SICPE Culvert	160	LF	\$ 96.00	\$ 15,360.00	\$ 162.00	\$ 25,920.00	\$ 275.00	\$ 44,000.00
18	36" Ø RCP Culvert	60	LF	\$ 365.00	\$ 21,900.00	\$ 445.00	\$ 26,700.00	\$ 500.00	\$ 30,000.00
19	60" X 46" Pipe Arch	62	LF	\$ 625.00	\$ 38,750.00	\$ 445.00	\$ 27,590.00	\$ 1,300.00	\$ 80,600.00
20	Loam & Seeding	1	LS	\$ 40,000.00	\$ 40,000.00	\$ 14,000.00	\$ 14,000.00	\$ 20,000.00	\$ 20,000.00
21	2" Rigid Insulation	200	SF	\$ 5.25	\$ 1,050.00	\$ 2.40	\$ 480.00	\$ 2.00	\$ 400.00
22	Owner's Testing Allowance	1	LS	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
23	Mailbox Restorations	3	EA	\$ 340.00	\$ 1,020.00	\$ 300.00	\$ 900.00	\$ 400.00	\$ 1,200.00
24	Roadway Signs	12	EA	\$ 52.50	\$ 630.00	\$ 345.00	\$ 4,140.00	\$ 650.00	\$ 7,800.00
25	Guardrails	600	LF	\$ 31.50	\$ 18,900.00	\$ 34.00	\$ 20,400.00	\$ 40.00	\$ 24,000.00
26	Striping	1	LS	\$ 3,600.00	\$ 3,600.00	\$ 6,300.00	\$ 6,300.00	\$ 3,500.00	\$ 3,500.00
TOTAL BASE BID					\$ 1,410,310.00		\$ 1,488,820.00		\$ 2,057,650.00

LISBON FERRY ROAD ROADWAY IMPROVEMENTS
BID TAB

II. ALTERNATE BID									
Item No.	Item Description	Est. QTY	Unit	Northeast Paving Unit Price	Northeast Paving Total Price	St. Laurent & Son Inc. Unit Price	St. Laurent & Son Inc. Total Price	Pratt & Sons Inc. Unit Price	Pratt & Sons Inc. Total Price
1	Clearing and Grubbing	1	LS	\$ 15,000.00	\$ 15,000.00	\$ 3,500.00	\$ 3,500.00	\$ 1,000.00	\$ 1,000.00
2	Traffic Control	1	LS	\$ 18,000.00	\$ 18,000.00	\$ 1,300.00	\$ 1,300.00	\$ 10,000.00	\$ 10,000.00
3	Rip-Rap-d18"	150	CY	\$ 99.00	\$ 14,850.00	\$ 185.00	\$ 27,750.00	\$ 125.00	\$ 18,750.00
4	Full Depth Pavement Reclamation	600	SY	\$ 3.50	\$ 2,100.00	\$ 2.60	\$ 1,560.00	\$ 3.00	\$ 1,800.00
5	Gravel Shoulder Restoration	100	SY	\$ 57.00	\$ 5,700.00	\$ 8.65	\$ 865.00	\$ 35.00	\$ 3,500.00
6	Roadway Pavement	150	LF	\$ 101.00	\$ 15,150.00	\$ 90.00	\$ 13,500.00	\$ 87.00	\$ 13,050.00
7	36" Ø RCP Culvert	140	LF	\$ 500.00	\$ 70,000.00	\$ 450.00	\$ 63,000.00	\$ 650.00	\$ 91,000.00
8	Loam & Seeding	1	LS	\$ 8,900.00	\$ 8,900.00	\$ 4,000.00	\$ 4,000.00	\$ 1,500.00	\$ 1,500.00
9	Roadway Signs	1	EA	\$ 165.00	\$ 165.00	\$ 345.00	\$ 345.00	\$ 650.00	\$ 650.00
10	Guardrails	170	LF	\$ 40.00	\$ 6,800.00	\$ 40.00	\$ 6,800.00	\$ 40.00	\$ 6,800.00
11	Striping	1	LS	\$ 50.00	\$ 50.00	\$ 1,450.00	\$ 1,450.00	\$ 1,000.00	\$ 1,000.00
	ALTERNATE BID				\$ 156,715.00		\$ 124,070.00		\$ 149,050.00
	TOTAL BASE BID PLUS ALTERNATE BID				\$ 1,567,025.00		\$ 1,612,890.00		\$ 2,206,700.00

PROPOSAL
FERRY ROAD ROADWAY IMPROVEMENTS
TOWN OF LISBON, MAINE

Town of Lisbon, Maine
300 Lisbon Street
Lisbon, Maine 04250

Greetings:

The undersigned, as Bidder on the above indicated Project, declares that the only persons or parties interested as principals in this Bid or in the Contract proposed to be taken, are named herein; that this Bidder has carefully examined the location of the proposed work, the Drawings and Specifications including the Invitation to Bid, Proposal, Contract, and Technical Specifications; and proposes and agrees if this Bid is accepted that he/she will contract to provide all necessary and proper labor, machinery, equipment, facilities, and incidentals, and to do all the Work and furnish all labor and material necessary or proper to carry out the Contract in the manner and time therein set forth, and that he/she will do all other things required and incidental to the completion of the Work.

All entries in the entire proposal have been made clearly and in ink; total prices bid have been written in both words and figures. All items defined in the Contract Documents have been bid upon.

It is understood that this Bid may not be withdrawn within 90 days after the actual date of the opening thereof.

5/26/2022
(Date)

Wayne A. Berry
(Signed)
Name: Wayne A. Berry
Title: Division Manager
Representing: Eurovia Atlantic Coast LLC. dba Northeast Paving
Address: 953 Odlin Road, Bangor, Maine 04401

BID FORM

BIDDER agrees to perform all Work as described in these Contract Documents for the following unit prices for the payment items indicated:

ITEM	DESCRIPTION	APPROX. QUANTITY	UNITS	UNIT PRICE	TOTAL PRICE
1.	Clearing and Grubbing	LS	LS	\$ 36,000.00	\$ 36,000.00
2.	Mobilization & Traffic Control	LS	LS	\$ 156,000.00	\$ 156,000.00
3.	Test Pits	6*	EA	\$ 950.00	\$ 5,700.00
4.	Rip-Rap-d12"	400	CY	\$ 88.00	\$ 35,200.00
5.	Rip-Rap-d18"	50	CY	\$ 99.00	\$ 4,950.00
6.	Full Depth Pavement Reclamation	36,000	SY	\$ 1.25	\$ 45,000.00
7.	Ledge Excavation and Removal	100*	CY	\$ 500.00	\$ 50,000.00
8.	Excavation and Replacement of Unsuitable Fill	200*	CY	\$ 38.00	\$ 7,600.00
9.	Gravel Shoulder Restoration	6000	SY	\$ 7.50	\$ 45,000.00
10.	Roadway Ditching	4000	LF	\$ 10.50	\$ 42,000.00
11.	Temporary Erosion Control	LS	LS	\$ 26,000.00	\$ 26,000.00
12.	Roadway Pavement	7500	Tons	\$ 89.50	\$ 671,250.00
13.	Driveway Pavement	300	Tons	\$ 190.00	\$ 57,000.00
14.	12" Ø SICPE Culvert	200	LF	\$ 68.00	\$ 13,600.00
15.	15" Ø SICPE Culvert	350	LF	\$ 78.00	\$ 27,300.00
16.	18" Ø SICPE Culvert	500	LF	\$ 89.00	\$ 44,500.00
17.	24" Ø SICPE Culvert	160	LF	\$ 96.00	\$ 15,360.00
18.	36" Ø RCP Culvert	60	LF	\$ 365.00	\$ 21,900.00
19.	60" X 46" Pipe Arch	62	LF	\$ 625.00	\$ 38,750.00
20.	Loam & Seeding	LS	LS	\$ 40,000.00	\$ 40,000.00
21.	2" Rigid Insulation	200	SF	\$ 5.25	\$ 1,050.00
22.	Owner's Testing Allowance	All	LS*	\$ 2,000.00	\$ 2,000.00
23.	Mailbox Restorations	3	EA*	\$ 340.00	\$ 1020.00
24.	Roadway Signs	12	EA	\$ 52.50	\$ 630.00
25.	Guardrails	600	LF	\$ 31.50	\$ 18,900.00
26.	Striping	1	LS	\$ 3600.00	\$ 3,600.00

SUBTOTAL BASE BID (IN FIGURES):\$ 1,410,310.00

SUBTOTAL BASE BID (IN WORDS): one million four hundred ten thousand Dollars
three hundred ten dollars and zero cents

II. ALTERNATE BID

1.	Clearing and Grubbing	1	LS	\$ 15,000.00	\$ 15,000.00
2.	Traffic Control	1	LS	\$ 18,000.00	\$ 18,000.00
3.	Rip-Rap-d18"	150	CY	\$ 99.00	\$ 14,850.00

4. Full Depth Pavement Reclamation	600	SY	\$ 3.50	\$ 2,100.00
5. Gravel Shoulder Restoration	100	SY	\$ 57.00	\$ 5,700.00
6. Roadway Pavement	150	Tons	\$ 101.00	\$ 15,150.00
7. 36" Ø RCP Culvert	140	LF	\$ 500.00	\$ 70,000.00
8. Loam & Seeding	LS	LS	\$ 8,900.00	\$ 8,900.00
9. Roadway Signs	1	EA	\$ 165.00	\$ 165.00
10. Guardrails	170	LF	\$ 40.00	\$ 6,800.00
11. Striping	1	LS	\$ 50.00	\$ 50.00

SUBTOTAL ALTERNATE BID (IN FIGURES):\$ 156,715.00

SUBTOTAL ALTERNATE BID (IN WORDS): one hundred fifty six thousand Dollars
seven hundred fifteen dollars and zero cents.

TOTAL BID (IN FIGURES):\$ 1,567,025.00

TOTAL BID (IN WORDS): one million five hundred sixty seven thousand twenty
five dollars and zero cents. Dollars

*Note: Asterisk indicates indeterminate quantity for bidding comparison.

The TOTAL BID is the basis of determination of low bidder.

The undersigned agrees to the following:

- To furnish all required insurance certificates and bonds within 10 days after formal acceptance of the proposal by the Owner. All insurance certificates and bonds must be furnished before formal execution of the contract by the Owner.
- To substantially complete the work within 90 calendar days and to fully complete the work within 120 calendar days of the formal Notice to Proceed.
- That the Owner may retain liquidated damages of \$750 per day for each day in excess of those mentioned above that the work is not completed as indicated.

The undersigned acknowledges the receipt of the following Addenda:

Addenda 1 received on 05/23/2022

Addenda 2 received 05.24.2022

Date: 5.26.2022

Signed: Way Berry

Name: Wayne A. Berry

Title: Division Manager

Representing: Eurovia Atlantic Coast LLC. dba Northeast Paving

Address: 953 Odlin Road, Bangor, Maine 04401

Telephone: 207-945-0873

Fax: 207-945-0874

(Seal - If Bid is by Corporation)
(Also attached Certificate of Authority
for signatory to execute contract)

Proposed Amendments to RO2

In the RO2 zone, in order to preserve farming and open space, current regulations do not allow subdivisions or Rear lots. Any lots created must have a minimum of 60,000 square feet and a maximum area of 100,000 square feet and a lot frontage to depth ratio of 1:1.5.

In 2021 the Kesaris family found they could not divide a 60-acre lot among family members. Division among family is not subdivision but they could not, for example, divide by giving 20 acres to each sibling. The Kesaris family asked the Planning Board for relief. The Planning Board could not find a rationale for the maximum lot size or ratio, so we seek to provide a remedy.

The proposed amendment to Chapter 70 section 361 deletes subsection 1 and 2 (maximum lot coverage and lot size), which were added to the zone in 2011. The amendments to 70-356, Dimensional Standards, deletes the current 60,000 square foot minimum lot size and adds 100,000 square feet as minimum lot size. This is the Lot size in RO1. A minimum of 200 feet of frontage is added. This is the same as in the adjacent Rural Residential zone.

The amendments propose to remove an unworkable and unreasonable lot size requirement while still preserving open space and farming.

Thank you,

Curtis Lunt

May 1, 2022

DIVISION 5A. RURAL OPEN SPACE DISTRICT II

Sec. 70-361. Dimensional requirements.

Lots in the rural open space II district shall meet or exceed the minimum requirements as identified in section 70-536 and the following (refer also to article VI of this chapter):

(1) Maximum coverage. Maximum coverage of lot by structures in the rural open space district II shall not exceed 20 percent; except that high intensity farming shall not exceed 25 percent.

(2) Lot standards. Lots shall comply with the following:

a. Lots shall have a minimum area of 60,000 square feet and a maximum area of 100,000 square feet.

b. After the effective date of this amendment, lots for residential use shall have the required frontage on an existing publically maintained road.

c. The lot frontage to lot depth ratio shall be 1:1.5.

(C.M. of 11-15-2011, V. 2011-208)

Sec. 70-362. Performance or land use standards.

Permitted uses and conditional uses in this division shall conform to the performance standards delineated in article VI of this chapter and the following:

(1) After the effective date of this amendment, residential subdivisions are prohibited.

(2) After the effective date of this amendment, backlots rear lots are prohibited.

(C.M. of 11-15-2011, V. 2011-208)

Secs. 70-363—70-380. Reserved.

...

Sec. 70-536. Dimensional requirements.

...

Rural Open Space II	<div>60,000 sq. ft. Minimum</div> <div>100,000 sq. ft. Maximum</div> <div>100,000 sq. ft.</div>	See Sec. 70-361(2)a 200'	200'	50'	75'	25'	25'	20	Percent			
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Town of Lisbon

Lynna Izumi, Director
Human Resources

Town Council

Fern Larochelle, Chair
Harry Moore Jr., Vice Chair
Don Fellows
Mark Lunt
Christine Cain
Raymond Robishaw
Jason Smith

To: Ryan McGee, Interim Town Manager

From: Lynna Izumi, HR

Date: 6/7/22

REFERENCE: MAINE WORKFORCE DEVELOPMENT COMPACT

The Harold Alfond Center for the Advancement of Maine's Workforce is currently offering grant funding to all Maine Businesses and organizations in the amount of \$1,200.00 per employee to facilitate training.

The Town of Lisbon would like to become a member of the Maine Workforce Development Compact in order to access this "Non Match" funding. For all employees that we use this money for, we are granted an additional \$600 each year in 2023 and 2024.

Staff requests Town Council approval to join the Compact. Additional info provided on informational flyer.

You're invited to join the Maine Workforce Development Compact



HAROLD ALFOND CENTER
FOR THE ADVANCEMENT OF
MAINE'S WORKFORCE



The Harold Alfond Center for the Advancement of Maine's Workforce has access to \$60 million in grant funding and is poised to serve 24,000 Maine citizens:

The Maine Workforce Development Compact is currently comprised of 150+ businesses and associations that have signed a Memorandum of Agreement with the Center to access training grant funding.

The training takes place at one of Maine's community colleges or by a third-party training vendor, which could be your company-based training.

Benefits to joining the Compact and access to training funding including:

- Receive up to \$1,200 per front line worker through December 2022; up to a \$600 match is available in 2023 and 2024.
- Community college scholarships are available for staff to continue acquiring skills in a for-credit program of study.
- Employees have an advisor to assist with course selection, textbooks, tutoring services, and other resources to ensure continued success.
- The Harold Alfond Center will maintain your employees' training records

How to join in two steps:

1. Complete a short, online application
2. Complete the MOA by clicking the link in the confirmation email

WHY JOIN THE COMPACT?

RECRUIT

From a talent pipeline of pre-hire trainees for entry level positions being trained NOW.

ENGAGE

your frontline staff in professional development opportunities to help them move up your ranks.

RETAIN

your employees by engaging them in growth activities while boosting your company's productivity.

Contact Us!

alfondtraining@mccs.me.edu

Fill out an application form:

<https://bit.ly/JoinTheCompact>



**Maine's
Community Colleges**

*The Maine Community College System is an equal opportunity/affirmative action institution and employer.
For more information, contact the MCCS Office of Human Resources at 207.629.4000.*



Town of Lisbon

Fire Department

Nathan LeClair, Fire Chief



To: Ryan McGee, Interim Town Manager
Ref: Agenda Request Addendum
Date: June 3, 2022

The Fire Department went out to bid for a new Fire Department Pick-up Truck. RFPs were sent out to 8 different dealers and posted on the Town Web Site. We had only two vendors show interest but we only received one bid for \$45,383. The bid was opened at 4 pm on the 3rd of June with myself and Lisa Smith present.

O'Connor Auto Park submitted a bid of \$45,383

I recommend we award the bid to O'Connor's.

Nathan LeClair

A handwritten signature of Nathan LeClair in black ink.

Fire Chief

REMOTE MEETING PARTICIPATION POLICY

Lisbon Town Council

Pursuant to 1 M.R.S. § 403-B, and after public notice and hearing, the Lisbon Town Council adopts the following policy to govern the participation, via remote methods, of members of the Lisbon Town Council and the public in the public proceedings or meetings of that body.

Members of the body are expected to be physically present for meetings except when the chair or presiding officer determines this is not practicable due to the existence of one or more of the following conditions:

1. an emergency or urgent issue that requires the body to meet via remote methods; or
2. the illness, other physical condition or temporary absence of a member from the Town of Lisbon that causes significant difficulty traveling to the meeting location.

The chair or presiding officer of the body, in consultation with other members if appropriate and possible, will decide in as timely a manner as possible under the circumstances whether remote methods of participation are necessary. If remote participation is deemed necessary, it is desired but not required that the person chairing the meeting be physically present. In the case where an overall emergency is declared the entire body would meet remotely.

A member who is unable to attend a meeting in person and who wishes to be part of the meeting remotely, shall notify the chair or presiding officer of the body as far in advance as possible. Every attempt shall be made by that member to notify the Chair or presiding officer at least one full week (7 days) in advance of the planned meeting date. A member of the Lisbon Town Council who participates remotely will be considered present for purposes of a quorum and voting.

Those members who are unable to physically attend shall have been granted remote meeting authorization by the chair or presiding officer prior to the commencement of the subject meeting and such will be noted during roll call. Long term remote attendance shall be discouraged, and individual situations shall be subject to a recommendation of the chair to the entire Town Council for affirmation. Long term remote attendance shall mean instances of more than three consecutive regular meetings or more than 6 total regular meetings in rolling year. Special meetings and workshops held alone shall not be included in determining long term remote attendance.

Remote methods of participation may include video technology allowing simultaneous reception of information and may include other means necessary to accommodate disabled persons. Telephonic participation may be used only if video technology is not possible but must meet the same conditions as is required for video participation. Remote participation will not be by text-only means such as e-mail, text messages, or chat functions.

The public will be provided a meaningful opportunity to attend via remote methods when any member of the body participates via remote methods. If public input is allowed or required at the meeting, an effective means of communication between the body and the public will also be provided by electronic means. The public will be provided an opportunity to attend the meeting in person and to participate as is allowed for all meetings conducted in person, unless there is an emergency or urgent issue that requires the entire body to meet using remote methods. When situations exist that allow the public to participate in person, remote participation may be limited to the ability of that or those members of the public to see (hear) the meeting and to participate actively by e-mail, telephone or text to a designated Town Councilor or town staff member attending in person.

Notice of all meetings shall be provided in accordance with 1 M.R.S. § 406 and any applicable charter, ordinance, policy, or bylaw. When the public may attend via remote methods, notice will include how the public may access the meeting remotely and will provide a method for disabled persons to request necessary accommodation to access the meeting. Notice will also identify a location where the public may attend the meeting in person.

The Lisbon Town Council will not restrict public attendance to remote methods except in the case of an emergency or urgent issue that requires the entire body to meet using remote methods of attendance. During periods when even any single member participates remotely, a method for remote commenting electronically for the public shall be provided in addition to the availability of an in-person participation opportunity as is the norm. In this case, remote input from the public shall be by e-mail to a designated address which will also be provided in accordance with 1 M.R.S. § 406 and any applicable charter, ordinance, policy, or bylaw. All conditions shall be noted in all meeting documents and materials in advance of the meeting.

The Lisbon Town Council will make all documents and materials to be considered by the body available electronically or otherwise, to the public who attend remotely to the same extent customarily available to the public who attend in person, provided no additional costs are incurred by the body.

All votes taken during a meeting using any remote methods shall be by roll call vote that can be seen and heard if using video technology, or heard if using audio technology only, by other members of the body and the public.

This policy will remain in force indefinitely unless amended or rescinded.

Adopted: _____ by The Lisbon Town Council
Date

– Chair

– Vice Chair

