



**AGENDA**  
**COUNCIL MEETING**  
**JULY 12, 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  
Christine Cain 2024

1. CALL TO ORDER & PLEDGE TO FLAG
2. ROLL CALL
  - \_\_\_ Councilor Lunt                      \_\_\_ Councilor Fellows                      \_\_\_ Councilor Larochelle                      \_\_\_ Councilor Smith
  - \_\_\_ Councilor Moore, Jr                      \_\_\_ Councilor Robishaw                      \_\_\_ Councilor CainTown Clerk reading of meeting rules
3. GOOD NEWS & RECOGNITION
  - A. June Blues Festival Update
4. PUBLIC HEARINGS
  - A. Amend Chapter 70, Sections 361 & 536 Dimensional Requirements (ROSII) and Section 70-362 (2) Performance or Land Use Standards
  - B. Remote Meeting Policy for Town Council
  - C. Itinerant Vendor Permit-Transient Seller Andrias Adamson-The Southwestern Company
5. AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS
6. CONSENT AGENDA
  - 2022-159 ORDER –
    - A. Municipal Accounts Payable Warrants – \$859,182.71
    - B. Municipal Payroll Warrants – \$ 252,023.62
    - C. School Accounts Payable Warrants– \$ 691,011.78
    - D. School Payroll Warrants – \$ 779,281.19
    - E. Minutes of June 7, 2022 and June 21, 2022
    - F. Itinerant Vendor Permit-Transient Seller Andrias Adamson-The Southwestern Company
    - G. Set Public Hearing for August 16<sup>th</sup> for Itinerant Vendor Permit for The Little Maine Market, LLC and Victualer’s Licenses for Little River Coffee and Elite Nutrition
7. COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES
  - 2022-160 ORDER – Remote Meeting Policy for Town Council
  - 2022-161 ORDER – Marijuana Business Moratorium
  - 2022-162 ORDER – Police Department request of Purchase of Firearms
  - 2022-163 ORDER – Election of County Budget Committee Members
  - 2022-164 ORDER – RFP for Planning Services
  - 2022-165 ORDER – Fire Department Purchase of Hydraulic Extrication Equipment
  - 2022-166 ORDER – Amend Chapter 70, Sections 361 & 536 Dimensional Requirements (ROSII) and Section 70-362 (2) Performance or Land Use Standards – *Second Reading*
8. OTHER BUSINESS
  - A. Council Committee Reports:
    1. School Committee – Councilor Larochelle
    2. Planning Board – Councilor Fellows
    3. Lisbon Development Committee – Councilor Smith
    4. Conservation Commission – Councilor Moore
    5. Parks & Recreation Committee – Councilor
    6. County Budget Committee – Councilors Moore/Lunt
    7. Library Governing Board – Councilor Lunt
    8. Water Commission – Councilor Fellows
    9. Finance Committee – Councilor Robishaw
  - B. Council Assignment to Recreation Committee
  - C. Town Manager's Report
  - D. Department Heads Written Reports
  - E. Review Council Goals
  - F. Announce Nomination Papers for the November 8, 2022 Annual Municipal Election – Available on August 1st
  - G. Consolidated Communications Update Presentation
  - H. Worumbo Discussion
9. APPOINTMENTS
  - 2022-167 ORDER – Appointment to the Lisbon Development Committee
10. COUNCIL COMMUNICATIONS
11. AUDIENCE PARTICIPATION & RESPONSE NEW ITEMS
12. EXECUTIVE SESSION
13. ADJOURNMENT
  - 2022-168 ORDER – To Adjourn

## SUMMARY OF LISBON COUNCIL MEETING RULES

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

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

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



# Town of Lisbon

Ryan McGee  
Interim Town Manager

**Town Council**  
Don Fellows  
Christine Cain  
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: July 12, 2022

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### Consent Agenda Items 2021 –159 A to G

- F. Itinerant Vendor Permit-Transient Seller Andrias Adamson-The Southwestern Company
- G. Set Public Hearing for August 16<sup>th</sup> for Itinerant Vendor Permit for The Little Maine Market, LLC and Victualer's Licenses for Little River Coffee and Elite Nutrition

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### Agenda Item 2021 –160 Remote Meeting Policy for Town Council effective upon passing of Order

Pursuant to 1 M.R.S. § 403-8, 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.

### **Recommendation**

**Adopt the Remote Meeting Policy as presented.**

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**MORATORIUM ORDINANCE ON MEDICAL AND ADULT USE MARIJUANA  
ESTABLISHMENTS**

**WHEREAS**, as authorized by Title 22, section 2429-D of the Maine Revised Statutes, on August 17, 2021, the Town Council of the Town of Lisbon enacted Articles XI and XII of Chapter 10 of the Town Code of Ordinances, governing the operation of Medical Marijuana Establishments and Adult Use Marijuana Establishments within the Town; and

**WHEREAS**, on August 17, 2021, the Town Council further voted to amend the Table of Land Uses within section 70-531 of the Town Code to permit medical and adult use marijuana establishments within certain areas of the Town; and

**WHEREAS**, these enactments did not include a cap on the number of medical and adult use marijuana establishments, or place restrictions on the proximity of such stores to one another; and

**WHEREAS**, since enactment of these ordinances and amendments, the number of medical and adult use marijuana establishments in the Town has increased substantially, with many such establishments located in close proximity to one another; and

**WHEREAS**, the concentration of medical and/or adult use marijuana establishments within the Town may dissuade other businesses from locating in these areas, and may also eliminate retail space that could otherwise be used for a range of businesses as needed for a vibrant community.

**WHEREAS**, the Town's current ordinances are insufficient to prevent serious public harm that may result from the insufficiently regulated proliferation of medical and adult use marijuana establishments within the Town; and

**WHEREAS**, a moratorium is necessary to allow the Town Council, Planning Board and other Town officials to review the current Town Code to determine what modifications, if any, to the permitted locations or approval, licensing and performance standards for medical and adult use marijuana establishments might be appropriate to address these issues; and

**WHEREAS**, it is anticipated that such a review and development of recommended changes to the Town Code will take at least one hundred and eighty (180) days from the Effective Date of this Moratorium Ordinance on Medical and Adult Use Marijuana Establishments;

**NOW, THEREFORE**, the Lisbon Town Council does hereby ordain that this Moratorium Ordinance on Medical and Adult Use Marijuana Establishments (the "Moratorium Ordinance") be, and hereby is, enacted and, in furtherance thereof, the Town Council does hereby declare a moratorium on the acceptance of, review of, or action upon any new applications for licenses to operate medical or adult use marijuana establishments, as such terms are defined in Articles XI and XII of Chapter 10 of the Town Code.

**BE IT FURTHER ORDAINED**, that, notwithstanding the provisions of 1 M.R.S.A. § 302 or any other law to the contrary, this Moratorium Ordinance, when enacted, shall govern any proposed medical or adult use marijuana establishment for which an application for a license was not submitted to and deemed complete by the Town Clerk prior to the Effective Date; and

**BE IT FURTHER ORDAINED**, that a Medical or Adult Use Marijuana Establishment shall be exempt from this Moratorium and shall be eligible to receive a license during the pendency of this Moratorium if the Code Enforcement Officer or Planning Board, as relevant, issued approval for site plan, conditional use approval

**BE IT FURTHER ORDAINED**, that any provisions of the current Town Code that are inconsistent or conflicting with the provisions of this Moratorium Ordinance are hereby repealed, to the extent that they are applicable, for the duration of the moratorium hereby ordained and as it may be extended, but not otherwise; and

EMERGENCY DECLARATION

## Recommendation

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The Police Department is on a 10-year replacement plan to replace the handguns for our Police Officers. This is an already budgeted item at \$16,000. The department has spent the last year testing out firearms from different manufacturers, which would be best for our department.

## Recommendation

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300 Lisbon Street, Lisbon, ME 04250 | Phone: (207) 353-3000 | Fax: (207)  
353-3007 | [www.lisbonme.org](http://www.lisbonme.org)



an evaluation 4 years ago and we purchased the Genesis brand due to its use and ease of service. This upcoming purchase is the second phase of replacing our tools.

Chief LeClair is recommending and requesting to go sole source and waive the bid process. Purchasing the Genesis brand keeps our tools consistent. And since, like many other products in our industry, there is only one vendor for this brand in Maine. Going sole source, for this order, will reduce the time and potential frustration with having to go out to bid.

### **Recommendation**

**To Authorize the Interim Town Manager and Fire Chief to purchase Hydraulic Extrication Equipment and waive the Bid Process and go sole source with the Genesis Brand.**

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### **Agenda Item 2021 – 166**

**Amend Chapter 70, Sections 361 & 536 Dimensional Requirements (ROSII) and Section 70-362 (2) Performance or Land Use Standards – *Second Reading***

## **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	<del>60,000</del> sq. ft. <del>Minimum</del> <del>100,000</del> sq. ft. <del>Maximum</del>  100,000 sq. ft.	<del>See Sec.</del> <del>70-361(2)a</del> 200'	200'	50'	75'	25'	25'	20 Percent			
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**Recommendation**

**Approve the Amendments to Chapter 70 Sections 361 and 536 Dimensional Requirements (ROSII) and Section 70-362 (2) Performance or land use standards as presented.**

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## **TOWN OF LISBON**

300 Lisbon Street, Lisbon, ME 04250

*Lisa M. Ward, Town Clerk*

*Lisa Smith, Deputy Town Clerk*

### ***PUBLIC HEARING***

#### *Ordinance Amendment*

Notice is hereby given that the Lisbon Town Council intends to hold a Public Hearing on Tuesday July 12, 2022 at 7:00 PM in the Town Office Public Meeting Room to hear comments on the following:

Amend Chapter 70, Sections 361 & 536 Dimensional Requirements and Section 70-362 (2) Performance or Land Use Standards

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

*The public is invited to attend.*

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*Lisa M. Ward, Town Clerk*

22-6836

Constable's  
Return Of Posting  
State Of Maine

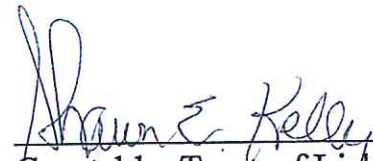
Lisbon,

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:

6/22/22

  
Constable, Town of Lisbon



**Agenda Date: 07/12/2022**

Date	Brenda Martin	Municipal Accts Payable
6/22/2022	6212022	\$ 170,009.57
6/24/2022	6232022	\$ 11,463.58
7/7/2022	6302022	\$ 10,921.50
7/7/2022	063022YE	\$ 497,323.28
7/11/2022	7082022	\$ 169,464.78
		<b>\$ 859,182.71</b>

Date	Rebecca Hayslip	Municipal Payroll Warrants
6/29/2022	220630	\$ 234,554.00
6/29/2022	W32206	\$ 17,469.62
		<b>\$ 252,023.62</b>

Date	Louise Levesque	School Accts Payable
6/30/2022	2224	\$ 618,882.58
6/30/2022	2300	\$ 72,129.20
		<b>\$ 691,011.78</b>

Date	Eva Huston	School Payroll Warrants
6/21/2022	65	\$ 225.43
6/21/2022	1156	\$ 353,164.27
6/21/2022	1157	\$ 13,449.66
6/21/2022	1158	\$ 13,683.07
6/21/2022	1159	\$ 10,531.29
6/28/2022	1160	\$ 1,125.60
6/28/2022	1161	\$ 15,831.91
6/28/2022	1162	\$ 180.54
7/6/2022	2	\$ 409.04
7/6/2022	1000	\$ 41,688.28
7/6/2022	1001	\$ 315,271.20
7/6/2022	1002	\$ 13,720.90
		<b>\$ 779,281.19</b>



**TOWN COUNCIL  
MEETING MINUTES  
JUNE 7, 2022  
LISBON TOWN HALL**

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

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

**ROLL CALL.** Members present were Councilors Fellows, Lunt, Larochelle, Robishaw, Smith, and Moore. Also present were Ryan McGee, Interim Town Manager; Randy Cyr, Public Works Director; Nate LeClair, Fire Chief; Ross Cunningham, Economic & Community Development Director; Bill Kuhl, Planning Board Chair; Lisbon Police Officers Bernard, Picard and St. Amant; Mandy Olver of Olver and Associates; and approximately 5 citizens in the audience.

**SWEARING-IN OF APPOINTED OFFICIAL**

The Town Clerk asked Christine Cain to come forward to be sworn in as Town Councilor. The Chairman welcomed Ms. Cain on behalf of the Council.

**GOOD NEWS & RECOGNITION**

Councilor Larochelle stated he watched the Memorial Day Parade and attended the Memorial Day events. He said there were 200-300 people, and later was a car show. He said one resident told him it was a great day for Lisbon.

Councilor Moore congratulated the Girls Track Team on their Class C State Championship.

Councilor Fellows pointed out that Public Works is doing a good job on the village area sidewalks.

**PUBLIC HEARINGS**

**A. MEDICAL MARIJUANA REGISTERED CAREGIVER RETAIL STORE – LISBON CANNABIS**

The Chairman opened the public hearing.

Paul Griesbach of Lisbon asked to speak about cannabis. He asked if there are pending applications, and if Lisbon plans to limit the number of cannabis operations. He stated he is concerned about the growing number of cannabis businesses in Lisbon. Mr. Griesbach requested the council consider a moratorium on cannabis businesses so the Town can look at possible limits. He said he looked at the results when the cannabis question went to voters and Lisbon was split; he said we may regret so many cannabis businesses.

Seeing no further comments, the Chairman closed the public hearing.

**B. ADULT USE MARIJUANA RETAIL STORE – RIVER DRIVER CANNABIS**

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

**AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS**

Bill Kuhl, Chair of the Planning Board, referenced the Planning Board request for Planning Services agenda item. He said there have been several recent issues that have come to the Planning Board, including Rural Open Space II, and the Board is working with one hand tied behind their backs. The members of the Board all have jobs outside the Board and would like to request funding to bring access to Planning Services on an as-needed basis. He said several recent issues might have been dealt with more expeditiously with the input of a Planner. He said they do not have the time themselves to do the research and to give guidance on some of the issues that are technically sophisticated. He said there are issues coming down the pike, and certain changes in the Comprehensive Plan that need to be made to reflect Lisbon as it is, not Lisbon as it was when the Comprehensive Plan was drafted some years ago. He asked the Council to keep this in mind when they consider the agenda item.



## CONSENT AGENDA

The Chairman recommended moving Item G of the Consent Agenda to a separate vote since Councilor Smith is the owner of Lisbon Cannabis. There were no objections from Council.

**VOTE (2022-128)** Councilor Fellows, seconded by Councilor Lunt, moved to accept the Consent Agenda as follows:

- 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 10<sup>th</sup> Council Meeting
- F. Set Public Hearing for June 21<sup>st</sup> for an Itinerant Vendor License for Red Barn, Inc. and Special Entertainment Permit for Frank's
- G. *Item moved to a separate vote*
- H. Adult Use Marijuana Retail Store for River Driver Cannabis

**Order passed – Vote 7-0.**

**VOTE (2022-128A)** Councilor Fellows, seconded by Councilor Lunt, moved to accept **Item G:** to approve Medical Marijuana Registered Caregiver Retail Store for Lisbon Cannabis.

**Order passed – Vote 6-0.** *Councilor Smith abstained because he is the owner of Lisbon Cannabis.*

## COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

CDBG Façade Grant Request for 19 MAIN STREET/BEAUTY BOX SALON  
CDBG Façade Grant Request for 671 LISBON STREET/FORMERLY GOOD TIMES LANES  
CDBG Façade Grant Request for 231 LISBON STREET/ALL CLEAN CARPET

**INTRODUCTION:** Ross Cunningham presented information for the CDBG grants to the Council.

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 \$5,200.00. Mr. Cunningham said it's a pretty straightforward project.

671 Lisbon St., Lisbon Falls – Former Bowling Alley: Mr. Cunningham said it's a two-story project, we can only fund for the original façade. He said today we discovered a spot that was missed in the project. He said the letter of our town law states that 50% of the building would need to be commercial. This one is mostly residential, but the owner has plans for a large portion of the lower level to be a commercial space. So in addition to approving the grant, Mr. Cunningham said he would like the Council to approve a variance to allow the owner to make the commercial portion 25%. Otherwise the whole building would be residential, but this gives the town the opportunity to put another commercial opportunity on Route 196 and gives us input on the project, as well.

231 Lisbon St., Lisbon – All Clean Carpet: Mr. Cunningham said this proposed façade project at 231 Lisbon Street was formerly the recycling center. He said the plan is to do new windows, new doors, new siding all around to really improve the property quite a bit.

Mr. Cunningham said he is excited to see these projects move forward, he said they will add a splash to Main Street and some real quality looks to Route 196 and to the Village area.

**COUNCILOR COMMENTS:** Councilor Larochelle asked Mr. Cunningham to clarify the application process for the public's knowledge. Mr. Cunningham said the process started in the Fall, the applications are done and then the Lisbon Development Committee reviews them, approves the projects, then looks at the funding, send it off for a historical waiver to make sure it's not a historical property, then it is sent in for an environmental review which came back this week. The next step after Council approval will be to put the two that are over \$10,000.00 out to bid. Three bids from different contractors will come back to Council for approval. He said after Council approval the projects will then move forward. He said the businesses will then come back to the Town and we will reimburse them based on the grant funds that we have.

The Chairman suggested the Council consider one project at a time.

**VOTE (2022-129)** Councilor Fellows, seconded by Councilor Robishaw, moved to approve the CDBG Façade Grant request for 19 Main Street/Beauty Box Salon.



**VOTE (2022-130A)** Councilor Fellows, seconded by Councilor Robishaw, moved to approve the CDBG Façade Grant request for 671 Lisbon Street.

The Chairman opened the discussion. Councilor Fellows asked if we waive the 50% rule for 671 Lisbon Street, do we violate any statutes. Mr. Cunningham said no, it's a Town rule, on our application, not a State statute. It's up to us, he said, but the project is so far along and it was not caught earlier. Councilor Fellows asked how much of the CDBG funds will be left. Mr. Cunningham said about \$5,000.00 to \$6,000.00, but until we finalize the numbers we won't know exactly. He said we'll have a small amount left we could invest somewhere.

Councilor Larochelle said 671 Lisbon has been a commercial building forever, and it needs to be revamped, and anything we can do as a Council and a community to support that is beneficial, so if we need to make a variance that would be fine. He asked the Council Secretary if Council can do it in one motion, with the variance and approval as one vote. Ms. Ward said yes, the change would stay within the spirit of the law, the façade is the full front of the first floor of the building, with the residential portion behind it.

Councilor Larochelle asked if the motion Councilor Fellows proposed will suffice. Councilor Fellows withdrew his motion. Councilor Robishaw withdrew his second.

**Motion for VOTE 2022-130A withdrawn.**

Councilor Moore asked if the second story of the building at 671 Lisbon Street will duplicate the footprint of the first floor. Mr. Cunningham said the second story will be all apartments, the first story will have apartments in the back. He provided Councilor Moore with a rough blueprint of the proposed building.

Councilor Larochelle said anything that is built on Route 196 must fall within the Route 196 standards, which means it has to comply and look aesthetically correct to our guidelines. Councilor Moore asked how many apartments will be there. Mr. Cunningham said a total of nine, four on the first floor, five on the second.

**VOTE (2022-130B)** Councilor Fellows, seconded by Councilor Robishaw, moved to approve the CDBG Façade Grant request for 671 Lisbon Street with a one-time allowance to reduce the required commercial space from 50% to 25% of the main level.

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

The Chairman opened the discussion for 231 Lisbon Street/All Clean Carpet. Councilor Fellows stated he was happy the windows were boarded and painted in the meantime, and the roof is done.

Councilor Moore asked where the parking is, doesn't the Town own that. Councilor Larochelle clarified that most of the property next to the building is the parking for it. He said it has frontage on Village Street and on Route 196.

Councilor Larochelle asked if the renovations have to meet the 196 standards and if it needs to go to the Planning Board. Mr. Cunningham said it has not gone to the Planning Board yet.

**VOTE (2022-131)** Councilor Fellows, seconded by Councilor Lunt, moved to approve the CDBG Façade Grant request for 231 Lisbon Street/All Clean Carpet.

**Order passed – Vote 7-0.**

## PROCESS FOR USE OF FINANCE AUTHORITY OF MAINE (FAME) FUNDS

INTRODUCTION: Ross Cunningham explained that there are local businesses seeking funding to continue to operate through some of the challenges we are facing on our Main Street. He said the FAME Loans are meant to have no matching fund requirements, no denial required, that it's a working capital loan to help small businesses succeed. He said the Town rolled the Fame Loan into the ordinance with other revolving loan funds, he would like to separate the FAME money from the other revolving loans. He said there is currently about \$1 million in the revolving loan fund, he explained we started the FAME fund with \$75,000.00 and it is currently at \$125,062.99.

Mr. Cunningham said he recommends the Council separate the FAME funds from the other loans in keeping with the spirit of the original FAME loan process. Mrs. Tierney said we annually report to FAME that we have achieved the mission but do continue to report.

COUNCILOR COMMENTS: Councilor Fellows asked how we can go about doing that. Councilor Lunt said we would need a first and second reading. Councilor Larochelle agreed and recommended discussion to see if that is the direction Council would like to go.



Councilor Larochelle said we are not making interest on the account so he is all for it. It would fall under Town guidelines and would be a lower interest rate for our businesses.

Mr. Cunningham pointed out that he spoke with Legal at Maine Municipal Association about this and he indicated that this could be done as an order and encouraged it.

**VOTE (2022-132)** Councilor Fellows, seconded by Councilor Lunt, moved to authorize the loan parameters and loan application and approval process as presented for the use of the FAME Regional Economic Development Revolving Loan Program funds as originally intended by the Finance Authority of Maine.

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

### PLANNING BOARD REQUEST FOR PLANNING SERVICES

**INTRODUCTION:** Bill Kuhl stated the Planning Board is requesting to hire a Town Planner on an on-call basis to help with more complicated issues and research. He pointed out the recent ROSII issues as an example. Mr. Kuhl said Lisbon is not the same town it was when the Comprehensive Plan was developed. The housing boom has shown that. He said we need more experience to help us with this monster of a project.

**COUNCILOR COMMENTS:** Councilor Fellows asked that if we are developing an RFP, what are we going to say. He said he agreed that the Planning board doesn't need a Planner all the time, but it does need help that hasn't been available. He said it would need to be someone who would on occasion be available to the Planning Board. Councilor Lunt added that it should be up to the Planning Board to decide when they need help, they need someone on-call for when they need something.

Mr. Kuhl said sometimes it's run of the mill stuff that the Planning Board can handle, but sometimes people come before us and we want to be fair.

Councilor Fellows said the ROSII item later in the agenda is an example, we don't want to keep patching things.

Councilor Moore asked for clarification on the original question, asked if it's a request to contract with North Star Planning. Mr. Kuhl explained that is who the Planning Board used before. The Chairman confirmed the \$15,000.00 requested amount is what has been budgeted during the budget process. He said the question isn't the money, it's the process we use to go about it. He said it's needed at this time, the Planning Board members put in a lot of time.

Councilor Larochelle said the previous Planner did not have direction, but now Lisbon has an Assistant Town Manager and he has been tasked with following along with the Planning Board. He said he would like to see us go out to bid, and put that together, with the Assistant Town Manager, a bid for an hourly fee of what we would look for. We have the resources now to put together these projects. We haven't had the staff to monitor before, and now we do.

**VOTE (2022-133)** Councilor Fellows, seconded by Councilor Moore, moved to develop an RFP to contract with a Planning firm to help us with planning services, not to exceed the \$15,000.00 that has been budgeted.

**Order passed – Vote 7-0.**

### FERRY ROAD IMPROVEMENTS BID RESULTS AND RECOMMENDATION

**INTRODUCTION:** Randy Cyr asked Mandy Olver from Olver Associates to explain the recommendation to the Council and answer questions. Mr. Cyr recommended accepting the Northeast Paving bid, and referenced the bids 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

Ms. Olver said the scope of the project starts at Gross Development and goes down around Brooks Corner at the double culvert, that's the end of the scope of the work. She said the work consists of replacing all the culverts along that stretch, milling the road, and paving. She said she originally over-budgeted, the estimate was for \$2.2 million, and the actual bid came in at \$1,567,025.00. She said Northeast Paving was the low bidder and recommended the bid go to Northeast Paving.



**COUNCILOR COMMENTS:** Councilor Fellows asked if it was “milling” the road. Ms. Olver clarified that it will be a full-depth reclaim.

Councilor Larochelle asked if we will recapture the milling like we did last time. Mr. Cyr said no, we’ll use it as the base for the same road. Ms. Olver clarified that it will enhance the gravel base of the road and keep the cost down. Councilor Larochelle pointed out the original estimate was actually close to another of the bids, so it wasn’t far off. He asked if the alternative to the bid would be cutting trees and finishing lawns and driveways. Ms. Olver replied that she cut the last section of the original request that included replacing guardrail and culverts at the end, but it turned out we have enough money for everything.

Councilor Larochelle said we went out to bond for this project, and we can’t reduce the amount of the bond, so that’s we have. Is there the potential to extend the paving and milling within the budgeted amount. Mr. Cyr said we can shim and overlay and that would take us almost up to the Pinewoods Road section with the extra money. Councilor Larochelle asked if we are still in the same area and part of the same project, are we still able to use that money. Ms. Olver agreed that we can.

Councilor Fellows asked if an alternative might be to use the extra money to pay part of the loan back. Mrs. Tierney said we got legal advice on Pinewoods Road already and we are already obligated for the fifteen years. We would have three fiscal years of interest payments, Ferry Road would have less. She said we already have the \$2.8 million, so we could use it for 3 fiscal years of interest. Ms. Olver said there is work that needs to be done there, if we can go further with the money we can get more done.

Councilor Larochelle said paving is not going to get any cheaper and it would chew up anything we might have saved in interest. He said these bonds are at a pretty good interest rate, better than in years past. Ms. Olver said we can put our heads together and see if we can get the best of both worlds and bring it back. Councilor Larochelle asked if we will need to go out to bid again. Ms. Olver stated there is no obligation to use the same contractor, we can use whoever gives the better pricing. Mr. Cyr said the Northeast bid is locked in, there’s no cost escalation in the contract. He said the rate might not be the same for additional paving.

Councilor Larochelle advised that the vote tonight would be to award the bid and asked Ms. Olver when we have to make the decision on how to spend the rest of the bond money. She replied that it wouldn’t have to be this season, but the prices aren’t going down so the more we can get done, the better.

Councilor Moore asked if there’s anything special that needs to be done at Brooks Corner. Ms. Olver said we are just rehabbing the road, but not making any changes regarding flooding.

**VOTE (2022-134)** Councilor Lunt, seconded by Councilor Fellows, moved to award the bid for the Ferry Road Improvements Project to Northeast Paving in amount not to exceed \$1,567,025.

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

## AMEND CHAPTER 70, SECTIONS 361 & 536 DIMENSIONAL REQUIREMENTS and SECTION 70-362 (2) PERFORMANCE OR LAND USE STANDARDS *first reading*

**INTRODUCTION:** The Chairman asked Mr. Kuhl to help clarify, Mr. Kuhl said this is the ROSII issue, which is to help with the immediate needs of the Planning Board until we can address the larger issues.

**COUNCILOR COMMENTS:** Councilor Fellows suggested we go above the requirements for notification so that we don’t have surprised residents. Councilor Larochelle clarified, stating since this is the First Reading, that prior to the Second Reading we should have some kind of verification that everyone is aware of it. Councilor Fellows said we have to send out notifications if we haven’t already, Mr. Kuhl said we do.

Councilor Larochelle said there’s a certain area of Route 9 that has a different set of rules that makes it challenging for people who have large parcels of land to do any extended development.

Councilor Fellows said Route 9 and Upland Road are part of that and there have been misgivings in the past about what has been done, so he wanted to make sure they’re included.

Councilor Larochelle asked if this will help with the back lots so people can use them. Mr. Kuhl said yes. Councilor Lunt said the current limits make it very difficult, lots need a lot of frontage for building. Mr. Kuhl said the Planning Board wanted to make sure that people who own land can use their family land for building for their families.



**VOTE (2022-135)** Councilor Fellows, seconded by Councilor Lunt, moved to approve the Amendments to Chapter 70 Sections 361 and 536 Dimensional requirements and Section 70-362 (2) Performance or land use standards as follows:

## **DIVISION 5A. RURAL OPEN SPACE 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	<del>60,000 sq. ft. Minimum</del> <del>100,000 sq. ft. Maximum</del> 100,000 sq. ft.	<del>See Sec. 70-361(2) a</del> 200'	200'	50'	75'	25'	25'	20	Percent			
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**Roll Call Vote: Yeas – Councilors Lunt, Fellows, Larochelle, Smith, Moore, Cain and Robishaw. 0 Nays.**  
**Order passed – Vote 7-0.**

## **MAINE WORKFORCE DEVELOPMENT COMPACT MEMBERSHIP**

**INTRODUCTION:** Mr. Cunningham presented information to the Council on behalf of Lynna Izumi, Human Resources Director. He explained 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 through December of this year. He said it will be to reimburse for training. The Town would need to join the compact and then submit for training reimbursement for all employees. Mr. Cunningham explained The Town of Lisbon would become a member of the Maine Workforce Development Compact in order to access this "Non Match" funding. He said for all employees that we use this money for, we are granted an additional \$600 each year in 2023 and 2024, as well. He said HR would come to council periodically to approve the submissions for reimbursement.

**COUNCILOR COMMENTS:** Councilor Larochelle asked if it is for all employees, Mr. Cunningham said yes, it is.

Councilor Robishaw said he is familiar with it and that it is a good program.

Councilor Larochelle pointed out that this could potentially be thousands of dollars of training for Town employees. He said it could help offset the professional development costs. Chief McGee agreed, and asked if it could be reimbursed back to the department budget professional development lines instead of going into undesignated funds. Councilor Larochelle responded that since we've been talking about bettering our employment, an educational benefit and ongoing education beyond professional development goes right along with that. He said it would be good to budget correctly and manage the funding.

Councilor Larochelle asked Mr. Cunningham if he has mentioned this to the School Department. Mr. Cunningham said he hadn't had the opportunity yet but he will be sure to share the information with them.

**VOTE (2022-136)** Councilor Robishaw, seconded by Councilor Smith, moved to approve membership in the Maine Workforce Development Compact.

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

### FIRE DEPARTMENT PICKUP TRUCK BID

**INTRODUCTION:** Chief LeClair said 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. He said he had only two vendors show interest but only received one bid for \$45,383 from O'Connor Auto Park. The bid was opened at 4 pm on the 3<sup>rd</sup> of June with the Chief and Lisa Smith present. He requested to award the bid to O'Connor's.

**COUNCILOR COMMENTS:** Councilor Lunt noted that \$51,000.00 was budgeted for the truck and asked how much to outfit it for the Fire department's use. Chief LeClair said it would cost about \$13,000.00.

Councilor Moore asked why only one of eight dealers responded. Chief LeClair said Ford is not giving prices at all until the Fall, and GM is having issues. He said orders open on one day and close the next, it's a tight time frame.

Councilor Larochelle asked if it is just a pickup truck. Chief LeClair replied yes, and it will be able to tow a boat or a trailer if needed. Councilor Larochelle asked what the truck duties would be. Chief LeClair said it will be an all-purpose utility vehicle and it should last ten years. He said the bid specs call for the finished truck to be black with orange striping, that vinyl could be an option. He stated that delivery will depend on the factory, it may be six months.

**VOTE (2022-137)** Councilor Robishaw, seconded by Councilor Lunt, moved to award the bid to O'Connor Auto Park for the amount of \$45,383.

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

### TOWN MANAGER REQUEST FOR RFP FOR LEGAL REPRESENTATION FOR THE TOWN

**INTRODUCTION:** Chief McGee said he is requesting to seek proposals from qualified applicants to serve as Town Attorney on a contractual basis under appointment by the Town Council. He said the Town Attorney will provide legal advice to municipal officials; town employees, boards and committees; and will represent them in court as may be required. He said the attorney will also prepare and review contracts, deeds, leases, ordinances, etc., and reserve and provide opinions for the town on a variety of subjects. He added that the attorney may be asked to attend Town Council or other meetings and hearings and will be expected to provide legal assistance in a prompt and efficient manner.

Chief McGee requested to put the RFP out for tomorrow, June 8 to be due back on June 17 in order to present them to Council in time for the next meeting.

**COUNCILOR COMMENTS:** Councilor Larochelle said it is healthy to go out to bid on our agreements. He said this will be good to start our new fiscal year in July.

**VOTE (2022-138)** Councilor Fellows, seconded by Councilor Robishaw, moved to approve the Town Manager's request to go to bid for Legal Counsel for the Town.

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



**OTHER BUSINESS****A. COUNCIL COMMITTEE REPORTS**

1. School Committee: Councilor Larochelle said the School Committee has been working through their budget and we'll hear some more on that later on tonight.
2. Planning Board: Councilor Fellows said the last meeting was on May 26, the Planning Board received several applications for Conditional Use. He said it will be on the agenda this Thursday, June 25<sup>th</sup>, along with Public Hearings for those items.
3. Lisbon Development Committee: Mr. Cunningham stated the next meeting would be tomorrow night, June 24<sup>th</sup>, to discuss the ongoing banner project, go over current CDBG items, and working on a couple other issues they've been trying to get rolling. He said they are always looking for new volunteers, there are seven full members and one alternate, but they are able to have up to four alternates so there are three vacancies. He said the meeting is 6:00 pm tomorrow night in the Council room.
4. Conservation Commission: Councilor Moore said he had nothing to report.
5. Recreation Committee: The Chairman stated the liaison appointment is open at this time, so if anyone has any interest in filling the position that would be awesome.
6. County Budget Committee: Councilor Lunt said he had nothing to report until September or October when they meet again.
7. Library Governing Board: Councilor Lunt said he had nothing new to report, except the Summer Reading Program is coming up. He urged residents to sign their children up.
8. Water Commission: Councilor Fellows said he had nothing new to report, they are meeting at noon on June 14<sup>th</sup>. They are still dealing with the downtown issues due to the construction on Main Street.
9. Finance Committee: Councilor Robishaw said he had nothing to report.

**B. TOWN MANAGER'S REPORT**

Chief McGee said that for the Portland Trust update, he met with the Finance Committee, the Auditor Ron Smith, and the Finance Director and the money is accounted for by the auditors. He explained it was in undesignated funds and has not been touched since it was put there in 2016. He said the Auditor, Mr. Smith, said the Town's plan to do the offset in the new budget is a solid plan and would have no issue with it.

Chief McGee said the fence on Miller Trail had to be made longer which brought it to about \$1,400.00 more. The money was budgeted for this and the project has been long-awaited. He thanked all involved in getting this project done, it will keep everyone safe on the trail next to the river.

Chief McGee said he would like to update Grant procedures. He said he would like the Council to authorize the Town Manager to approve grants that do not require matching funds. Councilor Fellows said we can change the policy and procedures, but only for non-matching grants. Once it is approved, he said it would come to Council for approval to use the Grant funding. He asked the Council to support this due to time constraints, and reiterated that it would not be for Grants requiring matching funds.

Councilor Larochelle asked if that is the way it's written right now, all Grants must be approved by Council prior to application. Chief McGee replied that it is not, but has been the Policy, he is requesting a change in the Policy. He said we've always brought them to the Council, it's been our past practice.

Councilor Fellows suggested it would be good to write a Policy for this. Councilor Lunt agreed.

Councilor Lunt said he'd like to ask about the money in the Reserve fund. What would removing the money from the fund do to our Reserves since the policy is to keep 12.5% in Reserves. He asked where we would be if we spend that money. Chief McGee asked Mrs. Tierney to speak to that question, but he doesn't have the numbers yet and the auditor has said we would be in good shape.

Mrs. Tierney said we would need to have 30-90 days operational for emergency purposes, which is 12% per our Charter. Councilor Lunt asked if we will still have 12.5% in the Reserves. Chief McGee said yes, we have not touched that. He said the money we use does not come from that account.



Mrs. Tierney said another factor is that we are close to the end of the fiscal year. She said when the books close the fund balance will be audited and she would have a new number for Council. She also said that the expectation is that we are financially healthy and those funds will continue to grow and show that financial health. She said that projecting out, we'll be right back where we are now as far as amounts and fiscal health. It will pull us back to where we are, even taking the offset into consideration. She said we currently have in liquid assets, using audited numbers, FY21 shows a \$3.4 million unassigned fund balance. She said taking that 12%, that reserves about \$2 million for operational costs in case of emergency. She said she uses the 3.4 million as a benchmark right now, and then taking out that 12%, the difference is what we had to use for unassigned fund balance, which is just about \$1.4 million. She said in FY22 \$1,179,750.00 was allocated for unassigned fund balance. She said thus far we have

expended \$544,000.00 of that appropriated fund. She said given that, and the way we are seeing price changes and difficulties with manufacturing timelines, and the salt shed which is a \$450,000.00 allocation, is part of that \$1.179 million that was appropriated. She said the \$450,000.00 for the salt shed will be re-allocated to FY23, same as the Solid Waste forklift, they are all part of the fluidness. She said cash and cash equivalents were \$9,015,000.00 in FY21, so when we look at that 12.5% we are very financially healthy.

Chief McGee said the Auditor has assured us and offered to explain that this will work well moving forward and that Lisbon is very financially stable.

Chief McGee said the last thing he wanted to cover is the status of the Town manager search. He said we received 13 applications and resumes for the position and the process is moving forward.

#### SRO (SCHOOL RESOURCE OFFICER) REQUEST DISCUSSION – CHIEF MCGEE

Chief McGee said the COPS grant for an SRO is a year out and we should not wait. He said Officer Bernard covers four schools as SRO. He said the grant can only be for new funding, and there are other issues with the grant application since the last council meeting. He said the first step is approved and he is moving to the second step. However, he recommends that it would be better to have an SRO sooner. He suggested that he should remove the \$70,000.00 from his budget that is slated for Technology and re-allocate it for an SRO position. He stated he will work to get a grant for the Technology we need, there's grant fund for that and the Assistant Town Manager will work with him on that.

Assistant Town Manager Glenn Michalowski said there is cybersecurity money for grants, he's planning to go to an MMA meeting on Thursday and will see if there is more out there.

Chief McGee invited Officer Bernard to speak about her experience as an SRO. She said we used to have two SROs for three schools, now there is one for four schools. She said she can only be in one place at a time. She described her duties, saying she teaches DARE at the elementary and middle schools, but her other roles are reactive instead of pro-active. She said students and staff both reach out to the SRO on a daily basis, even at the elementary school level.

Chief McGee said we cannot use non-SRO-trained officers to cover for extra help. Councilor Larochelle said it is something we need to do, and to be more pro-active than reactive. He said previously the SRO was paid partly by the School. Chief McGee said with the Town-only funding we will be able to utilize the officers in other places, as well.

Officer Picard added to the comments, stating it's a matter of having a police officer in place. He said statistics show it's very unlikely to have an active shooter when there's an officer on site. He said one officer cannot do it alone.

Councilor Larochelle suggested that Chief McGee propose a budget change for his department at the next meeting, but continue to move forward with the SRO grant process. He thanked the Police Department for everything they are doing.

#### C. TOWN COUNCIL REMOTE MEETING POLICY DISCUSSION

The Chairman invited Councilor Fellows to introduce the topic. Councilor Fellows stated the proposed policy was checked by the Town Attorney and some small changes were made. Councilor Fellows said the current policy is for emergencies only, this would allow some people to be remote, like other boards and committees do. He said we will want to have a hearing, and then we can vote on it, it's a policy, not an ordinance.

Councilor Larochelle asked if we have the technology to do this. Chief McGee said we can do Zoom with the ClearTouch screen in the Council room. He said he will plan so viewers can see it on the screen as well. Councilor Larochelle said he would like to make sure we have the technology to do this correctly.

Councilor Lunt expressed his concerns about the possibility of having a full room of audience members and six Councilors remote. Councilor Fellows replied that if we have seven responsible Councilors, it shouldn't be a problem.



Councilor Larochelle said Don's point was that no matter what the Chair needs to pre-approve it and cannot be done on the spur of the moment. He asked what the next step would be to move this forward. Councilor Fellows said a Public Hearing would need to be held. He said the Policy is already written, as presented. This would be a change in policy.

The Council was in agreement to bring the new policy to a hearing. The Chairman suggested the hearing be held on July 19<sup>th</sup>, the Clerk noted that they can do it on June 21<sup>st</sup> if needed.

## APPOINTMENTS

### APPOINTMENT OF ALTERNATE MEMBER TO LISBON DEVELOPMENT COMMITTEE

**VOTE (2022-139)** Councilor Lunt, seconded by Councilor Fellows, moved to appoint Linda Berube as an Alternate Member of the Lisbon Development Committee.

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

## COUNCILOR COMMUNICATIONS

Councilor Fellows said that at the March 15<sup>th</sup> meeting, Council voted to postpone the survey mailer for Worumbo until a new Economic & Community Development Director is hired or to have a goal of July 1<sup>st</sup> for the mailer. He requested to put it on the next agenda to move one way or another with it.

The Chairman agreed we should put it on an upcoming agenda. Councilor Fellows said we need to do something to update the issues with the survey before we move forward with it.

The Chairman asked Chief LeClair to speak about the newspaper article regarding the Fire Department. He said he has received a few phone calls asking when we plan to build a new Fire Station.

Chief LeClair said we have started the process with a study, it will be six months for the study to be completed. He said the study is one part of a large process to gather information so we can make decisions. He added that the study will look at current facilities and practices, which is part of a multi-step process before going to the referendum process. He pointed out that the Fire Department has half the fires they've had in the past, but twice the calls. He confirmed that the study will not make the decision, the Town will.

In response to the marijuana questions earlier in the meeting, Councilor Larochelle said there was a lot of discussion about limiting marijuana retail stores. He said if we put a moratorium, we will not know if we'll get more information than we did over the two years we worked on it.

Councilor Fellows said it was debated thoroughly, it's a free market and it will regulate itself through attrition. He said many people have commented there are a lot of medical and recreational marijuana stores.

Councilor Larochelle said there is one recreational facility opening in town, Mr. Cunningham said there are three more expressing interest. Councilor Moore stated he would be in favor of a moratorium. Councilor Larochelle said that there was previously not very much public input about the marijuana businesses.

The Chairman asked Mr. Griesbach to speak again. Mr. Griesbach said people may have a different view now. He said business use and proliferation gives a different culture in the town, and maybe people have a different view.

Emily Ruger from Lisbon Falls said she moved here less than a year ago and loves living here. She said there is a delicate balance between "adult" business and others, including alcohol. She said we are at a tipping point.

Leon Griesbach said he has lived here 37 years, he's concerned about the feeling and identity of downtown becoming "adult". He said he's concerned, and would like a positive approach to create a more diverse community.

Mr. Kuhl spoke on behalf of the Planning Board. He asked Council to keep in mind, zoning makes marijuana businesses locate where they are. He said retail marijuana does need to be concentrated in small areas, we may need multiple moratoriums. He stated that more people came to the solar farm hearing s than the marijuana hearings.

Chief McGee reminded Council that the Planning Board will be getting a Planner, they can help with these concerns.

Andrew Rotondo said it's a new perspective and asked what the process would be.

Councilor Larochelle said it will go to additional Town Council discussion. Councilor Fellows said the moratorium would be for 90 days only.

Mr. Paul Griesbach said other towns are putting moratoriums and requested the Council put this discussion on the next agenda. The Chairman said we have looked at moratoriums; our job is to make sure we discuss it.

The Chairman thanked the members of the public who came to speak.

### **AUDIENCE PARTICIPATION & RESPONSE FOR NEW ITEMS**

Glenn Michalowski introduced himself as the new Assistant Town Manager, he said he started on Monday. Mr. Michalowski said he moved to Maine with his wife, and worked as an Assistant Town Manager previously in New Jersey. He welcomed Council and the public to stop by his office to meet him. Mr. Michalowski received a warm welcome from the Councilors.

### **EXECUTIVE SESSION**

**VOTE (2022-140)** Councilor Fellows, seconded by Councilor Lunt, moved to go into Executive Session Per 1 M.R.S.A. §405 (6) (A) Personnel Matters at 9:58 PM.

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

The Council came out of Executive Session at 10:28 PM and resumed the meeting.

### **ADJOURNMENT**

**VOTE (2022-141)** Councilor Fellows, seconded by Councilor Robishaw, moved to adjourn at 10:28 PM.

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

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Lisa M. Ward, Council Secretary

Town Clerk

Date Approved: July 12, 2022





**TOWN COUNCIL  
WORKSHOP & MEETING  
MINUTES  
JUNE 21, 2022  
LISBON TOWN HALL**

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

**CALL TO ORDER.** The Chairman, Fern Larochelle, called the meeting to order and led the Pledge of Allegiance to the Flag at 6:00 PM.

**ROLL CALL.** Members present were Councilors Fellows, Lunt, Larochelle, Robishaw, Smith, and Cain. Also present were Ryan McGee, Interim Town Manager; Steve Aievoli, Sewer Superintendent; Glenn Michalowski, Assistant Town Manager; Ross Cunningham, Economic & Community Development Director; Mark Stevens, Parks & Recreation Department Director; Mark Stambach, Code Enforcement Officer; Kayla Tierney, Finance Director; Diane Nadeau, Library Department Director; and approximately 5 citizens in the audience.

**VOTE (2022-142)** Councilor Fellows, seconded by Councilor Lunt, moved to excuse Councilor Moore's absence.

**Order passed – Vote 6-0.**

**MUNICIPAL BUDGET WORKSHOP**

Finance Director Kayla Tierney presented the changes made by the Council in the previous meeting. She reviewed the Budget Expenditures and Revenues, as well as the Capital Improvement Plan (CIP). She explained that the Technology line for the new security cameras for the Town Office would be replaced with an additional SRO (School Resource Officer) for Public Safety. She said the changes would be offset by the funds in the Portland Trust. She said there were no changes in the Sewer budget.

Auditor Ron Smith addressed Portland Trust and the fiscal health of the Town. He stated he is confident that, at the end of this Fiscal Year, the Town will have about 90 days of Fund Balance, which is the higher end of where you want to be. He said financially, we'll be where we were last year, which is where you want to be. He said the Town has put itself in a good position for end of June 2022. He said the School is also in a good position. They've done a good job.

Mr. Smith confirmed that, long term, the Town's debt is in a good place. He said last time he saw this was in 2008, the stimulus from Covid doesn't compare. He also said we are in times that will disappear, be careful and make sure we don't build outside our means. He warned the Town to be careful.

Councilor Lunt asked what happens if we have a recession or change of leadership in Augusta. Mr. Smith said Lisbon will be in a much better position than our neighbors. For that day, he said, you've put yourself in a position to come up with a mitigating plan. He said in 3-4-5 years, brace for impact.

Mr. Smith added that revenue problems are real, but we haven't seen them due to the artificial funding from Covid. He said we have Build Back America funds coming.

The Chairman thanked Mrs. Tierney and Mr. Smith.

**EXECUTIVE SESSION**

**VOTE (2022-143, 2022-144, & 2022-156)** Councilor Fellows, seconded by Councilor Lunt, moved to go into Executive Session per 1 MRSA Section 405 (6)(c) Acquisition of Real Property or Economic Development, and per 1 MRSA Section 405 (6)(a) Personnel Matters, and per 1 MRSA Section 405 (6) (d) Labor Negotiations at 6:20 PM.

**Order passed – Vote 6-0.**

The Council came out of executive session at 7:05 PM and resumed the meeting.

**GOOD NEWS & RECOGNITION  
2022 LISBON MAINE SPIRIT OF AMERICA TRIBUTE**

**PROCLAMATION**

*The 2022 Lisbon Maine Spirit of America Foundation Tribute honors Tony and Traci Austin for commendable community service. A Resolution by the Town Council of the Town of Lisbon follows:*

*Whereas, Traci Austin has served on the Lisbon School Committee for 16 years; and*

*Whereas, Traci has served as the School committee chair for 11 years and served on 13 sub-committees; and*



*Whereas*, Traci served as a key driving force in the facilities committee for the new Gymnasium; *and*

*Whereas*, Traci volunteered for over 6 years with the Lisbon Athletic Boosters, dedicating countless hours to athletic and school wide events; *and*

*Whereas*, Tony Austin spent 13 years as president of the Lisbon Junior Athletic League; *and*

*Whereas*, Tony recruited countless dedicated volunteers and oversaw the creation of the Lisbon athletic fields complex; *and*

*Whereas*, Tony coached numerous youth baseball teams, instilling a sense of teamwork and positive attitude in the youth of Lisbon; *and*

*Whereas*, Tony and Traci Austin purchased, renovated and preserved the historic Moxie Building property at 2&4 Main St Lisbon falls; *and*

*Whereas*, Tony and Traci established Frank's Restaurant and Pub, creating a first class local restaurant that pays tribute to the history of Lisbon and provides multiple local good paying jobs; *and*

*Whereas*, Tony and Traci Austin used Frank's Restaurant and Pub to hold community fundraisers for several local and regional organizations providing thousands of dollars in support; *and*

*Whereas*, Tony and Traci have been an instrumental influence in the rebirth of our Lisbon Falls Main Street region.

Therefore, **Be It Resolved** by the Town Councilors of the Town of Lisbon, with sincere gratitude and appreciation, that **Tony and Traci Austin** are hereby recognized for their exemplary citizenship and outstanding achievements and honors brought upon this community, with the 2022 Lisbon Spirit of America Foundation Tribute.

Interim Town Manager Ryan McGee presented Traci and Tony Austin with the award and thanked them for their hard work in the community.

## **PUBLIC HEARINGS**

### **A. MUNICIPAL BUDGET FISCAL YEAR 2022-2023**

The Chairman opened the hearing. Seeing no speakers; the Chairman closed the hearing.

### **B. ITINERANT VENDOR FOR RED BARN, INC.**

The Chairman opened the hearing. Seeing no speakers; the Chairman closed the hearing.

### **C. SPECIAL ENTERTAINMENT PERMIT FOR FRANK'S**

The Chairman opened the hearing. Seeing no speakers; the Chairman closed the hearing.

## **AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS**

Paul Griesbach said he was joined by three other residents to request a cannabis moratorium. He said they put together a petition to see what interest might be in town to have a moratorium. They collected over 50 signatures outside Food City. He presented the petitions to Chairman Larochelle. He said the petition is to enact a moratorium and expressed the need for a cap in order to fine tune the ordinances. He said he called some other towns and this issue is bubbling up.

Andrew Rotondo said he helped collect signatures, not many people said no and they were surprised we already have six marijuana businesses in Lisbon. He said they did an informal survey on Facebook and got responses about a lot of different businesses. He asserted there is strong preliminary evidence that people in town would like more discussion on this.

Christian Madore of Avery Street said he has concerns about developing our business district in a reasonable and balanced way. He said he hears that Lisbon is a cannabis town and there's a risk to that. He requested Council think of the kind of environment we want for our families, he said we need to slow down and think about this and come up with ordinances moving forward.

## **CONSENT AGENDA**

**VOTE (2022-146)** Councilor Fellows, seconded by Councilor Lunt, moved to approve the Consent Agenda as presented.

A. Municipal Accounts Payable Warrants - \$ 597,024.61

B. Municipal Payroll Warrants - \$ 165,513.10

C. School Accounts Payable Warrants - \$ 134,167.72

D. School Payroll Warrants - \$ 802,734.97

E. Minutes of May 17, 2022

F. Ratify Election Results

G. Set Public Hearing for Itinerant Vendor Permit-Transient Seller for July 12<sup>th</sup> for Andrias Adamson  
- The Southwestern Company

H. Renewal Victualer's License for Railroad Restaurant & Pub, Special Entertainment Permit for Frank's  
Restaurant and Itinerant Vendor Permit for Red Barn, Inc.

**Order passed - Vote 6-0.**



**COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES****LISBON HIGH SCHOOL / ROOF REPAIR SCHOOL CAPITAL RESERVE FUND**

**INTRODUCTION:** Traci Austin, School Committee Chair, requested to use Capital Reserve funds for the older flat roof at the high school. She said they already budgeted the fifties wing, but the seventies wing roof needs work. She requested to use \$90,600.00.

**COUNCILOR COMMENTS:** Councilor Larochelle asked what the policy is at the school for amounts to be requested. Mrs. Austin said anything over \$250,000.000, and that the contractor is the same one who did the middle school roof. She stated the roof will be a rubberized membrane.

**VOTE (2022-147)** Councilor Fellows, seconded by Councilor Lunt, moved to authorize the School Committee to utilize an amount not to exceed \$90,600.00 from the School's Capital Reserve Fund to pay for the roof repairs at the Lisbon High School.

**Order passed - Vote 6-0.**

**APPROVAL FOR AVCOG LOAN APPLICATION**

**INTRODUCTION:** Ross Cunningham stated that, per the Executive Session discussion, this loan will help a local business.

**COUNCILOR COMMENTS:** None.

**VOTE (2022-148)** Councilor Fellows, seconded by Councilor Lunt, moved to approve the AVCOG Revolving Loan application.

**Order passed - Vote 6-0.**

**REQUEST RFP FOR PARKS AND RECREATION TRUCK**

**INTRODUCTION:** Mark Stevens stated he would like permission to request quotes for a new truck for the Parks and Recreation Department.

**COUNCILOR COMMENTS:** Councilor Larochelle asked what the purpose of the truck will be. Mr. Stevens said it will be used for landscaping work, Parks work, and to haul soil and compost. He said for efficiency we will need a dump body truck, previously they used barrels. He said he expects it to last 15 years since they take good care of their vehicles.

**VOTE (2022-149)** Councilor Fellows, seconded by Councilor Robishaw, moved to authorize the Interim Town Manager and Parks & Recreation Director to solicit bids for the purchase of a new 1-Ton 4x4 Dump Body Truck.

**Order passed - Vote 6-0.**

**REQUEST FOR RFP FOR PARKS AND RECREATION UTILITY TERRAIN VEHICLE**

**INTRODUCTION:** Mr. Stevens said he would like to request permission to ask for quotes for a UTV.

**COUNCILOR COMMENTS:** Councilor Fellows said this is a very specific request. Chief McGee said they are looking at stripped down models and municipal pricing. He said the one we have has a lot of hours on it. Mr. Stevens said we will continue to use the old one on the Lisbon trails and will use the new one at Beaver Park.

**VOTE (2022-150)** Councilor Robishaw, seconded by Councilor Smith, moved to authorize the Interim Town Manager and Parks & Recreation Director to solicit bids for the purchase of a UTV – Utility Terrain Vehicle.

**Order passed - Vote 6-0.**

**ADOPT MUNICIPAL BUDGET & MUNICIPAL CAPITAL PLAN**

**INTRODUCTION:** The Chairman pointed out this will be as presented and discussed by the Finance Director and waive the reading, as it was just discussed by the Finance Director.

**COUNCILOR COMMENTS:** None.

**VOTE (2022-151)** Councilor Robishaw, seconded by Councilor Smith, moved to adopt the 2022-2023 Municipal Budget and Municipal Capital Plan.

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

**Order passed - Vote 6-0.**



## AWARD BID FOR LEGAL COUNSEL

INTRODUCTION: None.

COUNCILOR COMMENTS: None.

**VOTE (2022-152)** Councilor Cain, seconded by Councilor Fellows, moved to appoint Preti Flaherty Law Firm as the new Legal representation for the Town of Lisbon and proposed that Attorney Kristin M. Collins be the principal Attorney for the Town of Lisbon starting on July 1, 2022.

**Order passed – Vote 6-0.**

## FERRY ROAD PROJECT UPDATE/REQUEST

INTRODUCTION: Randy Cyr passed out to Council a letter from Olver Associates and said he talked with the Interim Town Manager and wanted to give an update on Village Street. He said there were multiple issues with replacing the sidewalks and they will remove some troublesome trees but will move the sidewalk to save some maples. He said we have more than enough to pay for it from the rest of the Ferry Road project bond money. He said the street lights that were removed from Main Street for the construction have been moved to Village Street and have been installed and are working.

COUNCILOR COMMENTS: Councilor Larochelle asked Mr. Cyr to check with Water and Sewer to see if there is any infrastructure work that needs to be done.

Mrs. Tierney said the Town could use the rest of the bond money to use toward paying interest but could only pay up to three years interest. Councilor Larochelle stated since the interest rate is so reasonable it does make sense to use the money for additional work where possible.

Mr. Cyr said Northeast Paving can do it right away but we will still put it out to bid first.

**VOTE (2022-153)** Councilor Lunt, seconded by Councilor Fellows, moved to request bids for the Ferry Road Improvements Project for an amount not to exceed \$1,567,715.00.

**Order passed – Vote 6-0.**

## OTHER BUSINESS

## A. COUNCIL COMMITTEE REPORTS

1. School Committee: Councilor Larochelle thanked the voters for turning out to pass the School Budget.
2. Planning Board: Councilor Fellows said the Planning board meets on Thursday and will discuss the sign ordinance.
3. Lisbon Development Committee: Mr. Cunningham said they are meeting in a couple of weeks. He said they will finalize the Masonic Lodge agreement, and will discuss the Banner Project. He said there will be a Worumbo discussion in July.
4. Conservation Commission: Councilor Moore was not present.
5. Recreation Committee: The Chairman suggested a new Council Liaison be assigned at the next meeting.
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 he had nothing new to report.
9. Finance Committee: Councilor Robishaw said the Committee met last night and approved the budget. He said they asked what else they can do for the Council.

## B. TOWN MANAGER'S REPORT

Chief McGee reported that Main Street will be open in both directions for Moxie Festival weekend. He said the parade will not go up Main Street due to the hazards on Main Street but it will end at Craft's Auto. He said that having the Main Street open will allow community members to make it to the businesses easier that weekend.

Chief McGee said the Blues Festival went great, and there are some improvements that can be made for the future. He asked Mr. Cunningham to say a few words about the Festival.

Mr. Cunningham said it was a fantastic weekend and businesses were very successful. He said it was a great group to work with and they will work out the wrinkles for next time. He thanked all who helped and said he will have a full presentation at the next meeting.



Chief McGee thanked the Finance Director and Department Heads for putting together the budget. He said it was great teamwork from everyone.

The Chairman thanked the Interim Town Manager for his six months of service and said his six-month contract is ending. He said we've asked and he is willing to extend his contract.

**VOTE (2022-153A)** Councilor Larochelle, seconded by Councilor Fellows, moved to extend the Interim Town Manager's position for an additional six months beginning July 1, 2022.

**Order passed 6-0.**

Councilor Larochelle said we've been thrilled and happy with the first six months and our Town is in a better place for it and he thanked Chief McGee. He told Chief McGee that with the management team and his leadership we can keep moving forward.

**C. DEPARTMENT HEADS WRITTEN REPORTS**

Councilor Larochelle said that Council has asked the Department Heads to make their reports available on the Town website so that the public can see those reports. The Clerk added that, until that is up and running, we do upload the reports in the Agenda packets available on the website.

**D. MARIJUANA BUSINESS MORATORIUM DISCUSSION**

Councilor Larochelle said that at the last meeting a group of people came forward regarding a moratorium on marijuana businesses, and some Councilors also voiced concerns. He said we've done some research on what other towns have done.

Councilor Fellows said he was interested in hearing more. He doesn't want to hurt anyone either in business or invested. He said he is in favor of establishing something for guidelines.

Councilor Lunt said there is value in polling the public and he would support a moratorium while there's more to discuss.

Councilor Robishaw said he is against a moratorium. He said marijuana businesses have a right to do business, too. He added that it's not right to restrict businesses. He said they are well-run businesses and he has no interest in marijuana but believes restricting businesses is not a good rule. He asked, where do you stop? He stated everyone in Lisbon has the same opportunity for business.

Councilor Cain stated she is of two minds. She said she agrees with Councilor Robishaw from a business and economic point of view. She said that looking at the economic development of the town, it would be better to be more diverse. She said she is open to discussion.

Councilor Smith asked to be excused from comment because he is a marijuana business owner.

Councilor Larochelle said it is a good time to get the community educated, we want to make sure we listen. He said we will need to know how to use the 90 days of a moratorium, and we need to create that process beforehand. He stated he is in favor of a moratorium. He said we will need to be careful in what we're looking at, it's not just storefronts.

Councilor Fellows said we need time to think of that process, we should be careful with wording. He said we should have a representative from the Planning Board involved in the decision.

Chief McGee requested direction for himself and the Assistant Town Manager. Assistant Town Manager Glenn Michalowski said the Maine Municipal Association recommends legal counsel for a moratorium.

Councilor Larochelle invited Mr. Paul Griesbach to speak again to make sure Council is addressing his concerns. Mr. Griesbach said we've had enough dissension in the world, it's not about fighting. He said it's about calmly taking a look and that he's looking for a commitment and a vote because that's what we really need—a yes, we agree that we need to stop and take a look. He said, you have the power right now to say you want to stop and take a look, even for people in the pipeline.

The Chairman respectfully reminded Mr. Griesbach that the Council can only vote on things that are active and we can't vote on a moratorium that is not written and we cannot legally make a decision tonight that would restrict any businesses without that in place. He said he wished it was that easy.

Councilor Fellows addressed the Chairman and suggested to proceed with a moratorium.

Councilor Robishaw cautioned that we do not know what we do not know regarding legal matters and said we have to be careful.

**VOTE (2022-153B)** Councilor Lunt, seconded by Councilor Fellows, moved to direct Town staff to work with Legal to research and draft a moratorium regarding new Marijuana or Cannabis businesses in Lisbon.

**Order passed 4-1 No: Robishaw, Abstained: Smith**



### E. SABATTUS RIVER DAM DISCUSSION

The Chairman welcomed Scott Craig from the Maine Fishery Resources Office of the Department of the Interior to give an update on the Upper Dam and Sabattus River restoration.

Mr. Craig said the dam is partially breached and his goals are to restore the natural water channel, to inform the public, and seek input on the Upper Dam project. He said if the Council is opposed then he would do more research.

Casey Clark from the Maine Department of Marine Resources said Mr. Craig is going through the permitting process.

Councilor Fellows asked what the removal of the dam would mean. He said the concern is the river level.

The Chairman said he's looking for more public input. He would look for a workshop with the property owners on the river. He said the previous project that was done didn't serve the needs of the members of the community. He added that we want to make sure that it's right and everybody in the community is represented.

Mr. Clark said he'd like Council to add information to the website and send it to community members in that area. He passed out information about what it will look like and pointed out that they can use flood mapping from FEMA. He said it's close to what it will be already due to the recent breach of the upper dam. He said they will ask FEMA to change the flood maps, and he could have information on the aftermath and cleanup by the next Council meeting. He said they are not changing the level of the river.

Councilor Larochelle agreed to the use of the Council Chambers for a meeting tentatively set for Wednesday July 20, 2022. Mr. Clark said the RFPs are in hand, along with concrete removal plans. He said he will need permission to go on the property.

The Chairman thanked Mr. Craig and Mr. Casey for their presentation.

### APPOINTMENTS

The Council Chairman appointed Mr. David Bowie to a one-year term as Chair of the Ethics panel.

**ORDER (2022-154)** No vote was taken.

### ANNUAL REAPPOINTMENTS TO TOWN COMMITTEES

<b>Re-Appointment Request</b>	<b>Board/Committee &amp; term</b>
Clyde Cavender	Assessment Review Board 3 Year Regular Member
Marie Hale	Assessment Review Board 3 Year Regular Member
Eric Metivier	Board of Appeals 3 Year Regular Member
Leonard Lednum	Ethics Panel 3 Year Regular Member
Dan Leeman	Finance Committee 3 Year Regular Member
Jo-Jean Keller	Library Governing Board 3 Year Regular Member
Trudy Duval	Library Governing Board 3 Year Regular Member
Curtis Lunt	Planning Board 3 Year Regular Member
Chris Huston	Planning Board 3 Year Regular Member
Dan Leeman	Planning Board 3 Year Associate Member
William Kuhl	Recreation Committee 3 Year Regular Member
Christopher Cloutier	Recreation Committee 3 Year Regular Member
Heather Duley	Recreation Committee 3 Year Regular Member
Kevin Kimball	Voter Registration Appeals Board – 3 Year Regular Member
Garrett Mason	Voter Registration Appeals Board – 3 Year Regular Member

**VOTE (2022-155)** Councilor Fellows, seconded by Councilor Lunt, moved to reappoint Committee Members per the reappointment request Memo.

**Order passed - Vote 6-0.**

### COUNCILOR COMMUNICATIONS

**VOTE (2022-155A)** Councilor Fellows, seconded by Councilor Lunt, moved to approve the Memorandum of Agreement with the Public Works Teamsters Union.

**Order passed - Vote 6-0.**

**VOTE (2022-155B)** Councilor Fellows, seconded by Councilor Lunt, moved to authorize the Interim Town Manager to sign the contract with Lisbon Emergency.

**Order passed - Vote 6-0.**

Councilor Larochelle thanked all who helped with the Blues Festival, including the crossing guard. He said the details made it a success and that a lot of people like the crossing guard made it a success. He said there was a lot of positive input.

Councilor Fellows said he missed it because he volunteered with the Trek across Maine for his 19<sup>th</sup> year. He said this is the first time since Covid so it was a challenge. He said he saw pictures from the Blues Festival and it looked like everyone had a good time.

**AUDIENCE PARTICIPATION & RESPONSE FOR NEW ITEMS**

Celine Goddard of 167 Ridge Road addressed the Council. She said she is concerned regarding the business, Bush's Bushes, which is the business next door to her. She stated he has been expanding and cutting trees down, that now the tree line between their properties is completely removed. She said she went to get a fill permit and was told that Mr. Bush is not licensed to compost. She said the Town contracts with him for that.

Mrs. Goddard stated she is working with McGee Construction hoping to save money because she will need 2,000 yards of fill and that it will cost \$21,000.00 to \$25,000.00 to put it in. She said Mr. Bush's actions are costing her to correct something she didn't do and there are no permits. She also said he deceived the Town and this has caused her a hardship. She asked the Town to require Mr. Bush to replant trees and stated that she is looking for Council direction because she is frustrated.

Councilor Larochelle said the Council cannot act directly, but they can direct the Town Manager to work with the Town departments. Mr. Fellows clarified that the Council is the Legislative body, but the Town can help.

Mrs. Goddard asked why her neighbor does not have a permit, that the DEP says it is a Town issue. Chief McGee replied that the Code Enforcement Officer will address it. He said the DEP is in touch with the CEO on the issue. He offered to meet with her to see what needs to be done.

Mrs. Goddard added that her neighbor swore at her thru the woods with her Daycare children present. She said she wants to replenish the tree line. Chief McGee reiterated that he could meet with her and her neighbor, along with the CEO, to help resolve the issue.

The Chairman thanked Mrs. Goddard for her input.

**EXECUTIVE SESSION**

*Order (2022-156) moved to be included in Executive Session at the beginning of meeting.*

**ADJOURNMENT**

**VOTE (2022-157)** Councilor Fellows, seconded by Councilor Lunt, moved to adjourn at 8:55 PM.

**Order passed - Vote 6-0.**

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Lisa M. Ward, Council Secretary

Town Clerk

Date Approved: July 12, 2022



## LISBON - ITINERANT VENDOR APPLICATION

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

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

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

Business Name: Southern Adventure Business Phone: 629 254 3466  
No phone

Business Location in town: Lisbon, Lisbon Falls, moving around

Business Email Address: andrias2001@hotmail.com TA

Business Mailing Address: Atkinson way 2451, Nashville, Tennessee

Owner's Name: ANDRIAS ADAMSON

Home Phone: 629 254 3466 Cell Phone: 629 254 3466

Owner's Home Address (CSZ): 490 Pleasant Street, Lewiston, ME

Residence(s) for last five years: ESTONIA

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

Name: ANDRIAS ADAMSON | Name: \_\_\_\_\_ | Name: \_\_\_\_\_  
Address: PLEASANT ST 490, RAMADA INN | Address: \_\_\_\_\_ | Address: \_\_\_\_\_  
Town/State: LEWISTON | Town/State: \_\_\_\_\_ | Town/State: \_\_\_\_\_  
Birthdate: \_\_\_\_\_ | Birthdate: \_\_\_\_\_ | Birth date: \_\_\_\_\_

Has applicant's business license ever been revoked: NO If yes, why? \_\_\_\_\_

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

Does the establishment have a valid liquor license? NO If yes, when does it expire? \_\_\_\_\_

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

Signature: A. Adamson Date: 06/07/2022

Business Name: SOUTHWESTERN ADVANTAGE

### INSPECTION REQUIRED

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

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

Signature: N/A  Date: \_\_\_\_\_


**COMPLETE TO HERE BEFORE FILING**

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### For Office Use Only

☒ Public Records Check Completed.

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

Signature: Ry 2h  Date: 6/8/22

### INFORMATION

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

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

#### SUGGESTED CONTACTS:

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

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



# 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  
  
\_\_\_\_\_  
  
\_\_\_\_\_



## **TOWN OF LISBON**

### **MORATORIUM ORDINANCE ON MEDICAL AND ADULT USE MARIJUANA ESTABLISHMENTS**

**WHEREAS**, as authorized by Title 22, section 2429-D of the Maine Revised Statutes, on August 17, 2021, the Town Council of the Town of Lisbon enacted Articles XI and XII of Chapter 10 of the Town Code of Ordinances, governing the operation of Medical Marijuana Establishments and Adult Use Marijuana Establishments within the Town; and

**WHEREAS**, on August 17, 2021, the Town Council further voted to amend the Table of Land Uses within section 70-531 of the Town Code to permit medical and adult use marijuana establishments within certain areas of the Town; and

**WHEREAS**, these enactments did not include a cap on the number of medical and adult use marijuana establishments, or place restrictions on the proximity of such stores to one another; and

**WHEREAS**, since enactment of these ordinances and amendments, the number of medical and adult use marijuana establishments in the Town has increased substantially, with many such establishments located in close proximity to one another; and

**WHEREAS**, the concentration of medical and/or adult use marijuana establishments within the Town may dissuade other businesses from locating in these areas, and may also eliminate retail space that could otherwise be used for a range of businesses as needed for a vibrant community.

**WHEREAS**, the Town's current ordinances are insufficient to prevent serious public harm that may result from the insufficiently regulated proliferation of medical and adult use marijuana establishments within the Town; and

**WHEREAS**, a moratorium is necessary to allow the Town Council, Planning Board and other Town officials to review the current Town Code to determine what modifications, if any, to the permitted locations or approval, licensing and performance standards for medical and adult use marijuana establishments might be appropriate to address these issues; and

**WHEREAS**, it is anticipated that such a review and development of recommended changes to the Town Code will take at least one hundred and eighty (180) days from the Effective Date of this Moratorium Ordinance on Medical and Adult Use Marijuana Establishments;

**NOW, THEREFORE**, the Lisbon Town Council does hereby ordain that this Moratorium Ordinance on Medical and Adult Use Marijuana Establishments (the "Moratorium Ordinance") be, and hereby is, enacted and, in furtherance thereof, the Town Council does hereby declare a moratorium on the acceptance of, review of, or action upon any new applications for licenses to operate medical or adult use marijuana establishments, as such terms are defined in Articles XI and XII of Chapter 10 of the Town Code.

**BE IT FURTHER ORDAINED**, that, notwithstanding the provisions of 1 M.R.S.A. § 302 or any other law to the contrary, this Moratorium Ordinance, when enacted, shall govern any proposed medical or adult use marijuana establishment for which an application for a license was not submitted to and deemed complete by the Town Clerk prior to the Effective Date; and

**BE IT FURTHER ORDAINED**, that a Medical or Adult Use Marijuana Establishment shall be exempt from this Moratorium and shall be eligible to receive a license during the pendency of this Moratorium if the Code Enforcement Officer or Planning Board, as relevant, issued approval for site plan, conditional use approval and/or building permits, with knowledge of the facility's intended use as a Medical or Adult Use Marijuana Establishment, prior to enactment of this Moratorium; and

**BE IT FURTHER ORDAINED**, that any provisions of the current Town Code that are inconsistent or conflicting with the provisions of this Moratorium Ordinance are hereby repealed, to the extent that they are applicable, for the duration of the moratorium hereby ordained and as it may be extended, but not otherwise; and

**BE IT FURTHER ORDAINED**, that, should any section or provision of this Moratorium Ordinance be declared by any court of competent jurisdiction to be invalid, such a declaration shall not invalidate any other section or provision.

.....  
**EMERGENCY DECLARATION**

This Moratorium Ordinance is hereby enacted as an Emergency Ordinance in accordance with Section 2.08(b) of the Town Charter, given the risk of public harm as set forth above, and shall therefore be effective immediately upon enactment. It shall stand as repealed on the 91<sup>st</sup> day following enactment unless the Town Council shall have before that date adopted the moratorium pursuant to Section 2.08(b).  
.....

Proposed: July 12, 2022

Approved: \_\_\_\_\_(EMERGENCY)





# Lisbon Police Department

## A Community Policing Agency

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300 Lisbon St.  
Lisbon, ME 04250

Ryan A. McGee  
Chief of Police

**To:** Town Council

**From:** Chief of Police Ryan McGee

**Subject:** Request to Purchase Firearms direct from the manufacture

**Date:** 07/08/2022

The Police Department is on a 10-year replacement plan to replace the handguns for our Police Officers. This is an already budgeted item at \$16,000. The department has spent the last year testing out firearms from different manufacturers, which would be best for our department.

The firearms are a sole source directly through the vendor at a discounted rate for Law Enforcement, so there is no lower rate we can acquire, which is why I am asking to waive the three bid proces. I am requesting permission to purchase through a sole source Sig Sauer vendor who is the direct vendor for New England. The Firearms selected is a Sig Sauer with a (Romeo1 Pro sight) and included in that price are new updated triple retention holsters, to up-fit the department. Due to supply and demand issues, I would like to start the process and go out to purchase immediately for the department.

Thank you.

Ryan McGee  
*Chief of Police*

# ANDROSCOGGIN COUNTY

## COMMISSIONERS

Sally Christner, Chair  
Terri Kelly, Vice-Chair  
John Michael, Commissioner  
Brian Ames, Commissioner  
Roland Poirier, Commissioner  
Garrett Mason, Commissioner  
Edouard Plourde, Commissioner



## COUNTY ADMINISTRATOR

Androscoggin County  
2 Turner Street  
Auburn, ME 04210  
Tel. No. (207) 753-2500  
Fax No. (207) 782-5367

June 24, 2022

To: Municipal Officers of Androscoggin County  
From: Office of County Commissioners

Greetings:

As required in the Androscoggin County Charter, we have held a caucus to nominate Budget Committee members. Please see the attached ballot for your district. The charter also states, "The municipal officers shall vote, as a board, for two (2) Budget Committee members from the candidates on the ballot. The municipal officers must vote for at least one (1) candidate who is a municipal official. After voting, the municipal officers shall return the ballot to the Board by a certain date."

**Please return the ballots by August 1, 2022.**



ANDROSCOGGIN COUNTY COMMISSION  
DISTRICT 4 (Lisbon, Sabattus, Wales)



ANDROSCOGGIN COUNTY BUDGET COMMITTEE  
Participating in 2022-23-24 (for budget years 2023/24/25)

OFFICIAL BALLOT

Municipal Officers shall vote, as a board, for two (2) Budget Committee members to serve on the Androscoggin County Budget Committee to represent District 4. The municipal officers must vote for at least one (1) candidate who is a municipal official. 30-A M.R.S.A. §722 defines municipal officials to mean "mayor, aldermen, councilors or manager of a city and the selectmen, councilors or manager of a town located in Androscoggin County."

Mark the box with an X.

- ☐ Noel Hinkley, Sabattus Selectperson (Municipal Official)
- ☐ Angela Mitchel, Sabattus Resident

VOTED AT MEETING OF \_\_\_\_\_, 2022

\_\_\_\_\_, Councilor

\_\_\_\_\_, Councilor

\_\_\_\_\_, Councilor

\_\_\_\_\_, Councilor

\_\_\_\_\_, Councilor

\_\_\_\_\_, Councilor

\_\_\_\_\_, Councilor

\_\_\_\_\_, Councilor

**TOWN OF LISBON, MAINE**



**REQUEST FOR PROPOSAL AND CONTRACT DOCUMENTS  
FOR  
TOWN OF LISBON  
2022 Contract for Planning Services**

**PREPARED BY  
TOWN OF LISBON  
TOWN MANAGER'S OFFICE  
300 LISBON STREET  
LISBON, ME 04210**



**TOWN OF LISBON**  
**2022 Contract for Planning Services**  
**BID NO. 2022-14**  
**REQUEST FOR PROPOSAL**

**2022 Contract for Planning Services**  
**BID NO. 2022-14**

July 13, 2022

Sir/Madam:

Sealed bids will be received in the office of the Town Manager until **August 3, 2022 until 10:00 a.m.**, at which time they will be publicly opened and read aloud on the enclosed specifications to retain a firm for the purpose of providing planning services and support for the Town of Lisbon

The Town Council reserves the right to accept or reject any and all proposals.

**Please use a sealed envelope clearly marked with the bid name and number** when submitting your bid. Only sealed bids will be accepted. Faxed bids will not be considered.

Respectfully,

Ryan McGee  
Interim Town Manager

## REQUEST FOR PROPOSAL: CONTRACT PLANNING SERVICES

DATE OF ISSUANCE: July 13, 2022

BID DUE DATE: August 3, 2022

SUBMIT TO: Ryan McGee, Interim Town Manager  
Lisbon Town Office  
300 Lisbon St  
Lisbon, ME 04250

Proposals must be submitted in a sealed envelope marked "Planning Services Contract RFP."

Copies of this RFP may be obtained at the Lisbon Town Office and online at [www.lisbonme.org](http://www.lisbonme.org). The Town of Lisbon is seeking proposals from qualified firms or individuals to provide contract planning services.

### SECTION I: GENERAL INFORMATION

#### A. Point of Contact

Town of Lisbon  
Interim Town Manager  
Ryan McGee  
Email: [townmanager@lisbonme.org](mailto:townmanager@lisbonme.org)  
Phone: 207-353-3000 x102

#### B. Town Information

Lisbon is the third largest of fourteen communities in Androscoggin County, and is centrally located within a 20-mile radius of more than 100,000 people. According to the 2020 census records, Lisbon's population is 9,711. State Route 196 passes through the entire length of Lisbon connecting Lisbon to the Lewiston/Auburn area and Interstate 95 and/or to the Topsham/Brunswick area and I-295. Lisbon is about 24 +/- square miles and 15,000 acres with scenic trails, fun shops to visit, wonderful parks, and so much more.

#### C. Limits of Liability

The Town of Lisbon assumes no liability for any costs incurred by those who respond to further requests for interviews, additional information, etc.

#### D. Type of Contract

Contract for Planning Services: Contract to be for 1 year, subject to satisfactory annual reviews, and with the possibility of annual extensions. It should be understood when pricing services, that Planning Board applications and site plan reviews are paid on an hourly basis via escrow or Town funds depending on the project source.

#### E. Questions

Questions about the RFP shall be submitted electronically via email and directed to Ryan McGee at [townmanager@lisbonme.org](mailto:townmanager@lisbonme.org)

In the subject line of the email put "Question: Planning Services RFP." All submissions must contain the name of the person asking the question, company name, address, phone number and email address. Questions and responses will be posted on the Town of Lisbon website at [www.Lisbonme.org](http://www.Lisbonme.org)



Failure to perform a complete and full investigation does not relieve the respondent of fulfilling all proposal requirements.

#### F. Solicitation Process

Evaluation, consideration and acceptance of proposals is a three step process:

1. A team will be assembled to review and rank proposals based on the evaluation criteria outlined in Section III: Evaluation Criteria.
2. A short list of respondents may be selected for further evaluation by the team and only those respondents that are placed on the short list will be considered for interviews.
3. The final contract must be approved by the Town Council. After all approvals, verification of all requirements, and signatures by appropriate parties, implementation may begin.

#### G. Conditions of Award

It is the intent of the Town to award the project to the most qualified respondent(s), provided the proposal has been submitted in accordance with the requirements of this RFP. It is the intent of the Town to choose the respondent(s) most likely to meet its needs, as described in this RFP and as judged by those designated to act on its behalf and its best interests.

*Up to the time of the signature of the contract, the Town shall have the right in its sole discretion to reject any and all of the bids, to request re-bids for the work and to waive any defects, time limits or deficiencies in any bid, and to terminate consideration with or without cause if deemed in the best interest of the Town to do so.*

#### H. Amendments to this RFP

The Town may revise this RFP or request additional information by using written addenda. Addenda will be posted on the Town's website and emailed to all *known* bidders.

#### I. Insurance Certificates

The contractor must be able to provide evidence of the following insurance coverage:

- The contractor will serve in the capacity of an independent contractor in this project and will maintain insurance at least as hereinafter set forth so as to protect it and the Town from any and all claims for personal injury and property damage, and for claims under Workers' Compensation, including death arising out of operation of this agreement, for the entire duration of this project.
- A comprehensive general liability insurance policy with the following limits of coverage:
  - Bodily Injury: \$1,000,000 per each occurrence
  - Property Damage: \$400,000 per each occurrence
  - \$1,000,000 aggregate of all claims per occurrence
- A comprehensive automobile insurance policy with the following limits
  - Bodily Injury: \$1,000,000 per each occurrence
  - Property Damage: \$500,000 per each occurrence
- All of the insurance must be issued by an insurer licensed, authorized and maintaining an office to do business in Maine.

#### J. Town Supplied Materials and Services

The Town will supply the following to assist with successful Planning Services:

- A copy of Land Use Code and Comprehensive Plan materials including any annual updates or supplemental materials
- Copies of all applications in hard copy and digital form (when available).
- Will be responsible for handling of all escrow accounts and managing payments for Contractor services.

- Will provide support staff to act as the liaison between the applicant/Planning Board and Contractor, unless otherwise deemed appropriate

## SECTION II: PROPOSAL SPECIFICATIONS

**A. The Scope of Services for this RFP is set forth in Attachment A.**

### B. Bid Response Elements

*The following information should be provided in a separate sealed envelope marked "Planning Services Contract RFP"*

Respondents should provide detailed information addressing each of the following areas:

1. Name and address
2. Brief history, demonstrating related work and including a current list of clients.
3. Contract work references- submit three (3)
4. Statement of current workload
5. Entity qualifications and experience with providing planning services in other communities
6. Resumes of key personnel
7. Information regarding any legal actions that are pending or have been resolved.
8. Evidence of insurance in the form of insurance company/agency issued coverage certificates.
9. The proposal should reflect the hourly cost to provide services outlined in the Scope of Services.

***Failure to fully disclose requested information may be grounds for disqualification. This section shall not be interpreted to require information shielded from disclosure by State and Federal Statutes and/or court order.***

## SECTION III: EVALUATION CRITERIA

### A) Evaluation Criteria that will be used by the team

- 1) General experience and technical competence
  - a) Extent of business; size of operation; number of employees
  - b) Management experience of the company
  - c) Financial capacity and security of the company
- 2) Overall impression of proposal
  - a) Organization, clarity, completeness, thoroughness
  - b) Approach to scope of services
- 3) Value of proposed services that would maximize benefit for the Town.
  - a) Considered for any potential conflict of interest issues with applications or projects
- 4) Review of references
- 5) Completion of a successful reference check

### B) Comparative Criteria

- 1) Knowledge and experience working with local and state planning departments
- 2) Experience reviewing, drafting, and presenting ordinance revisions, especially Site Plan Review, subdivisions, comprehensive planning, and experience aiding communities as it pertains to smart or sustainable growth.



- 3) Experience working with local planning boards and committees
- 4) Experience facilitating community listening sessions
- 5) Completed Cost of Services form which includes proposed office hours.

C) Equal Opportunity

Any contract awarded as a result of this RFP will be awarded without discrimination on the basis of race, color, religion, age, sex, sexual orientation, political affiliation or national origin.

## **Attachment A**

### **SCOPE OF SERVICES**

#### ***Nature of Work:***

This is specialized professional, administrative and technical work in the planning and development of Lisbon's residential, commercial and resource protection districts while adhering to state and local laws and ordinances.

The Contractor is responsible for reviewing Planning Board applications, attending meetings and assisting staff to ensure that development is consistent with state law and local ordinances and the Comprehensive Plan. If necessary, will provide assistance to the Lisbon Planning Board in drafting or reviewing ordinance changes as deemed necessary by the board.

The Contractor is required to exercise considerable independent judgment in administering planning programs within specific state laws and regulations (Title 30-A, M.R.S.A.), with general (nonplanning) guidance from the Town Manager and Code Officer and the oversight of the Planning Board.

#### ***Essential Duties and Responsibilities:***

- Reviews site plan and subdivision applications that come to the Planning Board, if needed.
- Reviews applications to determine compliance with applicable local, state and federal regulations when requested by the board.
- Prepares written reviews for the Planning Board, if needed
- Attends Planning Board meetings and site walks (in person or via Zoom) to aid in the Board's review process as necessary.
- Provides assistance in drafting updates and revisions of ordinances, regulations, planning studies, and the Town's Comprehensive Plan, if needed.
- Assists other Town departments and committees with planning related questions and provides any necessary related information, if needed
- Performs related work as requested.
- Assists the town in achieving its goals as it relates to establishing standards for smart growth and sustainable land use policies.
- Assist the planning board as directed in development of zoning changes as it relates to rural zoning and assessing housing needs within RO1 and RO2 rural open space zones.
- Facilitates community listening sessions, if needed.

#### ***Requirements of Work:***

- Ability to work independently and to carry out assignments from general oral or written instructions
- Ability to establish and maintain effective working relationships with developers, the general public, employees, committees and Town department heads.
- Ability to keep varied records, to assemble and organize data, and to prepare standard reports from such data
- Thorough knowledge of the principles, methods, and techniques of planning practices
- Considerable knowledge of the provisions, ordinances, and general laws governing planning

#### ***Training, Education and Experience Required:***

All personnel should have a combination of education and experience that demonstrates skills, knowledge and abilities to fulfill the tasks required of work. The Town expects key personnel to have direct experience with planning activities, land use policies, community development and related fields.



American Institute of Certified Planners (AICP) credentials are preferred. After successful award, assigned consultant will be expected to complete or show evidence of taking Maine Municipal Association's (MMA) class for Planning Boards to cover Freedom of Access compliance and training.

***Attachment B***

***CERTIFICATE OF NON-COLLUSION***

The undersigned certifies under penalties of perjury that this bid, or proposal has been made and submitted in good faith and without fraud or collusion with any other person. As used in this certification, the word "person" shall mean any natural business, partnership, corporation, union, committee, club, or other organization, entity, individual or group of individuals.

\_\_\_\_\_  
Authorized Official:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Name

**Attachment C**

***BIDDER CHECKLIST***

- ( ) Submitted all information as requested
- ( ) Completed and enclosed Non-Collusion Statement
- ( ) Completed Cost form
- ( ) Submitted signed proposal in one sealed envelope duly marked
- ( ) No conditions or restrictions have been placed by the company on this proposal that would declare it non-responsive.
  
- ( ) Prepared to provide required insurance

\_\_\_\_\_  
Authorized Official:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Name

**Cost Form**

Service Provided	Hourly Rate
Planning Services	
Additional Services for consideration	(Include separate list with pricing)





## Town of Lisbon

## Fire Department

Nathan LeClair, Fire Chief



To: Ryan McGee  
From: Nathan LeClair, Fire Chief  
Date: July 7, 2021  
Ref: Council agenda request

I am requesting to be placed onto the Council Agenda for July 12<sup>th</sup> Council meeting. This is to request permission to purchase the hydraulic extrication equipment that is in the CIP plan and was budgeted for this fiscal year.

The cost of the project is approximately \$28,300.

The department did an evaluation 4 years ago and we purchased the Genesis brand due to its use and ease of service. This upcoming purchase is the second phase of replacing our tools.

I am recommending and requesting to go sole source and waive the bid process. Purchasing the Genesis brand keeps our tools consistent. And since, like many other products in our industry, there is only one vendor for this brand in Maine. Going sole source, for this order, will reduce the time and potential frustration with having to go out to bid.

## 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	<del>60,000 sq. ft. Minimum</del> <del>100,000 sq. ft. Maximum</del> <u>100,000 sq. ft.</u>	<del>See Sec. 70-361(2)a</del> <u>200'</u>	200'	50'	75'	25'	25'	20	Percent			
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# Town of Lisbon

Amy Wiers, Assessing Assistant  
Assessing Department

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

TO: Ryan McGee, Interim Town Manager  
FROM: Amy Wiers, Assessing Assistant  
DATE: July 6, 2022  
RE: Monthly Department Report

For the past month, we have been entering new homes, garages, mobile homes, sheds, decks and other improvements for accurate property valuations into TRIO as we prepare for Tax Commitment. Below are some approximate added values to date from our pickup list for the past year.

Mobile Homes \$1,541,300  
New Homes \$4,037,400  
Garages \$595,300  
Sheds \$59,098  
Decks \$22,650  
Misc. \$22,900

Total: \$6,278,648

BETE applications are almost complete, we have 5 left to process.

We processed 25 March 2022 Deeds.

For the next few weeks we will continue entering the last of our permit information, review Homestead and Veteran applications and apply the ones that qualify, and start running reports for review. Commitment is coming quickly and we are working diligently for a smooth process.

# Code Enforcement

Mark C. Stambach

Code Enforcement Officer, Building Inspector/LPI

## Monthly Report for June 2022

Building permits issued - 20

Electrical permits issued - 14

Plumbing permits issued – 14

## Planning Board: Public hearings

Case #22-06 Home Day Care, Kelly Daigle, 7 Ridlon Road, Lisbon, ME Map R08 Lot 009C – Approved with conditions

Case #22-07 Sullivan Rear Lot, 20 Therese Lane, Lisbon Falls, ME 04252 Map R05, Lot 001C – Approved with conditions

Case #22-08 Crafts Subdivision, Ridge Road, Lisbon Falls, ME 04252 Map R005 Lot 001C - Approved

Case #22-09 Town of Lisbon Salt Shed , 14 Capital Avenue, Lisbon Falls, ME 04252 Map U1-Lot 004 – Approved with conditions

Case #22-10 Fill Permit Application, 167 Ridge Road, Lisbon Falls, ME 04252 Map R05 Lot 009- - Approved with conditions

Case #22-11 Conditional Use Application A Tree Pro James W. Carville 8 Western Avenue Lisbon, Me 04250 Map U16 Lot053 – Approved with conditions

## New Business:

Case #22-12 – Conditional Use Application Smoky Falls Ashley St. Amand 694 Lisbon Street Lisbon Falls, Me 04252 Map U05 Lot 219 – Application accepted as complete

Case #22-13 – Conditional Use Application East Coast Cure 580 Lisbon Street Lisbon Falls, Me 04252 Map U09 Lot 015 – Application accepted as complete

## Other Business:

Discussion of modification to new sign ordinance



Case #21-16A Review of amendment to approved site plan for Grandview Estates, Patrick and Tara Bolduc, 11 Grandview St. Lisbon ME 04250 Map U18 Lot 032. Set public hearing

**Appeals Board** – No Cases to report

**\*\*\* Goals/Projects – April/May**

Modify all permit applications

Modify website to include informational and help documents



# 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, Director, ECD

Date: 7/6/22

Reference: Monthly Update

The last month has been very exciting for the Economic and Community Development office. I was thrilled to assist the Maine Blues Festival in hosting their first festival here in Lisbon. The event was extremely successful and the businesses in the area had a fantastic day of sales. I will be presenting a full summary to the council on July 12.

I also had the privilege of taking Carlene Tremblay of Senator Susan Collins' office around town on a tour. We toured Kelly Park and discussed the many improvements that are happening in the Lisbon Village area. We also met with the owners of Blue Ox Malt House, Little River Coffee, Eastcraft, Olive Pit and Juliet's Resale. She was very pleased to see the great energy we have and the exciting things happening here in Lisbon.

In the last month, Lisbon has had several new businesses open and we have celebrated those. New business ribbon cuttings have included River Driver Cannabis and Lil jam Cookies.



I am scheduling ceremonies for Elite Nutrition and Little River coffee shop in the coming month. I am working with 4 additional businesses that have plans to operate in Lisbon and are in various stages of development. Additionally, I am reaching out daily to connect with more of the Lisbon Business community and grow my network database and social media reach. The Friday announcements are getting a lot of attention. I am also establishing connections with regional developers and development organizations.





# 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

The CDBG Projects continue to move forward with 231 Lisbon St (All Clean Carpet) currently out to bid. This will be closed and sent to council for approval at the next meeting on July 12. We are creating the "Scope of Work" to put the bid package together for 671 Lisbon St (Bowling Alley)

I continue to field concerns from the Main St businesses regarding the construction and relay those concerns to the supervisor for the project. The supervisor has been very receptive and accommodating.

As approved by council, we have closed on a RLF loan for a local business looking to purchase more equipment. I continue to look for opportunities to support our business community with these loans.

The LDC has finalized the plans for the banner project and we have reached out to 3 companies to get quotes on our project. We intend to place over 30 banners in the two primary sections of town. Our goal is to have these up in the next month.

The Masonic Lodge has sent the Moxie Hub plans to the State Fire Marshal and we are awaiting a response.

I am looking at reviving the "Business Breakfast Forums" that were held regularly several years ago. I hope to have our first one in late August.

Finally, I am looking forward to a very successful Moxie weekend and stand ready to assist the Parks and Rec team as needed.

Respectfully,

Ross H. Cunningham

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## MOTOR VEHICLE

---

JULY 2021 – JUNE 2022

8,390 Vehicles were registered with the Town of Lisbon

### FY22 BUDGET TO ACTUAL

FY22 Budget \$1,800,000.00  
FY22 Collected \$1,809,523.64

Collected \$9,523.64 over-budget which relates to what we believe to be more people moving into Town.

### COMPARE FY22 TO FY21

9,303 vehicles were registered with the Town of Lisbon in FY21.

In FY22 there were 8,390 vehicles registered with the Town of Lisbon, which is 913 less than the prior year. I believe that there is less vehicles than FY21 because of the spillover of vehicles that were registered in FY21 that should have been registered in FY20; when COVID-19 hit in March 2020, Governor Mills allowed residents until July 12, 2020 to register their vehicles.

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## FINANCE DEPARTMENT

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### FY22 YEAR IN REVIEW

### MEMO

FY22 was a come-back year; COVID-19 effected FY21 in its entirety as well as the last quarter of FY20. FY22 saw restrictions being lifted and more people returning to normal activities.

The Town of Lisbon continues to be a thriving community that has seen a great deal of growth. Even with ups and downs in the economy, the Town has been fortunate to benefit from an increase in State Revenue sharing, motor vehicle excise tax collection as well as other income driven services provided by the Town of Lisbon.

With the economic turns, some negative effects that were experienced related to delays in manufacturing timelines and the delivery of goods. As a whole, inflation impacted FY22 and it is projected to continue into FY23.

A pay study was conducted during the budget season for FY23 where we contracted with a third party consulting firm to do a Town-wide study in comparison to State averages.

I would like to thank the Finance Department and all of the other departments for their hard work during this fiscal year. The Town of Lisbon continues to provide a multitude of services to the residents of this town.

### HIGHLIGHTS

### BONDS

- LISBON 2006C Bond : Paid in Full November 2021
- LISBON 2011E Bond: Paid in Full November 2021

New Bond:

- Ferry Road: Road Construction Bond 2022

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### FIXED ASSETS

- Cruiser Laptops
- Town Server & Hardware updates
- Continued Clerk Book Restoration
- PD Cruiser
- PD Bullet Proof Vests
- Heating/Cooling units at the Library
- Paving scheduled roads in Town
- Town Office Street Lighting
- Fire Station Study
- Parks Mower
- Parks used Snowmobile
- Parks Truck
- Sewer Heavy Duty Truck
- PW Mechanic Truck
- PW Excavator & Trailer
- Codes File Cabinets



# STATE REVENUE SHARING

## FY22 BUDGET TO ACTUAL

FY22 Budget \$1,370,000.00

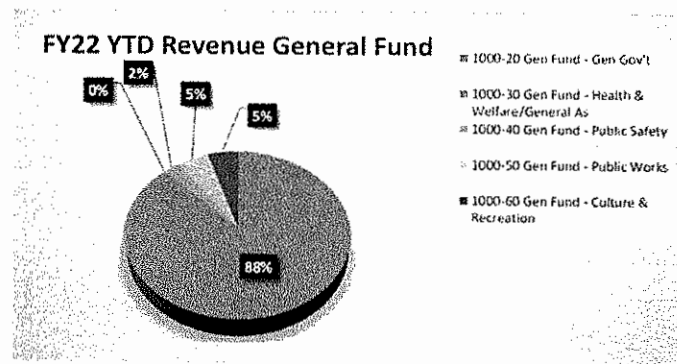
FY22 Collected \$2,089,791.77

Collected \$719,791.77 over budget or  
138.78%.

Payment Date	Revenue - Income #1	Revenue - Income #2	Total Amount
Jul-21	154,970.04	51,717.87	206,687.91
Aug-21	111,828.29	36,801.72	148,630.01
Sep-21	114,285.51	37,611.06	151,896.57
Oct-21	152,381.70	50,148.35	202,530.05
Nov-21	119,466.24	39,315.85	158,782.09
Dec-21	104,463.75	34,378.41	138,842.16
Jan-22	123,407.00	40,612.94	164,019.94
Feb-22	142,876.67	47,020.67	189,897.34
Mar-22	61,272.18	29,328.81	90,600.99
Apr-22	86,349.55	19,253.03	105,602.58
May-22	258,704.23	85,138.43	343,842.66
Jun-22	108,489.86	79,969.61	188,459.47
<b>Totals</b>	<b>1,538,495.02</b>	<b>551,296.75</b>	<b>2,089,791.77</b>

## REVENUE

General Fund - by Dept	YTD Revenue
General Gov't	4,246,175.00
Planning Board	4,040.00
Clerk	31,319.42
Code Enforcer	50,079.43
General Assistance	12,520.07
Police	72,199.35
Fire	176.00
ACO	44,030.00
Lisbon Communication Center	6,500.00
Solid Waste	236,938.69
Library	3,960.42
Parks & Rec	230,781.36
Sewer Dept	1,403,691.49
<b>TOTAL REVENUE - GENERAL FUND</b>	<b>4,938,719.74</b>
<b>TOTAL REVENUE - SEWER FUND</b>	<b>1,403,691.49</b>
	<b>6,342,411.23</b>



Total General Fund Revenue Collected was \$4,938,719.74, which is a 119% percentage collected from the budget; budgeted General Fund Revenues were for \$4,160,201

Total Sewer Fund Revenue Collected was \$1,403,691.49, which is a 97.34% percentage collected from the budget; budgeted Sewer Fund Revenues were for \$1,442,072.

In total (General Fund and Sewer Fund) there was a total Revenue collection of \$6,342,411.23.

## REAL ESTATE TAXES

The Town of Lisbon collects taxes in two installments during the course of the fiscal year; September 15<sup>th</sup> and March 15<sup>th</sup>.

The Total amount of Tax for Commitment based on the 2021 Municipal Valuation Return on the Commitment date of July 28, 2021 is \$13,095,306.38. Based on this same report, the Total Taxable Valuation of Real Estate is \$557,181,300; at the 0.0221 mil rate, this equates to \$12,313,706.73 in Real Estate Taxes to be collected

during FY22. As of June 30, 2022 the Town of Lisbon has collected 98.17% of the tax revenue, leaving \$225,634.06 outstanding.

Based on the 2021 Municipal Valuation Return on the Commitment date of July 28, 2021, the Total Taxable Valuation of Personal Property is \$35,366,500; at the 0.0221 mil rate, this equates to \$781,599.65 in Personal Property Taxes to be collected during FY22. As of June 30, 2022, the Town of Lisbon has collected 98.05% of this tax revenue, leaving \$15,220.93 uncollected.

Tax Liens for unpaid Taxes for this year's commitment were sent to the registry on June 20, 2022. There were 121 tax liens filed with Androscoggin Registry of Deeds as of June 20, 2022.

## EXPENSES

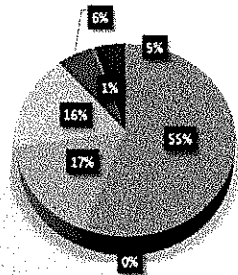
There was a number of variables that affected expenditures in FY22: turnover across nearly all departments, inflation on goods and services of approximately 5-7%, increased legal related to COVID-19 and turnover in the Town Manager department, an increase in shipping & handling/delayed manufacturing, and lastly an increase in the number of general assistance aid. All in all, the General Fund had a 97.46% YTD expended compared to the budget (\$17,403,354 budgeted and \$16,961,780.50 expended); the Sewer Fund, stayed within the confines of its budget at 94.52% (\$1,264,731 budgeted and \$1,195,455.77 expended); finally, the debt service

## EXPENSES CONT.

fund was at 98.08% as of June 30, 2022.

Please refer to the following charts for Expenses and please note that these numbers are prior to the FY22 audit.

FY22 YTD Expended - Gen Fund



- 1000-20 Gen Fund - Gen Gov't
- 1000-30 Gen Fund - Health & Welfare/General As
- 1000-40 Gen Fund - Public Safety
- 1000-50 Gen Fund - Public Works
- 1000-60 Gen Fund - Culture & Recreation
- 1000-70 Gen Fund - Economic Development
- 1000-85 Gen Fund - Intergovernmental

General Fund by Dept	YTD Expended	% Expended
Elected Officials	24,049.74	93.61%
Town Manager	240,133.98	94.94%
Appeals Board	629.44	48.38%
Planning Board	4,255.85	19.61%
Legal	50,504.66	126.26%
Clerk	179,099.26	105.33%
Finance	230,133.43	102.83%
Tax Collection	161,121.97	96.67%
Assessor	78,439.47	92.45%
Code Enforcement	112,846.03	97.05%
Liability Insurance Program	95,442.43	92.66%
Technology	244,806.55	97.97%
School	7,790,576.00	100.00%
Town Buildings	201,142.24	102.96%
Health Officer	6,993.76	102.79%
General Assistance	38,794.01	100.16%
Police	1,654,641.07	91.25%
Fire	506,009.65	88.88%
Emergency Management	201,393.68	99.89%
ACO	97,720.28	96.80%
Lisbon Communication Center	353,979.92	101.06%
Public Works	1,391,576.82	90.12%
Winter Operations	275,768.78	88.01%
Solid Waste	563,625.83	97.64%
Other Public Works	555,440.96	97.45%
Library	298,660.79	99.60%
Parks & Rec	620,647.76	97.89%
Other Public Services	55,969.94	100.17%
Economic Development	102,264.33	89.52%
County Tax	825,111.87	100.00%
Sewer	1,195,455.77	94.52%
<b>TOTAL GENERAL FUND</b>	<b>10,851,780.50</b>	
<b>TOTAL SEWER FUND</b>	<b>1,195,455.77</b>	

## GRANTS

### MAINE COMMUNITY FOUNDATION (MCF) GRANT

The Directors of the Maine Community Foundation approved \$13,000.00 grant to the Town of Lisbon to support Digital Advertising Bootcamp, a digital advertising training and tailored consulting to entrepreneurs in Lisbon. This grant is made from the Makerspace and Incubator Fund in the amount of \$12,789.27 and the Entrepreneurial Innovation Strategic Goal Fund in the amount of \$210.73 of the Maine Community Foundation at the recommendation of the Start Up Scale Up advisors.

### MAINE COMMUNITY FOUNDATION (MCF) GRANT

The Directors of the Maine Community Foundation have approved \$2,950.00 grant to the Town of Lisbon to create (2) public WiFi hot spots in Town.

### MAINE COMMUNITY FOUNDATION (MCF) GRANT

The Directors of the Maine Community Foundation have approved \$10,000 grant to the Town of Lisbon to complete the planning phase of the Community Entrepreneurship Program, sponsored by Maine Downtown Center, the National Main Street Center, and Maine Community Foundation. Another \$50,000.00 was awarded for the same Pilot Program.

### CDBG 2020 FAÇADE GRANT

The CDBG 2020 Façade Grant was awarded in the amount of \$100,000.00 for a Start Date of 10/13/2020 and an end date of 6/30/2022; this grant was extended until 6/30/2023.

### CLOSED GRANTS:

- Brownfield Grant





# Town of Lisbon

## Fire Department

Nathan LeClair, Fire Chief



To: Lisbon Town Council  
Department Monthly Report: June 2022

### In the month of June:

In the month of June, the Fire Department responded to 37 calls for service (includes inspections, various investigations, and complaints, such as unpermitted burns). At the time of the writing of this report, data was not available for the statistical breakdown that is usually given.



In the month of June we were dispatched four times for mutual aid calls. Three to Sabattus, two of which were structure fires, and to the City of Bath for the Dike Newell School fire.

On June 1<sup>st</sup> we responded to 220 Lisbon Street for a structure fire. Quick actions by the first arriving crews kept the fire to the original room of origin. Cause of the fire was discarded smoking material. No one was injured during this event but the family was displaced.

One June 9<sup>th</sup>, we responded to 110 Lisbon Street for another structure fire. Again, the fire was contained to the room of origin. One person was sent to the hospital for evaluation. Due to the smoke damage throughout the house, the family was displaced.

June's training was review of hose loads and hose advancement.

The new members have been doing their new recruit training. This training is given by the officers and experienced members of the department. This is to get the new firefighter accustomed to the Lisbon Fire Department's equipment and procedures.

In June the Department gave out its annual awards. The following individuals were recognized:

Firefighter of the Year for ET Smith Hose Co: Joe Robitaille  
Firefighter of the Year for Lisbon Falls Fire Co: Dana Adams  
Fire Officer of the Year for ET Smith Hose Co: Lt. Ryan Robitaille  
Fire Officer of the Year for Lisbon Falls Fire Co: Lt Tom Wrobel





# Town of Lisbon

## Fire Department

Nathan LeClair, Fire Chief



Chiefs Excellence Award: Capt Eric Watson

Special mention to Dana Adams as he hit his 40th year with our department.

Other anniversary bench marks:

Alex Theberge - 5 years

Jeremy Williams - 15 years

Eric Watson - 15 years

Jim Lemieux - 25 years

Daytime crews continue to maintain the equipment and make sure that everything is in a ready status. As warmer weather is finally here, don't be surprised to see day time crews around town as they start projects such as Knox box maintenance.

Reminder that fireworks are explosives and need to be treated as such. Consumer fireworks causes millions of dollars and damage and numerous injuries across our country every year.

### Upcoming Project Agenda

Training – Rural water supply

Annual NFPA flow testing for our self-contained breathing apparatus (SCBA)

Annual NFPA pump testing

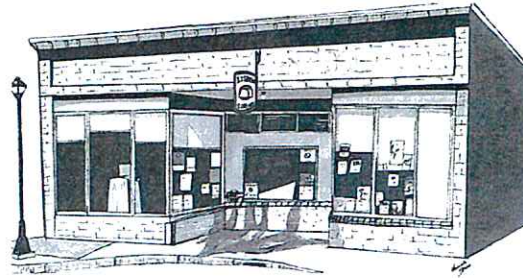
Respectfully submitted

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

Nathan LeClair

Fire Chief





LISBON LIBRARY DEPARTMENT

## TOWN COUNCIL MONTHLY REPORT

June 2022

Adult Books	800	Adult DVD's	78
Juvenile Books	1,055	Juvenile DVD's	51
Audio Books	39	Children's Room Door Count	927
ILL In	155	ILL Out	182
Cloud Library Users	50	Cloud Library E-books	89
Front Door/Patron Count	946	Cloud Library Audio Bks	100
Patron Use Computers Sessions	172	New Patrons	38
Garden Playhouse key checkout	19 families(with approximately 95 children visiting the Garden)	Paperback Rack	62
Crafts with Bill: Pom-Pom Creatures	5	Heart & Soul Day Care Outreach Program	50
Pre-School Storytime	30	Steam Lab Program: Popsicle Sticks Catapults	3
Legos Club	5	Juvenile Audio Books	3
Crafting with Kerri Adult Program: Sea Glass Mason Jars	25 Take-Home Bags given out, Facebook difficulties: no viewers s	"Featured Author" Program: Ruta Sepetys	243 People Reached
In the Kitchen: Summer Recipes	154 Lisbon Citizens reached	Comics Plus Online Circulation:	4
Display Case: Artist, Ed McCartin from Topsham	579 people reached 42 Likes	Discover Kits & Equipment	6

Total of hours read by the Summer Reading Program participants 6/15/2022-/6/30/2022	<i>233 hours of reading</i>	<i>Adult Summer Reading Program Facebook Posting:</i>	<i>459 people reached &amp; 30 "Shares"</i>
Children's Summer Read Program:	<i>92 younger readers &amp; 23 Teens</i>	<i>Summer Read 1<sup>st</sup> in-house Prog. 6/28/2022: Illustrate Your Own Oceans Adventure Book</i>	<i>65 younger participants 6 Teens</i>
Lego Spike Prime Kits (purchased with ARPA FUNDS)	<i>3 kits checked out for Approx. 5.00 hours coding &amp; building</i>	<i>Genealogy Patron Assistance Program</i>	<i>7</i>

The Library Department successfully "kicked-off" the Summer Reading Program in late June. The children and their families are happy and excited for the return of our "in-house" program after two years of remote programs. Approximately 65 children and their families attended the June 27, 2022 "kick-off" program. They enjoyed a scavenger hunt, creating their own "Oceans of Fun" book, and the opportunity with our "green screen" capabilities for a photo with a sea lion. Each week will feature a different sea creature.

The Adult Summer Reading Program also began on June 27, 2022. This "low-keyed" version of the program allows adult patrons to read a variety of book types from their "Beach Bingo" card to earn tickets for a chance to win the beach bag filled with a variety of prizes.

All library staff members will assist with the program to ensure its success.

The Library Department continued to see an increase in new patrons registered in June. Many families heard about our Summer Reading Program and came in to register as new patrons to ensure their children could take part in our program. It is interesting to note that several new patrons are "Non-Resident" families from area towns who heard about our wonderful program and were happy to pay the annual fee for the opportunity to take part in our program.

Families continued to visit our Children's Garden last month. Approximately 95 children visited the garden to spend time with friends and have fun in the playhouse. The new fountain that now features a ceramic frog and turtle is very popular with the children!

Patrons took advantage of our on-line "Cloud Library Service" in June. Patrons are spending time at their summer camps, traveling out-of-state for their vacations or just spending time at the beach and enjoy the convenience of downloading an E-Book or audio book. We look forward to expanding this service next fiscal year.

The Library Department is pleased to again collaborate with the Lisbon United Methodist Church. Our very popular Moxie Festival Book Sale will take place at the United Methodist Church on School Street. Hours of the book sale will be Friday, July 8<sup>th</sup> from 4:30-7:30 PM and Saturday, July 9<sup>th</sup> from 8:30 AM-3:00 PM. We began to prepare for the sale in June to ensure books were sorted and ready to sell.



Because of the ongoing Main Street reconstruction project and most festival activities taking place in and around the MTM Center, we appreciate the opportunity to work with the United Methodist Church members to fundraise to benefit the Lisbon community.

GOALS July 2022: Continue the weekly Summer Reading Program sessions for our program participants. Work with HR to proceed with the process of interviewing and hiring an Assistant Library Director. Continue to monitor information from the Maine State Library and Maine InfoNet Board in regards to the transition from their statewide MILS System to the new Polaris System scheduled for September and what tasks have to be completed by the Lisbon Library to ensure our conversion.



Oceans of Possibilities Summer Reading Program Display. Each fish represents a summer reader!





# Lisbon Police Department

A Community Policing Agency

300 Lisbon St.  
Lisbon, ME 04250

Ryan A. McGee  
Chief of Police

## June 2022 Report to Council

### Police Department

During the month of June the Officers at the department attended trainings in Firearms, Hazmat, Street Cop, and Crime Scene Processing, and also attended a Maine School Safety Summit.

Officer Brianna Kenney was appointed to the newly added second School Resource Officer; she looks forward to working with the school department and kids this fall. Officer Kenney will be doing a meet and greet for parents and school staff in August.

On June 8<sup>th</sup> members of the Lisbon Police Department participated in the Special Olympics of Maine with the Law Enforcement Torch Run. Joining with other police officers, these Guardians of the Flame cover several different legs of the run all across Maine. The run culminates with the summer games in Orono this coming weekend. (Below, Sgt. St.Pierre and ACO Ray Schlotterbeck completed running from Lewiston/Lisbon line down Rte. 196 to the Lisbon town line, just over 6 miles.)



In June, requests for police assistance totaled 1,253 calls for service. There were 65 investigations initiated, including Unlawful Sexual Contact, Domestic Violence, Aggravated Assault, Burglary of a Motor Vehicle, Theft by Unauthorized Taking, Criminal Mischief, Violation of Condition of Release, Protective Custody, OAS, Attaching False Plates, Negotiating a Worthless Instrument, and Forgery. 16 individuals were arrested or charged with criminal violations this past month. There were 14 motor vehicle crashes and 197 motor vehicle stops.

Also this month the Police Department hosted another community policing "Coffee with a Cop" event. We had a great Coffee with a Cop at the Rusty Lantern in Lisbon Falls. Ofc. Shawn Kelly and SRO Renee Bernard were joined by Ofc. Glenn Darby to speak with patrons and visit with the community.





# Lisbon Police Department

A Community Policing Agency

300 Lisbon St.  
Lisbon, ME 04250

Ryan A. McGee  
Chief of Police

Rusty Lantern had free donuts and free coffee samples! We want to thank the employees at Rusty Lantern for their collaboration and for making this a great event! Stay tuned for more Coffee with a Cop events this summer.

Here are a few photos from the event:



## Projection for the Month of July:

During the month of July, the Department will prepare for the return of the greatest Parade in the State of Maine, the Moxie Parade and Festival. This brings upwards of 25,000 people to our community over a long weekend. This year, due to the construction, the parade will not go up Main Street. The Parade route will start at Capitol Avenue and turn right onto Rte. 196, then end at Crafts Auto on Rte. 196. After the parade, all events will be at the MTM Center.

Thank you,

Ryan McGee  
*Chief of Police*

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# MEMORANDUM FROM THE PUBLIC WORKS DIRECTOR

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**TO:** RYAN MCGEE, INTERIM TOWN MANAGER  
**FROM:** RANDY CYR, PUBLIC WORKS DIRECTOR  
**SUBJECT:** JUNE 2022, MONTHLY REPORT  
**DATE:** JUNE 30, 2022

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**Public Works** – Beginning of the month of June: Filled potholes, Picked up sidewalk paving machine from NH on 6/8 & Finish the sidewalk on 196 & Village St. Put up updated route signage for Western Maine Transportation signs and/or posts throughout the town, PW picked up items to help cleanup the office in preparation for the new Assistant Manager- 3 desks and an old printer, Picked up broken glass in Wentworth gully on 196,. Repair a washout at Saint Anne St and Webster Rd, Took out several loads of large trash & recyclables for Town Office, Library and Boat Launch (every week MON/WED) have had an ongoing issue with the boat launch garbage cans overflowing. A few examples: people are leaving large garbage bags on top of an already full can & also leaving large items outside of the garbage cans. Garbage cans at the boat launch have been removed to deter people from leaving large items intended for the Transfer Station. Will be ordering signs that state the area is a Carry in, Carry out facility please remove all trash as you leave” Started night painting road markings throughout the town, Helped prep the Worumbo lot for the Blues Festival and banner. Boom truck inop for the dismantling and putting up Moxie banner, Guy wire also needed repair.

Mechanics continued working on PD vehicles and PW equipment to ensure inspections were completed and safe for operation. Maintaining the street sweeper stays up and running.

**PW July Goals:** inspecting all basins; transition to full summer operations

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

<u>Item</u>	<u>Tonnage</u>
Single Stream	6.43
Trash	237.39
Bulky Waste	31.83
Wood	37.15
Brush	10.2
Leaves	5.31
Tires	1.66
Waste Oil	600 Gallons
Freon	47 units

**SW June Goals:** actively seeking applicants for employment for TS, one FT started training June 15. On boarding will start for July. Prepping for new roof truss.



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# MEMORANDUM FROM THE SEWER SUPERINTENDENT

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**TO:** RYAN MCGEE, INTERIM TOWN MANAGER

**FROM:** STEVE AIEVOLI

**SUBJECT:** MONTHLY REPORT FOR JUNE & THE PROJECT AGENDA FOR AUGUST

**DATE:** JULY 6, 2022

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1. Below is a summary of the activities beyond the typical sewer system and treatment plant maintenance completed during the month of June.
  - Received and installed the rebuilt pump for the Winter Park Pump Station.
  - Completed the annual sewer cleaning of the entire collection system
  - Replaced the gear reducer on the Centrifuge Screw Conveyor
  - Davis Street pump station project is ongoing
  - Maine Street Sewer replacement project is ongoing
  - Raised a manhole in the grass across from the high school
2. August Project Agenda. The following list includes goals for work to be completed in the following month. This in no way represents a list of all work done within a department, nor does it guarantee that all items will be completed exactly on schedule.
  - Clean Chlorine Contact Tanks
  - Inspect the cross country lines
  - Raise manholes on the streets being paved by Public Works
  - Complete the annual sewer cleaning if not done in June
  - Complete the annual DMR-QA proficiency testing in the Laboratory
  - completion of the Davis Street pump station and chlorine contact chamber projects
  - Resume Sewer replacements on Main Street up to South Street

Please contact me if you have any questions.



# Town of Lisbon

Lisa M. Ward  
Town Clerk

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

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## MEMORANDUM

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**DATE:** July 1, 2022  
**TO:** Town Manager and Town Council  
**FROM:** Lisa M. Ward  
**RE:** Monthly Report – Clerks and Elections Office

### **Town Report Dedication – June 2<sup>nd</sup>**

The Town Offices delayed opening for an hour on Thursday, June 2<sup>nd</sup>, for the Annual Town Report Dedication breakfast held at the MTM. The Report, published in May, was dedicated to the Town employees for their dedication and commitment to provide the best possible customer service to residents during the pandemic. Interim Manager Ryan McGee personally thanked employees at the breakfast. The employees thanked Chief McGee with a small gift and thank you cards. Members of every department attended, and the Parks and Recreation staff were greatly appreciated for the wonderful breakfast they served everyone.

### **Trainings and Classes**

Both the Clerk and Deputy took the trainings offered by the Secretary of State's office and Disability Rights Maine to ensure the Polls would be fully accessible for Voters. The Clerk completed the Licensing workshop offered by the Maine Town and City Clerk's Association.

### **Vital Records – Births, Deaths, Marriages**

The Clerk's office issued a total of 58 Vital Records, including 31 Birth and 21 Marriage certificates. We also issued a total of 13 Marriage Licenses for Lisbon residents.

### **Dog Licenses – New dogs and late renewals**

A total of ten (10) dog licenses were issued. Licenses are good until 12/31/22, and the new licenses will be ready for sale in mid-October.

### **Elections – June 14<sup>th</sup>, Election Day**

We set up polls on Monday (13<sup>th</sup>) and finalized all paperwork for any new Election Day Clerks, including background checks with help from the Police Department. On Tuesday, Election Day, we started with swearing in all elections clerks, then invited the public who were in line for voting to join us for the Pledge of Allegiance. We invited Karen Staples, a representative from Senator Susan Collins' office, to present an American Flag that was flown over the Capitol to the first voter of the day – Leo Paquette. She also presented Lisbon with a letter of inspiration to the community from our Senator.

We processed a total of 644 Municipal ballots, including Absentees, on Election Day, and estimate that we saw about 600 voters in person. We were tasked with educating residents about the new Districts in Lisbon for the Maine House of Representatives, since a portion of Lisbon Falls is now in District 98. We displayed a large town map in the entry with the new District, and the elections clerks assisted voters in getting to the right place to receive ballots. Having an additional District means we needed two additional clerks and an additional Incoming Voter List for handing out ballots, so our costs increased somewhat due to that.

Election Day staffing included a Warden, Deputy Warden, Registrar of Voters and 15 Elections Clerks, in addition to the Town Clerk and Deputy Clerk, to cover all stations and time slots. We were able to work in shifts in many places, allowing us to train new Elections Clerks in preparation for the November Elections and to maximize our budget. We received a personal visit from Secretary of State Shenna Bellows, who introduced herself to all the Clerks and thanked everyone for their hard work and dedication.





# Town of Lisbon

Lisa M. Ward  
Town Clerk

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

## Coming up in July

The Clerk's office will continue with Elections processing, including updating Voter History records in preparation for the November Elections. That will be the final step in processing the June Elections.

The Clerk will attend a Municipal Law Workshop and a Workplace Violence Workshop during the month of July. The Deputy Clerk will take her Maine Town and City Clerk's Association test, after having fulfilled the three-year required curriculum, to become a Certified Clerk.

Recent Ordinance changes will be updated online in MuniCode during the month of July. This is done periodically when needed to reduce costs.



Elections Clerks are Sworn In on Election Day by the Warden, Rick Roberts



Secretary of State Shenna Bellows visited our Polling Place.



Karen Staples, from Senator Collins' office, presented an American Flag in honor of Flag Day to Leo Paquette, the first Voter of the day.