



AGENDA
COUNCIL MEETING & WORKSHOP
MAY 5, 2020
LISBON TOWN OFFICE
6:00 P.M.

Town Council
Allen Ward, Chair
Norm Albert, Vice Chairman
Donald Fellows
Jeffrey Ganong
Kasie Kolbe
Fernand Larochelle, Jr.
Mark Lunt

1. CALL TO ORDER & PLEDGE TO FLAG
2. ROLL CALL
 - ___ Councilor Albert ___ Councilor Fellows ___ Councilor Ganong ___ Councilor Kolbe
 - ___ Councilor Larochelle ___ Councilor Lunt ___ Councilor WardTown Clerk reading of meeting rules
3. **WORKSHOP – 2020-69 & 70 – Municipal Budget**
4. GOOD NEWS & RECOGNITION
2020-71 ORDER – Proclamation for Kids to Parks Day
5. PUBLIC HEARINGS
6. AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS
7. CONSENT AGENDA – 2020-72 ORDER
 - A. *Municipal Accounts Payable – \$ 685,985.43*
 - B. *Municipal Payroll Warrants – \$ 133,457.76*
 - C. *School Accounts Payable – \$122,807.94*
 - D. *School Payroll Warrants – \$701,699.39*
 - E. Minutes of March 17, 2020
 - F. Appoint Election Clerks Per 21-A Section 503-A (3) as presented
 - G. Set Public Hearing on June 2 for Peter Pesce d/b/a Pesce Maine Lobster (Itinerant Vendor at 501 Lisbon Street)
 - H. Reschedule May 19 Public Hearing to June 2 for Ordinance Changes regarding Accessory Dwelling Units
 - I. RHR Smith Audit Engagement Letter FY 2020
 - J. Amend School Budget Validation Referendum Timeline & Adopt Addendum to Election Warrant
 - K. Change Meeting date from July 14 to July 21
8. COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES
 - 2020-73 ORDER – WWTP Generator Bid Award
 - 2020-74 ORDER – Amend Vote 2019-140 Use of Unassigned Fund Balance
 - 2020-75 ORDER – Solicit Bids for Public Works Projects
 - 2020-76 ORDER – Authorization to Refinance QECB Municipal Lease
 - 2020-77 ORDER – Authorization to Take out Tax Anticipation Note
 - 2020-78 ORDER – Chpt 46 Streets, Article III, Sec 46-67 Documentation required – *First Reading (Set PH on June 2)*
 - 2020-79 ORDER – Status of Moxie Festival
 - 2020-80 ORDER – Status of Worumbo Mill and Graziano Square Projects
 - 2020-81 ORDER – Tax Acquired Bid Award
 - 2020-82 ORDER – Beaver Park Cabin Lease Agreement
 - 2020-83 ORDER – Re-Apply for Solid Waste Grant to Expand Program at Transfer Station
9. OTHER BUSINESS
 - A. Council Committee Reports:
 1. School (Councilor Albert)
 2. Planning Board (Councilor Fellows)
 3. LDC (Councilor Larochelle/Albert)
 4. Conservation Commission (Councilor Ward)
 5. Recreation (Councilor Albert)
 6. County Budget (Councilor Ward)
 7. Library (Councilor Lunt)
 8. Water Commission (Councilor Fellows)
 - B. Town Manager's Report
10. APPOINTMENTS
 - 2020-84 ORDER – Planning Bd/LDC/CDBG Façade Grant Advisory Committee Resignation – Scott Hall
 - 2020-85 ORDER – Regular Member Planning Board – Lisa Ward to 6/30/2021
 - 2020-86 ORDER – Lisbon Development Committee Re-Appointments (Meredith Lord/Chris Huston/Dean Willey)
 - 2020-87 ORDER – MMA Executive Committee – Letter of Interest Due
 - 2020-88 ORDER – Rescind Appeals Board Appointment – Brittany Couillard
11. COUNCIL COMMUNICATIONS
12. AUDIENCE PARTICIPATION & RESPONSE NEW ITEMS
13. EXECUTIVE SESSION
14. ADJOURNMENT
2020-89 ORDER – To Adjourn

To comment on #6 Audience Participation For Agenda Items and #12 Audience Participation On New Items,
email brichardson@lisbonme.org when the Chair opens Agenda Item during this meeting.

SUMMARY OF LISBON COUNCIL MEETING RULES

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

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

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



Town of Lisbon

Diane Barnes
Town Manager

Town Council
Allen Ward, Chairman
Norm Albert, Vice Chair
Donald Fellows
Jeffrey Ganong
Kasie Kolbe
Fernand Larochelle, Jr.
Mark Lunt

MEMO

To: Town Council

From: Diane Barnes, Town Manager

Subject: Recommendations

Date: May 5, 2020

Consent Agenda Items 2020 – 72A to 72K

E. Minutes of March 17, 2020

F. Appoint Election Clerks Per 21-A Section 503-A (3) as presented

G. Set Public Hearing on June 2 for Peter Pesce d/b/a Pesce Maine Lobster
(Itinerant Vendor at 501 Lisbon Street)

H. Reschedule Public Hearing to June 2 for Ordinance Amendments regarding Accessory Dwelling Units

I. RHR Smith Audit Engagement Letter FY 2020

The engagement letter from RHR Smith confirms the understanding and scope of services provided to the town during the annual audit. They will audit the financial statements of the governmental activities, etc for the fiscal year ending June 30, 2020. The cost for audit services has remained the same for six years. We do not recommend going out to bid for FY 20 due to the Munis conversion and the issues we faced with the FY 19 audit. The Price is:
Town \$9,850; Sewer Department \$2,550

J. Amend School Budget Validation Referendum Timeline & Adopt Addendum to Election Warrant

The Governor moved the State's Primary Election to July 14, 2020. The School Department recommends amending the School Budget Validation Referendum Timeline and adopting the following addendum to the Warrant moving our School Budget Validation Referendum Election to July 14, 2020, also recommending to hold the School's Budget and CIP public hearing on June 2.

K. Change Meeting date from July 14 to July 21

The State's Primary Election will be held on July 14, 2020, so we recommend moving that Council meeting to Tuesday, July 21, 2020.

Agenda Item 2020 – 73 WWTP Generator Bid Award

The Sewer Superintendent reports the bid by Electrical Systems of Maine has been selected to provide and install the generator at the Lisbon Wastewater Treatment Plant. Once the Council awards this bid the project will be put on hold until given the green light by the Town Manager. The timing is not known at this time due to the COVID-19 Virus; however, we plan to notify Electrical Systems of Maine when things change.

Recommendation

To award the Waste Water Treatment Plant Generator Bid to Electrical Systems of Maine in an amount not to exceed \$105,000.00.

Agenda Item 2020 – 74

Amend Vote 2019-140 Use of Unassigned Fund Balance

There was an addition error to the Agenda Item 2019-14 Use of Unassigned Fund Balance. Below is a list of items that the Council assigned from the unassigned fund balance. Any unused balances would be returned to the unassigned fund balance for future use. To correct the grand total the Council needs to approve an additional \$10,000.

Excerpt from the minutes:

13% of GF Operating Budget	\$272,000.00
FY 19 Overlay	<u>\$122,675.00</u>
	\$394,675.00
Town Clerk Records Restoration	\$10,000.00
Town Buildings: Pole Roof Over Entrance	\$31,700.00
Police Department Cruiser Reserve	\$22,000.00
Public Works: Skid Steer	\$50,000.00
Public Works: Wheeler Truck/Dump Body/Snow Attachments	\$220,358.00
Recreation Dept. Truck	\$20,000.00
Trash Trailer 50% of Cost	<u>\$50,000.00</u>
	\$394,058.00

Recommendation

To amend Vote 2019-140 ... the use of unassigned fund balance “in the amount of \$394,058.00” to “\$404,058.00,” adding an additional \$10,000.00 to cover all the items listed.

Agenda Item 2020 –75

Solicit Bids for FY 20-21 Public Works Projects

Due to unforeseen circumstances regarding COVID-19, the Public Works Director said he thought there might be a delay so he is requesting Lisbon send RFP's for paving, road striping, and the salt purchase at the earliest date possible.

- Paving RFP – As a result of discussions at the Town Council CIP meeting we request permission to develop an RFP for paving projects based on an anticipated budgeted amount of \$475,000.00. The RFP will clearly state bids will be awarded contingent on final budget adoption.

The following streets and roads are to be included as follows:

- Huston St from East Ave to the end
- Cross Street
- Pike Street
- Lawrence Street
- Bates Street
- Free St from Earle to High St
- Pine St from Maple to Oak St
- Autumn Street
- Frost Hill from Sunset to 196

In addition to paving, these projects need to go out to bid:

- Road Striping – We are requesting permission to advertise the annual Centerline and edge line road striping.
- Road Salt- Each year AVCOG advertises a joint purchase of road salt and Liquid Calcium/Magnesium Chloride RFP. The Public Works Director is requesting permission to have our estimated 3500 tons of salt included as part of this process.

Recommendation

Authorization to solicit bids for paving, road striping, and road salt.

Agenda Item 2020 – 76 Authorization to Finance QECB Municipal Lease

In the packet you will find the April 7, 2020 dated proposal for consideration to refinance the current Qualified Energy Conservation Bond (QECB) lease purchase agreement with Androscoggin Bank. The original lease purchase agreement was financed by Androscoggin Bank on December 15, 2014 for equipment, related items and improvements associated with energy conservation. The original lease purchase agreement was for a term of 17 years with an interest rate of 5.63%. The QECB is split between the Town and the Sewer budgets as follows: 72% Town and 28% Sewer. The split between the Town and the Sewer budgets would remain the same with the refinance options.

All the terms of the original lease purchase agreement would remain the same regarding prepayment, collateral, type, legal opinion and intent.

Androscoggin Bank has presented two options, Option A and Option B, for the Refinance Proposal. The Androscoggin Municipal Lease Purchase Proposal is valid through the close of business on May 8, 2020; the acceptance or declination of the proposal would have to be decided upon on or prior to the indicated date.

Currently, there are 11 years remaining on this lease purchase agreement with Androscoggin Bank. If we do not move forward with the refinance, we should anticipate \$651,069 (rounded) in principal payments and \$262,012 (rounded) in interest payments for a total of \$913,080 (rounded) over the next 11 years; currently, the annual total payment is \$76,090.03.

Option A is being proposed as a 10 year agreement with a 3.45% interest rate (tax exempt) for an annual payment amount of \$79,747.14. With this option, total principal payments would be \$664,927 and total interest payments would be \$132,644 (rounded); a total of \$797,571 (rounded) would be paid with Option A. Regular payments on this option would begin on May 15, 2021 and continue annually on this date through the maturity of the agreement (May 15, 2030).

Option B is being proposed as an 11 year agreement with a 3.59% interest rate (tax exempt) for an annual payment amount of \$74,239.96. With this option, total principal payments would be \$664,927 and total interest payments would be \$151,701.50; a total of \$816,628.50 would be paid with Option B. Regular payments on this option would begin on May 15, 2021 and continue annually on this date through the maturity of the agreement (May 15, 2031).

When comparing both of the refinance options to the current lease purchase agreement, both options are favorable in saving the Town a substantial amount in interest over the next 10-11 years. As shown in the spreadsheets, if we were to go with Option A, it would save the Town a total of \$115,509 (rounded) when comparing it to our current obligation. If we were to go with Option B, it would save the Town a total of \$96,452 (rounded) when comparing it to our current obligation.

The Finance Director recommends Option B. Option B will have a maturity date of 5/15/2031 (FY31) rather than the current obligation of 12/15/2031 (FY32). Currently, we are expecting to make 11 more annual payments, which would remain the same with this option; this option would save the Town \$96,452 (rounded) in total. When looking at the budget, it would also decrease the budget: current annual payments are \$76,090 (rounded) and Option B would be \$74,239 (rounded) annually – this is a \$1,851 decrease in each fiscal year's budget.

Recommendation

To authorize the Town Manager to refinance the QECB as recommended under Option B.

Agenda Item 2020 – 77

Authorization to Take Out Tax Anticipation Note

In the Council packet you will find two proposals for Council's consideration in regards to a Tax Anticipation Note (TAN) for the Town of Lisbon. The first proposal is dated April 2, 2020 and is provided by Androscoggin Bank. The second proposal is dated April 15, 2020 and is provided by First National Bank. Both proposals are for an amount up to \$2,000,000 in an 'as needed' format. Due to the nature of the TAN being considered short-term borrowing, these proposals are being presented for a desired close date on or around July 1, 2020. The funds would be available to be advanced if requested on the close date as indicated above. Due to our ordinances, a Tax Anticipation Note can only be taken out and repaid within the same fiscal year; determining it as a current obligation.

Androscoggin Bank offered a fixed interest rate of 1.57% per annum on the TAN based on actual/365 day basis on the note. The option is to be repaid on or before the closure of the fiscal year, June 30, 2021, for the amount that is drawn upon under the 'as-needed' format. Assuming that the full \$2,000,000 is used, the total amount of interest which could accrue would be \$31,313.97 if paid upon the June 30, 2021 date. The Androscoggin proposal is valid through the close of business on May 8, 2020.

First National Bank offered a fixed interest rate of 1.08% based upon a 360 day year with funds to be made available on an as needed basis. This option is to be repaid on or before the closure of the fiscal year, June 30, 2021, for the amount that is drawn upon under the 'as-needed' format. Assuming that the full \$2,000,000 is used, the total amount of interest which could accrue would be \$21,874 if paid upon the June 30, 2021 date. The First National Bank proposal is valid through the close of business on May 8, 2020.

If the Town of Lisbon were to draw upon the full amount of the proposed TAN, we have calculated the amount of interest that would be incurred with the Androscoggin Bank proposal would be approximately \$7,828.50 and with the First National Bank proposal would be approximately \$5,468.50.

The Finance Director reports, given the current economic and social considerations revolving around the COVID-19 pandemic, it is with much consideration that the Finance Director presents to Council the proposal for a TAN, taking our due diligence and fiduciary responsibilities into consideration, she reports the following updates related to Revenues be considered in this discussion:

After evaluating both proposals for a TAN, the Finance Director recommends the Town of Lisbon accept the First National Bank proposal. This proposal has the same criteria as the Androscoggin Bank proposal, but at a much more favorable interest rate. Please note that the acceptance or declination of the proposal for a TAN would have to be decided prior to close of business on May 8, 2020.

Recommendation

To approve the execution of a Tax Anticipation Note with the First National Bank for the terms specified in their proposal and to authorize the Finance Director and Town Manager to sign the same.

Agenda Item 2020 – 78
Ordinance Amendment to Chapter 46 Streets, Article III,
Sec. 46-67 Documentation required prior to Council Acceptance – First Reading

The CEO, and Planning Board concurs, that since the Register of Deeds no longer requires mylars of plans, the Council should consider making the following amendments to Chapter 46-Streets, Sidewalks & Other Public Places, Article III-Street Acceptance Standards, Section 46-67 Documents required prior to Council acceptance as follows:

Chapter 46-Streets, Sidewalks & Other Public Places

...

Article III-Street Acceptance Standards

...

Section 46-67. - Documentation required prior to Council acceptance

Prior to the Council scheduling an order to accept the a private road, the applicant shall produce the following documents as required:

- (1) A petition, agreement, warrant deed, affidavit or other writing specifically describing the property or interest and its location, and stating that the owner voluntarily offers to transfer such interests t the municipality without claim for damages;
- (2) Recordable mylars and one paper eopy copies of the plans of the street for recording at the Androscoggin County Registry of Deeds;
- (3) ...

Recommendation

To adopt the following amendments to Chapter 46-Streets, Sidewalks & Other Public Places, Article III-Street Acceptance Standards, Section 46-67 Documents required prior to Council acceptance as presented.

Agenda Item 2020-79
Status of Moxie Festival

Due to COVID-19 and the Governor's mandate of Social Distancing, staff would like to know if Council would like to move forward with planning for the 2020 Moxie Festival or cancel the festival. Due to Governor Mills Gradual Plan to Restart Maine's Economy in four stages, we do not feel we could comply her order to by holding the festival in a manner that is safe for the First Responders, Volunteers, Business Owners, Participants, and Attendees. For this reason, we are recommending that he Moxie Festival be cancelled in 2020. Governor Mills also stated in her address, that she did not know how any festival could take place this year.

Recommendation

To cancel the 2020 Moxie Festival.

Agenda Item 2020-80
Status of Worumbo Mill and Graziano Square Projects

Due to COVID-19 and my directive to curtail spending, the Worumbo Mill and Graziano Square Projects have been put on hold at this time. We recently learned that MDOT would like to use the Worumbo Mill site at 1 Canal Street during their Rt. 196 paving project that will begin on May 5th and end sometime in August. As part of the agreement to use the site, All State Asphalt, the contractor for the job, has agreed to provide Lisbon with millings from the project to be used on the proposed parking lot at 1 Canal Street. They will also assist in laying it down and rolling it provided the site is prepped. For this reason, we would like to solicit bids for the crushing of material at the old mill site. We intended to rent the equipment and have PW do the work, but since then, we have requested quotes from other companies to do the work which would cost less than if we rented the equipment to do it ourselves.

Recommendation

To authorize the Town Manager and Public Works Director to solicit bids for crushing rock at 1 Canal Street.

Agenda Item 2020-81 Tax Acquired Bid Award

The following bids were received and opened at 12:00 noon non Wednesday, April 15, 2020:

Jeff & Bridget Burkhardt 26 Free Street Lisbon Falls, ME 04250	Map U07 Lot 081 24 Bowdoin Street Minimum Bid: \$17,070.70	Bid Amt.: \$61,500.00
Christopher Poirier P.O. Box 2564 Waterville, ME 04903	Map U05 Lot 126 5 High Street Minimum Bid: \$14,457.59	Bid Amt.: \$19,300.00
Christopher Poirier P.O. Box 2564 Waterville, ME 04903	Map U07 Lot 081 24 Bowdoin Street Minimum Bid: \$17,070.70	Bid Amt.: \$21,500.00

I am currently working with the person living at 5 High Street and a local bank on obtaining financing. The bid on this property was very low and I would recommend rejecting the bid and allowing more time for the person living in the home to come up with the funds to pay the taxes in full.

Recommendation

To award the bid for the sale of property located at 24 Bowdoin Street in the amount of \$61,500 to Jeff & Bridget Burkhardt and authorize the Town Manager to issue a quit claim deed without covenants. Reject the bid for 5 High Street reason being bid is too low.

Agenda Item 2020-82 Beaver Park Cabin Rental

The Beaver Park cabin will be vacant at the end of May due to the upcoming retirement of the Secretary/Programmer. We feel it is important to have a physical presence at the Park throughout the year. Mark Stevens has expressed an interest in renting the cabin after the current occupant moves out.

Recommendation

To authorize Mark Stevens and his family to move into the Beaver Park Cabin with employee's lodging being regarded as part of the employee's compensation and allow the Town Manager to negotiate the terms and conditions of the agreement.

Agenda Item 2020-83

Re-Apply for Solid Waste Grant to Expand Program at Transfer Station

In 2019, the Town of Lisbon received a Solid Waste Diversion grant from the Maine Department of Environmental Protection (DEP) to launch a residential food scrap drop-off program at the Town transfer station. Demand for the program exceeds the Town's existing service capacity. To meet additional demand for the program, departments are requesting Council authorize the Town Manager to submit an application to DEP to grow the residential composting program by expanding appropriate infrastructure at the transfer station, increase collection service levels from the current organics collection contractor, conduct educational outreach to the public on the benefits of organics diversion, and provide buckets to additional households in Lisbon to enable greater participation.

The Town's 25 percent matching funds requirement will be provided in-kind through Public Works Department staff wages to manage the program at transfer station. The deadline to submit the proposal is May 19, 2020. The ECD Director reports the grant application is essentially the same as last year's, but with expansion to infrastructure and services to increase organic waste conversion.

Recommendation

To authorize the Town Manager to submit an application to DEP and receive the funds if awarded the grant to grow the residential composting program by expanding appropriate infrastructure at the transfer station, increase collection service levels from the current organics collection contractor, conduct educational outreach to the public on the benefits of organics diversion, and provide buckets to additional households in Lisbon to enable greater participation.

**KIDS TO
PARKS DAY**
NATIONAL PARK TRUST
Proclamation

**Proclaiming May 16, 2020, as Kids to Parks Day
in the Town of Lisbon**

WHEREAS, May 16, 2020, is the tenth Kids to Parks Day organized and launched by the National Park Trust held annually on the third Saturday of May; and

WHEREAS, Kids to Parks Day empowers kids and encourages families to get outdoors and visit America's parks, public lands and waters; and

WHEREAS, we should encourage children to lead a more active lifestyle to combat issues of childhood obesity, diabetes, hypertension and hypercholesterolemia; and

WHEREAS, Kids to Parks Day will broaden children's appreciation for nature and outdoors; and

NOW THEREFORE, We, the Town Council of Lisbon do hereby proclaim May 16, 2020, as **Kids to Parks Day**.

Signed by the Town Council of Lisbon on this 5th day of May, 2020.

Lisbon Town Council

Allen Ward, Chairman

Normand Albert, Vice Chairman

Don Fellows

Jeff Ganong

Kasie Kolbe

Fern Larochelle

Mark Lunt

Agenda Date: 05-05-2020

Date	Brenda Martin	Municipal Accts Payable
3/19/2020	# 3192020	\$13,499.56
3/26/2020	# 3262020	\$524.50
4/7/2020	# 4072020	\$329,753.40
4/8/2020	# 4082020	\$139,043.06
4/12/2020	# 412020	\$17,137.15
4/15/2020	#4152020	\$2,117.33
4/21/2020	# 4212020	\$177,183.76
4/22/2020	#4222020	\$4,465.17
4/29/2020	#4292020	\$2,261.50
	Total	\$685,985.43

Date	Megan Lavigne	Municipal Payroll Warrants
4/7/2020	# 200409	\$118,313.01
4/7/2020	# 2004W1	\$15,144.75
	Total	\$133,457.76

Date	Louise Levesque	School Accts Payable
4/7/2020	# 2017	\$122,807.94
	Total	\$122,807.94

Date	Eva Huston	School Payroll Warrants
4/3/2020	# 1078	\$337,720.09
4/3/2020	# 43	\$44.32
4/3/2020	# 1079	\$13,527.88
4/17/2020	#1083	\$13,527.88
4/17/2020	#1082	336,879.22
	Total	\$701,699.39



**TOWN COUNCIL
MEETING MINUTES
MARCH 17, 2020**

Fern Larochelle 2020
Normand Albert, Vice Chair 2021
Kasie Kolbe 2021
Allen Ward, Chairman 2021
Mark Lunt 2022
Donald Fellows 2022
Jeffrey Ganong 2022

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

ROLL CALL. Members present were Councilors Ward, Albert, Kolbe, Lunt, Larochelle, Ganong, and Fellows. Also present were Diane Barnes, Town Manager; Randy Cyr, Public Works Director; Steve Aievoli, Sewer Superintendent; Lisa Ward, EMA Director; and approximately four citizens in the audience.

GOOD NEWS & RECOGNITION

VOTE (2020-58B) Councilor Larochelle, seconded by Councilor Kolbe moved to adopt the following resolution:

RESOLUTION FOR EMERGENCY AUTHORIZATION TO EXECUTE

Be it hereby Resolved, That the Lisbon Town Council authorizes the Lisbon Town Manager to execute certain documents requiring action during any period where the council is not meeting due to the COVID-19 public health emergency.

Whereas, a state of emergency has been declared both within the United States and the State of Maine; and

Whereas, public health officials have recommended that social distancing measures be implemented, including avoiding meetings of ten or more individuals; and

Whereas, as a result, meetings of public bodies may be postponed or their agendas reduced to limit meeting time; and

Whereas, in the normal course of business, Town authorization is frequently required to allow regular business to continue; and

Whereas, certain legal documents such as quitclaim deeds, release deeds involving Code Enforcement violations, grant applications and agreements, and other documents generally requiring Town Council authorization for their execution by the Town Manager; and

Whereas, delaying such execution could create problems and difficulties for the Town and other parties to those agreements;

Now, therefore, be it resolved by the Town Council of the Town of Lisbon That under circumstances where the Town Council is unable to meet or wishes to limit the number of items on the agenda, the Town Manager is hereby authorized, after consultation with the Town Council Chairman, to execute such documents and agreements as are necessary to avoid an unnecessary delay that could result in harm to the Town or other parties to such agreements. The Town Manager shall notify the Council via electronic means of the intention to take such actions in advance of doing so.

Councilor Ward pointed out the agenda changed from Friday to Tuesday based on the last 72 hours and counting due to public health concerns evolving around the COVID-19 virus. There is a list of additional items requiring Council action on tonight's agenda for consideration since the next time the Council is expecting to meet could be May 5.

Councilor Ward said the intent of the proposed resolution is to address action needed for things that could come up that had not been included on the agenda tonight giving the Town Manager the option to be able to proceed to carry out the town's business without interruption. He indicated he requested these agenda items be rearranged to expedite tonight's meeting that could be above the 10-person rule to meet its purposes. Councilor Ward asked if there were any questions on the changes to the agenda before Council tonight. None noted.

VOTE (2020-58C) Councilor Fellows, seconded by Councilor Lunt moved the question. **Order to Move the Question passed – Vote 7-0. Main Order passed – Vote 7-0.**

PUBLIC HEARINGS – NONE

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS

Councilor Ward said he had one item if Councilors did not mind. There are five bids on the agenda this evening tonight for consideration. He said after a conversation he said he personally made go sideways at the previous Council meeting with the Public Works Director, he said he would like to go through the purchasing policy to paraphrase one of the considerations that effects an agenda item tonight. He said the key point is:

- Section 86-31b ... No payment shall be made or obligation incurred ... unless there is sufficient funding from the town manager or the town council first in advance, and
- Small Purchases of \$1,000 shall be authorized by department heads does not require formalized bidding.

Councilor Ward said there is an in-formal bidding process for anything above \$5,000 but less than \$10,000. He said this is ambiguous because it has no reference to who has to make the award. Is it the Council or the Town Manager. Formalized bidding is anything that exceeds the \$5,000 threshold, which actually requires an invitation to bid at least 5 days in advance. He said his 14 days would only be a recommendation at this point. He pointed out that bids shall be sealed and identified as bids in a sealed envelope. Purchases in excess of \$10,000 shall require approval of the Town Council. He pointed out, again, it is ambiguous and why reference \$5,000 for a bid if it only requires going to the Council if its \$10,000. He recommended this language be cleaned up. He mentioned the other things like a local bidding preference. He indicated in that regards the town should be promoting local businesses as best we can.

Councilor Ward said one of the other bids being considered tonight by the Council is one for hourly rates over small projects. There is nothing in our current policy that allows for a bid over a year's time period because in theory that could elevate to the \$10,000 which could be argued that it has to go before Council for award to an individual.

Councilor Ward said the proper recourse here would be to look at our current purchasing policy first and to fix what needs to be updated first, rather than keep pushing things forward.

Councilor Fellows said he reviewed this as well and found it a little confusing. It says some very definite things and then leaves out others. It needs updating. Councilor Ward said staff has some things they would like to see corrected, Mrs. Barnes has some things she would like updated, and Council has some recommendations. He asked Mrs. Barnes to put these amendments together for a first draft and to bring it back to the Council for action.

CONSENT AGENDA

VOTE (2020-59) Councilor Larochelle, seconded by Councilor Albert moved to approve the following items:

- A. Municipal Accounts Payable & Payroll Warrants -

3112020 \$ 16,852.38 # 3172020 \$ 113,215.58

B. School Accounts Payable & Payroll Warrants -

2016 \$ 231,648

C. Minutes of March 10, 2020

D. Liquor License for Flux Restaurant

E. Set Public Hearing & Second Reading for May 19 for Chapter 70 Zoning Amendments for Dwelling Units & Land Use Table

F. Consolidate Municipal Budget Workshops & Cancel April Council Meetings

G. Mobile Home Park Renewals

H. Victualer License Renewals

I. Extend Due Date on 2020 Tax Second Installment through May 1

J. Extension for Business Loans

K. Authorization to Solicit Bids for Projects

L. School Budget Validation Referendum

M. School Budget Validation Referendum Warrant & Council Recommendation

Orders for D-M presented were as follows:

D: To approve the Liquor License for the Flux Restaurant.

E: To set a Public Hearing and Second Reading for Dwelling Units and Table of Land Uses for May 19, 2020.

F: To cancel Council Workshops and Regular Council Meetings through April 30 and to revisit this issue at the May 5 Council meeting.

G: To approve Mobile Home Park license renewals pending receipt of Application, Fees, and Department Head Inspection Approvals.

H: To approve Victualer license renewals pending receipt of Application, Fees, and Department Head Inspection Approvals.

I: To move the date when interest will start accruing on the second installment to May 2, 2020.

J: To approve extending loan payment due dates in March and April through May 1st. Interest and penalties will not accrue on March & April payments only until after May 1st.

K. Authorize the Town Manager and Town Engineer to solicit bids for David Street Pump Station & Treatment Facility Chlorine Contact Tank Improvements, Phase 2 Sewer Improvements, and Pinewoods Road projects.

L: To set the School Budget Validation Referendum for June 9, 2020 and approve ballot printing using the date "May 12, 2020," and to schedule the School Budget Public Hearing date for May 5, 2020 at the Town Office.

M: To approve the School Budget Validation Referendum Warrant as presented and to indicate "YES" under Council Recommendation on ballot.

Order passed - Vote 7-0.

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

Set Public Hearing for April 7, 2020 for Façade Grant
NOW REVISED TO: SUBMIT FAÇADE GRANT APPLICATION

INTRODUCTION: Mrs. Barnes reported in February 2020 the Maine Department of Economic and Community Development's (DECD) Office of Community Development (OCD) invited the Town of Lisbon to submit a Community Development Block Grant (CDBG) application to fund a Business Façade Grant program.

Public input is an important component in developing a strong grant proposal and a requirement of OCD to apply for CDBG funds. ECD has previously promoted to the public the proposed Façade Grant Program via the Town's email distribution list, social media, and a call for projects that ran in the Lewiston Sun Journal.

Mrs. Barnes indicated per correspondence with DECD staff today, March 16th, DECD has waived the traditional requirement for a public hearing during the pre-application period and extended the application deadline to May 1, 2020. Therefore, Mr. Richardson is requesting Council authorize the Town Manager to submit the Façade Grant application requested by OCD for \$100,000 in CDBG funding to the Town of Lisbon for a Business Façade Grant program now. She said matching funds will be provided by the participating businesses.

VOTE (2020-60) Councilor Larochelle, seconded by Councilor Fellows moved to authorize the Town Manager and ECD Director to submit the Façade Grant application requested by OCD for \$100,000 in CDBG funding to the Town of Lisbon for a Business Façade Grant program. **Order passed - Vote 7-0.**

CRYSTAL SPRING HEALING ALTERNATIVES – MANUFACTURING LICENSE

INTRODUCTION: Michael Scalia is requesting a Manufacturing Medical Marijuana License for a new facility at 1 Upland Road. The Police Chief, Fire Chief, and Code Enforcement Office completed inspection certifications and have approved Council's granting Crystal Spring Healing Alternatives, LLC a license. Please note that Mr. Scalia's application had also indicated he wanted a Storefront license at the same time; however, Mr. Scalia will not be able to complete the requirements for granting the Storefront license at this time, but he indicated he would apply again when his storefront operation is nearer completion

VOTE (2020-61) Councilor Larochelle, seconded by Councilor Albert moved to approve the Manufacturing Medical Marijuana License for Crystal Spring Healing Alternatives, LLC. **Order passed - Vote 7-0.**

WORUMBO MILL SITE - MATERIAL REMOVAL & FENCE REPLACEMENT

INTRODUCTION: Mr. Cyr requested permission to rent a rock crusher for the Worumbo Mill Project. There is approximately 1500-2000 yards of rock onsite, which we could crush down for much needed gravel to be used on the site and other projects. The cost of the crusher unit is \$17,000.00 for 14 days to rent, which will give us plenty of time to crush what is on site. The crusher would save us on trucking, time, and material. This material can be stock piled and used for other projects in town, he said. Councilor Larochelle reported they are doing a great job so far.

Mr. Cyr requested authorization to put the fence out to bid, which will go along the retaining wall where the old fence once stood. This would improve the safety of the town's people that will be soon using the property for various reasons.

COUNCILOR COMMENTS: Councilor Ward asked that this item be separated into two discussions.

VOTE (2020-62A) Councilor Ward, seconded by Councilor Albert moved to authorize the Town Manager and Public Works Director permission to rent the rock crusher for 14 days using funds coming from the Downtown TIF **Order passed - Vote 7-0.**

COUNCILOR COMMENTS: Councilor Ward asked if Mr. Cyr had any idea how much this fence would cost. Mr. Cyr indicated around \$12,000 for 700 feet to 750 feet of black fencing with gates or doors to allow for portage access. Councilor Larochelle mentioned Mr. Cyr will need to get some answers about the area below the dam and what type of access people will have. He recommended Mr. Cyr consult with the owners of the hydro dam first. He said there is more to be done to develop the specifications first before sending this out to bid at this point, but everything is going in the right direction. Mr. Cyr agreed and said he wanted to know if the Council wanted him to move forward with installing a fence. Councilor Ward pointed out that the language for formalized specifications, and standardized bid forms, and so on in the purchasing policy need to be revised and approved prior to sending this out to bid; and the sooner the better. .

VOTE (2020-62B) Councilor Larochelle, seconded by Councilor Albert moved to approve moving forward putting the fence out to bid. **Order passed - Vote 7-0.**

TRANSFER STATION – CHANGES PUT INTO PLACE DUE TO COVID-19

Added Item

Mr. Cyr reported the employees at the Transfer Station would no longer be able to assist residents with trash removal from their vehicles. They will no longer be able to handle cash transactions for recyclables as well because that interaction requires closer contact, giving back change, writing out receipts in the office, etc. . Councilor Ward said actually your staff will only be directing the flow of traffic as it moves within the facility. They will be able to check valid stickers as vehicles are dumping household trash. Mr. Cyr said staff will direct residents to the cardboard area, etc. Mr. Cyr said this would continue until he get the okay that everyone is going back to a normal life again. Mr. Cyr said composting is still active since employees do not handle anything there. Residents can drop that off.

Mrs. Barnes estimated this would be for the next two months probably. She recommended reevaluating this on May 1. Councilor Ward said until May 1 it will be household trash only at the Transfer Station. There were no objections. Mrs. Barnes said she would include this in her press release.

Councilor Ward said the intent is to keep the operation open. Councilor Albert said the key would be communication so residents don't show up with something and get upset that they can't leave it. He said the intent is also to protect the public and employees because if the employees get sick then there will be no one to run the operation. It is not about not wanting to help; it is about wanting to be careful with the most vulnerable folks.

AUTHORIZATION TO GO OUT TO BID FOR PARK PROJECTS AT GRAZIANO SQUARE

INTRODUCTION: The Code Enforcement Officer would like to request the Council approve going out to bid for Electrical, fencing, and paving work for the Park at Graziano Square as follows:

Electrical work includes:

- Provide service pole, supply panel and disconnect with meter trim to corner of parking lot designated for vending. Circuits sized sufficiently to handle power for the entire park, including the Gazebo, landscape lighting, parking area and vending area.
- Install underground wiring in conduit to Gazebo and install weatherproof receptacles (2) at designated locations.
- Install weatherproof (2) receptacles to service vending area in parking lot.
- Install underground wiring to landscape lighting and Welcome to Lisbon-Graziano Square lighting.

Fencing work includes:

- Install a commercial grade 6' tall aluminum fence surrounding the park area with gates at each entry (3). Fence specs are included with the packet.
- Provide doublewide access gate for park maintenance.
- Install solid slat 6' tall wood fence along border of parking lot and abutter.

Paving work includes:

- Prep and Install asphalt base and finished topcoat at parking lot area
- Pave entry apron into new concrete walkway at Village Street parking lot entrance and grade providing ADA accessibility as required.
- Grade asphalt into the Storm Drain connection in parking lot.

Mrs. Barnes said she would take those specs Councilor Ward indicated he would send to Mr. Cyr and make everything uniform.

COUNCILOR COMMENTS: Councilor Ward pointed out: one) the timing on this park and already delay and everything being considered a priority and two) we know this is not the actual bid specs in the packet, but confident

the CEO has more, and three) the two complaints about the cover page asking contractors how much they are willing to donation while asking for their estimate for work submitted. Councilor Ward said this obviously needs work and he would like to know the construction estimates for all three of these projects because they could escalate to a formalized bid with quotes. Mrs. Barnes indicated they might so that's why they are asking Council for authorization to go out to bid. She asked if Council wanted the donation language removed. Councilor Ward answered yes. There were no objections noted.

Mrs. Barnes said the \$50,000 set aside for the Route 196 Davis Street project would be used for this now, with \$25,000 left. Councilor Ward said these three items could exceed the funds available and suggested tabling this item for now. The Town Clerk indicated there is no motion on the floor at this time to table.

VOTE (2020-63) Councilor Larochelle, seconded by Councilor Ward moved to authorize the Town Manager and Code Enforcement Officer to go out to bid for Electrical, Fencing, and Paving work for the park at Graziano Square.

Councilor Larochelle said he understood the concern that the bids be proper and complete before they go out. He said he would hate to see a longer delay because the project is already stalled so he would like to get this process going. He said it would be difficult to achieve what the town wants in a reasonable amount of time once we get into June. He said if we wait until June we might not get decent bids to get this project done.

Councilor Larochelle said he would actually rather give Mrs. Barnes the authorization to, whether or not the Council actually handles this in a sense, giving her authorization to and having her send out the bids prior to them going out so we can actually give Councilor Ward as Chair the authorization to actually move forward with them as long as they are complete and then get them out. He said with the way things are going he would hate to see the situation we are in slow that project down so he recommended this project keep moving forward. Councilor Ward said he gave Mrs. Barnes everything she needs to get that going without coming back to the Council. He said he liked that approach. Mrs. Barnes pointed out this will have to come back to the Council to be awarded if over the threshold. Councilor Larochelle said the bid could actually go out now.

Councilor Ward said if the project is under the \$10,000 threshold, it changes things because that would not require a formalized bid, which is why he said he wanted to know what the estimates were. He said if we do not have \$25,000 then the motion would need a friendly amendment because we would not have adequate funding to be able to even consider this in May. He said the Council would have to reallocate funding in May depending upon which way you want to go. Councilor Albert said he had questions about reallocation of funds if this project goes over. Mrs. Barnes said all the Council will be doing is allocating, not reallocating, from the TIF.

Order passed – Vote 7-0.

SOLICIT BIDS FOR BUILDING, PLUMBING, HVAC, AND ELECTRICAL SERVICES

INTRODUCTION: Mrs. Barnes reported that the Code Enforcement Officer would like permission to solicit bids for Carpentry/Building related maintenance, Plumbing and HVAC maintenance, along with Electrical maintenance work, which are on-going services needed for all municipal buildings. The bids will require an "hourly rate" for services from licensed (where required) contractors in each trade. This service will help streamline smaller jobs and allow work to be done more efficiently. The Codes Officer recommends awarding this bid on an annual basis. Mrs. Barnes said she could see where this might go over the \$10,000 per year, but then again it might not. She indicated it would not for any one issue we have, but if we thought it would we would come back to Council for approval to go out to bid for that part of the work.

COUNCILOR COMMENTS: Councilor Ward said one of the limitations that we have with our purchasing policy is that we do not have that kind of flexibility for that kind of Mass of Services Agreement. He said if there is going to be a one-year time frame on this; he would like to see language in the purchasing policy that speaks to going over that \$10,000 in that time frame that gives Council the option to address it because all Mass of Services Agreements should go before the Council if they exceed \$10,000.

ACTION TAKEN: Councilor Ward requested the purchasing policy be addressed first before soliciting bids for this agenda item. Mrs. Barnes indicated she would work on this revision. Councilor Ward suggested moving this item to July perhaps for discussion. **There were no objections.**

Councilor Fellows said in this case that no individual submission would come above the \$10,000. Councilor Ward said it could over the term of a year. Mrs. Barnes said at an hourly rate it would depend upon what the routine maintenance was that could exceed the \$10,000. Councilor Ward said that is why we should address this in the purchasing policy up front instead of after the fact in order to protect staff's interest.

Councilor Albert asked if the Council should add a cap for each individual item giving the Manager some discretion. Councilor Ward said we could have language in there that each individual item under that Mass of Services Agreement requires a task order with a construction estimate and if that construction estimate exceeds \$10,000 then you could have them back before the Council for consideration or forced formalized bidding. Mrs. Barnes said she might have to review that \$10,000 threshold and bump that up to \$15,000 considering the current market. Councilor Ward said he was okay with the \$10,000 but not the \$5,000 because there is no jump between the informal. There should be a department discretion with quotes and a \$10,000 cap or whatever. He indicated he was open to discussing what those limits should be. With inflation, \$10,000 doesn't buy you that much.

AMENDMENTS TO CHAPTER 70 ZONING
ACCESSORY DWELLING UNITS, DEFINITIONS & LAND USE TABLE
First Reading

VOTE (2020-65) Councilor Larochelle, seconded by Councilor Albert moved to adopt Amendments to Chapter 70 Zoning, Section 70-1 adding new definition Accessory Dwelling Units, adding new section for Accessory Dwelling Units, and amending Section 531 Table of Land Uses adding Accessory Dwelling Units as follows:

Sec. 70-1. – Definitions.

Accessory Dwelling Unit means a residential living unit that is within or attached to a single family dwelling, or is located in a detached structure and that provides independent living facilities for one or more persons, including provisions for sleeping, eating, cooking, and sanitation on the same parcel of land as the principal dwelling unit it accompanies.

Sec 70-TBD. – Accessory Dwelling Unit.

(1) Purpose.

The purpose of the Accessory Dwelling Unit standards are to:

- a) Increase the supply of affordable housing without the need for more infrastructure or further land development.
- b) Provide flexible housing options for residents and their families.
- c) Integrate affordable housing into the community with minimal negative impact.
- d) Provide elderly citizens with the opportunity to retain their homes and age in place.

(2) Conditional Use Permit Required

The Planning Board is authorized to grant a Conditional Use Permit to allow for Accessory Dwelling Units in accordance with the restrictions and requirements of this section.

- a) The Conditional Use permit shall run with the land, not the property owner.

(3) Criteria for Approval

All of the following criteria must be met in order for the Planning Board to approve an Accessory Dwelling Unit.

- a. A maximum of one (1) Accessory Dwelling Unit may be permitted on a property located in zoning districts that allow single-family dwellings.
- b. The Accessory Dwelling Unit shall have an independent means of ingress and egress.

- c. A minimum of two (2) off-street parking spaces shall be provided for the Accessory Dwelling Unit.
 - d. The applicant must demonstrate adequate provisions for water supply and sewage disposal for the accessory and principal dwelling units. Water and wastewater systems for the principal dwelling unit and Accessory Dwelling Unit may be shared or separate.
 - e. Either the principal dwelling unit or the Accessory Dwelling Unit must be owner occupied. The owner must demonstrate that one of the units is their principal place of residence. Both the primary dwelling unit and the Accessory Dwelling Unit must remain in common ownership.
 - f. Accessory Dwelling Units shall maintain an aesthetic continuity with the principal dwelling unit as a single-family dwelling.
 - g. An Accessory Dwelling Unit shall not exceed 800 square feet.
 - h. The Accessory Dwelling Unit shall have no more than 2 bedrooms.
- (4) An Accessory Dwelling Unit that complies with the requirements of this section shall not be considered an additional dwelling unit when calculating lot area per family under the space and bulk regulations of the Code.
- (5) All necessary building and occupancy permits shall be obtained from the Code Enforcement Officer. Compliance with all building codes applicable to the construction of an Accessory Dwelling Unit is required.

Sec. 70-531. - Table of Land Uses.

<i>Residential Uses</i>	RP	LR	GR	RO-I	RO-II	RR	LRR	V	C	I	DD ⁸
Single-family Dwelling	C	P	P	P	P	P	P	P	NO	NO	P ¹⁰
<u>Accessory Dwelling Unit</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>NO</u>	<u>NO</u>	<u>C</u>

Roll Call Vote: Yeas – Albert, Lunt, Larochelle, Ward, Kolbe, Ganong and Fellows. Nays - None. Order passed - Vote 7-0.

MUNICIPAL BUDGET PRESENTATION

INTRODUCTION: Mrs. Barnes reported the Initial FY 2021 Municipal Budget Department requests total \$9,447,521.00 for an increase of \$200,297.00, or 2.17%, over the current FY budget of approximately \$9,247,224.00. Of this increase, 42.8% is comprised of wages and benefits. These budgetary numbers exclude the County Tax, the local contribution to the School Department, and TIF and Overlay amounts, totals that will be verified later in the budget process. The Town's FY 2021 share of the County budget will increase \$45,913.00 over the current budget.

Mrs. Barnes said wages and benefits total \$5,336,897.00, comprising 56.5% of the budget. This represents a wage and benefit increase of \$85,726.00, or 1.63%. This represents a total wage increase of \$90,446.00 and total benefit decrease of \$4,720.00. Proposed personnel changes make up \$37,582.00. The remaining wage increase of \$52,864.00 includes a cost of living adjustment. A 9% cost increase in the health insurance premiums has been factored into the assumptions beginning January 1, 2021.

Mrs. Barnes pointed out that included in this year's budget are capital requests for operational needs and planning for the future by funding capital improvement reserve accounts. This will enable Council to see what the budget would entail if we raised through taxation the needs of all the departments.

Mrs. Barnes said the FY 2021 Municipal Budget Town Manager requests total \$9,429,121.00 for an increase of \$181,897.00 or 1.97% over the current budget. These amounts again exclude the County Tax, the local

contribution to the School Department, TIF and Overlay amounts. Wages and benefits total \$5,336,897.00, comprising 56.6% of the budget.

Mrs. Barnes said two personnel changes were requested in this year's budget. The Recreation Department has requested a restructuring to allow for the creation of an Assistant Recreation Director position. The Clerk's Office has requested that the part-time Assistant Clerk be made a full-time position. Explanations of the needs for both departments are included in the department explanations and the costs of the proposed position changes are included in the wage and benefit spreadsheet.

Some of the significant Manager's request for non-salary and wage increases include the following:

Worker's Compensation	\$18,958.00
Buildings Expense	\$50,000.00
LES Stipend	\$50,073.00
Hydrant Rental	\$74,000.00

Mrs. Barnes mentioned there are a few unknown cost drivers she is working on to bring to resolution. She said she had estimated a 5% increase to the Town general insurance accounts as a placeholder. She will make the necessary adjustments to those line items once she hears back from the underwriter.

Mrs. Barnes reported Lisbon's unassigned fund balance is estimated to be lower than the previous year that is due to a portion being designated for capital projects and higher Municipal, County, and School budgets. It is essential that the Town maintain adequate levels of unassigned fund balance to mitigate financial risks that can occur from unforeseen revenue fluctuations and unanticipated expenditures. The fund balance also provides cash flow for the Town's general operations, which will reduce the Town's need for a Tax Anticipation Note and the interest and borrowing costs associated with the note.

Mrs. Barnes said the differences between the Initial requests and Manager's requests are the following: These items will be pulled out to look at either being funded through the current budget or undesignated fund balance.

Town Clerk Budget	\$10,000 – Professional Services (Clerk Book Restoration)
Police Department	\$ 8,400 – Equipment

Mrs. Barnes reported savings next year for fuel oil. She said currently we are paying \$2.25 for #2 fuel oil, but we just locked in at \$1.73; \$2.11 for diesel, now locked in at \$1.58; \$2.15 for gas, now locked in at \$1.49; \$1.79 for propane, now locked in at \$1.29; new prices effective when the current contract expires.

Mrs. Barnes mentioned projected revenue increases right now look like \$400,000.00.

COUNCILOR COMMENTS: Councilor Ward said although budget workshops were not necessary, he said he did not want to wait until May to address questions. He asked Councilors to submit questions to the Town Manager and cc (copy all) Councilors for each budget according to the timeline on the budget workshop schedule as follows:

March 24, 2020	Elected Officials, Town Manager, Insurance, Legal, Technology, Assessing, Abatements, Finance, & Tax, Debt Service, Capital Improvement Plan to Council & Planning Board via electronic means
March 31, 2020	Lisbon Emergency, Police & Fire & EMA Budget
April 14, 2020	Public Works, Transfer Station, Street/Traffic Lights, Hydrant Rental & Wastewater Treatment Plant
April 21, 2020	Codes, Town Buildings, Board of Appeals, Planning, Economic Development, Town Clerk, General Assistance, Misc. & Community Service
April 28, 2020	Parks & Recreation & Library

Councilor Ward indicated the Town Manager would obtain the answers and be ready to share those with the Council at a consolidated budget workshop meeting in May. He asked that the CIP be sent to the Council and Planning Board electronically, and along to the School and Water Department so they can see it. He said if a Councilor has no response, then please respond that you have no questions. This process is not meant for dialogue, only to pass information along. The Council will work its way through these budgets department by department submitting their questions.

Councilor Larochelle asked if there still would be a public hearing June 16, 2020. Councilor Ward said yes; the Council cannot skip that piece because the Code Book mandates it.

Councilor Ward said we are game on with a recession mindset and fortunate we are in a good situation. He said the Council is not likely to support new programs or increases if the financial forecast is not the same as last year. He said the bubble should catch up to us so he requested no increase for Excise Revenue this coming year as well. He pointed out that the Town Manager will keep a list of items for the June 16 meeting of potential cuts to address.

PAY EMPLOYEES DURING POTENTIAL CLOSURE

INTRODUCTION: Due to the Coronavirus COVID-19, the Town Manager is recommending the Council approve paying Employees during potential Town Office closure.

VOTE (2020-66B) Councilor Larochelle, seconded by Councilor Albert moved to approve paying Town Employees during potential Town Office closure.

COUNCILOR COMMENTS: Councilor Ward asked about warming stations since the Town Hall is designated one. Mrs. Barnes said she would check on that. Councilor Fellows said information would go out on our website alert system so some will get that. Councilor Ward suggested we check with the School Department to see if our emergency alert could go out on their phone system as well.

Councilor Ward said as this situation evolves the plan is to have the Town Manager contact the Council Chair and then a decision will get back to the Town Manager for action. Councilor Fellows said nothing prevents the Council from calling an emergency meeting if needed.

Councilor Albert said the goal is to help our families so they can focus on keeping their families safe and do what they need to do in their roles for the town and what is necessary. He said if that means staying home and staying away from the role that they are in so that they can practice self-distancing that we are all trying to do then that is the important thing. He pointed out this is not open ended, we are checking in, and we will be monitoring this through the Town Manager. He said this is the right thing to do at this time. He said he could personally get on board with paying employees during a closure because these funds have already been budgeted.

Lisa Ward, EMA Director reported many emails are being disseminated right now and Council is going in the correct direction. She applauded the Town Manager for making sure communication is getting out to the community. She said we are in the "work hard" and "get through it" mode, which is a good place.

Order passed - Vote 7-0.

EXTENSION FOR SEWER BILLS

INTRODUCTION: Due to the Coronavirus COVID-19, the Town Manager is recommending extending the due date for the 2020 March & April 2020 Sewer bills through May 1, meaning interest will not begin to accrue on sewer fees until May 2nd. She said the details still need to be worked out though so that everyone in each quarter gets a break on their interest due. This will be consistent with the water bills and it should only effect the new bills. Councilor Ward asked the Town Manager, when this is settled, to get the wording out to the Council with the details outlined. Mrs. Barnes said yes, she could.

COUNCILOR COMMENTS: Councilor Albert suggested the general premise is to defer interest payments on sewer bills and the schedule on how that interest is to be deferred is to be determined.

VOTE (2020-66C) Councilor Albert, seconded by Councilor Fellows moved to extend the date that interest starts accruing on the March, April, and May 2020 Sewer bills under the general premise to defer interest payments on sewer bills and that schedule on how that interest is to be deferred to be determined by the Town Manager so that everyone gets a break in each quarter on their interest. **Order passed – Vote 7-0.**

OTHER BUSINESS

A. COUNCIL COMMITTEE REPORTS

1. School: Councilor Albert said the School Department is doing a good job responding to this situation and they continue to move forward to ensure the safety of the students and staff. Staff is working on a plan that is close to completion to conduct remote learning through continued curriculum and in the event this is longer than two to four weeks, this plan should be sustainable for the duration.
2. Planning: Councilor Fellows mentioned the Planning Board approved a conditional use permit for Lisbon Cannabis for 5 Canal Street.
3. LDC: Councilor Larochelle reported Mr. Richardson is very involved and work is moving forward on the Worumbo site thanks to Mr. Cyr and his crew. We are in good shape for now.
4. Conservation Commission: Councilor Ward said their meeting has been postponed.
5. Recreation: Councilor Albert said the Recreation Department is doing a great job adjusting to our situation by delivering meals to the students in need and those left over to the elderly. Their drive up delivery system for the students seems to be working well.
6. County Budget: Councilor Ward said he had nothing new to report.
7. Library: Councilor Lunt said he had nothing new to report.
8. Water Commission: Councilor Fellows said he had nothing new to report.

B. TOWN MANAGER'S REPORT

Mrs. Barnes reported at the recent staff meeting this week department heads were able to listen to the CDC Director as he explained the current situation and more about current operations. The CDC will be conducting weekly updates.

APPOINTMENTS – NONE

COUNCILOR COMMUNICATIONS

Councilor Albert said he was impressed with our partners who worked so hard with our unified kids this year. The kids played in our new gym, which was awesome. We are very proud of our kids and proud of how well our kids represented us when we visited other schools and in the way that they hosted. He specifically thanked the Philip W. Middle School Assistant Principle/Activities Director Julie Colello and Coach Kevin Morrisette.

Councilor Fellows said these are extraordinary times. He said the Town Manager, Diane Barnes, has done a tremendous job keeping all of us informed and on schedule. He said he would be available to sign warrants when needed. Mrs. Barnes said these would be at Dispatch after 4PM for signatures.

AUDIENCE PARTICIPATION FOR NEW ITEMS – NONE

EXECUTIVE SESSION

VOTE (2020-67) Councilor Albert, seconded by Councilor Larochelle moved to go into Executive Session at 8:55 PM per 1 MRSA Section 405 (6) (A) Personnel Matters. **Order passed – Vote 7-0.**

The Council came out of executive session at 9:45 PM. The Chairman resumed the meeting.

ADJOURNMENT

VOTE (2020-68) Councilor Kolbe, seconded by Councilor Albert moved to adjourn at 9:45 PM. **Order passed - Vote 7-0.**

Twila D. Lycette, Council Secretary
Town Clerk, Lifetime CCM/MMC
Date Approved: May 1, 2020

Republican Election Workers

1. Barden, Virginia
2. Baumer, Julie Ann
3. Booker, Camille
4. Degroft, Mary
5. Douglass, Linda
6. Durisko, Jody
7. Ganong, Margaret
8. Ganong, Jewell
9. Gayton, Monique
10. Greim, Phyllis
11. Hodgkins, Nina
12. Jones, Laura
13. Jordan, Robert
14. Main, Richard
15. McFadden, Christine
16. Rioux, Rick
17. Roberts, Rick
18. Roberts, Cynthia
19. Roy, Cecile
20. Twigg, Gail
21. Twigg, William
22. Michel, Daniel
23. Tapley, Andrea

Democrat Election Workers

1. Adams, Mary-Ann
2. Baldwin-Wilson, Victoria
3. Cloutier, Mel
4. Fellows, Jane
5. Foster, Steven
6. Fournier, Anita Jeannie
7. Gray, Sheila
8. Larochelle, Constance
9. Levesque, Bertrand
10. Hall, Scott
11. Hanlon, Karen
12. Hill, Debora
13. Keller, Jo-Jean
14. Madden, Ora
15. Stewart, Dona
16. Ward, Lisa
17. Yenco, Addie
18. *Bernadette Ray

Unenrolled Election Workers

1. Ridley, Verla
2. Hale, Marie
3. Tardiff, Pat

Council Adopted 5/5/2020

Business Name: Pesce Maine Lobsters

INSPECTION REQUIRED

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

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

Signature: [Signature] Date: 4/7/2020

COMPLETE TO HERE BEFORE FILING

For Office Use Only

☐ Public Records Check Completed.

Notice of Compliance (By Ordinance): I, Marc Hagan, 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: _____ Date: _____

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 118... Town Clerk
 353-3000 Ext 111 ...Health Officer
 353-3000 Ext 111... Code Enforcement Officer
 353-2500..... Police Department
 287-5671..... State Health Inspection Dept.

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

Business Name: Pesce Maine Lobster

INSPECTION REQUIRED

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

Notice of Compliance (By Ordinance): I, **Dennis Douglass 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: _____ Date: _____

COMPLETE TO HERE BEFORE FILING

For Office Use Only

☒ Public Records Check Completed.

Notice of Compliance (By Ordinance): I, **Marc Hagan, 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: Marc R. Hagan Date: 04/06/2020

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.

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624-6550.....Marine Resources
1-800-872-3838..Business Answers



Proven Expertise & Integrity

April 6, 2020

Ms. Diane Barnes
Town Manager
Town of Lisbon
300 Lisbon Street
Lisbon, ME 04250

Dear Ms. Barnes:

We are pleased to confirm our understanding of the services we are to provide the Town of Lisbon for the year ending June 30, 2020. We will audit the financial statements of the governmental activities, any business type activities, any aggregate discretely presented component units, any major fund, and any aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the Town of Lisbon as of and for the year ending June 30, 2020. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the basic financial statements of the Town of Lisbon. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. As part of our engagement, we will apply certain limited procedures to the Town of Lisbon's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis

We have also been engaged to report on supplementary information other than RSI that accompanies the Town of Lisbon's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

1. Schedule of expenditures of federal awards.

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with Government Auditing Standards.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).

The Government Auditing Standards report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinion. We will issue written reports upon completion of our single audit. Our reports will be addressed to the Board of Selectmen of the Town of Lisbon. We cannot provide assurance that unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the financial statements or the single audit compliance opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express opinion or issue reports, or we may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, Government Auditing Standards do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and Government Auditing Standards. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contract, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to Government Auditing Standards.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, Government Auditing Standards, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Town of Lisbon's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to Government Auditing Standards.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the OMB Compliance Supplement for the types of compliance requirements that could have a direct and material effect on each of the Town of Lisbon's major programs. The purpose of these procedures will be to express an opinion on the Town of Lisbon's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the draft financial statements that are based on management's chart of accounts and trial balance and any adjusting, correcting, and closing entries that have been approved by management; preparing draft Management's Discussion and Analysis, notes to the financial statements, Schedule of Expenditures of Federal Awards, Schedule of Expenditures of Department Agreements and Compilation of Agreement Settlement Forms based on information determined and approved by management; maintaining depreciation schedules for which management has determined the method of depreciation, rate of depreciation, and salvage value of the asset, all in conformity with U.S. generally accepted accounting principles, permissible nonattest services under the AICPA Code of Conduct and nonaudit services under Government Auditing Standards for attest/audit engagements, and Uniform Guidance. These nonaudit services do not constitute an audit under Government Auditing Standards and such services will not be conducted in accordance with Government Auditing Standards.

We will perform the nonattest/nonaudit services in accordance with applicable professional standards, including the Code of Conduct issued by the American Institute of Certified Public Accountants. These services are limited to the financial statements and depreciation schedule services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for (1) establishing and maintaining effective internal controls, including internal controls over federal awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements).

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected

misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Organization involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Organization received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and a corrective action plan) to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports nine months or after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

We will provide copies of our reports to the Organization; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of RHR Smith & Company and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to an oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government

Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of RHR Smith & Company personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by an oversight agency. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party (ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Ronald H.R. Smith is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$12,400, broken down as follows:

June 30, 2020 Audit: Town
Sewer

\$9,850
\$2,550

Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

A copy of our most recent external peer review report and any subsequent reports received during the contract period accompanies this letter.

We appreciate the opportunity to be of service to the Town of Lisbon and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very Best,



RHR Smith & Company, CPAs
RHRS/20

RESPONSE:

This letter correctly sets forth the understanding of the Town of Lisbon.

Management signature: _____

Title: _____

Date: _____

D.E. Rodrigues & Company, Inc.

Certified Public Accountants

215 Pleasant St. Fl. 4 – PO Box 3634
Fall River, Massachusetts 02722

Tel: (508)679-6079 (508)999-0020
Fax: (508)672-4938

Report on the Firm's System of Quality Control

To RHR Smith & Company, CPAs and the Peer Review Committee of New England Peer Review:

We have reviewed the system of quality control for the accounting and auditing practice of RHR Smith & Company, CPAs (the Firm) in effect for the year ended September 30, 2017. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The Firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The Firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the Firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act. As a part of our peer review, we considered reviews by regulatory entities as communicated by the Firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of RHR Smith & Company, CPAs in effect for the year ended September 30, 2017, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency (ies)* or *fail*. RHR Smith & Company, CPAs has received a peer review rating of *pass*.



May 17, 2018

Where Your Financial Success Begins

Member: American Institute of Certified Public Accountants - Division for Firms
Web: WWW.Rodriguesaccounting.com Email: Doug@rodriguesaccounting.com

MEMORANDUM FROM THE LISBON SCHOOL DEPARTMENT

To: Diane Barnes, Town Manager
Lisbon Town Council

From: Haley M. McCrater, Business Manager

RE: Set the School Budget Validation Referendum Date, Order Ballots, and Schedule a Public Hearing

Date: April 14, 2020

Please schedule the following for the Council Agenda on May 5, 2020:

- 1) ORDER TO Set the School Budget Validation Referendum Election Date And Order Ballots Printed

To move the date for School Budget Validation Referendum to July 14th, 2020, authorizing the Town Clerk to print ballots for the same including the previously non-binding question as Question #2, plus using "adopted at the Town Council meeting held on "June 16th, 2020" for Question #1.

- 2) ORDER TO Set the School Budget Validation Referendum Public Hearing Date

To set a hearing on June 2, 2020 at the Lisbon Town Office to hear additional comments regarding the School Budget and Capital Improvement Plan.

Copy of Schedule for School Budget Validation Referendum FY20-21 Final - BVR

<u>Action</u>	<u>Legal Deadline or Timeframe & Notes</u>	<u>Recommended Date</u>
School Committee Meeting	Discuss budget amounts to send to Council and voters	Monday, March 9, 2020
School Committee Presents Budget to Council		Tuesday, March 10, 2020
School Committee requests Council to Set Election and Public Hearing Dates	Send Memo no later than Wednesday the week before meeting to Town Clerk requesting Council set dates, then facilities needs to be reserved.	Tuesday, May 5, 2020
School Committee requests Council to Approve Warrant (or Addendum)	Send Warrant no later than Wednesday the week before meeting to Town Clerk When adopted ballots get ordered.	Tuesday, May 5, 2020
Send Notice to Sun Journal Advertising Notice of Public Hearing	Has to be to the Sun Journal before 10AM. Send 2nd request for second ad at the same time. <i>Note the second ad can't run less than 2 weeks after the 1st ad.</i>	Thursday May 7, 2020
First Publication of Notice of Public Hearing in a local newspaper having general circulation in the Town.	Town Charter, Sec. 6.04. <i>(Council shall publish in one or more newspapers... a general summary of the budgets and a notice stating time and place of Public Hearing.)</i>	Sunday May 10, 2020
Second Publication of Notice of Public Hearing in a local newspaper having general circulation in the Town.	Town Charter, Sec. 6.04. <i>(Council shall publish in one or more newspapers... a general summary of the budgets and a notice stating time and place of Public Hearing.) Must run at least 7 days before hearing.</i>	Monday May 25, 2020
School Committee's final vote on Budget and Vote on "Notice of amounts adopted at budget meeting".		Monday June 1, 2020
School Budget Public Hearing/Public Comment at Town Office. School Capital Improvement Plan Public Hearing	Per Town Charter Sec. 6.04 (Council shall publish in one or more newspapers... a general summary of the budgets and a notice stating time and place of Public Hearing.)	Tuesday June 2, 2020
Council adopts School Budget at <u>Budget Meeting</u> .	Budget Meeting date used on the warrant. Absentee ballots available next day.	Tuesday, June 16, 2020
Town Clerk posts Warrant	Warrant typically posted day after budget meeting. Warrant shall be posted 7 days prior to Election Day. <i>20-A MRSA § 1486(3)</i>	Monday, July 6, 2020
School Budget Validation Referendum	Must be held on or before 30 th day following <u>budget meeting</u> per law. <i>20-A MRSA § 1486(2)</i> "Notice of Amounts Adopted at Budget Meeting" is a necessary posting to occur at the polling place(s).	Tuesday, July 14, 2020

**ADDENDUM TO THE TOWN OF LISBON'S WARRANT
SCHOOL BUDGET VALIDATION REFERENDUM
ELECTION ON JUNE 9, 2020 NOW MOVED TO
JULY 14, 2020**

Androscoggin, ss.

State of Maine

TO: Marc Hagan, a Constable - Police Officer of the Town of Lisbon in the County of Androscoggin,

GREETING:

In the name of the State of Maine, please notify and warn the voters of the Town of Lisbon, in said County qualified by law to vote in said Town affairs, that the date of this Election has been moved to **July 14, 2020** to coincide with the Governor's order to move the State's Primary Election to July 14, 2020 due to the COVID-19 virus. The following items will be effected:

1) That **QUESTION #1** will now read:

DO YOU FAVOR APPROVING THE TOWN OF LISBON SCHOOL BUDGET FOR THE UPCOMING SCHOOL
YEAR THAT WAS ADOPTED BY THE LISBON TOWN COUNCIL?

YES NO

2) That the **CASTING OF ABSENTEE BALLOTS** will include the following time(s):

The Town Clerk intends to process absentee ballots at 9:00 a.m., or following inspection if requested, at the Town Hall **on Friday, Saturday, Sunday, and Monday (if needed) prior to Election Day** and on Election Day at 8:00 AM, 10AM, 2PM, 4PM, 7PM, & 8PM in accordance with M.R.S.A. Title 21-A Section 760-B.

A member of the public may make a written request of the clerk to inspect absentee ballot applications and envelopes before they are processed if the request is made by 9:00 a.m. on each day that the clerk will process absentee ballots as specified on the notice of early processing. The clerk shall make the absentee ballot applications and envelopes received by that time available for public inspection for one hour before the starting time specified in the notice of early processing for processing the absentee ballots.

The Registrar of Voters will be available on July 7, 8, 9, 10, and 13 from 8:30 AM to 4:30 PM at the Town Office and on Election Day at the polls while the polls are open to correct any error in, change a name, or address on the voting list; to accept the registration of any person eligible to vote and to accept new enrollments. A person who is not registered as a voter may not vote in any election.

Given under our hands this 5th day of May, A.D. 2020.

Allen Ward, Chairman

Normand Albert, Vice Chairman

Donald Fellows

Jeffrey Ganong

Kasie Kolbe

Fernand Larochelle, Jr.

Attest: _____
Twila D. Lycette, Town Clerk

Mark Lunt

Constable's
Return Of Posting
State Of Maine

Lisbon,

Androscoggin, ss.

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

Date: _____

Constable, Town of Lisbon



Town of Lisbon Sewer Department

Town Council
Allen Ward, Chairman
Norm Albert, Vice Chairman
Kasie Kolbe
Fern Larochelle
Mark Lunt
Don Fellows
Jeffrey Ganong

Town Manager
Diane Barnes

Sir/Madam:

The Town of Lisbon Sewer Department is currently accepting sealed bids for supplying and installing a standby generator and transfer switch meeting the attached specifications at the wastewater treatment plant.

Sealed bids will be received at the Lisbon Town Office, 300 Lisbon Street, Lisbon, ME 04250 by Thursday March 26, 2020 at 10:00am at which time they will be publicly opened and read aloud. A pre-bid conference will be held on Thursday, March 12, 2020 at 10:00am at the Lisbon Sewer Treatment Plant, 3 Summer St, Lisbon Falls, ME 04252.

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

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

Sincerely,

Steve Aievoli,
Sewer Superintendent



Town of Lisbon Sewer Department

Town Council
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Fern Larochelle
Mark Lunt
Don Fellows
Jeffrey Ganong

Town Manager
Diane Barnes

INVITATION TO BID LISBON SEWER TREATMENT PLANT GENERATOR PROJECT GENERATOR/TRANSFER SWITCH BACK-UP ELECTRICAL SYSTEM FOR SEWER TREATMENT PLAN

The Town of Lisbon is seeking qualified bids from contractors to furnish and install a 200kw generator with enclosure outside at the Sewer Treatment Plant, 3 Summer St, Lisbon Falls, Maine.

Bidders will be required to submit bids for a Diesel generator

SCOPE OF WORK

Furnish and install the following:

- New 200 kw diesel generator & transfer switch with enclosure and
- Generator pad
- Interconnection wiring between the generator & existing facility;
- Furnish & install annunciator;
- Installation to meet NEC, NFPA, and all other applicable standards;
- Venting as required;
- Startup & load bank testing;
- Provide guarantee/warranty information

TIME LINE

Pre-Bid:	Thursday March 12, 2020 10:00am Lisbon Sewer Department, 3 Summer St,
Bids Due:	Thursday March 26, 2020 10:00am Lisbon Town Office, 300 Lisbon Street
Bid Awarded:	Tuesday April 7, 2020 7:00pm Town Council Meeting
Start date:	After receipt of the Notice to Proceed
Completion date:	Friday, June 28, 2020, or to be determined pending delivery date of generator/transfer switch.

The contractor will carry out all work necessary to complete this project. The contractor shall include all materials, equipment, tools, services and supervision necessary to furnish, deliver, unload, demolish, dispose, install and place into satisfactory operation the equipment as called for or hereinafter specified, including any incidental work not specified, but which can reasonably be inferred as part of this project.



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All work shall be performed by a licensed State of Maine electrician and be fully code compliant. A pre-bid conference will be held on Thursday March 12, 2020 at 10:00am. The location will be Lisbon Sewer Treatment Plant, 3 Summer St, Lisbon Falls, Maine. All contractors who plan to submit a proposal may request access to the Lisbon Sewer Treatment Plant before the bid due date during normal business hours.

Each bidder is required to state in his/her proposal, his/her name and place of residence and the names of all persons or parties interested as principals with him/her, and that the proposal is made without any connection with any other bidder making any proposal for the same work; and that no person acting for or employed by the Town of Lisbon is directly or indirectly interested in the proposal or in any contract which may be entered into to which the proposal relates, or in any portion of the profits therefrom, except as provided by the City Charter.

The proposal must be signed by the bidder with his/her full name and address and be enclosed in a sealed envelope. The sealed envelope shall be marked with the name and address of the bidder and entitled: "Sewer Treatment Plant Generator Bid", and be addressed to: Steve Aievoli, Sewer Superintendent, Town of Lisbon, 300 Lisbon Street, Lisbon, ME 04250. All mailed proposals should be sent registered mail to insure delivery.

No proposal will be considered unless accompanied by a bid security in the form of a bid bond or certified check in the amount of ten (10%) percent of the total bid price, made out in favor of the Town of Lisbon. Personal and business checks will not be accepted.

Any bidder may withdraw his/her proposal prior to the scheduled time for the opening of proposals upon presentation to the Sewer Superintendent of a request, in writing, to do so. Any bidder who withdraws his/her proposal within thirty (30) days after the actual opening thereof shall be considered to have abandoned his/her proposal. Any proposal received after the scheduled opening time will not be considered. The Town of Lisbon reserves the right to waive any formality and may consider as informal any proposal not prepared and submitted in accordance with these provisions. The Town of Lisbon reserves the right to accept any proposal or reject any or all proposals if it is deemed to be in the Town's best interest to do so.

All bid prices are to be net, FOB Lisbon Sewer Treatment Plant, 3 Summer St, Lisbon Falls, Maine 04240.

All materials and workmanship shall carry the manufacturer's standard guarantee. The bidder shall warrant to the buyer that the proposal conforms to these specifications without deviations.



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Non Discrimination in Employment and Labor Standards

Bidders on this work will be required to comply with the President's Executive Order No. 11246 and amendments or supplements to that Order.

Insurance:

The Contractor shall furnish proof of coverage with adequate insurance of the types and to the limits specified below naming the Town of Lisbon as additional insured. A certificate of such insurance shall be filed with the Town Manager within five (5) days after notification of bid award.

WORKERS COMPENSATION:

Worker's Compensation coverage with Statutory Limits and Employers Liability for all employees with limits of \$500,000 per incident; and in case of any work is sublet, the Contractor shall require the sub-contractor similarly to provide coverage for the latter's employees unless such employees are covered by the protection afforded the Contractor.

AUTOMOBILE LIABILITY INSURANCE:

Automotive Liability Insurance with minimum limits of liability for bodily injury in the amount of \$500,000 for each occurrence and minimum limits of liability for property damage in the amount of \$50,000/\$100,000 aggregate.

GENERAL LIABILITY INSURANCE:

General Liability Insurance with minimum limits of liability for bodily injury in the amount of \$500,000 for each occurrence and minimum limits of liability for property damage in the amount of \$50,000/\$100,000 aggregate, or a combined single limit of \$500,000 for each occurrence, including completed operations shall be required.



Town of Lisbon Sewer Department

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PROPOSAL FORM: DIESEL GENERATOR & TRANSFER SWITCH

The undersigned hereby declares that he has carefully examined the specifications & that he/she proposes & agrees, if this proposal is accepted, to provide the items identified in his/her proposal in accordance with the specifications listed; & that he/she will accept full payment therefor the following sum:

<u>Item</u>	<u>Description</u>	<u>Total</u>
1.	Generator Equipment to be provided – Qty 1 <ul style="list-style-type: none">• Stationary Emergency-Standby rated• 200 kW Rating, wired for 277/480 VAC three phase, 60 Hz• Standard Weather Protective Enclosure, Steel<ul style="list-style-type: none">◦ Industrial Grey Baked-On Powder Coat Finish• UL2200• EPA Certified• SCAQMD• H-100 Control Panel<ul style="list-style-type: none">◦ Meets NFPA 99 and 110 requirements◦ Temp Range -40 to 70 degrees C◦ Digital Microprocessor:<ul style="list-style-type: none">▪ Two 4-line x 20 displays, full system status▪ 3 Phase sensing, +/-0.25% digital voltage regulation▪ RS232, RS485 and Canbus remote ports▪ Waterproof connections▪ All engine sensors are 4-20ma for minimal interference▪ Programmable I/O▪ Built-in PLC for special applications◦ Engine function monitoring and control:<ul style="list-style-type: none">▪ Full range standby operation; programmable auto crank, Emergency Stop, Auto-Off-Manual switch▪ Isochronous Governor, +/-0.25% frequency regulation▪ Full system status on all AC output and engine function parameters▪ Service reminders, trending, fault history (alarm log)▪ I2T function for full generator protection	



Town of Lisbon

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- Selectable low-speed exercise
 - HTS transfer switch function monitoring and control
 - 2-wire start controls for any 2-wire transfer switch
 - 21 Light Annunciator – Surface
 - Remote Emergency Stop Switch, Surface-Mount, shipped loose
 - 110 AH, 925 CCA Group 31 Batteries, with rack, installed
 - Battery Charger, 10 Amp, NFPA 110 compliant, installed
 - Coolant Heater, Rating as needed to provide required wattage at 208VAC or supply buck & boost transformer and circuit protection to boost voltage from 208V to 240V as required for selected coolant heater
 - 24" 372 Gallon Double-Wall UL142 Basetank
 - Mechanical fuel level indicator gauge
 - Electronic fuel level sender
 - Emergency Vent
 - Std set of 3 Manuals
 - 120V GFCI and 240V Outlet
 - Engine Run Relay
 - MLCB, 100% rated, LSI Electronic Trip
 - 350 Amp
 - EXTENDED 2-Year Warranty P/L/T
 - a. Factory certified technician to start and test system, provide 2 hour load bank test.
 - b. Provide 2 hour building load test
2. Transfer switch equipment to be provided – Qty - 1
- a. Industrial transfer switch 600 amp, 3p 4w, 277/480v
 - b. Nema 1 enclosure
 - c. UL 1008 listed
 - d. Microprocessor based control
 - e. 2 line LCD display
 - f. Mimic diagram with color led's
 - g. 2 wire start capable
 - h. Push button test, adjustable time delays, digital programmable plant exerciser 1,7,14,28 day intervals.
 - i. In-phase transfer, time delay neutral
 - j. Transfer mechanism to be contactor based
 - k. Extended 2 year standard warranty



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3. Installation

- a. Provide and install feed from generator to transfer switch
- b. Intercept the utility feed after the CT's in the main switch gear and install required load wiring to the normal side of the transfer switch.
- c. Provide and install all required control wiring and communications wiring from the generator to the transfer switch and annunciator.
- d. Provide and install Qty 1 – 120/208v 30 amp circuit for the block heater and battery charger with in the generator
- e. Provide all required core drilling, fire stopping and sealing as required
- f. Install new transfer switch in the electrical room
- g. Install annunciator in the Superintendent's office
- h. Installation to meet NFPA 70 and 110
- i. Provide permit if required
- j. Provide all required rigging and freight
- k. Provide the first fill up of the diesel day tank to 90% of capacity

Total \$ _____



Town of Lisbon Sewer Department

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Sir/Madam:

With respect to the bid opening scheduled for 10:00am on March 26, 2020 for the purchase and installation of an emergency generator for the Lisbon Wastewater Treatment Plant I need to send the following information. If your organization intends to submit a bid to the town for this project, I ask that you please read the information below.

Due to the COVID-19 virus and its potential impact in our community, the Town of Lisbon is making adjustments in the way town services are provided. These will be evaluated on an ongoing basis and changes will be made as information and circumstances change. The biggest adjustment is that the Town office will be closed to customers for two weeks beginning March 18, 2020 through March 31, 2020. This means only town employees are permitted to be in the building during this time frame.

We would like to ask that all bids be mailed to the address listed in the bid documents. At this time we do not encourage hand delivering a bid. If your organization intends to hand deliver your bid and you have not done so you will need to deliver your bid to the Police Department Dispatch Center, which is the other covered entrance adjacent to the town office entrance. Please ensure the envelope is labeled as required per the bid documents.

The bid opening will take place as scheduled. Once the bids have been opened and recorded the results will be sent to all involved.

The current state of affairs will also impact the timing of this project during the crisis. While the bid opening and award will take place the project itself will be put on hold until our Town Manager gives the approval to move forward. The timing of this approval is not known at this time and the winning bidder will be updated to changes as they occur.

Thank you for your understanding during this difficult time. If you have any questions with the information provided, please let me know.

Sincerely,

Steve Aievoli,
Sewer Superintendent



Town of Lisbon Sewer Department

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Fern Larochelle
Mark Lunt
Don Fellows
Jeffrey Ganong

Town Manager
Diane Barnes

To: Matthew Tassinari

Electrical Systems of Maine

From: Steve Aievoli, Superintendent

Date: March 26, 2020

RE: WWTP Generator bid opening results and schedule based on the COVID-19 situation

Dear Matt,

The bid by Electrical Systems of Maine has been selected to provide and install the generator at the Lisbon Wastewater Treatment Plant. With the operational changes that have been instituted due to the current situation with COVID-19, this information will be submitted to the Town Council for approval to award at their next meeting which is tentatively scheduled for the first Tuesday in May. I will keep you apprised of the schedule if it changes.

Once the approval to award is received from Council the project will be on hold until approval to move forward is given by our Town Manager, Diane Barnes. The timing is not known at this time and as changes are made you will be notified.

Thank you for your understanding as we try to work through this situation, as I am sure you are dealing with similar constraints.

As always, I am available at any time to discuss the project by either email or phone.

Thank you,

Steve Aievoli

Steve Aievoli

From: Mail Delivery Subsystem <MAILER-DAEMON@server109.appriver.com>
To: tpierre@lbelectric.net; DanSnow@royisnowinc.com; mtnvw@roadrunner.com; tkokernak@roadrunner.com; jeff@millikenbrosinc.com; susan@millikenbrosinc.com; jeff@enterpriseelectric.net; matt@electricalsystemsofmaine.com; jbradley@esboulos.com; mjohnson@donselectric.net; treny@debloiselectric.com; bhm@bhmilliken.com; advwire@gmail.com
Sent: Thursday, February 27, 2020 12:00 PM
Subject: Delivered: Lisbon Sewer Department Generator Request for Proposal

Your message has been delivered to the following recipients:

tpierre@lbelectric.net

DanSnow@royisnowinc.com

mtnvw@roadrunner.com

tkokernak@roadrunner.com

jeff@millikenbrosinc.com

susan@millikenbrosinc.com

jeff@enterpriseelectric.net

matt@electricalsystemsofmaine.com

jbradley@esboulos.com

mjohnson@donselectric.net

treny@debloiselectric.com

bhm@bhmilliken.com

advwire@gmail.com

Subject: Lisbon Sewer Department Generator Request for Proposal

[illegible]



Electrical Systems
of Maine, Inc.

GENERAC

**INDUSTRIAL
POWER**

Date: 03/25/2020

To: TOWN OF LISBON

Reference: Generator

Name – Matthew Tassinari
Residence – 94 Pinnacle Dr
Auburn, ME 04210

Principals – David Tassinari, Craig Norcross

Proposal

Provide and install qty 1 – 200kw diesel generator and qty 1 – 600 amp transfer switch including all required accessories and materials for a fully functioning system as per the bid specification.

Total bid - \$105,000.00

Sincerely,

Matt Tassinari
General Manager
Electrical Systems of Maine
1200 Minot Ave,
Auburn, ME 04210
207-783-7126
matt@electricalsystemsofmaine.com

Acceptance of Quote _____

Prior to ordering equipment or services, please sign and return as a confirmation of the above terms and conditions. Payment net 30 at completion of project.

Place of Residence
94 Pinnacle Dr
Auburn, ME 04210



Town of Lisbon Sewer Department

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Fern Larochelle
Mark Lunt
Don Fellows
Jeffrey Ganong

Town Manager
Diane Barnes

To: Diane Barnes

From: Steve Aievoli

Date: April 3, 2020

RE: WWTP Generator bid opening results

Diane,

On March 26, 2020, the bid opening for the WWTP Generator was held at town office. With the current procedures in place due to COVID-19 Pandemic, Anthony Soucy was a witness to the bid opening. No one else was present.

One bid was received for the project; Electrical Systems of Maine submitted a bid on March 25, 2020 for \$105,000 to provide and install a 200kw generator and a 600 amp transfer switch.

With approval, I would like to hire Electrical Systems of Maine to do the project as specified in the bid specs.

Thank you,

Steve Aievoli

MEMORANDUM FROM TOWN OF LISBON PUBLIC WORKS

TO: DIANE BARNES, TOWN MANAGER
FROM: RANDY CYR, PUBLIC WORKS DIRECTOR
SUBJECT: REQUEST FOR PAVING
DATE: MARCH 25, 2020

Due to unforeseen circumstances regarding COVID-19, I understand there may be delay or denial and pending counsel approval. With that said, I, Randy Cyr, am requesting to send RFP for paving at the earliest possible date. The following streets and roads requested for paving are as followed:

- Huston St from East Ave to the end
- Cross Street
- Pike Street
- Lawrence Street
- Bates Street
- Free St from Earle to High St
- Pine St from Maple to Oak St
- Autumn Street
- Frost Hill from Sunset to 196
- Woodland
- 2nd Street
- Bowdoin St (All)
- Beals Street
- Bauer Street
- Alternate - Flag Road

MEMORANDUM FROM THE INTERIM PUBLIC WORKS DIRECTOR

TO: DIANE BARNES, TOWN MANAGER

FROM: RANDY CYR PW DIRECTOR

SUBJECT: REQUEST TO BID PROJECTS

DATE: APRIL 16, 2020

We request to advertise the following projects for bid.

Paving RFP – As a result of discussions at the Town Council CIP meeting we request permission to develop an RFP for paving projects based on an anticipated budgeted amount of \$475,000.00. The RFP will clearly state bids will be awarded contingent on final budget adoption.

Road Striping – We are requesting permission to advertise the annual Center line and edge line road striping.

Road Salt- Each year AVCOG advertises a joint purchase of road salt and Liquid Calcium/Magnesium Chloride RFP. We are requesting permission to have our estimated 3500 tons of salt included as part of this process.

Please contact me if you have any questions.



MEMORANDUM

SUBJECT: Finance Director Report – QECB Refinance
Kayla Tierney, Finance Director

DATE: May 5, 2020

Attached, please find the April 7, 2020 dated proposal for consideration to refinance the current Qualified Energy Conservation Bond (QECB) lease purchase agreement with Androscoggin Bank. The original lease purchase agreement was financed by Androscoggin Bank on December 15, 2014 for equipment, related items and improvements associated with energy conservation. The original lease purchase agreement was for a term of 17 years with an interest rate of 5.63%. The QECB is split between the Town and the Sewer budgets as follows: 72% Town and 28% Sewer. The split between the Town and the Sewer budgets would remain the same with the refinance options.

Given the current economic and social considerations revolving around the COVID-19 pandemic, it is with much consideration that I present to the Council this proposal to refinance the QECB lease purchase agreement. All the terms of the original lease purchase agreement would remain the same regarding prepayment, collateral, type, legal opinion and intent.

Androscoggin Bank has presented two options, Option A and Option B, for the Refinance Proposal. The Androscoggin Municipal Lease Purchase Proposal is valid through the close of business on May 8, 2020; the acceptance or declination of the proposal would have to be decided upon on or prior to the indicated date.

Attached, please also find an excel spreadsheet that has four tabs within it comparing the current QECB lease purchase to the other options being presented for refinance. The first tab of the spreadsheet, indicated as 'Comparative' highlights my comparison between all of the options on the table as well as my recommendation.

Currently, there are 11 years remaining on this lease purchase agreement with Androscoggin Bank. If we do not move forward with the refinance, we should anticipate \$651,069 (rounded) in principal payments and \$262,012 (rounded) in interest payments for a total of \$913,080 (rounded) over the next 11 years; currently, the annual total payment is \$76,090.03.

Option A is being proposed as a 10 year agreement with a 3.45% interest rate (tax exempt) for an annual payment amount of \$79,747.14. With this option, total principal payments would be \$664,927 and total interest payments would be \$132,644 (rounded); a total of \$797,571 (rounded) would be paid with Option A. Regular payments on this option would begin on May 15, 2021 and continue annually on this date through the maturity of the agreement (May 15, 2030).

Option B is being proposed as an 11 year agreement with a 3.59% interest rate (tax exempt) for an annual payment amount of \$74,239.96. With this option, total principal payments would be \$664,927 and total interest payments would be \$151,701.50; a total of \$816,628.50 would be paid with Option B. Regular payments on this option would begin on May 15, 2021 and continue annually on this date through the maturity of the agreement (May 15, 2031).

When comparing both of the refinance options to the current lease purchase agreement, both options are favorable in saving the Town a substantial amount in interest over the next 10-11 years. As shown in the spreadsheets, if we were to go with Option A, it would save the Town a total of \$115,509 (rounded) when comparing it to our current obligation. If we were to go with Option B, it would save the Town a total of \$96,452 (rounded) when comparing it to our current obligation.

Both of the Refinance Options are beneficial to the Town, given the decrease in the interest rates. When looking at both of these options, I would recommend Option B. Option B will have a maturity date of 5/15/2031 (FY31) rather than the current obligation of 12/15/2031 (FY32). Currently, we are expecting to make 11 more annual payments, which would remain the same with this option; this option would save the Town \$96,452 (rounded) in total. When looking at the budget, it would also decrease the budget: current annual payments are \$76,090 (rounded) and Option B would be \$74,239 (rounded) annually – this is a \$1,851 decrease in each fiscal year's budget.

I would be happy to answer any and all questions that arise during the discussion for the consideration of a Refinance of the QECB lease purchase agreement with Androscoggin Bank as it is presented.

Respectfully,

Kayla Tierney
Finance Director

<u>Term</u>	<u>Maturity Date</u>	<u>Interest Rate</u>	<u>Next Pmt Due</u>	<u>Amount of Next Pmt Due</u>	<u>Current Balance</u>
17 years	12/15/2031	5.63%	12/15/2020	\$76,090.03	\$651,068.51

and \$474,662.36 in interest for a Total Paid of \$1,293,530.36
and \$262,011.70 in interest for a Total Amount of \$913,080.21 if we keep everything the same.

Total Due	Balance	Principal [2020 through 2031]	Interest [2020-2031]	Total [2020-2031]
	\$818,868.00			
\$76,090.03	\$788,880.24			
\$76,090.03	\$757,204.17			
\$76,090.03	\$723,744.73			
\$76,090.03	\$688,401.53			
\$76,090.03	\$651,068.51			
\$76,090.03	\$611,633.64	\$651,068.51	\$262,011.70	\$913,080.21
\$76,090.03	\$569,978.58			
\$76,090.03	\$525,978.34			
\$76,090.03	\$479,500.89			
\$76,090.03	\$430,406.76			
\$76,090.03	\$378,548.63			
\$76,090.03	\$323,770.89			
\$76,090.03	\$265,909.16			
\$76,090.03	\$204,789.82			
\$76,090.03	\$140,229.46			
\$76,090.03	\$72,034.35			
\$76,089.88	\$0.00			
\$1,293,530.36	\$0.00			

Comparison of all Three Options:

	Principal	Interest	Total	Term	Interest Rate
Current	\$ 651,068.51	\$ 262,011.70	\$ 913,080.21	11 years	5.63%
Option A	\$664,927.00	\$132,644.31	\$797,571.31	10 years	3.45%
Option B	\$664,927.00	\$151,701.50	\$816,628.50	11 years	3.59%

Comparing Current to Option A:

	Current	Option A	Difference
Principal	\$ 651,068.51	\$664,927.00	\$13,858.49
Interest	\$ 262,011.70	\$132,644.31	(\$129,367.39)
Total	\$ 913,080.21	\$797,571.31	(\$115,508.90)

<<increase in Principal from current as a result of Refinance

<<decrease from current in Interest - save \$129,367.39 in interest payments over the next 10 years

<<decrease from current - in total we would save \$115,508.90 if we were to refinance with Option A over the next 10 years.

Comparing Current to Option B:

	Current	Option B	Difference
Principal	\$ 651,068.51	\$664,927.00	\$13,858.49
Interest	\$ 262,011.70	\$151,701.50	(\$110,310.20)
Total	\$ 913,080.21	\$816,628.50	(\$96,451.71)

<<increase in Principal from current as a result of the Refinance

<<decrease from current in interest - save \$110,310.20 in interest payments over the next 11 years

<<decrease from current - in total we would save \$96,451.71 if we were to refinance with Option B over the next 11 years.

Comparing the Two Refinance Options:

	Option A	Option B	Difference
Principal	\$664,927.00	\$664,927.00	\$0.00
Interest	\$132,644.31	\$151,701.50	\$19,057.19
Total	\$797,571.31	\$816,628.50	\$19,057.19

<<same

<<comparing Option B to Option A - Option B will pay more in interest due to the slightly higher interest rate being offered in Option B

<<comparing Option B to Option A - Option B will pay more in total (interest) as a result of the interest rate being slightly higher than Option A

Recommendation:

Overall, I would recommend Refinancing the QECB lease purchase agreement. The lower interest rate due to the current marketplace will save us between \$96,452 to a potential \$115,509 in payments. Both Option A and Option B would save the Town - if we were to look at it on an annual payment basis - Option B would be a lower amount than the current annual payment. Although Option A would have a slightly higher annual payment than the one currently, we would pay off the QECB 1 year sooner.

Although both of the Refinance Options are very good options for the Town, I would lean towards the Refinance Option B - it would be a maturity date of 5/15/2031 - putting us in FY31 for payoff rather than 12/15/2031 which would put us in FY32 for payoff. Our anticipation of 11 more payments would remain the same, however we would save a total of \$96,451.71 by refinancing with this option. With Option B, we will also be planning on paying an annual payment of \$74,238.96 which would be lower than the \$76,090.03 currently.

QECB Refinance Option A - Amortization Schedule

Town ID #	Original Date	Lender	Original Amount	Term	Maturity Date	Interest Rate	Next Pmt Due	Amount of Next Total Pmt Due
	5/15/2020	Androscoggin Bank	\$664,927.00	10 years	5/15/2020	3.45%	5/15/2021	\$79,757.14

If we decide to Refinance and go with Option A: Total Principal would be \$664,927, total interest would be \$132,644.31 for a total amount paid of \$797,571.31

72% Town/ 28% Sewer						SPLIT - TOWN AND SEWER: Town 72%/Sewer 28%			
Date	Principal	Rate	Interest	Total Due	Balance	TOWN - principal	TOWN interest	SEWER - Principal	SEWER - Interest
5/1/2020					\$664,927.00				
5/1/2021	\$56,817.16	3.45%	\$22,939.98	\$79,757.14	\$608,109.84	\$40,908.36	\$16,516.79	\$15,908.80	\$6,423.19
5/1/2022	\$58,777.36	3.45%	\$20,979.78	\$79,757.14	\$549,332.48	\$42,319.70	\$15,105.44	\$16,457.66	\$5,874.34
5/1/2023	\$60,805.17	3.45%	\$18,951.97	\$79,757.14	\$488,527.31	\$43,779.72	\$13,645.42	\$17,025.45	\$5,306.55
5/1/2024	\$62,856.78	3.45%	\$16,900.36	\$79,757.14	\$425,670.53	\$45,256.88	\$12,168.26	\$17,599.90	\$4,732.10
5/1/2025	\$65,071.51	3.45%	\$14,685.63	\$79,757.14	\$360,599.02	\$46,851.49	\$10,573.65	\$18,220.02	\$4,111.98
5/1/2026	\$67,316.48	3.45%	\$12,440.66	\$79,757.14	\$293,282.54	\$48,467.87	\$8,957.28	\$18,848.61	\$3,483.38
5/1/2027	\$69,638.90	3.45%	\$10,118.24	\$79,757.14	\$223,643.64	\$50,140.01	\$7,285.13	\$19,498.89	\$2,833.11
5/1/2028	\$72,020.30	3.45%	\$7,736.84	\$79,757.14	\$151,623.34	\$51,854.62	\$5,570.52	\$20,165.68	\$2,166.32
5/1/2029	\$74,526.14	3.45%	\$5,231.00	\$79,757.14	\$77,097.20	\$53,658.82	\$3,766.32	\$20,867.32	\$1,464.68
5/1/2030	\$77,097.20	3.45%	\$2,659.85	\$79,757.05	\$0.00	\$55,509.98	\$1,915.09	\$21,587.22	\$744.76
TOTALS: \$664,927.00						\$478,747.44	\$95,503.90	\$186,179.56	\$37,140.41

QECB Refinance Option B - Amortization Schedule

Town ID #	Original Date	Lender	Original Amount	Term	Maturity Date	Interest Rate	Next Pmt Due	Amount of Next Total Pmt Due
	5/15/2020	AndroscoGIN Bank	\$664,927.00	11 years	5/15/2020	3.59%	5/15/2021	\$74,238.96

If we decide to Refinance and go with Option B: Total Principal would be \$664,927, total Interest would be \$151,701.50 for a total amount paid of \$816,628.50

2% Town/ 28% Sewer						SPLIT - TOWN AND SEWER: Town 72%/Sewer 28%				
Date	Principal	Rate	Interest	Total Due	Balance	TOWN - principal	TOWN Interest	SEWER - Principal	SEWER - Interest	
5/1/2020					\$664,927.00					
5/1/2021	\$50,368.09	3.59%	\$23,870.87	\$74,238.96	\$614,558.91	\$36,265.02	\$17,187.03	\$14,103.07	\$6,683.84	
5/1/2022	\$52,176.30	3.59%	\$22,062.66	\$74,238.96	\$562,382.61	\$37,566.94	\$15,885.12	\$14,609.36	\$6,177.54	
5/1/2023	\$54,049.43	3.59%	\$20,189.53	\$74,238.96	\$508,333.18	\$38,915.59	\$14,536.46	\$15,133.84	\$5,653.07	
5/1/2024	\$55,939.81	3.59%	\$18,299.15	\$74,238.96	\$452,393.37	\$40,276.66	\$13,175.39	\$15,663.15	\$5,123.76	
5/1/2025	\$57,998.04	3.59%	\$16,240.92	\$74,238.96	\$394,395.33	\$41,758.59	\$11,693.46	\$16,239.45	\$4,547.46	
5/1/2026	\$60,080.17	3.59%	\$14,158.79	\$74,238.96	\$334,315.16	\$43,257.72	\$10,194.33	\$16,822.45	\$3,964.46	
5/1/2027	\$62,237.05	3.59%	\$12,001.91	\$74,238.96	\$272,078.11	\$44,810.68	\$8,641.38	\$17,426.37	\$3,360.53	
5/1/2028	\$64,444.60	3.59%	\$9,794.36	\$74,238.96	\$207,633.51	\$46,400.11	\$7,051.94	\$18,044.49	\$2,742.42	
5/1/2029	\$66,784.92	3.59%	\$7,454.04	\$74,238.96	\$140,848.59	\$48,085.14	\$5,366.91	\$18,699.78	\$2,087.13	
5/1/2030	\$69,182.50	3.59%	\$5,056.46	\$74,238.96	\$71,666.09	\$49,811.40	\$3,640.65	\$19,371.10	\$1,415.81	
5/1/2031	\$71,666.09	3.59%	\$2,572.81	\$74,238.90	\$0.00	\$51,599.58	\$1,852.42	\$20,066.51	\$720.39	
TOTALS: \$664,927.00					\$816,628.50	\$0.00	\$478,747.44	\$109,225.08	\$186,179.56	\$42,476.42



April 7, 2020

Town of Lisbon
ATTN: Diane Barnes, Town Manager
300 Lisbon Street
Lisbon, Maine 04250

MUNICIPAL LEASE PURCHASE PROPOSAL

Lessee: Town of Lisbon

Equipment: All equipment, related items, and improvements associated with energy conservation project at Town of Lisbon first financed by Androscoggin Bank December 15, 2014 and described further in those Qualified Energy Conservation Bond (QECB) closing documents.

Cost of Equipment: \$664,927

Lease Term: A. 10 years B. 11 years

Interest Rate: A. 3.45% (Tax Exempt) B. 3.59% (Tax Exempt)

Number of Payments: A. 10 Annual Installments B. 11 Annual Installments

Payment Amount: A. \$79,757.14* B. \$74,238.96*
(*Final payment may vary slightly)

First Payment Due: The first payment of principal and interest shall be due and payable on the first anniversary date of the lease closing which is tentatively scheduled for May 15, 2020.

Purchase Option: One Dollar (\$1.00) at end of lease term.

Prepayment: There are no prepayment penalties.

Insurance: Prior to the delivery of leased assets, Lessee at its sole cost and expense, will provide all-inclusive physical damage and liability insurance in the joint names of the Lessee and Lessor, in amounts satisfactory to Lessor, and forward proof of said coverage to Lessor.

Collateral: Lessee shall be listed as owner and Lessor listed as lien holder on UCC filing statements providing a perfected 1st security interest in all equipment and related items being acquired. Lessor will also hold a first lien on any escrow accounts established or existing in the Lessee's name.

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- Non-appropriation:** The lease will contain a non-appropriation clause.
- Confirmation:** Lessee to confirm that anticipated total borrowings for 2020 year will not exceed Ten Million dollars (\$10,000,000.00), making the lease "Bank Qualified".
- Type of Lease:** The lease shall be considered a Municipal Lease/Purchase by all parties. Lessee is a State or a political subdivision thereof, within the meaning of Section 103 of the Internal Revenue Code of 1986.
- Advances / Deposits:** If Lessor advances any deposits or pays any invoices prior to Delivery and Acceptance of the equipment by Lessee, interest will accrue at the above rate on said payments and be due at closing.
- Legal Opinion:** Leases greater than One Hundred Thousand dollars (\$100,000.00) require Lessee to provide an Opinion of Counsel acceptable to the bank. Said opinion must contain a statement confirming the lease is a duly authorized and approved, valid and binding obligation of the Lessee and further that the lease is a "qualified tax exempt obligation" for the purposes of Section 265 (b) (3) (B) (ii) of the Internal Revenue Code of 1986, as amended.
- Financial Data:** Lessee will provide Androscoggin Bank with its most recent audited financial statement, current year's budget, annual report, a copy of meeting minutes or Board order approving the transaction, and any other supporting data requested during the term of the lease.
- Lease Rates:** This Lease request will be closed within 60 days of the original proposal date, or the stated rate will be subject to change based on public sector rates then existing in the market.
- Expiration:** This lease proposal shall expire if not accepted by a duly qualified Lessee official by 5:00 PM on May 8, 2020.

Thank you for the opportunity to present this lease proposal for consideration. If you are in agreement with the terms of the proposal, please sign and return it via email. Should you have any questions, please contact me at 207-330-0531.

Sincerely,



John Simko, Vice President
Government Finance

Town of Lisbon – QECB Refinancing Proposal dated April 3, 2020.

AWARD / ACKNOWLEDGEMENT (please sign and return via email):

This proposal Option A____, Option B____ is accepted and this financing is awarded to Androscoggin Bank.

Name & Title

Date: _____

OPTION A.

Note Model Statement

Date Quoted:	Apr 03, 2020
Product:	Product Not Defined
Interest Method:	[1] 365/365 Payments P&I

Note Date:	May 15, 2020
Maturity Date:	May 15, 2030

Principal Advance:	\$0.00
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Expenses Financed:	\$664,927.00
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Amount Financed: \$664,927.00

Finance Charge:		\$132,644.31
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APR: 3.450000%

Total Principal:	\$664,927.00
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Total Interest:	\$132,644.31
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Total of Payments:	\$797,571.31
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Payment Schedule

Description	Date	Frequency	Number	Amount
Regular Payment	May 15, 2021	Annually	9	\$79,757.14
Regular Payment	May 15, 2030	Annually	1	\$79,757.05

Amortization Schedule						
Date	Description	Total Payment	P&I Payment	Principal Payment	Interest Payment	Principal Balance
May 15, 2020	Beginning Balance, Expenses					664,927.00
⊕ 2020 Totals						
⊕ May 15, 2021	Regular Payment	79,757.14	79,757.14	56,817.16	22,939.98	608,109.84
⊕ 2021 Totals		79,757.14	79,757.14	56,817.16	22,939.98	
⊕ May 15, 2022	Regular Payment	79,757.14	79,757.14	58,777.36	20,979.78	549,332.48
⊕ 2022 Totals		79,757.14	79,757.14	58,777.36	20,979.78	
⊕ May 15, 2023	Regular Payment	79,757.14	79,757.14	60,805.17	18,951.97	488,527.31
⊕ 2023 Totals		79,757.14	79,757.14	60,805.17	18,951.97	
⊕ May 15, 2024	Regular Payment	79,757.14	79,757.14	62,856.78	16,900.36	425,670.53
⊕ 2024 Totals		79,757.14	79,757.14	62,856.78	16,900.36	
⊕ May 15, 2025	Regular Payment	79,757.14	79,757.14	65,071.51	14,685.63	360,599.02
⊕ 2025 Totals		79,757.14	79,757.14	65,071.51	14,685.63	
⊕ May 15, 2026	Regular Payment	79,757.14	79,757.14	67,316.48	12,440.66	293,282.54
⊕ 2026 Totals		79,757.14	79,757.14	67,316.48	12,440.66	
⊕ May 15, 2027	Regular Payment	79,757.14	79,757.14	69,638.90	10,118.24	223,643.64
⊕ 2027 Totals		79,757.14	79,757.14	69,638.90	10,118.24	
⊕ May 15, 2028	Regular Payment	79,757.14	79,757.14	72,020.30	7,736.84	151,623.34
⊕ 2028 Totals		79,757.14	79,757.14	72,020.30	7,736.84	
⊕ May 15, 2029	Regular Payment	79,757.14	79,757.14	74,526.14	5,231.00	77,097.20
⊕ 2029 Totals		79,757.14	79,757.14	74,526.14	5,231.00	
⊕ May 15, 2030	Regular Payment	79,757.05	79,757.05	77,097.20	2,659.85	
⊕ 2030 Totals		79,757.05	79,757.05	77,097.20	2,659.85	
⊕ Grand Total		797,571.31	797,571.31	664,927.00	132,644.31	

OPTION B

Note Model Statement

Date Quoted: Apr 03, 2020
 Product: Product Not Defined
 Interest Method: [1] 365/365 Payments P&I

Note Date: May 15, 2020
 Maturity Date: May 15, 2031
 Principal Advance: \$0.00
 Expenses Financed: \$664,927.00
 Amount Financed: \$664,927.00
 Finance Charge: \$151,701.50
 APR: 3.590000%
 Total Principal: \$664,927.00
 Total Interest: \$151,701.50
 Total of Payments: \$816,628.50

Payment Schedule

Description	Date	Frequency	Number	Amount
Regular Payment	May 15, 2021	Annually	10	\$74,238.96
Regular Payment	May 15, 2031	Annually	1	\$74,238.90

Amortization Schedule						
Date	Description	Total Payment	P&I Payment	Principal Payment	Interest Payment	Principal Balance
May 15, 2020	Beginning Balance, Expenses					664,927.00
⊕ 2020 Totals						
⊕ May 15, 2021	Regular Payment	74,238.96	74,238.96	50,368.09	23,870.87	614,558.91
⊕ 2021 Totals		74,238.96	74,238.96	50,368.09	23,870.87	
⊕ May 15, 2022	Regular Payment	74,238.96	74,238.96	52,176.30	22,062.66	562,382.61
⊕ 2022 Totals		74,238.96	74,238.96	52,176.30	22,062.66	
⊕ May 15, 2023	Regular Payment	74,238.96	74,238.96	54,049.43	20,189.53	508,333.18
⊕ 2023 Totals		74,238.96	74,238.96	54,049.43	20,189.53	
⊕ May 15, 2024	Regular Payment	74,238.96	74,238.96	55,939.81	18,299.15	452,393.37
⊕ 2024 Totals		74,238.96	74,238.96	55,939.81	18,299.15	
⊕ May 15, 2025	Regular Payment	74,238.96	74,238.96	57,998.04	16,240.92	394,395.33
⊕ 2025 Totals		74,238.96	74,238.96	57,998.04	16,240.92	
⊕ May 15, 2026	Regular Payment	74,238.96	74,238.96	60,080.17	14,158.79	334,315.16
⊕ 2026 Totals		74,238.96	74,238.96	60,080.17	14,158.79	
⊕ May 15, 2027	Regular Payment	74,238.96	74,238.96	62,237.05	12,001.91	272,078.11
⊕ 2027 Totals		74,238.96	74,238.96	62,237.05	12,001.91	
⊕ May 15, 2028	Regular Payment	74,238.96	74,238.96	64,444.60	9,794.36	207,633.51
⊕ 2028 Totals		74,238.96	74,238.96	64,444.60	9,794.36	
⊕ May 15, 2029	Regular Payment	74,238.96	74,238.96	66,784.92	7,454.04	140,848.59
⊕ 2029 Totals		74,238.96	74,238.96	66,784.92	7,454.04	
⊕ May 15, 2030	Regular Payment	74,238.96	74,238.96	69,182.50	5,056.46	71,666.09
⊕ 2030 Totals		74,238.96	74,238.96	69,182.50	5,056.46	
⊕ May 15, 2031	Regular Payment	74,238.90	74,238.90	71,666.09	2,572.81	
⊕ 2031 Totals		74,238.90	74,238.90	71,666.09	2,572.81	
⊕ Grand Total		816,628.50	816,628.50	664,927.00	151,701.50	



MEMORANDUM

SUBJECT: Finance Director Report – Tax Anticipation Note
Kayla Tierney, Finance Director

DATE: May 5, 2020

ATTACHMENTS: First National Bank – Lisbon TAN Proposal pdf
Androscoggin Bank Town of Lisbon – Proposal for 2020 TAN pdf

Attached, please find two proposals for Council's consideration in regards to a Tax Anticipation Note (TAN) for the Town of Lisbon. The first proposal is dated April 2, 2020 and is provided by Androscoggin Bank. The second proposal is dated April 15, 2020 and is provided by First National Bank. Both proposals are for an amount up to \$2,000,000 in an 'as needed' format. Due to the nature of the TAN being considered short term borrowing, these proposals are being presented for a desired close date on or around July 1, 2020. The funds would be available to be advanced if requested on the close date as indicated above. Due to our ordinances, a Tax Anticipation Note can only be taken out and repaid within the same fiscal year; determining it as a current obligation.

Our Bond Counsel at Eaton-Peabody has been engaged to provide their opinion and to carry out the legal work related to the TAN. The Bond Attorney will also assist in the timely closing of this transaction if it is agreed upon.

Androscoggin Bank offered a fixed interest rate of 1.57% per annum on the TAN based on actual/365 day basis on the note. The option is to be repaid on or before the closure of the fiscal year, June 30, 2021, for the amount that is drawn upon under the 'as-needed' format. Assuming that the full \$2,000,000 is used, the total amount of interest which could accrue would be \$31,313.97 if paid upon the June 30, 2021 date. The Androscoggin proposal is valid through the close of business on May 8, 2020.

First National Bank offered a fixed interest rate of 1.08% based upon a 360 day year with funds to be made available on an as needed basis. This option is to be repaid on or before the closure of the fiscal year, June 30, 2021, for the amount that is drawn upon under the 'as-needed' format. Assuming that the full \$2,000,000 is used, the total amount of interest which could accrue would be \$21,874 if paid upon the June 30, 2021 date. The First National Bank proposal is valid through the close of business on May 8, 2020.

If the Town of Lisbon were to draw upon the full amount of the proposed TAN, in the amount of \$2,000,000 on July 1, 2020 in order to cover current operations through the

Fall Real Estate tax collection, we have calculated the amount of interest that would be incurred for both proposals. With the Androscoggin Bank proposal, the amount of interest to be incurred would be approximately \$7,828.50. With the First National Bank proposal, the amount of interest to be incurred would be approximately \$5,468.50. These amounts are based on the full amount of the obligation plus the accrued interest which would be paid with proceeds from taxes collected through September 2020.

Given the current economic and social considerations revolving around the COVID-19 pandemic, it is with much consideration that I present to Council the proposal for a TAN. The TAN would be issued to finance current operations before tax revenues are received; the proceeds from taxes would then be used to retire the obligation. As we collect our taxes in two installments (once in the spring and once in the fall), this gives us the opportunity to act upon the consideration for a TAN in a timely manner.

Taking our due diligence and fiduciary responsibilities into consideration as the forefront of this memorandum, I would also like to present some updates related to Revenue to be considered in this discussion:

- On April 2, 2020 we received an email from the State of Maine regarding our State Revenue Sharing. Due to the impact that COVID-19 is having on economic activities, the State has expressed that there will be a reduction in the May-July revenue sharing payments. Furthermore, the August revenue sharing is expecting to be significantly lower than the already reduced May-July payments.
- Distributions from the State may be impacted by Sales and Use and Withholding tax collections this fiscal year, however the full extent of impact cannot be fully forecasted at this time.
- Beginning July 2020 it would be prudent to assume that payments will be less than what was projected and posted on the Treasurer's website as of the latest date of March 4, 2020.
- We have already begun to see a decrease in Revenue Sharing with our March 2020 amount that was received.
- In addition to State Revenue Sharing reduced payments, Governor Mills has issued an Executive Order extending the State's property tax exemption deadline from April 1st to either the commitment date of the municipality or 30 days after the termination of the Governor's Proclamation of Civil Emergency.
- Governor Mills issued an executive order to extend a waiver for all driver's licenses, vehicle registrations and inspection stickers until the state of emergency related to the coronavirus pandemic is lifted. As such, it is projected that the Town will see a decline in motor vehicle excise tax revenue in the coming months.

This pandemic has already had a significant impact on an economic level and as such, I would like to encourage us to explore this consideration for the TAN. Without knowing for certain how long this pandemic will ensue and even the aftermath effects that could result from COVID-19 we will be closely monitoring our revenues and our expenses.

Recommendation: After evaluating both proposals for a TAN, I would recommend for the Town of Lisbon to accept the First National Bank proposal. This proposal has the same criteria as the Androscoggin Bank proposal, but at a much more favorable interest rate. Please note that the acceptance or declination of the proposal for a TAN would have to be decided prior to close of business on May 8, 2020.

Respectfully,
Kayla Tierney
Finance Director



102 Main Street
P.O. Box 258
Bar Harbor, ME 04609
Phone: 207.288.3341 ExL 2469
Fax: 207.288.2451
Email: tony.mckim@thefirst.com

April 15, 2020

Town of Lisbon
Attn: Kayla Tierney, Finance Director
300 Lisbon Street
Lisbon, ME 04250

Dear Ms. Tierney:

Thank you for the opportunity to provide this commitment letter for a Tax Anticipation Note for the Town of Lisbon in the amount of \$2,000,000. The Note is offered subject to the following conditions:


1. **Issue DATE:** On or about July 1, 2020.
2. **MATURITY:** Principal and interest will be payable at maturity on June 30, 2021.
3. **INTEREST RATE:** The rate of interest will be fixed for the repayment term at **1.08%** based upon a 360 day year with funds to be made available on an as needed basis.
 - a) If the entire balance were fully drawn for the term of the loan, total interest would be approximately \$21,8740.
4. **DENOMINATION:** There will be one (1) Note issued in the denomination of Two Million Dollars (\$2,000,000).
5. **PREPAYMENT PROVISION:** The Note may be prepaid at any time after July 1, 2020 without penalty.
6. **LEGAL OPINION:** This commitment is subject to a legal opinion from bond counsel acceptable to the Bank, the cost of which we be borne by the Town. The opinion must include a statement that the Bond represents a valid and binding obligation of the issuer and further that the Bond is a "qualified tax exempt obligation."
7. **FEE:** None.
8. **CONFIRMATIONS:** The Town must confirm in writing that:
 - a) The anticipated total tax exempt borrowings for 2020 will not exceed \$10,000,000; and
 - b) The Town will comply with all aspects of the Tax Reform Act of 1986, as amended, including all provisions relating to arbitrage and rebate.

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Ellsworth • Northeast Harbor • Rockland • Rockport • Southwest Harbor • Waldoboro • Wiscasset

9. SUBMISSION OF FINANCIAL STATEMENTS: The Town will provide the Bank with year-end audited financial statements within one hundred fifty (150) days of the Town's fiscal year-end. Such statements are to be prepared by an independent certified public accountant.
- a) If First National Bank is the successful bidder, the Town will complete and return the attached Municipal Fact Sheet with a signed copy of this letter.

This commitment shall expire if it is not accepted in writing by a qualified officer of the Borrower by 5:00 P.M. on May 8, 2020. Five (5) business days shall be required to prepare for a closing. Should you require any further information, please feel free to contact me as listed above. Again, thank you for allowing **First National Bank** to participate in this bid.

Very Truly Yours,



Tony C. McKim,
President & Chief Executive Officer

AGREED TO ON BEHALF OF THE TOWN OF LISBON

Date: _____

By: _____

Print Name: _____

Its: _____



April 2, 2020

Town of Lisbon
Attn: Diane Barnes, Town Manager
300 Lisbon Street
Lisbon, Maine 04250

RE: 2020 Tax Anticipation Note

Dear Diane:

In response to your request for a Tax Anticipation Note (TAN) proposal for consideration by the Town of Lisbon we are pleased to offer this proposal for the borrowing of up to Two Million Dollars (\$2,000,000) for your consideration.

As specified in emails exchanged between myself and Finance Director Kayla Tierney, we understand the Town would like this TAN to be in the "As Needed" format. It is our understanding the Town desires to close this transaction on or about July 1, 2020 and that funds should be available to be advanced if requested on that date. We also understand that the Town desires to have the option to repay the Note on or before its June 30, 2021 maturity.

For a tax-exempt, bank-qualified tax anticipation note as specified in the "As Needed" format we offer a fixed interest rate of **1.57% per annum**.

Interest will be calculated on an actual/365 day basis on the Note, which will be issued without prepayment penalty. There are no bank premiums, discounts, or other charges associated with the Note. As a result, the effective annual percentage rates equal the stated rates. Assuming funds are fully advanced as of the funding date of July 1, 2020 and remain outstanding until the maturity date of June 30, 2021, the total amount of interest which will accrue will be \$31,313.97 (please see attached note summary and amortization schedule). As actual advances in the "As Needed" format will occur gradually over the term of the note, the actual amount of interest which will accrue will be less than this amount.

Our proposal is predicated on receipt of an unqualified legal opinion attesting to the validity and non-arbitrage nature of this borrowing, and designating the Note as a qualified "tax exempt" obligation under existing tax laws. We understand that the Town has engaged the firm of Eaton-Peabody to provide this opinion, the note and related documents, and to carry out the legal work for this borrowing, and that the cost of these services will be borne by the Town. In the documentation provided to the Bank, the Town of Lisbon will certify that its anticipated total borrowings in 2020 will not exceed \$10,000,000 in conformance with IRS regulations for bank qualified issues. We will be pleased to work with the bond attorney Dan Pittman to assist in the timely closing of this transaction.

PO Box 1407, Lewiston, ME 04243

1.800.966.9172


androscogginbank.com



Our proposal is subject to change if not accepted by the close of business on May 8, 2020, and is further subject to withdrawal if there is discovered prior to disbursement any material adverse information pertaining to the Town's financial affairs.

On behalf of Androscoggin Bank, I would like to thank you for providing us with this opportunity to assist the Town with its TAN borrowing. We look forward to continuing the good working relationship we enjoy with you and other Lisbon officials. If I can be of further assistance to the Town in any facet of its banking activities, please do not hesitate to contact me.

Sincerely,



John Simko, Vice President
Government Finance

AWARD / ACKNOWLEDGEMENT (please sign and return via email):

This proposal is accepted and this financing is awarded to Androscoggin Bank.

Name & Title

Date: _____

Note Model Statement

Date Quoted: Mar 31, 2020
 Product: Product Not Defined
 Interest Method: [1] 365/365 Payments P&I

Note Date: Jul 01, 2020
 Maturity Date: Jun 30, 2021

Principal Advance: \$0.00

Expenses Financed: \$2,000,000.00

Amount Financed: \$2,000,000.00

Finance Charge: \$31,313.97

APR: 1.570000%

Total Principal: \$2,000,000.00

Total Interest: \$31,313.97

Total of Payments: \$2,031,313.97

Payment Schedule

Description	Date	Frequency	Number	Amount
Regular Payment	Jun 30, 2021	One Time	1	\$2,031,313.97

To: Diane Barnes, Town Manager & Council

From: Dennis Douglass, CEO/Planning Board Recommendation

RE: Ordinance Amendment

Date: April 1, 2020

Since the Register of Deeds no longer requires mylars of plans, we recommend the following amendments to Chapter 46-Streets, Sidewalks & Other Public Places, Article III-Street Acceptance Standards, Section 46-67 Documents required prior to Council be adopted.

Chapter 46-Streets, Sidewalks & Other Public Places

...

Article III-Street Acceptance Standards

...

Section 46-67. - Documentation required prior to Council acceptance

Prior to the Council scheduling an order to accept ~~the~~ a private road, the applicant shall produce the following documents as required:

(1) A petition, agreement, warrant deed, affidavit or other writing specifically describing the property or interest and its location, and stating that the owner voluntarily offers to transfer such interests t the municipality without claim for damages;

(2) Recordable ~~mylars and one paper copy~~ copies of the plans of the street for recording at the Androscoggin County Registry of Deeds;

(3) ...

Proposed Motion: To adopt the following amendments to Chapter 46-Streets, Sidewalks & Other Public Places, Article III-Street Acceptance Standards, Section 46-67 Documents required prior to Council acceptance as presented.

§652. Recording plans

The county commissioners shall provide, at the expense of the several counties, suitable storage for plans with a minimum size of 11 by 17 and a maximum of 24 by 36 inches in dimension, for the preservation of such plans. [PL 2019, c. 439, §1 (AMD).]

A plan may not be accepted for recording unless all of the following criteria are met. The plan must: [PL 2019, c. 439, §1 (AMD).]

1. Materials. For a plan dated before January 1, 2020, be drawn upon strong linen cloth or polyester film with archival photographic image or white 20-pound paper. For a plan dated on or after January 1, 2020, the plan must be submitted on white paper with a minimum weight of 20 pounds; [PL 2019, c. 439, §1 (AMD).]

2. Seals. Be embossed, sealed or both, with the seal of an architect, professional engineer or professional land surveyor; [PL 2019, c. 439, §1 (AMD).]

3. Signature. Contain the signature and address of the person who prepared the plan; [PL 1991, c. 497, §1 (NEW).]

4. Recording information. Provide a register's block no smaller than 3 by 3 inches for recording the county, date, time, plan book and page or file number and register's attest; and [PL 2019, c. 439, §1 (AMD).]

5. Title. Provide a title block containing the name of the plan, the record owner's name and address, the location by street and town and the date of the plan. [PL 1991, c. 497, §1 (NEW).]

Paper plans submitted for recording must be rolled and not folded. The register may return plans that are not legible for recording and archival purposes and the processing of which may damage county equipment or resources. The register shall permanently file the original, create a digital image of the plan at a minimum of 300 dots per inch or 300 pixels per inch and maintain a copy for public inspection in paper or digital image form. Each plan must be microfilmed for archival purposes. Each register shall maintain an index of all plans on record in the register's office. [PL 2019, c. 439, §1 (AMD).]

The several registers shall establish, and thereafter adhere to, reasonable standards for the implementation of reproducing copies of original plans as recorded. Reproduction must be on a scale of one to one and must be accomplished with the least possible error and distortion. Methods of reproduction must be to standards in keeping with accepted engineering and survey practices. [PL 1991, c. 497, §1 (NEW).]

SECTION HISTORY

PL 1971, c. 448 (AMD). PL 1973, c. 485 (AMD). PL 1991, c. 497, §1 (RPR). PL 2001, c. 667, §C18 (AMD). PL 2003, c. 55, §2 (AMD). PL 2019, c. 439, §1 (AMD).

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The Office of the Revisor of Statutes also requests that you send us one copy of any statutory publication you may produce. Our goal is not to restrict publishing activity, but to keep track of who is publishing what, to identify any needless duplication and to preserve the State's copyright rights.

MEMORANDUM FROM THE PUBLIC WORKS DIRECTOR

TO: DIANE BARNES

FROM: RANDY CYR

SUBJECT: ROCK CRUSHING

DATE: 4/29/2020

I am requesting we send out for proposals for the crushing of the material at the old mill site, if we were to do it ourselves it would cost \$17000.00 for the crushing unit and \$4800.00 for the rental of the excavator for two weeks. I've asked a couple companies I know who could crush this material and it's around \$20,000.00 with that being said it would be better to have them come in and do it to save us money and time. On that note we have some reclaim being given to us from the milling of 196 which the paving company will help us in laying it down and rolling it out providing the area is prepped. This was a deal I made with All State Asphalt for using the area for their lay down yard.

Thank You

Randy Cyr

Minutes
Tax Acquired Bid Sale
Wednesday, April 15, 2020
Town Clerk's Office
12:00 Noon

Present:

Diane Barnes, Town Manager
Twila Lycette, Town Clerk

The following bids were received and opened at 12:00 noon:

Jeff & Bridget Burkhardt	Map U07 Lot 081	Bid Amt.: \$61,500.00
26 Free Street	24 Bowdoin Street	
Lisbon Falls, ME 04250	Minimum Bid: \$17,070.70	

Christopher Poirier	Map U05 Lot 126	Bid Amt.: \$19,300.00
P.O. Box 2564	5 High Street	
Waterville, ME 04903	Minimum Bid: \$14,457.59	

Christopher Poirier	Map U07 Lot 081	Bid Amt.: \$21,500.00
P.O. Box 2564	24 Bowdoin Street	
Waterville, ME 04903	Minimum Bid: \$17,070.70	

BID SPECIFICATIONS
TAX ACQUIRED PROPERTY

Property ID - Map U07, Lot 081 (24 Bowdoin Street)

Minimum Bid = \$17,070.70 Current Assessed Value = \$170,300.00

Land and Building

BIDDER INFORMATION

Name Jeff & Bridget Burkhardt

Address 27 Free St.
Lisbon Falls ME

Tel No. 207-576-4462

A 10% deposit is required with each bid. If bid is successful, this amount will be subtracted from balance due. If you are not the successful bidder, this amount will be returned to you immediately.

Amount of Bid \$ 61,500

Amount of Deposit Enclosed \$ 6,150

Please indicate on outside of sealed envelope, the Map, Block, and Lot of property that you are bidding on. Bids must be submitted to the Office of the Town Manager by 12:00 Noon on Wednesday, April 15, 2020. The Town Council reserves the right to reject any and all bids received.

BID SPECIFICATIONS
TAX ACQUIRED PROPERTY

Property ID - Map U05, Lot 126 (5 High Street)

Minimum Bid = \$14,457.59 Current Assessed Value = \$152,700.00

Land and Building

BIDDER INFORMATION

Name Christopher Poirier

Address PO Box 2564

Waterville, ME 04903

Tel No. 207-314-5841

A 10% deposit is required with each bid. If bid is successful, this amount will be subtracted from balance due. If you are not the successful bidder, this amount will be returned to you immediately.

Amount of Bid \$ 19,300

Amount of Deposit Enclosed \$ 1930.00

Please indicate on outside of sealed envelope, the Map, Block, and Lot of property that you are bidding on. Bids must be submitted to the Office of the Town Manager by 12:00 Noon on Wednesday, April 15, 2020. The Town Council reserves the right to reject any and all bids received.

BID SPECIFICATIONS
TAX ACQUIRED PROPERTY

Property ID - Map U07, Lot 081 (24 Bowdoin Street)

Minimum Bid = \$17,070.70 Current Assessed Value = \$170,300.00

Land and Building

BIDDER INFORMATION

Name Christopher Poirier

Address PO Box 2564

Waterville, ME 04903

Tel No. 207-314-5841

A 10% deposit is required with each bid. If bid is successful, this amount will be subtracted from balance due. If you are not the successful bidder, this amount will be returned to you immediately.

Amount of Bid \$ 21,500

Amount of Deposit Enclosed \$ 2,150

Please indicate on outside of sealed envelope, the Map, Block, and Lot of property that you are bidding on. Bids must be submitted to the Office of the Town Manager by 12:00 Noon on Wednesday, April 15, 2020. The Town Council reserves the right to reject any and all bids received.

Lease

This lease agreement ("Lease") is made and entered into this 5th day of May, 2020 by and between the Town of Lisbon (the "Town"), a municipality duly incorporated in the State of Maine, and _____(" "), an individual.

Terms and Conditions

1. Premises. The Town leases to _____, and _____ leases from the Town, the cabin located at the entrance to Beaver Park, a public park owned by the Town.
2. Term. This Lease is for a **one** year term beginning June 1, 2020, unless sooner terminated as provided in this Lease. At the expiration of the initial Term, the Lease shall automatically renew for an additional term, unless sooner terminated and shall thereafter be renewable under the same conditions.
3. Rent. On or before the first day of every month, in advance, _____ must pay the monthly rent, which is **\$400**. If Rent is not received within **15** days of its due date, the amount due shall bear interest at the rate of **1 ½ %**.
4. Utilities. _____ shall be responsible for paying all utilities at the Premises, including personal land line phone and internet costs.
5. Use. _____ agrees to use the Premises only for residential purposes and purposes related to the performance of the duties of his employment with the Town, unless another purpose is approved in writing by the Town. Only _____ and his immediate family may reside in or regularly use the Premises, absent written approval by the Town. _____ agrees to abide by and comply with all federal, state and local statutes, ordinances, rules and regulations applicable to his use of the Premises.
6. Assignment and Subletting. _____ shall not assign, mortgage, or encumber this Lease or _____ rights under this Lease, nor sublet the Premises without the prior written consent of the Town in each instance. This Lease is subject and subordinate to any ground or underlying leases and mortgages which currently exist or in the future may encumber the Premises.
7. Repair & Alterations. _____ shall keep the Premises in good condition, normal wear and tear excepted. _____ shall repair at his expense any damage to the Premises caused by his or his invitees, guests or family. _____ agrees not to alter, add to, or improve the Premises without the written permission of the Town.
8. Entry. The Town or its agents may enter and inspect the Premises after **24** hours written or verbal notice to _____, provided, however, that the Town or its agents may enter the Premises in an emergency without notice to _____.

9. Indemnification; Insurance. All personal property of _____ at the Premises shall be kept at _____ own risk, and the Town shall in no way be responsible for _____ personal property or any damages thereto. _____ agrees to indemnify and hold the Town harmless from and against all liabilities, injuries, claims, losses, or damages, including reasonable attorneys' fees, to persons, or property occurring or arising on or about the Premises, during the term, which liabilities, losses or damages arise as a result of _____, or _____ invitees' or guests' use, misuse or occupation of the Premises or any part of the Premises, except to the extent that said liabilities, losses or damages are the result of negligence or willful acts of the Town or its agents.

_____ agrees to obtain renter's insurance, in reasonable amounts, against such liabilities and to provide the Town with reasonably satisfactory proof of such coverage. The Town shall keep the Premises insured against fire and other casualties in an amount deemed adequate by the Town.

The Town and _____ agree that with respect to any loss covered by insurance then carried by them, respectively, the one carrying such insurance and suffering that loss releases the other of and from any and all claims with respect to such loss; and they further agree that their respective insurance companies shall have no right of subrogation against one another on account of such agreement even though extra premiums may result. If an extra premium is payable by _____ as a result of these provisions, The Town shall not reimburse _____ for any such extra premium.

10. Default; Termination. In the event of any failure by _____ to comply with any of the terms of this Lease which failure continues for **15** days after written notice by the Town describing the violation, or in the event _____ is **15** days or more late in paying rent, then the Town may terminate this Lease upon **30** days prior written notice stating the reasons for such termination unless, in the event of a failure to pay rent, _____ pays all overdue rent and late charges before the **30** days expires.

Either _____ or the Town may terminate this Lease for any reason upon **60** days' written notice to the other party. _____ shall vacate the Premises by **12:00 p.m.** on the date that the Lease terminates, having removed all personal property from the Premises by this time.

11. Hours of Work. In addition to performing his job responsibilities for his current job with the Town, the _____ position, _____ shall perform additional oversight and management duties for Beaver Park. The Town and _____ agree that such work will be sporadic in nature and may be difficult to track on a daily basis.
12. Terms of Employment Unmodified. Except as expressly modified in this Lease, the terms and conditions of _____ employment with the Town shall remain unmodified.

13. Dispute. Any and all claims, controversies or disputes relating to or arising from this Lease will be resolved, unless prohibited by law and to the full extent permitted by law, finally and exclusively by binding arbitration to be administered by the American Arbitration Association ("AAA") pursuant to the AAA's Employment Arbitration Rules and Mediation Procedures, as amended. Upon a demand for arbitration, the parties shall select an arbitrator. If the parties have not selected an arbitrator within **30** days, either party may ask that the Androscoggin County Superior Court appoint the arbitrator. The parties acknowledge and agree that the decision of an arbitrator is final and binding on both parties and constitutes the final and exclusive resolution of the dispute or any dispute, right or claim that could have been raised between the parties.
14. Entire Agreement; Severability. This Lease contains the entire agreement of the parties relating to _____ lodging at the Premises and shall not be modified except by an instrument in writing which is signed by both parties. If any provision of this agreement, or any portion thereof, is held to be unconstitutional, invalid, or unenforceable, the remainder of this agreement, or portion thereof, shall remain in full force and effect. This Lease is subject to and governed by the law of the State of Maine.

Town of Lisbon

By: _____

Its: _____

Dated: _____

Dated: _____



MEMORANDUM

Agenda Item 2020-83

TO: Diane Barnes, Town Manager
FROM: Brett Richardson, Economic & Community Development Director
SUBJECT: Maine DEP Solid Waste Diversion Grant
DATE: April 29, 2020

In 2019, the Town of Lisbon received a Solid Waste Diversion grant from the Maine Department of Environmental Protection (DEP) to launch a residential food scrap drop-off program at the Town transfer station.

The composting project represents a successful collaboration between Lisbon residents and the Parks & Recreation, Public Works, and Economic and Community Development Departments.

Lisbon's residential composting program was launched in November 2019 with DEP grant funding and participation quickly grew to 45 households in a matter of months. Demand for the program exceeds the Town's existing service capacity.

To meet additional demand for the program, the aforementioned Town Departments respectfully request that Council authorize the Town Manager to submit an application to DEP to grow the residential composting program by expanding appropriate infrastructure at the transfer station, increase collection service levels from the current organics collection contractor, conduct educational outreach to the public on the benefits of organics diversion, and provide buckets to additional households in Lisbon to enable greater participation.

The Town's 25 percent matching funds requirement will be provided in-kind through Public Works Department staff wages to manage the program at transfer station.

The deadline to submit the proposal is May 19, 2020.



Maine Municipal Association

TO: Municipal Officers and Chief Appointed Officials in Member Municipalities

FROM: Mary Sabins, Chair of the MMA Nominating Committee (MMA Immediate Past President / Town Manager, Town of Vassalboro)

DATE: April 15, 2020

RE: Reminder: Statements of Interest Due: Friday, May 1, 2020 Election Process for MMA Executive Committee and Vice President

I hope you, your family, and your municipal employees are doing well and most of all, staying healthy during this unprecedented time.

This is a reminder that the MMA Nominating Committee is seeking recommendations for candidates to serve on the MMA Executive Committee. We encourage individuals interested in serving our Association to respond by either recommending yourself or another municipal official who is willing and able to serve on the MMA Executive Committee.

Information on the Nomination, Petition and Election Process along with the Statement of Interest Form are posted on the MMA website as a Recent Announcement dated today, 4/15/20. Please take a few minutes to review the Notice outlining the criteria for the MMA Executive Committee. The following is a direct link to the area of MMA's website where you can download the form and/or stay abreast of any updates to the Nomination, Petition & Election Process.

<https://www.memun.org/About-Us/Governance/MMA-Nomination-Process>

To make a recommendation, please complete the Statement of Interest Form for Service on the MMA Executive Committee. Please note that the inclusion of a resume and letters of support are very important information in that the Nominating Committee will consider this information as they select candidates to be interviewed for the Executive Committee positions.

The following municipal officials are eligible to serve on the MMA Executive Committee:

- *Any "municipal officer" as defined by state law, in an active member municipality. This means the mayor and alderman or councilors of a city, the selectmen or councilors of a town, and the assessors of a plantation.*

- *Any town or city manager or chief appointed administrative official in an active member municipality*

Based on the Statements of Interest and letter(s) of recommendation, the Nominating Committee will be selecting candidates to be interviewed. Theresa Chavarie, Manager of MMA Member Relations, will be in contact with selected candidate(s) to provide an interview time, which will take place on **Friday, May 15, 2020 beginning at 9:00 a.m.** Those submitting their Statement of Interest should look to keep this date open on your calendar for a possible interview with the Nominating Committee.

Thank you for your interest in serving the Maine Municipal Association.

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