



AGENDA
COUNCIL MEETING
AUGUST 16, 2022
LISBON TOWN OFFICE
7:00 P.M.

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

1. CALL TO ORDER & PLEDGE TO FLAG

2. ROLL CALL

___ Councilor Lunt ___ Councilor Fellows ___ Councilor Larochelle ___ Councilor Smith
___ Councilor Moore, Jr ___ Councilor Robishaw ___ Councilor Cain
Town Clerk reading of meeting rules

3. GOOD NEWS & RECOGNITION

4. PUBLIC HEARINGS

- A. Victualer's License for Little River Coffee
- B. Victualer's License for Elite Nutrition

5. AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS

6. CONSENT AGENDA

2022-171 ORDER—

- A. Municipal Accounts Payable Warrants – \$ 399,422.70
- B. Municipal Payroll Warrants – \$ 697,285.71
- C. School Accounts Payable Warrants— \$ 562,842.00
- D. School Payroll Warrants – \$ 1,436,210.49
- E. Approve Minutes of July 12, 2022 and August 3, 2022
- F. Victualer's Licenses for Little River Coffee and Elite Nutrition
- H. Set Public Hearing for September 6 for Medical Marijuana Establishment License for 207 Edibles
and Victualer's License and Itinerant Vendor Permit for Kabayan Philippine Foods
- I. Positive Change Lisbon – Mass Gathering Permit
- J. Renewal Mobile Home Park License for Grimmels
- K. Approve Road Name Request of Willie's Way off Ridge Road

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

2022-172 ORDER – Community Development Block Grant Bid Approval

2022-173 ORDER – Community Resilience Partnership Resolution

2022-174 ORDER – Updates to Town Policies

2022-175 ORDER – Town Manager Authorization to sign Access and Removal Agreement for Upper Dam Project

2022-176 ORDER – Council Resolution for Ferry Road/Village Street Project

2022-177 ORDINANCE – Question 1 Bond Order: An Ordinance Authorizing the Issuance of General Obligation Securities of the Town of Lisbon in an amount not to exceed \$1,700,000 for the purpose of financing two Fire Trucks for a term not to exceed 20 Years be approved and ratified—*First Reading*

2022-178 ORDER – Order for Public Hearing on bonds for two Fire Trucks

2022-179 ORDER – November 8, 2022 Election Warrant

2022-180 ORDER – FY 22 Carryforward Accounts

2022-181 ORDER – Police Department Request for Non-Matching Grant Funds for Radio Replacement

7. OTHER BUSINESS

A. Council Committee Reports:

- | | |
|---|---|
| 1. School Committee – Councilor Larochelle | 5. Parks & Recreation Committee – Councilor Moore |
| 2. Planning Board – Councilor Fellows | 6. County Budget Committee – Councilors
Moore/Lunt |
| 3. Lisbon Development Committee – Councilor Smith | 7. Library Governing Board – Councilor Lunt |
| 4. Conservation Commission – Councilor Moore | 8. Water Commission – Councilor Fellows |
| | 9. Finance Committee – Councilor Robishaw |

B. Discussion for Addition of Roads to ATV Access Routes

C. Discussion for Abandoned Building License Possibilities

D. Moxie Financial Update

E. Worumbo Discussion

F. (LID) Low Impact Development Ordinance Discussion

G. Town Manager's Report

H. Department Head Written Reports

9. APPOINTMENTS

2022-182 ORDER – Appointment to the Cemetery Committee

10. COUNCIL COMMUNICATIONS

11. AUDIENCE PARTICIPATION & RESPONSE NEW ITEMS

12. EXECUTIVE SESSION-

2022-183 ORDER – Per 1 M.R.S.A. § 405 (6) (A) Personnel Matters

13. ADJOURNMENT

2022-184 ORDER – To Adjourn

SUMMARY OF LISBON COUNCIL MEETING RULES

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

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

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



Town of Lisbon

Ryan McGee
Interim Town Manager

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

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MEMO

To: Town Council

From: Ryan McGee, Interim Town Manager

Subject: Recommendations

Date: August 16, 2022

Consent Agenda Items 2022 –171 A-K

- G. Victualer's Licenses for Little River Coffee and Elite Nutrition
- H. Set Public Hearing for September 6 for Medical Marijuana Establishment License for 207 Edibles and Victualer's License and Itinerant Vendor Permit for Kabayan Philippine Foods
- I. Positive Change Lisbon – Mass Gathering Permit
- J. Renewal Mobile Home Park License for Grimmels
- K. Road Name Request off of Ridge Road- 1st Choice- Willie's Way/2nd Choice Rocky Road

Agenda Item 2022 – 173 Community Resilience Partnership Resolution

WHEREAS, the Town of Lisbon will complete the Community Resilience Partnership's Community Resilience Self-Assessment and List of Community Actions, and hold community workshop(s) which will prioritize projects for implementation within 90 days of passing this resolution;

BE IT RESOLVED, the Town of Lisbon commits to participating in the Community Resilience Partnership, which supports community leadership in reducing greenhouse gas emissions and increasing resiliency to extreme weather and climate change impacts;

BE IT FURTHER RESOLVED, the Town of Lisbon designates the Lisbon Community Development Director to coordinate planning, implementation, and monitoring of energy and resilience projects and to be the primary point of contact to the Community Resilience Partnership.

IN WITNESS WHEREOF, We have here unto set our hands and caused the Seal of the Town of Lisbon, Maine to be affixed at Lisbon, Maine this 16th day of August, 2022.

Recommendation

To adopt the Resolution as presented.

Agenda Item 2022 – 174 Updates to Town Policies

PART II – TOWN COUNCIL RULES, REGULATIONS AND POLICIES (only requires Council adoption)
Chapter 86 – FINANCIAL MATTERS
ARTICLE I. IN GENERAL

Sec. 86-6. - Policy on treasurer's disbursement warrants for school employees wages and benefits.

(a)

Purpose. This policy allows designated municipal officers (councilors), acting on behalf of the full board of municipal officers, to review, approve, and sign school disbursement warrants for wages and benefits only. Policy is additional to, not in lieu of, majority power. Nothing in this policy is intended to replace the authority of the full board of municipal officers, acting by majority vote, to act on any disbursement warrant, including warrants for wages and benefits. An electronic signature made in accordance with 10 M.R.S. ch. 1051 is acceptable for signature of disbursement warrants.

Sec. 86-7. - Policy on treasurer's disbursement warrants for municipal employee wages, benefits, and state fees.

(a)

Purpose. This policy allows designated municipal officers (councilors), acting on behalf of the full board of municipal officers, to review, approve, and sign municipal treasurer's disbursement warrants for wages, benefits, and state fees only. Policy is additional to, not in lieu of, majority power. Nothing in this policy is intended to replace the authority of the full board of municipal officers, acting by majority vote, to act on any treasurer's warrant, including warrants for wages and benefits. An electronic signature made in accordance with 10 M.R.S. ch. 1051 is acceptable for signature of disbursement warrants

***Maine law states an electronic signature must be recognized the same as an ink signature (Title 10 Section 9407).

ARTICLE II. PURCHASING POLICY¹

Sec. 86-31. Purpose.

- (a) *Introduction.* This article establishes guidelines for the purchase of equipment, supplies and services for the town.
- (b) *Purpose.* The purpose of this article is to standardize the purchasing procedures for the town, thereby increasing savings of taxpayers' money and to set forth the duties and responsibilities of the department heads.

(T.M. of 12-4-2007, § 2007-218; C.M. of 11-18-2014, V. 2014-247)

Sec. 86-31a. Budget and expense responsibility.

The responsibility of the entire town budget and expenses resides with the town manager and finance director. The town manager is solely accountable to the town council as identified in the Charter. Each department head is responsible and accountable for his or her department's budget and expenses regardless of expenditures initiated by those identified in section 86-41.

(T.M. of 12-4-2007, § 2007-218; C.M. of 11-18-2014, V. 2014-247; C.M. of 5-19-2020, V. 2020-97)

¹Editor's note(s)—At the town council meeting of Dec. 4, 2007, the purchasing policy in Art. II was amended in its entirety to read as herein set out. Former Art. II, §§ 86-31—86-42, pertained to similar subject matter, and derived from a selectman ordinance of July 7, 1992, §§ A—K; and selectman ordinance of Oct. 20, 1998.

Sec. 86-31b. Payments and obligations prohibited.

- (a) *Payments.* No payment shall be made or obligation incurred against any appropriation except in accordance with appropriations duly made and unless the town manager/finance director or the town council first discerns that there is sufficient unencumbered balances within the total departmental or cost center appropriation and that sufficient funds there from are or will be available to cover the claim or meet the obligation when it becomes due and payable.
- (b) *Violations.* Any authorization of payment or incurring of obligations in violation of the provisions of this policy shall be void and any payment so made illegal, such action shall be cause for removal of any department head who knowingly authorized or made such payment or incurred such obligation, and such department head shall be liable to the town for any amount so paid; provided, however, that no provision of this policy shall be construed to prevent the town from making or authorizing payments or making contracts for capital improvements to be financed wholly or partly by the issuance of bonds or to prevent the making of any contract or lease providing for payments beyond that end of the fiscal year, provided that such action is made or approved by ordinance and is not in violation of state or federal law.

(T.M. of 12-4-2007, § 2007-218; C.M. of 11-18-2014, V. 2014-247; C.M. of 5-19-2020, V. 2020-97)

Sec. 86-32. Small purchases.

Purchases up to \$5,000.00 shall be authorized by the department heads choosing the best value, taking into consideration price, local market availability and quality of merchandise as long as the dollars have been appropriated.

Purchases or contracts ~~for good or services~~ in excess of ~~\$1,000~~ \$5,000 shall require purchase order approval by the town manager or finance director.

(T.M. of 12-4-2007, § 2007-218; C.M. of 11-18-2014, V. 2014-247; C.M. of 5-19-2020, V. 2020-97)

Sec. 86-33. Purchases of \$5000—\$25,000- three quotes required.

Whenever a purchase or contract exceeds ~~\$5,000.00-\$5,000~~, but is \$25,000 or less, the department head shall obtain a minimum of three (3) written quotes shall be obtained from vendors. The vendor names and specifics for all quotes shall be clearly identified. Email or online quotations shall be accepted.

Award of three (3) quote purchases shall be made by the department head in consultation with the town manager/finance director as outlined below:

For vendors to be set up in accounts payable, the quotes shall be attached to the PO requisition to be submitted for town manager/finance director approval. In the event that three (3) quotes cannot be obtained, (sole source or limited market, unavailability etc.) the specific shall be summarized in the purchase order requisition content for consideration/approval by the town manager or finance director.

In the event that the lowest quote is from a vendor not yet set up in accounts payable, the specifics of the request shall be summarized by the department head in writing to the town manager/finance director for consideration. If approved, the vendor shall provide a W9 Form to Accounts Payable to be set up as an established vendor in the town's accounting system; if services are to be performed on town property, the vendor must also provide a Certificate of Liability Insurance prior to the date of service. In

the event that the vendor requires a signed purchase order to secure the purchase, a purchase order is to be printed and signed by either the finance director or the town manager.

(C.M. of 5-19-2020, V. 2020-97)

Editor's note(s)—C.M. of 5-19-2020, V. 2020-97, adopted May 19, 2020, repealed the former § 86-33, and enacted a new § 86-33 as set out herein. The former § 86-33 pertained to informal bidding and derived from T.M. of 12-4-2007, § 2007-218; C.M. of 11-18-2014, V. 2014-247.

Sec. 86-34. Purchases in excess of ~~\$20,001~~ \$25,000 formal bids required.

- (a) Purchases and contracts in excess of ~~\$10,001.00~~ \$25,000.00 shall require the use of the bid process in this section.
- (b) Notice of invitation to bid shall be published on the town website and distributed electronically or by mail to a qualified bidders list. Notification should be made whenever possible at least five days preceding the last day acceptable for the receipt of bids. In addition to the invitation to bid, each prospective bidder will be furnished a specification sheet as deemed necessary by the town manager.
- (c) Bids shall be submitted, sealed and identified as "BIDS" on the envelope. They shall be opened in public at the time and the place stated, and the bid results and tabulation shall be available for public inspection. The town manager or town council, where appropriate, will have the authority to waive the formalities of this bidding process should it be determined to be in the town's best interest.
- (d) Where deemed necessary by the town manager or town council, bid deposits may be prescribed. Unsuccessful bidders shall be entitled to a return of the deposit, while the successful bidder shall forfeit the bid deposit upon failure on their behalf to enter into a contract within 30 days after the award.
- (e) Before entering into a contract, for projects in excess of \$50,000 the town manager or town council shall have the authority to require performance bonds in such amounts as they may determine necessary to protect the best interests of the town. For projects in excess of \$100,000 where any portion is Federally or State Funded, performance bonding will be required.
- (f) All Formal Bid purchases in excess of ~~\$10,001.00~~ \$25,000 shall require the approval of the town council.
- (g) Purchases by competitive bidding—Waiver. The requirement of competitive bidding may be waived by a vote of the council upon recommendation by the town manager when he/she determines that quality, expertise, time factors, or other important considerations outweigh the possible benefits of bidding or requesting proposals.

The competitive bidding requirement may not be waived when legally required by a contract, grant award, or other types of financial assistance. This includes awards made by the State of Maine, federal government, county government, or any other agency providing assistance to the town where competitive bidding is required. Additionally, competitive bidding may not be waived by the town or any of its departments when required by state or federal statute, rule, or regulation.

- (h) All purchases with funds provided by the State or Federal Government in whole or in part will be required to go through the formal competitive bidding process regardless of the amount of the purchase.
- (i) For projects to be paid for in whole or in part with Federal Grant funds where a specific entity is being considered, staff must make a determination between Federal Grant sub-recipient and

Contractor (vendor) status using the Federal Governments resources. Sub-recipient designated entities are prohibited from also being awarded a contract for the same grant they were designated sub-recipient status.

The department head shall document any sub-recipient designations for services to be communicated to the town manager.

- (j) All necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firm are included in all bid notifications shall be made. Further, bid specifications shall require language requiring the same affirmative steps of contractors who subcontract.

(C.M. of 5-19-2020, V. 2020-97)

Editor's note(s)—C.M. of 5-19-2020, V. 2020-97, adopted May 19, 2020, repealed the former § 86-34, and enacted a new § 86-34 as set out herein. The former § 86-34 pertained to formal bidding and derived from T.M. of 12-4-2007, § 2007-218; C.M. of 10-4-2011, V. 2011-186; C.M. of 11-18-2014, V. 2014-247; C.M. of 12-16-2014, V. 2014-274; C.M. of 2-2-2016, V. 2016-15.

Sec. 86-34.5. Disqualification from bidding.

Bidders or vendors may be disqualified from bidding on contracts with the town or providing products or services to the town if the bidder or vendor is delinquent with tax payments and/or other debts or liabilities are owed to the town or has failed to successfully complete a previous contract with the town, the town, quasi-governmental agencies affiliated with the town such as the water department, or the town's revolving loan programs. The town shall require bidders and vendors to make payment in full, or to enter into payment arrangements satisfactory to the town manager, before considering any bid or quote from a delinquent bidder or vendor. Vendors and bidders will be informed that a condition of doing business with the town is that any monies owed for taxes, water/sewer, fines, general billing, debts, etc., will be withheld from any payments made to the vendor through the AP process.

Any vendor, who currently does business with the Town of Lisbon and has a delinquent tax or other liability with the town, will have their payments for goods and services offset by amounts that the vendor owes to the Town of Lisbon.

(C.M. of 1-19-2016, V. 2016-10)

Section 86-35

Exceptions to required competitive process. The requirement of a competitive process set forth in subsection (b) above may be waived by the Town manager, in his or her discretion, if one (1) or more of the following conditions are met, provided that all other provisions set forth in subsection (b) above are met, and the Finance Director has certified that funds are available for such procurement:

- (a) The procurement is of computer equipment, computer software, repair parts, travel, transportation, maintenance contracts and similar purchases to the extent specified by rule of the Director of Finance; or
- (b) The procurement is of used vehicles and equipment.

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- (c) The town may participate in a cooperative or collective purchasing arrangement or group buy sponsored by a governmental agency, inside or outside of Maine, when determined by the town manager to be in the best interest of the town and is confirmed by the town council.
 - (d) Unless otherwise prohibited by applicable state or federal law, the town manager may authorize a contract or purchase of supplies, materials and/or services in any amount without any competitive process if: (a) The finance director certifies that funds are available for said procurement; and (b) The town manager makes a written finding that said supplier, contractor or consultant is the sole available source for said goods or services, and the basis for said finding.
 - (e) All sales source contracts must be approved by the town council.

Sec. 86-36. Emergency public purchases and/or repairs.

Purchases deemed either Emergency or Public Emergency purchases and repairs shall be approved by the Town Manager and may not be subject to three (3) quotes or formal bid process. All approved emergency or Public Exigency purchases and repairs in excess of ~~\$10,000~~ \$25,000 shall be documented and summarized for the Town Council in a timely manner.

(T.M. of 12-4-2007, § 2007-218; C.M. of 11-18-2014, V. 2014-247; C.M. of 5-19-2020, V. 2020-97)

Sec. 86-37. Local bidding preference.

Local vendors shall be granted preferential treatment when all bids received are for the same total amount or on a unit cost basis reflect the same pricing with quality and service being equal.

(T.M. of 12-4-2007, § 2007-218; C.M. of 11-18-2014, V. 2014-247; C.M. of 5-19-2020, V. 2020-97)

Sec. 86-38. Bid most advantageous to the town.

Contracts shall be awarded to the lowest responsible bidder. In addition to price, the following may be considered in determining the lowest responsible bidder:

- (a) The ability, capacity and skill of the bidder to perform the contract or provide the service required;
- (b) Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference;
- (c) The character, integrity, reputation, judgement, experience and efficiency of the bidder;
- (d) The quality of performance of previous contracts or services;
- (e) The previous and existing compliance by the bidder with laws and ordinance relating to the contract or services;
- (f) The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the services;
- (g) The quality, availability and adaptability of the supplies or contractual services to the particular use required;
- (h) The ability of the bidder to provide maintenance and service for the use of the subject of the contract; and
- (i) The number and the scope of the conditions attached to the bid.

When federally funded bids contain a variety of criteria to be evaluated, the selection process should include a matrix ranking the criteria by weight of importance. Evaluation and ranking criteria must be included in the RFP to prospective bidders.

Prior to the award of any Federal funded bids, the town manager/finance director will check www.SAM.gov to confirm that the low bidder is not on the federal debarred or ineligible contractors list. Ineligible or debarred bidders cannot be awarded federally funded project contracts.

In the event of a tie bid:

- A. Non-Federal funded bids: if all bids received are for the same total amount or unit price, quality and service being equal, the contract shall be awarded first to a local bidder and second to an in-state bidder. If neither of the above applies, the contract shall be awarded to one of the tie bidders by drawing lots in public.
- B. Federal funded bids: If all bids received are for the same total amount or unit price, quality and service being equal, the contract shall be awarded first to any identified local disadvantaged business and, if none, then by public drawing of lots to decide who receives the bid award.

When the award is not given to the lowest bidder, a statement of reasons for placing the bid elsewhere shall be prepared and filed with the papers relating to the transaction.

(T.M. of 12-4-2007, § 2007-218; C.M. of 11-18-2014, V. 2014-247; C.M. of 5-19-2020, V. 2020-97)

Sec. 86-39. Duties of the department heads.

All department heads shall:

- (1) Determine acceptable quality of commodities and supplies to be purchased.
- (2) Cooperate with the town manager in establishing lists of approved specifications and vendors.
- (3) Share knowledge of special factors which will implement a policy designed to enable the town to minimize cost and maximize quality.

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- (4) Supply the town manager with a list of estimated annual requirements of frequently used supplies, thereby fostering group purchasing.
 - (5) Prepare requisitions with an eye toward group purchasing and keep corresponding records to facilitate correct accounting charges.
 - (6) Be empowered to reject any unacceptable supply or commodity on the grounds of high cost or low quality, and provide the town manager a written detailed report of any rejection.
 - (7) Report to the town manager all of the following:
 - a. Items beyond use.
 - b. Items being replaced or to be replaced.
 - c. Items no longer in use to his department operations.
 - d. Equipment or materials that are obsolete or surplus assets, to be reported to the town manager for appropriate disposition instructions.

(T.M. of 12-4-2007, § 2007-218; C.M. of 11-18-2014, V. 2014-247)

Sec. 86-40. Ethics in public contracting.

- (a) *Employee conflict of interest.* It shall be unethical for any town employee to participate directly or indirectly in a procurement contract when the town employee knows that the town employee or any member of the town employee's immediate family has a financial interest pertaining to that procurement contract.
- (b) *Gratuities and kickbacks.* No person and no town employee may accept any payment, gratuity or offer of employment for himself or his immediate family in connection with any part of a town purchase or contract.
- (c) *Waiver of conflict of interest.* The town council may grant a waiver of the conflict of interest provision upon making a written determination that:
 - (1) The financial interest of the town employee has been publicly disclosed.
 - (2) The town employee will be able to perform his procurement functions without actual or apparent bias or favoritism.
 - (3) The award will be in the best interest of the town.
- (d) *Use of confidential information.* No employee or former employee may knowingly to use confidential information for actual or anticipated personal gain or for the actual or anticipated personal gain of any other person.
- (e) *Sanctions.*
 - (1) *Employees.* The town manager may impose any one or more of the following sanctions of a town employee for violations of the standards in this article:
 - a. Oral or written warnings or reprimands.
 - b. Suspensions with or without pay for a specified period of time.
 - c. Termination of employment.
 - (2) *Nonemployee.* The town council and/or town manager may impose any one or more of the following sanctions on a nonemployee for violations of the ethical standards:
 - a. Written warning or reprimands.
 - b. Termination of contracts.

(T.M. of 12-4-2007, § 2007-218; C.M. of 11-18-2014, V. 2014-247)

Sec. 86-41. Purchase order authorization.

The persons authorized to submit purchase orders for their respective departments shall be as listed below:

- (1) Town manager.
 - a. Town manager.
 - b. Assistant town manager
 - c. Human resources director
 - d. Administrative assistant.
- (2) Public works.
 - a. Public works director.
 - b. Administrative assistant.
 - c. Chief mechanic.
 - d. Foreman.
 - e. Operations manager.
- (3) Police.
 - a. Police chief.
 - b. Lieutenant.
 - c. Administrative assistant.
- (4) Fire department.
 - a. Fire chief.
- (5) Economic development.
 - a. Economic development director.
- (6) Code enforcement.
 - a. Code enforcement officer.
- (7) General assistance.
 - a. Deputy welfare director.
- (8) Finance.
 - a. Finance director.
 - b. Accounts payable clerk (master purchase order only).
 - c. Tax collector (as it relates to taxes only).
 - d. Deputy Tax Collector (as it relates to taxes only).
- (9) Parks and recreation.
 - a. Director of parks and recreation.
 - b. Assistant Parks and Recreation Director
 - c. Administrative Assistant
- (10) Town clerk.
 - a. Town clerk.

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- (11) Assessing.
 - a. Assessor.
 - (12) Sewer department.
 - a. Superintendent. (i.e. Engineer).
 - b. Operations manager.
 - (13) Lisbon Falls Library.
 - a. Librarian.
 - b. Assistant Library Director
 - (14) Health officer.
 - a. Health officer.
 - (15) Reserved.
 - (16) Reserved.
 - (17) Solid waste.
 - a. Director.
 - b. Foreman.
 - c. Administrative assistant.

Note: All purchase orders need to be signed/approved by the department head or in his/her absence the established subordinate in command. If both are unavailable, an administrative assistant may sign any purchase order under \$100.00. Any amount above \$100.00 requires either the town manager's signature or written approval from the town manager for the administrative assistant to sign the purchase order with an explanation as to why the department head or subordinate was not available.

(T.M. of 12-4-2007, § 2007-218; C.M. of 11-18-2014, V. 2014-247; C.M. of 5-19-2020, V. 2020-97)

Sec. 86-42. Distribution of purchase orders.

- (a) A copy of a purchase order, or the purchase order number, will be given to the vendor and will be retained by the vendor as the vendor's authorization to ship the equipment or supplies or perform the services specified.
- (b) A second copy will be given to accounts payable.
- (c) A third copy will be held by the department head until the goods are received. The purchase order with all appropriate signatures and invoice is then sent to the accounts payable clerk and processed for the next warrant for payment.
- (d) A fourth copy can be retained by the respective department.

(T.M. of 12-4-2007, § 2007-218; C.M. of 7-1-2014, V. 2014-115; C.M. of 11-18-2014, V. 2014-247)

Sec. 86-43. Petty cash.

The finance director will supply the departments as he/she deems necessary with a petty cash fund for the departments use on miscellaneous items. The amount of petty cash will not exceed \$100.00 for any one department. Department heads are required to retain receipts for all purchases. In order to have the petty cash fund replenished the department head is required to process a purchase order identifying all purchases, amounts and the actual master receipt for each purchase. When the purchase order is processed through the cycle the finance director will provide the petty cash as identified in the purchase order. The department head is fully accountable to the finance director for the management of these funds. Should petty cash be

used inappropriately then the finance director will bring this misuse of funds to the attention of the town manager for the appropriate disciplinary action as identified in section 86-31b.

(T.M. of 12-4-2007, § 2007-218; C.M. of 11-18-2014, V. 2014-247)

Sec. 86-44. Grants.

There are two types of grants 1) grants that require a large match which is greater than what the town carries for a grant match budget. These types of grants will require council approval or possibly town approval depending on the size of the town matching funds required. These types of grants would be considered unbudgeted and would require a special appropriation within the confines of the charter; 2) grants that fall within what the town carries for grant match budget. These grants are considered budgeted as the council has budgeted funds in the current fiscal year to address grants that become available in the current fiscal year. These grants must also be approved by town council prior to submitting for the grant. This is required to make sure that when the grant money expires and there is a requirement to continue funding the activity or equipment, which will be 100 percent by the town, that this continued expenditure is a true benefit to the community and does not become a burden to the taxpayer. **The sole exception being for grants that do not require a matching contribution which may be applied for at the town manager's discretion without council approval.**

The intent is to make sure that council is aware and approves of all grants and the expenditures for that grant so as not to create an unnecessary liability for the town. The town manager is accountable to insure that department heads seek both town manager and town council approval prior to applying for any grant either funded or unfunded.

(T.M. of 12-4-2007, § 2007-218; C.M. of 11-18-2014, V. 2014-247)

Sec. 86-45. Credit card use.

The town shall allow departments to purchase goods and services directly from vendors with a credit card when those items are needed, when it is not expedient, practical, or desirable to have either a check or cash available when payment is demanded. Credit cards shall not be used to circumvent the general purchasing procedures required by the policies of the Town of Lisbon.

The finance office will select a company to use to obtain the necessary credit cards and establish a line of credit with that company. Consideration will be given to a company who can meet the general purchasing needs of the various town departments and the billing and payment requirements of the town.

The finance office will establish appropriate credit limits for each card, recognizing that individual cards may vary with the types of goods and services which are anticipated to be acquired.

The use of this card is restricted for the Town of Lisbon to acquire goods and services which are appropriate for the conduct of the town's business.

Each department head is responsible for the use of the cards by their department. The department head is responsible to make sure that any charges are authorized town expenditures and that adequate monies are available within the department's approved budget.

No personal expenditures are allowed by employees with the credit cards, even if the intent is to re-pay the town at a future point.

Credit card bills submitted to the finance office for payment must include supporting documentation, such as receipts and invoices, which clearly show what goods and services were purchased using the credit card.

The persons authorized to be issued credit cards for their respective departments shall be as listed below:

- (1) Town manager;
 - a. Assistant town manager
- (2) Public works director;

-
- a. Public works operations manager;
 - (3) Police chief;
 - (4) Fire chief;
 - (5) Economic development director;
 - (6) Parks and recreation director;
 - (7) Reserved;
 - (8) Librarian;
 - (9) Finance director.

(C.M. of 11-18-2014, V. 2014-247; C.M. of 5-19-2020, V. 2020-97)

Secs. 86-46—86-70. Reserved.

Sec. 90-10. Employees exempt from Fair Labor Standards Act.

The salaried employees having the following job titles are considered to be exempt from overtime and certain other provisions of the federal Fair Labor Standards Act because they meet the tests for either executive, administrative, or professional positions:

Town manager.

Assistant town manager

Parks and recreation director.

Finance director.

Assessor.

Public works director.

Code enforcement officer.

Fire chief.

Police chief.

Director of economic and community development.

Library director.

Town clerk.

Tax collector.

Treasurer.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159; C.M. of 1-5-2021, V. 2021-04)

Sec. 90-39. Residency requirements for emergency personnel.

All emergency personnel shall be required to locate their primary residence within a ~~20~~ **45**-minute response time; said response time to be measured at normal speeds and under normal road conditions.

(Sel. Ord. of 3-5-02; § 5.161; T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

The Police Dept currently has a 45-minute residential clause in their union contract. Which means this policy doesn't apply to them. It currently only applies to the Police Chief, Police Lieutenant, Fire Chief and Fire Department. The on-call fighters should have a residential

requirement closer to the town than 20 minutes. They are still the primary force of the department and time is critical.

Many communities have gotten rid of their requirements in order to recruit and maintain staffing.

I recommend the following content to this policy:

Emergency personnel covered under a bargaining agreement, shall live within the constraints of their contract.

Full time emergency personnel not covered under a bargaining agreement shall not live any further than the longest allowed distance, as determined by any emergency service bargaining agreement.

Fire Department on call firefighters shall live within the Town of Lisbon, or no further than 1 travel mile over the town line.

Recommendation

To adopt the Policy Changes as presented.

Agenda Item 2022 – 175

Town Manager Authorization to sign Access and Removal Agreement for Upper Dam Project

ACCESS AGREEMENT

This ACCESS AGREEMENT ("Agreement") is entered into on August 16, 2022 (the "Effective Date") by and between the Town of Lisbon, Maine ("Lisbon") and the Maine Department of Marine Resources and (the "DMR").

R E C I T A L S

WHEREAS, Lisbon is the owner of the real property and improvements located in Lisbon, Maine, such parcels being described on the Town of Lisbon Tax Maps as: Map U19, Lot 117; and Map U18, Lot 001 (the "Property");

WHEREAS, with the use of funding obtained by DMR from the National Fish and Wildlife Foundation, DMR wishes to remove the Upper dam, adjacent retaining walls, water control structure and dam materials from the site, as defined below, at the Property; and

WHEREAS, pursuant to 12 M.R.S. section 6121(7), the Commissioner of DMR has the authority to enter upon any private land in order to examine fishways in dams or other artificial obstructions and to examine dams in accordance with 12 M.R.S. section 6121(2); and

WHEREAS, subject to the terms of this Agreement, Lisbon consents to DMR's access to the Property to remove the dam, adjacent retaining walls, water control structure(s) and other materials associated with the dam at the site.

NOW THEREFORE, in consideration of the foregoing and of the covenants, promises and undertakings set forth herein, the receipt of which is hereby acknowledged, Lisbon and DMR agree as

follows:

1. **Access to Property.** Lisbon hereby grants to DMR and its employees, agents, affiliates, consultants, representatives, contractors or subcontractors a temporary right and license during the term noted in Section 4 to enter upon the Property as is necessary to complete the work described in Paragraph 2, below ("Scope of Work"). The right of access shall include the use of vehicles and other equipment as determined necessary by DMR, in its sole discretion, to complete the work described in the Scope of Work. For the purposes of this Agreement the term "Contractors" includes Atlantic Salmon Federation, Linkel Construction, and their respective subcontractors.
2. **Scope of Work.** DMR and its Contractors will enter the Property to remove the Upper dam, adjacent retaining walls, water control structure(s) and other materials associated with the dam. The work also includes, but is not limited to: sampling, evaluation and analysis to determine whether hazardous materials are in sediments on the Property; and surveying and site visits in support of engineering and design plans for dam removal. During the work, DMR and its Contractors shall comply with applicable laws, regulations and occupational safety protocols. Upon completion of the work, DMR shall remove from the Property all of the removed materials and all debris, tools, temporary structures, and excess materials ("clean-up").
3. **Prior Notice.** DMR shall notify Lisbon at least two (2) business days prior to entering the Property. Electronic notification shall be sufficient so long as receipt is confirmed. Work on the Property performed by DMR and its Contractors shall be conducted during normal business hours, unless otherwise agreed to by Lisbon.
4. **Disposal of Materials.** Lisbon further grants the right for DMR and its Contractors to dispose of demolition materials related to the Scope of Work at such municipal property as may be designated from time to time by the Town Manager and/or his/her designee, at a rate of \$100 per standard dump truck load. Materials disposed of shall be limited to concrete, rock, dirt and natural materials and free of any hazardous materials or contaminants.
5. **Term of Access.** This Agreement shall take effect on the Effective Date and shall terminate upon completion of all work relating to the removal of the dam, adjacent retaining walls, water control structure(s) and other materials associated with the dam at the site, and completion of all clean-up of the Property.
6. **Entire Agreement.** This Agreement fully sets forth all agreements and understandings of Lisbon and DMR with respect to the subject matter hereof, whether oral or written, and may not be amended except in a writing signed by DMR and Lisbon.
7. **Governing Law.** This Agreement is governed by the laws of the State of Maine without application of choice of law or conflict of law, including, without limitation, 12 M.R.S., chapter 605 subchapter 4.
8. **Execution of Counterparts.** This Access Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which shall constitute the same agreement. If counterparts are employed, the "Effective Date" of this Agreement will be the date upon which the last of each of the counterparts has been executed.
9. **Assignment; Third Party Beneficiaries.** Neither the entry of this Agreement or any action taken by DMR hereunder shall create any third-party beneficiary or third-party beneficiary rights.
10. **Notices.** Any notices required by this Agreement shall be in writing and transmitted to the addresses below. All notices are effective upon receipt or refusal of receipt.

Recommendation

To authorize the Town Manager and Town Attorney to finalize, and the Town Manager to execute an agreement with the Maine Department of Marine Resources for removal of the Upper Dam, in substantially the form as that presented to the Council with the agenda, provided that the contractor has provided updated proof of insurance naming the Town as an additional insured for the work.”

Agenda Item 2022 – 176 Council Resolution for Ferry Road/Village Street Project

WHEREAS, On September 7, 2021 the Town Council duly adopted an Order titled “Order Authorizing the Town of Lisbon to Issue Up To \$2,800,00 in Bonds to Finance the Reconstruction of a Portion of the Ferry Road and Related Improvements” (the “Order”), which authorized the issuance of bonds for the purpose of financing “the reconstruction of approximately 2.5 miles of the Ferry Road from the intersection of Ferry and Marshall Roads extending to the river bend area, and related improvements,” (the Project), and

WHEREAS, at a referendum election duly called and held by the Town on November 2, 2021 the voters approved the adoption of the Order and authorized the issuance of a general obligation bond of the Town to finance the same, and

WHEREAS, on May 19, 2022 the Town issued its 2022 General Obligation Road Bond (the “Bond”) to finance the Project, and

WHEREAS, the initial portions of the Project, constituting road reconstruction of the Ferry Road from the intersection of Ferry and Marshall Roads to approximately the intersection of Ferry Road and the Pinewoods Road, have been substantially completed at a cost of approximately \$1.5 million dollars, and

WHEREAS, the Town Council desires to extend the road reconstruction beyond Pinewoods Road intersection into the river bend area consistent with the Project as described in the Order and approved by the voters, and

WHEREAS, the Town has received a proposal from Olver and Associates dated June 20, 2022 (the “Proposal”) which would extend the construction work from its current terminus into the Village Street area and undertake related improvements at a cost of approximately \$482,000,

NOW, THEREFORE, be it voted and resolved by the Town Council of the Town of Lisbon that:

RESOLVED: The extension of the Project into the Village Street area according to the terms of the Proposal (the “Extension”) is an integral part of the Project and is directly related to the improvements described in the Order and approved by the voters, and

RESOLVED: The use of proceeds of the Bond to finance the Extension is hereby approved, and

RESOLVED: The Town Manager, Assistant Town Manager, Treasurer, Clerk and other municipal officers of the Town are hereby authorized and instructed to contract with Olver and Associates to undertake the Extension, and to sign such documents, certificates, contracts and related materials as they deem reasonable in order to carry out the purposes of these Resolutions.

Recommendation

That the Council sign the attached Council Resolution to authorize the extension of the current Ferry Road Reconstruction project to include the extended scope of work into the Village Street area as presented in the Olver Associates proposal dated June 22, 2022 to undertake related improvements at a cost of approximately \$482,000

Agenda Item 2022 – 177 - ORDINANCE

Question 1 Bond Order for \$1,700,000 for the purpose of financing (2) Fire Trucks for a term not exceed 20 Years be approved and ratified—*First Reading*

We are asking the voters to authorize Financing up to \$1,700,000 for the purpose of purchasing (2) Fire Trucks.

Recommendation

Authorize Question 1 Bond Order: Shall an Ordinance Authorizing the Issuance of General Obligation Securities of the Town of Lisbon in an amount not to exceed \$1,700,000 for the purpose of financing (2) Fire Trucks for a term not exceed 20 Years be approved and ratified

Agenda Item 2022 – 179

Warrant for November 8, 2022 Annual Municipal & Referendum Election

**TOWN OF LISBON
WARRANT
NOVEMBER 8, 2022**

The annual warrant has been prepared for the Municipal Election on November 8, 2022. It contains Question 1, vacancies that are open on the Town Council, School Committee, and Water Commission. It also gives the Clerk permission to process absentee ballots as presented, along with setting the polling hours and location.

Recommendation

Approve the Annual Municipal and Referendum Warrant for the November 8, 2022 Election as presented.

Agenda Item 2022 – 180

FY 22 Carry Forward Accounts

The Finance Department received a late invoice from Morton Salt for an unpaid balance for salt from last winters' storms. Since we are in period #2 of the new fiscal year (FY23), I am asking for the funds to be carried forward from FY22 Winter Operations budget into FY23 to pay the amount due. The Winter Operations budget had \$37,585 remaining as an available budget as of June 30, 2022.

Recommendation

Authorize the Council to approve \$32,349 to be carried from FY22 into FY23 for Winter Operations Other Supplies to pay the outstanding invoice.

Agenda Item 2022 – 181
Police Department Request for Non-Matching Grant Funds for Radio Replacement

The police department has the opportunity to apply for Federal Funds through the FY 20 Byrne JAG Grant. The police department has been pre-allocated a total of \$2,723 in grant funding. This particular grant **does not require any matching funds**.

If approved, the police department will use the funding to purchase 4 portable Kenwood radios for our officers. The radios that we would replace are at the end of their useful life span and we would like to move forward using this grant funding.

The police department is requesting permission to apply for, accept, and spend any funding amount allotted through this grant process towards the above purchases.

Recommendation

Authorize the Interim Town Manager and Police Chief to apply for, accept, and spend any funding amount allotted through this grant process towards the purchase 4 portable Kenwood radios



TOWN OF LISBON

300 Lisbon Street, Lisbon, ME 04250

Agenda Item 4 A-C

Lisa M. Ward, Town Clerk

Lisa B. Smith, Deputy Clerk

PUBLIC HEARING

Notice is hereby given that the Lisbon Town Council intends to hold a public hearing on August 16, 2022 at 7:00 PM in the Town Office Public Meeting Room to hear comments on Business Licenses for the following:

Itinerant Vendor License for:

The Little Main Market LLC

Baylee Sleeper

Located at MTM Center

18 School Street

Lisbon Falls, Me 04252

Victualers Licenses for:

Little River Coffee

Megan Barnard

11 Union St. #11

Lisbon Falls, Me 04252

&

Elite Nutrition

Hartlie Grenier

8 Main St. Suite 1

Lisbon Falls, Me 04252

The public is invited to attend.

Lisa M. Ward, Town Clerk

22-8840

Constable's
Return Of Posting
State Of Maine

Lisbon,

Androscoggin, ss.

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

Date:

8/9/22


Constable, Town of Lisbon

Agenda Date: 08/16/2022		
Date	Brenda Martin	Municipal Accts Payable
7/22/2022	7152022	\$ 31,828.59
7/22/2022	7222022	\$ 7,228.12
8/5/2022	072722OY	\$ 69,953.52
8/5/2022	07282022	\$ 12,261.15
8/5/2022	8022022	\$ 257,768.68
8/9/2022	8082022	\$ 20,382.64
		\$ 399,422.70

Date	Rebecca Hayslip	Municipal Payroll Warrants
7/13/2022	220714	\$ 201,832.27
7/14/2022	0714CO	\$ 1,270.27
7/13/2022	2207W1	\$ 17,803.58
7/26/2022	220728	\$ 256,200.46
7/26/2022	2207W2	\$ 16,937.60
7/26/2022	2207MI	\$ 1,079.04
8/9/2022	220811	\$ 185,267.64
8/9/2022	2208W1	\$ 16,894.85
		\$ 697,285.71

Date	Louise Levesque	School Accts Payable
7/15/2022	2301	\$ 406,360.72
7/29/2022	2302	\$ 97,789.34
8/12/2022	2303	\$ 58,691.94
		\$ 562,842.00

Date	Eva Huston	School Payroll Warrants
7/13/2022	1003	\$ 34,893.60
7/13/2022	1004	\$ 15,996.58
7/13/2022	1005	\$ 69.44
7/20/2022	1006	\$ 305,644.23
7/20/2022	1007	\$ 10,953.39
7/20/2022	1008	\$ 1,453.90
7/25/2022	1009	\$ 16,085.46
7/25/2022	1010	\$ 25.00
8/2/2022	1011	\$ 308,201.79
8/2/2022	1012	\$ 10,893.63
8/2/2022	1013	\$ 33,984.92
8/9/2022	1014	\$ 16,041.02
8/9/2022	1015	\$ 25.00
8/9/2022	1016	\$ 732.57
8/9/2022	1017	\$ 104,056.39
8/9/2022	1018	\$ 151.74
8/9/2022	1019	\$ 220,024.35
7/13/2022	1163	\$ 744.11
7/13/2022	1164	\$ 106,365.35
7/13/2022	1165	\$ 151.74
7/13/2022	1166	\$ 246,195.39
7/13/2022	1167	\$ 1,125.60
7/20/2022	5	\$ 2,395.29
		\$ 1,436,210.49



**TOWN COUNCIL
MEETING MINUTES
JULY 12, 2022
LISBON TOWN OFFICE**

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

CALL TO ORDER. The Chairman, Fern Larochelle, called the meeting to order and led the Pledge of Allegiance to the Flag at 7:00 PM.

ROLL CALL. Members present were Councilors Fellows, Lunt, Larochelle, Robishaw, Smith, Cain and Moore. Also present were Ryan McGee, Interim Town Manager; Glenn Michalowski, Assistant Town Manager; Nate LeClair, Fire Chief; Ross Cunningham, Economic & Community Development Director; Kayla Tierney, Finance Director; Kristin Collins and Steve Langsdorf, Legal Counsel; Bill Kuhl, Planning Board Chair; and approximately 15 citizens in the audience.

GOOD NEWS & RECOGNITION

Ross Cunningham presented an update for the Blues Festival that was held in June. He reviewed the process and noted that there were multiple locations for the ticketed event, with 25 bands on different stages at different times. He said 2,200 tickets were sold and there was good social media feedback. He reported that Flux Restaurant, Frank's Restaurant & Pub, Olive Pit Brewing, and the Railroad Pub all saw very high sales. He said other businesses who were not involved directly with the Festival also saw sales increases for that day. He said there were no notable Police or Fire events and stated we could not have done this better.

Councilor Robishaw presented a framed Blues Festival 2022 poster to Kevin Kimball, the Festival organizer. Mr. Kimball thanked the Town for its assistance and participation in the Festival. He asked if the Town would like to host the Festival again in 2023 and the Council was in general agreement. Mr. Kimball said the crossing guard for the Festival was the best \$365.00 they ever spent.

The Chairman introduced the Town's new Legal Counsel, Kristin Collins and Steve Langsdorf from the Law Firm Preti-Flaherty. Ms. Collins stated the firm serves 25 other towns and specializes in Council-led towns. Mr. Langsdorf said he formed the municipal law part of the practice and they have specialists in every field.

PUBLIC HEARINGS

**AMEND CHAPTER 70, SECTIONS 361 & 536 DIMENSIONAL REQUIREMENTS (ROSII) AND SECTION
70-362 (2) PERFORMANCE OR LAND USE STANDARDS**

The Chairman opened the Hearing. Seeing no speakers, the Chairman closed the Hearing.

REMOTE MEETING POLICY FOR TOWN COUNCIL

The Chairman opened the Hearing. Seeing no speakers, the Chairman closed the Hearing.

ITINERANT VENDOR PERMIT

TRANSIENT SELLER ANDRIAS ADAMSON – THE SOUTHWESTERN COMPANY

The Chairman opened the Hearing. Seeing no speakers, the Chairman closed the Hearing.

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS – NONE

CONSENT AGENDA

VOTE (2022-159) Councilor Fellows, seconded by Councilor Lunt, moved to approve the Consent Agenda items as presented:

- A. Municipal Accounts Payable Warrants - \$689,717.93
- B. Municipal Payroll Warrants - \$252,023.62
- C. School Accounts Payable Warrants - \$691,011.78
- D. School Payroll Warrants – \$779,281.19

- E. Minutes of June 7, 2022 and June 21, 2022
- F. Itinerant Vendor Permit for Transient Seller Andrias Adamson – The Southwestern Company
- G. Set Public Hearing for August 16th for an Itinerant Vendor Permit for The Little Maine Market, LLC, and Victualer's Licenses for Little River Coffee and Elite Nutrition.

Order passed - Vote 7-0.

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

REMOTE MEETING POLICY FOR TOWN COUNCIL

Pursuant to 1 M.R.S. § 403-8, and after public notice and hearing, the Lisbon Town Council adopts the following policy to govern the participation, via remote methods, of members of the Lisbon Town Council and the public in the public proceedings or meetings of that body.

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

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

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

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

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

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

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

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

The Lisbon Town Council will not restrict public attendance to remote methods except in the case of an emergency or urgent issue that requires the entire body to meet using remote methods of attendance. During periods when even any single member participates remotely, a method for remote commenting electronically for the public shall be provided in addition to the availability of an in-person participation opportunity as is the norm. In this case, remote input from the public shall be by

e-mail to a designated address which will also be provided in accordance with 1 M.R.S. § 406 and any applicable charter, ordinance, policy, or bylaw. All conditions shall be noted in all meeting documents and materials in advance of the meeting.

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

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

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

INTRODUCTION: The Chairman stated that Council has examined and scrutinized this policy. There was no further discussion.

VOTE (2022-160) Councilor Fellows, seconded by Councilor Robishaw, moved to accept the Town Council Remote Meeting Policy as presented and to be effective immediately.

Roll Call Vote: Yeas – Fellows, Laroche, Lunt, Moore, Jr., Cain, Robishaw, and Smith. Nays - None.

Order passed - Vote 7-0.

MARIJUANA BUSINESS MORATORIUM

The Clerk read the Moratorium as prepared by Legal:

TOWN OF LISBON

MORATORIUM ORDINANCE ON MEDICAL AND ADULT USE MARIJUANA RETAIL ESTABLISHMENTS

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

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

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

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

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

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

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

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

NOW, THEREFORE, the Lisbon Town Council does hereby ordain that this Moratorium

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

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

BE IT FURTHER ORDAINED, that a medical or adult use marijuana retail establishment shall be exempt from this Moratorium and shall be eligible to receive a license during the pendency of this Moratorium if an application to the Code Enforcement Officer or Planning Board, as relevant, issued approval has been submitted and deemed complete for site plan, conditional use approval and/or building permits, with knowledge of the facility's intended use as a medical or adult use marijuana retail establishment, prior to enactment of this Moratorium; and

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

BE IT FURTHER ORDAINED, that, should any section or provision of this Moratorium

Ordinance be declared by any court of competent jurisdiction to be invalid, such a declaration shall not invalidate any other section or provision .

.....

EMERGENCY DECLARATION

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

.....

INTRODUCTION: Councilor Larochelle said this Moratorium is the result of concerns from the Public. He said it will give Town government time to look at it. He added that the Town Manager and Assistant Town Manager will put together a committee to look at this.

Town Attorney Kristin Collins said the Moratorium is for 180 days, but it needs to be renewed on the 90th or 91st day.

COUNCILOR COMMENTS: Councilor Lunt said that there are two applicants in the works. Ms. Collins said we can change the Moratorium to accept the two who are in the pipeline.

Councilor Smith asked if this is everything from Growing to Retail to Manufacturing, and Councilor Larochelle asked if we can put a Moratorium on a certain kind of business.

Ms. Collins said this would halt every kind of Marijuana business, Medical and Adult Use.

Councilor Smith stated he has made sizable investments in buildings he ordered in addition to his current Marijuana business but has not requested permits yet, the moratorium would include that. Councilor Fellows suggested Councilor Smith step down from his seat at the Council table and recuse himself since he owns a Marijuana business. Councilor Smith recused himself from Council discussion and the vote.

Councilor Robishaw said we don't have proof of anything, we have the opinions of people. He said it's restricting a certain kind of business and there is no statement, there are no facts, there are emotions.

Councilor Larochelle said the original concern was for storefronts, but we are looking at all Marijuana businesses. He stated the Moratorium will allow us to reflect and give others the opportunity to have input.

Councilor Lunt asked how many of the storefronts are not Medical Marijuana. The Clerk confirmed there is only one.

Councilor Moore said he has spoken with some of the people who voted for him, he said he will support their wishes.

Jason Smith spoke at the lectern. He said he believes the issues have to do with the Retail businesses and shouldn't affect the other kinds of businesses. He requested to make the Moratorium only for storefronts and retail businesses. Councilor Fellows agreed that perception and signage are where the moratorium could come into play and that the Moratorium should only affect storefronts/retail.

Councilor Cain said she supports a moratorium that does not include growing and manufacturing.

Councilor Robishaw pointed out that this is what we do hear, that a lot of people don't like the big signs.

The Chairman confirmed that one change is to make sure the two businesses in the pipeline can continue.

Councilor Fellows agreed that if we only affect storefronts, it would accomplish what we've been addressed about.

The Chairman directed Ms. Collins to add Retail to all the parts of the Moratorium that address businesses, and to amend for the inclusion of the two businesses who are already in the pipeline. Ms. Collins agreed to make the changes so the Council could vote on the amended version of the Moratorium.

VOTE (2022-161) Councilor Fellows, seconded by Councilor Lunt, moved to declare a moratorium on the acceptance of, review of, or action upon any new applications for licenses to operate medical or adult use marijuana establishments, per the Emergency Ordinance as prepared by Legal Counsel, as defined in Articles Eleven (XI) and Twelve (XII) of Chapter 10 of the Town Code, and to add Retail to all the parts of the Moratorium that address businesses, and to amend for the inclusion of the two businesses who are already in the pipeline, for a period of 90 days and to be effective immediately.

Roll Call Vote: Yeas – Fellows, Larochelle, Lunt, Moore, and Cain. Nays – Robishaw. Abstain – Smith.

Order passed - Vote 5-1.

POLICE DEPARTMENT REQUEST FOR PURCHASE OF FIREARMS

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

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

COUNCILOR COMMENTS: Councilor Larochelle asked if the Chief will have enough firearms for all the Police Officers considering the new staffing. Chief McGee said yes, plus we do have additional firearms to trade in for extras if needed. He also assured Council there will be training for the new firearms.

VOTE (2022-162) Councilor Fellows, seconded by Councilor Lunt, moved to approve the Police Chief's request to purchase firearms for the Police Department and to waive the requirement for three bids due to Special Police Department pricing.

Order passed - Vote 7-0.

ELECTION OF COUNTY BUDGET COMMITTEE MEMBERS

INTRODUCTION: The Clerk provided information to the Council that the Androscoggin County Budget Committee Official Ballot has two candidates, the Town Council is asked to vote for two. They are Angela Mitchel of Sabattus and Sabattus Selectperson Noel Hinkley.

COUNCILOR COMMENTS: Council requested the Clerk to find out more about the nomination process for the Budget Committee for the next election so they can be better informed next time.

VOTE (2022-163) Councilor Fellows, seconded by Councilor Robishaw, moved to cast the ballot for Angela Mitchel of Sabattus and Sabattus Selectperson Noel Hinkley.

Order passed - Vote 7-0.

PLANNING SERVICES RFP

INTRODUCTION: Assistant Town Manager Glenn Michalowski presented the RFP information for Planning Services for the Planning Board. He said he reviewed the scope of the RFP, that it will open tomorrow, July 13, and will close on August 3, 2022.

COUNCILOR COMMENTS: Councilor Larochelle asked if the RFP will include having the firm work with Town Government to help us work through big Projects.

Mr. Michalowski confirmed that he tried to make it broad enough so they can help other Town departments.

VOTE (2022-164) Councilor Lunt, seconded by Councilor Robishaw, moved to approve the RFP search for a contracted Town Planner.

Order passed - Vote 7-0.

FIRE DEPARTMENT PURCHASE OF HYDRAULIC EXTRICATION EQUIPMENT

INTRODUCTION: The Fire Chief requested permission to purchase the hydraulic extrication equipment that is in the CIP plan and was budgeted for this fiscal year. The cost of the project is approximately \$28,300. The department did an evaluation 4 years ago and purchased the Genesis brand due to its use and ease of service. This upcoming purchase is the second phase of replacing tools.

Chief LeClair recommended and requested to go sole source and waive the bid process. He said purchasing the Genesis brand keeps the Fire Department's tools consistent. He said that, like many other products in the industry, there is only one vendor for this brand in Maine. Going sole source, for this order, will reduce the time and potential frustration with having to go out to bid.

COUNCILOR COMMENTS: Council agreed to Chief LeClair's request to donate the old tools to other Fire Departments in need.

VOTE (2022-165) Councilor Fellows, seconded by Councilor Lunt, moved to Authorize the Interim Town Manager and Fire Chief to purchase Hydraulic Extrication Equipment and waive the Bid Process and go sole source with the Genesis Brand.

Order passed - Vote 7-0.

AMEND CHAPTER 70 ZONING ORDINANCE, SECTIONS 361 and 536 DIMENSIONAL REQUIREMENTS (ROSII)
and CHAPTER 70 ZONING ORDINANCE, SECTION 362 (2) PERFORMANCE OR LAND USE STANDARDS

Second Reading

DIVISION 5A. RURAL OPEN SPACE DISTRICT II

Sec. 70-361. Dimensional requirements.

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

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

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

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

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

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

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

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

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

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

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

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

Secs. 70-363—70-380. Reserved.

...

Sec. 70-536. Dimensional requirements.

...

Rural Open Space II	60,000 sq. ft. Minimu m 100,000 sq. ft. Maximu m 100,000 sq. ft.	See Sec. 70-361(2)a 200'	200'	50'	75'	25'	25'	20 Percent			
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INTRODUCTION: Bill Kuhl, Chair of the Planning Board, stated this is a tweak to the Rural Open Space (ROS) that has caused problems along the Route 9 corridor so people can use personal property in the way they wish.

COUNCILOR COMMENTS: Councilor Larochelle said there are other areas, too. This is where a Planner will be helpful. He thanked Mr. Kuhl for his information.

VOTE (2022-166) Councilor Fellows, seconded by Councilor Lunt, moved to Approve the Amendments to Chapter 70 Zoning Ordinance, Sections 361 and 536 Dimensional Requirements (ROSII) and Section 70-362(2) Performance or Land Use Standards as presented.

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

Order passed - Vote 7-0.

OTHER BUSINESS**COUNCIL COMMITTEE REPORTS**

1. School Committee: Councilor Larochelle said he has had positive feedback regarding the decision to add a new School Resource officer.
2. Planning Board: Councilor Fellows said the last meeting was mainly about the Marijuana businesses. He said other discussion included the sign ordinance, which has been sent to legal for wording.
3. Library Governing Board: Councilor Lunt said the library is seeing brisk business despite the construction on Main Street and the Summer Reading Program is well under way.
4. Conservation Commission: Councilor Moore said the Gazebo at Graziano Square has been put up, it is not finished but the first step is done.
5. Recreation Committee: The Chairman noted this will be the next item on the agenda.
6. County Budget Committee: Councilor Lunt said he had nothing to report.
7. Water Commission: Councilor Fellows said the Commission met earlier tonight and they may change their meeting time to 3pm. He said they established standards for uniforms, a dress code. He added that they are deeply involved with the Main Street construction.
8. Finance Committee: Councilor Robishaw said he had nothing to report.
9. Lisbon Development Committee: Councilor Smith said the Blues Festival shows the potential for the Worumbo site. He said Moxie brought people to town and they parked at Worumbo.

COUNCIL ASSIGNMENT TO RECREATION COMMITTEE

The Chairman asked if there were any Councilors interested in being liaison to the Recreation Committee. Councilor Moore agreed to be Council Liaison.

TOWN MANAGER'S REPORT

The Interim Town Manager, Chief McGee, thanked all the employees and community volunteers for Moxie Weekend. He said Moxie was a great weekend, a very large turnout, and everything went well. He said Mark Stevens will do a review of the events and the weekend at the August Council meeting.

Chief McGee said Main Street between Union and Route 196 has a planned closing the week of July 25th for safety purposes so they can do two weeks-worth of work in one week. He said he talked with all the businesses on Main Street and they felt it was better to get it done as soon as possible as long as the sidewalks remain open. He said McGee Construction will put out a flyer and there will be safe crossing areas for pedestrians.

Since closing a road requires Council approval, Chief McGee requested permission to close the road.

VOTE (2022-166A) Councilor Fellows, seconded by Councilor Lunt, moved to close Main Street from the intersection of Route 196 to the intersection of Maple and Union for the week of July 25th, 2022.

Order passed - Vote 7-0.

DEPARTMENT HEAD WRITTEN REPORTS

The Chairman noted that Department Reports are now available to the public more easily online at the Town website on each Department's page.

REVIEW OF COUNCIL GOALS

Councilor Larochelle referred to the goals outlined by the Interim Town Manager with progress highlighted. Chief McGee went through them one by one.

TOWN COUNCIL GOALS

1. Hire A New Town Manager

(The town hired David Barrett from MMA and is in the interview process for the Town Managers position, we have received 13 Applications)

Councilor Larochelle said it has not been easy but Council doesn't want to rush the process.

2. Fill Open Staff Positions To 100% (Working towards this goal, in the town office, the following positions this year; Front window clerk, Town Clerk position, Economic and Community Development position, Administrative Executive Secretary to the Town Manager, Public Works Admin Assistant, Assistant Town Manager, Sewer Treatment Plan Admin Assistant, Assistant Finance Director) (8 Full-time Positions filled so far this year)

Councilor Larochelle stated that almost all of the openings have been filled and the staff in the Town Office seems happier.

3. Add 250 Housing Units (See Goal #12)

Councilor Larochelle said adding housing is on our radar.

4. Move Forward With a Public Safety Building (Port City was contracted and has started the process on seeing the feasibility of a Public Safety building and one Fire Department. When this report is completed, the Council can move forward with putting together a Public Safety Building Committee later this year.)

Chief McGee said the architect, Port City, is currently doing an analysis.

5. Recover From COVID Restrictions (Completed- Plexiglas was removed at the town office as well as the mask restrictions)

6. Rejuvenate Lisbon Village (Council is working on a plan towards this, including redoing roadways and sidewalks and completing the gazebo at the Graziano Park. Funding will be requested through the Ferry Road Bond project.)

Councilor Larochelle said the infrastructure is being improved and Public Works will update Village Street soon. He said there is more information coming soon.

7. Review Financial Policies (Finance Director, Assistant Town Manager and Interim Town Manager are working on updating the Purchasing Policy, and should have a proposal by early August for the Finance Committee and the Town Council to review.)

Chief McGee said this is in the works with the new Assistant Town Manager. Councilor Lunt said we may want to consider using the Finance Committee for this.

8. Available Town Services Promotional Material(S) For Public Awareness

- A. Develop Comprehensive Description of Services (Working towards updating CivicPlus website for each department, this is a work in progress as the site is not very user friendly for non IT personnel)
- B. Ensure promotional materials are easy to understand (Have increased the use of Facebook, and the Town electric sign)
- C. Identify The Town's Needs For New Services (This was done through the meetings between the Town Manager, Finance Director and the Department Heads to see what each department in town needs to continue offering great services to the community. This included a new School Resource Officer, a new Fire Fighter, a new Assistant Parks and Recreation Director, a new public works Driver/Operator, and lastly removing two part-time employees and adding a fulltime Assistant Library Director to the Library.)
- D. Add a Senior Tax Break to freeze their taxes from going up at a certain age (Finance Director, Assistant Town manager and Interim Town Manager are working on what this will look like for the community)

Mr. Michalowski said the State Legislature just passed LD 290. He said it was heavily discussed at a recent conference and the State will be working on an application process.

- E. Develop Financial Document(S) Or Chart(S) to show where tax dollars go (Finance Director has made a "dollar" chart which shows where the money goes to and presented it during the making of the budget.)

9. Develop Procedures for Applying for the Climate Study

Councilor Larochelle pointed out that this is something the Council attempts to incorporate into everything they do as a Council.

- A. Develop Job Descriptions with Salary Ranges (Completed)

10. Develop More Forward Looking Projects/Programs

Councilor Larochelle said a Planner will help with this.

- A. Empower Committees (Have utilized the Planning Board as well as the Finance Committee to address projects that have come about.)

11. Revive Downtown Business Communication with the Town. (The Economic & Community Development office has connected with over 80 businesses and established or improved relations.)

Chief McGee said that Mr. Cunningham has added Jobs and Properties to the Economic Development Page of the Town website.

- A. In both Villages (Weekly FB posting is town wide. Upcoming Joint promotion project with PCL will be highlighting businesses from both parts of town evenly)
- B. Develop a list of businesses needs to be met (ECD has this as an ongoing effort. Immediate needs are Main St support during construction and workforce development. ECD has revived FAME loan options for working capital and identified Workforce development grant dollars for local businesses. Info has been shared directly to those businesses. Additionally, ECD has launched a "Jobs in Lisbon" Web page on the town site to help promote living and working locally)

12. Re-Look at Zoning for adding housing units (ROSII has been discussed, and other topics are being looked into to, include completing the RFP for Planning Services) ECD is working with Codes and Planning Board on all three items below. Additionally, there is concern for additional housing needs to accompany the expansion at Springworks Farm [300+ new employees]. Expect to ramp up when new planner is on board

- A. Investigate School System /needs to add more residents into housing units
- B. Investigate cost of adding more residents into housing units
- C. Determine how to develop rural and open space areas responsibly

Mr. Kuhl said recent State Constitution changes have been made. He stated there are issues we need to deal with and there will be legal ramifications, i.e. the Right to Food.

Councilor Larochelle said Council looks at goals every 6 months and can add to them.

Councilor Fellows said there are neglected areas and buildings in town. Somehow we need to address it and put our best foot forward.

ANNOUNCEMENT OF NOMINATION PAPERS FOR THE NOVEMBER 8, 2022 ANNUAL MUNICIPAL
ELECTION AVAILABLE BEGINNING MONDAY, AUGUST 1, 2022

The Clerk announced those interested can pick up Nomination Papers at the Town Clerk's Office. The vacancies are as follows:

School Committee: three seats, 3 year terms

Water Commission: one seat, 3-year term

Town Council: three seats, 3 year terms and one seat, 2-year term. She added that the 2-year term is Councilor Cain's seat, due to Councilor Miller's departure and noted that an appointee to the Council may only serve until the next election period per the Town Charter.

She said nomination papers are due September 9, 2022 by 4:00 pm and announced the following committee openings:

2 Assessment Review Board (3 Year Term)

3 Board of Appeals (2-2 Year Terms and 1 -3 Year Term)

5 Cemetery Committee (2-3 Year Terms, 1-2 Year Term and 2-1 Year Terms Available),

4 Conservation Committee (1-1 Year Term, 2-3 Year Terms Available & 1-2 Year Term)

1 Ethics Panel (2 Year Term Available)

2 Finance Committee (2-2 Year Terms Available)

CONSOLIDATED COMMUNICATIONS UPDATE PRESENTATION

Item removed from agenda, representative unable to attend.

WORUMBO DISCUSSION

Councilor Larochelle said a lot of things have taken place at Worumbo. He said the Blues Festival showed how we can use the site.

Councilor Fellows said back when we tabled it, we said we'd bring it up when we have an Economic Development Director. We had a plan with four options. He asked where the Council wants to go with this. He added that Councilor Lunt had objections to how the Park only option was presented. He asked if Council wants to go out to the public.

Councilor Larochelle said a lot of things have changed. He said the Blues Festival was an example of how a Park can be successful. He said since we gave a green light to the Blues Fest for 2023 earlier in the meeting, we need to look at it. He handed out some renderings for the Council to consider that he stated showed what would be considered buildable and what would not. He offered the idea of a non-profit run facility under the umbrella of the town, so the businesses in town could help to run and maintain it.

Councilor Robishaw said we could get the businesses involved, there are other opportunities. He said if we had 8 festivals a year, the businesses would thrive.

Mr. Cunningham said the Friends of Congress Square in Portland do all the work for that and will meet with them to learn more.

Councilor Cain said it can be more than a park, it can be a venue with monthly festivals.

Councilor Fellows said he is not stuck on building housing at Worumbo. He said he'd like to find out what the public wanted, and the most recent renderings should be looked at. He said we shouldn't just stop. We should consider everything, maybe with more options.

The Chairman invited Mr. Kimball to speak. Mr. Kimball said that Councilor Cain mentioned it could be a destination point. He said the Blues Fest is restricted to Maine-only artists. He said he has long felt there's no reason Lisbon can't be a music destination point.

Councilor Moore said he defers to the people who voted for him. He said they ask, what about taxes, how will it help them? He said he doesn't think that by giving up ownership, we won't get an influx of residents. He said he thinks it's time to put the Worumbo question to bed. He said he does not think the other scenarios are worthwhile, and it doesn't seem viable to him. He stated that what is needed is to start working on a good, effective use of the property.

Councilor Fellows said he is not opposed to development. He said his opposition is that a decision should not be made tonight. He pointed out that we need a vision, and we need a time frame.

The Chairman invited Mr. Kuhl to speak. Mr. Kuhl stated that he works for State Housing, that housing at Worumbo would be about 24 units and it would be for Seniors. He said that where he grew up in Pennsylvania there is no green space left. He recommended that for Planning Board purposes the town should maintain ownership.

Councilor Larochelle said it is the Council's responsibility to make the decision.

Councilor Moore suggested a steering committee should be put together instead of tasking the Lisbon Development Committee. The Chair tasked the Management Team and the Economic Development Director with putting together a committee. Chief McGee said he would task Assistant Town Manager Glenn Michalowski with establishment of a Worumbo Steering Committee with Councilors Robishaw and Moore representing Council on the Committee.

VOTE (2022-166B) Councilor Moore, seconded by Councilor Smith, moved to halt the previous direction of the research and development of the Worumbo site and pursue a Venue option.

Order passed 6-1, (Nay - Fellows).

APPOINTMENTS

VOTE (2022-167) Councilor Lunt, seconded by Councilor Fellows, moved to appoint Lisbon Development Committee Associate Member Chris Rugullies to Full Member and to appoint new Associate Member Natalie Thomsen of Pinewoods Road.

Order passed – Vote 7-0.

COUNCILOR COMMUNICATIONS

Councilor Robishaw said McGee Construction did a very good job at making Main Street accessible for Moxie weekend. He said people thought there should be more stuff on Main Street. Chief McGee acknowledged his concerns.

Councilor Larochelle said unknowns are the biggest issue. He said there's going to be a Moxie wrap-up meeting and that Moxie will continue to grow.

Councilor Fellows said he volunteered at the last minute, it was fun. He said the Recipe Contest was interesting and the Governor had fun, too.

The Chairman thanked everyone involved for the success of Moxie. He said the Town really came together, there was a lot of planning that went into it.

Chief LeClair said there was a lot of planning. He said the amount of planning the Police Department did went above and beyond, and the security level was the highest ever.

AUDIENCE PARTICIPATION & RESPONSE FOR NEW ITEMS – NONE

EXECUTIVE SESSION

VOTE (2022-168) Councilor Lunt, seconded by Councilor Smith, moved to go into Executive Session at 9:24 pm per M.R.S.A. Section 405 (6) (A) Personnel Matters.

Order passed – Vote 7-0.

The Council returned from Executive Session at 9:58 pm and resumed the meeting.

ADJOURNMENT

VOTE (2022-169) Councilor Lunt, seconded by Councilor Robishaw, moved to Adjourn at 9:58 pm.

Order passed - Vote 7-0.

Lisa M. Ward, Council Secretary
Town Clerk

Date Approved: August 16, 2022



**TOWN COUNCIL
SPECIAL MEETING MINUTES
AUGUST 3, 2022
LISBON TOWN OFFICE**

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

CALL TO ORDER. The Chairman, Fern Larochelle, called the meeting to order and led the Pledge of Allegiance to the Flag at 5:05 PM.

ROLL CALL. Members present were Councilors Fellows, Lunt, Larochelle, Robishaw, Smith, and Cain. Councilor Moore was present by remote video. Also present was Ryan McGee, Interim Town Manager; there were no citizens in the audience.

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

APPROVE FERRY ROAD CLOSURE FOR CONSTRUCTION WEEK OF AUGUST 21, 2022

INTRODUCTION: Interim Town Manager Ryan McGee explained the construction company would like to put in the new culvert at Brooks Corner the week of August 21 in order to have it done before the school year starts. He said there will be detour signs and electronic detour signs in advance to notify the public

COUNCILOR COMMENTS: None.

VOTE (2022-171) Councilor Fellows, seconded by Councilor Robishaw, moved to approve the closure of Ferry Road for construction purposes for the week of August 21, 2022.

Order passed - Vote 7-0.

APPROVE MAIN STREET CLOSURE ON SATURDAY, AUGUST 20, 2022

INTRODUCTION: Chief McGee explained that the Main Street businesses would like to do a Block Party to help recoup losses due to the Main Street construction. He explained that they would like to include Friday, August 19, from 4:00 to 9:00 PM in the closure.

COUNCILOR COMMENTS: Councilor Fellows read an email from Positive Change Lisbon Chair Bill Kuhl in support of the closure and the use of the PCL permits for live music.

VOTE (2022-172) Councilor Lunt, seconded by Councilor Fellows, moved to approve the closure of Main Street on Saturday, August 20, 2022 from Union Street to Route 196. Councilor Fellows, seconded by Councilor Robishaw, offered a motion to amend the order to include Friday, August 19, 2022 from 4:00 PM in the street closure. The amendment to the motion was passed **Vote 7-0.**

Amended Order passed - Vote 7-0.

APPROVE MAIN STREET BUSINESSES TO EXTEND ONTO MAIN STREET ON AUGUST 20, 2022

INTRODUCTION: None.

COUNCILOR COMMENTS: Councilor Cain stated her abstention from the vote since she is a Main Street business owner with a liquor license.

VOTE (2022-173) Councilor Robishaw, seconded by Councilor Fellows, moved to approve the Main Street businesses to extend their liquor licenses onto Main Street on August 20, 2022. Councilor Lunt, seconded by Councilor Fellows, offered a motion to amend the order to include Friday, August 19, 2022 from 4:00 PM in the extension. The amendment to the motion passed **Vote 6-0. (Abstention: Councilor Cain)**

Amended Order passed - Vote 6-0. (Abstention: Councilor Cain)

APPROVE EXTENSION OF SIGN ORDINANCE MORATORIUM FOR AN ADDITIONAL 90 DAYS
INTRODUCTION:

**TOWN OF LISBON
EMERGENCY SIGN ORDINANCE**

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

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

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

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

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

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

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

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

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

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

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

Section 1. Stay on Enforcement Actions.

The Town hereby declares that there shall be a temporary stay on enforcement actions under the Town's existing sign ordinance related to all signs that existed on the effective date of this ordinance. This temporary stay on enforcement actions shall remain in effect for ninety (90) days from the effective

date of this Emergency Sign Ordinance, unless extended or modified by the Town Council, for the express purpose of allowing the Town to consider an amendment or amendments to the Town's existing sign ordinance; and

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

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

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

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

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

The Town hereby declares that all provisions in the Town's existing sign ordinance related to temporary signs shall be suspended, and shall not be in effect, during the time that this Emergency Sign Ordinance is in effect. This suspension of the existing sign ordinance provisions related to temporary signs shall remain in effect for ninety (90) days from the effective date of this Ordinance, unless extended or modified by the Town Council, for the express purpose of allowing greater flexibility for businesses that may be impacted by current road construction in Town, and for the purpose of allowing time for the Town to consider an amendment or amendments to the Town's existing sign ordinance. The placement or display of any temporary signs during the applicability of this Emergency Sign Ordinance shall not create any right to maintain such signs beyond the time that this Ordinance is in effect, nor shall placement or display of any temporary sign during the applicability of this Ordinance create any rights related to non-conforming signs under applicable Town ordinances.

Section 3. Definitions.

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

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

Section 4. Effect on Existing Ordinances; Severability

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

Section 5. Effective Date; Emergency Declaration

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

Extension Proposed: August 3, 2022

COUNCILOR COMMENTS: Councilor Fellows said the ordinance work is making a lot of progress and the attorneys have worked on it, they will be attending the next Planning Board meeting. He said since it expires on the 8th or 9th, we will need to extend the moratorium.

VOTE (2022-174) Councilor Robishaw, seconded by Councilor Lunt, moved to extend the Emergency Sign Ordinance for an additional 90 days in accordance with the Emergency Sign Ordinance.

Order passed - Vote 7-0.

ADJOURNMENT

VOTE (2022-175) Councilor Fellows, seconded by Councilor Robishaw, moved to adjourn at 5:13 PM.

Order passed - Vote 7-0.

Lisa M. Ward, Council Secretary

Town Clerk

Date Approved: August 16, 2022

LISBON – VICTUALER APPLICATION

License Type:

☒ \$ 100 Restaurants & Others except Mobile Units☐ \$ 50 Mobile UnitsName of Business: Little River Coffee Business Phone: 207 576 1344Business Location in town (street address): 11 Union St. # 11Mailing Address: 11 Union St. # 11 Lisbon Falls, ME 04252Business Email Address: maggie@LRCoffeeco.comOwner's Name: Megan Barnard & Katherine MadoreHome Phone: 207 576 1344 Owner's Cell Phone: sameOwner's Home Address: 14 High St. Lisbon Falls, ME 04252Residence(s) for last five years (Street/Town/Zip): Maggie 3 Avery St. Lisbon Falls & Kate

List Applicant / Partners / Corporate Officers:

Name: Megan Barnard Birth date: [REDACTED]Name: Katherine Madore Birth date: [REDACTED]

Name: _____ Birth date: _____

Name: _____ Birth date: _____

Applicant must have a valid State of Maine Food License. State ID License No: 30188☒ If Yes, attached a copy of your **STATE FOOD LICENSE** to this application.☐ IF NONE, date submitted: _____Has applicant's business license ever been revoked? NO If so, why? _____Has any applicant / partner / corporate officer ever been convicted of a felony? NO

If so, describe specific circumstances _____

Does the establishment have a valid liquor license? NO If so, when does it expire? _____I, Megan Barnard (owner's name), Manager (title)am authorized to sign on behalf of said business, and further declare that the forgoing information is accurate and true to the best of my knowledge and belief, and that the applicant does hereby acknowledge a public records check may be conducted. **All licenses expire annually May 31st.****Re-inspection fees are \$150 per visit after the first visit.**Signature: [Signature] Date: 6/23/22


Business Name: Little River Coffee, LLC

INSPECTION REQUIRED

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

Signature:  Date: 6/28/2022

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

Signature:  Date: 6/28/22

COMPLETE TO HERE BEFORE FILING

INFORMATION

The Councilors are the Municipal Licensing Board. The first Victualer application requires a public hearing, but renewals will not. 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 7PM in the conference room.

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

SUGGESTED CONTACTS:

353-3000 Ext 112... Town Clerk
353-3007.....Town Office Fax
353-3000 Ext 111... Code Enforcement Officer
353-2500..... Police Department
353-3000 Ext 121....Health Officer
1-800-872-3838.....Business Answers

624-9693...State Sales Tax Division - www.maine.gov/revenue
624-7736...Bureau of Corporations - www.maine.gov/sos/cec
624-7220...Bureau of Alcohol Beverages
287-3841...Agriculture Dept- Bakery Licenses
624-6550...Marine Resources - www.maine.gov/dmr
287-5671...State Health Inspection Dept - www.maine.gov/dhhs
1-800-829-4933...Federal I.D. Number - www.irs.gov

Revised September 13, 2021

LISBON – VICTUALER APPLICATION

License Type:

☒ \$ 100 Restaurants & Others except Mobile Units

☐ \$ 50 Mobile Units

Name of Business: Elite Nutrition Business Phone: 207-576-3319

Business Location in town (street address): 8 Main St Suite 1

Mailing Address: 959 S Witham Rd. Auburn, ME 04210

Business Email Address: hartieanne@yahoo.com

Owner's Name: Hartie Grenier

Home Phone: 207-713-4338 Owner's Cell Phone: 207-713-4338

Owner's Home Address: 959 S Witham Rd Auburn, ME 04210

Residence(s) for last five years (Street/Town/Zip): 959 S Witham Rd. Auburn, ME 04210
Main St. Winthrop, ME 04364 3 yrs

List Applicant / Partners / Corporate Officers:

Name: Danielle Duval Birth date: 11-1-1981

Name: Hartie Grenier Birth date: 11-1-1981

Name: _____ Birth date: _____

Name: _____ Birth date: _____

Applicant must have a valid State of Maine Food License. State ID License No: _____

☐ If Yes, attached a copy of your **STATE FOOD LICENSE** to this application.

☐ IF NONE, date submitted: _____

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

Has any applicant / partner / corporate officer ever been convicted of a felony? 3

If so, describe specific circumstances 11-1-1981

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

I, Hartie Grenier (owner's name), _____ (title)
am authorized to sign on behalf of said business, and further declare that the forgoing information is
accurate and true to the best of my knowledge and belief, and that the applicant does hereby
acknowledge a public records check may be conducted. All licenses expire annually May 31st.

Re-inspection fees are \$150 per visit after the first visit.

Signature: Hartie Grenier Date: 6/28/22

Business Name: Elite Nutrition

INSPECTION REQUIRED

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

Signature: [Signature] Date: 6/30/2022

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

Signature: [Signature] Date: 6/29/22

COMPLETE TO HERE BEFORE FILING

INFORMATION

The Councilors are the Municipal Licensing Board. The first Victualer application requires a public hearing, but renewals will not. 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 7PM in the conference room.

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

SUGGESTED CONTACTS:

353-3000 Ext 112... Town Clerk
353-3007.....Town Office Fax
353-3000 Ext 111... Code Enforcement Officer
353-2500..... Police Department
353-3000 Ext 121....Health Officer
1-800-872-3838.....Business Answers

624-9693...State Sales Tax Division - www.maine.gov/revenue
624-7736...Bureau of Corporations - www.maine.gov/sos/cec
624-7220...Bureau of Alcohol Beverages
287-3841...Agriculture Dept- Bakery Licenses
624-6550...Marine Resources - www.maine.gov/dmr
287-5671....State Health Inspection Dept - www.maine.gov/dhhs
1-800-829-4933...Federal I.D. Number - www.irs.gov

Revised September 13, 2021

LISBON - ITINERANT VENDOR APPLICATION

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

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

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

Business Name: POSITIVE CHANGE LISBON Business Phone: 207-522-1343

Business Location in town: _____

Business Email Address: POSITIVECHANGE LISBON@GMAIL.COM

Business Mailing Address: PO Box 382, LISBON, ME 04250

Owner's Name: _____

Home Phone: _____ Cell Phone: _____

Owner's Home Address (CSZ): _____

Residence(s) for last five years: 15 PIKE ST, LISBON FALLS, ME 04252

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

Name: William Kuhl | Name: _____ | Name: _____

Address: 15 PIKE ST | Address: _____ | Address: _____

Town/State: LISBON FALLS | Town/State: _____ | Town/State: _____

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

Has applicant's business license ever been revoked: NA If yes, why? _____

Has any applicant / partner / corporate officer ever been convicted of a felony? N If yes, describe specific circumstances _____

Does the establishment have a valid liquor license? NA If yes, when does it expire? _____

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

Signature: William F Kuhl Date: 7/27/22

Business Name: POSITIVE CHANGE LISBON

INSPECTION REQUIRED

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

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

Signature: [Signature] Date: 8/8/22

COMPLETE TO HERE BEFORE FILING

For Office Use Only

☒ Public Records Check Completed.

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

Signature: [Signature] Date: 7-29-22

INFORMATION

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

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

SUGGESTED CONTACTS:

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

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

TOWN OF LISBON MANUFACTURED MOBILE HOME PARK APPLICATION

License Type: _____ \$250 Application Fee

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

Owner: Betty + Gary Grimmel Home Phone: 518 858 1213

Business Email Address: pinewoodserlete@aol.com Cell: 207-782-6020

Owner's Home Address: 5342 Le2nd Ave S. St Pete FL 33715

Residence(s) for last five years: _____

Name of Business: Grimmel's Mobile Home Business Phone: 782-6020

Location of Business: 70 Pinewoods Rd Lisbon

Mailing Address: PO. Box 403 Lisbon ME 04250

List Applicant / Partners / Corporate Officers:

Name: Gary Grimmel | Name: Betty Grimmel | Name: _____

Address: _____ | Address: _____ | Address: _____

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

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

Has applicant's business license ever been revoked: No

If yes, why? _____

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

If yes, describe specific circumstances _____

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

Owner's Signature: Betty Grimmel Date: 3/22/22

Business Name: Grimmel's Mobile Home Park

INSPECTION REQUIRED

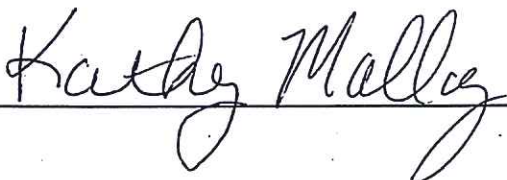
Notice of Compliance (By Council Request): I, Mark Stambach, Code Enforcement Officer for the Town of Lisbon hereby certify I have inspected the above establishment and found the premises to be in compliance with applicable life safety codes.

Signature:  Date: 8/12/22

COMPLETE TO HERE BEFORE FILING

For Office Use Only

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

Signature:  Date: 8-1-2022

INFORMATION

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

SUGGESTED CONTACTS:

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

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

MEMO TOWN OF LISBON

TO: LISBON TOWN COUNCIL
FROM: AMY WIERS, ADDRESSING OFFICER
DATE: JULY 26, 2022
RE: NEW ROAD NAME

Arthur N. Kesaris III and William J. Kesaris would like to name their right of way/private road:

1st choice: Willie's Way

2nd choice: Rocky Road

This new road is located at R05-017.

I have discussed this name with Ryan Magee, Police Chief and Nate Leclair, Fire Chief, which they have approved.

This road name meets E-911 standards and is in compliance with the Town's road naming ordinance Sec. 46-93.

Amy Wiers, Addressing Officer
Town of Lisbon
Awiers@lisbonme.org

7/25/2022

This document is a request for approval of naming right of way/
private road which partially divides property owned by Arthur N
Kesaris III and William J kesaris. (tax map R-5 #17)

Road as shown on previously submitted (standard boundry survey
& proposed division map) drawn by Little River Land Surveying
Inc. dated January 12th 2021

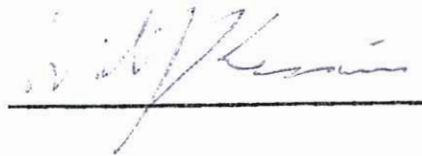
Road name 1st choice: WILLIES WAY (willie's way)
2nd choice: ROCKY ROAD (rocky road)

Signatures below represent agreement on request by owners:

Arthur N Kesaris III

A handwritten signature in dark ink, appearing to read 'Arthur N Kesaris III', written over a horizontal line.

William J Kesaris

A handwritten signature in dark ink, appearing to read 'William J Kesaris', written over a horizontal line.

N 89° 02' 04" E
440.01'

REQUESTED ROAD NAMES/RIGHT
OF WAY FOR Arthur & William Kesaris
Map R05/ #17

1st choice WILLIES WAY (willie's way)

2nd choice ROCKY ROAD (rocky road)

S 20° 28' 40" E 186.35'

R05 #17 SPLIT AT
RIGHT OF WAY
ROAD

' 50" W
108.01'

25.11'
25.11'
23.65'

126 feet from
edge of paved rt. 9
to bend in R.O.W.

S 07° 00' 00"
35.06'

R 1685.42' L 168.54'
CB S 27° 01' 02" E
CL 168.47'

50' WIDE ACCESS AND UTILITY EASEMENT CENTERED
ON PROPERTY LINE TO BE SHARED IN COMMON

374'

S 75° 28' 39" W
275.70'
S 74° 36' 17" W
104.24'

20 FOOT WIDE
DRIVEWAY ENTRY

TOTAL TO LEADING
EDGE OF DRIVEWAY 500
FEET 510 TO DR. CENT.



Town of Lisbon

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

Town Council

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

To: Ryan McGee, Interim Town Manager

From: Ross Cunningham, Director, ECD

Date: 8/15/22

In accordance with the CDBG guidelines, the project scope of work for 231 Lisbon St was put out to bid with a closing date of 8/15/22. On that date, Lisbon ECD, witnessed by Amy Weirs, opened the sole bid that we had received from Mike Corson Builders. The bid was for \$35,278.61 to perform all work included in the scope of work.

The CDBG application from the building owner was for CDBG grant funding in the amount of \$11,850. This leaves the remainder of the building expense of \$23,428.61 as the responsibility of the building owner.

Staff recommends approval of the bid.

Respectfully,

Ross H. Cunningham

TOWN OF LISBON

A

RESOLUTION

Of the Lisbon Town Council, Lisbon, Maine

***WHEREAS,** the Town of Lisbon will complete the Community Resilience Partnership's Community Resilience Self-Assessment and List of Community Actions, and hold community workshop(s) which will prioritize projects for implementation within 90 days of passing this resolution;*

***BE IT RESOLVED,** the Town of Lisbon commits to participating in the Community Resilience Partnership, which supports community leadership in reducing greenhouse gas emissions and increasing resiliency to extreme weather and climate change impacts;*

***BE IT FURTHER RESOLVED,** the Town of Lisbon designates the Lisbon Community Development Director to coordinate planning, implementation, and monitoring of energy and resilience projects and to be the primary point of contact to the Community Resilience Partnership.*

***IN WITNESS WHEREOF,** We have here unto set our hands and caused the Seal of the Town of Lisbon, Maine to be affixed at Lisbon, Maine this 16th day of August, 2022.*

Lisbon Town Council, Town of Lisbon, Maine:

Fern Larochelle, Chairman

Harry Moore Jr., Vice Chairman

Mark Lunt

Ray Robishaw

Don Fellows

Christine Cain

Jason Smith

Attest: _____

Lisa M. Ward, Lisbon Town Clerk

PART II – TOWN COUNCIL RULES, REGULATIONS AND POLICIES (only requires Council adoption)

Chapter 86 – FINANCIAL MATTERS

ARTICLE I. IN GENERAL

Sec. 86-6. - Policy on treasurer's disbursement warrants for school employees wages and benefits.

(a)

Purpose. This policy allows designated municipal officers (councilors), acting on behalf of the full board of municipal officers, to review, approve, and sign school disbursement warrants for wages and benefits only. Policy is additional to, not in lieu of, majority power. Nothing in this policy is intended to replace the authority of the full board of municipal officers, acting by majority vote, to act on any disbursement warrant, including warrants for wages and benefits. [An electronic signature made in accordance with 10 M.R.S. ch. 1051 is acceptable for signature of disbursement warrants.](#)

Sec. 86-7. - Policy on treasurer's disbursement warrants for municipal employee wages, benefits, and state fees.

(a)

Purpose. This policy allows designated municipal officers (councilors), acting on behalf of the full board of municipal officers, to review, approve, and sign municipal treasurer's disbursement warrants for wages, benefits, and state fees only. Policy is additional to, not in lieu of, majority power. Nothing in this policy is intended to replace the authority of the full board of municipal officers, acting by majority vote, to act on any treasurer's warrant, including warrants for wages and benefits. [An electronic signature made in accordance with 10 M.R.S. ch. 1051 is acceptable for signature of disbursement warrants](#)

**** Maine law states an electronic signature must be recognized the same as an ink signature **(Title 10 Section 9407).**

ARTICLE II. PURCHASING POLICY¹

Sec. 86-31. Purpose.

- (a) *Introduction.* This article establishes guidelines for the purchase of equipment, supplies and services for the town.
- (b) *Purpose.* The purpose of this article is to standardize the purchasing procedures for the town, thereby increasing savings of taxpayers' money and to set forth the duties and responsibilities of the department heads.

(T.M. of 12-4-2007, § 2007-218; C.M. of 11-18-2014, V. 2014-247)

Sec. 86-31a. Budget and expense responsibility.

The responsibility of the entire town budget and expenses resides with the town manager and finance director. The town manager is solely accountable to the town council as identified in the Charter. Each department head is responsible and accountable for his or her department's budget and expenses regardless of expenditures initiated by those identified in section 86-41.

(T.M. of 12-4-2007, § 2007-218; C.M. of 11-18-2014, V. 2014-247; C.M. of 5-19-2020, V. 2020-97)

Sec. 86-31b. Payments and obligations prohibited.

- (a) *Payments.* No payment shall be made or obligation incurred against any appropriation except in accordance with appropriations duly made and unless the town manager/finance director or the town council first discerns that there is sufficient unencumbered balances within the total departmental or cost center appropriation and that sufficient funds there from are or will be available to cover the claim or meet the obligation when it becomes due and payable.
- (b) *Violations.* Any authorization of payment or incurring of obligations in violation of the provisions of this policy shall be void and any payment so made illegal, such action shall be cause for removal of any department head who knowingly authorized or made such payment or incurred such obligation, and such department head shall be liable to the town for any amount so paid; provided, however, that no provision of this policy shall be construed to prevent the town from making or authorizing payments or making contracts for capital improvements to be financed wholly or partly by the issuance of bonds or to prevent the making of any contract or lease providing for payments beyond that end of the fiscal year, provided that such action is made or approved by ordinance and is not in violation of state or federal law.

(T.M. of 12-4-2007, § 2007-218; C.M. of 11-18-2014, V. 2014-247; C.M. of 5-19-2020, V. 2020-97)

¹Editor's note(s)—At the town council meeting of Dec. 4, 2007, the purchasing policy in Art. II was amended in its entirety to read as herein set out. Former Art. II, §§ 86-31—86-42, pertained to similar subject matter, and derived from a selectman ordinance of July 7, 1992, §§ A—K; and selectman ordinance of Oct. 20, 1998.

Sec. 86-32. Small purchases.

Purchases up to ~~\$5,000.00~~ shall be authorized by the department heads choosing the best value, taking into consideration price, local market availability and quality of merchandise as long as the dollars have been appropriated.

Purchases or contracts ~~for good or services~~ in excess of ~~\$1,000~~ \$5,000 shall require purchase order approval by the town manager or finance director.

(T.M. of 12-4-2007, § 2007-218; C.M. of 11-18-2014, V. 2014-247; C.M. of 5-19-2020, V. 2020-97)

Sec. 86-33. Purchases of ~~\$5000—\$25,000~~ three quotes required.

Whenever a purchase or contract exceeds ~~\$5,000.00-\$5,000~~, but is \$25,000 or less, the department head shall obtain a minimum of three (3) written quotes shall be obtained from vendors. The vendor names and specifics for all quotes shall be clearly identified. Email or online quotations shall be accepted.

Award of three (3) quote purchases shall be made by the department head in consultation with the town manager/finance director as outlined below:

For vendors to be set up in accounts payable, the quotes shall be attached to the PO requisition to be submitted for town manager/finance director approval. In the event that three (3) quotes cannot be obtained, (sole source or limited market, unavailability etc.) the specific shall be summarized in the purchase order requisition content for consideration/approval by the town manager or finance director.

In the event that the lowest quote is from a vendor not yet set up in accounts payable, the specifics of the request shall be summarized by the department head in writing to the town manager/finance director for consideration. If approved, the vendor shall provide a W9 Form to Accounts Payable to be set up as an established vendor in the town's accounting system; if services are to be performed on town property, the vendor must also provide a Certificate of Liability Insurance prior to the date of service. In the event that the vendor requires a signed purchase order to secure the purchase, a purchase order is to be printed and signed by either the finance director or the town manager.

(C.M. of 5-19-2020, V. 2020-97)

Editor's note(s)—C.M. of 5-19-2020, V. 2020-97 , adopted May 19, 2020, repealed the former § 86-33, and enacted a new § 86-33 as set out herein. The former § 86-33 pertained to informal bidding and derived from T.M. of 12-4-2007, § 2007-218; C.M. of 11-18-2014, V. 2014-247.

Sec. 86-34. Purchases in excess of ~~\$20,001~~ \$25,000 formal bids required.

- (a) Purchases and contracts in excess of ~~\$10,001.00~~ \$25,000.00 shall require the use of the bid process in this section.
- (b) Notice of invitation to bid shall be published on the town website and distributed electronically or by mail to a qualified bidders list. Notification should be made whenever possible at least five days preceding the last day acceptable for the receipt of bids. In addition to the invitation to bid, each prospective bidder will be furnished a specification sheet as deemed necessary by the town manager.
- (c) Bids shall be submitted, sealed and identified as "BIDS" on the envelope. They shall be opened in public at the time and the place stated, and the bid results and tabulation shall be available for public inspection. The town manager or town council, where appropriate, will have the authority to waive the formalities of this bidding process should it be determined to be in the town's best interest.

-
- (d) Where deemed necessary by the town manager or town council, bid deposits may be prescribed. Unsuccessful bidders shall be entitled to a return of the deposit, while the successful bidder shall forfeit the bid deposit upon failure on their behalf to enter into a contract within 30 days after the award.
 - (e) Before entering into a contract, for projects in excess of \$50,000 the town manager or town council shall have the authority to require performance bonds in such amounts as they may determine necessary to protect the best interests of the town. For projects in excess of \$100,000 where any portion is Federally or State Funded, performance bonding will be required.
 - (f) All Formal Bid purchases in excess of ~~\$10,001.00~~ \$25,000 shall require the approval of the town council.
 - (g) Purchases by competitive bidding—Waiver. The requirement of competitive bidding may be waived by a vote of the council upon recommendation by the town manager when he/she determines that quality, expertise, time factors, or other important considerations outweigh the possible benefits of bidding or requesting proposals.

The competitive bidding requirement may not be waived when legally required by a contract, grant award, or other types of financial assistance. This includes awards made by the State of Maine, federal government, county government, or any other agency providing assistance to the town where competitive bidding is required. Additionally, competitive bidding may not be waived by the town or any of its departments when required by state or federal statute, rule, or regulation.

- (h) All purchases with funds provided by the State or Federal Government in whole or in part will be required to go through the formal competitive bidding process regardless of the amount of the purchase.
- (i) For projects to be paid for in whole or in part with Federal Grant funds where a specific entity is being considered, staff must make a determination between Federal Grant sub-recipient and Contractor (vendor) status using the Federal Governments resources. Sub-recipient designated entities are prohibited from also being awarded a contract for the same grant they were designated sub-recipient status.

The department head shall document any sub-recipient designations for services to be communicated to the town manager.

- (j) All necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firm are included in all bid notifications shall be made. Further, bid specifications shall require language requiring the same affirmative steps of contractors who subcontract.

(C.M. of 5-19-2020, V. 2020-97)

Editor's note(s)—C.M. of 5-19-2020, V. 2020-97 , adopted May 19, 2020, repealed the former § 86-34, and enacted a new § 86-34 as set out herein. The former § 86-34 pertained to formal bidding and derived from T.M. of 12-4-2007, § 2007-218; C.M. of 10-4-2011, V. 2011-186; C.M. of 11-18-2014, V. 2014-247; C.M. of 12-16-2014, V. 2014-274; C.M. of 2-2-2016, V. 2016-15.

Sec. 86-34.5. Disqualification from bidding.

Bidders or vendors may be disqualified from bidding on contracts with the town or providing products or services to the town if the bidder or vendor is delinquent with tax payments and/or other debts or liabilities are owed to the town or has failed to successfully complete a previous contract with the town, the town, quasi-governmental agencies affiliated with the town such as the water department, or the town's revolving loan programs. The town shall require bidders and vendors to make payment in full, or to enter into payment arrangements satisfactory to the town manager, before considering any bid or quote from a delinquent bidder or vendor. Vendors and bidders will be informed that a condition of doing business with the town is that any monies

owed for taxes, water/sewer, fines, general billing, debts, etc., will be withheld from any payments made to the vendor through the AP process.

Any vendor, who currently does business with the Town of Lisbon and has a delinquent tax or other liability with the town, will have their payments for goods and services offset by amounts that the vendor owes to the Town of Lisbon.

(C.M. of 1-19-2016, V. 2016-10)

Section 86-35

Exceptions to required competitive process. The requirement of a competitive process set forth in subsection (b) above may be waived by the Town manager, in his or her discretion, if one (1) or more of the following conditions are met, provided that all other provisions set forth in subsection (b) above are met, and the Finance Director has certified that funds are available for such procurement:

- (a) The procurement is of computer equipment, computer software, repair parts, travel, transportation, maintenance contracts and similar purchases to the extent specified by rule of the Director of Finance; or
- (b) The procurement is of used vehicles and equipment.
- (c) The town may participate in a cooperative or collective purchasing arrangement or group buy sponsored by a governmental agency, inside or outside of Maine, when determined by the town manager to be in the best interest of the town and is confirmed by the town council.
- (d) Unless otherwise prohibited by applicable state or federal law, the town manager may authorize a contract or purchase of supplies, materials and/or services in any amount without any competitive process if: (a) The finance director certifies that funds are available for said procurement; and (b) The town manager makes a written finding that said supplier, contractor or consultant is the sole available source for said goods or services, and the basis for said finding.
- (e) All sales source contracts must be approved by the town council.

Sec. 86-36. Emergency public purchases and/or repairs.

Purchases deemed either Emergency or Public Emergency purchases and repairs shall be approved by the Town Manager and may not be subject to three (3) quotes or formal bid process. All approved emergency or Public Exigency purchases and repairs in excess of ~~\$10,000~~ \$25,000 shall be documented and summarized for the Town Council in a timely manner.

(T.M. of 12-4-2007, § 2007-218; C.M. of 11-18-2014, V. 2014-247; C.M. of 5-19-2020, V. 2020-97)

Sec. 86-37. Local bidding preference.

Local vendors shall be granted preferential treatment when all bids received are for the same total amount or on a unit cost basis reflect the same pricing with quality and service being equal.

(T.M. of 12-4-2007, § 2007-218; C.M. of 11-18-2014, V. 2014-247; C.M. of 5-19-2020, V. 2020-97)

Sec. 86-38. Bid most advantageous to the town.

Contracts shall be awarded to the lowest responsible bidder. In addition to price, the following may be considered in determining the lowest responsible bidder:

- (a) The ability, capacity and skill of the bidder to perform the contract or provide the service required;
- (b) Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference;
- (c) The character, integrity, reputation, judgement, experience and efficiency of the bidder;
- (d) The quality of performance of previous contracts or services;
- (e) The previous and existing compliance by the bidder with laws and ordinance relating to the contract or services;
- (f) The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the services;
- (g) The quality, availability and adaptability of the supplies or contractual services to the particular use required;
- (h) The ability of the bidder to provide maintenance and service for the use of the subject of the contract; and
- (i) The number and the scope of the conditions attached to the bid.

When federally funded bids contain a variety of criteria to be evaluated, the selection process should include a matrix ranking the criteria by weight of importance. Evaluation and ranking criteria must be included in the RFP to prospective bidders.

Prior to the award of any Federal funded bids, the town manager/finance director will check [www. SAM.gov](http://www.SAM.gov) to confirm that the low bidder is not on the federal debarred or ineligible contractors list. Ineligible or debarred bidders cannot be awarded federally funded project contracts.

In the event of a tie bid:

- A. Non-Federal funded bids: if all bids received are for the same total amount or unit price, quality and service being equal, the contract shall be awarded first to a local bidder and second to an in-state bidder. If neither of the above applies, the contract shall be awarded to one of the tie bidders by drawing lots in public.
- B. Federal funded bids: If all bids received are for the same total amount or unit price, quality and service being equal, the contract shall be awarded first to any identified local disadvantaged business and, if none, then by public drawing of lots to decide who receives the bid award.

When the award is not given to the lowest bidder, a statement of reasons for placing the bid elsewhere shall be prepared and filed with the papers relating to the transaction.

(T.M. of 12-4-2007, § 2007-218; C.M. of 11-18-2014, V. 2014-247; C.M. of 5-19-2020, V. 2020-97)

Sec. 86-39. Duties of the department heads.

All department heads shall:

- (1) Determine acceptable quality of commodities and supplies to be purchased.
- (2) Cooperate with the town manager in establishing lists of approved specifications and vendors.
- (3) Share knowledge of special factors which will implement a policy designed to enable the town to minimize cost and maximize quality.
- (4) Supply the town manager with a list of estimated annual requirements of frequently used supplies, thereby fostering group purchasing.
- (5) Prepare requisitions with an eye toward group purchasing and keep corresponding records to facilitate correct accounting charges.
- (6) Be empowered to reject any unacceptable supply or commodity on the grounds of high cost or low quality, and provide the town manager a written detailed report of any rejection.
- (7) Report to the town manager all of the following:
 - a. Items beyond use.
 - b. Items being replaced or to be replaced.
 - c. Items no longer in use to his department operations.
 - d. Equipment or materials that are obsolete or surplus assets, to be reported to the town manager for appropriate disposition instructions.

(T.M. of 12-4-2007, § 2007-218; C.M. of 11-18-2014, V. 2014-247)

Sec. 86-40. Ethics in public contracting.

- (a) *Employee conflict of interest.* It shall be unethical for any town employee to participate directly or indirectly in a procurement contract when the town employee knows that the town employee or any member of the town employee's immediate family has a financial interest pertaining to that procurement contract.
- (b) *Gratuities and kickbacks.* No person and no town employee may accept any payment, gratuity or offer of employment for himself or his immediate family in connection with any part of a town purchase or contract.
- (c) *Waiver of conflict of interest.* The town council may grant a waiver of the conflict of interest provision upon making a written determination that:
 - (1) The financial interest of the town employee has been publicly disclosed.
 - (2) The town employee will be able to perform his procurement functions without actual or apparent bias or favoritism.
 - (3) The award will be in the best interest of the town.
- (d) *Use of confidential information.* No employee or former employee may knowingly to use confidential information for actual or anticipated personal gain or for the actual or anticipated personal gain of any other person.
- (e) *Sanctions.*

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- (1) *Employees.* The town manager may impose any one or more of the following sanctions of a town employee for violations of the standards in this article:
 - a. Oral or written warnings or reprimands.
 - b. Suspensions with or without pay for a specified period of time.
 - c. Termination of employment.
 - (2) *Nonemployee.* The town council and/or town manager may impose any one or more of the following sanctions on a nonemployee for violations of the ethical standards:
 - a. Written warning or reprimands.
 - b. Termination of contracts.

(T.M. of 12-4-2007, § 2007-218; C.M. of 11-18-2014, V. 2014-247)

Sec. 86-41. Purchase order authorization.

The persons authorized to submit purchase orders for their respective departments shall be as listed below:

- (1) Town manager.
 - a. Town manager.
 - b. Assistant town manager
 - c. Human resources director
 - d. Administrative assistant.
- (2) Public works.
 - a. Public works director.
 - b. Administrative assistant.
 - c. Chief mechanic.
 - d. Foreman.
 - e. Operations manager.
- (3) Police.
 - a. Police chief.
 - b. Lieutenant.
 - c. Administrative assistant.
- (4) Fire department.
 - a. Fire chief.
- (5) Economic development.
 - a. Economic development director.
- (6) Code enforcement.
 - a. Code enforcement officer.

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- (7) General assistance.
 - a. Deputy welfare director.
 - (8) Finance.
 - a. Finance director.
 - b. Accounts payable clerk (master purchase order only).
 - c. Tax collector (as it relates to taxes only).
 - d. Deputy Tax Collector (as it relates to taxes only).
 - (9) Parks and recreation.
 - a. Director of parks and recreation.
 - b. Assistant Parks and Recreation Director
 - c. Administrative Assistant
 - (10) Town clerk.
 - a. Town clerk.
 - (11) Assessing.
 - a. Assessor.
 - (12) Sewer department.
 - a. Superintendent. (i.e. Engineer).
 - b. Operations manager.
 - (13) Lisbon Falls Library.
 - a. Librarian.
 - b. Assistant Library Director
 - (14) Health officer.
 - a. Health officer.
 - (15) Reserved.
 - (16) Reserved.
 - (17) Solid waste.
 - a. Director.
 - b. Foreman.
 - c. Administrative assistant.

Note: All purchase orders need to be signed/approved by the department head or in his/her absence the established subordinate in command. If both are unavailable, an administrative assistant may sign any purchase order under \$100.00. Any amount above \$100.00 requires either the town manager's signature or written approval from the town manager for the administrative assistant to sign the purchase order with an explanation as to why the department head or subordinate was not available.

(T.M. of 12-4-2007, § 2007-218; C.M. of 11-18-2014, V. 2014-247; C.M. of 5-19-2020, V. 2020-97)

Sec. 86-42. Distribution of purchase orders.

- (a) A copy of a purchase order, or the purchase order number, will be given to the vendor and will be retained by the vendor as the vendor's authorization to ship the equipment or supplies or perform the services specified.
- (b) A second copy will be given to accounts payable.
- (c) A third copy will be held by the department head until the goods are received. The purchase order with all appropriate signatures and invoice is then sent to the accounts payable clerk and processed for the next warrant for payment.
- (d) A fourth copy can be retained by the respective department.

(T.M. of 12-4-2007, § 2007-218; C.M. of 7-1-2014, V. 2014-115; C.M. of 11-18-2014, V. 2014-247)

Sec. 86-43. Petty cash.

The finance director will supply the departments as he/she deems necessary with a petty cash fund for the departments use on miscellaneous items. The amount of petty cash will not exceed \$100.00 for any one department. Department heads are required to retain receipts for all purchases. In order to have the petty cash fund replenished the department head is required to process a purchase order identifying all purchases, amounts and the actual master receipt for each purchase. When the purchase order is processed through the cycle the finance director will provide the petty cash as identified in the purchase order. The department head is fully accountable to the finance director for the management of these funds. Should petty cash be used inappropriately then the finance director will bring this misuse of funds to the attention of the town manager for the appropriate disciplinary action as identified in section 86-31b.

(T.M. of 12-4-2007, § 2007-218; C.M. of 11-18-2014, V. 2014-247)

Sec. 86-44. Grants.

There are two types of grants 1) grants that require a large match which is greater than what the town carries for a grant match budget. These types of grants will require council approval or possibly town approval depending on the size of the town matching funds required. These types of grants would be considered unbudgeted and would require a special appropriation within the confines of the charter; 2) grants that fall within what the town carries for grant match budget. These grants are considered budgeted as the council has budgeted funds in the current fiscal year to address grants that become available in the current fiscal year. These grants must also be approved by town council prior to submitting for the grant. This is required to make sure that when the grant money expires and there is a requirement to continue funding the activity or equipment, which will be 100 percent by the town, that this continued expenditure is a true benefit to the community and does not become a burden to the taxpayer. The sole exception being for grants that do not require a matching contribution which may be applied for at the town manager's discretion without council approval.

The intent is to make sure that council is aware and approves of all grants and the expenditures for that grant so as not to create an unnecessary liability for the town. The town manager is accountable to insure that department heads seek both town manager and town council approval prior to applying for any grant either funded or unfunded.

(T.M. of 12-4-2007, § 2007-218; C.M. of 11-18-2014, V. 2014-247)

Sec. 86-45. Credit card use.

The town shall allow departments to purchase goods and services directly from vendors with a credit card when those items are needed, when it is not expedient, practical, or desirable to have either a check or cash available when payment is demanded. Credit cards shall not be used to circumvent the general purchasing procedures required by the policies of the Town of Lisbon.

The finance office will select a company to use to obtain the necessary credit cards and establish a line of credit with that company. Consideration will be given to a company who can meet the general purchasing needs of the various town departments and the billing and payment requirements of the town.

The finance office will establish appropriate credit limits for each card, recognizing that individual cards may vary with the types of goods and services which are anticipated to be acquired.

The use of this card is restricted for the Town of Lisbon to acquire goods and services which are appropriate for the conduct of the town's business.

Each department head is responsible for the use of the cards by their department. The department head is responsible to make sure that any charges are authorized town expenditures and that adequate monies are available within the department's approved budget.

No personal expenditures are allowed by employees with the credit cards, even if the intent is to re-pay the town at a future point.

Credit card bills submitted to the finance office for payment must include supporting documentation, such as receipts and invoices, which clearly show what goods and services were purchased using the credit card.

The persons authorized to be issued credit cards for their respective departments shall be as listed below:

- (1) Town manager;
 - a. Assistant town manager
- (2) Public works director;
 - a. Public works operations manager;
- (3) Police chief;
- (4) Fire chief;
- (5) Economic development director;
- (6) Parks and recreation director;
- (7) Reserved;
- (8) Librarian;
- (9) Finance director.

(C.M. of 11-18-2014, V. 2014-247; C.M. of 5-19-2020, V. 2020-97)

Secs. 86-46—86-70. Reserved.

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- a. Public works operations manager;
 - (3) Police chief;
 - (4) Fire chief;
 - (5) Economic development director;
 - (6) Parks and recreation director;
 - (7) Reserved;
 - (8) Librarian;
 - (9) Finance director.

(C.M. of 11-18-2014, V. 2014-247; C.M. of 5-19-2020, V. 2020-97)

Sec. 90-10. Employees exempt from Fair Labor Standards Act.

The salaried employees having the following job titles are considered to be exempt from overtime and certain other provisions of the federal Fair Labor Standards Act because they meet the tests for either executive, administrative, or professional positions:

Town manager.

Assistant town manager

Parks and recreation director.

Finance director.

Assessor.

Public works director.

Code enforcement officer.

Fire chief.

Police chief.

Director of economic and community development.

Library director.

Town clerk.

Tax collector.

Treasurer.

(T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159; C.M. of 1-5-2021, V. 2021-04)



Town of Lisbon

Fire Department

Nathan LeClair, Fire Chief



TO: Glenn Michalowski

FROM: Nathan LeClair

Ref: Policy Change

Glen,

This is in reference to the following policy:

- ***Sec. 90-39. - Residency requirements for emergency personnel.***

All emergency personnel shall be required to locate their primary residence within a 20-minute response time; said response time to be measured at normal speeds and under normal road conditions.

(Sel. Ord. of 3-5-02; § 5.161; T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

The Police Dept currently has a 45 minute residential clause in their union contract. Which means this policy doesn't apply to them. It currently only applies to the Police Chief, Police Lieutenant, Fire Chief and Fire Department. The on-call fighters should have a residential requirement closer to the town than 20 minutes. They are still the primary force of the department and time is critical.

Many communities have gotten rid of their requirements in order to recruit and maintain staffing.

I recommend the following content to this policy:

Emergency personnel covered under a bargaining agreement, shall live within the constraints of their contract.

Full time emergency personnel not covered under a bargaining agreement shall not live any further than the longest allowed distance, as determined by any emergency service bargaining agreement.

Fire Department on call firefighters shall live within the Town of Lisbon, or no further than 1 travel mile over the town line.

Sec. 90-39. Residency requirements for emergency personnel.

All emergency personnel shall be required to locate their primary residence within a 45-minute response time; said response time to be measured at normal speeds and under normal road conditions.

(Sel. Ord. of 3-5-02; § 5.161; T.M. of 7-31-2007, § 2007-115; T.M. of 4-7-2009, § 2009-62; C.M. of 8-19-2014, V. 2014-159)

ACCESS AGREEMENT

This ACCESS AGREEMENT ("Agreement") is entered into on August 16, 2022 (the "Effective Date") by and between the Town of Lisbon, Maine ("Lisbon") and the Maine Department of Marine Resources and (the "DMR").

R E C I T A L S

WHEREAS, Lisbon is the owner of the real property and improvements located in Lisbon, Maine, such parcels being described on the Town of Lisbon Tax Maps as: Map U19, Lot 117; and Map U18, Lot 001 (the "Property");

WHEREAS, with the use of funding obtained by DMR from the National Fish and Wildlife Foundation, DMR wishes to remove the Upper dam, adjacent retaining walls, water control structure and dam materials from the site, as defined below, at the Property; and

WHEREAS, pursuant to 12 M.R.S. section 6121(7), the Commissioner of DMR has the authority to enter upon any private land in order to examine fishways in dams or other artificial obstructions and to examine dams in accordance with 12 M.R.S. section 6121(2); and

WHEREAS, subject to the terms of this Agreement, Lisbon consents to DMR's access to the Property to remove the dam, adjacent retaining walls, water control structure(s) and other materials associated with the dam at the site.

NOW THEREFORE, in consideration of the foregoing and of the covenants, promises and undertakings set forth herein, the receipt of which is hereby acknowledged, Lisbon and DMR agree as follows:

1. **Access to Property.** Lisbon hereby grants to DMR and its employees, agents, affiliates, consultants, representatives, contractors or subcontractors a temporary right and license during the term noted in Section 4 to enter upon the Property as is necessary to complete the work described in Paragraph 2, below ("Scope of Work"). The right of access shall include the use of vehicles and other equipment as determined necessary by DMR, in its sole discretion, to complete the work described in the Scope of Work. For the purposes of this Agreement the term "Contractors" includes Atlantic Salmon Federation, Linkel Construction, and their respective subcontractors.
2. **Scope of Work.** DMR and its Contractors will enter the Property to remove the Upper dam, adjacent retaining walls, water control structure(s) and other materials associated with the dam. The work also includes, but is not limited to: sampling, evaluation and analysis to determine whether hazardous materials are in sediments on the Property; and surveying and site visits in support of engineering and design plans for dam removal. During the work, DMR and its Contractors shall comply with applicable laws, regulations and occupational safety protocols. Upon completion of the work, DMR shall remove from the Property all of the removed materials and all debris, tools, temporary structures, and excess materials ("clean-up").
3. **Prior Notice.** DMR shall notify Lisbon at least two (2) business days prior to entering the Property. Electronic notification shall be sufficient so long as receipt is confirmed. Work on the Property performed by DMR and its Contractors shall be conducted during normal business hours, unless otherwise agreed to by Lisbon.
4. **Disposal of Materials.** Lisbon further grants the right for DMR and its Contractors to dispose of demolition materials related to the Scope of Work at such municipal property as may be designated from time to time by the Town Manager and/or his/her designee, at a rate of \$100 per standard dump truck load. Materials disposed of

shall be limited to concrete, rock, dirt and natural materials and free of any hazardous materials or contaminants.

5. **Term of Access.** This Agreement shall take effect on the Effective Date and shall terminate upon completion of all work relating to the removal of the dam, adjacent retaining walls, water control structure(s) and other materials associated with the dam at the site, and completion of all clean-up of the Property.
6. **Entire Agreement.** This Agreement fully sets forth all agreements and understandings of Lisbon and DMR with respect to the subject matter hereof, whether oral or written, and may not be amended except in a writing signed by DMR and Lisbon.
7. **Governing Law.** This Agreement is governed by the laws of the State of Maine without application of choice of law or conflict of law, including, without limitation, 12 M.R.S., chapter 605 subchapter 4.
8. **Execution of Counterparts.** This Access Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which shall constitute the same agreement. If counterparts are employed, the "Effective Date" of this Agreement will be the date upon which the last of each of the counterparts has been executed.
9. **Assignment: Third Party Beneficiaries.** Neither the entry of this Agreement or any action taken by DMR hereunder shall create any third-party beneficiary or third-party beneficiary rights.
10. **Notices.** Any notices required by this Agreement shall be in writing and transmitted to the addresses below. All notices are effective upon receipt or refusal of receipt.

If to Lisbon:

Ryan McGee
Interim Town Manager
Lisbon Town Offices
300 Lisbon Street
Lisbon, ME 04250
United States
(207) 353-3000 ext. 104

If to DMR:

Sean Ledwin, Director
Maine Department of Marine Resources
Sea Run Fisheries and Habitat Division
21 State House Station
Augusta, Maine 04333

Casey Clark, Resource Management
Coordinator
Maine Department of Marine Resources
Bureau of Policy and Management
21 State House Station
Augusta, Maine 04333

IN WITNESS WHEREOF, the Parties have executed this Access Agreement as of the date and year first written above.

Dated: _____

Lisbon: _____

Ryan McGee, Interim Town Manager
Duly Authorized

Department of Marine Resources

Dated: _____

DMR: _____
Patrick Keliher, Commissioner

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



Town of Lisbon

MEMORANDUM

TO: Ryan McGee, Interim Town Manager
FROM: Kayla Tierney, Finance Director
SUBJECT: Council Resolution Recommendation – Ferry Road Reconstruction Project
DATE: August 16, 2022

Please see the attached Council Resolution for the Extension of the Ferry Road Reconstruction Project. This resolution is to extend upon the current scope of work for the Ferry Road Reconstruction project to include the Village Street area per the proposal from our Town Engineers, Olver Associates, dated June 20, 2022. The Ferry Road Reconstruction is funded through the 2022A MMBB bond.

RECOMMENDATION:

That the Council sign the attached Council Resolution to authorize the extension of the current Ferry Road Reconstruction project to include the extended scope of work into the Village Street area as presented in the Olver Associates proposal dated June 22, 2022 to undertake related improvements at a cost of approximately \$482,000.

COUNCIL RESOLUTION

EXTENSION OF ROAD RECONSTRUCTION PROJECT AUTHORIZATION

WHEREAS, On September 7, 2021 the Town Council duly adopted an Order titled "Order Authorizing the Town of Lisbon to Issue Up To \$2,800,00 in Bonds to Finance the Reconstruction of a Portion of the Ferry Road and Related Improvements" (the "Order"), which authorized the issuance of bonds for the purpose of financing "the reconstruction of approximately 2.5 miles of the Ferry Road from the intersection of Ferry and Marshall Roads extending to the river bend area, and related improvements," (the Project), and

WHEREAS, at a referendum election duly called and held by the Town on November 2, 2021 the voters approved the adoption of the Order and authorized the issuance of a general obligation bond of the Town to finance the same, and

WHEREAS, on May 19, 2022 the Town issued its 2022 General Obligation Road Bond (the "Bond") to finance the Project, and

WHEREAS, the initial portions of the Project, constituting road reconstruction of the Ferry Road from the intersection of Ferry and Marshall Roads to approximately the intersection of Ferry Road and the Pinewoods Road, have been substantially completed at a cost of approximately \$1.5 million dollars, and

WHEREAS, the Town Council desires to extend the road reconstruction beyond Pinewoods Road intersection into the river bend area consistent with the Project as described in the Order and approved by the voters, and

WHEREAS, the Town has received a proposal from Olver and Associates dated June 20, 2022 (the "Proposal") which would extend the construction work from its current terminus into the Village Street area and undertake related improvements at a cost of approximately \$482,000,

NOW, THEREFORE, be it voted and resolved by the Town Council of the Town of Lisbon that:

RESOLVED: The extension of the Project into the Village Street area according to the terms of the Proposal (the "Extension") is an integral part of the Project and is directly related to the improvements described in the Order and approved by the voters, and

RESOLVED: The use of proceeds of the Bond to finance the Extension is hereby approved, and

RESOLVED: The Town Manager, Assistant Town Manager, Treasurer, Clerk and

other municipal officers of the Town are hereby authorized and instructed to contract with Olver and Associates to undertake the Extension, and to sign such documents, certificates, contracts and related materials as they deem reasonable in order to carry out the purposes of these Resolutions.

DATE ENACTED: AUGUST 16, 2022
AUTHORIZED SIGNATURES

Municipal Seal

Fern Larochelle

Harry Moore

Don Fellows

Mark Lunt

Raymond Robishaw

Jason P. Smith

Christine Cain



Town of Lisbon

Fire Department

Nathan LeClair, Fire Chief



TO: Lisbon Town Council
FROM: Nathan LeClair, Fire Chief
REF: November Referendum
DATE: August 10, 2022

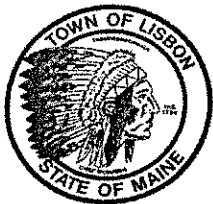
I am requesting that a question be placed on the November ballot asking the town's people to authorize the purchase of 2 new fire trucks. The projected amount would be 1.7 million.

The purchase would replace 3 of our front line trucks into 2. Thus saving the tax payers money over time.

The fleet is also aging. The average age of our front line fleet is 19.5 years old. The parts on some of these trucks are no longer manufactured and getting them repaired is getting harder.

Approving the expenditure now, will allow us to secure pricing. The fire truck industry has seen several increases in the past 2 years with an unknown future on pricing. Waiting will only make these vehicles more expensive.

Currently there is a 2 year build time on fire trucks and other emergency vehicles such as ambulances. This will give us time to research and secure financing options.



Town of Lisbon

Town Council

Fern Larochele, Chairman
Harry Moore Jr., Vice
Chairman
Don Fellows
Mark Lunt
Raymond Robishaw
Christine Cain
Jason P. Smith

MEMORANDUM

TO: Ryan McGee, Interim Town Manager
FROM: Kayla Tierney, Finance Director
SUBJECT: Recommendation on Ballot for Referendum Question
DATE: August 16, 2022

ORDINANCE AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION SECURITIES OF THE TOWN OF LISBON IN AN AMOUNT NOT TO EXCEED \$1,700,000 FOR THE PURPOSE OF FINANCING (2) FIRE TRUCKS FOR A TERM NOT TO EXCEED 20 YEARS.

BE IT ORDAINED, pursuant to Articles 6.09 and 8.11(b)(2) of the Charter of the Town of Lisbon and section 5772 of Title 30-A of the Maine Revised Statutes,

- (1) That the Town of Lisbon (the "Town") be authorized to order (2) Fire Trucks during FY23, of which may take 18-24 months to be built, for a payment upon delivery of the (2) Fire Trucks.
- (2) That the Town be authorized to issue general obligation bonds in an amount not to exceed \$1,700,000 and notes in anticipation thereof (collectively, the "Bonds"), to fund the purchase of (2) Fire Trucks (the "Project");
- (3) That the proceeds of the Bonds, including any investment earnings on the Bonds, be appropriated for the costs of the Project;
- (4) That the Finance Director be authorized to arrange for the sale of the Bonds at public or private sale to such parties as the Finance Director determines to be in the Town's best interest, to execute and deliver loan agreements and other contracts, certificates and instruments as the Finance Director shall determine prudent in connection with the issuance and sale of the Bonds, to approve the date(s), maturity or maturities, denominations(s), interest rate(s), place(s) of payment, forms(s) and other terms, provisions, and details of such Bonds, and to provide for the sale and delivery against payment thereof, to provide that the Bonds may be redeemable or callable, with or without premium, prior to their maturity, and to hire such financial advisors and other consultants, if any, as the Finance Director deems necessary to assist with the sale of the Bonds, all on such terms (not inconsistent with this Ordinance) as the Finance Director shall approve;
- (5) That the Bonds be issued in registered form in the name of the Town, executed and delivered by the Finance Director and countersigned by the Chairman of the Town Council and the Town Manager under the official seal of the Town attested by the Town Clerk;



Town of Lisbon

Town Council

Fern Larochelle, Chairman
Harry Moore Jr., Vice
Chairman
Don Fellows
Mark Lunt
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Jason P. Smith

- (6) That the Municipal Officers, being the Town Council, Town Manager, Finance Director and Clerk of the Town of Lisbon are each authorized to do or cause to be done all such acts, including but not limited to the execution and delivery of any and all contracts, agreements, certificates and other documents as may be necessary or advisable in order to carry out the provisions of this Ordinance in connection with the issuance and delivery by the Town of the Bonds.
- (7) That if any Municipal Officer whose signature may be required in connection with the issuance and sale of the Bonds is for any reason unavailable to approve and execute the required documents, the persons then acting in such capacity on behalf of such Municipal Officer, whether an assistant, a deputy or in some other capacity, is authorized to act on behalf of such Municipal Officer and to perform such acts themselves;
- (8) That if any of the Municipal Officers who have signed, attested, or sealed the Bonds shall cease to be such officers before the Bonds so signed, attested and sealed shall have been actually authenticated and delivered by the Town, such Bonds nevertheless may be authenticated, delivered and issued with the same force and effect as though the person or persons who signed, attested or sealed the Bonds had not ceased to be such Municipal Officer;
- (9) That any short-term notes issued in anticipation of the completion of the Project shall be and hereby are designated "Qualified Tax-Exempt Obligations" within the meaning of Section 265(b)(3) of the Internal Revenue Code.
- (10) That it shall be a condition to the foregoing authority conferred by this Ordinance that the voters of the Town, pursuant to Article 8.11(b)(2) of the Town Charter, ratify the adoption of this Ordinance;
- (11) That the Town Clerk file an attested copy of this Ordinance with the minutes of this meeting and in accordance with section 8.25(b) of the Town Charter make attested copies of this Ordinance available to the public;
- (12) That a referendum election question regarding the ratification of this Ordinance be placed on the ballot for the November 8, 2022 municipal election, and that the Town Clerk is hereby authorized to take all actions required of the Town Clerk for that referendum question to be considered by the voters, and that a ballot title and referendum question in the following form appear in the warrant for and on the ballot at said election, accompanied by a statement of the Town's Finance Director with respect to said indebtedness in accordance with section 5772 of Maine Revised Statutes Title 30-A:

ORDINANCE AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION SECURITIES OF THE TOWN OF LISBON IN AN AMOUNT NOT TO EXCEED \$1,700,000 FOR THE PURPOSE OF FINANCING (2) FIRE TRUCKS FOR A TERM NOT TO EXCEED 20 YEARS.

So ordered this ____ day of _____, 2022.

Fern Larochelle, Chairman

Ray Robishaw

Harry Moore, Jr., Vice Chairman

Jason Smith

Don Fellows

Christine Cain

Mark Lunt

ORDER FOR PUBLIC HEARING

WHEREAS, the Municipal Officers of the Town of Lisbon have considered and approved in concept issuing bonds to finance the acquisition of two fire trucks; and

WHEREAS, pursuant to the Charter of the Town of Lisbon, a public hearing is required in order to authorize any such financing;

NOW, THEREFORE, BE IT ORDERED by the Town Council of the Town of Lisbon that a public hearing be held on Tuesday, the 6th day of September at 7pm at the Lisbon Town Office at 300 Lisbon Street in the Town of Lisbon, and be it further ordered by the Town Council that notice of the hearing be published in one or more newspapers of general circulation within the Town of Lisbon not less than seven nor more than fifteen days prior to such public hearing and the scheduled final action by the Council scheduled after the public hearing at its regular meeting on September 6th at 7pm.

TOWN OF LISBON

WARRANT

NOVEMBER 8, 2022

Androscoggin County, ss.

State of Maine

TO: Ryan McGee, Constable of the Town of Lisbon: You are hereby required in the name of the State of Maine to notify the voters of the Town of Lisbon of the Annual Municipal and Referendum Election.

TO THE VOTERS OF THE TOWN OF LISBON:

You are hereby notified that a Municipal and Bond Referendum Election will be held by secret ballot for both Districts 1 and 2 at the Lisbon High School Gymnasium, 2 Sugg Drive, polling place located within the Town of Lisbon on Tuesday, November 8, 2022.

The municipal election will be held in accordance with and include details set out in an Order to be adopted by the Lisbon Town Council on September 6, 2022, copies of which are on file with and may be reviewed at the office of the Lisbon Town Clerk.

THE FOLLOWING OFFICES WILL BE DETERMINED:

- Councilor – At Large (Vote for Three) 3 Year Terms
- Councilor – At Large (Vote for One) 2 Year Term
- School Committee – (Vote for Three) 3 Year Terms
- Water Commission – (Vote for One) 3 Year Term

THE FOLLOWING REFERENDUM QUESTION WILL BE DETERMINED:

BOND ORDER – QUESTION 1

QUESTION: “SHALL AN ORDINANCE AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION SECURITIES OF THE TOWN OF LISBON IN AN AMOUNT NOT TO EXCEED \$1,700,000 FOR THE PURPOSE OF FINANCING (2) FIRE TRUCKS FOR A TERM NOT TO EXCEED 20 YEARS BE APPROVED AND RATIFIED?”

**YES
NO**

REGISTRAR HOURS: Monday thru Friday from 8:30 a.m. to 4:00 PM and Election Day November 8 from 7:00 a.m. to 8:00 PM

CASTING OF ABSENTEE BALLOTS: You are hereby notified that the Town Clerk intends to process absentee ballots Election Day at 8:00 a.m., 10:00 a.m., 12:00 PM, 2:00 PM, 4:00 PM, 7:00 PM and 8:00 PM in accordance with M.R.S.A. Title 21A Section 759 (7).

POLLING HOURS: The polls shall open at 7:00 a.m. and close at 8:00 PM

Given under our hands this 16th day of August, A.D. 2022.

Fern Larochelle, Chairman

Harry Moore, Jr, Vice Chairman

Jason Smith

Ray Robishaw

Christine Cain

Donald Fellows

Mark Lunt

A true Copy,

Attest: _____ (Clerk Signature & seal)
Lisbon Municipal Clerk

Constable's
Return of Posting

Lisbon,

State of Maine

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 District 1, and the Lisbon Falls Post Office, this being in District 2, all being conspicuous and public places within the Town of Lisbon.

Date: _____

Constable, Town of Lisbon, Maine



Town of Lisbon

Agenda Item 2022-180
Town Council
Fern Laroche, Chairman
Harry Moore Jr., Vice
Chairman
Don Fellows
Mark Lunt
Raymond Robishaw
Christine Cain
Jason P. Smith

MEMORANDUM

TO: Ryan McGee, Interim Town Manager
FROM: Kayla Tierney, Finance Director
SUBJECT: Carryforward
DATE: August 16, 2022

The Finance Department received a late invoice from Morton Salt for an unpaid balance for salt from last winters' storms. Since we are in period #2 of the new fiscal year (FY23), I am asking for the funds to be carried forward from FY22 Winter Operations budget into FY23 to pay the amount due. The Winter Operations budget had \$37,585 remaining as an available budget as of June 30, 2022.

Recommendation

That the Council approve \$32,349 to be carried from FY22 into FY23 for Winter Operations Other Supplies to pay the outstanding invoice.



Lisbon Police Department

A Community Policing Agency

300 Lisbon St.
Lisbon, ME 04250

Ryan A McGee
Chief of Police

To: Lisbon Town Council

From: Chief of Police Ryan McGee

Subject: FY 2020 Byrne JAG Grant Request

Date: 07/27/2022

The police department has the opportunity to apply for Federal Funds through the FY 20 Byrne JAG Grant. The police department has been pre-allocated a total of \$2,723 in grant funding. This particular grant **does not require any matching funds.**

If approved, the police department will use the funding to purchase 4 portable Kenwood radios for our officers. The radios that we would replace are at the end of their useful life span and we would like to move forward using this grant funding.

The police department is requesting permission to apply for, accept, and spend any funding amount allotted through this grant process towards the above purchases.

Thank you.

Ryan McGee
Chief of Police

Memo Packet
for
Riverside Trailriders:
“Connecting Lisbon, ME ATV
trails to Lisbon Falls, ME ATV
trails”

Produced by Cheryl Haggerty -member of Riverside Trailriders
207-841-7894

The Lisbon Riverside Trailriders are respectfully asking that the town add 3 key roads to the list of ATV access routes. The addition of new sections of ATV access roads will allow the connection of the town's two ATV club trails. Please see attached maps-Exhibit 4.

With the hopeful addition of Lisbon Falls connecting to Bowdoin, we will have an impressive trail system that will be beneficial to both area businesses as well as to the many residents who enjoy exploring our natural resources on an ATV. With the increasing popularity of side-by-sides, the family friendly atmosphere of the Lisbon community is a perfect match. We have long since embraced that we are a "bedroom community" with enviable natural resources that our neighboring towns cannot boast upon. There are also many citizens that enjoy the outdoors, but don't have the physical capacity to walk for miles or even at all. The connection of the trails will allow this sector of our community a much-needed outlet that can be easily accommodated.

Exhibit 1: Lisbon Code of Ordinances Sec. 50-261 – 50-266

Exhibit 2: Deed from Robert A. Wagg, Jr. to Maine Woodland Owners Book 10535 Page 321

Exhibit 3: Lisbon Comprehensive Plan page 45-46

Exhibit 4: 5 maps of proposed new sections of ATV access roads connecting Lisbon to Lisbon Falls

Exhibit 5: Map of current Lisbon Riverside Trailrider's ATV trails

Note: The formation of a formal public relations committee for Lisbon ATV/Snowmobile trails would alleviate the town's staff from having to field calls relating to these recreational venues. We understand that the addition of new access roads is sometimes frowned upon because of past complaints or problems. We are ready and able to form a friendly, informative committee that would be a vital part of this important recreation in our community. The committee would consist of representatives from each club. The members will be trained in the many aspects of having great relations with the community and landowners. This will be a key part in the betterment of our town.

ARTICLE IV. - RECREATION ACTIVITIES ON PUBLIC WAYS

Footnotes:

— (3) —

Cross reference— Recreation and parks, ch. 30.**Exhibit I**

DIVISION 1. - GENERALLY

Footnotes:

— (4) —

Editor's note— C.M. of 11-14-2017, V. 2017-281, amended Div. 1 in its entirety to read as herein set out. Former Div. 1, § 50-261, pertained to similar subject matter and derived from T.M. of 8-1-2006, § 2006-19.

Sec. 50-261. - Purpose.

The purpose of this ordinance is to authorize the operation of ATVs on designated roadways in the Town of Lisbon.

(C.M. of 11-14-2017, V. 2017-281)

Sec. 50-262. - Definitions.

Accompanied by adult. "Accompanied by an adult" means, with respect to operation of an ATV, within visual and voice contact and under the effective control of a child's parent or guardian or another person 21 years of age or older.

All-terrain vehicle or ATV. "All-terrain vehicle" or "ATV" means a motor-driven, off-road, recreational vehicle capable of cross-country travel on land, snow, ice, marsh, swampland or other natural terrain. "All-terrain vehicle" or "ATV" includes, but is not limited to, a multitrack, multi-wheel or low-pressure tire vehicle; a motorcycle or related 2-wheel, 3-wheel or belt-driven vehicle; an amphibious machine; or other means of transportation deriving motive power from a source other than muscle or wind. For purposes of this subpart, "all-terrain vehicle" or "ATV" does not include an automobile as defined in 29-A M.R.S. § 101(7); an electric personal assistive mobility device as defined in 29-A M.R.S. § 101(22-A); a truck as defined in 29-A M.R.S. § 101(88); a snowmobile; an airmobile; a construction or logging vehicle used in performance of its common functions; a farm vehicle used for farming purposes; or a vehicle used exclusively for emergency, military, law enforcement or fire control purposes.

ATV access route. For the purpose of this ordinance, an ATV access route shall be defined as a public way maintained by the Town of Lisbon and designated by the Town Council as an ATV access route. ATVs are only to be used by the public on such designated public ways to gain access to the Lisbon ATV Trail System.

Lisbon ATV Trail System. A designated path commonly used and maintained for ATVs which is administered, in part, by the Town of Lisbon in association with a designated ATV Trail Organization.

Public way. "Public way" means a way, owned and maintained by the State, a county or a municipality, over which the general public has a right to pass.

(C.M. of 11-14-2017, V. 2017-281)

Sec. 50-263. - Use and operation of Lisbon ATV access routes.

- (a) Operation of an ATV within the Town of Lisbon shall comply with 12 M.R.S. § 13157-A, Operation of ATVs.
- (b) Use and operation of an ATV on a public way shall not obstruct or interfere with the use of the way by traffic or pedestrians.
- (c) The Lisbon ATV access routes will be posted as OPEN from June 1st thru October 31st from sunrise to sunset. All other times/dates the ATV access routes will be posted as CLOSED.
- (d) Each year, in the month of December, prior to the opening of the ATV access routes and Lisbon ATV Trail System, the designated ATV Committee shall be designated or re-designated by the Lisbon Town Council and an annual review of the ATV access routes and Lisbon ATV Trail system shall be conducted. The review will be performed by the Town Manager, Chief of Police or designated officer,

Public Works Director, and a designated representative of the ATV Trail Committee.

(e) Operators under the age of 18 must have a valid driver's license and/or be accompanied by an adult age 21 or older. .

(C.M. of 11-14-2017, V. 2017-281)

Sec. 50-264. - ATV access routes.

The town council does hereby designate the following portions of public ways as ATV access routes, with travel limited to the extreme right of the public way in the same direction as motor vehicle traffic. The posted speed limit for ATV's on ATV access routes shall be ten miles per hour and signs designating the ATV access route and the speed limit shall be conspicuously posted. ATV access routes have been established using guidelines under 12 M.R.S. § 13157-A § 6(H).

- (1) Miller Road.
- (2) Ferry Road (between Miller Rd. and Bretton Rd.).
- (3) Wagg Road.
- (4) County Road.
- (5) Burrough Road (from Route 125 to Bowdoin Town Line).
- (6) Gould Road (from Route 125 intersection westerly to #75 Gould Road).
- (7) Wing Street (From #48 Wing Street to the Wing Street/Route 9 intersection).
- (8) Route 9 (From intersection of Wing Street to Route 196).
- (9) Lisbon Street/Route 196 (From intersection of Route 9 to #568 Lisbon Street/Route 196).
- (10) Scottsdale Street.
- (11) Huston Street (from intersection of Scottsdale Street westerly on Huston Street to end).
- (12) Capital Avenue.
- (13) Summer Street (from Main Street, Rte 125, to intersection of Edgcomb Road).
- (14) Edgcomb Road (from intersection of Summer Street westerly to start of Transmission Line trail).
- (15) Cotton Road.
- (16) Pinewoods Road (from intersection of Cotton Road Southwesterly to the Pinewoods Road Recreational fields).

(C.M. of 11-14-2017, V. 2017-281; C.M. of 10-16-2018, V. 2018-233)

Sec. 50-265. - Signs.

Designated ATV access routes shall be posted along the public ways to clearly define the approved access route. Posted signs shall include the 10 MPH speed limit and the designated ATV access route. The designated ATV Trail Organization shall be responsible for production, placement and overall maintenance of the signage. This shall be done in coordination with and approval of the Lisbon Public Works Department.

(C.M. of 11-14-2017, V. 2017-281)

Sec. 50-266. - Penalty for violation of division.

Penalties for violation of this division shall be as follows:

- (1) On the occasion of the first violation, the individual violator will be issued a warning which shall contain the name and address of the violator, the nature of the violation and the location of the violation.
- (2) On the second and subsequent violations:
 - a. Second violation—\$50.00 fine.
 - b. Third violation—\$100.00 fine.
 - c. Fourth and subsequent violations—\$200.00 fine.
- (3) This ordinance shall be enforced by the Lisbon Police Department.

Exhibit 2

NOT
AN
OFFICIAL

NOT
AN
OFFICIAL

See survey plan entitled "A portion of land of Robert A. Wagg, Jr." - dated May 2015 - compiled by Kachnovich Land Surveying, Inc. (D1491)

See survey plan entitled "A portion of land of Robert A. Wagg, Jr." - dated April 2014 - compiled by Kachnovich Land Surveying, Inc. (D1407)

See survey plan entitled "A portion of land of Robert A. Wagg, Jr." - dated November 2007 - compiled by Kachnovich Land Surveying, Inc. (D892)

Excepting from the above-described premises whatever rights or privileges were deeded by Ethel W. Wagg to Worumbo Manufacturing Company dated June 30, 1921, recorded in said Registry at Book 307, Page 324.

This conveyance is made subject to the following conditions set forth by the Grantor:

1. Grantee shall maintain a sign on the premises depicting the name of the land as the "Wagg Family Memorial Forest."
2. Grantee agrees to continue to allow use of the property for hunting, fishing, snowmobiling on existing trails, ATV use on existing trails unless circumstances of use or regulatory changes require otherwise. No new snowmobile, ATV, or similar motorized recreational trails will be allowed, except for Grantee-authorized relocation of portions of existing trails, consistent with sound stewardship.

This conveyance is made upon the condition that Grantee shall use the land herein conveyed only as forest land and to conduct forest management thereon. Forest management means all activities for the management of the forest and the harvesting of forest products including, but not limited to the construction and maintenance of forest management roads and the extraction of sand and gravel for use on the land. Forest products include whole trees, logs, pulp, Christmas trees, maple sap, wreath material, nursery products, cones, seeds and any other products that may be derived from the forest. All forest management shall be conducted in accordance with a Forest Management Plan to promote a long-term, strong, healthy, vigorous and productive forest ecosystem and in accordance with all applicable Federal, State, and local laws, regulations, and ordinances. In addition, the Grantee may conduct forest management educational activities on the land. The land shall not be otherwise developed.

If Grantee decides to convey the land, it shall first offer it upon the same conditions as stated in this deed to another non-profit organization with a purpose similar to the Grantee's. If such an organization cannot be found or if at any time the land can no longer reasonably be maintained in accordance with the conditions of this deed, then Grantee may convey the land to any other person or entity, subject to a conservation easement with such terms as Grantee is able to negotiate. If no organization can be reasonably found to accept a conservation easement or at any

PLANNING TOPIC

Recreation Resources

State goals relating to planning topic

To plan for, finance and develop an efficient system of public facilities and services to accommodate anticipated growth and economic development;

To promote and protect the availability of outdoor recreation opportunities for all Maine citizens including access to surface waters.

Overview

Lisbon's population and population concentration requires various formal recreation facilities and programs. A significant portion of the town's recreation facilities are associated with school facilities. In addition to the facilities at the schools, Beaver Park, Pinewood Road Sport Complex and Summer Street Park offer outdoor recreation opportunities. Private landowners in Lisbon have allowed public access to their lands for outdoor recreation activities including hunting, snowmobiling and cross country skiing.

Policies

Plan for and develop necessary recreation areas, facilities and programs to serve the needs of all age groups.

Create a recreation/open space/ball field area along the waterfront above the hydroelectric dam at the Worumbo Mill.

Continue the development of the greenbelt corridor/Androscoggin River Trail between Lisbon Falls, Lisbon Center, Lisbon Village and Beaver Park.

Support the efforts of the snowmobile and ATV clubs to maintain local trail systems.

Provide neighborhood recreation areas in new development areas.

Encourage the practice of allowing public access to privately owned land.

Provide additional access to the Androscoggin River.

Strategies

Consider the feasibility of the creation of an open space park along the Sabattus River.
Responsibility: Conservation Commission/Mid

Develop plans and seek funding for the waterfront open space/recreation/ballfield area at the Worumbo Mill.
Responsibility: Economic Development Office/Mid.

Continue to seek funding for the greenbelt trail system/Androscoggin River Trail including easements, gifts or purchases.

Responsibility:

Conservation Commission/Recreation
Department/Ongoing

Where major new developments would adversely affect traditional snowmobile and ATV trails, the development review conducted by the Planning Board should seek to maintain a reasonable route through the site.

Responsibility:

Planning Board/Ongoing

Develop a program to inform the users of privately owned land of their responsibilities and privileges.

Responsibility:

Snowmobile and ATV Clubs/Ongoing

Amend the Subdivision, Zoning and Site Review Ordinances to allow the Planning Board to consider the proposed developments impact upon the creation of the greenbelt trail system/Androscoggin River Trail.

Responsibility/Time Frame

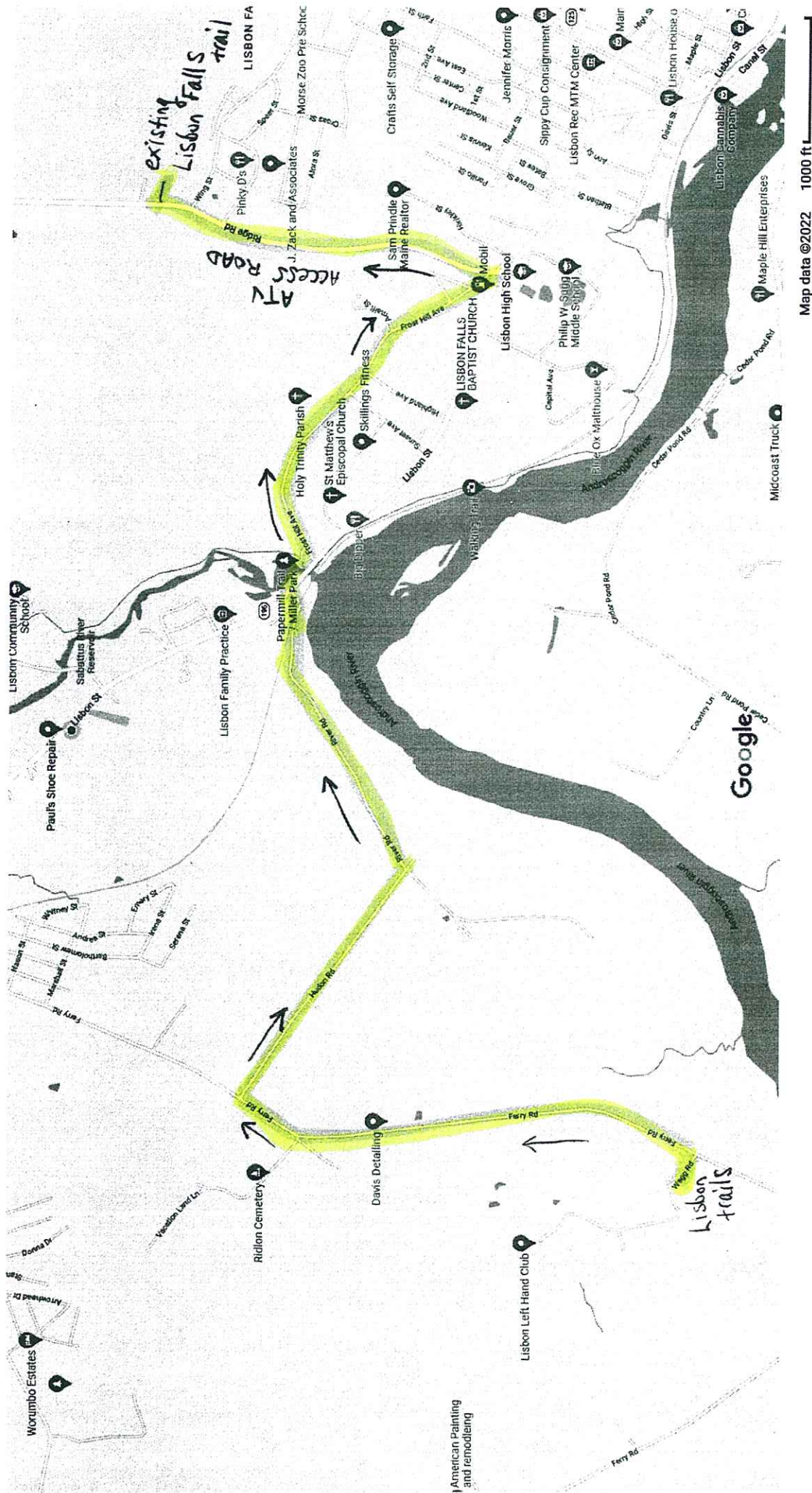
Planning Board/Short



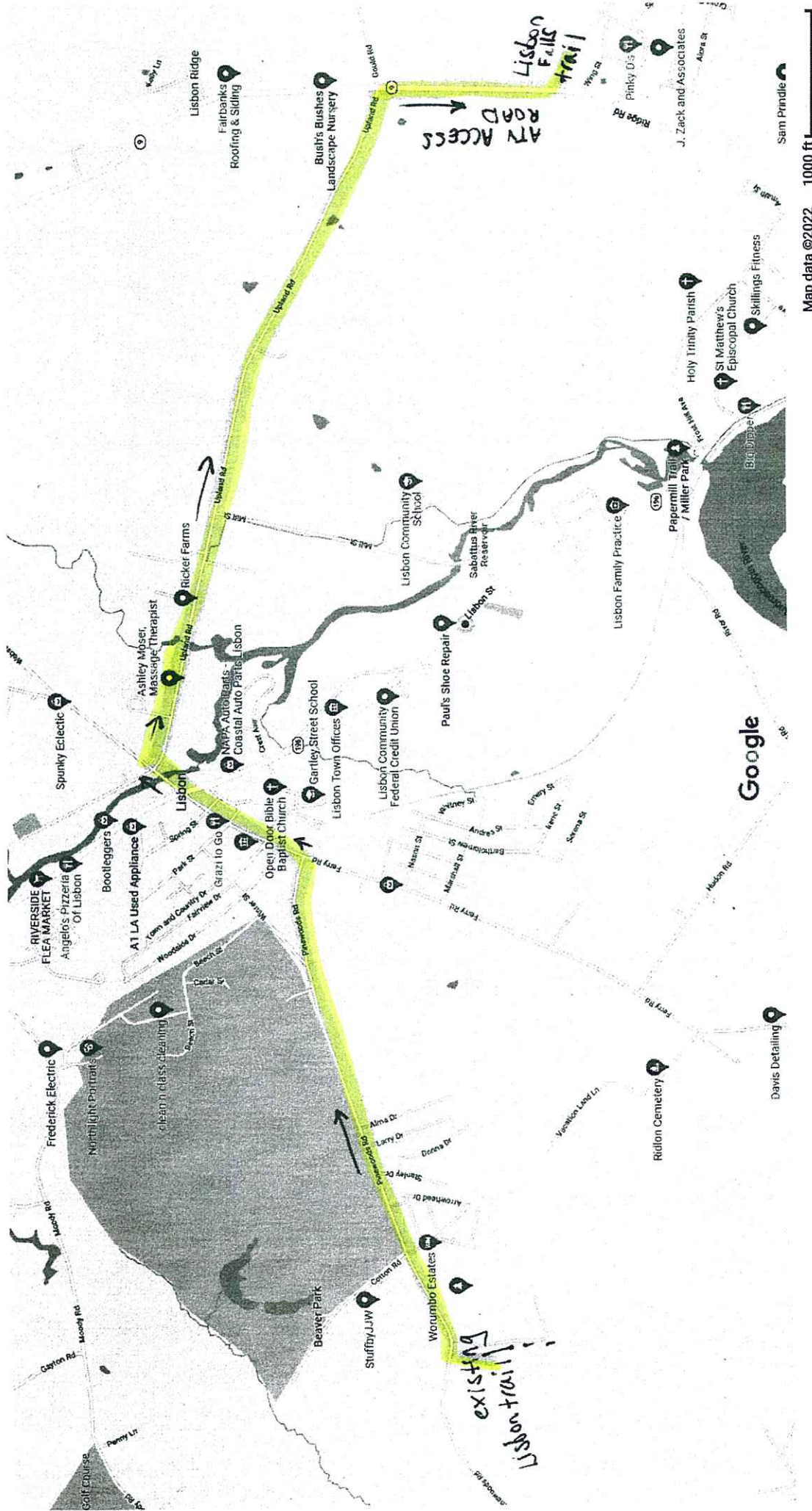
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Exhibit 4: Ferry Road to right on Hudon Road to left on River Road to right on 196 and either direct across to Frost Hill or option under 196 (small section of walk/bike path) to Frost Hill to route 9

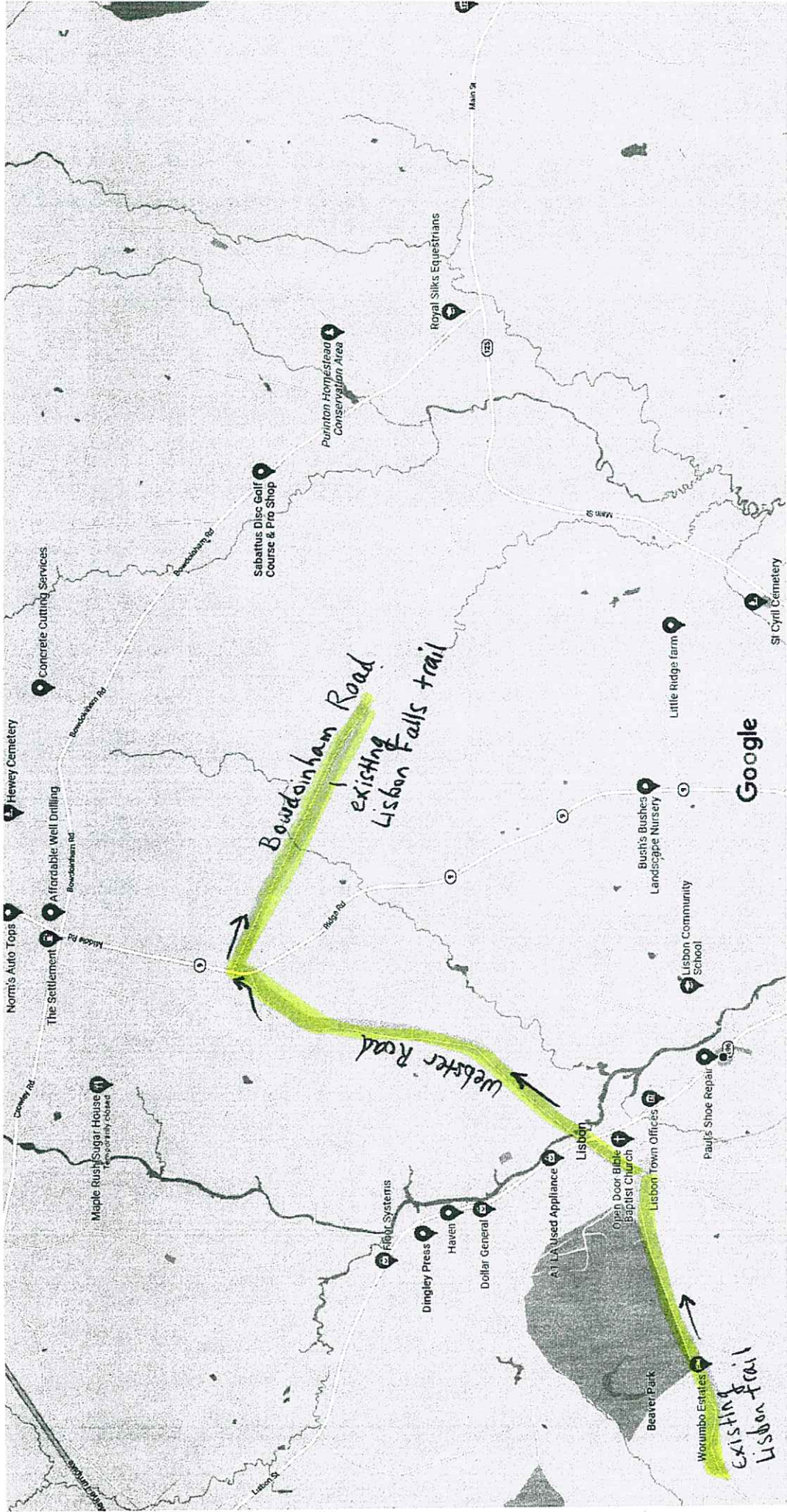


MAP 3



MAP 4

Exhibit 4: from existing trail section to right on Pinewoods Road, left on Village Street, straight across route 196 to Webster Road, left on route 9 to right on Bowdoinham Road and get on Lisbon Falls trail



MAP 5

Lisbon Trailriders ATV Trails

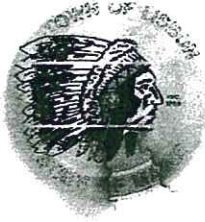
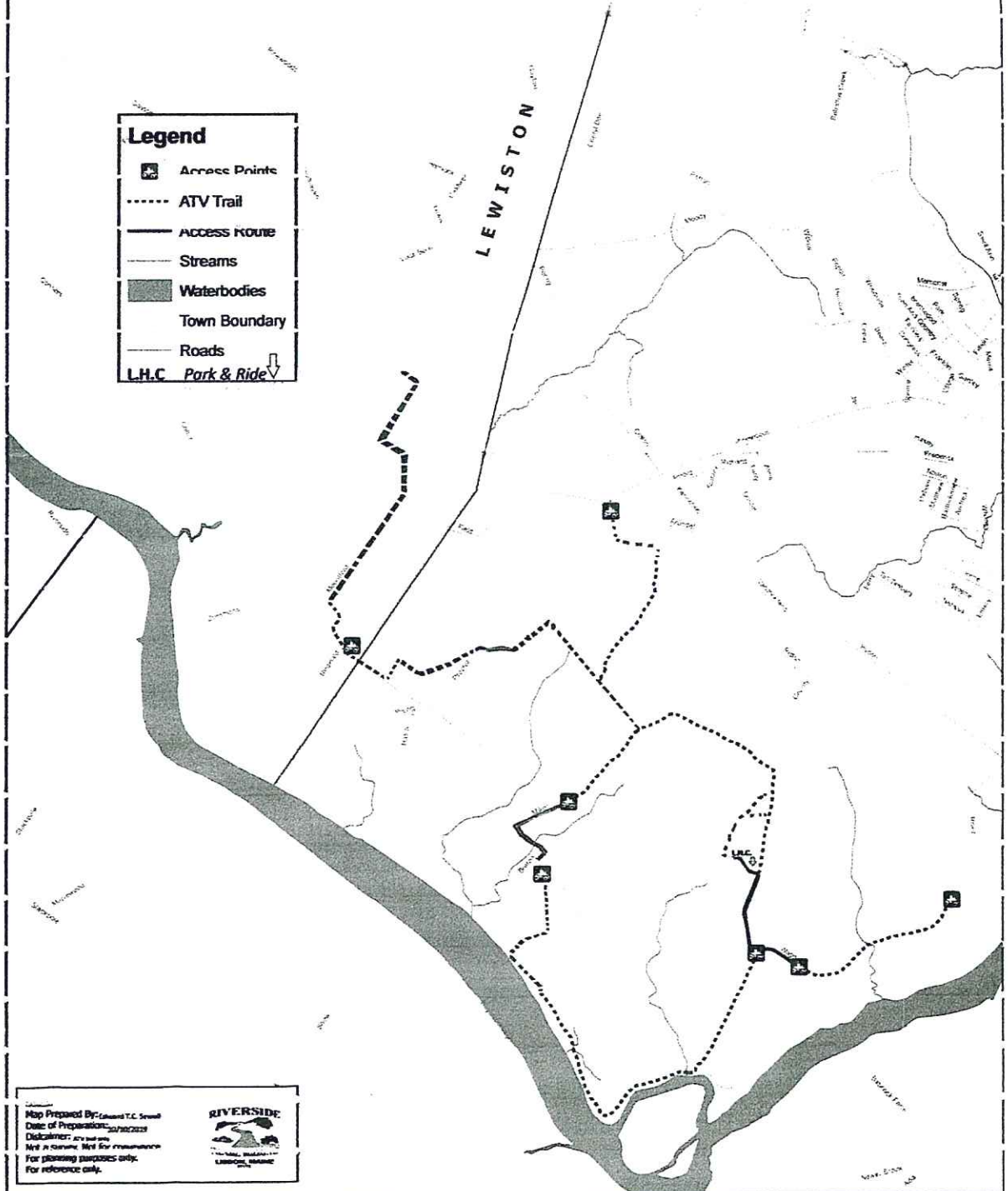


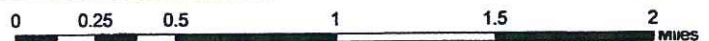
Exhibit 5

Legend

- Access Points
- ATV Trail
- Access Route
- Streams
- Waterbodies
- Town Boundary
- Roads
- L.H.C. Park & Ride



Map Prepared By: Edward T.C. Small
 Date of Preparation: 2/15/2023
 Disclaimer: not a guarantee
 For planning purposes only.
 For reference only.





Town of Lisbon

Agenda Item 2022 7-
Town Council
Fern Larochelle, Chairman
Harry Moore Jr., Vice
Chairman
Don Fellows
Mark Lunt
Raymond Robishaw
Christine Cain
Jason P. Smith

MEMORANDUM

TO: Ryan McGee, Interim Town Manager
FROM: Kayla Tierney, Finance Director
SUBJECT: Moxie Festival July 2022 Report
DATE: August 16, 2022

The Moxie Festival returned to Lisbon this summer and it was a fantastic turn out! The last festival was in July 2019 and then it was followed by a two year hiatus due to Covid-19. The three day festival brought in visitors from out of Town as well as enthusiastic Lisbon residents showing their Lisbon and Moxie pride.

The Moxie Committee has worked very hard on the calendar of events and all of the other logistics to bring back the festival to Lisbon. On Friday July 8th, there was a Moxie Recipe Contest, Touch a Truck with food trucks and vendors, live bands and we ended the night with fireworks! On Saturday July 9th, we started early with our Moxie with the Kids Fun Run and 5K Road Race that then went into a fantastic parade; the rest of the day had events at the MTM Center, vendors, food trucks, Fireman's muster and bands. Last but certainly not least, we ended the Moxie weekend on Sunday July 10th with a Bass Fishing Tournament and our Moxie Car Show at Beaver Park....what a weekend!

Let's talk numbers:

The Moxie Committee created a budget to focus on bringing back the festival and making it a success. Expenses were budgeted for \$46,536 and detailed as follows:



Town of Lisbon

Town Council

Fern Larochelle, Chairman
Harry Moore Jr., Vice
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Don Fellows
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Raymond Robishaw
Christine Cain
Jason P. Smith

ACCOUNT DESCRIPTION	BUDGET
Operating supplies	300.00
Postage	150.00
Advertising	6,000.00
Cell phone/Allowances	210.00
Contracted Professional Services	2,280.00
Event Insurance	1,240.00
Merchandise	9,168.00
Fireworks	5,000.00
Parade	8,000.00
Vendors	1,040.00
Entertainment	10,000.00
Sales Tax Pa	1,000.00
Logistics	2,148.00
Moxie Bass Fishing Tournament	0
	<u>46,536</u>

Revenues had a \$20,000 budget and the Committee's goal was to bring in the same amount of sponsors as the July 2019 festival. Well, we exceeded our own expectations! Actual expenses totaled \$35,168.78 and actual revenues totaled \$45,657.11.

Expenses:

ACCOUNT DESCRIPTION	BUDGET	YTD ACTUAL
Operating supplies	300.00	17.28
Postage	150.00	0.56
Advertising	6,000.00	4,713.49
Cell phone/Allowances	210.00	70.00
Contracted Professional Services	2,280.00	1,850.00
Event Insurance	1,240.00	-
Merchandise	9,168.00	8,470.73
Fireworks	5,000.00	5,000.00
Parade	8,000.00	6,609.20
Vendors	1,040.00	-
Entertainment	10,000.00	4,153.42
Sales Tax Pa	1,000.00	-
Logistics	2,148.00	3,784.10
Moxie Bass Fishing Tournament	0	500.00
	<u>46,536</u>	<u>35,168.78</u>



Town of Lisbon

Town Council

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

Revenues:

ACCOUNT DESCRIPTION	BUDGET	FY22 + FY23
Moxie Souvenir Sales	-	(15,340.00)
Moxie Vendor Fees	-	(7,425.00)
Moxie Sponsor Revenue	-	(21,550.00)
MOXIE - Bass Fishing	-	(1,342.11)
	(20,000.00)	(45,657.11)

The success of the July 2022 festival is propelling us into the July 2023 festival! We would like to thank the Moxie Committee, Town employees, the Town Council, vendors, sponsors, residents and visitors for a fantastic weekend!



August 10, 2022

Town of Lisbon
Members of Town Council
300 Lisbon Street
Lisbon, ME 04250
(207) 353-3000

RE: Low Impact Development (LID) Ordinance

To: Members of Town Council,

Purpose

As you may be aware, the Town of Lisbon is regulated under the Maine Department of Environmental Protection's (MDEP's) Municipal Separate Storm Sewer (MS4) Program. Stillwater Environmental Engineering (SEE) assists the Town with MS4 compliance and we have prepared this memo to provide information regarding a new requirement of the MS4 General Permit to develop an LID ordinance for the Town.

Background

Development in Maine that includes one or more acres of disturbed area must follow the standards included in the Maine Department of Environmental Protection's (MDEP) Stormwater Management Law (also known as Chapter 500). Chapter 500 currently promotes LID Stormwater Treatment Measures but does not require their use. Chapter 500 defines LID as *"site planning and design strategies intended to replace or replicate predevelopment hydrology through the use of source control and relatively small-scale measures integrated throughout a site to disconnect impervious surfaces and enhance filtration, treatment, and management of stormwater runoff as close to its source as possible. Low impact development strategies include, but are not limited to: bioretention filters, grass swales and channels, vegetated filter strips, permeable pavements, rain gardens and vegetated rooftops."*

The Town of Lisbon is a regulated Municipal Separate Storm Sewer System (MS4) community. The MS4 permit allows MDEP to provide further regulation on stormwater treatment measures for new or redevelopment. In the previous MS4 permit (2013-2018), MDEP only required municipalities to promote LID techniques, similar to Chapter 500, which kept the standards consistent statewide. The MS4 permit was recently updated, and went into effect on July 1, 2022. In the new permit, the MDEP originally proposed to continue to rely on Chapter 500 standards, only requiring municipalities to promote LID techniques. However, during the public input phase of MS4 permit development, a third-party environmental group, the Friends of Casco Bay, appealed the permit and stated that the LID requirement needed to be stricter to fulfill MDEP's requirement to protect water quality and to more closely match other New England states MS4 Permit requirements (NH/MA). The Board of Environmental Protection sided with the Friends of Casco Bay, which led to a permit modification requiring each MS4 community to develop an ordinance to mandate LID strategies be used to the maximum extent practicable (MEP) for applicable development projects.

Philip L. Ruck P.E., President

TELEPHONE: (207) 949-0074

EMAIL: pruck@stillwaterenv.com

WEBSITE: www.stillwaterenv.com



The MS4 General Permit requirement is now to develop, "an LID ordinance for stormwater management on applicable new and redevelopment sites which establishes performance standards for each of the LID measures contained in Table 1 of Appendix F of this permit." Applicable sites have:

- A disturbed area of one or more acres of land draining to the MS4; or
- A disturbed area that is less than one acre of land and is part of a larger Common Plan of Development or Sale that as approved or amended would create Disturbed Area of one acre or more that is draining to the MS4.

This puts the burden on MS4 communities to define the specific performance standards for LID, which is typically the responsibility of the MDEP. This ordinance is only required to be implemented in the regulated urbanized area in the Town (see attached map), but some municipalities may choose to implement it Town-wide, to promote consistency and avoid confusion. This ordinance is also only required to be implemented for construction projects discharging to the MS4. MDEP staff have indicated that they plan to update Chapter 500 in the near future. This update would also include LID requirements similar to those included in the MS4 General Permit. This should allow for more consistent standards across the state.

To minimize the burden on individual municipalities and to also promote consistency between MS4 communities, a statewide committee was established to develop a model LID ordinance. This committee met five times from October through July to gather input from municipalities on the development of appropriate ordinance language. A review of similar LID standards throughout New England was also conducted during the process to assist with the development of their standard recommendations. The model ordinance was completed and presented to municipalities on July 14, 2022.

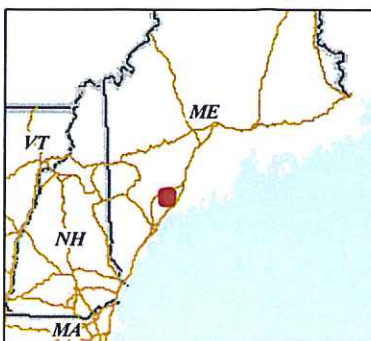
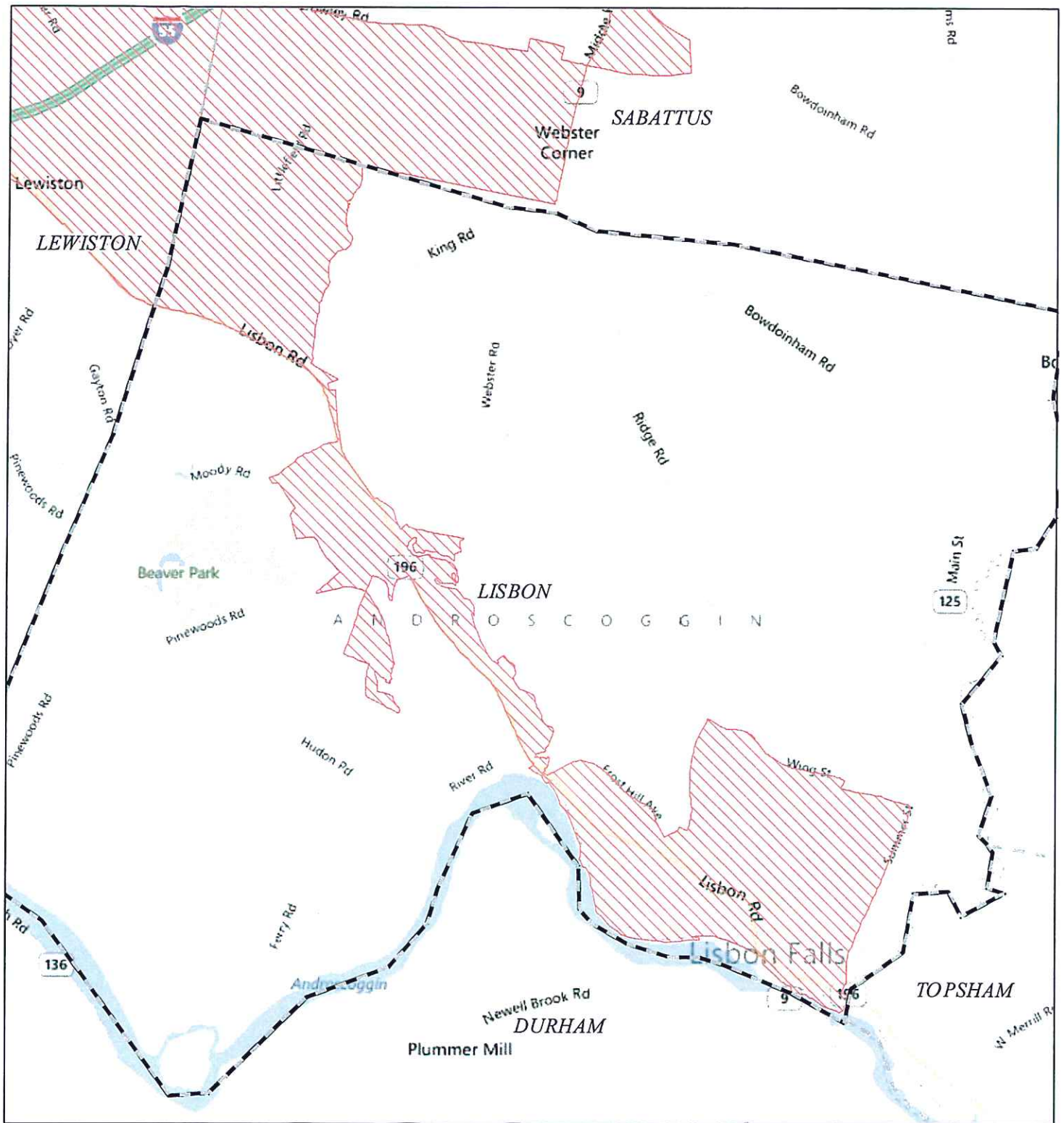
Next Steps

The MS4 permit requires that the Town submit a model ordinance to MDEP for review by September 1, 2022. This will require a review of the template provided by the statewide group to ensure the standards are consistent with other Town ordinances, The Town's comprehensive plan, and will work for the community. Our approach is to work with Planning Boards, Code Enforcement Officers, Planners, and other interested Town officials to ensure that there are no conflicts with existing standards. If the Town wants to remove requirements from the model template, the municipality will need to justify to MDEP why that requirement will not work for their community. SEE is currently assisting the Town of Lisbon with modifying the model ordinance. Unfortunately, this process will need to be completed in a fairly short timeframe, as the statewide model ordinance template was only provided to municipalities recently. After the Town's model is submitted to MDEP, they will review it by November 1, 2022, to ensure it meets the requirements of the 2022 MS4 General Permit. Following the MDEP review, the Town will have until July 1, 2024, to implement the ordinance. This will give Town staff, Planning Board, and Town Council plenty of time to go through their ordinance review process, including public hearings. MDEP staff have indicated that there is flexibility for changes due to public input after their review is completed in November and prior to implementation of the final ordinance (July 1, 2024).

If you have any questions regarding the contents of this letter or require additional information, please feel free to call.

Sincerely,

Philip L. Ruck, P.E.



NPDES Phase II Stormwater Program Automatically Designated MS4 Areas

Lisbon ME

 Regulated Area (2000 + 2010 Urbanized Area)



Town Population: **14333**
Regulated Population: **5528**
(Populations estimated from 2010 Census)



Urbanized Areas, Town Boundaries:
US Census (2000, 2010)
Base map © 2010 Microsoft Corporation
and its data suppliers



Town of Lisbon

Amy Wiers, Assessing Assistant
Assessing Department

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

TO: Ryan McGee, Interim Town Manager
FROM: Amy Wiers, Assessing Assistant
DATE: August 1, 2022
RE: Monthly Department Report

For the past month, we have been working on Tax Commitment. We finished entering new homes, sheds, and other improvements and completed personal property accounts. We ran several reports to confirm changes have been accepted into TRIO and our numbers were correct. We committed taxes on July 27, 2022.

In the next few weeks, we will continue to run reports and print them for upcoming audit. We will print two sets of the Commitment Book, one set for the public to view and one to be sent to printing for our physical Commitment Book. We are preparing for an increase in Assessing calls once the tax bills are mailed out in the middle of August.

Code Enforcement

Mark C. Stambach

Code Enforcement Officer, Building Inspector/LPI

Monthly Report for June 2022

Building permits issued - 18

Electrical permits issued - 11

Plumbing permits issued – 10

Planning Board: Public hearings

Case #21-16A Review of amendment to approved site plan for Grandview Estates, Patrick and Tara Bolduc, 11 Grandview St. Lisbon ME 04250 Map U18 Lot 032. Approved, no additional conditions

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

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

Other Business:

Discussion of modification to new sign ordinance

Discussion of new MS4/LID ordinance

Discussion regarding Marijuana Business Steering Committee

Appeals Board – No Cases to report

*** Goals/Projects – August/September

Modify all permit applications

Modify website to include informational and help documents



Town of Lisbon

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

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

To: Ryan McGee, Interim Town Manager

From: Ross Cunningham, Director, ECD

Date: 8/10/22

Reference: Monthly Update

The Lisbon ECD office continues to make great strides in connecting with our Business community and creating relationships that will help grow our town. This week we held our first "Business Breakfast" forum and had the opportunity to connect with over 15 businesses and listen to their concerns and create connections that can help foster growth. We have well over 100 businesses and organizations on our mailing list and we are pushing out information as appropriate.



In the last month, Lisbon has had two ribbon cuttings. Elite Nutrition and the Library Mural. I am particularly pleased with the results of the Library mural, as one of my goals when taking this position was to add public art to our inventory in town. This process was supported by local businesses and painted by Lisbon High National Honor Society students. The second phase of the project will include smaller paintings by Library Reading program students. This process was relatively simple in execution and can easily be duplicated at other sites around our community. This could make Lisbon an art destination in the future.





Town of Lisbon

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

Town Council
Fern Laroche, Chair
Harry Moore Jr., Vice Chair
Don Fellows
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Raymond Robishaw
Jason Smith

The Mural dedication ceremony was also attended and covered by WMTW News and was on the front page of the Sun Journal. This is key to our efforts to continue to promote Lisbon in a very positive light.

I am scheduling a ceremony for Little River coffee shop in the coming month. I am working with 3 additional businesses that have plans to operate in Lisbon and are in various stages of development. Additionally, I am reaching out daily to connect with more of the Lisbon Business community, specifically the home based business market.

The CDBG Projects continue to move forward with 231 Lisbon St (All Clean Carpet) currently out to bid. This will be closed and sent to council for approval at the next meeting on Aug 16. We are creating the "Scope of Work" to put the bid package together for 671 Lisbon St (Bowling Alley)

I continue to field concerns from the Main St businesses regarding the construction and relay those concerns to the supervisor for the project. The supervisor has been very receptive and accommodating. I have been involved and supportive of the upcoming "Block Party" to benefit the Main St businesses.

I have been working with the Brunswick and L/A Chamber directors to host an event here in Lisbon that invites members from both regions to network here on an evening in October. Plans are still TBD at this time.

The Worumbo steering committee has started the process of planning the next steps for that space and researching grant opportunities that will fund improvements.

Respectfully,

Ross H. Cunningham



FINANCE REPORT - REVENUE

SUBJECT: Finance Department Council Report – data through July 31, 2022
Kayla Tierney, Finance Director
DATE: August 16, 2022

Revenues:

- Revenue Sharing for July 2022 is listed below:

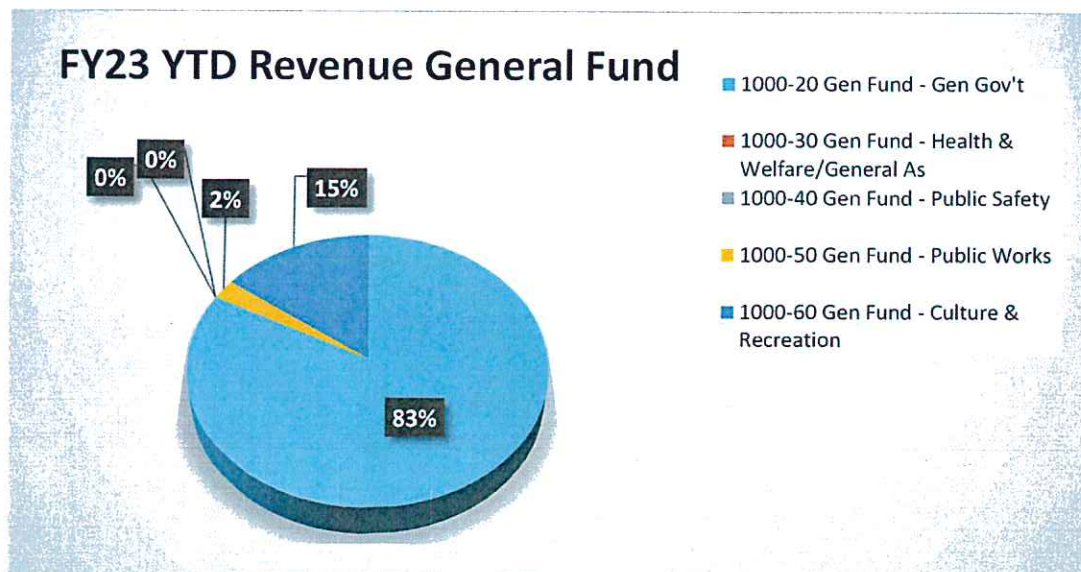
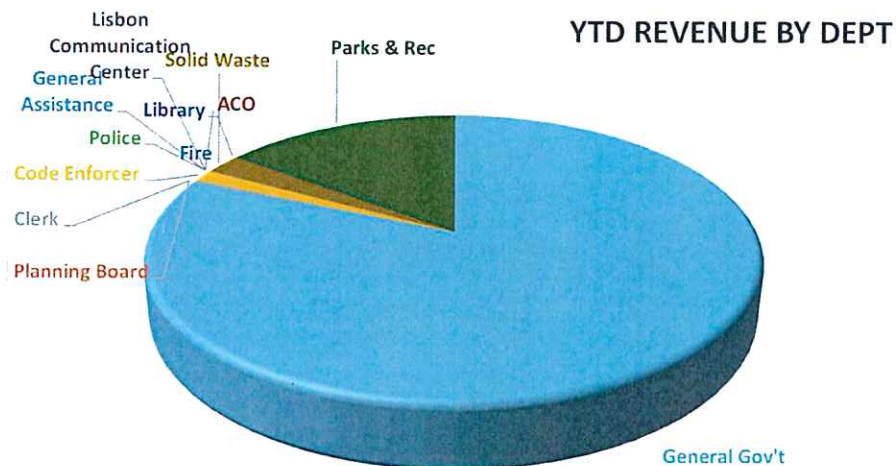
Payment Date ▼	Revenue Sharing 1 ▼	Revenue Sharing 2 ▼	Total Amount ▼
Jul-22	187,268.96	61,629.15	248,898.11
Totals	187,268.96	61,629.15	248,898.11

- Budgeted \$2,225,913 for Revenue Sharing for FY23 – actual collected is \$248,898.11 for July 2022.
- Revenues collected through July 31, 2022 for General Fund and Sewer Fund are as follows:

General Fund - by Dept ▼	YTD Revenue ▼
General Gov't	403,299.37
Planning Board	150.00
Clerk	1,480.40
Code Enforcer	6,417.00
General Assistance	0.00
Police	160.20
Fire	0.00
ACO	0.00
Lisbon Communication Center	0.00
Solid Waste	11,543.80
Library	329.60
Parks & Rec	73,691.63
Sewer Dept	103,170.70
TOTAL REVENUE - GENERAL FUND	497,072.00
TOTAL REVENUE - SEWER FUND	103,170.70
	600,242.70

General Fund - by Org	YTD Revenue
1000-20 Gen Fund - Gen Gov't	411,346.77
1000-30 Gen Fund - Health & Welfare/General As	0.00
1000-40 Gen Fund - Public Safety	160.20
1000-50 Gen Fund - Public Works	11,543.80
1000-60 Gen Fund - Culture & Recreation	74,021.23
TOTAL REVENUE - GENERAL FUND	497,072.00

- General Government makes up 83% of the revenue in this reporting period as indicated in the pie chart below.



General Funds - by Organization	YTD Revenue	FY23 Budget	FY23 % Co
1000-20 Gen Fund - Gen Gov't	411,346.77	4,035,340	10.19%
1000-30 Gen Fund - Health & Welfare/General As	0.00	24,518	0.0%
1000-40 Gen Fund - Public Safety	160.20	130,908	0.1%
1000-50 Gen Fund - Public Works	11,543.80	208,240	5.5%
1000-60 Gen Fund - Culture & Recreation	74,021.23	260,323	28.4%
TOTAL GENERAL FUND	497,072.00	4,659,329	

All other Funds - by Organization	YTD Revenue	FY23 Budget	FY23 % Co
ED Loan Fund	-	-	100.00
Special Revenue Fund	4,314.87	-	100.00
DARE Fund	-	-	100.00
Moxie Fund	20,107.11	-	
Snowmobile Reserve	-	-	100.00
Sale of Town Owned Property	-	-	100.00
Capital Projects	-	-	100.00
Trust Funds	-	-	100.00
TOTAL ALL OTHER FUNDS	24,421.98		

- Total revenues collected for the first period of the new fiscal year = \$624,664.68
- When looking at Revenues within the General Fund and the Sewer Fund – we can break it down by Department as follows:
 - Of the \$624,664.68 listed above as total revenue July 2022, \$497,072 is within the General Fund and \$103,170.70 is within the sewer fund; \$24,421.98 is within other funds.
- General Government Revenue highlights:
 - Overall, the General Fund is showing 10.67% collected compared to budgetary amounts, which is over expectations at the end of period 1.



FINANCE REPORT - EXPENSES

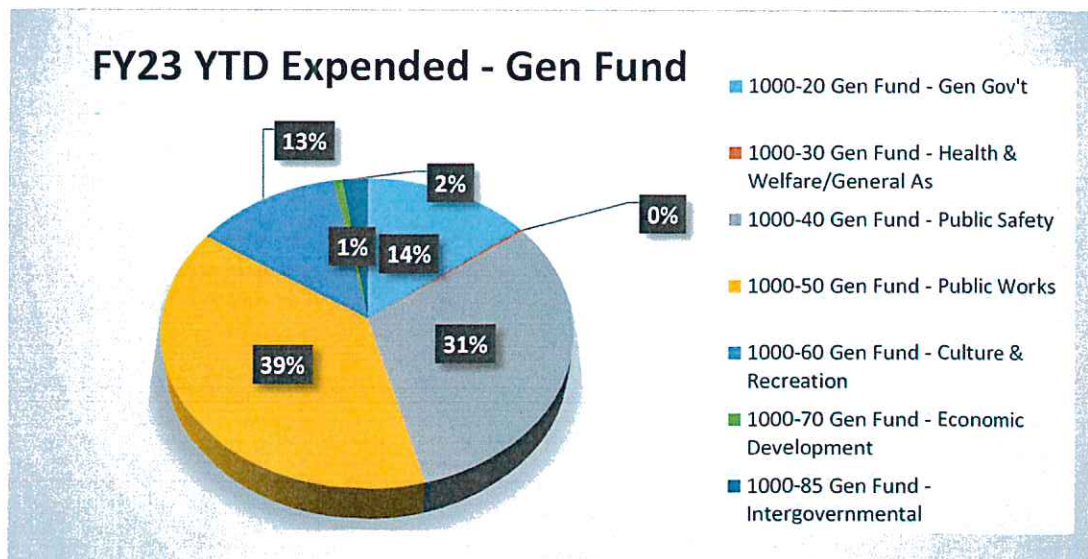
SUBJECT: Finance Department Council Report – data through July 31, 2022
Kayla Tierney, Finance Director

DATE: August 16, 2022

Expenses:

- Total General Fund Expenses YTD are: \$1,044,096.46; FY23 Budget for General Fund Expenses is \$19,560,527. The General Fund is at 5.34% expended. At the end of period 1 of this fiscal year, I am happy to see this as it aligns with projections of 8%.

General Fund by Org	YTD Expended	FY23 Budget	FY23 %
1000-20 Gen Fund - Gen Gov't	151,278.05	9,958,702	77.65
1000-30 Gen Fund - Health & Welfare/General As	2,309.95	42,012	91.31
1000-40 Gen Fund - Public Safety	324,875.91	3,814,903	82.44
1000-50 Gen Fund - Public Works	403,359.30	3,396,463	85.54
1000-60 Gen Fund - Culture & Recreation	130,841.32	1,369,907	87.70
1000-70 Gen Fund - Economic Development	8,458.98	119,275	76.51
1000-85 Gen Fund - Intergovernmental	22,972.95	859,265	100.00
	1,044,096.46	19,560,527	



- When looking at the other funds, \$60,763.70 has been expended YTD. FY23 budget for all other funds is \$1,889,514 – which includes budget for the Debt Services Fund and the Sewer Fund. There hasn't been anything YTD expended out of the Debt Service Fund as we are fresh into the new fiscal year; first installments for Debt Service are in the early part of the fall. YTD expended for the Sewer Fund is \$45,008.94. The Sewer Fund is actually below expectations and doing very well at the end of period 1 with 3.56% expended.

All Other Funds by Org	YTD Expended	FY23 Budget	FY23 %
ED Loan Fund	12,500.00		100.00
Special Revenue Fund	-	-	0.00
DARE Fund	388.50		100.00
Moxie Fund	2,866.26		100.00
Debt Service	-	529,202.00	0.00
Capital Projects	-	-	0.00
Sewer Fund	45,008.94	1,360,312.00	3.56
	60,763.70	1,889,514	

- Looking at it on a departmental level within the General Fund, most of the departments are either within or below the 8% projection with the exception of the following:
 - Technology
 - As part of our computer and printer fixed asset replacement plan, there were 2 new printers that were budgeted for FY23 purchased and installed in July.
 - The Library now has a new printer that does black and white as well as color copies, it now scans and offers fax to patrons.
 - The front office also received a new printer that copies and scans.
 - We have had some new employees that needed new desktop computers to start the year off with.
 - General Assistance
 - The General Assistance department has seen an increase in the need for help in the community during calendar year 2022.
 - Emergency Management
 - The first quarter payment was sent to Lisbon Emergency
 - ACO
 - The Animal Hospital Annual contract was paid in July
 - Public Works
 - Paving is almost wrapped up as of the date of this report. Paving accounts for \$475,000 of the Public Works' budget.
 - Other Public Works

- First quarter payment to the Water Department was paid for hydrant rental/fire protection
- Parks & Rec
 - The Parks & Rec department has a robust and full summer camp program this year and there was a need for more camp counselors.

General Fund by Dept ▼	YTD Expended ▼	% Expended ▼
Elected Officials	1,488.35	5.30
Town Manager	27,886.65	6.50
Appeals Board	32.63	2.40
Planning Board	160.48	0.72
Legal	-	0.00
Clerk	10,113.83	5.20
Finance	19,075.11	7.40
Tax Collection	15,596.76	8.30
Assessor	7,117.00	9.70
Code Enforcement	9,560.79	5.80
Liability Insurance Program	1,471.43	1.40
Technology	53,361.41	19.50
School	0.00	0.00
Town Buildings	5,413.61	5.60
Health Officer	531.74	7.60
General Assistance	1,778.21	13.60
Police	148,560.52	7.11
Fire	41,870.14	6.66
Emergency Management	83,656.74	24.90
ACO	21,929.23	18.90
Lisbon Communication Center	28,859.28	7.70
Public Works	264,525.11	21.51
Winter Operations	0.00	0.00
Solid Waste	18,834.19	4.20
Other Public Works	120,000.00	20.90
Library	23,811.55	5.70
Parks & Rec	107,029.77	14.30
Other Public Services	0.00	0.00
Economic Development	8,458.98	8.60
County Tax	22,972.95	2.70
Sewer	45,008.94	3.56
TOTAL GENERAL FUND	1,044,096.46	
TOTAL SEWER FUND	45,008.94	



TAX COLLECTION REPORT

SUBJECT: Tax Collector Council Report – data through July 31, 2022
Kayla Tierney, Finance Director/Tax Collector/Treasurer

DATE: August 16, 2022

About Tax Timeline:

The Town of Lisbon collects taxes in two installments during the course of the fiscal year; September 15th and March 15th are our two installment dates. The Town will commit taxes right around the last week of July and those tax bills will be mailed around the second week of August.

2022 Tax Year (FY23):

The taxes for FY23 were committed on July 27, 2022 at a mil rate of 23.10. This year's commitment saw an increase in valuation, which speaks to the continued growth in the Town. There are 4,231 real estate tax bills and 243 personal property bills. The tax bills were sent to an outside printer and were mailed to the residents on Monday August 8th.



Town of Lisbon

Fire Department

Nathan LeClair, Fire Chief



To: Lisbon Town Council

Department Monthly Report: July 2022

In the month of July:

In the month of July, the Fire Department responded to 48 calls for service (includes inspections, various investigations, and complaints, such as unpermitted burns). Out of these calls we responded to 9 calls for the Fire Department First Responders, 1 of which we were canceled on. We also responded to 2 requests to assist Lisbon Emergency.



In the month of July we were dispatched 5 times for mutual aid calls. Two to the Town of Durham, one of which was a structure fire, two times to the Town of Sabattus, both of which we were canceled on, the Town of Freeport for station coverage, and to the Town of Brunswick where we sent a truck for coverage and one truck to the scene to assist with a fire. While standing by in Brunswick, Lisbon responded and handled 2 calls in that community.

Out of all variety of calls we responded to, during the month, the most interesting would have to be the report of a grenade on Spring Street. On the 18th of July we were dispatched, along with the police department, after a resident found an old grenade in the ground. When crews arrived on scene the area was coordinated off and contact was made with the State Police. With the condition of the item, they were not able to determine if the grenade was real, a training item, or fake. The State Police eventually showed and removed the grenade for safe disposal.

In July crews took advantage of a couple of trainings. First, they were able to get in an extrication training out at Campbell's Salvage hard. Then they attended a rural water supply class, instructed by Maine Fire Safety Institute.

In July our annual NFPA pump testing occurred, where all of the fire pumps received annual maintenance and received annual required testing and re-certification

We also had our self-contained breathing apparatus (air-packs) flow tested to ensure they are functioning correctly.

Daytime crews continue to maintain the equipment and make sure that everything is in a ready status. They have also been doing some public relation details, such as a public safety day at the rec summer program. The daytime crews are also scheduled to start the Knox Box maintenance this coming month.





Town of Lisbon

Fire Department

Nathan LeClair, Fire Chief



Upcoming Project Agenda

Training – Electric Vehicles
Annual NFPA aerial testing

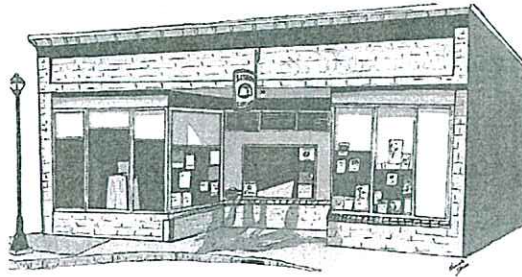
Month of July incident type break down.

Incident Type	Occurrences
Building fire	1
Natural vegetation fire, other	1
Forest, woods or wildland fire	1
Brush or brush-and-grass mixture fire	1
Excessive heat, scorch burns with no ignition	1
Medical assist, assist EMS crew	2
EMS call, excluding vehicle accident with injuries	8
Motor vehicle accident with injuries	3
Motor vehicle accident with no injuries	4
Refrigeration leak	1
Overheated motor	1
Power line down	1
Arcing shorted electrical equipment	1
Vehicle accident, general cleanup	1
Explosive, bomb removal	1
Public service	3
Unauthorized burning	4
Cover assignment, standby, moveup	2
Good intent call, other	2
Dispatched & canceled en route	3
Smoke detector activation due to malfunction	2
Alarm system sounded due to malfunction	1
CO detector activation due to malfunction	2
Citizen complaint	1
Total:	48

Respectfully submitted

A handwritten signature in blue ink, appearing to read "Nathan LeClair".

Nathan LeClair
Fire Chief



LISBON LIBRARY DEPARTMENT

TOWN COUNCIL MONTHLY REPORT

July 2022

Adult Books	781	Adult DVD's	122
Juvenile Books	1,259	Juvenile DVD's	39
Audio Books	30	Children's Room Door Count	1,048
ILL In	223	ILL Out	218
Cloud Library Users	44	Cloud Library E-books	76
Front Door/Patron Count	907	Cloud Library Audio Bks	97
Patron Use Computers Sessions	206	New Patrons	16
Garden Playhouse key checkout	33 families	Paperback Rack	45
Crafts with Bill: Pom-Pom Creatures	5	Heart & Soul Day Care Outreach Program	19 (two wks. only) School short staffed.
Pre-School Storytime	37	Steam Lab Program: Popsicle Sticks Catapults	3
Children & Adult Kits	16	Juvenile Audio Books	3
Crafting with Kerri Adult Program: Beach Themed Wind cimes	49 Take-Home Bags given out, 164 People Reached	"Featured Author" Program: Mary Alice Monroe	305 People Reached
In the Kitchen: Seafood Recipes	197 Lisbon Citizens reached	Comics Plus Online Circulation:	19
Display Case: Summer Reading Prizes & Gift Bag	321 people reached	Discover Kits & Equipment	6
Magazine Circulation	29	Number of children's craft/science "Take Home Kits" distributed in July	186

Children's Summer Read Program:	<i>109 younger readers & 27 Teens</i>	<i>Program "Kick-Off" Program July 1, 2022: 21 (Zoom sessions)</i>	<i>Recorded Video views of "Kick-Off" Program: 104</i>
Teens Summer Reading Program attendance	<i>9</i>	<i>Weekly In-house Summer Reading Program activities attendance</i>	<i>101 children participated in 8 sessions</i>

The Children's Summer Reading Program kept the staff busy throughout the month of July. The statistics verify that more than 1,000 patrons visited the Children's Room last month. The children read 1,259 books while our adult readers read 781 books. We are proud of our young readers!

We were successful in our collaboration with the Lisbon Falls Methodist Church to bring back the Annual Book Sale during the Moxie Festival event. The church organization offered their spacious community rooms and volunteers to assist with the 2-day sale. The Library Department supplied the used and donated books, puzzles, magazines and volunteers. Both nonprofit organizations shared the proceeds from the sale. The library's share of the proceeds was deposited into the Children's Programming Fund. We will continue to work with this and other local nonprofit organizations to ensure we can all benefit from fundraising efforts.

We began the transition into our new staffing system. The last day of employment for the two part time staff members was on July 9, 2022. I began the Assistant Library Director position hiring process in July. I reviewed more than 40 applications. The interview process will begin on August 4th with the HR Director, three members of the Library Governing Board and myself. We hope to have someone on board by the end of August.

The Children's Garden was a popular place for families to visit throughout the month of July. Parks & Recreation staff continued to maintain garden as well. The library continues to deal with the daily challenges of the ongoing construction on Main St. Access to the building and parking have become a hardship for several patrons. We continue to posts the latest info about road closures as we receive them from McGee Construction. We now call our patrons who have a hard time getting to the library to give them an update before they try to get to us for their library services. We also offer to meet them in the Union St. parking lot to deliver their items if that is more convenient for them.

The Children's Summer Reading Program will end on Tuesday, August 9, 2022. "Oh My Cookies" will donate hand decorated cookies for the children and the library will provide juice boxes. The Adult Summer Reading Program will end on that day as well with the drawing for the gift bag.

GOALS FOR August 2022: Complete the hiring process for newly created Assistant Library Director Position. Assist staff to complete the Summer Reading Programs. Prepare to transition our library into the new statewide Polaris System scheduled to "roll out" on August 31, 2022. Staff training on the new statewide "Bendable Database" program scheduled to "roll out" August 23, 2022.

TOWN OF LISBON



Mark Stevens

Lisbon Parks & Recreation Director

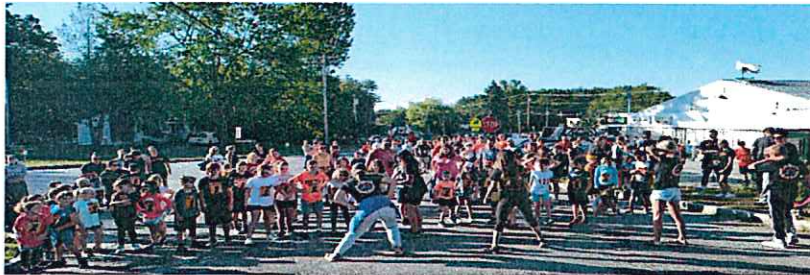
18 School Street

Lisbon Falls, ME 04250

(207) 353-2289

mstevens@lisbonme.org

TO: Ryan McGee; Town Manager
SUBJECT: June/July 2022 Report
DATE: August 10, 2022



The first thing to express about June and July of 2022 is our appreciation for all our volunteers, staff, sponsors, and elected officials for supporting our department. We couldn't do a thing without you all.

There is no way to capture the amount of energy, positivity, and hard work that was poured into the Parks & Recreation department during the months of June and July.

June flew by in a blur, as we were at full tilt in every area of every program plus some more. June saw the end of the school year and the closure of another successful year of our Before & After School program, which served over one hundred fifty children and their families. Immediately upon the heels of this program ending, we began hiring and training for our summer day camps. We would like to recognize Karen Durisko for leading one of our biggest programs of the year. She was involved with our training, planning, maintaining, and serving our staff and families. On two occasions we needed to close registration and take a wait list while we worked to hire more staff to keep our programs safe and effective. Ultimately we capped the program at 275, with thirty more children on a waitlist.



While this was happening, our department maintained and enhanced our gardens, parks, trails, and cemeteries keeping them beautiful for our citizens and all who come to Lisbon from near and far.

One of our missions for the month of June and July were to keep the hydroseed at Worumbo park alive. We figured a way to pump water from the river adding several hundred feet of garden hose to the mix. The issue was that we just couldn't get enough water on the area. We borrowed the school water cannon and asked for help from the water department and fire department for 3 inch hoses and access to the hydrant. This made a big difference pumping about 500 gallons per min to the 2 plus acres of space. The area is green, but not fully functional since the loam was not screened prior to getting spread. Top dressing should work to have it ready for Summer 2023 events. Our staff assisted in the setup of the Maine Blues Festival on June 18 and painted the MTM Pavilion in anticipation of a summer of usage. We also replaced the guardrail along the Miller Trail portion of the walking path. Parks staff also completed chainsaw and other safety training in this time. In July we posted for our new Parks Maintenance staff position and received many qualified applicants.



Recreation Track & Field, Little Styx field hockey, field hockey boot camp and Football camp also took place in June and July, preparing our young athletes for their seasons ahead. Moxie Cruise-In Nights on Monday continued to be popular with the exception of rain-outs, folks enjoying DJ Adam Normand and Cruizin Slice food truck.



At Graziano Square, the long-awaited Gazebo was installed by Christian Madore and crew on July 4th. We are

excited for the beauty and usefulness this structure will bring to our town, and seeing the park take its final shape. The Carlson family donated a mini library to Graziano Square in July!



Concurrent with all this activity, our staff and incredible volunteers planned and ran the Moxie Festival, which was a source of enjoyment to tens of thousands over the three day course of events. Friday night events were exceptionally well attended and the fireworks show went off without a hitch. The Moxie 5K and Car Show saw an unprecedented number of registrants.



Our staff was interviewed by four tv networks and made an appearance on Frank FM and 99.9 The Wolf. Our beloved Moxie Parade once again returned as the best two hour traffic jam in the state, our vendors newly located at MTM had standing room only all day, and our lineup of entertainment was outstanding. More reports on the success of the Festival and planning for next year will happen at our follow-up meeting on August 18.





Lisbon Police Department

A Community Policing Agency

300 Lisbon St.
Lisbon, ME 04250

Ryan A. McGee
Chief of Police

July 2022 Report to Council

Police Department

During the month of July, several of the officers at the department attended various trainings to include; Supervisor Development Training, Hooked on Fishing Community Policing Training, DARE Training, and School Resource Officer Training.

In July, requests for police assistance totaled 1,328 calls for service. There were 59 investigations initiated; Robbery, Operating Under the Influence, Forgery, Criminal Trespass, Disorderly Conduct, Domestic Violence, Criminal Speed, Assault, Theft by Unauthorized Taking, Criminal Mischief, Violation of Condition of Release, Protective Custody, Operating after Suspension, Violation of Protection Order, Warrant of Arrest, and Driving to Endanger. 30 individuals were arrested or charged with criminal violations this past month. There were 18 motor vehicle crashes, and 247 motor vehicle stops.

In addition, this month the police department hosted another Community Policing Annual Bike Rodeo with the Lisbon Parks and Recreation Department. Summer campers participated in the rodeo at Lisbon Community School and MTM Rec Department. Our guest from Bicycle Coalition of Maine, Dan Bassett, created two incredible bike courses for the campers to ride. The second course at MTM challenged our older riders to follow the rules of the road.

Bikes were registered, helmets were checked for proper fit, and four lucky campers went home with a brand new bike!! Although the weather was hot and humid, a FUN time was had by all.

Thank you to Dan Bassett (BCM), the Lisbon Rec Staff, Andrea Tapley, Christine McFadden, Lt. Picard, Officer Strout, Officer Morse and SRO Bernard for all your help.

Here are a few photos from the event:





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Chief of Police



Also during the month of July, we had the annual Moxie Festival, which was great to have back this year after a 2-year hiatus because of COVID. The Lisbon Police Department would like to thank everyone in the community and from afar, for a great Moxie weekend!! We know there were a lot of extra roadblocks and detours; however, it is important we do everything we can to ensure the safety of our community, and we appreciate your patience this weekend. We would also like to thank the Lisbon Fire Department for allowing the Lisbon Police Department to join them once again in their Fireman's Muster. It is an honor to work alongside such dedicated firefighters! Coming together and showing support for one another and having a great time with our wonderful community is what a Festival is all about. Unfortunately, Lisbon PD did not take the trophy home this year; however, we had a great time. Hats off to Lisbon Fire Department for doing an outstanding job!



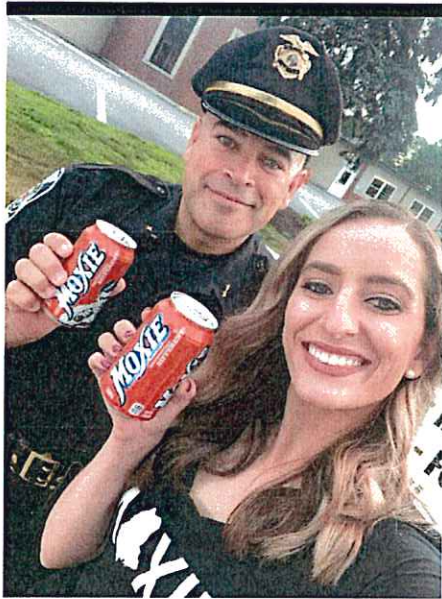
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Chief of Police

Here are a few photos from the event:





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Chief of Police

During the month of July, we filled a vacant patrol officer position at the police department and brought on a new full-time police officer.

Patrol Officer Nathan Morse was sworn in with family and friends present. Nathan is excited to serve the Lisbon community where he grew up. Nathan comes to us from the Lewiston Police Department with 9 years of experience working as a patrol officer. Nathan has an Associate's Degree, is a Field Training Officer, and is a Vehicle Autopsy Technician. Below are photos from his swearing-in ceremony. Please join us in welcoming Nate!!

Chief McGee with Officer Morse



Officer Morse sworn in by Lisa Ward Town Clerk



Projection for the Month of August:

During the month of August, The Lisbon Police Department is looking to hire a full-time communication officer, and will be setting up interviews during the first week of the month for that position. The Lisbon Police Department will also be looking into conducting Active Shooter Training for all officers on the department before school starts. Additionally, we will be setting up "meet and greets" with the new school resource officer at the schools. The department is also hosting National Night Out on August 2nd (please see the attached flyer).

Thank you,

Ryan McGee
Chief of Police



Lisbon Police Department

A Community Policing Agency

300 Lisbon St.
Lisbon, ME 04250

Ryan A. McGee
Chief of Police

NATIONAL NIGHT OUT Tuesday August 2nd

DARE
TO RESIST DRUGS
AND VIOLENCE

FREE EVENT

TUESDAY, AUGUST 2

5:00 PM TO 7:30 PM

MTM PARK 18 SCHOOL ST
LISBON FALLS, ME 04252



Lisbon Police, Fire and Parks and Rec Departments are joining up to get people outside and take part in our annual National Night Out, Tuesday August 2nd 5:00-7:30pm. It is an annual community building campaign that promotes police-community partnerships and neighborhood camaraderie to make our neighborhoods safer, more caring places to live!!!

BBQ Party (free food) - Music by DJ Adam Normand - POLICE and FIRE Vehicle Tours, and Fun Games for the entire family!!!



Made with PosterMyWall.com

For more information:
For more Information call Lisbon
Parks & Rec 353-2289



MEMORANDUM FROM THE PUBLIC WORKS DIRECTOR

TO: RYAN MCGEE, INTERIM TOWN MANAGER
FROM: RANDY CYR, PUBLIC WORKS DIRECTOR
SUBJECT: JULY 2022, MONTHLY REPORT
DATE: AUGUST 4, 2022

Public Works – Beginning of the month of July: Worked on Farnsworth Street.: removed the remaining hot top, put some gravel down and graded the road in preparation for new pavement. Help mechanic change a loader tire on T-247, Repair the culvert on Gartley St, Employee accidentally bent the end of the culvert yesterday, so they had to cut a piece off the end so the water would flow, took care of a tree on Wing St, wire also needed repair. Picked up the UTV at Beaver Park to use for the Moxie Festival. Put two new flags up(two at the town office and one on Oak St,) picked up new sign for boat launch at the sign shop in Auburn, , Take care of town office trash weekly, Put the 35 mile hour sign back up on 196 next to Farwell Mill, and pedestrian walking sign for Gartley St, Fix a Sewer manhole on Farnsworth St, that was knocked off when we were taking the old hot top out of the road, Prepping for Moxie: Put out “no parking” signs around High school, Vining St -one side, Both sides of Berry Ave, some on Rt. 9 as well as Frosthill,. Put barricades out for the parade @9:45am, High school, MTM. Bring trash cans to High school for trash & returnable cans, Washed the wheeler for “Touch A Truck” at the High school, Had employee stay with the touch a truck, and try and take care of the trash at the high school,. Went and got the excavator and the bobcat on Farnsworth St early in the morning, Mechanic continued working on PD vehicles and PW equipment to ensure inspections were completed and safe for operation. Spencer Paving has paved Farnsworth, (they did a really nice job on the road).

Collected of all the no parking signs, barricades & detour signs off the sides of the road after parade, MTM, Trash cans/Trash bins,. Bring the UTV back to Beaver Park., Returned the barricades back to Durham Public Works that were borrowed for Moxie, Brought a tire to Lewiston for repair- T223.

Filled potholes on Addison St,& Campus St, Berry St sidewalk, and fixed the end of a driveway at 16 Vining St, Worked on cutting trees at the Transfer station, so the carpenters can get to the Roof,.. Pick up dead animal on Bowdoinham Rd. Used excavator in Gross Development, Randy had to take care of a beaver dam for the third time, homeowner is frustrated.

Worked on the Burrough Rd cutting brush & used wood chipper. Clean, wash and grease the excavator, Clean more dirt and trees at the transfer station for the roof truss. Put a property pin back in on Farnsworth St, PW Worked on the spreader with mechanic. Cut some branches next to propane tanks at the transfer station.

Mid July: loam on 196 where the new sidewalks were paved, Town Office building: fix the drainage in the courtyard with Bobcat and Excavator. Did some ditching on Ridlon Rd., Did a pipe inventory. Put new water dispenser upstairs, repaired a post on 196 because it was hazardous. Started doing the shoulders on Farnsworth St, Worked at the transfer station digging a trench for the new shed (needed to connect power supply for heat etc) rented a small excavator from Easy Rent All. Did some ditching on Potter Rd., hot topped the trench at the Transfer Station that was dug up for electrical supply, Pick up a dead animal on East Ave, Cut another tree down at the transfer station behind the building, Cut some brush back off Rt 9/ Bowdoinham Rd., Repair a stop sign on Gartley St, Pick up the town Firetruck at Freightliner in Portland (return from being repaired), spread some loam on the shoulders on Farnsworth St, Fill a large pothole on Lois St. with 5 bags of cold patch. Rented Bucket truck at Jims Rent It to Take down Moxie banner, and put up the music Banner, ditching continues on Potter Rd.

Transfer Station Bulky Waste area was closed for approximately one week while Restorations Home Remodeling completed the Roof Truss. TS is now able to accept bulky waste again and thanked all residents for their patience during the construction. Reminders posted: the fee for Transfer Station Stickers have increased to \$35.

FY2023 stickers are on sale at the Town Office with valid registration. Stickers will also be sold on site at the Transfer Station Saturday September 10th for those who are unable to make it to the Town Office during the work week. We asked residents to stay to the left as they enter if they are purchasing stickers to allow the continuous flow of processing and for everyone's safety.

PW Aug Goals: inspecting all basins, actively seeking applicants for employment, FT Mechanic

Transfer Station - Below is a summary of the items shipped during the month of July:

<u>Item</u>	<u>Tonnage</u>
Single Stream	4.79 tons
Trash	209.62 tons
Bulky Waste	63.53 tons
Wood	22.58 tons
Brush	3.84 tons
Leaves	
Tires	2.33 tons
Waste Oil	8 gal
Freon	51 units
Cardboard	21.22 tons

SW Aug Goals: actively seeking applicants for employment for Part Time @ the TS

Casella Recycling Report by Tons:

Month	Zero-Sort Recycling	Recycling Charge/Credit	Total Charge / Credit
January	4.84	\$ 54.50	\$ 263.78
February	4.94	\$ 44.52	\$ 219.93
March	5.85	\$ 51.44	\$ 300.92
April	4.66	\$ 31.50	\$ 146.79
May	5.20	\$ 35.87	\$ 186.52
June	6.43	\$ 38.00	\$ 244.34
July	4.79	\$ 55.88	\$ 267.67
August			\$ -
September			\$ -
October			\$ -
November			\$ -
December			\$ -
Total Tons	36.71		\$ 1,629.95

MEMORANDUM FROM THE SEWER SUPERINTENDENT

TO: RYAN MCGEE, INTERIM TOWN MANAGER
FROM: STEVE AIEVOLI
SUBJECT: MONTHLY REPORT FOR JULY & THE PROJECT AGENDA FOR SEPTEMBER
DATE: AUGUST 3, 2022

1. Below is a summary of the activities beyond the typical sewer system and treatment plant maintenance completed during the month of July.
 - Staff assisted with the Moxie Parade by blocking roads with trucks
 - Raising manholes on the streets being paved
 - Replaced the Grinder on the Centrifuge sludge feed piping
 - Davis Street pump station project is ongoing
 - Main Street Sewer replacement project is ongoing
 - Completed the annual DMR-QA proficiency testing in the laboratory. Preliminary results are showing passing grades for all items tested except for one that does not have limits set for it yet. This item uses the study data received to determine the limits. We will not know whether this item passed until the final results are sent to us.
 - Anthony Soucy has resigned from his position, July 22nd was his last official day. The position has been advertised and is accepting applications. We are hopeful we can fill it quickly
2. September Project Agenda. The following list includes goals for work to be completed in the following month. This in no way represents a list of all work done within a department, nor does it guarantee that all items will be completed exactly on schedule.
 - Clean Chlorine Contact Tanks
 - Inspect the cross country lines
 - Continue to raise manholes on the streets being paved if they are not already completed
 - Completion of the Davis Street pump station and chlorine contact chamber projects
 - Start installing the new RAS pumps once they are delivered
 -

Please contact me if you have any questions.



Town of Lisbon

Lisa M. Ward
Town Clerk

Town Council

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

DATE: August 8, 2022
TO: Town Manager and Town Council
FROM: Lisa M. Ward
RE: Monthly Report for July 2022 – Clerk and Elections

Council Secretary

Transcribed and posted Council Meeting minutes for July meeting, along with supporting documentation.

Codebook Updates

We reviewed and made corrections for Supplement 41 for our Local codebook. That will be submitted in August to be added to our permanent codebook, as well as the online version. We also renewed ClerkBase, the system that stores our Agendas and Minutes.

Vital Records & Dog Licenses

We processed a total of 40 vital records (births, deaths, marriages), and issued 9 marriage licenses. A total of 11 dog licenses were issued, and we're beginning to remind folks that dog license renewals for 2023 will begin in mid-October. We also handled some genealogy questions and research, providing information for folks researching their family trees.

Elections

Voter History was updated in the State system to reflect elections participation for both Absentee and Election Day voters. Began preparing for the November Elections. We prepared Municipal Elections paperwork for Council, School Committee, Water Commission candidates to collect signatures and run for those offices. Submitted preliminary Elections paperwork to Secretary of State.

Trainings and Classes

Automatic Voter Registration: Prepared and presented by the Division of Elections for Municipal Clerks and Registrars, the Clerk and Deputy Clerk trained in processing voter registration applications received from the Bureau of Motor Vehicles through the Automatic Voter Registration (AVR) module in CVR. This is a brand new system that will allow BMV to directly enter Voter information, and is checked by the Clerks at the municipal level. This not only serves voters better, it also streamlines the process while providing checks and balances for voter registration.

Municipal Law for Clerks: The Clerk attended a full day course on Municipal Law as it relates to the Clerk's Office, including security of personal information and elections, as well as day to day activities. Maine law requires the Clerk to attend a training session that is approved by the Secretary of State at least once every 2 years in regard to the conduct of elections.

Workplace Violence Workshop: The Clerk attended a Maine Municipal Association presentation and training to recognize and learn to deal with violence in the workplace. Since the Clerk's office, like many of the Town employees, deals with the public on a daily basis, it's important to recognize how to deal with customers and how to deal with emergencies. Topics covered included de-escalation skills, the decision-making process, and recognizing signs of potential violence.

Goals for August

- Create Election Worker Training to update current election workers and provide orientation for new election workers.
- Send Supplement 41 to be completed.
- Send DS200 Tabulation Machine memory sticks to Secretary of State.
- Create language and design municipal ballots for November election.
- Per State rules, remove previous election ballots from election storage boxes and transfer to long term storage according to retention schedule.
- Prepare Election Tabulators for November.