



**AGENDA**  
**COUNCIL MEETING**  
**SEPTEMBER 6, 2022**  
**LISBON TOWN OFFICE**  
**7:00 P.M.**

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

1. CALL TO ORDER & PLEDGE TO FLAG
2. ROLL CALL
  - \_\_\_ Councilor Lunt                      \_\_\_ Councilor Fellows                      \_\_\_ Councilor Larochelle                      \_\_\_ Councilor Smith
  - \_\_\_ Councilor Moore, Jr                      \_\_\_ Councilor Robishaw                      \_\_\_ Councilor CainTown Clerk reading of meeting rules
3. GOOD NEWS & RECOGNITION  
2022-186 ORDER – Proclamation for Slovak Association
4. PUBLIC HEARINGS
  - A. Bond Ordinance for purpose of Financing Two Fire Trucks
  - B. Victualer's and Itinerant Vendor License for Kabayan Philippine Foods
5. AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS
6. CONSENT AGENDA  
2022-187 ORDER –
  - A. Municipal Accounts Payable Warrants – \$ 1,306,673.22
  - B. Municipal Payroll Warrants – \$ 247,751.36
  - C. School Accounts Payable Warrants– \$ 231,765.20
  - D. School Payroll Warrants – \$ 676,762.48
  - E. Minutes of August 16, 2022
  - F. Victualer's and Itinerant Vendor License for Kabayan Philippine Foods
  - G. Set Public Hearing for September 20<sup>th</sup> for a Special Amusement Permit for Lisbon Left Hand Club
7. COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES
  - 2022-188 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–*Second Reading*
  - 2022-189 ORDER – Amendment to Chapter 24 Public Safety, Article II Fireworks – *First Reading*
  - 2022-190 ORDER – Worumbo Waterfront Funding Request for Safety Lighting
  - 2022-191 ORDER – Worumbo Waterfront Non-Profit Partner RFQ
  - 2022-192 ORDER – Approve Ferry Road Closure for the week of September 19<sup>th</sup> to the 23<sup>rd</sup>
  - 2022-193 ORDER – Village Street Improvements Bid Results and Recommendations
  - 2022-194 ORDER – Green Purchasing PolicyOTHER BUSINESS
  - A. Council Committee Reports:
    1. School Committee – Councilor Larochelle
    2. Planning Board – Councilor Fellows
    3. Lisbon Development Committee – Councilor Smith
    4. Conservation Commission – Councilor Moore
    5. Parks & Recreation Committee – Councilor Miller
    6. County Budget Committee – Councilors Moore/Lunt
    7. Library Governing Board – Councilor Lunt
    8. Water Commission – Councilor Fellows
    9. Finance Committee – Councilor Robishaw
  - B. Town Manager's Report
  - C. Lisbon Emergency 2021-2022 Year End Report
  - D. Consolidated Communications Update
9. APPOINTMENTS
10. COUNCIL COMMUNICATIONS
11. AUDIENCE PARTICIPATION & RESPONSE NEW ITEMS
12. EXECUTIVE SESSION  
2022-195 ORDER - Per 1 M.R.S.A. § 405 (6) (A) Personnel Matters
13. ADJOURNMENT  
2022-196 ORDER – To Adjourn

## SUMMARY OF LISBON COUNCIL MEETING RULES

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

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

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





# Town of Lisbon

Ryan McGee  
Interim Town Manager

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

## MEMO

To: Town Council

From: Ryan McGee, Interim Town Manager

Subject: Recommendations

Date: September 6, 2022

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### Consent Agenda Items 2022 – 187 A to G

**F. Victualer's and Itinerant Vendor License for Kabayan Philippine Foods**

**G. Set Public Hearing for September 20th for a Special Amusement Permit & Liquor License for Lisbon Left Hand Club**

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### Agenda Item 2022 – 188

**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–Second Reading**

Attached, please find proposals from (2) different financial institutions, as well as from the manufacturer for financing options for the proposed purchase of (2) Fire Trucks. The options are summarized below:

**(1) Androscoggin Bank:** Androscoggin Bank has provided two proposals for the Town's consideration: one for interim financing (BAN) and one for permanent financing (municipal lease). Each of these proposals assumes a closing on November 15, 2022, which should allow for bond work to be completed after authorization is granted. Both the lease proposal and the BAN are for \$1,684,958.86 which is the price of both firetrucks, inclusive of a 6.5% price increase that has already been indicated by the manufacturer.

**a. Lease Proposal:** For the municipal lease financing option, a 15 year term is provided with the first of 15 annual installments of principal and interest due on the first anniversary of closing. If the Town would prefer to make the first installment at closing, we may, which will save the Town on interest.

- **Equipment Cost:** \$1,684,958.86
- **Lease Term:** 15 years
- **Interest rate:** 4.37% (\*the final installment may vary slightly)
- **Total Principal:** \$1,684,958.86
- **Total Interest:** \$647,965.88
- **Total P&I:** \$2,332,924.74
- **First Payment due:** November 15, 2023

- **Estimated Annual Payment:** \$155,528.32
- b. **Bond Anticipation Note (BAN):** For the Bond Anticipation Note, options for 6 and 12 months are provided, which would give the option for applying for permanent financing through the Maine Municipal Bond Bank (MMBB) for either their spring or fall offering in 2023.
  - **Option A:** For the “As Needed” borrowing of the aforementioned funds over a 6 month term, we offer a fixed tax-exempt interest rate of 3.97% per annum.
    - **Total Principal:** \$1,684,958.86
    - **Total Interest:** \$33,171.53
    - **Total Payments:** \$1,718,130.39
    - **Maturity Date:** May 15, 2023
  - **Option B:** For the “As Needed” borrowing of the aforementioned funds over a 12-month term, we offer a fixed tax-exempt rate of 4.07% per annum.
    - **Total Principal:** \$1,684,958.86
    - **Total Interest:** \$68,577.82
    - **Total Payment:** \$1,753,536.68
    - **Maturity Date:** November 15, 2023
  - **For Either Term:** Interest will be calculated on an actual/365-day basis on the Note, which will be issued without prepayment penalty. For either term, we understand that the Town of Lisbon will secure permanent financing through either the Maine Municipal Bond Bank or USDA Rural Development and pay off the BAN on or before the maturity date.

(2) **The First National Bank:** Fire Truck production has been a challenge for a number of municipalities. With that in mind, The First National Bank will present two loan amounts as it may be best to aim high and not use the entire available loan amount. There is also a 15 year and a 20 year rate for consideration. The First National Bank will structure it as a line of commitment, which is the same as the Town of Lisbon’s existing loan for the Sewer project that will turn into permanent financing with USDA RD. The Town can draw the funds as needed to a certain spot in time or when all of the funds are used; by doing this, we can lock in the loan and rate this year and not pay interest until we need to pay for the trucks. The line of commitment can also be set up for a 24-36 month line of commitment period; then the loan balance would be re-amortized.

a.

Loan Amount	\$ 1,700,000.00	\$ 1,700,000.00
Loan Term	15 Years	20 Years
Rate	4.65%	4.89%
Est. Annual Pmt.	\$ 160,675.32	\$ 135,967.42

b.

Loan Amount	\$ 1,750,000.00	\$ 1,750,000.00
Loan Term	15 Years	20 Years
Rate	4.65%	4.89%
Est. Annual Pmt.	\$ 165,401.07	\$ 139,966.46



**3. Allegiance Fire & Rescue (Manufacturer):** Allegiance Fire & Rescue is the vendor that we received a quote on for the purchase of the two firetrucks and the offer financing with Republic First National. Since the delivery time is well over a year (plus) out, the quote is for the first payment to be due in 24 months with 9, 11, & 14 payments, which is a 10, 12 & 15 year term range.

**a. Unit Cost \$1,670,563**

**b. Number of Payments:**

- 9 Payments of \$233,246.03 each year at a rate of 3.95%
- 11 Payments of \$199,684.25 each year at a rate of 4.09%
- 14 Payments of \$167,836.24 each year at a rate of 4.25%

#### **Finance Committee Recommendation:**

The Finance Committee met on September 1, 2022 in the Town Office with only 2 members. Fire Chief Nate LeClair and the Council Liaison to the Finance Committee, Ray Robishaw were also in attendance. Due to the number of active Finance Committee members, there was no official vote since there was not enough members for a quorum. The Finance Committee had an active discussion about the financing options for the purchase of (2) Fire trucks and came to a general consensus of a recommendation to council during this workshop meeting.

Finance Director, Kayla Tierney, provided all of the above information to the Finance Committee for their review. Nate LeClair answered questions about the replacement of the fire trucks and the age of the fire trucks. Kayla highlighted our options above into two main categories: (1) Permanent Financing or (2) Interim Financing to purchase and receive the trucks that will then be rolled into Permanent Financing at a later time.

The Finance Committee collectively preferred the idea of an interim financing that will later be rolled into permanent financing and we then focused on the details of the BAN with Androscoggin Bank or the line of commitment with the First National Bank; both are great options for the Town's financing needs. Androscoggin had better rates but the concern was the term for the interim financing with the 6 month and 12 month options. Given the supply chain management constraints felt currently, would 6 or 12 months be enough time to align with the production of the fire trucks to draw to pay for the equipment? The First National Bank was offering a 24-36-month period to draw on the line of commitment for \$1,700,000; the additional line would give us the flexibility to align with the production of the trucks and a cushion in case there is another price increase between now and time of payment. Kayla Tierney explained that we have the option to draw up to \$1,700,000 but we are not held to draw all of it. She further explained that with the interim financing options we can do installment payments that can in effect potentially lower the overall cost of both pieces of equipment at the end of it all.

Curtis Lunt inquired about the permanent financing option when all is said and done. Kayla Tierney replied that she will be inquiring to the Maine Municipal Bond Bank as they have historically had good rates and we will have plenty of time to get on the bond bank schedule for permanent financing.

**Recommendation:** It is the Finance Committee's recommendation to accept the First National Bank's proposal for interim financing at the 15-year term for \$1,700,000 and then to do permanent financing after receipt of the two fire trucks.



## Finance Director's Recommendation:

I, Kayla Tierney, Finance Director for the Town of Lisbon concur with the recommendation of the Finance Committee to accept the First National Bank's proposal for interim financing at the 15 year term for \$1,700,000 and then to do permanent financing after receipt of the two fire trucks. It is my recommendation to do the interim financing to allow the Town to properly finance the exact purchase amount of the firetrucks when that information is actually known. There have been a lot of volatility in the current market for goods and services and the interim financing would support the Town if there was an additional uncontrollable price increase. Additionally, it will allow the Town the option to do installment payments which may be beneficial in the long run. Lastly, the First National Bank's option would allow for more time if the production of the truck ends up taking longer than expected. Once the interim financing is secured, discussion of permanent financing would begin.

## Recommendation

**Authorize the Finance Director to accept the First National Bank's proposal for interim financing at the 15-year term for \$1,700,000 and then to do permanent financing after receipt of the two fire trucks and approve the Bond Order to be placed on the November referendum.**

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## Agenda Item 2022 – 189

### Amendment to Chapter 24 Public Safety, Article II Fireworks – *First Reading*

In reviewing ordinances, the proposal is to update the attached Fireworks Ordinance to add "Noise Cannon" to the ordinance.

Attached please find the proposed amendment to our Fireworks ordinance to add "Noise Cannon" to the ordinance.

It would now read *Sec. 24-31. Sale and use of consumer fireworks and noise cannons.*

*Noise cannon means a device commonly referred to as a noise cannon or air cannon, designed and intended to create a loud noise through the sudden discharge of compressed air.*

### **Sec. 24-31. Sale and use of consumer fireworks and noise cannons.**

The purpose of this ordinance is to clearly define the sale and use of fireworks within the Town of Lisbon.

(a) *Definitions.* The following definitions shall apply in this section:

- (1) *Consumer fireworks* shall have the same meaning as in 27 Code of Federal Regulations, section 555.11 or subsequent provision, but includes only products that are tested and certified by a 3rd-party testing laboratory as conforming with United States Consumer Product Safety Commission standards in accordance with 15 United States Code, Chapter 47. "Consumer fireworks" does not include the following products:
  - a. Missile-type rockets, as defined by the state fire marshal by rule;
  - b. Helicopters and aerial spinners, as defined by the state fire marshal by rule;
  - c. Sky rockets and bottle rockets. For purposes of this paragraph, "sky rockets and bottle rockets" means cylindrical tubes containing not more than 20 grams of chemical composition, as defined by the state fire marshal by rule, with a wooden stick attached for guidance and stability, that



rise into the air upon ignition that may produce a burst of color or sound at or near the height and gives off light.

(2) *Display* means entertainment feature where the public or a private group is admitted or permitted to view the display or discharge of fireworks or special effects.

(3) Noise cannon means a device commonly referred to as a noise cannon or air cannon, designed and intended to create a loud noise through the sudden discharge of compressed air. Noise cannons used for public safety purposes are exempt from this Ordinance.

(b) *Permit required.*

(1) No person shall use, display, fire, or cause to be exploded, consumer fireworks within the Town of Lisbon without a permit. Permits must be obtained from the office designated by the town manager on the day of use and shall not be issued in advance. This section shall not apply to a person in possession of a fireworks display permit by the State of Maine pursuant to Title 8, MRSA Section 227-A.

(2) No permit shall be issued on any day with a fire danger class of 3, 4, or 5.

(3) A person may use consumer fireworks only on that person's property or on the property of a person who has consented, in writing, to the use of consumer fireworks on that property.

(4) The use, discharge, or ignition of fireworks shall not be permitted in close proximity to any building by maintaining a distance of no less than 100' from said building.

(c) *Fireworks restricted use.* A person shall not use, display, fire, or cause to be exploded consumer fireworks or a noise cannon within the Town of Lisbon except on the following days and during the following times:

(1) July 4th, beginning at 4 p.m. and ending at 10 p.m.

(2) Saturday of Moxie Weekend as set by council beginning at 4 p.m. and ending at 10 p.m.

(3) December 31st, beginning at 4 p.m. and ending at 12:30 a.m. the following day.

(d) *Exception.* This section does not apply to a person issued a fireworks display permit by the State of Maine; pursuant to 8 M.R.S.A. § 227-A.

(e) *Violations.*

(1) Any person who uses or possesses consumer fireworks or ~~possess consumer fireworks~~ a noise cannon with the intent to use in the Town of Lisbon in violation of this ordinance shall receive a citation.

(2) The following civil penalties shall be imposed for violations of this ordinance (plus legal fees and court costs for an offense for the following):

First Citation: \$110

Second Citation: \$215

Third Citation: \$425

Fourth Citation and Subsequent  
Citations: \$500

(f) Sale of fireworks in the Town of Lisbon shall be permitted providing all State of Maine statutes regarding such sale are satisfied and a valid permit to conduct sales is issued by the state fire marshal's office and the Town of Lisbon.

(g) *Seizure and disposal.* The town may seize consumer fireworks that the town has probable cause to believe are used, possessed, or sold in violation of this section. Seized consumer fireworks shall be forwarded to the state for disposal.

(C.M. of 10-16-2012, V. 2012-165; C.M. of 8-6-2013, V. 2013-119; C.M. of 10-16-2012, V. 2012-165; C.M. of 8-6-2013, V. 2013-119; C.M. of 8-18-2015, V. 2015-236; C.M. of 8-18-2015, V. 2015-237; C.M. of 9-15-2015, V. 2015-277)

### **Recommendation**

**To approve the Amendment to Chapter 24 Public Safety, Article II Fireworks and Set a Public Hearing for September 20, 2022.**

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### **Agenda Item 2022 – 190**

#### **Worumbo Waterfront Funding Request for Safety Lighting**

In pursuing an estimate for getting some safety lighting at Worumbo Waterfront, Enterprise Electric informed the Economic and Community Development Director that they had just removed 5, 30' LED light poles from a facility in Brunswick and they would like to donate them to the Town of Lisbon in order to see this waterfront developed in a professional manner.

The estimate for bringing power to the site from the nearest CMP pole, and installing these five poles along with a power panel to be used for events, is not completed yet but will be in time for the Sep 6<sup>th</sup> council meeting. We are waiting on some info from CMP at this time.

Mr. Cunningham's request is that the council approve the amount requested, to be funded by the Downtown Tiff (Current balance as of 9/6 is \$245,000.27 [\$97,561 added in 2022]). Additionally, his is requesting that the council approve a sole source request as the donation of the light poles is not something we would be able to receive through the bid process.

### **Recommendation**

**Authorize funding in the amount of XXX.XXX to be funded by the downtown TIFF, to provide safety lighting and power to the Worumbo Waterfront and to allow the Town Manager to utilize sole source purchasing to Enterprise Electric."**

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### **Agenda Item 2022 – 191**

#### **Worumbo Waterfront Partner RFQ**

The Worumbo Steering Committee is ready to send out an RFQ (Request For Qualifications) to identify a partner "not for profit" organization to work with the town to design a landscaping plan, secure grant, public and private funding, develop and manage park infrastructure and secure events at the waterfront.

Once identified, the Economic & Community Development office will work with this group to draft an MOU outlining the relationship and responsibilities of both the partner organization and the Town of Lisbon with regards to the Worumbo waterfront.

### **Recommendation**

**Authorize the release of attached Request for Qualifications to identify a partner "not for profit" organization to work with the town to design a landscaping plan, secure grant, public and private funding, develop and manage park infrastructure and secure events at the Worumbo waterfront."**

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### **Agenda Item 2022 – 192**

#### **Approve Ferry Road Closure for the week of September 19th to the 23<sup>rd</sup>**



Northeast Paving is requesting road closures during the week of September 19th for pipe installation.

Weather and material availability pending, we are requesting daily closures from 7:00 am thru 5:00 pm on Monday and Tuesday September 19<sup>th</sup> and 20<sup>th</sup>. These closures are for the installation of the two 36-inch SICPE pipes located at approximate project stations 104+20 and 97+10.

Our second request, weather and material availability pending, we are requesting a 24-hour per day, 3-day closure of Ferry Road Wednesday, September 21 thru Friday September 23. This closure will be located at the approximate project stations 11+25 thru 16+00, for the installation of the 60-inch x 46-inch pipe arch.

To keep the public aware of the daily closures, NEP will place a message board at each intersection of Ferry Road and Pinewoods Road indicating how far the roadway is open in each direction. Along with the two message boards, detour signs will be placed at all intersections within Ferry Road, and road closed signs will be placed at the immediate work zone. Messages on message boards will be changed as needed to current conditions.

#### **Recommendation**

**To approve the closure of Ferry Road for the week of September 19<sup>th</sup> to the 23<sup>rd</sup>**

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#### **Agenda Item 2022 – 193**

#### **Village Street Improvements Bid Results and Recommendations**

Attached you will find copies of the Bids from Glidden Excavating (\$777,350) and Northeast Paving (\$883,500) for the improvements for Village Street.

Back in June of this year, Oliver and Associates projected the cost of the project to be in the \$400,000 range. Please see the attached memo from Oliver and Associates with details on why there was a difference in pricing.

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

RE: Village Street Roadway Improvements Bid Results

Dear Ryan:

On August 31, 2022 bids were opened for the Village Street Roadway Improvements project. Two bids were received as follow:

<u>CONTRACTOR</u>	<u>LOCATION</u>	<u>Total Bid</u>
Glidden Excavating & Paving	Gorham, ME	\$777,350.00
Northeast Paving	Bangor, ME	\$883,500.00

Attached please find a copy of the bid tabulation and the two bids. As you can see, the bids received exceed the estimated amount we presented to the Town in our letter of June 20th. At that time, we estimated that for the project scope discussed in concept, the construction cost would be approximately \$400,000. During preparation of the bidding package, we further evaluated the scope of the work which resulted in some added components to the project. To provide a better surface, the milling depth was increased from 1.5" to 2" in depth to allow room to shim the road and attempt to get a crown into the road to promote drainage which improves the longevity of the road. In addition, ramps



with ADA compliant detectable warning plates were included in the bid which were not reflected in the concept cost estimate.

With the added pavement and ADA added scope, our updated cost estimate would have been about \$510,000. The bids received are still much higher than that estimate. There are several factors which could be causing that, including the Town's desire to get some of the work done this season, current uncertainty on what next years pricing will be for pavement, and the ongoing difficulty contractors are having with staffing and product availability. Sometimes the amount of handwork that needs to be completed to readjust existing curb reduces contractor productivity and that reflects in bid pricing.

Generally, bidding site work this late in the season does not result in favorable pricing as firms rush to complete work before winter conditions set in. With that said, it is not a sure thing that rebidding the project over the winter for 2023 construction will yield lower costs given the uncertainty of what pricing may be next season. We have contacted the contractors who took out bidding packages but did not bid on the project, and can hopefully get their feedback to discuss with the Council as they weigh options on Tuesday night.

As for the evaluation of the overall budget, the project funding can be summarized below:

Ferry Road Loan	\$ 2,800,000
Ferry Road Budget Committed	\$ 1,900,000 (includes Construction, Engineering, Contingency)

This leaves \$900,000 available. With award of the construction and adding contingency and engineering, about \$850,000 would be needed to proceed with award to Glidden. In summary, there is sufficient funding available to complete both projects with the bond money.

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

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

LISBON VILLAGE STREET ROADWAY IMPROVEMENTS  
BID TAB

Item No.	Item Description	Est. QTY	Unit	Glidden		Eurovia Atlantic	
				Excavating & Paving Unit Price	Excavating & Paving Total Price	Coast, LLC Unit Price	Coast, LLC Total Price
1	Tree Removal	1	LS	\$ 9,600.00	\$ 9,600.00	\$ 20,000.00	\$ 20,000.00
2	Mobilization & Traffic Control	1	LS	\$ 225,000.00	\$ 225,000.00	\$ 177,000.00	\$ 177,000.00
3	2" Milling	7,500	SY	\$ 13.50	\$ 101,250.00	\$ 7.50	\$ 56,250.00
4	Remove & Reset Existing Granite Curb	3300	LF	\$ 35.00	\$ 115,500.00	\$ 79.00	\$ 260,700.00
5	ADA Crosswalk Ramp/Detectable Warning	16	EA	\$ 6,750.00	\$ 108,000.00	\$ 2,500.00	\$ 40,000.00
6	Temporary Erosion Control	1	LS	\$ 5,500.00	\$ 5,500.00	\$ 15,000.00	\$ 15,000.00
7	Roadway Pavement	900	Tons	\$ 130.00	\$ 117,000.00	\$ 175.00	\$ 157,500.00
8	Sidewalk & Driveway Pavement	300	Tons	\$ 170.00	\$ 51,000.00	\$ 326.00	\$ 97,800.00
9	Loam & Seeding	1	LS	\$ 17,500.00	\$ 17,500.00	\$ 28,000.00	\$ 28,000.00
10	Striping	1	LS	\$ 7,500.00	\$ 7,500.00	\$ 8,000.00	\$ 8,000.00
11	New Granite Curb	0	LF	\$ -	\$ -	\$ -	\$ -
12	Sidewalk Gravel	150	CY	\$ 130.00	\$ 19,500.00	\$ 155.00	\$ 23,250.00
TOTAL BID					\$ 777,350.00		\$ 883,500.00

PROPOSAL  
VILLAGE STREET ROADWAY IMPROVEMENTS  
TOWN of LISBON, MAINE



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

Greetings:

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

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

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

6/30/22

(Date)

Lisa Glidden

(Signed)

Name: Lisa Glidden

Title: Corporate Secretary

Representing: Glidden Excavating & Grading Inc.

Address: 306 New Portland Rd

Gorham ME 04038

# BID FORM

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

ITEM	DESCRIPTION	APPROX. QUANTITY	UNITS	UNIT PRICE	TOTAL PRICE
1.	Tree Removal	LS	LS	\$ 9,600.00	\$ 9,600.00
2.	Mobilization & Traffic Control	LS	LS	\$ 225,000.00	\$ 225,000.00
3.	2" Milling	7500	SY	\$ 13.50	\$ 101,250.00
4.	Remove & Reset Existing Granite Curb	3300	LF	\$ 35.00	\$ 115,500.00
5.	ADA Crosswalk Ramp/Detectable Warning	16	EA	\$ 6,250.00	\$ 100,000.00
6.	Temporary Erosion Control	LS	LS	\$ 5,500.00	\$ 5,500.00
7.	Roadway Pavement	900	Tons	\$ 130.00	\$ 117,000.00
8.	Sidewalk & Driveway Pavement	300	Tons	\$ 170.00	\$ 51,000.00
9.	Loam & Seeding	LS	LS	\$ 17,500.00	\$ 17,500.00
10.	Striping	1	LS	\$ 7,500.00	\$ 7,500.00
11.	New Granite Curb (deleted Add#1)	0	LF	\$ -	\$ -
12.	Sidewalk Gravel	150*	CY	\$ 130.00	\$ 19,500.00

TOTAL BID (IN FIGURES): \$

777,350.00

TOTAL BID (IN WORDS): SEVEN HUNDRED SEVENTY SEVEN THOUSAND Dollars

THREE HUNDRED AND FIFTY DOLLARS & NO CENTS

\*Note: Asterisk indicates indeterminate quantity for bidding comparison.

The undersigned agrees to the following:

- To furnish all required insurance certificates and bonds within 10 days after formal acceptance of the proposal by the Owner. All insurance certificates and bonds must be furnished before formal execution of the contract by the Owner.
- To substantially complete the work within 75 calendar days and to fully complete the work within 90 calendar days of the formal Notice to Proceed.
- That the Owner may retain liquidated damages of \$750 per day for each day in excess of those mentioned above that the work is not completed as indicated.



The undersigned acknowledges the receipt of the following Addenda:

#2 - 8/8/22 H 3 - 8/25/22  
#2 - 8/22/22

NOTES ON PROPOSED SCHEDULE ASSOCIATED WITH THIS BID, IF ANY

A MAJORITY OF THE WORK CAN BE COMPLETED  
IN 2022.

OVERLAY PAVING CANNOT BE COMPLETED BY 10/22/22 - PAVING  
SURFACE DEADLINE

Date: 8/30/22

Signed: Lisa Glidden

Name: Lisa Glidden

Title: Corporate Secretary

Representing: Glidden Excavating & Paving Inc.

Address: 326 New Portland Rd

Gorham Me 04938

Telephone: 207 856 9990

Fax: 207 856 9998

(Seal - if Bid is by Corporation)

(Also attached Certificate of Authority  
for signatory to execute contract)

PROPOSAL  
VILLAGE STREET ROADWAY IMPROVEMENTS  
TOWN OF LISBON, MAINE

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

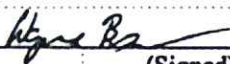
Greetings:

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

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

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

08/31/2022  
(Date)

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



**Eurovia Atlantic Coast, LLC dba Northeast Paving**  
**BID FORM**

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

ITEM	DESCRIPTION	APPROX. QUANTITY	UNITS	UNIT PRICE	TOTAL PRICE
1.	Tree Removal	LS	LS	\$ 20,000.00	\$ 20,000.00
2.	Mobilization & Traffic Control	LS	LS	\$ 177,000.00	\$ 177,000.00
3.	2" Milling	7500	SY	\$ 7.50	\$ 56,250.00
4.	Remove & Reset Existing Granite Curb	3300	LF	\$ 79.00	\$ 260,700.00
5.	ADA Crosswalk Ramp/Detectable Warning	16	EA	\$ 2,500.00	\$ 40,000.00
6.	Temporary Erosion Control	LS	LS	\$ 15,000.00	\$ 15,000.00
7.	Roadway Pavement	900	Tons	\$ 175.00	\$ 157,500.00
8.	Sidewalk & Driveway Pavement	300	Tons	\$ 326.00	\$ 97,800.00
9.	Loam & Seeding	LS	LS	\$ 28,000.00	\$ 28,000.00
10.	Striping	1	LS	\$ 8,000.00	\$ 8,000.00
11.	New Granite Curb (deleted Add#1)	0	LF	\$ NA	\$ NA
12.	Sidewalk Gravel	150*	CY	\$ 155.00	\$ 23,250.00

TOTAL BID (IN FIGURES):\$ 883,500.00

TOTAL BID (IN WORDS): Eight Hundred Eighty Three Thousand Five Hundred and Zero Cents Dollars

\*Note: Asterisk indicates indeterminate quantity for bidding comparison.

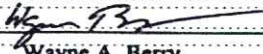
The undersigned agrees to the following:

- To furnish all required insurance certificates and bonds within 10 days after formal acceptance of the proposal by the Owner. All insurance certificates and bonds must be furnished before formal execution of the contract by the Owner.
- To substantially complete the work within 75 calendar days and to fully complete the work within 90 calendar days of the formal Notice to Proceed.
- That the Owner may retain liquidated damages of \$750 per day for each day in excess of those mentioned above that the work is not completed as indicated.

The undersigned acknowledges the receipt of the following Addenda:  
#1, 8/8/2022 -- #2, 8/22/2022 -- #3, 8/25/2022

**NOTES ON PROPOSED SCHEDULE ASSOCIATED WITH THIS BID, IF ANY**

Date: 08/31/2022

Signed:   
Name: Wayne A. Berry  
Title: Division Manager  
Representing: Eurovia Atlantic Coast, LLC dba Northeast Paving  
Address: 953 Odlin Road  
Bangor, ME 04401  
Telephone: 207-945-0873  
Fax: 207-945-0874

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

### Recommendation

**Authorize the Interim Town Manager to accept a Bid for the Village Street Improvements**

\*\*\*\*\*

**Agenda Item 2021 – 194  
Green Purchasing Policy**

### STATEMENT OF THE POLICY

It is the policy & practice of the Town of Lisbon to:

Institute practices that reduce waste by increasing product efficiency and effectiveness, and

Purchase products that minimize environmental impacts, toxics, pollution, and hazards to worker and community safety to the greatest extent practicable, and

Purchase products that include recycled content, are durable and long-lasting, conserve energy and water, use agricultural fibers and residues, reduce greenhouse gas emissions, use unbleached or chlorine free manufacturing processes, are lead-free and mercury-free, and use wood from sustainably harvested forests (FSC) when & where possible.

Town employees making purchases requiring three written quotes or the bid process shall refer to this policy and shall include a copy of it in the request for quote or bid.

If a purchase does not conform to this policy, but is the most advantageous option for the town. A department director may request, the Town Manager or his Assistant waive the requirements of this policy at their discretion.

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



## I. PURPOSE

To recognize the goals set forth in the Town of Lisbon Solid Waste Management Plan and the Lisbon Local Action Plan for Greenhouse Gas Emission Reductions and for Lisbon to be a responsible environmental leader.

Lisbon is a significant consumer of goods and services. The purchasing decisions of our employees and contractors can positively or negatively affect the environment. By including environmental considerations in our procurement decisions, along with our traditional concerns regarding price, performance, and availability, we will remain fiscally responsible and promote practices that improve public health and safety; reduce pollution and conserve natural resources. The purpose of this document is to establish the framework for a sustainability-based purchasing program for Lisbon.

By giving preference to environmentally friendly products whose quality, function, and cost are equal or superior to more traditional products, this policy will:

- conserve natural resources
- minimize pollution
- reduce the use of water and energy
- eliminate or reduce environmental health hazards to workers and our community
- support strong recycling markets
- reduce materials that are landfilled
- increase the use and availability of environmentally preferable products
- reward vendors who reduce environmental impacts in their production and distribution systems or services
- create a model for successfully purchasing environmentally preferable products that encourages other purchasers in our community to adopt similar goals
- support locally produced goods and services
- educate ourselves, our vendors, and our end users

It is not the intent of this policy to require a department, buyer or contractor to: to take any action that conflicts with local, state or federal requirements; procure products that do not perform adequately for their intended use; exclude adequate competition; or pursue products not available at a reasonable price in a reasonable period of time.

## II. POLICY

All Town departments shall take every reasonable effort to reduce the amount of solid waste they generate, recycle materials recoverable from their operations, and maximize the procurement of recycled, energy efficient, and non-toxic products. Department Directors shall monitor compliance with the policy.

## III. DEFINITIONS

1. Environmentally Responsible - products or product usage procedures, which are acknowledged to have minimal impact on the environment. Such products or procedures should reduce environmental impact through their composition and/or recyclability or by reduction in quantity and toxicity of waste products, energy use or water consumption.
2. Fiscally Responsible - The cost factor or purchase price for recycled products, or for more environmentally responsible items, should be consistent with a suggested variance of 10% above the acquisition cost for similar or less environmentally responsible items. Additional costs should be counter balanced by savings from improved usage procedures.
3. Recycled Product(s) - Products made with an identifiable percentage (1% - 100%) of post-consumer material content or of discarded virgin materials salvaged from the industrial waste stream. High-content recycled products contain a minimum of 50% of post-consumer material.

4. Waste Reduction - The act of avoiding, eliminating and reducing the amount of solid waste at the source of generation, at the point of usage and at the time of its discard.
5. Non-Toxic Product(s) - Any item which is not considered hazardous waste and that does not otherwise pose a threat to short or long-term human health during its use.
6. Energy-Efficient Product(s) – Products that meet the US Environmental Protection Agency’s Energy Star qualifications or US Department of Energy’s Federal Energy Management Program (FEMP) and vehicles that meet the US Environmental Protection Agency’s Smart Way qualifications.
7. Life-Cycle Cost – The total cost of a product including procurement, use, maintenance, and disposal.

#### IV. PURCHASING

All Town employees shall make every reasonable effort to reduce the impact of purchased products and to purchase environmentally responsible products.

1. All Departments shall purchase products that are made with recycled, non-toxic, and/or recyclable materials and that minimize environmentally harmful processes and products in their production, as long as those items meet or exceed specifications and required quality levels set forth by the Town and meet cost guidelines laid out in this policy. The Town will give special attention to the purchase of products and materials made from post-consumer recycled materials.
2. When purchases are necessary, strong consideration shall be given to durable items, items having minimal packaging, and items that are readily recycled when discarded.
3. Town departments are encouraged to use independent, third-party, environmental product or service label standards when writing specifications for, or procuring, materials, products, or services.
4. Town departments shall make every reasonable effort to procure chemicals and products that have low toxicity or are non-toxic, except for water treatment purposes. Products with the following attributes should be favored:
  - a) Have the fewest adverse health effects such as skin, eye, nose, throat, and lung irritation from toxic compounds.
  - b) Contain the fewest chemicals that can enter the food chain to be consumed by aquatic plants and animals.
  - c) Contain the fewest volatile organic compounds (VOC’s) that can escape during product use.
  - d) Avoid unnecessary additives such as fragrances and dyes.
  - e) Reduce product packaging and use recovered/recoverable materials when packaging is necessary.
5. Departments shall purchase and use rechargeable batteries where applicable.
6. Departments shall purchase and use recycled paper (minimum 20% post-consumer recycled content) for all documents whenever possible. Documents printed on recycled paper shall include the recycling symbol when possible.
7. All departments shall be provided with a constant supply of recycled paper in a 20-100% post-consumer range, with 100% post-consumer recycled paper being the goal depending on availability and quality.
8. All new business cards shall be printed on recycled card stock and shall display the recycling symbol.
9. All formal requests for



## V. ENERGY EFFICIENCY

1. New and replacement equipment for lighting, heating, ventilation, refrigeration and air conditioning systems, water consuming fixtures and process equipment and all such components shall meet or exceed Federal Energy Management Program (FEMP) recommended levels, whenever practicable.
2. All products purchased by the Town of Lisbon and for which the U.S. EPA Energy Star certification is available shall meet Energy Star certification. See [www.energystar.gov](http://www.energystar.gov). When Energy Star labels are not available, products shall meet or exceed the FEMP recommended levels.
3. Solar thermal or on-demand water heaters shall be purchased whenever practicable. Where renewable forms of energy are unavailable or not practicable, natural gas shall be used where available in lieu of non-solar powered electricity for water heating.

## VI. TRAINING

1. All new employees will be made aware of this policy and the reasoning behind it during New Employee Training.
2. A catalog of Environmentally Preferable Products made available through the Finance Department and shall be available on-line to increase awareness of opportunities to purchase Environmentally Preferable Products.

## VII. COST

Department Directors are advised that the purchase of some Environmentally Responsible products may exceed the costs of comparable products. This factor alone should not determine whether an Environmentally Responsible product should be purchased, although it should be a factor in the decision. All purchases shall be handled in a fiscally responsible manner. Generally, for non-paper products, if the life-cycle cost of the environmentally responsible product does not exceed the cost of the alternative by more than 10%, and the product meets all necessary specifications, departments are required to request that the environmentally responsible product be purchased. Recycled paper should be purchased whenever possible, regardless of incremental cost.

## VIII. PROGRAM EVALUATION

The Assistant Town Manager and Finance Director shall evaluate the success of this Policy's implementation and provide an annual report to the Town Manager. The report shall relate progress in meeting the goals and objectives of this Policy and note any barriers encountered, recommendations for resolution, and or/description of assistance needed to continuously improve staff's ability to meet this Policy's objectives for the procurement of environmentally preferable products and services.

## IX. CONTRACTORS

1. Vendors, contractors, and grantees shall comply with applicable sections of this policy for products and services provided to the Town of Lisbon. In particular, vendors, contractors and grantees providing written materials to the Town shall do so using both sides of the paper and on recycled paper meeting minimum standards of the US EPA Guidelines and labeled as such. In addition, the use of binders, plastic covers, and other items that impede the recycling process are especially discouraged.
2. If the buyer making the selection from competitive bids or requesting department seeks to purchase products that do not meet the environmentally preferable purchasing criteria in this Policy, the buyer or department shall provide a written justification to the Town Manager for why compliance is not practicable, e.g., the product is not technically practical, economically feasible, or available within the timeframe required.
3. If a vendor that is under contract with the Town of Lisbon is no longer able to provide a product that meets this Environmentally Preferred Purchasing Policy, it shall notify the Department Director and provide written justification

for why compliance is not practical. Prior written consent from the, authorized Town purchasing agent, shall be required before substituting any alternative product in addition to other standard contract amendment procedures.

4. Contractors and grantees whose contracts with the Town total less than \$1,000 are exempt from this policy, but are encouraged to follow this policy to the greatest extent possible.

### **Recommendation**

**To Adopt the Green Purchasing Policy as presented.**

\*\*\*\*\*



# Proclamation

Agenda Item 2022-186

## 125<sup>TH</sup> ANNIVERSARY OF LISBON SLOVAK CATHOLIC ASSOCIATION

**Whereas** The Slovak Catholic Association was organized on July 12th, 1897, and incorporated on September 4th, 1897, founded by Slovak immigrants, the majority of whom came to the United States of America between 1850 and 1925, **and**

**Whereas** The immigrants migrated from the Kosice region of what was then known as the Austro-Hungarian Empire, and among the founding fathers of the Association were Michael Borcak, Andre Jakubovic, George Hruby, Michael Karkos Sr., John Jambor, Joseph Proske, Andrew Karkos, and Mike Miller, **and**

**Whereas** The Saints Cyril and Methodius Church and the Slovak Catholic Association were the main organizations of Slovak interaction in this community, **and**

**Whereas** The Association also sponsored an excellent baseball team; the manager/coach of the team was John S. Karkos; and in addition, the Slovak Catholic Sokols (Falcons) sponsored very talented men's and women's track and field/gymnastic teams which each summer attended national "slets" (track meets) held in various cities of the country; and among the drill instructors of the senior men's team were Mr. John Ivansin, Mr. Emery Gensure, Mr. Andrew (Sparky) Adams, and Mr. Emery Stoklas; and instructors of the women's team were Mrs. Anna Sherbak Wakely, Mrs. Katherine Adams Gamache, and Mrs. Veronica Livernois Days, **and**

**Whereas** After World War II, the Association began accepting non-Slovaks because the remaining Slovak members could not financially support the Association, and Slovak fathers-in-law desired membership for their sons-in-law; and although the ethnicity of the current membership is now diversified, the By-Laws governing the rules of membership are basically the same as set forth by the original founders and the association still flourishes to this day, **and**

**Whereas** Presently, the membership has a limit of 450, and is involved in numerous civic projects including annual scholarships totaling \$2500.00 awarded to five deserving high school graduates each year; and this generous benevolence is a testimony of the Association's commitment to assist the young people of the community in their quest for higher education, **and**

**Whereas** In 1997, in honor of the Association's 100th Anniversary, the Town of Lisbon Officials issued a formal Proclamation designating July 12th, 1997 to be "Slovak Heritage Day"; and, in addition, Governor Angus King, Jr. issued a letter of recognition proclaiming July 12th, 1997 to be "Slovak Heritage Day" in the State of Maine; and, an official expression of sentiment from the members of the Maine House of Representatives and Senate recognizing the 100th Anniversary of the Association was received, and in October, 1997, Secretary of State Dan Gwadosky presented a commendation to S.C.A. President Eric E. Hutchins honoring the 100th year of our incorporation.

**Now, Therefore, we, the Lisbon Town Council,** do recognize July 12th, 2022 as the 125th Anniversary of the Slovak Catholic Association in Lisbon, Maine, and further extend appreciation to the members of the Association for their valuable service to the community of Lisbon, Maine. We further recognize that July 12<sup>th</sup> continues as the annual Anniversary of the Slovak Catholic Association.

Dated: September 6, 2022

LISBON TOWN COUNCIL

\_\_\_\_\_  
Fern Larochelle Jr., Chairman

\_\_\_\_\_  
Mark Lunt

\_\_\_\_\_  
Harry Moore Jr., Vice Chairman

\_\_\_\_\_  
Ray Robishaw

\_\_\_\_\_  
Donald Fellows

\_\_\_\_\_  
Christine Cain

\_\_\_\_\_  
Jason Smith

A true Copy,

Attest: \_\_\_\_\_  
Lisa M. Ward, Town Clerk



## **TOWN OF LISBON**

300 Lisbon Street, Lisbon, ME 04250

### **Agenda Item 4-A**

*Lisa M. Ward, Town Clerk*

## **LISBON**

### **PUBLIC HEARING**

The Municipal Officers of the Town of Lisbon have considered and approved in concept appropriating an amount not to exceed \$1,700,000 to finance the acquisition of two fire trucks (the "Project"), and have determined that the most efficient way to finance that appropriation would be through the issuance of one or more bonds of the Town.

Pursuant to the Charter of the Town of Lisbon (the "Charter"), approval of the financing of this purchase requires that a public hearing be conducted prior to the issue of an order calling for a referendum. Therefore, pursuant to the authority conferred by Section 8.21(b), and the requirements of Sections 6.09 and 8.11(b)(2) of the Charter, a public hearing shall be held on September 6<sup>th</sup> at 7:00 p.m. at the Town Office, 300 Lisbon Street, for the purpose of hearing public comment on the Order providing for the issuance of such bonds and securing the financing described above, intended to raise \$1,700,000 for the Project.

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

*The public is invited to attend.*

---

*Lisa M. Ward, Town Clerk*



**Agenda Date: 09/06/2022**

Date	Brenda Martin	Municipal Accts Payable
8/15/2022	8112022	\$ 11,643.73
8/17/2022	8152022	\$ 1,278,602.45
8/30/2022	8242022	\$ 16,427.04
		<b>\$ 1,306,673.22</b>

Date	Rebecca Hayslip	Municipal Payroll Warrants
8/23/2022	220825	\$ 231,380.77
8/23/2022	2208W2	\$ 16,370.59
		<b>\$ 247,751.36</b>

Date	Louise Levesque	School Accts Payable
9/2/2022	2305	\$ 231,765.20

Date	Eva Huston	School Payroll Warrants
8/16/2022	1020	\$ 293,383.05
8/16/2022	11	\$ 136.34
8/16/2022	1021	\$ (1,453.90) Voided Entry
8/16/2022	1022	\$ 10,987.99
8/16/2022	1023	\$ 16,040.95
8/16/2022	1024	\$ 25.00
8/31/2022	1025	\$ 316,891.10
8/31/2022	1026	\$ 11,553.00
8/31/2022	1027	\$ 797.30
8/31/2022	13	\$ 28,401.65
		<b>\$ 676,762.48</b>



**TOWN COUNCIL  
MEETING MINUTES  
AUGUST 16, 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 Glenn Michalowski, Assistant Town Manager; Casey Clark, Department of Marine Resources; Nate LeClair, Fire Chief; Lt. Picard, Police Department; Mark Stambach, Code Enforcement Officer; Ross Cunningham, Economic & Community Development Director; Roger Bickford, Water Commissioner; Bill Kuhl, Planning Board Chair; Honorable Rick Mason, State Representative; and approximately 12 citizens in the audience.

**PUBLIC HEARINGS**

- A. **VICTUALER'S LICENSE FOR LITTLE RIVER COFFEE**
- B. **VICTUALER'S LICENSE FOR ELITE NUTRITION**

The Chairman opened the Public hearings. There were no comments. The Chairman closed the Public Hearings.

**AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS—NONE**

**CONSENT AGENDA**

**ORDER 2022-171** *to approve the*

- 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
- G. 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
- H. Positive Change Lisbon – Mass Gathering Permit
- I. Renewal Mobile Home Park License for Grimmels
- J. Approve Road Name Request of Willie's Way off Ridge Road

**VOTE (2022-171)** Councilor Fellows, seconded by Councilor Lunt, moved to approve the consent Agenda as presented.

**Order passed – Vote 7-0.**

**COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES**

**COMMUNITY DEVELOPMENT BLOCK GRANT BID APPROVAL**

**INTRODUCTION:** 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 Economic and Community Development Director Ross Cunningham, witnessed by Amy Wiers, opened the sole bid 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.

Ross Cunningham said he hopes to see it done over the next two months, this business is All Clean Carpet in Lisbon village.

**COUNCILOR COMMENTS:** Councilor Larochelle stated this has been pre-approved by the Council.



**VOTE (2022-172)** Councilor Fellows, seconded by Councilor Lunt, moved to approve the bid of \$35,278.61 from Mike Corson Builders for construction at 231 Lisbon Street with a Town of Lisbon contribution of \$11,850 in accordance with the CDBG program.

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

## 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.

**COUNCILOR COMMENTS:** Mr. Cunningham said this State-run program through AVCOG is to receive non-matching grants. He said we'll focus on green space, flood plains, solar lighting and the like. He said we can do new projects once every 6 months and there will be opportunity for public input along the way.

**VOTE (2022-173)** Councilor Moore, seconded by Councilor Robishaw, moved to Adopt the Resolution as presented.

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

## UPDATES TO TOWN POLICIES

**INTRODUCTION:** Assistant Town Manager Glenn Michalowski presented the proposed policy changes to include updates to the Town Purchasing Policy, electronic signatures, duties of Assistant Town Manager and Human Resources Director, credit card use for the Sewer Department, increasing the distance for Fire Fighters to live from Lisbon to 45 minutes, and a change to authorize the Town Manager to approve non-matching grants without going to Council for prior approval.

### 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.

...

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.

...

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).

...

**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 [KT1]~~[RAM2] \$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 ~~\$5,000—\$25,000~~[KT3][RAM4]- 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.

...

**Sec. 86-34. Purchases in excess of ~~\$20,001~~ [KT5] \$25,000 formal bids required.**

(a) Purchases and contracts in excess of ~~\$10,001.00~~ [KT6] \$25,000.00 shall require the use of the bid process in this section.

...

(f) All Formal Bid purchases in excess of ~~\$10,001.00~~ [KT7] \$25,000 shall require the approval of the town council.

...

**Section 86-35**

Exceptions to required competitive process. The requirement of a competitive process set forth [RAM8] 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~~ [KT9] \$25,000 shall be documented and summarized for the Town Council in a timely manner.

...

**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.

...



**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.

...

**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 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.
  - (10) Sewer Superintendent
- (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)

**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.

COUNCILOR COMMENTS: Councilor Fellows stated he would like to put a Green purchasing policy into place at some point soon.

Mrs. Tierney said she researched other towns and felt the increased amounts for spending were very prudent because of rising prices.

**VOTE (2022-174)** Councilor Fellows, seconded by Councilor Lunt, moved to adopt the Policy changes as presented.

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

**TOWN MANAGER AUTHORIZATION TO SIGN  
ACCESS AND REMOVAL AGREEMENT FOR THE UPPER DAM PROJECT**

**INTRODUCTION:** Casey Clark, from the Department of Marine Resources, presented information to Council. He said they will remove the remainder of the man-made materials from the dam area. He spoke at a public meeting with a large number of people ahead of time as well. He said there was curiosity about a possible drop in the water level, and assured them that there will be very little, maybe up to 6 inches but nothing like the 2012 drop when the dam broke. He stated they will now update FEMA Flood Maps, which will reduce flood insurance rates for residents and businesses. Mr. Michalowski added that the plan has gone through multiple attorney reviews.

**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")

**RECITALS**

**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.

**VOTE (2022-175)** Councilor Fellows, seconded by Councilor Moore, moved 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.

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

#### COUNCIL RESOLUTION FOR FERRY ROAD/VILLAGE STREET PROJECT

**INTRODUCTION:** Mrs. Tierney said this Resolution is for the extension of the road project. She stated there is leftover money from the Main project and will update the sidewalks and other Village areas with the extension.

**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.

**COUNCILOR COMMENTS:** Councilor Larochelle said these funds were already appropriated, we just extended the project and it is all in the same area.

Mrs. Tierney add that the Bond counsel reviewed and approved the extension. She said we need to use the money since it is already borrowed and there will be remaining funds to use to start to pay the loan.

**VOTE (2022-176)** Councilor Robishaw, seconded by Councilor Fellows, moved 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 \$482,000.00.

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

QUESTION 1 BOND ORDER FOR \$1,700,000.00 FOR THE PURPOSE OF FINANCING TWO FIRE TRUCKS FOR A TERM NOT TO EXCEED 20 YEARS TO BE APPROVED AND RATIFIED—*FIRST READING*

**INTRODUCTION:**

Chief Nate LeClair requested to ask Voters to authorize Financing up to \$1,700,000 for the purpose of purchasing (2) Fire Trucks in a Referendum. He said the reason is the lead time of 2 years to get a truck manufactured. He explained both trucks are in dire need of replacement and are obsolete. He said we will remove 3 trucks and replace with two multifunction vehicles and will save by purchasing now.

**COUNCILOR COMMENTS:** Councilor Lunt asked the length of the loan. Mrs. Tierney said it would be a 15 year loan, but the proposal is for 20 years to add flexibility. She said the cost will be about \$133,000.00 per year. She proposed interim financing, then locking into permanent financing. She said we have one bond being paid off soon, two were paid in 2021 and two in 2022.

**VOTE (2022-177)** Councilor Robishaw, seconded by Councilor Cain, moved to 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 \$1,700,000.00 for the purpose of financing two Fire Trucks for a term not exceed 20 Years be approved and ratified.

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

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

ORDER FOR PUBLIC HEARING ON BONDS FOR TWO FIRE TRUCKS

**VOTE (2022-178)** Councilor Robishaw, seconded by Councilor Cain, moved to set a Public Hearing for September 6, 2022 and Second Reading for bonds for two Fire Trucks.

**Order passed – Vote 7-0.**



**WARRANT FOR NOVEMBER 8, 2022 ANNUAL MUNICIPAL & REFERENDUM ELECTION****INTRODUCTION:**

The Town Clerk state 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.

Mr. Ward stated that one candidate has taken out Nomination Papers for the remaining 2 years of a three year Council term. Three candidates have taken out Papers for the three regular Council Terms that are up this year currently held by Councilors Fellows, Lunt and Smith. There are three School Committee openings, one set of Papers has been taken out so far. And there is one set of Papers out for the single Water Commission seat that is open.

**VOTE (2022-179)** Councilor Robishaw, seconded by Councilor Lunt, moved to Approve the Annual Municipal and Referendum Warrant for the November 8, 2022 Election as presented.

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

**FISCAL YEAR 2022 CARRY-FORWARD ACCOUNTS****INTRODUCTION:**

The Finance Department received a late invoice from Morton Salt for an unpaid balance for salt from last winters' storms. Mrs. Tierney stated that since we are in period #2 of the new fiscal year (FY23), she is 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.

Mrs. Tierney said the budget had a remainder for that line and will pay from that budget line. The money was already budgeted and approved.

**VOTE (2022-177)** Councilor Fellows, seconded by Councilor Robishaw, moved to authorize the Council to approve \$32,349.00 to be carried from Fiscal Year 2022 into Fiscal Year 2023 for Winter Operations -- Other Supplies to pay the outstanding invoice.

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

**POLICE DEPARTMENT REQUEST FOR  
NON-MATCHING GRANT FUNDS FOR RADIO REPLACEMENT**

**INTRODUCTION:** Chief McGee stated the Police Department has the opportunity to apply for Federal Funds through the Fiscal Year 2020 Byrne JAG Grant. The Police Department has been pre-allocated a total of \$2,723.00 in grant funding. This particular grant does not require any matching funds.

He said if this is 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.

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

Lt. Jeff Picard said there are no matching funds needed to add additional radios for better communications.

**VOTE (2022-177)** Councilor Fellows, seconded by Councilor Cain, moved to 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 of four (4) portable Kenwood radios.

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

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

1. School: Councilor Larochelle said he had nothing to report.
2. Planning Board: Councilor Fellows said The Planning board is looking at the Sign Ordinance and the attorney is working on a red-line version.
3. Lisbon Development Committee: Councilor Smith said he had nothing to report.
4. Conservation Commission: Councilor Moore said he had nothing to report.
5. Recreation Committee: Councilor Moore said he had nothing to report.
6. County Budget Committee: Councilor Lunt said he had nothing to report.



7. Library Governing Board: Councilor Lunt said he had nothing to report.
8. Water Commission: Councilor Fellows said he had nothing to report.
9. Finance Committee: Councilor Robishaw said October 17 is the next meeting.

#### B. DISCUSSION FOR ADDITION OF ROADS TO ATV ACCESS ROUTES

Roger Bickford, from the Lisbon Hardcore Riders ATV club, provided a map of the roads the club would like to use for access to trails. He also said they would like to add the option to make the speed limit 20 mph, since so many machines are bigger now and have a hard time with slow speeds.

Councilor Larochelle suggested they work with the Safety Committee, and there process is already started with the Town management. He said the management team will work on a time frame.

Mr. Bickford said if approved, it won't happen until next spring, they will need to order new signs. He said it will add 40 miles of trails.

Cheryl Haggerty, from the Riverside Trail Riders and also the Pejepscot SnoChiefs, said the trail clubs maintain trails, put up signs, and want to connect Lisbon to Lisbon Falls. She provided council with a packet of information and proposed the use of the walking path at the Papermill Trail head as an access point, which would prevent crossing on Route 196. She pointed out the large number of people in the audience, who were there in favor of this.

Nathan Brissette described the route they would like, which is near the Left Hand Club.

Councilor Robishaw said it's great the clubs are expanding in town and people won't have to travel so far to ride trails since this would make 40-50 total miles of trail.

Councilor Larochelle said he would like to see a joint meeting of both ATV clubs with Town management. He encouraged the clubs to reach out to the Town Manager regarding opportunities for rail bed use. He said they should meet with the Town Manager and Assistant Manager to create a committee.

#### C. DISCUSSION FOR ABANDONED BUILDING LICENSE POSSIBILITIES

Councilor Fellows said he asked for this item to be added to the agenda. Councilor Fellows stated that communities have addressed the problem of abandoned or derelict buildings from a positive standpoint. He said the Lisbon Development Committee asked him to run it by Council to see what level of commitment they should expect, that they could work with the Code Enforcement Officer to define specifics. The purpose would be to provide property owners with incentives by requiring a license for vacant buildings. He said it would not include garages, storage buildings, and the like. He asked if the Council would like to see the LDC pursue this.

Mr. Michalowski said he has had experience with similar properties, contracting out to a company to alleviate the pressure of caretaking the property is not unusual.

Mr. Kuhl said there are abandoned houses in Huston Park, with some up to a decade. He said the neighbors take it on themselves to mow and take care of the property so their own properties won't lower in value.

Mr. Stambach said he read through the ordinance and it references State statutes in many places. He said almost all the references have been repealed. He said it would make it easier for the municipality if we replace those references with our own wording.

Councilor Larochelle stated we should move forward, which will give encouragement to property owners.

Councilor Larochelle encouraged the Town to have Legal look at the ordinances. He said short term they should address the legal factor in the ordinances. He added that the LDC could be tasked with the Licensing proposal.

Mr. Stambach said we will need it to be enforceable. He said we would need to review and rewrite the ordinances.

Councilor Larochelle asked Mr. Michalowski to see what we need to do to update the ordinances in order to enforce them. He stated the legal parts should go to the Town attorney and the LDC should address the rest for policies on abandoned buildings.

#### D. MOXIE FINANCIAL UPDATE

Mrs. Tierney said there will be more in-depth information from the Moxie Committee soon. She said the last Moxie Festival was in July 2018, and the committee focused on bringing back the Festival this year.

Mrs. Tierney gave a three-day overview of the Festival. She said the budget was created to bring the Festival back at over \$46,000.00, and broke it into categories. She said the goal was to match 2018 with a \$20,000.00 revenue goal. She said souvenirs, vendor fees, sponsorships and the bass fishing tournament brought in revenues of \$46,650.11. She stated that since



the cost was over \$35,000.00, the 2022 festival was successful because it created revenues. She said this showed a sense of community for Lisbon.

Councilor Larochelle said Council would like to do a workshop with the public and the Moxie Committee.

#### E. WORUMBO SUBCOMMITTEE DISCUSSION

Mr. Cunningham gave the update, stating the subcommittee met and will use Resiliency Grants talked about earlier in the meeting to help. He said the following things are needed:

- Public safety lighting
- Power on a pole, to meet Blues Festival needs
- Water for watering grass
- Long term plans and putting key infrastructure in place to put a non-profit in place to operate it

Councilor Moore said they have ideas about hardscape and are looking at runoff and expanding grassy areas and are looking at putting in a dock with a kayak launch.

#### F. LOW IMPACT DEVELOPMENT (LID) ORDINANCE DISCUSSION

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.



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.

Mr. Stambach said the Town is required to do this by September 1<sup>st</sup>. He said the Ordinance will be easy to get to the Maine DEP and they will return it to us by November. He said the Ordinance must be in place by 2024. He said there are no financial responsibilities and the actual adoption would be after the DEP approves it.

#### G. TOWN MANAGER'S REPORT

Mr. Michalowski updated the Council:

1. Main Street was shut down for a week for construction purposes, they are now two weeks ahead as a result.



2. The Planning Board RFP for Planning Services only had one applicant who did not have the qualifications the Town is looking for. Mr. Michalowski explained that now that the Town Policies are updated, he will look into finding a Planning Services option that will work for the Town.
3. The EV chargers are not working due to a manufacturer's defect, he will continue to research options with legal counsel.
4. The Town sent 96 erroneous tax bills, including just one property tax amount for what should have been multi-property bills. The Town is addressing the issue.
5. A letter from the Code Enforcement Officer requesting feedback from Council members on the MUBAC Committee he is on, especially concerning fire suppression systems. The CEO will be voting on Thursday and requested direction from the Council.
6. The Cannabis Steering Committee added Chris Brunelle as a Lisbon business representative, and Paul Griesbach as a member of the community. He said they have more plans for community input, as well.

Councilor Moore asked how much revenue we have received from the EV charging stations. Mr. Michalowski said minimal to nothing. Councilor Larochelle said we are figuring out how to resolve the issue, and Mr. Michalowski agreed that we are fact finding and taking a look at legal. Councilor Moore suggested we make it clear that the EV chargers are out of order with signage or something similar.

## APPOINTMENTS

### APPOINTMENT TO THE CEMETERY COMMITTEE

**VOTE (2022-182)** Councilor Lunt, seconded by Councilor Fellows, moved to appoint Karen Shaw to the Cemetery Committee.

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

## COUNCILOR COMMUNICATIONS

Councilor Cain said the Save Main Street Block Party was planned and the road would be closed Friday night through Saturday night with events such as live music, corn hole tournament, Humane Society fund raiser, and more. She said the event is on Facebook with more info, and Eastcraft will sell t-shirts to help pay the Saturday bands. She said Frank's will have a Luau with live music on Friday.

## AUDIENCE PARTICIPATION & RESPONSE FOR NEW ITEMS

Mr. Cunningham thanked the members of Lisbon's National Honor Society who, with the support of local businesses, put art murals at the Library to promote art and community in Lisbon.

Mr. Stambach encouraged Councilors to contact him as soon as possible with their opinions on whether sprinkler systems should be made law so he can vote accordingly at his meeting on Thursday.

## EXECUTIVE SESSION

### EXECUTIVE SESSION PER 1 MRSA SECTION 405 (6) (A) PERSONNEL MATTERS

**VOTE (2022-183)** Councilor Fellows, seconded by Councilor Lunt, moved to go into Executive Session at 9:10 PM.

**Order passed – Vote 7-0.**

## ADJOURNMENT

**VOTE (2022-184)** Councilor Fellows, seconded by Councilor Lunt, moved to adjourn at 9:40 M.

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

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Lisa M. Ward, Council Secretary

Town Clerk

Date Approved: September 6, 2022

# LISBON – VICTUALER APPLICATION

License Type: \_\_\_\_\_ \$ 100 Restaurants & Others except Mobile Units X \$ 50 Mobile Units

Located at Olive Pit 4 Main St Lisbon Falls  
 Name of Business: KABAYAN PHILIPPINE FOODS Business Phone: 207.707.0086  
 Business Location in town (street address): 355 MAIN ST. RICHMOND, ME 04357  
 Mailing Address: 355 MAIN ST. RICHMOND, ME 04357  
 Business Email Address: KABAYANPF@GMAIL.COM  
 Owner's Name: EGMILITA TREMAIN  
 Home Phone: N/A Owner's Cell Phone: 207.751.6624  
 Owner's Home Address: 355 MAIN ST. RICHMOND, ME 04357  
 Residence(s) for last five years (Street/Town/Zip): 355 MAIN STREET, RICHMOND 04357

List Applicant / Partners / Corporate Officers:

Name: EGMILITA TREMAIN Tremain Birth date: \_\_\_\_\_  
 Name: JONATHAN TREMAIN Tremain Birth date: \_\_\_\_\_  
 Name: \_\_\_\_\_ Birth date: \_\_\_\_\_  
 Name: \_\_\_\_\_ Birth date: \_\_\_\_\_

Applicant must have a valid State of Maine Food License. State ID License No: 10638

X 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, \_\_\_\_\_ (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 31<sup>st</sup>.

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

Signature: Signature on file Date: 7-5-2022



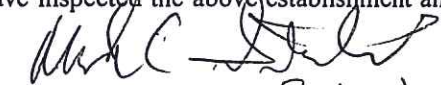
Business Name: LABAYAN PHILIPPINE FOODS

## 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: 8/8/22

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:  Inspection Scheduled Date: 8/16/22

## 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](http://www.maine.gov/revenue)  
624-7736...Bureau of Corporations - [www.maine.gov/sos/cec](http://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](http://www.maine.gov/dmr)  
287-5671....State Health Inspection Dept - [www.maine.gov/dhhs](http://www.maine.gov/dhhs)  
1-800-829-4933...Federal I.D. Number - [www.irs.gov](http://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  
☐ \$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: KABAYAN PHILIPPINE FOODS Business Phone: 207.707.0086

Business Location in town: RICHMOND, ME

Business Email Address: KABAYAN PF@GMAIL.COM

Business Mailing Address: 355 MAIN ST. RICHMOND, ME 04357

Owner's Name: EMILITA TREMAN (E smailita)

Home Phone: \_\_\_\_\_ Cell Phone: 207.751-8624

Owner's Home Address (CSZ): 355 MAIN ST. RICHMOND, ME 04357

Residence(s) for last five years: 355 MAIN ST. RICHMOND, ME 04357

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

Name: JONATHAN TREMAN Name: Emailita Treman Name: \_\_\_\_\_

Address: 355 MAIN ST. RICHMOND, ME 04357 Address: " " Address: \_\_\_\_\_

Town/State: \_\_\_\_\_ | Town/State: \_\_\_\_\_ | Town/State: \_\_\_\_\_

Birthdate: \_\_\_\_\_ | Birthdate: \_\_\_\_\_ | Birth date: \_\_\_\_\_

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

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

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

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

Signature: Signature on file Date: 5-July-22



Business Name: KABAYAN PHILIPPINE FOODS

### INSPECTION REQUIRED

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



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

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

### 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: 7-6-22

### INFORMATION

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

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

#### **SUGGESTED CONTACTS:**

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

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



# Town of Lisbon

Chairman  
Don Fellows  
Mark Lunt  
Raymond Robishaw  
Christine Cain  
Jason P. Smith

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## MEMORANDUM

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TO: Ryan McGee, Interim Town Manager  
FROM: Kayla Tierney, Finance Director  
SUBJECT: Recommendation on Financing for Bond Ordinance  
DATE: September 6, 2022

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Attached, please find proposals from (2) different financial institutions, as well as from the manufacturer for financing options for the proposed purchase of (2) Fire Trucks. The options are summarized below:

**(1) Androscoggin Bank:** Androscoggin Bank has provided two proposals for the Town's consideration: one for interim financing (BAN) and one for permanent financing (municipal lease). Each of these proposals assumes a closing on November 15, 2022, which should allow for bond work to be completed after authorization is granted. Both the lease proposal and the BAN are for \$1,684,958.86 which is the price of both firetrucks, inclusive of a 6.5% price increase that has already been indicated by the manufacturer.

a. **Lease Proposal:** For the municipal lease financing option, a 15 year term is provided with the first of 15 annual installments of principal and interest due on the first anniversary of closing. If the Town would prefer to make the first installment at closing, we may, which will save the Town on interest.

- **Equipment Cost:** \$1,684,958.86
- **Lease Term:** 15 years
- **Interest rate:** 4.37% (\*the final installment may vary slightly)
- **Total Principal:** \$1,684,958.86
- **Total Interest:** \$647,965.88
- **Total P&I:** \$2,332,924.74
- **First Payment due:** November 15, 2023
- **Estimated Annual Payment:** \$155,528.32

b. **Bond Anticipation Note (BAN):** For the Bond Anticipation Note, options for 6 and 12 months are provided, which would give the option for applying for permanent financing through the Maine Municipal Bond Bank (MMBB) for either their spring or fall offering in 2023.

- **Option A:** For the "As Needed" borrowing of the aforementioned funds over a 6 month term, we offer a fixed tax-exempt interest rate of 3.97% per annum.
  - **Total Principal:** \$1,684,958.86





# Town of Lisbon

## Town Council

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

- **Total Interest:** \$33,171.53
- **Total Payments:** \$1,718,130.39
- **Maturity Date:** May 15, 2023
- **Option B:** For the "As Needed" borrowing of the aforementioned funds over a 12-month term, we offer a fixed tax-exempt rate of 4.07% per annum.
  - **Total Principal:** \$1,684,958.86
  - **Total Interest:** \$68,577.82
  - **Total Payment:** \$1,753,536.68
  - **Maturity Date:** November 15, 2023
- **For Either Term:** Interest will be calculated on an actual/365-day basis on the Note, which will be issued without prepayment penalty. For either term, we understand that the Town of Lisbon will secure permanent financing through either the Maine Municipal Bond Bank or USDA Rural Development and pay off the BAN on or before the maturity date.

(2) **The First National Bank:** Fire Truck production has been a challenge for a number of municipalities. With that in mind, The First National Bank will present two loan amounts as it may be best to aim high and not use the entire available loan amount. There is also a 15 year and a 20 year rate for consideration. The First National Bank will structure it as a line of commitment, which is the same as the Town of Lisbon's existing loan for the Sewer project that will turn into permanent financing with USDA RD. The Town can draw the funds as needed to a certain spot in time or when all of the funds are used; by doing this, we can lock in the loan and rate this year and not pay interest until we need to pay for the trucks. The line of commitment can also be set up for a 24-36 month line of commitment period; then the loan balance would be re-amortized.

a.

Loan Amount	\$ 1,700,000.00	\$ 1,700,000.00
Loan Term	15 Years	20 Years
Rate	4.65%	4.89%
Est. Annual Pmt.	\$ 160,675.32	\$ 135,967.42

b.

Loan Amount	\$ 1,750,000.00	\$ 1,750,000.00
Loan Term	15 Years	20 Years
Rate	4.65%	4.89%
Est. Annual Pmt.	\$ 165,401.07	\$ 139,966.46



# Town of Lisbon

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**3. Allegiance Fire & Rescue (Manufacturer):** Allegiance Fire & Rescue is the vendor that we received a quote on for the purchase of the two firetrucks and the offer financing with Republic First National. Since the delivery time is well over a year (plus) out, the quote is for the first payment to be due in 24 months with 9, 11, & 14 payments, which is a 10, 12 & 15 year term range.

**a. Unit Cost \$1,670,563**

**b. Number of Payments:**

- 9 Payments of \$233,246.03 each year at a rate of 3.95%
- 11 Payments of \$199,684.25 each year at a rate of 4.09%
- 14 Payments of \$167,836.24 each year at a rate of 4.25%

## Finance Committee Recommendation:

The Finance Committee met on September 1, 2022 in the Town Office with only 2 members. Fire Chief Nate LeClair and the Council Liaison to the Finance Committee, Ray Robishaw were also in attendance. Due to the number of active Finance Committee members, there was no official vote since there was not enough members for a quorum. The Finance Committee had an active discussion about the financing options for the purchase of (2) Fire trucks and came to a general consensus of a recommendation to council during this workshop meeting.

Finance Director, Kayla Tierney, provided all of the above information to the Finance Committee for their review. Nate LeClair answered questions about the replacement of the fire trucks and the age of the fire trucks. Kayla highlighted our options above into two main categories: (1) Permanent Financing or (2) Interim Financing to purchase and receive the trucks that will then be rolled into Permanent Financing at a later time.

The Finance Committee collectively preferred the idea of an interim financing that will later be rolled into permanent financing and we then focused on the details of the BAN with Androscoggin Bank or the line of commitment with the First National Bank; both are great options for the Town's financing needs. Androscoggin had better rates but the concern was the term for the interim financing with the 6 month and 12 month options. Given the supply chain management constraints felt currently, would 6 or 12 months be enough time to align with the production of the fire trucks to draw to pay for the equipment? The First National Bank was offering a 24-36 month period to draw on the line of commitment for \$1,700,000; the additional line would give us the flexibility to align with the production of the trucks and a cushion in case there is another price increase between now and time of payment. Kayla Tierney explained that we have the option to draw up to \$1,700,000 but we are not held to draw all of it. She further explained that with the interim financing options we can do installment payments that can in effect potentially lower the overall cost of both pieces of equipment at the end of it all.

Curtis Lunt inquired about the permanent financing option when all is said and done. Kayla Tierney replied that she will be inquiring to the Maine Municipal Bond Bank as they have





# Town of Lisbon

## Town Council

Fern Larochelle, Chairman  
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historically had good rates and we will have plenty of time to get on the bond bank schedule for permanent financing.

**Recommendation:** It is the Finance Committee's recommendation to accept the First National Bank's proposal for interim financing at the 15 year term for \$1,700,000 and then to do permanent financing after receipt of the two fire trucks.

### Finance Director's Recommendation:

I, Kayla Tierney, Finance Director for the Town of Lisbon concur with the recommendation of the Finance Committee to accept the First National Bank's proposal for interim financing at the 15 year term for \$1,700,000 and then to do permanent financing after receipt of the two fire trucks. It is my recommendation to do the interim financing to allow the Town to properly finance the exact purchase amount of the firetrucks when that information is actually known. There have been a lot of volatility in the current market for goods and services and the interim financing would support the Town if there was an additional uncontrollable price increase. Additionally, it will allow the Town the option to do installment payments which may be beneficial in the long run. Lastly, the First National Bank's option would allow for more time if the production of the truck ends up taking longer than expected. Once the interim financing is secured, discussion of permanent financing would begin.

**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 8.1 l(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;
- (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}(c){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

\_\_\_\_\_  
Don Fellows

\_\_\_\_\_  
Raymond Robishaw

\_\_\_\_\_  
Christine Cain

\_\_\_\_\_  
Harry Moore, Jr., Vice Chairman

\_\_\_\_\_  
Mark Lunt

\_\_\_\_\_  
Jason Smith





# Town of Lisbon

Ryan McGee  
Interim Town Manager

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

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Date: 9/01/2022

Reference: Noise issue (air/noise cannon)

To: Lisbon Town Council

From: Ryan McGee Interim Town Manager

In reviewing ordinances the proposal is to update the attached Fireworks Ordinance to add "Noise Cannon" to the ordinance.

Attached please find the proposed amendment to our Fireworks ordinance to add "Noise Cannon" to the ordinance.

It would now read *Sec. 24-31. Sale and use of consumer fireworks and noise cannons.*

*Noise cannon means a device commonly referred to as a noise cannon or air cannon, designed and intended to create a loud noise through the sudden discharge of compressed air.*

Respectfully,

Ryan McGee  
Interim Town Manager

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## Sec. 24-31. Sale and use of consumer fireworks and noise cannons.

The purpose of this ordinance is to clearly define the sale and use of fireworks within the Town of Lisbon.

(a) *Definitions.* The following definitions shall apply in this section:

- (1) *Consumer fireworks* shall have the same meaning as in 27 Code of Federal Regulations, section 555.11 or subsequent provision, but includes only products that are tested and certified by a 3rd-party testing laboratory as conforming with United States Consumer Product Safety Commission standards in accordance with 15 United States Code, Chapter 47. "Consumer fireworks" does not include the following products:
  - a. Missile-type rockets, as defined by the state fire marshal by rule;
  - b. Helicopters and aerial spinners, as defined by the state fire marshal by rule;
  - c. Sky rockets and bottle rockets. For purposes of this paragraph, "sky rockets and bottle rockets" means cylindrical tubes containing not more than 20 grams of chemical composition, as defined by the state fire marshal by rule, with a wooden stick attached for guidance and stability, that rise into the air upon ignition that may produce a burst of color or sound at or near the height and gives off light.
- (2) *Display* means entertainment feature where the public or a private group is admitted or permitted to view the display or discharge of fireworks or special effects.
- (3) Noise cannon means a device commonly referred to as a noise cannon or air cannon, designed and intended to create a loud noise through the sudden discharge of compressed air. Noise cannons used for public safety purposes are exempt from this Ordinance.

(b) *Permit required.*

- (1) No person shall use, display, fire, or cause to be exploded, consumer fireworks within the Town of Lisbon without a permit. Permits must be obtained from the office designated by the town manager on the day of use and shall not be issued in advance. This section shall not apply to a person in possession of a fireworks display permit by the State of Maine pursuant to Title 8, MRSA Section 227-A.
- (2) No permit shall be issued on any day with a fire danger class of 3, 4, or 5.
- (3) A person may use consumer fireworks only on that person's property or on the property of a person who has consented, in writing, to the use of consumer fireworks on that property.
- (4) The use, discharge, or ignition of fireworks shall not be permitted in close proximity to any building by maintaining a distance of no less than 100' from said building.

(c) *Fireworks restricted use.* A person shall not use, display, fire, or cause to be exploded consumer fireworks or a noise cannon within the Town of Lisbon except on the following days and during the following times:

- (1) July 4th, beginning at 4 p.m. and ending at 10 p.m.
- (2) Saturday of Moxie Weekend as set by council beginning at 4 p.m. and ending at 10 p.m.
- (3) December 31st, beginning at 4 p.m. and ending at 12:30 a.m. the following day.

(d) *Exception.* This section does not apply to a person issued a fireworks display permit by the State of Maine; pursuant to 8 M.R.S.A. § 227-A.

(e) *Violations.*



- 
- (1) Any person who uses or possesses consumer fireworks or ~~possess consumer fireworks~~ a noise cannon with the intent to use in the Town of Lisbon in violation of this ordinance shall receive a citation.
- (2) The following civil penalties shall be imposed for violations of this ordinance (plus legal fees and court costs for an offense for the following):

First Citation: \$110

Second Citation: \$215

Third Citation: \$425

Fourth Citation and Subsequent  
Citations: \$500

- (f) Sale of fireworks in the Town of Lisbon shall be permitted providing all State of Maine statutes regarding such sale are satisfied and a valid permit to conduct sales is issued by the state fire marshal's office and the Town of Lisbon.
- (g) *Seizure and disposal.* The town may seize consumer fireworks that the town has probable cause to believe are used, possessed, or sold in violation of this section. Seized consumer fireworks shall be forwarded to the state for disposal.

(C.M. of 10-16-2012, V. 2012-165; C.M. of 8-6-2013, V. 2013-119; C.M. of 10-16-2012, V. 2012-165; C.M. of 8-6-2013, V. 2013-119; C.M. of 8-18-2015, V. 2015-236 ; C.M. of 8-18-2015, V. 2015-237 ; C.M. of 9-15-2015, V. 2015-277 )



# Town of Lisbon

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

Agenda Item 2022-190

Norm Larocque, 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: 8/31/2022

Reference: Worumbo Waterfront Safety Lighting

In pursuing an estimate for getting some safety lighting at Worumbo Waterfront, Enterprise Electric informed me that they had just removed 5, 30' LED light poles from a facility in Brunswick and they would like to donate them to the Town of Lisbon in order to see this waterfront developed in a professional manner.

The estimate for bringing power to the site from the nearest CMP pole, and installing these five poles along with a power panel to be used for events, is not completed yet but will be in time for the Sep 6<sup>th</sup> council meeting. We are waiting on some info from CMP at this time.

My request is that the council approve the amount requested, to be funded by the Downtown Tiff (Current balance as of 9/6 is \$245,000.27 [\$97,561 added in 2022]). Additionally, I request that the council approve a sole source request as the donation of the light poles is not something we would be able to receive through the bid process.

Respectfully,

Ross H. Cunningham





# Town of Lisbon

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

Agenda Item 2022-191

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

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To: Ryan McGee, Interim Town Manager

From: Ross Cunningham, Director, ECD

Date: 8/31/2022

Reference: Worumbo Waterfront Partner RFQ

As discussed in previous council meetings, the Worumbo steering committee is ready to send out a Request For Qualifications to identify a partner “not for profit” organization to work with the town to design a landscaping plan, secure grant, public and private funding, develop and manage park infrastructure and secure events at the waterfront.

Once identified, my office will work with this group to draft an MOU outlining the relationship and responsibilities of both the partner organization and the Town of Lisbon with regards to the Worumbo waterfront.

Respectfully,

Ross H. Cunningham

REQUEST FOR QUALIFICATIONS  
TOWN OF LISBON  
Worumbo Partnership Organization

The Town of Lisbon, Maine is accepting applications for a Worumbo partnership organization at the Lisbon Town Office, 300 Lisbon Street, Lisbon, Maine 04250 on an ongoing basis until an organization is selected.

The Town of Lisbon is accepting proposals from established and new “not for profit” organizations in order to select a partner organization in the annual running and maintenance of the Worumbo Waterfront. The town has the following vision for this community space

***To create a publicly accessible space that is enjoyed by residents and visitors alike and that is utilized multiple times per month for events that serve to attract visitors to Lisbon and provide positive economic impact to the Lisbon business community.***

The selected organization will have the following qualities.

1 – Established “Not for Profit” organization with a board of directors and bylaws in place not later than 1 October 2022 and applications for 501(c)3 status either approved or submitted by 1 October 2022.

2 - A cadre of volunteers willing to embrace the town’s vision for this property and who will actively work to attract place making events, large concerts and other events that will serve to support the local business economy and bring positive attention to Lisbon.

3 – Experience with event management for large and small events

4 – Fiscal experience in fundraising and grant writing/management.

To apply, provide a letter identifying your qualifications for this partnership. Share your plan to revitalize this space and provide 3 examples of events that you are willing to organize and their projected impact on our economy. Provide supporting documents as appropriate.

For more information or questions, contact Ross Cunningham, Economic & Community Development Director, Town of Lisbon, 300 Lisbon Street, Lisbon, ME 04250. Email: [rcunningham@lisbonme.org](mailto:rcunningham@lisbonme.org); Phone: (207) 353-3000 ext 122.





4 Gendron Drive  
Lewiston, ME 04240  
(207) 333-3524 Phone

August 31, 2022

Mandy Olver P.E.  
Olver Associates, Inc  
P.O. Box 679  
290 S Main Street  
Winterport, Maine 04496

RE: Ferry Road Roadway Improvements, Lisbon

Dear Mandy Olver:

Northeast Paving is requesting road closures during the week of September 19<sup>th</sup> for pipe installation.

Weather and material availability pending, we are requesting daily closures from 7:00 am thru 5:00 pm on Monday and Tuesday September 19<sup>th</sup> and 20<sup>th</sup>. These closures are for the installation of the two 36-inch SICPE pipes located at approximate project stations 104+20 and 97+10.

Our second request, weather and material availability pending, we are requesting a 24-hour per day, 3-day closure of Ferry Road Wednesday, September 21 thru Friday September 23. This closure will be located at the approximate project stations 11+25 thru 16+00, for the installation of the 60-inch x 46-inch pipe arch.

To keep the public aware of the daily closures, NEP will place a message board at each intersection of Ferry Road and Pinewoods Road indicating how far the roadway is open in each direction. Along with the two message boards, detour signs will be placed at all intersections within Ferry Road, and road closed signs will be placed at the immediate work zone. Messages on message boards will be changed as needed to current conditions.

Thank you for your consideration in this matter, further information is needed, please contact me at (207) 751 0839.

Respectfully,

A handwritten signature in black ink, appearing to read "CWebber", is written over a horizontal line.

Christine Webber  
Field Engineer

Cc: Kerby Ouellette  
Angelo Salvaggio



# Town of Lisbon

Ryan McGee  
Interim Town Manager

Agenda Item 2022-193

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

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Date: 9/01/2022

Reference: Village Street Roadway Improvements

To: Lisbon Town Council

From: Ryan McGee Interim Town Manager

Attached you will find copies of the Bids from Glidden Excavating (\$777,350) and Northeast Paving (\$883,500) for the improvements for Village Street.

Back in June of this year, Oliver and Associates projected the cost of the project to be in the \$400,000 range. Please see the attached memo from Oliver and Associates with details on why there was a difference in pricing.

Respectfully,

*Ryan McGee*  
*Interim Town Manager*



# OLVER ASSOCIATES INC.

ENVIRONMENTAL ENGINEERS

September 1, 2022

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

RE: Village Street Roadway Improvements Bid Results

Dear Ryan:

On August 31, 2022 bids were opened for the Village Street Roadway Improvements project. Two bids were received as follow:

CONTRACTOR	LOCATION	Total Bid
Glidden Excavating & Paving	Gorham, ME	\$777,350.00
Northeast Paving	Bangor, ME	\$883,500.00

Attached please find a copy of the bid tabulation and the two bids. As you can see, the bids received exceed the estimated amount we presented to the Town in our letter of June 20<sup>th</sup>. At that time, we estimated that for the project scope discussed in concept, the construction cost would be approximately \$400,000. During preparation of the bidding package, we further evaluated the scope of the work which resulted in some added components to the project. To provide a better surface, the milling depth was increased from 1.5 " to 2 " in depth to allow room to shim the road and attempt to get a crown into the road to promote drainage which improves the longevity of the road. In addition, ramps with ADA compliant detectable warning plates were included in the bid which were not reflected in the concept cost estimate.

With the added pavement and ADA added scope, our updated cost estimate would have been about \$510,000. The bids received are still much higher than that estimate. There are several factors which could be causing that, including the Town's desire to get some of the work done this season, current uncertainty on what next years pricing will be for pavement, and the ongoing difficulty contractors are having with staffing and product availability. Sometimes the amount of handwork that needs to be completed to readjust existing curb reduces contractor productivity and that reflects in bid pricing.

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**OLVER ASSOCIATES INC.**

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Mr. Ryan McGee, Interim Town Manager  
September 1, 2022  
Page 2

Generally, bidding sitework this late in the season does not result in favorable pricing as firms rush to complete work before winter conditions set in. With that said, it is not a sure thing that rebidding the project over the winter for 2023 construction will yield lower costs given the uncertainty of what pricing may be next season. We have contacted the contractors who took out bidding packages but did not bid on the project, and can hopefully get their feedback to discuss with the Council as they weigh options on Tuesday night.

As for the evaluation of the overall budget, the project funding can be summarized below:

Ferry Road Loan	\$ 2,800,000
Ferry Road Budget Committed	\$ 1,900,000 ( includes Construction, Engineering, Contingency)

This leaves \$900,000 available. With award of the construction and adding contingency and engineering, about \$850,000 would be needed to proceed with award to Glidden. In summary, there is sufficient funding available to complete both projects with the bond money.

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

Very truly yours,

OLVER ASSOCIATES INC.



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

MHO/sb

2522/090

CC: Mr. Randy Cyr, Public Works Director



LISBON VILLAGE STREET ROADWAY IMPROVEMENTS

BID TAB

Item No.	Item Description	Est. QTY	Unit	Glidden Excavating & Paving Unit Price	Glidden Excavating & Paving Total Price	Eurovia Atlantic Coast, LLC Until Price	Eurovia Atlantic Coast, LLC Total Price
1	Tree Removal	1	LS	\$ 9,600.00	\$ 9,600.00	\$ 20,000.00	\$ 20,000.00
2	Mobilization & Traffic Control	1	LS	\$ 225,000.00	\$ 225,000.00	\$ 177,000.00	\$ 177,000.00
3	2" Milling	7,500	SY	\$ 13.50	\$ 101,250.00	\$ 7.50	\$ 56,250.00
4	Remove & Reset Existing Granite Curb	3300	LF	\$ 35.00	\$ 115,500.00	\$ 79.00	\$ 260,700.00
5	ADA Crosswalk Ramp/Detectable Warning	16	EA	\$ 6,750.00	\$ 108,000.00	\$ 2,500.00	\$ 40,000.00
6	Temporary Erosion Control	1	LS	\$ 5,500.00	\$ 5,500.00	\$ 15,000.00	\$ 15,000.00
7	Roadway Pavement	900	Tons	\$ 130.00	\$ 117,000.00	\$ 175.00	\$ 157,500.00
8	Sidewalk & Driveway Pavement	300	Tons	\$ 170.00	\$ 51,000.00	\$ 326.00	\$ 97,800.00
9	Loam & Seeding	1	LS	\$ 17,500.00	\$ 17,500.00	\$ 28,000.00	\$ 28,000.00
10	Striping	1	LS	\$ 7,500.00	\$ 7,500.00	\$ 8,000.00	\$ 8,000.00
11	New Granite Curb	0	LF	\$ -	\$ -	\$ -	\$ -
12	Sidewalk Gravel	150	CY	\$ 130.00	\$ 19,500.00	\$ 155.00	\$ 23,250.00
	TOTAL BID				\$ 777,350.00		\$ 883,500.00

PROPOSAL  
VILLAGE STREET ROADWAY IMPROVEMENTS  
TOWN OF LISBON, MAINE

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

Greetings:

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

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

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

8/30/22

(Date)

Lisa Glidden

(Signed)

Name: Lisa Glidden

Title: Corporate Secretary

Representing: Glidden Excavating & Paving Inc

Address: 326 New Portland Rd

Gorham ME 04038

B-1R

OA2522



# BID FORM

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

ITEM	DESCRIPTION	APPROX. QUANTITY	UNITS	UNIT PRICE	TOTAL PRICE
1.	Tree Removal	LS	LS	\$ <u>9,600.00</u>	\$ <u>9,600.00</u>
2.	Mobilization & Traffic Control	LS	LS	\$ <u>225,000.00</u>	\$ <u>225,000.00</u>
3.	2" Milling	7500	SY	\$ <u>13.50</u>	\$ <u>101,250.00</u>
4.	Remove & Reset Existing Granite Curb	3300	LF	\$ <u>35.00</u>	\$ <u>115,500.00</u>
5.	ADA Crosswalk Ramp/Detectable Warning	16	EA	\$ <u>6,750.00</u>	\$ <u>108,000.00</u>
6.	Temporary Erosion Control	LS	LS	\$ <u>5,500.00</u>	\$ <u>5,500.00</u>
7.	Roadway Pavement	900	Tons	\$ <u>130.00</u>	\$ <u>117,000.00</u>
8.	Sidewalk & Driveway Pavement	300	Tons	\$ <u>170.00</u>	\$ <u>51,000.00</u>
9.	Loam & Seeding	LS	LS	\$ <u>17,500.00</u>	\$ <u>17,500.00</u>
10.	Striping	1	LS	\$ <u>7,500.00</u>	\$ <u>7,500.00</u>
11.	New Granite Curb (deleted Add#1)	0	LF	\$ <u>-</u>	\$ <u>-</u>
12.	Sidewalk Gravel	150*	CY	\$ <u>130.00</u>	\$ <u>19,500.00</u>

TOTAL BID (IN FIGURES):\$ 777,350.00

TOTAL BID (IN WORDS): SEVEN HUNDRED SEVENTY SEVEN THOUSAND Dollars  
THREE HUNDRED AND FIFTY DOLLARS & NO CENTS

\*Note: Asterisk indicates indeterminate quantity for bidding comparison.

The undersigned agrees to the following:

- To furnish all required insurance certificates and bonds within 10 days after formal acceptance of the proposal by the Owner. All insurance certificates and bonds must be furnished before formal execution of the contract by the Owner.
- To substantially complete the work within 75 calendar days and to fully complete the work within 90 calendar days of the formal Notice to Proceed.
- That the Owner may retain liquidated damages of \$750 per day for each day in excess of those mentioned above that the work is not completed as indicated.

The undersigned acknowledges the receipt of the following Addenda:

#1 - 8/8/22 H 3 - 8/25/22  
#2 - 8/22/22

NOTES ON PROPOSED SCHEDULE ASSOCIATED WITH THIS BID, IF ANY

A MAJORITY OF THE WORK CAN BE COMPLETED  
IN 2022.

OVERLAY PAUING CANNOT BE COMPLETED BY 10/22/22 - SURFACE  
PAUING DEADLINE

Date: 8/30/22

Signed: Lisa Glidden

Name: Lisa Glidden

Title: Corporate Secretary

Representing: Glidden Excavating & Paving Inc

Address: 326 New Portland Rd  
Gorham Me 04938

Telephone: 207 856 9990

Fax: 207 856 9998

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



PROPOSAL  
VILLAGE STREET ROADWAY IMPROVEMENTS  
TOWN OF LISBON, MAINE

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

Greetings:

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

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

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

08/31/2022

(Date)



(Signed)

Name: Wayne A. Berry

Title: Division Manager

Representing: Eurovia Atlantic Coast, LLC dba Northeast Paving

Address: 953 Odlin Road

Bangor, ME 04401

B-1R

OA2522

Eurovia Atlantic Coast, LLC dba Northeast Paving  
BID FORM

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

ITEM	DESCRIPTION	APPROX. QUANTITY	UNITS	UNIT PRICE	TOTAL PRICE
1.	Tree Removal	LS	LS	\$ 20,000.00	\$ 20,000.00
2.	Mobilization & Traffic Control	LS	LS	\$ 177,000.00	\$ 177,000.00
3.	2" Milling	7500	SY	\$ 7.50	\$ 56,250.00
4.	Remove & Reset Existing Granite Curb	3300	LF	\$ 79.00	\$ 260,700.00
5.	ADA Crosswalk Ramp/Detectable Warning	16	EA	\$ 2,500.00	\$ 40,000.00
6.	Temporary Erosion Control	LS	LS	\$ 15,000.00	\$ 15,000.00
7.	Roadway Pavement	900	Tons	\$ 175.00	\$ 157,500.00
8.	Sidewalk & Driveway Pavement	300	Tons	\$ 326.00	\$ 97,800.00
9.	Loam & Seeding	LS	LS	\$ 28,000.00	\$ 28,000.00
10.	Striping	1	LS	\$ 8,000.00	\$ 8,000.00
11.	New Granite Curb (deleted Add#1)	0	LF	\$ NA	\$ NA
12.	Sidewalk Gravel	150*	CY	\$ 155.00	\$ 23,250.00

TOTAL BID (IN FIGURES):\$ 883,500.00

TOTAL BID (IN WORDS): Eight Hundred Eighty Three Thousand Five Hundred and Zero Cents Dollars

\*Note: Asterisk indicates indeterminate quantity for bidding comparison.

The undersigned agrees to the following:

- a. To furnish all required insurance certificates and bonds within 10 days after formal acceptance of the proposal by the Owner. All insurance certificates and bonds must be furnished before formal execution of the contract by the Owner.
- b. To substantially complete the work within 75 calendar days and to fully complete the work within 90 calendar days of the formal Notice to Proceed.
- c. That the Owner may retain liquidated damages of \$750 per day for each day in excess of those mentioned above that the work is not completed as indicated.



The undersigned acknowledges the receipt of the following Addenda:  
#1, 8/8/2022 -- #2, 8/22/2022 -- #3, 8/25/2022

**NOTES ON PROPOSED SCHEDULE ASSOCIATED WITH THIS BID, IF ANY**

Date: 08/31/2022

Signed: 

Name: Wayne A. Berry

Title: Division Manager

Representing: Eurovia Atlantic Coast, LLC dba Northeast Paving

Address: 953 Odlin Road

Bangor, ME 04401

Telephone: 207-945-0873

Fax: 207-945-0874

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

B-3R

OA2522

## STATEMENT OF THE TOWN OF LISBON GREEN PURCHASING POLICY

*It is the Policy and Practice of the Town of Lisbon to:*

- Institute practices that reduce waste by increasing product efficiency and effectiveness, and
- Purchase products that minimize environmental impacts, toxics, pollution, and hazards to worker and community safety to the greatest extent practicable, and
- Purchase products that include recycled content, are durable and long-lasting, conserve energy and water, use agricultural fibers and residues, reduce greenhouse gas emissions, use unbleached or chlorine free manufacturing processes, are lead-free and mercury-free, and use wood from sustainably harvested forests (FSC) when and where possible, and
- Town employees making purchases requiring three written quotes or the bid process shall refer to this policy and shall include a copy of it in the request for quote or bid, and
- If a purchase does not conform to this policy, but is the most advantageous option for the town a department director may request the Town Manager or Assistant Town Manager waive the requirements of this policy at their discretion.

### I. PURPOSE

To recognize the goals set forth in the Town of Lisbon Solid Waste Management Plan and the Lisbon Local Action Plan for Greenhouse Gas Emission Reductions and for Lisbon to be a responsible environmental leader.

Lisbon is a significant consumer of goods and services. The purchasing decisions of our employees and contractors can positively or negatively affect the environment. By including environmental considerations in our procurement decisions, along with our traditional concerns regarding price, performance, and availability, we will remain fiscally responsible and promote practices that improve public health and safety; reduce pollution and conserve natural resources. The purpose of this document is to establish the framework for a sustainability-based purchasing program for Lisbon.

By giving preference to environmentally friendly products whose quality, function, and cost are equal or superior to more traditional products, this policy will:

- conserve natural resources
- minimize pollution
- reduce the use of water and energy
- eliminate or reduce environmental health hazards to workers and our community
- support strong recycling markets
- reduce materials that are landfilled
- increase the use and availability of environmentally preferable products
- reward vendors who reduce environmental impacts in their production and distribution systems or services
- create a model for successfully purchasing environmentally preferable products that encourages other purchasers in our community to adopt similar goals
- support locally produced goods and services
- educate ourselves, our vendors, and our end users

It is not the intent of this policy to require a department, buyer or contractor to take any action that conflicts with local, state or federal requirements; procure products that do not perform adequately for their intended use; exclude adequate competition; or pursue products not available at a reasonable price in a reasonable period of time.



## **II. POLICY**

All Town departments shall take every reasonable effort to reduce the amount of solid waste they generate, recycle materials recoverable from their operations, and maximize the procurement of recycled, energy efficient, and non-toxic products. Department Directors shall monitor compliance with the policy.

## **III. DEFINITIONS**

1. **Environmentally Responsible** — Products or product usage procedures, which are acknowledged to have minimal impact on the environment. Such products or procedures should reduce environmental impact through their composition and/or recyclability or by reduction in quantity and toxicity of waste products, energy use or water consumption.
2. **Fiscally Responsible** — The cost factor or purchase price for recycled products, or for more environmentally responsible items, should be consistent with a suggested variance of 10% above the acquisition cost for similar or less environmentally responsible items. Additional costs should be counter balanced by savings from improved usage procedures.
3. **Recycled Product(s)** — Products made with an identifiable percentage (1% - 100%) of post-consumer material content or of discarded virgin materials salvaged from the industrial waste stream. High-content recycled products contain a minimum of 50% of post-consumer material.
4. **Waste Reduction** — The act of avoiding, eliminating and reducing the amount of solid waste at the source of generation, at the point of usage and at the time of its discard.
5. **Non-Toxic Product(s)** — Any item which is not considered hazardous waste and that does not otherwise pose a threat to short or long-term human health during its use.
6. **Energy-Efficient Product(s)** — Products that meet the US Environmental Protection Agency's Energy Star qualifications or US Department of Energy's Federal Energy Management Program (FEMP) and vehicles that meet the US Environmental Protection Agency's Smart Way qualifications.
7. **Life-Cycle Cost** — The total cost of a product including procurement, use, maintenance, and disposal.

## **IV. PURCHASING**

All Town employees shall make every reasonable effort to reduce the impact of purchased products and to purchase environmentally responsible products.

1. All Departments shall purchase products that are made with recycled, non-toxic, and/or recyclable materials and that minimize environmentally harmful processes and products in their production, as long as those items meet or exceed specifications and required quality levels set forth by the Town and meet cost guidelines laid out in this policy. The Town will give special attention to the purchase of products and materials made from post-consumer recycled materials.
2. When purchases are necessary, strong consideration shall be given to durable items, items having minimal packaging, and items that are readily recycled when discarded.
3. Town departments are encouraged to use independent, third-party, environmental product or service label standards when writing specifications for, or procuring, materials, products, or services.
4. Town departments shall make every reasonable effort to procure chemicals and products that have low toxicity or are non-toxic, except for water treatment purposes. Products with the following attributes should be favored:
  - a. Have the fewest adverse health effects such as skin, eye, nose, throat, and lung irritation from toxic compounds.

- b. Contain the fewest chemicals that can enter the food chain to be consumed by aquatic plants and animals.
  - c. Contain the fewest volatile organic compounds (VOC's) that can escape during product use.
  - d. Avoid unnecessary additives such as fragrances and dyes.
  - e. Reduce product packaging and use recovered/recoverable materials when packaging is necessary.
- 5. Departments shall purchase and use rechargeable batteries where applicable.
  - 6. Departments shall purchase and use recycled paper (minimum 20% post-consumer recycled content) for all documents whenever possible. Documents printed on recycled paper shall include the recycling symbol when possible.
  - 7. All departments shall be provided with a constant supply of recycled paper in a 20-100% post-consumer range, with 100% post-consumer recycled paper being the goal depending on availability and quality.
  - 8. All new business cards shall be printed on recycled card stock and shall display the recycling symbol.

## **V. ENERGY EFFICIENCY**

- 1. New and replacement equipment for lighting, heating, ventilation, refrigeration and air conditioning systems, water consuming fixtures and process equipment and all such components shall meet or exceed Federal Energy Management Program (FEMP) recommended levels, whenever practicable.
- 2. All products purchased by the Town of Lisbon and for which the U.S. EPA Energy Star certification is available shall meet Energy Star certification. See [www.energystar.gov](http://www.energystar.gov). When Energy Star labels are not available, products shall meet or exceed the FEMP recommended levels.
- 3. Solar thermal or on-demand water heaters shall be purchased whenever practicable. Where renewable forms of energy are unavailable or not practicable, natural gas shall be

## **VI. TRAINING**

- 1. All new employees will be made aware of this policy and the reasoning behind it during New Employee Training.
- 2. A catalog of Environmentally Preferable Products shall be made available through the Finance Department and shall be available on-line to increase awareness of opportunities to purchase Environmentally Preferable Products.

## **VII. COST**

Department Directors are advised that the purchase of some Environmentally Responsible products may exceed the costs of comparable products. This factor alone should not determine whether an Environmentally Responsible product should be purchased, although it should be a factor in the decision. All purchases shall be handled in a fiscally responsible manner. Generally, for non-paper products, if the life-cycle cost of the environmentally responsible product does not exceed the cost of the alternative by more than 10%, and the product meets all necessary specifications, departments are required to request that the environmentally responsible product be purchased. Recycled paper should be purchased whenever possible, regardless of incremental cost.

## **VIII. PROGRAM EVALUATION**

The Assistant Town Manager and Finance Director shall evaluate the success of this Policy's implementation and provide an annual report to the Town Manager. The report shall relate progress in meeting the goals and objectives



of this Policy and note any barriers encountered, recommendations for resolution, and or/description of assistance needed to continuously improve staff's ability to meet this Policy's objectives for the procurement of environmentally preferable products and services.

## **IX. CONTRACTORS**

1. Vendors, contractors, and grantees shall comply with applicable sections of this policy for products and services provided to the Town of Lisbon. In particular, vendors, contractors and grantees providing written materials to the Town shall do so using both sides of the paper and on recycled paper meeting minimum standards of the US EPA Guidelines and labeled as such. In addition, the use of binders, plastic covers, and other items that impede the recycling process are especially discouraged.
2. If the buyer making the selection from competitive bids or requesting department seeks to purchase products that do not meet the environmentally preferable purchasing criteria in this Policy, the buyer or department shall provide a written justification to the Town Manager for why compliance is not practicable, e.g., the product is not technically practical, economically feasible, or available within the timeframe required.
3. If a vendor that is under contract with the Town of Lisbon is no longer able to provide a product that meets this Environmentally Preferred Purchasing Policy, it shall notify the Department Director and provide written justification for why compliance is not practical. Prior written consent from the, authorized Town purchasing agent, shall be required before substituting any alternative product in addition to other standard contract amendment procedures.
4. Contractors and grantees whose contracts with the Town total less than \$1,000 are exempt from this policy, but are encouraged to follow this policy to the greatest extent possible.

# LISBON EMERGENCY, INC



**42 Village Street  
Lisbon, Maine 04250  
207-353-4079**

**EMS**  **STRONG**  
READY TODAY. PREPARING FOR TOMORROW.



## Opening Statement

It is with pleasure that I report on the activities of Lisbon Emergency. Lisbon Emergency was able to purchase a new ambulance that was scheduled to be a demo model for the dealership. Lisbon Emergency locked in the purchase price in March, by the time we took delivery in June, the cost of a new ambulance increased by \$50,000 and lead time increased to 24-36 months (we saved \$50,000).

Lisbon Emergency changed ambulance billing company in 2020; our new billing company has proven to be a good move. Ambulance income has increased and billing fees have decreased. Lisbon Emergency has partnered with local ambulance transfer services to start providing medical transport for non-emergency transports. This has enabled Lisbon Emergency to staff our second ambulance on most Fridays and has increased revenue.

In July 2021, Lisbon Emergency, with approval from the Board, took Topsham Fire off our mutual aid run card. Topsham Fire wanted to start charging for mutual aid services and bill the patient. This is against the Center for Medicare Service insurance rules; Lisbon Emergency wanted no part in this billing practice. There has been no negative effect on patient care.

One of the biggest challenges facing EMS is the reimbursement rates. The reimbursements by insurance company rates have not keep up with current cost to run an ambulance service. For example: Lisbon Emergency is paid \$250.00 from the insurance companies for working a cardiac arrest on scene. Our cost is approximately: (many factors go into the cost):

• Labor cost (average cardiac arrest is 2.0 hours with 3+ providers)	\$135.00
• EZ-IO drill needle (Intraosseous)	\$195.28
• IV needle	\$ 3.69
• IV Extension Set	\$ 1.96
• Tegaderm and Tourniquet	\$ 2.79
• Fluid Drip Set	\$ 2.49
• Normal Sodium Chloride 0.9%	\$ 4.68
• IV/IO flushes	\$ 7.68
• Fluid Pressure Infusion Bag	\$ 18.28
• Multi-Function Defibrillator Pads	\$ 42.99
• King Airway Tube	\$ 55.99
◦ If an ET tube is only used cost drop by \$30.23	
• EtCO2 line	\$ 12.29
• ET/King Holder	\$ 5.79
• Lucas Suction Cup	\$ 65.99
• Video Laryngoscope Blade	\$ 48.99
• Oral and Nasal Airway	\$ 3.99
• Suction Canister	\$ 4.89
• Suction Tubing	\$ 3.99
Sub Total	\$ 669.65

## Call Volume

Lisbon Emergency answered 1,409 calls for service the pass fiscal year. This is a record year; our average year is 1,040 calls.

## 2021-2022 YEAR END REPORT

	Bowdoin	Lisbon/Fall	Lewiston	Durham	Topsham	Sabattus	Misc/Can	Total
Jul-21	24	66	5	1				96
Aug-21	18	80	9	1		2		110
Sep-21	16	69	5	5			1	96
Oct-21	22	75	13	2			2	114
Nov-21	22	93	34	2		4	1	156
Dec-21	14	80	52	1	1	6	4	158
Jan-22	20	71	22	3		3	3	122
Feb-22	11	71	19				3	104
Mar-22	16	74	18	1	1	2	3	115
Apr-22	15	60	1				6	82
May-22	14	109	4			1		128
Jun-22	20	87	5	2		1	13	128

1409

- 79 calls were non-emergent transfer out of the 1,409
- Emergency calls
  - 2021/2022 1,330
  - 2020/2021 1,091
  - 2019/2020 1,047
  - 2018/2019 1,066
- Other ambulance services are seeing major increase in call volume. Sacopee Rescue call volume is up by 50%.

### **Second Calls**

Lisbon Emergency staffs one ambulance, a second call happens when the first is already on a call.

- 2<sup>nd</sup> Calls given to mutual aid 78 calls
  - Average 1.7 per week
  - Cost to staff a second ambulance is \$9,408/week
    - Projected income is only \$1,020/per week
    - Would need a third ambulance at \$500,000+ (ambulance plus equipment)
- 3<sup>rd</sup> Calls given to mutual aid 6 calls
- 4<sup>th</sup> Calls given to mutual aid 4 calls

### **Response Times**

The response time is the time from Lisbon Emergency receiving the call from Lisbon Comm Center until arriving on scene. The average time for Lisbon/Falls was 7.19 minutes and average time for Bowdoin was 16.49 minutes



## 2021-2022 YEAR END REPORT

### **Runs by Provider Impression (top 5)**

Sick Person	16.75% of the calls
Medical-Weakness	10.16% of the calls
Behavioral	4.00% of the calls
Pain-Abdominal	3.85% of the calls
Cardiac-Chest Pain	2.59% of the calls

### **Runs by Response Disposition (top 4)**

Treated – Transported by EMS	75.46% of the calls
Patient Treated – Refused Transport	6.23% of the calls
Patient Refuse Care and Transport	5.63% of the calls
Canceled	3.85% of the calls

### **Runs by Dispatch Reason (top 7)**

Sick Person	16.38% of the calls
Falls	12.45% of the calls
Transfer	10.23% of the calls
Breathing Problem	10.16% of the calls
Traffic Incident	6.23% of the calls
Chest Pain- (non-Traumatic)	4.97% of the calls
Behavior	3.85% of the calls

### **Procedure Administered by Providers (top 5)**

IV-Peripheral Vein	17.68% out of 752 calls with procedure
12 Lead Electrocardiogram	14.68% out of 752 calls with procedure
4 Lead Electrocardiogram monitoring	13.57% out of 752 calls with procedure
Blood Glucose Analysis	9.42% out of 752 calls with procedure
ETCo2 Monitoring	1.89% out of 752 calls with procedure

### **Medications Administered by Providers (top 6)**

Oxygen	7.95% to all patients transported
Ondansetron	3.88% to all patients transported
Aspirin	2.19% to all patients transported
Fentanyl	2.19% to all patients transported
Nitroglycerin	2.13% to all patients transported
DuoNeb/Combivent	1.88% to all patients transported

### **Calls by Patient Age**

< 1	.74%
1-9	2.89%
10-19	3.41%
20-29	6.00%
30-39	8.45%
40-49	6.52%
50-59	9.86%

## 2021-2022 YEAR END REPORT

60-69	17.42%
70-79	20.46%
80-89	12.08%
90 plus	5.11%

### **Runs by Destination Name (area EDs)**

Central Maine Medical	432	32.02%
Mid-Coast	256	18.98%
St. Mary	192	14.23%
Maine Medical Center	20	1.48%

### **Cardiac Arrest**

	Total	Return of Spontaneous Circulation
2020-2021	8	2
2021-2022	19	1

### **Pediatric Calls (age up to 18 years old)**

- Total pediatric calls 42
  - 30 Transported by Lisbon Emergency
  - 2 Transported by Life Flight
  - 10 Parent Refused Transport
- Complaint Reported by Dispatch (Top 3 reasons)
  - Sick Person
  - Psychiatric
  - Traffic Incident

### **Activity Tracking Report**

• Total Charges	\$1,038,004.66
• Total Allowable by Insurance Companies	\$ 417,549.66
• Total Collected	\$ 393,047.40
• Percent Collected	94.35%

### **Payor Mix (% of Revenue)**

Medicare	45.07%
Other Insurance	22.08%
Medicaid/Maine Care	18.41%
Blue Cross	6.93%
Self-Pay – Insured (Co pay)	3.49%
Veterans Administration	2.41%
Self-Pay Uninsured	1.47%
Facilities (hospitals and nursing home)	0.14%

### **Collections**

• Patient's Accounts Sent to Collection	211
◦ 18.15% of billable calls	
• Dollar Amount Sent to Collection	\$137,565.87
• Amount Collected	\$ 2,208.00
◦ 0.016% Collected	



## 2021-2022 YEAR END REPORT

- 4 account close to bankrupt
- 11 accounts closed deceased
- Total amount with collection since 2006 \$1,670,756.33

### Transfers

Lisbon Emergency started doing transfers with the second ambulance. November to April for United Ambulance Service. From May to June for Northeast Mobile Health.

- Project Income (using a BLS rate) \$34,496.00
  - United transfers 87
  - Northeast transfer 11
- Project Mile Income \$14,866.10
  - United 393.3
  - Northeast 239.3
- **Total Projected Income** **\$49,362.10**

### Expenses

- Labor \$10,221.39
- Food Allowance \$ 982.08
- PPE \$ 292.00
- Medical Supplies \$ 300.00
- Fuel unknown
- **Projected Expense** **\$11,795.47**

**Profit and Loss from Transfers** **\$37,566.63**

### **Recruitment and Retention**

There is a major EMT and Paramedic shortage cross the county and in Maine. All 50 states are studying how to solve the problem. In the next ten years, how emergency medical care is performed will look totally different than the current model. Changes we could see:

1. Paramedics would be health care providers with a very limited public safety role. They would have college degrees, have a diverse education and have a better understanding of the basic sciences. They would have an enhanced skill set and would be a part of a health care system more aligned with a hospital or similar facility. They would not be in a primary response role, except for previously defined calls where ALS skills are immediately needed.
2. EMTs would be public safety providers who would handle the majority of EMS care and transport. We would abandon the current concept of basic life support and advanced life support and look specifically at the tasks needed for adequate care and then educate the EMT in those skills that may be beneficial, regardless of whether they were once considered BLS or ALS.
3. Not every patient needs ambulance transport. We need to modify the legal and regulatory systems so that non-emergent patients can be evaluated by EMS providers. Those meeting non-emergent criteria can be given referrals to non-hospital-based care facilities or primary care providers. Alternate transport methods, including ride-sharing and similar modalities, can be used. This would serve to make ambulances more readily available and would decrease ED crowding
4. EMS would be empowered to take unique patient conditions to more appropriate facilities. Those with alcohol use disorders and other substance abuse issues could be routed to sobering facilities and/or substance abuse treatment centers instead of emergency departments. Homeless individuals can be an enormous burden on the EMS system as they tend to be a higher user of resources. They can be routed to facilities that aid the homeless. Psychiatric patients would be directed to predesignated psychiatric assessment and treatment facilities.

## 2021-2022 YEAR END REPORT

5. Specialized treatment and transport systems (e.g., medical helicopters, critical transport vehicles, bariatric transport vehicles) would be an integrated part of the EMS system and strategically placed based upon demand and geography
6. Technologies without demonstrated benefit (e.g., stroke ambulances, paramedics on motorcycles, horses and bicycles) would only be utilized when there has been bona fide scientific evidence of benefit.<sup>1</sup>

### **Goals for 2022/2023**

Data Collecting Report for the Center for Medicare Service

Up-date the "Continuous Quality Improvement" Plan

Develop a service "Safety Plan"

Up-Date 2018 By-Laws

Audit

### **Balance Sheet**

	<u>Jun 30, 22</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
1050 · TD Bank	18,797.33
1100 · LCCU Checking	51,586.33
1110 · LCCU Savings	132,729.79
1115 · LCCU Capital Savings	70,871.53
1120 · LCCU Money Market	58,748.51
1135 · LCCU Donations	2,137.34
1150 · Androscoggin Bank	10,993.72
1170 · Petty Cash	<u>228.35</u>
Total Checking/Savings	346,092.90
Other Current Assets	
12100 · Inventory Asset	<u>416.24</u>
Total Other Current Assets	<u>416.24</u>
<b>Total Current Assets</b>	346,509.14
<b>Fixed Assets</b>	
Accumulated	
Accum Depr Building	-80,034.00
Accum Depr Leasehold Improvemen	-48,127.00
Accum Depr Machinery & Equipmen	-301,344.60
Accum Depr Motor Vehicles	<u>-86,460.00</u>
Total Accumulated	-515,965.60
Fixed Assets	
Building	223,121.00
Leasehold Improvements	63,440.00
Machinery and Equipment	353,954.50

<sup>1</sup> [The Paramedic Shortage – Opportunity or Crisis? - JEMS: EMS, Emergency Medical Services - Training, Paramedic, EMT News](#)



## 2021-2022 YEAR END REPORT

Motor Vehicles	218,880.73
12500 · Medical Equipment	18,071.94
Fixed Assets - Other	418.65
Total Fixed Assets	877,886.82
Total Fixed Assets	361,921.22
<b>TOTAL ASSETS</b>	<b>708,430.36</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
1300 · Accounts Payable	-2,690.48
Total Accounts Payable	-2,690.48
Credit Cards	
1401 · WEX	1,858.44
Total Credit Cards	1,858.44
Other Current Liabilities	
1201 · Village Street Loan	41,698.71
1206 · 44 Loan	168.71
Total Other Current Liabilities	41,867.42
Total Current Liabilities	41,035.38
Total Liabilities	41,035.38
Equity	
32000 · Unrestricted Net Assets	533,533.28
Net Income	133,861.70
Total Equity	667,394.98
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>708,430.36</b>

### **Profit & Loss**

	<u>Jul '21 - Jun 22</u>
Ordinary Income/Expense	
Income	
1001 · Ambulance Income	
1001B · Income from Collection Agency	4,856.49
1001 · Ambulance Income - Other	522,158.64
Total 1001 · Ambulance Income	527,015.13
1002 · Charitable Donations	2,137.30
1003 · Interest Income	325.98
1004 · Event Coverage & CPR Classes	6,038.50
1007 · Long Term Capital Gain	-1,449.99
1011 · Town of Bowdoin Income	52,851.32
1012 · Town of Lisbon Income	199,841.24
Total Income	786,759.48
Gross Profit	786,759.48

## 2021-2022 YEAR END REPORT

### Expense

#### 2100 · 42 Village Expenses

##### Repairs & Maintenance

##### 2110 · Building Supplies

2110a · Bottle Water	46.66
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2110 · Building Supplies - Other	<u>606.39</u>
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Total 2110 · Building Supplies	653.05
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2121 · Building Service Contracts	279.00
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2122 · Landscaping and Plowing	2,943.49
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2123 · Building Repairs & Maintenance	744.93
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2124 · Trash Removal	719.55
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Repairs & Maintenance - Other	<u>125.00</u>
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Total Repairs & Maintenance	5,465.02
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##### Utilities

2131 · Cable TV, Internet, Telephone	3,613.92
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2132 · Electricity	1,952.55
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2133 · Heating Oil	1,807.07
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2134 · Propane	406.80
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2135 · Water & Sewer	<u>780.16</u>
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Total Utilities	8,560.50
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2100 · 42 Village Expenses - Other	<u>58.03</u>
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Total 2100 · 42 Village Expenses	14,083.55
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2150 · P.R. & Community Outreach	445.14
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#### 2200 · Bank Fees

2210 · Interest Expense	2,320.54
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2200 · Bank Fees - Other	<u>85.00</u>
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Total 2200 · Bank Fees	2,405.54
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2250 · Credit Card Fees	247.92
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#### 2300 · Employee

##### 2310 · Education & Training

2311 · In House Training Fee Expense	342.00
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2312 · Specialty ABC Classes	294.21
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2310 · Education & Training - Other	<u>650.00</u>
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Total 2310 · Education & Training	1,286.21
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##### 2320 · Employee Benefits & Gifts

2322 · Food Allowance	591.90
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2320 · Employee Benefits & Gifts - Other	<u>292.20</u>
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Total 2320 · Employee Benefits & Gifts	884.10
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##### 2330 · Payroll

2331 · Agency Payments	999.73
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2335 · Payroll Processing Fees	1,762.80
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2336 · Payroll Taxes	123,028.90
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2337 · Wages & Salaries	330,960.35
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## 2021-2022 YEAR END REPORT

2338 · Payroll Expenses	140.70
2330 · Payroll - Other	<u>13,284.08</u>
Total 2330 · Payroll	470,176.56
2340 · Stipends	0.00
2350 · Uniforms	688.88
2360 · Infection Control/Employee Heal	<u>348.58</u>
Total 2300 · Employee	473,384.33
2400 · EMS Operations	
2410 · ALS Intercept Fees	7,300.00
2420 · Dispatching	6,500.00
2430 · Medical Equipment	
2431 · Medical Equip PM & Service Con	3,633.00
2432 · EMS Equipment	2,139.97
2433 · Ambulance Medication Cost	465.70
2430 · Medical Equipment - Other	<u>-110.20</u>
Total 2430 · Medical Equipment	6,128.47
2440 · Medical Supplies	
2441 · Medical Oxygen	
2441b · Oxygen Rental	1,602.04
2441 · Medical Oxygen - Other	<u>1,243.48</u>
Total 2441 · Medical Oxygen	2,845.52
2442 · Medical Supplies	
2443 · Member PPE	1,360.90
2442 · Medical Supplies - Other	<u>17,929.50</u>
Total 2442 · Medical Supplies	19,290.40
2440 · Medical Supplies - Other	<u>2,085.68</u>
Total 2440 · Medical Supplies	24,221.60
2445 · Medical Director	1,250.00
2450 · Monthly Billing Fees	17,067.26
2460 · Radio's, Pager, & Equipment	1,073.23
2470 · Vehicle expenses	
2471 · Registration & Inspection	40.00
2472 · Vehicle Repair & Maintenance	
401 · 401 Repairs	8,938.26
44 · 44 Repairs	6,532.91
2472 · Vehicle Repair & Maintenance - Other	<u>25.96</u>
Total 2472 · Vehicle Repair & Maintenance	15,497.13
2473 · Vehicle Fuel	
F401 · 401 Fuel	6,117.34
F403 · F44 - New Ambulance Fuel	<u>11,777.63</u>
Total 2473 · Vehicle Fuel	17,894.97
2470 · Vehicle expenses - Other	<u>646.15</u>
Total 2470 · Vehicle expenses	<u>34,078.25</u>

## 2021-2022 YEAR END REPORT

Total 2400 · EMS Operations	97,618.81
2474 · Reimbursement for Mileage	135.65
2500 · Office	
2510 · Computer & Software	2,923.37
2520 · Office Supplies	1,180.64
2530 · Postage	192.85
Total 2500 · Office	4,296.86
2600 · Professional Fees	
2610 · Accountant Fees	600.00
2620 · Insurance Expense	
2622 · Liability Insurance	6,835.50
2623 · Workman's Comp. Insurance	28,472.28
2624 · Health Insurance	13,579.18
2620 · Insurance Expense - Other	8,141.00
Total 2620 · Insurance Expense	57,027.96
2630 · Legal Fee	1,707.50
2640 · Licenses & Permits	873.32
2650 · Service Licenses	25.00
2600 · Professional Fees - Other	35.00
Total 2600 · Professional Fees	60,268.78
2810 · Misc. Expense	11.20
66900 · *Reconciliation Discrepancies	0.00
Total Expense	652,897.78
Net Ordinary Income	133,861.70
Net Income	133,861.70

### Closing

Lisbon Emergency would like to thank the Towns of Lisbon and Bowdoin for their support. We look forward to providing emergency medical care and training to the resident and visitors of Lisbon and Bowdoin. Any comments or concerns, please call the station at 207-353-4079

James MacDonnell, Chief