



AGENDA
COUNCIL MEETING
OCTOBER 18, 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 2022

1. CALL TO ORDER & PLEDGE TO FLAG

2. ROLL CALL

___ Councilor Lunt ___ Councilor Fellows ___ Councilor Larochelle ___ Councilor Smith
___ Councilor Moore, Jr ___ Councilor Robishaw ___ Councilor Cain

Town Clerk reading of meeting rules

3. EXECUTIVE SESSION

2022-226 ORDER - Per 1 M.R.S.A. § 405 (6) (A) Personnel Matters

4. GOOD NEWS & RECOGNITION

5. PUBLIC HEARINGS

A. Medical Marijuana Manufacturing Facility License for 207 Edibles

6. AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS

7. CONSENT AGENDA

2022-227 ORDER –

A. Municipal Accounts Payable Warrants – \$ 1,593,879.33

B. Municipal Payroll Warrants – \$ 178,646.61

C. School Accounts Payable Warrants– \$ 152,213.96

D. School Payroll Warrants – \$ 383,959.83

E. Minutes of October 4 & October 11, 2022

F. Medical Marijuana Manufacturing Facility License for 207 Edibles

8. COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

2022-228 ORDINANCE – Update Chapter 50, Article IV, Division I-Generally- Sec. 50-264 ATV Access Routes and
Sec. 50-265 Signs Ordinance - *First Reading*

9. OTHER BUSINESS

A. GoNetSpeed Proposal for Boat Launch Parcel

B. Positive Change Lisbon

C. 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 Moore

6. County Budget Committee – Councilors Moore/Lunt

7. Library Governing Board – Councilor Lunt

8. Water Commission – Councilor Fellows

9. Finance Committee – Councilor Robishaw

D. Department Heads Monthly Reports

E. Town Manager's Report

10. APPOINTMENTS

2022-229 Appointment to the Board of Appeals

2022-230 Appointment to the Finance Committee

11. COUNCIL COMMUNICATIONS

12. AUDIENCE PARTICIPATION & RESPONSE NEW ITEMS

13. ADJOURNMENT

2022-231 ORDER – To Adjourn

SUMMARY OF LISBON COUNCIL MEETING RULES

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

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

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

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MEMO

To: Town Council

From: Ryan McGee, Interim Town Manager

Subject: Recommendations

Date: October 18, 2022

**Consent Agenda
Items 2022 – 227 F**

F. Medical Marijuana Manufacturing Facility License for 207 Edibles

**Agenda Item 2022- 228
Update Chapter 50, Article IV, Division I-Generally- Sec. 50-264 ATV Access Routes and
Sec. 50-265 Signs Ordinance - *First Reading***

DIVISION 1. GENERALLY¹

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Sec. 50-264. ATV access routes.

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

- (1) Miller Road.
- (2) Ferry Road (between Miller Rd. and Bretton Rd.).
- (3) Ferry Road (From Wagg Rd Northeast to Pinewood Rd.)
- (4) Wagg Road.
- (5) County Road.

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

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- (6) Burrough Road (from Route 125 to Bowdoin Town Line).
 - (7) Gould Road (from Route 125 intersection westerly to #75 Gould Road).
 - (8) Wing Street (From #48 Wing Street to the Wing Street/Route 9 intersection).
 - (9) Route 9 (From intersection of Wing Street to Route 196).
 - (10) Route 9 (From Webster Road to Bowdoinham Road)
 - (11) Lisbon Street/Route 196 (From intersection of Route 9 to #568 Lisbon Street/Route 196).
 - (12) Lisbon St/Route 196 (From River Road to right turn onto Big Dipper property to access Androscoggin trail across from Frost Hill Ave.)
 - (13) Scottsdale Street.
 - (14) Huston Street (from intersection of Scottsdale Street westerly on Huston Street to end).
 - (15) Capital Avenue.
 - (16) Summer Street (from Main Street, Rte 125, to intersection of Edgecomb Road).
 - (17) Edgecomb Road (from intersection of Summer Street westerly to start of Transmission Line trail).
 - (18) Cotton Road.
 - (19) Pinewoods Road (~~from intersection of Cotton Road Southwesterly to the Pinewoods Road Recreational fields~~)-(From Pinewood Road Recreational fields to intersection of Ferry Road)
 - (20) Village St (From Pinewoods Road to Lisbon St/Route 196)
 - (21) Bowdoinham Rd (From Route 9 to Fisher Rd.)
 - (22) Fisher Road (From Bowdoinham Road to Bowdoin town line)
 - (23) River Road (From the southeast end to the intersection of River Rd and Lisbon St/Route 196)
 - (24) Frost Hill (From Route 196 Southeast to Route 9)
 - (25) Upland Road (From Webster Rd to Route 9)
 - (26) Webster Rd (From Lisbon St/Route 196 to Route 9)
 - (27) Androscoggin Walking trial (From Lisbon St/Route 196 [#501 Lisbon St/Route 196 across from Frost Hill Ave] under Route 196 to Sabattus River Boat Launch) only when water level permits pedestrian travel.

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



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

Sec. 50-265. Signs.

- (a) Designated ATV access routes shall be posted along the public ways to clearly define the approved access route. Posted signs shall include the 10 MPH speed limit and the designated ATV access route. The designated ATV Trail Organization shall be responsible for production, placement and overall maintenance of the signage. This shall be done in coordination with and approval of the Lisbon Public Works Department.
- (b) Signage on Androscoggin recreational trail shall include an electronic signal or mirror to alert pedestrians to oncoming ATV traffic when approaching the blind corner under the overpass.

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Recommendation

Approve Updates to Chapter 50, Article IV, Division I-Generally- Sec. 50-264 ATV Access Routes and Sec. 50-265 Signs Ordinance and Schedule a Public Hearing for November 15th.



TOWN OF LISBON
300 Lisbon Street, Lisbon, ME 04250

Lisa M. Ward, Town Clerk
Lisa Smith, Deputy Clerk

PUBLIC HEARING

Renewal Medical Marijuana License

Notice is hereby given that the Lisbon Town Council intends to hold a Public Hearing on October 18, 2022 at 7:00 PM at the Town Office at 300 Lisbon Street in the Public Meeting Room to hear comments the following:

Medical Marijuana Manufacturing Facility License for
207 Edibles
5 Canal Street
Lisbon Falls, Me 04252

The public is invited to attend.
Lisa M. Ward, Town Clerk

22-11515

Constable's
Return of Posting
State of Maine


Lisbon,

Androscoggin, ss.

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

Date:

10/8/22


Constable, Town of Lisbon

Agenda Date: 10/18/2022

Date	Brenda Martin	Municipal Accts Payable
10/5/2022	10042022	\$ 1,572,197.42
10/6/2022	10062022	\$ 21,681.91
		<u>\$ 1,593,879.33</u>

Date	Rebecca Hayslip	Municipal Payroll Warrants
10/4/2022	221006	\$ 159,118.88
10/4/2022	2210W1	\$ 19,527.73
		<u>\$ 178,646.61</u>

Date	Louise Levesque	School Accts Payable
10/14/2022	2309	<i>\$152,213.96</i>

Date	Eva Huston	School Payroll Warrants
10/5/2022	1041	\$ 149,777.11
10/5/2022	1042	\$ 682.38
10/5/2022	1043	\$ 149.38
10/5/2022	1044	\$ 265,144.50
10/5/2022	1045	\$ 19,773.64
10/5/2022	1046	\$ 153.04
10/5/2022	1047	\$ 538.91
		<u>\$ 436,218.96</u>
10/5/2022	1040	\$ 5,272.64
10/12/2022	1048	\$ 368,554.49
10/12/2022	1049	\$ 13,765.75
10/12/2022	21	\$ 1,639.59
		<u><u>\$ 383,959.83</u></u>

Voided



**TOWN COUNCIL
MEETING MINUTES
OCTOBER 4, 2022
LISBON TOWN OFFICE**

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

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

ROLL CALL. Members present were Councilors Fellows, Lunt, Larochelle, Robishaw, Smith, Cain and Moore. Also present were Ryan McGee, Interim Town Manager; Glenn Michalowski, Assistant Town Manager; Ross Cunningham, Economic and Community Development Director; Chuck Harrison, and approximately 20 citizens in the audience.

GOOD NEWS & RECOGNITION – NONE

PUBLIC HEARINGS

AMENDMENTS TO CHAPTER 14 GENERAL ASSISTANCE MAXIMUMS & APPENDICES

The Chairman opened the Hearing. There were no speakers; the Chairman closed the Hearing.

AMENDMENT TO GROUND MOUNTED SOLAR ENERGY SYSTEM ORDINANCE

The Chairman opened the Hearing. There were no speakers; the Chairman closed the Hearing.

AMENDMENT TO LIBRARY DEPARTMENT FEE SCHEDULE

The Chairman opened the Hearing. There were no speakers; the Chairman closed the Hearing.

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS

Cheryl Haggerty of Lisbon spoke on behalf of the ATV and Snowmobile Clubs. She complimented them for such good trails. She said they have overcome the issue crossing Route 196 and it will be good to connect Lisbon to Lisbon Falls. She added that Lisbon can be a destination for ATV riders, the access will allow riders access to fuel more easily. Mrs. Haggerty stated that the speed limit is 5 mph and the safety of pedestrians on the walking paths is a priority.

Chief McGee said the Warden Service is supportive of the option of crossing at the Big Dipper property.

Ed Barrett, representing the ATV Clubs, said they may wish to raise the speed limit on back roads to 20 mph, that's what it is in Bowdoin. He said this will be the largest trail system in this part of the state.

Aaron Martel, also from the ATV Clubs, said it is safer to ride at 25-30 mph on in-town roads.

Ross Cunningham stated that the Economic and Community Development office is supportive of this effort, it will serve as an attraction to Lisbon.

Mariette Hanlon of Lisbon said she is a runner in Lisbon, and that she has always found the ATV riders to be respectful. She said she supports the ATV Clubs' efforts.

Len Lednum from Positive Change Lisbon (PCL) explained that PCL would like to close Main Street between Union and Route 196 for events on the 18th and 24th of October. He said the 18th is for Olive Pit Brewing to hold an Oktoberfest event, and October 28th will be so Frank's Restaurant & Pub can hold a Halloween event. He said PCL considers these events an announcement to the community that the road construction is finished and we can get members of the community back to Main Street.

CONSENT AGENDA

- A. Municipal Accounts Payable Warrants - \$ 370,891.03
- B. Municipal Payroll Warrants - \$ 289,215.33
- C. School Accounts Payable Warrants - \$ 787,980.91
- D. School Payroll Warrants - \$ 376,310.31
- E. Minutes of September 20, 2022.
- F. Set Public Hearing for October 18th for a Medical Marijuana Manufacturing Facility License for 207 Edibles
- G. Seniors Plus – Memorandum of Understanding for October 1, 2022 through September 30, 2023
- H. Authorization to Accept Prepayments on Fiscal Year 2022 Commitment

VOTE (2022-209) Councilor Fellows, seconded by Councilor Lunt, moved to approve the Consent Agenda.

Order passed - Vote 7-0.

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

RIVERSIDE TRAILRIDERS ATV ROAD ACCESS INCREASE REQUEST

INTRODUCTION: The Riverside Trailriders (Lisbon ATV Club) and the Lisbon Hardcore riders (Lisbon Falls ATV club) request the following increased ATV road access in an effort to connect the Lisbon trails to the Lisbon Falls trails. This update, along with the future the Rail to Trail conversion and access to the Bowdoin Trails program, will allow for a vast network of local trails that will serve as an economic driver and a regional recreational opportunity that will bring visitors to Lisbon.

MAP #1

ATV Route 1- From Established trail head on Pinewoods Rd (1.6 miles from Village St), headed North East approximately 1.6 miles to the intersection of Pinewoods road, Ferry Road and Village Street.

ATV Route 2 - Ferry Road from the intersection with Wagg Rd. Northeast approximately 2.6 miles to the intersection of Rte 196. Crossing Rte 196 onto Webster road and turning right on Upland road.

Continuing East on Upland Road approximately 1.9 miles to the Rte 9 Intersection.

ATV Route 3 - Hudon Road, from the intersection with Ferry Rd, South East .75 miles to the intersection of River Rd. River road easterly for .8 miles to the intersection of 196. Traveling Southeast on Rte 196 for approximately 1,000 feet to connect with the Lisbon Walking trail. Traveling along the trail northeast under the overpass and into the parking lot. Accessing Frost Hill and traveling Southeast on Frost Hill for approximately 1 mile to the intersection of Rte 9.

ATV Route 4 - River Road from end northeast to intersection of River Rd. and Hudon Rd.

MAP #2

ATV Route 5 -Webster Rd from Rte 196 northeast to the intersection with Rte 9. Left on Rte 9 for 500' to Bowdoinham Rd. Right on Bowdoinham road for 2.2 miles to established trail head.

MAP #3

ATV Route 6- Bowdoinham Road from Established trail to Fisher Road (0.7 Miles) turning onto Fisher road to travel to Bowdoin {0.7 miles) to connect to Bowdoin trails

Summary of Road Access Request

1. River Road from the southeast end to the intersection of River Rd and RTE196 (1.4 miles)
2. Rte 196 From River Road to Frost Hill ave (0.1 Miles)
3. Frost Hill from Rte 196 Southeast to Rte 9 (1 mile)
4. Ferry Road from Wagg Rd Northeast to Pinewood Rd. (2.25 miles)
5. Pinewoods Rd from established trail head East to Ferry Road (1.6 miles)
6. Village St from Pinewoods Road to Rte 196 (.36 miles)
7. Upland Road from Webster Rd to Rte 9 (1.88 miles)
8. Webster Rd from 196 to Rte 9 (2.07 miles)
9. Rte 9 from Webster Road to Bowdoinham Road (0.1 miles)
10. Bowdoinham Rd from Rte 9 to Fisher Road (2.9 miles)
11. Fisher Road from Bowdoinham Road to Bowdoin town Line (0.7 Miles)

Chief McGee said he met with representatives from CMP, the Warden Service, and the Town attorney on this. He said right now there has only been one incident and it was not an ATV Club member. He said he feels the breakdown lane is adequate, and that safety is the first priority. He also said the Clubs are making sure of that. He discussed access roads and said CMP is working with clubs to use their property and also with homeowners, the railroads and the DOT for trail use and to remove rails. He said they are working to connect multiple trails and this is the first step. He pointed out that the dialog has been great.

Mr. Barrett said the clubs do a lot of fundraising rides, this will allow them to do the rides in Lisbon instead of going to trails in other areas. He said they plan to begin to add signage in the spring, and that they plan to maintain continuity of the signage with the Bowdoin club.

COUNCILOR COMMENTS: Councilor Robishaw said he lives near current trails, the riders follow the rules and it is awesome.

Chief McGee said that the Warden told him there are some safety grants through the state that could be used to finance a patrol or ride with the clubs for safety and security.

Councilor Larochelle pointed out that Lisbon will need to adapt the trail rules to allow ATV access.

VOTE (2022-210) Councilor Smith, seconded by Councilor Robishaw, moved to authorize the Riverside Trailriders (Lisbon ATV Club) and the Lisbon Hardcore riders (Lisbon Falls ATV Club) to increase ATV road access as presented.

Order passed - Vote 7-0.

AMENDMENT TO LIBRARY DEPARTMENT FEE SCHEDULE

Second Reading

INTRODUCTION:

- 1) Town Council review and approval to increase the current \$50 yearly non-resident patron membership fee to \$60 per year. The Library Governing Board and I recommend the increase upon review of increase in hours of operation, more “in-house” and on-line services available and provided to all Lisbon Library resident and non-resident patrons post pandemic.
- 2) Town Council review and approval to eliminate the overdue fine collection fees schedule. We currently have a .10 per day max \$5.00 per item fee policy. Overdue fines had been suspended during & post pandemic months to ensure patrons continued to receive services. Fines were reinstated last fiscal year but have proven to be an ineffective way to encourage the few who reach the billing stage of the overdue process to return their library materials. Our timely and consistent overdue notices and “Bill for Lost Town of Lisbon Property” and library card suspension policy, however, keeps our rate of loss very low.

APPENDIX C – FEE SCHEDULE

LIBRARY FEES		
	Non-resident membership	\$50.00 yearly <u>\$60.00 yearly</u>
	Fines overdue books	.10 per day <u>Max \$5.00 per item</u>
	Fines overdue DVD's	\$1.00 per day <u>\$5.00 Max per DVD</u>
	Outgoing fax fees	\$2.00 per page
	Photocopies	\$.50
	Replacement fees for new telescope	\$325.00
	Replacement cost for new microscope	\$110.00
	Replacement cost for lost or damaged library materials	Fees are based on replacement cost per item

VOTE (2022-211) Councilor Fellows, seconded by Councilor Lunt, moved to approve the Amendments to Library Department Fee Schedule as presented.

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

Order passed - Vote 7-0.

AMENDMENTS TO CHAPTER 14 GENERAL ASSISTANCE
MAXIMUMS & APPENDICES

Second Reading

APPENDICES A-H

2022-2023

The Municipality of Lisbon adopts the MMA Model Ordinance GA Appendices (A-H) for the period of October 1, 2022-September 30, 2023. These appendices are filed with the Department of Health and Human Services (DHHS) in compliance with Title 22 M.R.S.A. §4305 (4).

VOTE (2022-212) Councilor Fellows, seconded by Councilor Lunt, moved to approve the Amendments to Chapter 14 GA Maximums & Appendices for the period of October 1, 2022 to September 30, 2023 as presented.

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

Order passed - Vote 7-0.

AMENDMENT TO GROUND MOUNTED SOLAR ENERGY SYSTEM ORDINANCE – *Second Reading*

Proposed Solar Ordinance Revision

Since the State of Maine has adopted decommissioning standards for Ground Mounted Solar Energy Systems, the following change to Sec 70-877 of our Town Solar Ordinance might make sense.

Sec 70-877 – Performance Guarantee

After the plan is approved but before a permit is issued, the applicant for a Ground Mounted Solar Energy System shall submit to the Town of Lisbon a copy of the decommissioning plan for the system submitted and approved in accordance with MRS Title 35-A SubSection 3495. Requirements of the subsection shall be met in all respects and copies of the required updates shall be submitted to the Town of Lisbon Codes Enforcement Officer in the same manner and timeframes as required by that Maine State statute. Having met the state requirements shall be sufficient to meet the Town of Lisbon requirements for this matter. ~~a performance guarantee in the amount of 150% of the applicant's estimated decommissioning cost of the system subject to a review of such cost by the Codes Enforcement Officer for release of the guarantee at such time that it or its assignees remove the system and associated abandoned structures, and such completed removal is found to be satisfactory by the Codes Enforcement Officer.~~

VOTE (2022-213) Councilor Fellows, seconded by Councilor Smith, moved to approve the Amendment to Ground Mounted Solar Energy System Ordinance as presented.

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

Order passed - Vote 7-0.

AMENDMENTS TO CANNABIS ORDINANCES – *First Reading*

INTRODUCTION:

Sec. 10-603. Definitions.

As used in this article, unless the context otherwise indicates, the following terms have the following meanings:

Cultivation of marijuana for medical use. "Cultivation of marijuana for medical use" means all cultivation of marijuana for medical use which must comply with state rules and state statutes.

Disqualifying drug offense. "Disqualifying drug offense" means a conviction for a violation of a state or federal controlled substance law that is a crime punishable by imprisonment for one year or more, but does not include (1) An offense for which the sentence, including any term of probation, incarceration or supervised release, was completed 10 or more years earlier; or (2) An offense that consisted of conduct that would have been permitted under the Maine Medical Use of Marijuana Act.

Extraction. "Extraction" means a process of extracting marijuana concentrate from marijuana using water, lipids, gases, solvents or other chemicals or chemical processes. The use of inherently hazardous substances in marijuana extraction is restricted by state rule.

Marijuana product. "Marijuana product" means a product composed of marijuana, or marijuana concentrate and other ingredients that is intended for medical use. "Marijuana product" includes, but is not limited to, an edible marijuana product, a marijuana inhalant, a marijuana ointment and a marijuana tincture. "Marijuana product" does not include marijuana concentrate.

Manufacture or manufacturing. "Manufacture" or "manufacturing" means the production, blending, infusing, compounding or other preparation of marijuana concentrate and marijuana products by a registered manufacturing facility or by a patient, caregiver or dispensary as authorized under 22 MRS, chapter 558-C. Manufacturing includes, but is not limited to, marijuana extraction or preparation by means of chemical synthesis. "Manufacturing or manufacture" does not include cultivation.

Manufacturing facility. "Manufacturing facility" means a manufacturing facility authorized under state law to manufacture marijuana products for medical use or to engage in marijuana extraction for medical use.

Marijuana testing facility. "Marijuana testing facility" means an entity licensed by the Department of Administrative and Financial Services and certified to test medical use marijuana, including concentrates and products containing marijuana, for research and development purposes and to analyze contaminants in, and the potency and cannabinoid profile of, marijuana samples and products containing marijuana cultivated in accordance with 22 MRS, chapter 558-C.

Medical marijuana cultivation facility. "Medical marijuana cultivation facility" means a facility authorized under state law to cultivate medical marijuana for qualifying patients. [KMC1]

Medical marijuana establishment. "Medical marijuana establishment" means a registered caregiver retail store, registered dispensary, marijuana testing facility, medical marijuana cultivation facility, or manufacturing facility.

Registered caregiver retail store. "Registered caregiver retail store" means a store that has attributes generally associated with retail stores, including, but not limited to, a fixed location, a sign, regular business hours, accessibility to the public and sales of goods or services directly to a consumer, and that is used by a registered caregiver to offer marijuana plants or harvested marijuana for sale to qualifying patients. [KMC2]

Registered dispensary. "Registered dispensary" means an entity registered under 22 M.R.S. § 2425-A that acquires, possesses, cultivates, manufactures, delivers, transfers, transports, sells, supplies or dispenses marijuana plants or related supplies and educational materials to qualifying patients and the caregivers of those patients. [KMC3]

Registration certificate. "Registration certificate" means a Department of Administrative and Financial Services document containing a unique registry identification number that permits the manufacturing of marijuana and marijuana products for medical use.

Registry identification card. "Registry identification card" means a photographic identification card issued by the Department of Administrative and Financial Services to an individual who is authorized to manufacture marijuana or marijuana products for medical use, in the capacity of or in the employ of a patient, caregiver, dispensary or manufacturing facility. For the purposes of state rules, the Department of Administrative and Financial Services may issue a registry identification card to any person who holds an active and valid Individual Identification Card issued under Maine's Adult Use Marijuana Program authorized by 28-B MRS, chapter 1.

State registration authority. "State registration authority" means the authority created or designated by the state for the purpose of regulating and controlling registration for medical marijuana establishments.

(C.M. of 11-13-2018, V. 2018-247; C.M. of 1-15-2019, V. 2019-13; C.M. of 2-18-2020, V. 2020-40; C.M. of 8-17-2021, V. 2021-181)

Sec. 10-606. Investigation of applicant, officers, etc.

Upon receipt of an application or of a notice of a change of any of the individuals listed in subsection 10-605(4) above, the town shall provide copies of the completed application to the following staff members for purposes of conducting the investigations and issuing reports as listed below:

- (1) The building inspector shall verify that the premises at which the establishment will be located complies with all applicable town ordinances including, but not limited to, the building code, electrical code, plumbing code, and section 10-611, and shall report findings in writing to the town clerk.

- (2) The code officer shall inspect the location or the proposed location to determine whether the applicable ordinances relating to land use issues and building and safety codes issues have been satisfied and shall report findings in writing to the town clerk.
- (3) The health officer shall inspect the location or proposed location to determine whether all applicable ordinances relating to health and safety have been satisfied and shall report findings in writing to the town clerk.
- (4) The fire chief or his/her agent shall inspect the location or proposed location to determine if all town ordinances and any other applicable regulations concerning fire and safety have been satisfied and shall report findings in writing to the town clerk. Once the initial license has been issued, renewals shall not require inspection unless physical changes have been made to the licensed premises or the fire chief has reasonable suspicion that the premises are not compliant with applicable codes.
- (5) The police chief or his/her agent shall investigate the application, including the criminal history record information authorized under subsection 10-605(5) and under section 10-610 and shall report findings in writing to the town clerk.

(C.M. of 11-13-2018, V. 2018-247; C.M. of 1-15-2019, V. 2019-13; C.M. of 2-18-2020, V. 2020-40)

Sec. 10-611. Operating requirements.

In order to obtain a license pursuant to this ordinance, the applicant shall demonstrate to the town council that the following requirements will be met. A licensee shall comply with all of these requirements during the term of the license.

- (1) *Location.* All licensed premises shall be fixed, permanent locations. Licensees shall not be permitted to operate medical marijuana establishments in other than the licensed premises, such as at farmer's markets, farm stands or kiosks. No new registered caregiver retail store may be located within 2,000 feet of an existing licensed registered caregiver retail store or adult use marijuana store, with such distance being measured between the nearest exterior walls of the two stores.
- (2) *Security.*
 - (a) The licensed premises shall have lockable doors and windows and shall be served by an alarm system that includes automatic notification to the Lisbon Police Department.
 - (b) The licensed premises shall have video surveillance capable of covering the exterior and interior of the facility. The video surveillance system shall be operated with continuous recording twenty-four hours per day, seven days per week and video shall be retained for a minimum duration of thirty (30) days. Such records shall be made available to law enforcement agencies when investigating a criminal complaint.
 - (c) The licensed premises shall have exterior spot lights with motion sensors covering the full perimeter of the building(s).
- (3) *Ventilation.*
 - (a) The licensed premises shall comply with all odor and air pollution standards established by ordinance.
 - (b) All medical marijuana establishments that cultivate, manufacture or extract marijuana shall have an odor mitigation system installed that has been approved by a Maine licensed engineer, indicating that the system will provide odor control sufficient to ensure that no odors are perceptible off the premises.
- (4) *Loitering.* The facility owner/operator shall make adequate provisions to prevent patrons or other persons from loitering on the premises. It shall be the licensee's obligation to ensure that anyone found to be loitering or using marijuana or marijuana products in the parking lot or other outdoor areas of a licensed premises is ordered to leave.
- (5) *Compliance with requirements of state and local law.* A medical marijuana establishment shall meet all operating and other requirements of state and local law. To the extent the state has adopted or adopts in the future any law or regulation governing medical marijuana establishments that conflicts in any way with the provisions of this article, the more restrictive shall control.

(C.M. of 11-13-2018, V. 2018-247; C.M. of 12-18-2018, V. 2018-272; C.M. of 1-15-2019, V. 2019-13)

Sec. 10-706. Investigation of applicant, officers, etc.

Upon receipt of an application or of a notice of a change of any of the individuals listed in subsection 10-705(4) above, the town shall provide copies of the completed application to the following staff members for purposes of conducting the investigations and issuing reports as listed below:

- (1) The building inspector shall verify that the premises at which the establishment will be located complies with all applicable town ordinances including, but not limited to, the building code, electrical code, plumbing code, and section 10-711, and shall report findings in writing to the town clerk.
- (2) The code officer shall inspect the location or the proposed location to determine whether the applicable ordinances relating to land use issues and building and safety codes issues have been satisfied and shall report findings in writing to the town clerk.
- (3) The health officer shall inspect the location or proposed location to determine whether all applicable ordinances relating to health and safety have been satisfied and shall report findings in writing to the town clerk.
- (4) The fire chief or his/her agent shall inspect the location or proposed location to determine if all town ordinances and any other applicable regulations concerning fire and safety have been satisfied and shall report findings in writing to the town clerk. Once the initial license has been issued, renewals shall not require inspection unless physical changes have been made to the licensed premises or the fire chief has reasonable suspicion that the premises are not compliant with applicable codes.
- (5) The police chief or his/her agent shall investigate the application, including the criminal history record information authorized under subsection 10-705(5) and under section 10-710 and shall report findings in writing to the town clerk.

(C.M. of 8-17-2021, V. 2021-180)

Sec. 10-711. Operating requirements.

In order to obtain a license pursuant to this ordinance, the applicant shall demonstrate to the town council that the following requirements will be met. A licensee shall comply with all of these requirements during the term of the license.

- (1) Location. All licensed premises shall be fixed, permanent locations. Licensees shall not be permitted to operate adult use marijuana establishments in other than the licensed premises, such as at farmer's markets, farm stands or kiosks. No new marijuana store may be located within 2,000 feet of an existing marijuana store registered caregiver retail store, with such distance being measured between the nearest exterior walls of the two stores.
- (2) Security.
 - (a) The licensed premises shall have lockable doors and windows and shall be served by an alarm system that includes automatic notification to the Lisbon Police Department.
 - (b) The licensed premises shall have video surveillance capable of covering the exterior and interior of the facility. The video surveillance system shall be operated with continuous recording twenty-four hours per day, seven days per week and video shall be retained for a minimum duration of thirty (30) days. Such records shall be made available to law enforcement agencies when investigating a criminal complaint.
 - (c) The licensed premises shall have exterior spot lights with motion sensors covering the full perimeter of the building(s).
- (3) Ventilation.
 - (a) The licensed premises shall comply with all odor and air pollution standards established by ordinance.
 - (b) All adult use marijuana establishments that cultivate, manufacture or extract marijuana shall have an odor mitigation system installed that has been approved by a Maine licensed engineer, indicating that the system will provide odor control sufficient to ensure that no odors are perceptible off the premises.
- (4) Loitering. The facility owner/operator shall make adequate provisions to prevent patrons or other persons from loitering on the premises. It shall be the licensee's obligation to ensure that anyone found to be loitering or using marijuana or marijuana products in the parking lot or other outdoor areas of a licensed premises is ordered to leave.
- (5) Compliance with requirements of state and local law. An adult use marijuana establishment shall meet all operating and other requirements of state and local law. To the extent the state has adopted or adopts in the

future any law or regulation governing adult use marijuana establishments that conflicts in any way with the provisions of this article, the more restrictive shall control.

(C.M. 8-17-2021, V. 2021-180)

VOTE (2022-214A) Councilor Fellows, seconded by Councilor Robishaw, moved to approve the Amendments to the Cannabis Ordinances and Set a Public Hearing for October 18, 2022 extend the Marijuana Business Moratorium for an additional 90 days.

COUNCILOR COMMENTS:

Councilor Fellows asked the Assistant Town Manager to clarify what constitutes a new business. Mr. Michalowski said the town attorney looked at that question, that any pre-existing store that didn't meet those criteria would be considered a legally non-conforming business and be able to be transferred to the new business. He clarified that if a store closes and the use doesn't change, then one could still operate a retail store even if it's a non-conforming use.

Mr. Michalowski said that, with that in mind, he recommends a minor change to the ordinance where it says "no new cannabis retail store" to add "beginning on October 18th", which is the date of the final reading, at the suggestion of the town attorney.

Mr. Michalowski explained that even if a business sold and the new one had a new name, if it's the same kind of business it will be legal as non-conforming use. Councilor Fellows added that if a business closes and it reopens within a year it can still be a legal non-conforming business.

The Chairman requested the town attorney be available for additional questions from Council for further discussion of the ordinance changes.

VOTE (2022-214B) Councilor Fellows, seconded by Councilor Robishaw, moved to table the Amendments to the Cannabis Ordinances.

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

Order passed - Vote 7-0.

VOTE (2022-214C) Councilor Robishaw, seconded by Councilor Lunt, moved to extend the Marijuana Business Moratorium for an additional 90 days.

Roll Call Vote: Yeas – Cain, Fellows, Larochelle, Lunt, Moore, Robishaw. Nays - None. Abstain – 1 (Smith).

Order passed - Vote 6-0.

REQUEST TO SIGN MUNICIPAL PLOWING AGREEMENT

INTRODUCTION:

The Interim Town Manager requests in regards to the snow and ice control agreement that Maine DOT has with the Town of Lisbon on Route 9. Considering the recent increases that have impacted the costs of fuel and salt, we are modifying the contract with DOT to increase the overall payment by 15%.

Chief McGee said he has already spoken to Brian Burne and asked for permission to sign a contract with Maine DOT with an increase of 15% paid to the town of Lisbon. That would have the payment go up from \$21,302.26 to \$24,497.60 this year.



Internal Use Only

AMS Advantage #: **2017111800000003023**CSN#: **38112**

MAINE DEPARTMENT OF TRANSPORTATION MODIFICATION # 2 TO PROJECT CONTRACT

☒ STAND ALONE
☒ Project Specific
☐ Multi-PIN

☐ UNDER A GCA
☐ Project Specific
☐ Multi-PIN

MaineDOT Program / Division / Office: M&O Region 1

MaineDOT Contact Person: Brian Burne, Highway Maintenance Engineer

Type of Services: Snow & Ice Control

Project Location: **Lisbon, Route 9**
 State W.I.N. #: **021162.XX**
 Federal W.I.N. #: **N/A**
 Vendor Customer #: **VC1000055794**

Original Project Contract Maximum Amount: **\$176,136.00**
 Current Project Contract Maximum Amount: **\$291,136.00**
 Modified Project Contract Maximum Amount: **\$314,904.68** ☐ N/A
 Current Project Contract Expiration Date: **5/1/2030**
 Modified Project Contract Expiration Date: ☐ N/A

This Modification hereby amends a Project Contract that was executed by MaineDOT on 11/1/2009, with **Town of Lisbon** for **Snow & Ice Control** services for the above referenced project as follows:

☒ **Increased Maximum Amount.** The maximum amount of the Project Contract shall be increased by: **\$23,768.68** from **\$291,136.00** to **\$314,904.68**. This increase is the result of an annual escalator increase from 2% to 15% for the **2022-2023 winter season, due to unanticipated increases in fuel and commodity costs.**

☐ **Expiration Date.** The Contract Expiration Date of the Project Contract shall be extended from _____ to _____. Reason: _____

☐ **Change in Scope of Work.** The Scope of Services to be provided by the Consultant specified in the Project Contract shall be modified by _____.

The following attachments are hereby incorporated into this Modification:

- ☒ Appendix A – Method of Payment and Price, Overhead Rate
- ☐ Appendix A-1 – Rates / Consultant's Rate Schedule
- ☐ Appendix B – Consultant's Proposal / Modified Scope of Work
- ☐ Appendix C – DBE/WBE Utilization Plan (Not Required for State Funded Only Contracts)

When there is an increase in a Project Contract's Maximum Amount, this Modification is subject to compliance with the Disadvantaged Business Enterprise (DBE) Program requirements as set forth by the Maine Department of Transportation.

All other terms and conditions of the original Project Contract shall remain in effect. This Modification hereby becomes part of the Project Contract. MaineDOT and the Consultant, by their duly authorized representatives, have executed this modification to said original Project Contract, which shall become effective on the date last signed below.

TOWN OF LISBON

MAINE DEPARTMENT OF TRANSPORTATION

MAINE DEPARTMENT OF TRANSPORTATION Snow and Ice Control Agreement

APPENDIX A

- The Town shall provide all labor, equipment and material needed to perform the winter maintenance work of snow plowing and ice control on a portion of **Route 9** Beginning at the compact urban line (mile 93.70) to the Sabattus/Lisbon T/L (mile 96.98), for a total length of **3.28** center miles (6.56 lane miles).

Total Lane Miles: **6.56** Total Initial Cost*: **\$24,497.60** Date: **07/08/2022**

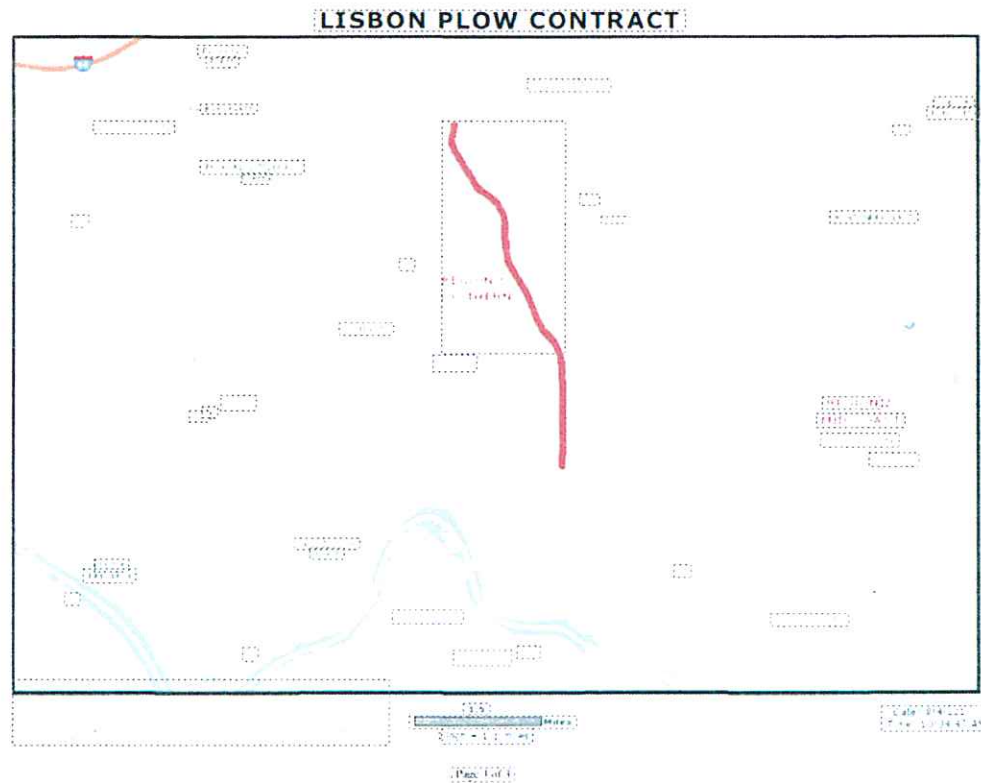
* This contract was originally established to have a 2% escalation factor applied to the total contract amount each year. Due to unanticipated increases in fuel and commodities during 2022, a 15% escalation factor has been applied for the 2022-2023 season only. At this time, it is anticipated that the 2% escalation factor will resume for subsequent years. The updated table below reflects this change in the contract amounts.

Billing Summary

Winter Season	Annual Amount*	First Invoice Amount**	Final Invoice Amount**
2017/2018	\$19,680.00	\$9,840.00	\$9,840.00
2018/2019	\$20,073.60	\$10,036.80	\$10,036.80
2019/2020	\$20,475.07	\$10,237.54	\$10,237.53
2020/2021	\$20,884.57	\$10,442.29	\$10,442.28
2021/2022	\$21,302.26	\$10,651.13	\$10,651.13
2022/2023	\$24,497.60	\$12,248.80	\$12,248.80
2023/2024	\$24,987.55	\$12,493.78	\$12,493.77
2024/2025	\$25,487.30	\$12,743.65	\$12,743.65
2025/2026	\$25,997.05	\$12,998.53	\$12,998.52
2026/2027	\$26,516.99	\$13,258.50	\$13,258.49
2027/2028	\$27,047.33	\$13,523.67	\$13,523.66
2028/2029	\$27,588.28	\$13,794.14	\$13,794.14
2029/2030	\$28,140.05	\$14,070.03	\$14,070.02

*Annual amount billed @ end of winter season by June 1

**Bi-Annual amounts billed by Dec 1 of winter season and June 1 at end of winter season.



COUNCILOR COMMENTS:

Councilor Larochelle said the agreement is for Route 9, but Lisbon plows other State Roads. He asked the Interim Town Manager to find out more about this.

VOTE (2022-215) Councilor Fellows, seconded by Councilor Robishaw, moved to authorize the Interim Town Manager and Public Works Director to sign a contract with Maine DOT with an increase of 15% paid to the town of Lisbon. That would have the payment go up from \$21,302.26 to \$24,497.60 this year.

Order passed, 7-0.

MAIN STREET CLOSURE DATES

OCTOBER 14TH FROM 2:00 PM–10:00 PM & OCTOBER 28TH - 2PM-12AM

COUNCILOR COMMENTS:

Councilor Fellows said he would like to see this done periodically in the future for more events. Chief McGee said he will check with MDOT to see if they need to be involved.

VOTE (2022-216) Councilor Fellows, seconded by Councilor Lunt, moved to authorize closure of Main Street on October 14th from 2:00 pm–10:00 pm, and on October 28th from 2pm-12am (midnight).

The Chairman called for a vote, and the Clerk asked if there were any abstentions. There were none.

Order passed, 7-0.

Councilor Moore asked for a **point of order**, and asked the Clerk why she asked for abstentions. The Clerk replied that there was an earlier abstention due to a conflict and she wanted to make sure. Councilor Moore suggested that there should have been an abstention by Councilor Cain due to her ownership of a Main Street business. Councilor Cain agreed.

VOTE (2022-216A) Councilor Larochelle, seconded by Councilor Lunt, made a Motion to Reconsider the previous vote due to conflict of interest and to re-vote. Councilor Cain requested to abstain due to her business interest.

Order passed, 6-0, 1 abstention (Cain).

SET NOVEMBER & DECEMBER COUNCIL MEETING DATES ONE MEETING FOR EACH MONTH

INTRODUCTION: The Clerk suggested November 15 and December 6 for meeting dates. The Chairman said that, if needed, the Council could schedule an additional meeting.

Order passed - Vote 7-0.**OTHER BUSINESS****A. COUNCIL COMMITTEE REPORTS**

1. School: Councilor Larochelle said the school is considering a dress code to address the issue of hats.
2. Planning Board: Councilor Fellows said he had nothing to report.
3. Lisbon Development Committee: Mr. Cunningham said they are working on banners, received a sample and it is beautiful, they will install them in early November. He said they are also working on helping develop abandoned property ordinance changes.
4. Conservation Commission: Councilor Moore said he had nothing to report.
5. Recreation Committee: Councilor Moor said the Moxie Committee wants to have a workshop with Council soon, and the Rec department would like to add swings to Graziano Square.
6. County Budget Committee: Councilor Lunt said he had nothing to report. Council agreed they will need more information for future votes for the County Budget Committee.
7. Library Governing Board: Councilor Lunt said the flooding at the Library due to the construction and rain are being addressed.
8. Water Commission: Councilor Fellows said he had nothing new to report.
9. Finance Committee: Councilor Robishaw said he had nothing to report.

B. TOWN MANAGER'S REPORT

Chief McGee reported that the Lisbon Falls Library has experienced some hardships with the Construction on Main Street. He said recently the stairway into the basement and the children's room area had water get into it from the front of the building on Main Street. He said ServPro cleaned the area and removed the wet drywall. He said we are in the process of getting this fixed, and we are also working on getting the old brick foundation sealed to prevent water from entering the library before the road is paved. He said he is working to see if the project will pay for ServPro's service to come out and clean up the library. Also, on Friday a dump truck pulled the internet wires off the library, as well as the molding near the roof. This will be repaired by McGee Construction and the internet has already been taken care of. McGee Construction dug out the foundation of the library in the area that is leaking and Public Works will seal the foundation tomorrow.

In regards to Public Works, Chief McGee said the salt shed should be completed by the end of November. He also spoke to Public Works and they have plenty of sand and do not need to order any for this winter. In regards to salt, they have enough for a few storms and will get the salt shed filled once it is built.

Chief McGee said that he is in discussion with GoNetSpeed for internet options for Town and Country Trailer Park. They will need a 24'x24' area for a concrete pad to do this. Mr. Michalowski said he would talk with them to see if he can negotiate some dark fiber for future use in town. He said he also made Consolidated Communications aware of the need for internet in that area.

The University of Maine Cooperative Extension on Main Street had an annual meeting, which the Interim Town Manager attended. He said he told them about the planters that will hang from the lights and they have concerns about irrigation/watering. He said he will continue to talk with them to work it out.

C. WATER DEPARTMENT UPDATE TO COUNCIL

Item taken out of order after Good News & Recognition

Water Department General Manager Chuck Harrison described the next steps the Water Department is taking to implement corrosion control. He said they've been working on it over the past year. He said the Lisbon Falls side of town needs to be chlorinated to make sure the corrosion controls work properly. He said they added mixers to the inside tanks to help mix the chlorinated water. He said moving forward they will need to test 40 specific homes, and they will send out letters to request it.

Mr. Harrison explained that the mixing valve will mix the water to help maintain temperature and stir in the chemicals, that they will have fewer water main breaks because it will help prevent the water from freezing. He pointed out there should be no concerns for the food and beverage businesses in town, and that the chemicals are to prevent things from growing on the pipes. He said it will help with preventing iron and calcium buildup, but it will take some time for the barrier to take effect. He said customers will be able to smell the chlorine, it will be noticeable, and that it will be at .8 parts per million.

APPOINTMENTS – NONE

COUNCILOR COMMUNICATIONS

Councilor Fellows said the Planning Board will be touring SpringWorks in advance of their next expansion, that they asked him to reach out to the Council to see if Council would like to do that, too. The Chairman suggested 2-3 Councilors to represent so there would not have to be a formal meeting. Chief McGee said he would work with staff to set that up.

AUDIENCE PARTICIPATION & RESPONSE FOR NEW ITEMS**EXECUTIVE SESSION**

VOTE (2022-219) Councilor Fellows, seconded by Councilor Smith, moved to go into Executive Session Per 1 M.R.S.A. § 405 (6) (A) Personnel Matters at 8:50 PM.

Order passed – Vote 7-0.

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

VOTE (2022-219A) Councilor Fellows, seconded by Councilor Cain, moved to authorize the Chief of Police to apply for and accept a contract with the Maine Drug Enforcement Agency which will fully fund a new MDEA Police Officer Position in Lisbon.

Order passed – Vote 7-0.

ADJOURNMENT

VOTE (2022-220) Councilor Smith, seconded by Councilor Cain, moved to Adjourn at 9:48 PM.

Order passed – Vote 7-0.

Lisa M. Ward, Council Secretary

Town Clerk

Date Approved: October 18, 2022



TOWN COUNCIL
SPECIAL MEETING MINUTES
OCTOBER 11, 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 at 7:30 PM.

ROLL CALL. Members present were Councilors Fellows, Lunt, Larochelle, Robishaw, Cain and Moore. Also present were Ryan McGee, Interim Town Manager and Glenn Michalowski, Assistant Town Manager. There were no citizens in the audience.

EXECUTIVE SESSION

PER 1 M.R.S.A. SECTION 405(6) (A) PERSONNEL MATTERS

and

PER 1 M.R.S.A. SECTION 405(6) (F) DISCUSSION OF CONFIDENTIAL RECORDS

VOTE (2022-222) Councilor Fellows, seconded by Councilor Robishaw, moved to go into Executive Session Per 1 M.R.S.A. § 405 (6) (A) Personnel Matters and Per 1 M.R.S.A. § 405 (6) (F) Discussion of Confidential Records at 7:30 PM.

Order passed – Vote 6-0.

The Council came out of Executive Session at 9:18 PM and resumed the meeting.

VOTE (2022-223) Councilor Moore, seconded by Councilor Fellows, moved to direct the Interim Town Manager to draft a contract for the new Town Manager Glenn Michalowski.

Order passed - Vote 6-0.

ADJOURNMENT

VOTE (2022-224) Councilor Fellows, seconded by Councilor Cain, moved to adjourn at 9:20 PM.

Order passed - Vote 6-0.

Lisa M. Ward, Council Secretary

Town Clerk

Date Approved: October 18, 2022

TOWN OF LISBON

MEDICAL MARIJUANA ESTABLISHMENTS APPLICATION

_____ Initial Application X Renewal Application

Non-refundable Fees

_____ Medical Marijuana Retail Store	\$250.00
_____ Medical Marijuana Dispensary	\$250.00
_____ Medical Marijuana Testing Facility	\$250.00
<u> X </u> Medical Marijuana Manufacturing Facility	\$250.00

1. Owner: Lorelei Hilliker Home Phone: 207- [REDACTED]
 Owner's Home Address: 9 pass brook rd Durham, me 04222
 Residence(s) for last three years: same as above
2. Name of Business: 207 Edibles Business Phone: 207-353-4279
 Location of Business: 5 canal st. Lisbon Falls, me 04252
 Business Mailing Address: same as above
3. List Owners/Members/Partners/Officers/Directors/Stockholders/Managers/Supervisory Personnel/
 or other participants:

Name: Lorelei Hilliker Phone Number: [REDACTED],
 Street Addr: 9 pass brook rd Durham Birth Date: [REDACTED]
 Town/State/Zip: Durham, me 04222

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

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

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

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

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

I, Lorelei L. Hilliker (name) owner (title) is authorized to sign on behalf of said business, and further declare that the foregoing information is accurate and true to the best of my knowledge and belief, and that the applicant does hereby acknowledge and authorize a public records check to be conducted on all individuals listed under Questions 1 & 3 above.

Signature:  Date: 9/1/22

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

353-3000 Ext 112... Town Clerk	287-2336State Sales Tax Division
353-3007..... Town Office Fax	287-4190.....Bureau of Corporations
353-3000 Ext 111... Dep. Code Enforcement Officer	624-8745.....Bureau of Alcohol Beverages
353-2500..... Police Department	287-3841.....Agriculture Dept- Bakery Licenses
353-3000 Ext 121 Health Officer	624-6550.....Marine Resources
287-5671..... Health Engineering Dept.	287-2338.....Dept of Labor (Seller's Certificates)

POLICE CHIEF INSPECTION

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

10-605 APPLICATION (investigated) ***

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

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

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

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

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

10-611 OPERATING REQUIREMENTS ***

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

Report all findings here _____

Dated: N/A Medical Marijuana Retail Store

Approved: YES NO

Dated: N/A Medical Marijuana Dispensary

Approved: YES NO

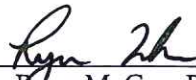
Dated: N/A Medical Marijuana Testing Facility

Approved: YES NO

Dated: 10-6-2021 Medical Marijuana Manufacturing Facility

Approved: ☒ YES ☐ NO

Approved for categories above: _____


Ryan McGee, Police Chief

FIRE CHIEF INSPECTION

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

YES ☒ NO State Fire Marshall inspection has been completed.

YES ☒ NO Hazardous Chemicals to be used for processing

NA — Sprinklers required and in compliance.

Report all findings here _____

Dated: _____	Medical Marijuana Retail Store	Approved: YES NO
Dated: _____	Medical Marijuana Dispensary	Approved: YES NO
Dated: _____	Medical Marijuana Testing Facility	Approved: YES NO
Dated: <u>10/17/22</u>	Medical Marijuana Manufacturing Facility	Approved: <input checked="" type="radio"/> YES NO

Approved for categories above: Inspection Scheduled 10-17-22
Nate LeClair, Fire Chief

HEALTH OFFICER INSPECTION

Business Name: 207 Edibles Page 5

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

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

☐ This Establishment sells prepared food. Victualers Application required.

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

Report all findings here:

Dated: _____	Medical Marijuana Retail Store	Approved: YES NO
Dated: _____	Medical Marijuana Dispensary	Approved: YES NO
Dated: _____	Medical Marijuana Testing Facility	Approved: YES NO
Dated: <u>10/17/22</u>	Medical Marijuana Manufacturing Facility	Approved: <u>YES</u> NO

Approved for categories above: Inspection Scheduled 10-17-22
Nate LeClair, Health Officer

Business Name: _____

207 Edibles

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BUILDING INSPECTION – CODE ENFORCEMENT INSPECTION

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

- ☒ Applicable Town Ordinances
- ☒ The Building Code
- ☒ Electrical Code
- ☒ Plumbing Code
- Security (check if complied with):
 - ☒ The licensed premises shall have lockable doors and windows and shall be served by an alarm system that includes automatic notification to the Lisbon Police Department.
 - ☒ The licensed premises shall have video surveillance capable of covering the exterior and interior of the facility. The video surveillance system shall be operated with continuous recording twenty-four hours per day, seven days per week and video shall be retained for a minimum duration of thirty (30) days. Such records shall be made available to law enforcement agencies when investigating a criminal complaint.
 - ☒ The licensed premises shall have exterior spot lights with motion sensors covering the full perimeter of the building(s).
- Ventilation (check if complied with):
 - ☒ The licensed premises shall comply with all odor and air pollution standards established by ordinance.
 - ☒ All medical marijuana establishments that cultivate, manufacture or extract marijuana shall have an odor mitigation system installed that has been approved by a Maine Licensed Engineer, indicating that the system will provide odor control sufficient to ensure that no odors are perceptible off the premises.

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

Report all findings here INSPECTED AND APPROVED MANUFACTURING SPACE
ONLY

Dated: _____	Medical Marijuana Retail Store	Approved: YES NO
Dated: _____	Medical Marijuana Dispensary	Approved: YES NO
Dated: _____	Medical Marijuana Testing Facility	Approved: YES NO
Dated: <u>10/17/22</u>	Medical Marijuana Manufacturing Facility	Approved: <u>YES</u> NO

Approved for categories above: Inspection Scheduled 10-17-22
Mark Stambach Code Enforcement Officer
Mark E. Stambach 10/17/22

PART I - CODE OF ORDINANCES (requires altering in writing, 2 Council Readings, 1 Public Hearing to adopt)

Chapter 50 - TRAFFIC AND VEHICLES

ARTICLE IV. - RECREATION ACTIVITIES ON PUBLIC WAYS

DIVISION 1. GENERALLY

DIVISION 1. GENERALLY¹

...

Sec. 50-264. ATV access routes.

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

- (1) Miller Road.
- (2) Ferry Road (between Miller Rd. and Bretton Rd.).
- (3) Ferry Road (From Wagg Rd Northeast to Pinewood Rd.)
- (4) Wagg Road.
- (5) County Road.
- (6) Burrough Road (from Route 125 to Bowdoin Town Line).
- (7) Gould Road (from Route 125 intersection westerly to #75 Gould Road).
- (8) Wing Street (From #48 Wing Street to the Wing Street/Route 9 intersection).
- (9) Route 9 (From intersection of Wing Street to Route 196).
- (10) Route 9 (From Webster Road to Bowdoinham Road)
- (11) Lisbon Street/Route 196 (From intersection of Route 9 to #568 Lisbon Street/Route 196).
- (12) Lisbon St/Route 196 (From River Road to right turn onto Big Dipper property to access Androscoggin trail across from Frost Hill Ave.)
- (13) Scottsdale Street.
- (14) Huston Street (from intersection of Scottsdale Street westerly on Huston Street to end).
- (15) Capital Avenue.
- (16) Summer Street (from Main Street, Rte 125, to intersection of Edgecomb Road).
- (17) Edgecomb Road (from intersection of Summer Street westerly to start of Transmission Line trail).
- (18) Cotton Road.

¹Editor's note(s)—C.M. of 11-14-2017, V. 2017-281, amended Div. 1 in its entirety to read as herein set out.

Former Div. 1, § 50-261, pertained to similar subject matter and derived from T.M. of 8-1-2006, § 2006-19.

-
- (19) Pinewoods Road (~~from intersection of Cotton Road Southwesterly to the Pinewoods Road Recreational fields~~)-(From Pinewood Road Recreational fields to intersection of Ferry Road)
 - (20) Village St (From Pinewoods Road to Lisbon St/Route 196)
 - (21) Bowdoinham Rd (From Route 9 to Fisher Rd.)
 - (22) Fisher Road (From Bowdoinham Road to Bowdoin town line)
 - (23) River Road (From the southeast end to the intersection of River Rd and Lisbon St/Route 196)
 - (24) Frost Hill (From Route 196 Southeast to Route 9)
 - (25) Upland Road (From Webster Rd to Route 9)
 - (26) Webster Rd (From Lisbon St/Route 196 to Route 9)
 - (27) Androscoggin Walking trail (From Lisbon St/Route 196 [#501 Lisbon St/Route 196 across from Frost Hill Ave] under Route 196 to Sabattus River Boat Launch) only when water level permits pedestrian travel.

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

Sec. 50-265. Signs.

- (a) Designated ATV access routes shall be posted along the public ways to clearly define the approved access route. Posted signs shall include the 10 MPH speed limit and the designated ATV access route. The designated ATV Trail Organization shall be responsible for production, placement and overall maintenance of the signage. This shall be done in coordination with and approval of the Lisbon Public Works Department.
- (b) Signage on Androscoggin recreational trail shall include an electronic signal or mirror to alert pedestrians to oncoming ATV traffic when approaching the blind corner under the overpass.

...

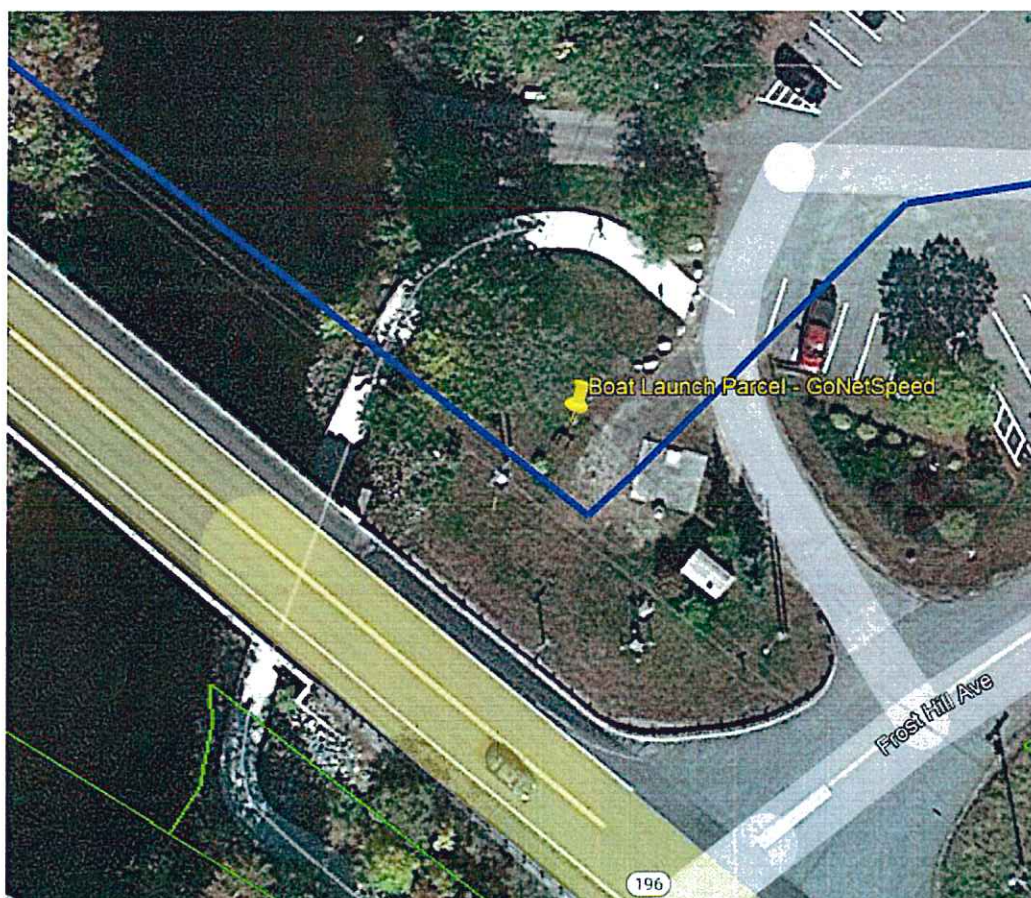


PROPOSED GONETSPEED FIBER EQUIPMENT

GoNetSpeed Proposal for the “Boat Launch Parcel” at Rt. 196 & Frost Hill Ave.

GoNetSpeed (GNS) plans to build a fiber optic network in the Town of Lisbon to provide “last mile” fiber-to-the-home broadband service. The GNS fiber network requires ground equipment to distribute the signals to the end users and the service provider(s). In Lisbon GNS will build a single location to place one (1) or possibly two (2) equipment cabinets, a small generator, a propane tank, a meter post, and fence enclosure (see pictures below). The generator will only run during power outages and for periodic testing. GNS would like to acquire an easement from the Town of Lisbon for a 24 ft. by 24 ft. area to place its equipment with rights to construct, run power, and have 24/7 access for maintenance of its equipment. The compound is relatively quiet and is only visited for maintenance and emergency services. There will be no storage or creation of hazardous materials and no lighting is proposed. Below is a town owned property that would be ideal for the GNS equipment. It is on the Southwesterly corner of the “Boat Launch” property next to the existing pumping station. GNS is willing to pay the town \$15,000 for the easement.

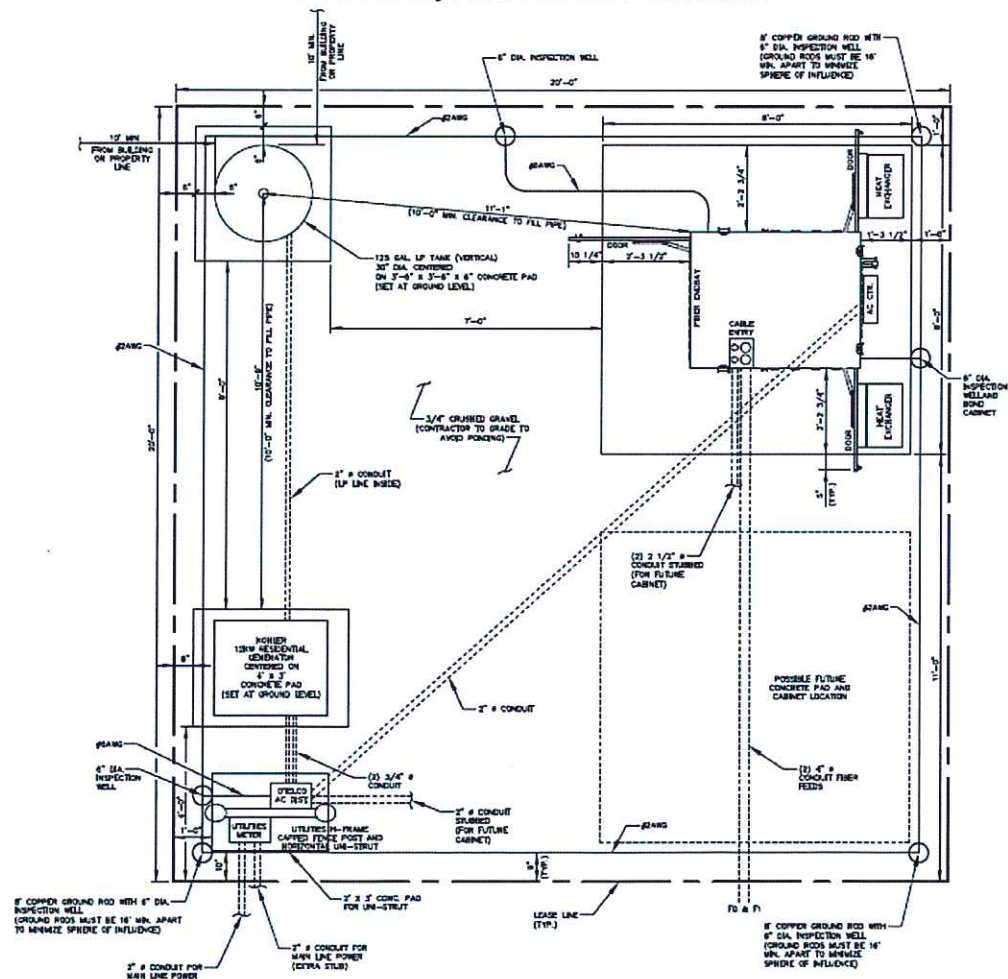
Proposed 24' X 24' Easement Area (Boat Launch Parcel)



Sample Equipment Layout – Single Cabinet



Pad Mount Layout for 24' X 24' Easement



Fencing Sample



Signage



(Draft of Easement)

After recording, please return to:

Otelco
ATTN: Legal Dept.
396 Griffin Road, Suite 110
Bangor, ME 04401

EASEMENT AGREEMENT

_____, with a mailing address of _____ ("Grantor"), being the owner in fee simple of certain property located in the (town/city) of _____, County of _____, State of Maine, more particularly described in Exhibit A attached hereto (the "Property"), for consideration paid, the receipt and sufficiency of which are hereby acknowledged, does hereby grant to **CRC COMMUNICATIONS, LLC D/B/A OTELCO**, a Delaware Limited Liability Company, with a mailing address of 56 Campus Drive, New Gloucester, ME 04260 ("Grantee"), its successors and assigns forever, the following perpetual, exclusive, assignable easement and right-of-way in, to, upon, over and under the portion of the Grantor's Property described in Exhibit A attached hereto (the "Easement Area").

The rights conveyed within the Easement Area include the right construct, reconstruct, operate, maintain, repair, replace and remove telecommunications facilities including, but not limited to, poles, cabinets, conduit, cables, lines, backup electrical sources and fuel, fencing, concrete pads, wiring, electrical connections and any necessary equipment and appurtenances (the "Communication Facilities"); the right to access, use, construct, maintain, relocate, repair, and replace overhead and underground communication, gas, and electrical utilities, including but not limited to conduit, cables, poles, pipes wires and all other equipment necessary for the provision of utilities to the Communications Facilities; the right to transmit data and information to and from said Communication Facilities; and the right, but not the obligation, to clear and dispose of trees and other growth in, on, or around the Easement Area that, in Grantee's sole discretion, may interfere with the access, construction, reconstruction, operation, maintenance, repair, replacement and/or removal of Grantee's Communications Facilities;

Grantee shall have the right to enter upon Grantor's Property at any time for the purposes of accessing the Easement Area with all persons, vehicles, machinery, equipment, and tools necessary to construct, maintain, operate, repair, rebuild and remove the Communications Facilities.

Grantor covenants and agrees that it will not excavate below the surface of the ground, erect, or maintain or permit the erection or maintenance of any permanent or temporary structure, of any kind or nature, within the Easement Area, any or all of which in the sole opinion of the Grantee would endanger or interfere with the exercise of any of the rights or privileges herein conveyed.

The Communications Facilities and all other improvements constructed or installed by Grantee shall remain the property of Grantee and be removable at the option of the Grantee. If at such time Grantee determines that it no longer needs to maintain the Communications Facilities on Grantor's Property, Grantee shall remove the Communications Facilities and shall execute and record a termination of this Easement.

The rights and obligations set forth herein shall be binding upon and inure to the benefit of the parties hereto, and their respective successors and assigns.

IN WITNESS WHEREOF, the Grantor has hereunto set his and seal the day and year written below.

GRANTOR:

(NAME)

By: _____

Printed Name: _____

Date: _____

STATE OF MAINE

County of _____, ss. _____, 2022

Then personally appeared the above-named _____ and acknowledged the foregoing instrument to be his/her/their free act and deed.

Before me,

Notary Public

Print Name: _____

My Commission Expires: _____

Exhibit A

This exhibit should contain a written description of the easement area, including the area where utilities will traverse the property to the equipment, with a reference to the book and page for the underlying deed. The written description should be accompanied by a drawing depicting the easement area.



Mr. Cunningham,

Positive Change Lisbon respectfully requests to be added to the agenda for the October 18th Lisbon Town Council meeting. At this time we will submit our Request for Qualifications concerning the Worumbo partnership to the council. Thank you for your help on this matter, and please contact me directly with any questions.

Respectfully,

Len Lednum
Bar Mills Scale Model Works
PWS-PTO
Positive Change Lisbon
207-415-3724 (c)
207-929-3400 (w)
BarMillsModels.com
PositiveChangeLisbon.org



Town of Lisbon

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

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

To: Ryan McGee, Interim Town Manager

From: Ross Cunningham, Director, ECD

Date: 10/13/22

Lisbon ECD has received the attached Statement of Qualifications from Positive Change Lisbon in their desire to be named our non profit partner for management of the Worumbo site. I have reviewed the SOQ and find that it more than meets our requirements and demonstrates, not only a vital local connection, but a vision that will take the waterfront to the next level and create a strong economic driver for our entire community. Once named as our partner, ECD will work with Friends of Worumbo to draft a MOU with guidelines and terms for management of the site.

Staff recommends council designation of "Friends of Worumbo" as our non profit partner.

Respectfully,

Ross H. Cunningham

Statement of Qualifications

Worumbo Partnership

Who We Are

Positive Change Lisbon is a non-profit, working with businesses, citizens and the Town to improve the image and business environment of Lisbon Maine. Through organizing multiple events each year, we have worked to attract new businesses, new residents, and build a strong community relationship. Our organization is comprised of civic leaders, business leaders, and local citizens who are passionate about our every growing community. Beginning in October of 2012 Positive Change Lisbon has been an incorporated 501(c)3 Non Profit organization with IRS recognition. Through the hard work of our many volunteers we have helped to bring events such as "The Moxie Festival", "Harvest Festival", "Merry Main St", and the very popular "Concerts in The Park" series to our community each year. Our funding primarily is sources from the donations of local community leaders, and local businesses. Positive Change Lisbon has a long history of both fund raising, and budget management.

Our Vision For Worumbo

Positive Change Lisbon sees the "Worumbo Partnership" as a great opportunity for our organization, and the community as a whole. Our vision for this property begins with the formation of "Friends Of Worumbo". This group would be a sub-committee comprised dedicated volunteers who work under the Positive Change Lisbon Banner. Both civic and business leaders have come together to form this sub-committee. If given approval, this group will immediately start work on a site plan, and set goals for events in 2023.

A few events already set for consideration are as follows:

- 1) The return of the "Maine Blues Festival". The economic impact from this event in 2022 simply can not be overstated, with many Main St businesses beating past record sales by a factor of 3. We feel that with better organization based in lessons learned in 22', this event can grow larger than before. In addition to this event, we see the opportunity for 2-3 more music based events.
- 2) Maker's Market/Fair. We see this type of event as a way to not only highlight the craftsmanship of our own community, but also of those in neighboring areas. The city of Portland has seen great success with their "Marker's Market at Thompson Point", with visitors traveling from as far as Massachusetts and New Hampshire to attend. Not only would this bring economic benefit to our local businesses, a Maker's Market can become an event that brings consumers to our town for years to come.
- 3) A weekly farmers market dedicated to highlighting the plentiful growers and farming resources of our community. Neighboring communities have successful weekly events such as proposed, and we feel this would be successful in at this site as well.

Expanding current events to this site would allow for greater access and attendance. Positive Change Lisbon views this opportunity as a way to create a stunning landmark for our community. There is an estimated 16 thousand automobiles that travel past this site every single day. Our vision is to use this site as a way to highlight the heritage, and hard working history that brought our town to be. From expanding "The Moxie Festival" to this site, and plans to create a "Walk through the history of Lisbon", we feel this site should be both economically, and visually beneficial to our community as a whole.

In Conclusion

The events listed above are only a small example of what this site can become. We envision using this site as a place for a range of events. Entertainment, arts, food and spirits, the possibilities are endless. Many would allow for our organization to highlight the talents, skills, and entrepreneurship already existing within our own community.

Positive Change Lisbon does not take this task lightly. We recognize that this partnership will require hard work along with a strong sense of community 'by-in'. This task will require our organization and the Town Of Lisbon to work side by side in an effort to revitalize this site. With the proper vision, foresight, and realistic expectations, this site can truly become a crown jewel of our community.



FINANCE REPORT - EXPENSES

SUBJECT: Finance Department Council Report – data through September 30, 2022
Kayla Tierney, Finance Director

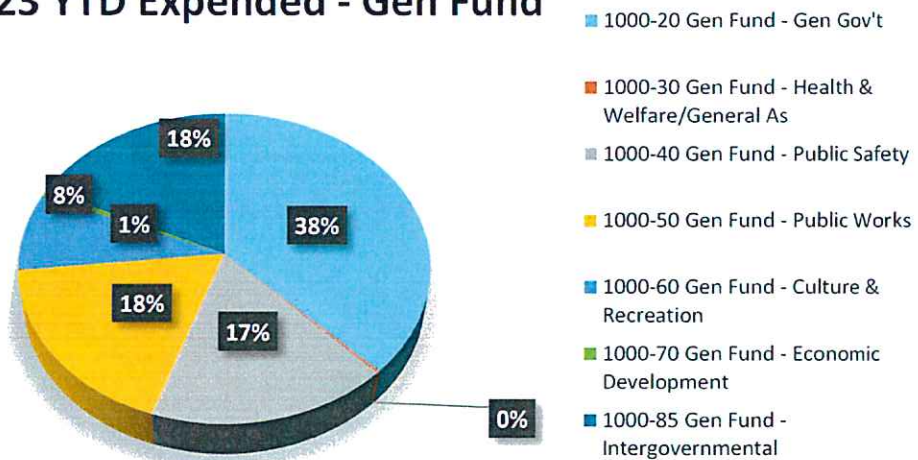
DATE: October 18, 2022

Expenses:

- Total General Fund Expenses YTD are: \$4,794,311.82; FY23 Budget for General Fund Expenses is \$19,560,527. The General Fund is at 24.51% expended. At the end of period 3 of this fiscal year, I am happy to see this as it aligns with projections of 25%.

General Fund by Org	YTD Expended	FY23 Budget	FY23 %
1000-20 Gen Fund - Gen Gov't	1,801,114.80	9,958,702	18.09%
1000-30 Gen Fund - Health & Welfare/General As	9,613.26	42,012	22.88%
1000-40 Gen Fund - Public Safety	834,041.01	3,814,903	21.86%
1000-50 Gen Fund - Public Works	870,341.47	3,396,463	25.62%
1000-60 Gen Fund - Culture & Recreation	384,375.43	1,369,907	28.06%
1000-70 Gen Fund - Economic Development	35,561.40	119,275	29.81%
1000-85 Gen Fund - Intergovernmental	859,264.45	859,265	100.00%
	4,794,311.82	19,560,527	

FY23 YTD Expended - Gen Fund



- When looking at the other funds, \$1,115,495.36 has been expended YTD. FY23 budget for all other funds is \$1,889,514 – which includes budget for the Debt Services Fund and the Sewer Fund. There hasn't been anything YTD expended out of the Debt Service Fund but the \$421,368.21 is included in the chart as it was encumbered as of September 30th and paid since that date for our fall debt services; first installments for Debt Service are due in September and October. YTD expended for the Sewer Fund is \$205,716.56. The Sewer Fund is actually below expectations and doing very well at the end of period 3 with 16.68% expended; the sewer department has had some turnover since the start of the new fiscal year and there are positions that are still looking to be filled.

All Other Funds by Org	YTD Expended	FY23 Budget	FY23 %
ED Loan Fund	12,500.00		100.00
Special Revenue Fund	140,497.24	-	0.00
DARE Fund	1,349.62		100.00
Moxie Fund	14,639.49		100.00
Debt Service	421,368.21	529,202.00	79.62
Capital Projects	319,424.24	-	0.00
Sewer Fund	205,716.56	1,360,312.00	16.68
	1,115,495.36	1,889,514	

- Looking at it on a departmental level within the General Fund, most of the departments are either within or below the 25% projection with the exception of the following:
 - Technology 37.30% Expended
 - As part of our computer and printer fixed asset replacement plan, there were 2 new printers that were budgeted for FY23 purchased and installed in July.
 - The Library now has a new printer that does black and white as well as color copies, it now scans and offers fax to patrons.
 - The front office also received a new printer that copies and scans.
 - We have had some new employees that needed new desktop computers to start the year off with.
 - We have also had some printers unexpectedly stop working and needed to purchase a replacement of.
 - Liability Insurance Program 74.80% Expended
 - Our Insurance is paid in August for the whole fiscal year and includes general liability, auto insurance, property insurance, etc.
 - ACO 31.30% Expended
 - The Animal Hospital Annual contract was paid in July
 - Public Works 33.32% Expended
 - Paving has wrapped up as of the date of this report. Paving accounts for \$475,000 of the Public Works' budget.
 - Other Public Works

- Two quarters of payments have been made to the Water Department for hydrant rental/fire protection
- Parks & Rec 35% Expended
 - The Parks & Rec department has a robust and full summer camp program this year and there was a need for more camp counselors.
- Economic Development 30.30% Expended
 - There has been a lot more community involved events hosted by the ED, specifically the Business Breakfasts have returned
 - In addition, a lot of trainings have occurred in the summer and fall
- County Tax 100% Expended
 - PSAP and County Tax Bills are paid in August each year.

General Fund by Dept	YTD Expended	% Expended
Elected Officials	5,218.20	18.70
Town Manager	93,877.91	20.00
Appeals Board	84.83	6.30
Planning Board	1,165.67	3.62
Legal	13,540.75	24.70
Clerk	35,137.02	18.10
Finance	60,630.87	23.60
Tax Collection	38,705.80	20.07
Assessor	19,602.98	21.70
Code Enforcement	34,145.48	21.00
Liability Insurance Program	80,215.84	74.80
Technology	97,689.74	37.30
School	1,288,813.66	16.50
Town Buildings	32,286.05	17.80
Health Officer	1,634.37	23.40
General Assistance	7,978.89	24.10
Police	478,047.70	21.72
Fire	152,632.46	21.52
Emergency Management	83,668.78	24.90
ACO	36,188.26	31.30
Lisbon Communication Center	83,503.81	22.20
Public Works	599,834.65	33.32
Winter Operations	32,682.64	10.10
Solid Waste	107,071.25	17.80
Other Public Works	130,752.93	43.80
Library	80,701.87	19.10
Parks & Rec	293,673.56	35.00
Other Public Services	10,000.00	16.80
Economic Development	35,561.40	30.30
County Tax	859,264.45	100.00
Sewer	205,716.56	0.17
TOTAL GENERAL FUND	4,794,311.82	
TOTAL SEWER FUND	205,716.56	



FINANCE REPORT - REVENUE

SUBJECT: Finance Department Council Report – data through September 30, 2022
Kayla Tierney, Finance Director

DATE: October 18, 2022

Revenues:

- Revenue Sharing through September 30, 2022 is listed below:

Payment Date	Revenue Sharing 1	Revenue Sharing 2	Total Amount
Jul-22	187,268.96	61,629.15	248,898.11
Aug-22	127,340.71	45,245.40	172,586.11
Sep-22	139,747.83	49,665.52	189,413.35
Totals	454,357.50	156,540.07	610,897.57

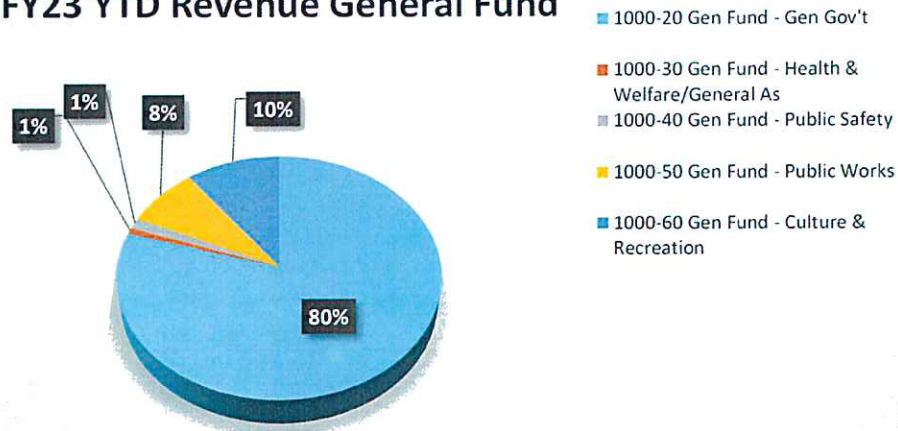
- Budgeted \$2,225,913 for Revenue Sharing for FY23 – actual collected is \$610,897.57 through September 2022, which is just slightly above expectations at 27.44% collected at the end of period 3.
- Revenues collected through September 30, 2022 for General Fund and Sewer Fund are as follows:

General Fund - by Dept	YTD Revenue
General Gov't	1,146,719.66
Planning Board	400.00
Clerk	4,364.58
Code Enforcer	13,549.80
General Assistance	11,943.12
Police	453.08
Fire	0.00
ACO	18,374.50
Lisbon Communication Center	1,750.00
Solid Waste	115,748.02
Library	686.60
Parks & Rec	149,393.58
Sewer Dept	245,320.73
TOTAL REVENUE - GENERAL FUND	1,463,382.94
TOTAL REVENUE - SEWER FUND	245,320.73
	1,708,703.67

General Fund - by Org	YTD Revenue
1000-20 Gen Fund - Gen Gov't	1,165,034.04
1000-30 Gen Fund - Health & Welfare/General As	11,943.12
1000-40 Gen Fund - Public Safety	20,577.58
1000-50 Gen Fund - Public Works	115,748.02
1000-60 Gen Fund - Culture & Recreation	150,080.18
TOTAL REVENUE - GENERAL FUND	1,463,382.94

- General Government makes up 80% of the revenue in this reporting period as indicated in the pie chart below.

FY23 YTD Revenue General Fund



- Within the General Fund, General Government makes up the majority of the revenue collections; this includes such items as motor vehicle excise tax, state revenue sharing, boat excise tax, etc.

General Funds - by Organization	YTD Revenue	FY23 Budget	FY23 % Co
1000-20 Gen Fund - Gen Gov't	1,165,034.04	4,035,340	28.87%
1000-30 Gen Fund - Health & Welfare/General As	11,943.12	24,518	48.7%
1000-40 Gen Fund - Public Safety	20,577.58	130,908	15.7%
1000-50 Gen Fund - Public Works	115,748.02	208,240	55.6%
1000-60 Gen Fund - Culture & Recreation	150,080.18	260,323	57.7%
TOTAL GENERAL FUND	1,463,382.94	4,659,329	

- As of September 30, 2022, 31.41% of General Fund Revenues have been collected.

All other Funds - by Organization	YTD Revenue	FY23 Budget	FY23 % Co
ED Loan Fund	3,448.11	-	100.00
Special Revenue Fund	11,722.90	-	100.00
DARE Fund	52.67	-	100.00
Moxie Fund	23,757.11	-	100.00
Snowmobile Reserve	4.02	-	100.00
Sale of Town Owned Property	-	-	0.00
Capital Projects	-	-	0.00
Trust Funds	12.88	-	100.00
TOTAL ALL OTHER FUNDS	38,997.69		

- Total revenues collected for the first quarter of the new fiscal year = \$1,502,380.63 for the general fund and other funds; sewer fund total revenue is \$245,320.73.
- When looking at Revenues within the General Fund and the Sewer Fund – we can break it down by Department as follows:
 - Of the \$624,664.68 listed above as total revenue July 2022, \$1,463,382.94 is within the General Fund and \$245,320.73 is within the sewer fund; \$38,997.69 is within other funds.
- General Government Revenue highlights:
 - Overall, the General Fund is showing 31.41% collected compared to budgetary amounts, which is over expectations at the end of period 3.
 - Motor Vehicle Excise Taxes have collected 34.80% through September 30, 2022
- In addition, as part of the Tax Commitment, the Homestead Exemption and BETE is calculated on the Municipal Tax Rate Calculation Form each year. FY23 Homestead Exemption is expected to be \$960,713.78 and the BETE is expected to be \$281,116.19.
 - In this report, the first half of the Homestead Exemption has been received from the State of Maine in the amount of \$702,905.00



TAX COLLECTION REPORT

SUBJECT: Tax Collector Council Report – data through September 30, 2022
Kayla Tierney, Finance Director/Tax Collector/Treasurer
DATE: October 18, 2022

About Tax Timeline:

The Town of Lisbon collects taxes in two installments during the course of the fiscal year; September 15th and March 15th are our two installment dates.

2022 Tax Year (FY23):

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

Real Estate Tax Commitment:

The total amount of Tax for Commitment based on the Municipal Valuation Return on the Commitment date of July 27, 2022 is \$13,947,329.55. Based on this same report, the Total Taxable Valuation of Real Estate is \$568,952,900; at the 0.0231 mil rate, this equates to \$13,142,811.99 in Real Estate Taxes to be collected during FY23. As of September 30, 2022, the Town of Lisbon has collected 50.10% of that commitment.

FISCAL YEAR 2023

TOTAL REAL ESTATE TAX COMMITMENT \$ 13,142,811.99

MONTH \$ TAX COLLECTED % TAX COLLECTED

JULY	770.00	0.01%
AUGUST	824,387.50	6.27%
SEPTEMBER	5,759,774.42	43.82%
OCTOBER		
NOVEMBER		
DECEMBER		
JANUARY		
FEBRUARY		
MARCH		
APRIL		
MAY		
JUNE		
	<hr/> 6,584,161.92	<hr/> 50.10%

Lien Process:

Reminder Cards were dated and mailed on October 4, 2022 for outstanding sewer balances for bill dates January 2022 through July 2022.

A foreclosure date has been set for December 19, 2022 this year and unpaid 2021 real estate liens will be foreclosed on that date. In addition, unpaid June 16, 2021 sewer liens will also be foreclosed on December 19, 2022.

Reminder Notices and Impending Notices of foreclosure will be mailed out on November 10, 2022.



Lisbon Police Department

A Community Policing Agency

300 Lisbon St.
Lisbon, ME 04250

Ryan A. McGee
Chief of Police

September 2022 Report to Council

Police Department

In September, requests for police assistance totaled 1,364 calls for service. There were 68 investigations initiated that include; Domestic Violence Aggravated Assault, Domestic Violence Assault, Criminal Threatening, Burglary of a M/V, Theft by Unauthorized Taking, Theft by Insurance Deception, Theft by Deception, Misuse of Identification, Criminal Mischief, Operating Under the Influence, Violation Conditions of Release, Violation of Protection Order, Sale and Use of Drug Paraphernalia, Harassment by Telephone, Protective Custody, Warrant Arrest, Operating without a License, and Habitual Motor Vehicle Offender. 26 individuals were arrested or charged with criminal violations this past month. There were 17 motor vehicle crashes, and 292 motor vehicle stops.

September was a busy month and Lt. Picard, SRO Bernard and SRO Kenney, as well as members from the Brunswick Police Department, assisted the Lisbon School Department by putting on ALICE training for the Lisbon teachers. This training will continue this fall until all school staff are trained.

The School Resource Officers handled 119 calls for service at the schools this month and taught many classes during the month as well. Fifth grade D.A.R.E. – Keepin' it REAL at Lisbon Community School started as well as 7th grade D.A.R.E. at Philip W. Sugg Middle School. With students being back to school the School Resources Officers went over bus safety classes at the Lisbon Community School and bus safety will continue into October as well. The School Resource Officers also attended the Open Houses in the School district.

During the month of September, officers received training in Methods of Instruction, CPR, Pistol Optic Instructor Course, Low Speed Emergency Vehicle Operation, and Field Training Officer Training.

Also during the month of September, the department applied for Bureau of Highway Safety Grants. These grants will be used to fund placing extra officers on the road for specific traffic enforcement. The extra funding will have officers conducting traffic enforcement on distracted drivers and speeding drivers, as well as impaired drivers at different hours of the day.

Projection for the Month of October:

During the month of October, all officers of the department will be attending Firearms Training.

As soon as grant funding is awarded, the department will be putting extra officers on the roadways to increase traffic enforcement efforts, with a goal of reducing motor vehicle accidents.

Thank you,

Ryan McGee
Chief of Police