



AGENDA
COUNCIL WORKSHOP & MEETING
JANUARY 3, 2023
LISBON TOWN OFFICE
6:00 P.M. COUNCIL ORIENTATION SESSION
7:00 P.M. MEETING

Harry Moore, Jr., *Chair* 2024
Raymond Robishaw, *Vice Chair* 2024
Mark Lunt 2025
Donald Fellows 2025
Jo-Jean Keller 2025
Christine Cain 2024
Fern Larochelle 2023

1. CALL TO ORDER & PLEDGE TO FLAG
2. ROLL CALL

___ Councilor Cain	___ Councilor Fellows	___ Councilor Keller	___ Councilor Larochelle
___ Councilor Lunt	___ Councilor Moore	___ Councilor Robishaw	
3. EXECUTIVE SESSION—COUNCIL ORIENTATION
2023-01A ORDER – Per 1 M.R.S.A. §405 (6) (E) Consultation with Legal Counsel
4. GOOD NEWS & RECOGNITION
5. PUBLIC HEARINGS
 - A. Amendments to Sec. 74-151 Revolving Loan Fund (RLF) Ordinance
 - B. Medical Marijuana Retail Store and Manufacturing Facility License for Crystal Spring Healing Alternatives
6. AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS
7. CONSENT AGENDA
2023-01 ORDER –
 - A. Municipal Accounts Payable Warrants – \$ 2,213,030.68
 - B. Municipal Payroll Warrants – \$ 307,554.34
 - C. School Accounts Payable Warrants– \$ 501,791.44
 - D. School Payroll Warrants – \$ 136.25
 - E. Minutes of December 6, 2022
 - F. Medical Marijuana Manufacturing, Retail Store & Manufacturing Facility License for Crystal Springs
 - G. Set Public Hearings for Jan 17th for Medical Marijuana Retail Store License for BBB Pharmaceuticals and Liquor License/Special Entertainment Permit for Railroad Restaurant and Pub.
 - H. Road Postings
 - I. Wellness Grant
 - J. NIMS Resolution
 - K. Pole Permit – 52 Bowdoinham Rd
8. COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES
2023-02 ORDER – Approve Maine Municipal Association for Worker’s Compensation Insurance
2023-03 ORDER – Worker’s Compensation Fund Resolution
2023-04 ORDINANCE – Amendments to Chapter 70 Zoning Ordinance, Section 70-614 Building
& Property Maintenance Standards – *First Reading*
2023-05 ORDINANCE – Amendments to Sec. 74-151 Revolving Loan Fund (RLF) Ordinance – *Second Reading*
2023-06 ORDER – Tax Acquired Property Redemption
8. OTHER BUSINESS
 - A. Council Committee Reports:

1. School Committee – Councilor Lunt/Cain	5. Parks & Recreation Committee – Councilor Larochelle
2. Planning Board – Councilor Fellows	6. County Budget Committee – Councilors Moore
3. Lisbon Development Committee – Councilor Lunt	7. Library Governing Board – Councilor Keller
4. Conservation Commission – Councilor Moore	8. Water Commission – Councilor Fellows
	9. Finance Committee – Councilor Robishaw
 - B. Town Manager's Report
9. APPOINTMENTS
10. COUNCIL COMMUNICATIONS
11. AUDIENCE PARTICIPATION & RESPONSE NEW ITEMS
12. EXECUTIVE SESSION
2023-07 ORDER – Per 1 M.R.S.A. §405 (6) (A) Personnel Matters
13. ADJOURNMENT
2023-08 ORDER – To Adjourn

SUMMARY OF LISBON COUNCIL MEETING RULES

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

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

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



Town of Lisbon

Glenn Michalowski
Town Manager

Town Council
Don Fellows
Christine Cain
Fern Larochelle
Mark Lunt
Ray Robishaw, Vice Chair
Harry Moore Jr., Chair
Jo-Jean Keller

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: Recommendations
Date: January 3, 2023

Consent Agenda Items 2023-01 G to K

Temporary Road Postings

G. Set Public Hearings on Jan 18 for Business Licenses: Medical Marijuana Manufacturing and Retail Store for Crystal Springs

H. Temporary Road Postings: The Public Works Director requests authorization to post weight limits for the following roads in their entirety per the State of Maine Statute Title 29-A Section 2395. The duration will be from March 3rd, 2023 through May 1st, 2023. Roads will be posted only within the limits of the Town of Lisbon. This is for any vehicle or combination of vehicles registered for a gross weight of 23,000 pounds. A copy of the State of Maine Statute is included in the Memo.

Bowdoinham Road	King Road
Burrough Road	Littlefield Road
Edgecomb Road	Mill Street
Ferry Road	Moody Road
Fisher Road	Pinewoods Road
Gould Road	River Road
Hudon Road	Summer Street
Keay Road	

Wing Street & Webster Road are posted year round.

Recommendation

Authorize the Temporary Road Closures List as presented.

I. Wellness Grant - One of the benefits provided to Town Employees as MMEHT plan participants is the Wellness Incentive Grant Program. "The Health Trust supports the development of local efforts for wellness among its participating groups. To encourage these programs, the Health Trust offers financial support to participating groups with approved wellness programs. The maximum grant award is \$40 per year, per employee covered under the Health Trust health insurance programs."¹

The Town of Lisbon has been involved with the MMEHT Wellness program for several years and has seen a positive response from the employees. The Town of Lisbon has formed a Wellness Committee to assist in overseeing the program and has 52 health plan participants. For the 2023 calendar year, the maximum grant application is in the amount of \$2,080.00.

Recommendation

As the Program Coordinator for the Wellness Program, the Finance Director seeks authorization to apply and accept funds from the Maine Municipal Employees Health Trust (MMEHT) 2023 Wellness Grant in the amount of \$2,080.00.

¹ Maine Municipal Employees Health Trust Wellness Coordinator Training Manual

J. NIMS Resolution - The National Incident Management System (NIMS) is a system that guides all levels of government as well as non-governmental organizations (NGO's) and private sector organizations to work together to prevent, protect against, mitigate, respond to and recover from all incidents. NIMS provides stakeholders across the community with shared vocabulary, systems and processes to successfully deliver capabilities described in the National Preparedness System (NPS). NIMS applies to all incidents regardless of cause, size, location or complexity. NIMS also integrates existing best practices into a consistent, nationwide approach to incident management, and is applicable to all jurisdictional levels and functional disciplines in an all-hazards context.

Androscoggin County and its 14 municipalities originally adopted NIMS in 2006 as part of [Homeland Security Presidential Directive #5](#) (HSPD-5). HSPD-5 requires all state, tribal and local governments to adopt NIMS as a condition of receiving federal preparedness funds beginning in Fiscal Year 2005. Federal preparedness funds include Homeland Security Grants, Firefighter Grants, and Hazard Mitigation Grants. This does not apply to funds from federal disaster assistance under the Robert T. Stafford Act. Municipalities should maintain NIMS compliance not solely to receive funding, but to support increased awareness and interoperability.

- **NIMS Resolution:** City Administrator/Town Manager please submit the fully executed NIMS RESOLUTION for your municipality. Selectmen/councilors are required to vote/approve and sign the resolution at the next scheduled meeting. Please include the councilor/selectman's printed name in the fillable box below the signature line, see attached.
- **Training:** Chiefs, City Administrator/Town Manager & Directors/Departments Heads: Agencies are required by NIMS to have their staff complete position and discipline specific NIMS training courses and maintain records of the completed training. Please see attached for an updated Crosswalk reference sheet of training required under NIMS.
- **Resource Inventory:** Chiefs, Directors/Department Heads: Please submit an inventory list of deployable resources, including personnel from the following agencies:
 - Fire Departments
 - Law Enforcement
 - EMS Agencies
 - Public Works Departments
 - Water/Sewer Districts
 - School Departments
 - Parks & Recreation Departments

Examples of deployable equipment include vehicles, trailers, portable generators, portable pumps, boats, ATVs, traffic control equipment, light towers, etc. Androscoggin County Emergency Management Agency will type the resources by the specific NIMS definitions to be included in a County Resource Manual to made available to all municipalities. The Resource Manual will be available in both hardcopy and through an online application. Agencies are required by NIMS to have resources typed to assist with resource management and in support of mutual aid agreements.

Recommendation
Adopt the NIMS resolution as presented.

¹ EMA Androscoggin County

Agenda Item 2023-02
Approve Maine Municipal Association for Worker's Compensation Insurance

Recommendation
Authorize the Town Manager to enter into an agreement with Maine Municipal Association for Worker's Compensation Coverage.

Agenda Item 2023– 03

Worker’s Compensation Resolution: Maine Municipal Association requests adoption of the following resolution as part of the Worker’s compensation Safety Incentive Program.

TOWN OF LISBON

WORKERS COMPENSATION FUND RESOLUTION

- WHEREAS*** the Town of Lisbon is a member of the Maine Municipal Association Workers' Compensation Fund (hereinafter "WC Fund"); and
- WHEREAS*** Maine Municipal Association (hereinafter "MMA") provides risk management services and workers' compensation coverage; and
- WHEREAS*** MMA developed the Workers' Compensation Safety Incentive Program (hereinafter "the Program") to help reduce the incidents and impact of workplace injuries by implementing WC claim best practices; and
- WHEREAS*** MMA will provide necessary written program information, and offer assistance to participants; and
- WHEREAS*** WC Fund members that participate in the Program and complete the required activities, will have the opportunity to earn a credit to their annual contribution; and
- WHEREAS*** the Town of Lisbon is committed to providing a safe environment for its employees, citizens, and visiting public; and
- WHEREAS*** the Program will help enhance such an environment and promote a self-sustaining culture of safety with participating members,

NOW THEREFORE BE IT RESOLVED BY THE LISBON TOWN COUNCIL
to elect to participate in the MMA Workers' Compensation Safety Incentive Program

Recommendation

Adopt the Worker’s Compensation Resolution as presented.

Agenda Item 2023–04

Amendments to Chapter 70 Zoning Ordinance, Section 70-614 Building & Property Maintenance Standards – *First Reading*

Recommendation

Approve the Amendments and set a hearing for January 17, 2023.

Agenda Item 2023–05

Amendments to Sec. 74-151 Revolving Loan Fund (RLF) Ordinance – *Second Reading*: The Economic Development Director and the Finance Director, working with the town attorney, revised the Lisbon Revolving Loan Fund ordinance to allow for forgivable loans and grants in unique situations to maintain economic stability or to create and implement a business attraction program.

Recommendation

To Amend the Revolving Loan Fund to allow the implementation of a grant program to support Main Street businesses.

Agenda Item 2023-06

Tax Acquired Property Redemption: The Town of Lisbon foreclosed on the following properties for non-payment of Real Estate Taxes and/or Sewer on December 19, 2022. The next step in the process is to have Council authorize a 30-day redemption period in which taxpayers are notified by mail that they have 30 days to redeem their property by paying all outstanding taxes/sewer and fees owed before the Town takes steps to dispose of the tax acquired property. According to 36 M.S.R.S § 943-C, the Town is also required to send the Notice of Intent to Sell Your Former Property and application for alternative sale.

Name	Location	Map/Lot	Total Owed As of 2/3/2023
Joseph Zarilli/Michelle & Darren Pelletier	30 Woodland Avenue	U08-010	\$ 2,483.96
Nicholas Zegouras	24 Sabattus Creek Drive	U22-011-024	\$ 499.28
George D. & Jill M. Rehfield	15 Wing Street	U26-074	\$3,340.73
Lisa Knight	44 Huston Street Ext	U08-140	\$ 174.53

Recommendation

Authorize the Town Treasurer to send out a 30-day notice of redemption, notice of intent to sell your former property, and application for alternative sale to the tax acquired property owners of record allowing them to pay all real estate taxes/sewer amounts and fees owed on the property in full, or apply for alternative tax sale by the end of the 30-day period of redemption; furthermore to accept the funds until Council takes action to dispose of the property and issue a quit claim deed when payment in full is received.



TOWN OF LISBON

300 Lisbon Street, Lisbon, ME 04250

Lisa M. Ward, Town Clerk

Lisa Smith, Deputy Clerk

PUBLIC HEARING

Notice is hereby given that the Lisbon Town Council intends to hold a public hearing on January 3, 2023 at 7:00 PM in the Town Office Public Meeting Room to hear comments on a Renewal Medical Marijuana Manufacturing & Registered Caregiver Retail Store for:

Crystal Springs Healing Alternatives
1 Upland Road
Lisbon, Me 04250

In addition to hear comments on:

Amendments to Sec. 74-151 Revolving Loan Fund (RLF) Ordinance

The public is invited to attend.

Lisa M. Ward, Town Clerk

22-14453

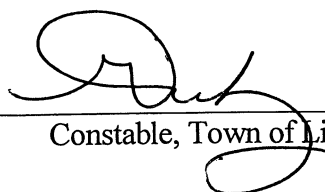
Constable's
Return of Posting
State of Maine

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: 12/23/22



Constable, Town of Lisbon

Agenda Date: 01/03/2023

Date	Brenda Martin	Municipal Accts Payable
12/8/2022	12062022	\$ 859,894.71
12/8/2022	12072022	\$ 14,296.42
12/8/2022	12142022	\$ 6,355.56
12/22/2022	12202022	\$ 1,318,936.26
12/28/2022	12272022	\$ 13,547.73
		\$ 2,213,030.68

Date	Rebecca Hayslip	Municipal Payroll Warrants
12/8/2022	2212GT	\$ 1,441.49
12/20/2022	22KTRE	\$ 1,550.79
12/20/2022	22WMIS	\$ 9,509.03
12/28/2022	221229	\$ 276,081.32
12/28/2022	2212W3	\$ 18,971.71
		\$ 307,554.34

Date	Louise Levesque	School Accts Payable
12/29/2022	V2312	\$ 333,719.17
12/29/2022	V2313	\$ 1,805.00
12/29/2022	V2314	\$ 166,267.27
		\$ 501,791.44

Date	Eva Huston	School Payroll Warrants
12/30/2022	V37	\$ 136.25



**TOWN COUNCIL
MEETING MINUTES
DECEMBER 6, 2022
LISBON TOWN OFFICE**

Fern Larochelle 2023
Christine Cain 2024
Harry Moore, Jr. *Chair* 2024
Raymond Robishaw *Vice Chair* 2024
Donald Fellows 2025
Jo-Jean Keller 2025
Mark Lunt 2025

CALL TO ORDER. The Town Clerk, Lisa Ward, called the meeting to order at 7:00 p.m. and led the pledge of allegiance to the flag.

INAUGURATION OF ELECTED OFFICIALS

Ms. Ward welcomed everyone to the Town Council's 17th annual organizational meeting that is held on the first Tuesday after the first Monday in December. Ms. Ward called for Outgoing Remarks from previous Councilors.

Councilor Smith thanked the Town, his wife and his family for the opportunity to serve on the Town Council.

Ms. Ward read the results from the November 28, 2022 election as follows:

Councilors for 3-year terms

Donald R. Fellows with 2,234 votes

Mark C. Lunt with 2,419 votes

Jo-Jean Keller with 2,364 votes

Councilor for a 2-year term

Christine C. Cain with 3,126 votes

School Committee Members for 3-year terms

Kelli A. Rogers with 1,860 votes

Laura A. Craig with 2,191 votes

Water Commissioner for a 3-year term

Arthur G. McLean with 3,244 votes

Ms. Ward called all the newly elected officials forward to be sworn into office and administered their oaths of office.

ELECTION OF COUNCIL CHAIRMAN

VOTE (2022-248) Councilor Larochelle nominated Councilor Moore. Councilor Fellows nominated Councilor Larochelle. Councilor Larochelle respectfully declined the nomination.

Seeing no other nominations, ballots were cast. There were 7 votes for Councilor Moore. Councilor Moore was duly elected Chairman for the ensuing year.

ELECTION OF COUNCIL VICE CHAIRMAN

VOTE (2022-249) Councilor Larochelle nominated Councilor Robishaw.

Seeing no other nominations, ballots were cast. There were 7 votes for Councilor Robishaw. Councilor Robishaw was duly elected Vice Chairman for the ensuing year.

The Town Clerk congratulated the newly elected officials and then passed the gavel to the new Chairman.

VOTE (2022-250) Councilor Cain, seconded by Councilor Robishaw, moved to recess for five minutes.

Order Passed - Vote 7-0.

Chairman Moore called the Council meeting back to order at 7:15 p.m.

ROLL CALL. Members present were Councilors Fellows, Lunt, Larochelle, Robishaw, Keller, Cain and Moore. Also present were Glenn Michalowski, Town Manager; Steve Aievoli, Sewer Superintendent; Kayla Tierney, Finance Director; Ross Cunningham, Economic & Community Development Director; Curtis Lunt, Planning Board Chair; and approximately 12 citizens in the audience.

GOOD NEWS & RECOGNITION

Ross Cunningham thanked the Council for the opportunity to purchase decorations for the holidays. He said Village Street area and Graziano square are finished and the tree-lighting event went well. He added that the decorations for Main Street will be done on Thursday, in time for Very Merry Main Street. He said that event on Saturday will include a ribbon-cutting for the newly opened street. He also informed the Council that the Town has been approved for a \$50,000.00 resiliency grant for turf on the Worumbo site.

Lisa Ward pointed out that the large wreath in the Council chambers was made by Karen Durisko at Beaver Park and is very beautiful. It will go on the side of the Town Office building later for the rest of the season, she said.

Len Lednum, from Positive Change Lisbon, invited all to Very Merry Main Street on Saturday. He said the focus this year is on Main Street businesses. He requested permission for the use of the Worumbo site for the horse and carriage rides. Councilor Larochelle pointed out that is a management issue, he could arrange it with the Town Manager.

Kayla Tierney thanked all who were involved with the Thanksgiving Baskets this year. She said there were 85 given out to Lisbon residents, and it is a great program for Lisbon.

PUBLIC HEARINGS

The Chairman opened the public hearings.

SPECIAL ENTERTAINMENT PERMIT -

COOMBS MOUNTFORT AMERICAN LEGION POST 158 & SLOVAK CATHOLIC ASSOCIATION

AUTOMOBILE GRAVEYARD PERMITS -

CAMPBELL'S USED AUTO PARTS & HUSTON'S AUTO SALVAGE

AUTOMOBILE GRAVEYARD PERMIT - HUSTON'S AUTO SALVAGE

**AMENDMENTS TO CHAPTER 10 BUSINESSES – ARTICLES XI AND XII MARIJUANA
ESTABLISHMENTS, APPENDIX C FEE SCHEDULE, AND CHAPTER 70 ZONING ORDINANCE,
SEC.70-531 TABLE OF LAND USES**

There were no comments. The Chairman closed the public hearings.

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

CONSENT AGENDA

VOTE (2022-251) Councilor Fellows, seconded by Councilor Lunt, moved to accept the consent agenda.

- A. Municipal Accounts Payable Warrants - \$ 392,904.39
- B. Municipal Payroll Warrants - \$ 429,117.01
- C. School Accounts Payable Warrants - *none*
- D. School Payroll Warrants - *none*
- E. Minutes of November 15, 2022
- F. Tax Collector's Waiver of Foreclosure/Certificate of Settlement (2021 Taxes)
- G. Approve Policy on Treasurer's Disbursement Warrants for Municipal Employee Wages, Benefits, & State Fees
- H. Approve Policy on Treasurer's Disbursement Warrants for School Employee Wages & Benefits
- I. Special Entertainment Permit & Liquor License for the Coombs Mountfort American Legion Post #158 & Slovak Catholic Assoc.
- J. Renewal of Automobile Graveyard Permits for Huston's Auto Salvage & Campbell's Used Auto Parts
- K. Set Public Hearing for Medical Marijuana Retail Store and Manufacturing Facility License for Crystal Spring Healing Alternatives
- L. Pole Permits for Pole #5 & Pole #6 – Webster Road

Order passed – Vote 7-0.

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES**SIGN ORDINANCE MORATORIUM EXTENSION FOR ADDITIONAL 90 DAYS**

COUNCILOR COMMENTS: Councilor Fellows stated that the Planning Board has made a lot of progress but they do need more time to work on it.

VOTE (2022-252) Councilor Fellows, seconded by Councilor Robishaw, moved to authorize the extension of the Sign Ordinance Moratorium for an additional 90 days.

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

Order passed - Vote 7-0.

ZONING CORRECTION FOR PARCEL MAP U20 LOT 020 – *Second Reading*

VOTE (2022-253) Councilor Larochelle, seconded by Councilor Robishaw, moved to correct the Zoning District for Parcel Map U20 Lot 020 from Resource Protection to Limited Residential.

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

Order passed - Vote 7-0.

ADOPT REVOLVING LOAN FUND EMERGENCY ORDINANCE

INTRODUCTION: Mr. Cunningham said that an ordinance change is needed to allow grant programs, and this emergency ordinance will allow it sooner so that Council can have the opportunity to approve a program to begin right away.

VOTE (2022-254) Councilor Larochelle, seconded by Councilor Fellows, moved to adopt the Emergency Revolving Loan Fund Ordinance to be effective immediately and to remain in effect for 90 (ninety) days from this day unless it is terminated or extended in accordance with this Ordinance.

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

Order passed - Vote 7-0.

AUTHORIZE MAIN STREET GRANT PROGRAM

INTRODUCTION: Mr. Cunningham explained the packet and program with guidelines. He said the design of the program is to allow businesses that have suffered losses due to the Main Street construction to recuperate. He said the applications for this will be presented for approval at the second Council meeting in January.

VOTE (2022-255) Councilor Fellows, seconded by Councilor Robishaw, moved to authorize the Main Street Grant Program 2022 as presented for immediate implementation.

Order passed - Vote 6-0-1. Councilor Cain abstained.

AMENDMENTS TO SEC. 74-151 REVOLVING LOAN FUND (RLF) ORDINANCE – *First Reading*

VOTE (2022-256) Councilor Larochelle, seconded by Councilor Robishaw, moved to Amend Sec. 74-151 Revolving Loan Fund Ordinance as presented and to set a Hearing for January 3, 2023.

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

Order passed - Vote 7-0.

AMENDMENTS TO CHAPTER 10 BUSINESSES – ARTICLES XI AND XII MARIJUANA ESTABLISHMENTS, APPENDIX C FEE SCHEDULE, AND CHAPTER 70 ZONING ORDINANCE, SEC.70-531 TABLE OF LAND USES – *Second Reading*

VOTE (2022-257) Councilor Fellows, seconded by Councilor Robishaw, moved to approve the Amendments to Chapter 10 Businesses – Articles XI and XII Marijuana Establishments, Appendix C Fee Schedule, and Chapter 70 Zoning Ordinance, Sec.70-531 Table of Land uses.

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

Order passed - Vote 7-0.

**AUTHORIZE THE RELEASE OF \$65,815.42 OUT OF THE SEWER FUND COMMITTED FUND
BALANCE AND PUT BACK INTO THE SEWER FUNDS FY23 BUDGET ACCOUNT**

INTRODUCTION: Mrs. Tierney said the release comes with the closing of \$6.5 Million sewer project which ended in November. She said \$65,815.42 is the interest and this will release it.

VOTE (2022-258) Councilor Cain, seconded by Councilor Robishaw, moved to authorize the release of \$65,815.42 out of the sewer fund committed fund balance and put it back into the sewer funds FY23 budget account.

Order passed - Vote 7-0.

OTHER BUSINESS

GREEN PURCHASING POLICY PRESENTATION

Mr. Michalowski said we started working on this in August and we've been doing a lot of research.

Mrs. Tierney said a small committee was formed consisting of Town Manager Glenn Michalowski, herself, and Library Director Diane Nadeau. She said no Maine towns have a green purchasing policy yet, so we will pioneer this. She said they looked at other states and what their municipalities are doing. She said they also requested information from AVCOG. Right now, their goal is to come up with a white paper to outline and explain what the policy will entail.

Mr. Michalowski said he has a check list. He said we are a couple steps ahead, that we received a list of 72 community actions that we can work on. He explained the next step is to recognize a governance group, and recommended the Conservation Commission to fill that role. The Council was in agreement. He went on to say that the town will be scored and can become eligible for grants, so we will want to start incorporating items right away.

Councilor Larochelle said that the composting policy is a good example of what the Conservation Commission has already done.

Councilor Fellows clarified that this is from the purchasing policy that was recommended to the Council.

COUNCIL COMMITTEE REPORTS

Councilors volunteered for the following Liaison assignments:

1. School: Councilor Lunt and Councilor Cain.
2. Planning Board: Councilor Fellows.
3. Lisbon Development Committee: Councilor Lunt.
4. Conservation Commission: Councilor Moore.
5. Recreation Committee: Councilor Larochelle.
6. County Budget Committee: Councilor Moore.
7. Library Governing Board: Councilor Keller.
8. Water Commission: Councilor Fellows.
9. Finance Committee: Councilor Robishaw.

TOWN MANAGER'S REPORT

Mr. Michalowski said the Labor negotiations with the Teamsters started on Monday. He also said he has been interviewing for an Assistant Town Manager.

REVIEW OF TOWN COUNCIL WORKING RULES ART IV, DIV 1, SEC 74-201

The Chair asked if any discussion was needed. Seeing no questions from Council, he moved to the next order of business.

APPOINTMENTS

VOTE (2022-259) Councilor Fellows, seconded by Councilor Robishaw, moved to appoint Linda Berube to the Finance Committee.

Order passed - Vote 7-0.

COUNCILOR COMMUNICATIONS

Councilor Larochelle thanked Jason Smith for his service on the Council. He also said he spoke with Len Lednum of the PCL regarding the use of the Worumbo site for Very Merry Main Street. Mr. Michalowski said the staff can take care of

that for the town. Councilor Larochelle added that there will be a ribbon cutting at the Very Merry Main Street event to re-open Main Street.

Councilor Fellows reminded Council that after tonight's meeting he will join by Zoom for several meetings. He said this will be new for both Council and himself.

Councilor Keller said she is grateful to voters for the opportunity to serve and looks forward to learning more.

AUDIENCE PARTICIPATION & RESPONSE FOR NEW ITEMS

Jason Smith said he heard a few things about the use of Worumbo site. He said even though things are moving slowly maybe Council can put a committee together.

Mr. Cunningham thanked Councilor Keller for her service on the Lisbon Development Committee.

John Cordts, a Lisbon business owner and a member of Lisbon EMS, said he is not a resident but he is a taxpayer. He addressed his concerns about the recent decision by the Town of Lisbon to purchase an ambulance. The Chair advised him of the speaking time allowed. When that time expired, the Chair advised Mr. Cordts to send his concerns directly to the Council and Town Manager for consideration. Mr. Cordts declined and said he would post his notes on social media.

EXECUTIVE SESSION – *NONE*

ADJOURNMENT

VOTE (2022-260) Councilor Keller, seconded by Councilor Lunt, moved to adjourn at 8:10 p.m.

Order passed - Vote 7-0.

Lisa M. Ward, Council Secretary

Town Clerk

Date Approved: January 3, 2023

MARIJUANA BUSINESS RENEWAL APPLICATION
Town of Lisbon, Maine

ITEM 2023-01 F

MEDICAL MARIJUANA ESTABLISHMENT

- ☒ Retail Store \$ 250.00
☐ Dispensary \$ 250.00
☐ Testing Facility \$ 250.00
☒ Manufacturing/Cultivation \$ 250.00

ADULT USE MARIJUANA ESTABLISHMENT

- ☐ Retail Store \$ 5,000.00
☐ Dispensary \$ 5,000.00
☐ Testing Facility \$ 5,000.00
☐ Manufacturing/Cultivation \$ 10,000.00

All application and permit/licensing fees are non-refundable.

1. Business Name: Crystal Spring Healing Alternatives
Location: 1 Upland Rd ME 04250 Business Phone: 207-407-4215
Mailing Address: 694 Main St Lewiston ME 04240

2. Owner: Crystal Spring Healing Alt. Home Phone: _____
Owner's Home Address: 694 Main St Lewiston ME 04240

Has your residence changed since your most recent Marijuana Establishment License was approved? NO

3. For additional officers, partners, directors, stockholders, staff members or other participants, please attach a list on a separate piece of paper including for each:

- Name
- Date of Birth
- Phone Number
- Address

4. Have you been denied an application for an adult use or medical marijuana license by another jurisdiction? NO
If yes, explain on a separate sheet and attach to this application.

5. Have you had an adult use or medical marijuana license suspended or revoked by another jurisdiction? NO
If yes, explain on a separate sheet and attach to this application.

6. Have you or any officer, partner, director, stockholder or staff member ever been convicted of any violation of the law, other than minor traffic violations, in a Federal, State or other Court? N/A
If yes, complete the following:

Name: _____	Date of Conviction: _____
Location: _____	Offense: _____
Disposition: _____ (Attach additional pages if needed.)	

Are there additional Federal, State or Local permits or approvals required? If Yes, please List: N/A

MARIJUANA BUSINESS RENEWAL APPLICATION

Town of Lisbon, Maine

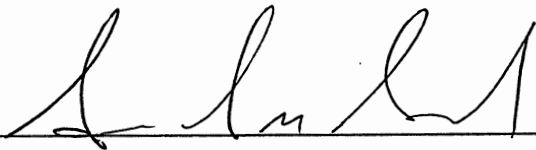
Are there any changes to the documents listed below since you last filed for this License:	Yes	No
1. Lease agreement: Current lease agreement from _____ to _____ MM/DD/YYYY MM/DD/YYYY	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Operation Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Odor and Ventilation Plan.....	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Security Plan.....	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Sketch of premises/interior/exterior layouts.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Site Plan for grow area (cultivation facilities, if applicable)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Change of ownership/name of business.....	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If any of the above information has changed, please attach the updated information to this application.

Renewals are issued one year from date of issuance after the application is completed with the required updated documentation, including but not limited to:

- ☒ A copy of applicant's State Marijuana License/Permit
- ☒ Copies of Valid State Registry Identification Cards
- ☒ Updated list of all new equipment, parts or inventory, if applicable
- ☒ Copies of all interior/exterior changes to the premises, if applicable

I, (Name) Samuel Scalia (Title) CO-Owner, am 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 hereby acknowledge and authorize a public records check. By signing this application, I also verify there have been no changes from the last Marijuana Application submitted within the past year. If any of the information has changed, I have attached the update to this renewal application.

Signature:  Date: 12/10/22

The omission of facts or any misrepresentation of any of the information provided on this application shall be sufficient grounds for the refusal of a Marijuana Establishment License Renewal.

POLICE CHIEF INSPECTION

For: Crystal Spring ^{Healing} Alternatives

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: 12/21/2022 Registered Caregiver Retail ^{store} ~~Story~~

Approved: ☒ YES ☐ NO

Dated: _____ Marijuana Testing Facility

Approved: YES ☐ NO

Dated: _____ Registered Dispensary

Approved: YES ☐ NO

Dated: 12/21/2022 Manufacturing Facility

Approved: ☒ YES ☐ NO

Approved for categories above: _____

Ryan McGee
Ryan McGee, Police Chief

Business Name: Crystal Spring Healing Alternatives

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

— Sprinklers required and in compliance.

Report all findings here _____

Dated: 12/29/22 **Registered Caregiver Retail Store**

Approved: ☒ YES NO

Dated: _____ **Marijuana Testing Facility**

Approved: YES NO

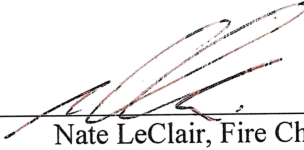
Dated: _____ **Registered Dispensary**

Approved: YES NO

Dated: 12/29/22 **Manufacturing Facility**

Approved: ☒ YES NO

Approved for categories above: _____


Nate LeClair, Fire Chief

HEALTH OFFICER INSPECTION

Business Name: Crystal Spring Healing Alternatives

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.

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

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

_____ IF NONE, date submitted: _____

Report all findings here

Dated: 12/29/22 Registered Caregiver Retail Store

Approved: ☒ YES NO

Dated: _____ Marijuana Testing Facility


Approved: YES NO

Dated: _____ Registered Dispensary

Approved: YES NO

Dated: 12/29/22 Manufacturing Facility

Approved: ☒ YES NO

Approved for categories above: 

Nate LeClair, Health Officer

BUILDING INSPECTION – CODE ENFORCEMENT INSPECTIONFOR: Crystal Spring Healing Alternatives

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: EXIT STAIRWAYS SHALL BE INSTALLED
WITHIN 90 DAYS

Dated: 12/29/22 **Registered Caregiver Retail Store**

Approved: ☒ YES NO

WITH
CONDITIONS

Dated: _____ **Marijuana Testing Facility**

Approved: YES NO

Dated: _____ **Registered Dispensary**

Approved: YES NO

Dated: 12/29/22 **Manufacturing Facility**

Approved: ☒ YES NO

Approved for categories above: _____

Mark Stambach, Code Enforcement Officer

MEMORANDUM FROM THE PUBLIC WORKS DIRECTOR

TO: GLENN MICHALOWSKI, TOWN MANAGER
FROM: RANDY CYR
SUBJECT: ROAD POSTINGS
DATE: DECEMBER 29, 2022

We are requesting authorization to post weight limits for the following roads in their entirety per the State of Maine Statute Title 29-A Section 2395. The duration will be from March 3rd, 2023 through May 1st, 2023. Roads will be posted only within the limits of the Town of Lisbon. This is for any vehicle or combination of vehicles registered for a gross weight of 23,000 pounds. A copy of the State of Maine Statute is attached.

Bowdoinham Road
Burrough Road
Edgecomb Road
Ferry Road
Fisher Road
Gould Road
Hudon Road
Keay Road
King Road
Littlefield Road
Mill Street
Moody Road
Pinewoods Road
River Road
Summer Street
Wing Street and Webster Road are posted year round.

Please contact me if you have any questions.

§2395. Ways requiring special protection

1. Right of the Department of Transportation. The Department of Transportation may restrict the weight or passage of any vehicle over any way when, in its judgment, such passage would be unsafe or likely to cause excessive damage to the way or bridge. Nothing in this Title may be construed to restrict or abridge this right.

[RR 1995, c. 1, §26 (COR).]

2. Rules. The Department of Transportation may adopt rules to ensure proper use and prevent abuse of the public ways under the department's jurisdiction whenever those ways require special protection. Rules adopted pursuant to this section are routine technical rules as defined in Title 5, chapter 375, subchapter 2-A.

[PL 2013, c. 55, §1 (AMD).]

3. Designation by the Department of Transportation. The Department of Transportation may designate state and state aid highways and bridges over which restrictions on gross weight, speed, operation and equipment apply during periods of the year determined by the Department. It is unlawful for any vehicle to travel over public ways with a gross registered weight exceeding that prescribed by the Department and traveling with a load other than tools or equipment necessary for operation of the vehicle.

[PL 1993, c. 683, Pt. A, §2 (NEW); PL 1993, c. 683, Pt. B, §5 (AFF).]

4. Designation by counties and municipalities. County commissioners and municipal officers may designate public ways other than those in subsection 3 and impose restrictions within their respective jurisdictions similar to those made by the Department of Transportation under subsection 3. Any vehicle delivering home heating fuel or organic animal bedding material and operating in accordance with a permit issued by the Department of Transportation pursuant to this section may travel over any county or town way without a specific municipal or county permit. A municipality may impose additional restrictions for a vehicle delivering home heating fuel or organic animal bedding material to operate on public ways within that municipality but may not require a permit to operate according to those restrictions.



MEMORANDUM

TO: Glenn Michalowski, Town Manager
FROM: Kayla Tierney, Finance Director
SUBJECT: Maine Municipal Employees Health Trust Wellness Grant Application
DATE: January 3, 2023

One of the benefits provided to Town Employees as MMEHT plan participants is the Wellness Incentive Grant Program. "The Health Trust supports the development of local efforts for wellness among its participating groups. To encourage these programs, the Health Trust offers financial support to participating groups with approved wellness programs. The maximum grant award is \$40 per year, per employee covered under the Health Trust health insurance programs."¹

The Town of Lisbon has been involved with the MMEHT Wellness program for several years and has seen a positive response from the employees. The Town of Lisbon has formed a Wellness Committee to assist in overseeing the program and has 52 health plan participants. For the 2023 calendar year, the maximum grant application is in the amount of \$2,080.00.

Recommendation

As the Program Coordinator for the Wellness Program, I am seeking authorization to apply and accept funds from the Maine Municipal Employees Health Trust (MMEHT) 2023 Wellness Grant in the amount of \$2,080.00

¹ Maine Municipal Employees Health Trust Wellness Coordinator Training Manual

**AN ORDER DESIGNATING OF THE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) AS
THE BASIS FOR ALL INCIDENT MANAGEMENT IN THE
TOWN OF LISBON**

WHEREAS, the President in Homeland Security Directive (HSPD)-5, directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for Federal, State, local, and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity;

WHEREAS, the collective input and guidance from all Federal, State, local, and tribal homeland security partners has been, and will continue to be, vital to the development, effective implementation and utilization of a comprehensive NIMS;

WHEREAS, it is necessary and desirable that all Federal, State, local and tribal emergency agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management;

WHEREAS, to facilitate the most efficient and effective incident management it is critical that Federal, State, local, and tribal organizations utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters;

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve the State's ability to utilize federal funding to enhance local and state agency readiness, maintain first responder safety, and streamline incident management processes.

WHEREAS, the Incident Command System components of NIMS are already an integral part of various incident management activities throughout the State, including current emergency management training programs; and

WHEREAS, the National Commission on Terrorist Attacks (9-11 Commission) recommended adoption of a standardized Incident Command System;

NOW, THEREFORE, We the undersigned Selectmen of the Town of **Lisbon** by the virtue of the authority vested in me by the Constitution and Laws of the State of Maine, do hereby establish the National Incident Management System (NIMS) as the Town standard for incident management.

EFFECTIVE DATE

The effective date of the Order is January 3, 2023.

Harry Moore Jr., Chair	Councilor/Date
------------------------	----------------

Ray Robichaud, Vice Chair	Councilor/Date
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Donald Fellows	Councilor/Date
----------------	----------------

Mark Lunt	Councilor/Date
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Christine Cane	Councilor/Date
----------------	----------------

Jo-Jean Keller	Councilor/Date
----------------	----------------

Fern Larochelle	Councilor/Date
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Glenn Michalowski	Town Manager/Date
-------------------	-------------------

Auto Fill Form for:
4501 - 4502 - 4503

Notification: <input type="text" value="10300887126"/>	<input checked="" type="checkbox"/> Not Published
Work Order: <input type="text" value="801000478192"/>	<input type="checkbox"/> Public Notice of this application has beengiven by publishing the text of the same
Field Planner Name: <input type="text" value="wayne potvin"/>	In: <input type="text"/>
Field Planner Phone #: <input type="text" value="207-242-9754"/>	On: <input type="text"/>
Date: <input type="text" value="Jul 7, 2022"/>	

City / Town <input type="text" value="Lisbon"/>
To the: <input type="checkbox"/> City
<input checked="" type="checkbox"/> Town
<input type="checkbox"/> County of: <input type="text" value="Androscoggin"/> , Maine

CMP applying for: <input checked="" type="checkbox"/> Overhead <input type="checkbox"/> URD
--

1. Starting Point: <input type="text" value="pole 55"/>
2. Road (State & CMP): <input type="text" value="Bowdoinham Road/Third Class Road"/>
3. Direction: <input type="text" value="westerly"/>
4. Distance: <input type="text" value="65"/> feet
5. Number of Poles: <input type="text" value="1"/>

TELCO Consolidated Communications of Maine Company	Refer To Field Planner Web Page for selecting the appropriate Tel Co.: Home Page > Field Planner Resources > Telco Information
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Print Button No longer supported, please use File Menu -> Print

Notification: 10300887126

Work Order: 801000478192

CENTRAL MAINE POWER COMPANY

APPLICATION FOR POLE LOCATION OR UNDERGROUND LOCATION

In the City/Town of: Lisbon, Maine

To the: ☐ City☒ Town☐ County of: Androscoggin, Maine☒ Central Maine Power hereby applies for permission to.☒ Construct and maintain poles together with attached facilities and appurtenances upon, along or across certain streets and highways in said City/Town as described below.☐ Construct and maintain buried cables, conduits, manholes and handholes, together with wire and cables, transformers, cutouts, and other equipment therein, under, along, and across certain streets and highways in said City/Town as described below.☒ Central Maine Power Company and Consolidated Communications of Maine Company

jointly apply for permission to construct and maintain poles together with attached facilities and appurtenances upon, along or across certain streets and highways in said City/Town as described below.

1. Starting Point: pole 55

2. Road (State & CMP): Bowdoinham Road/Third Class Road

3. Direction: westerly

4. Distance: 65 feet

5. Number of Poles: 1

☒ Overhead wires shall have a minimum clearance of 18 feet over the public highway and be constructed to conform with the requirements of the National Electric Safety Code☐ Buried cable facilities shall be placed at a minimum depth of 36 inches under pavement and 30 inches elsewhere and be constructed to conform with the requirements of the National Electric Safety Code.

Any person, firm, or corporation to be adversely affected by this proposed location shall file a written objection with the State Department of Transportation, City, Town or County stating the cause of said objection within fourteen (14) days after the publication of this notice or ninety (90) days after installation of facilities without publication.

☐ Public Notice of this application has been given by publishing the text of the same☒ Not Published

In: _____

On: _____

CENTRAL MAINE POWER COMPANY

Consolidated Communications of Maine Company

By: wayne potvin

Date: Jul 7, 2022

By: _____ Date: _____

Notification: 10300887126

Work Order: 801000478192

LOCATION PERMIT

Upon the Application of Center Maine Power Company and Consolidated Communications of Maine Company

dated Jul 7, 2022, asking for permission, in accordance with law, to construct and maintain poles, buried cables, conduits, and transformers, together with attached facilities and appurtenances over, under, along or across certain highways and public roads in the location described in said application, permission is hereby given to construct, reconstruct, maintain and relocate in substantially the same location, said facilities and appurtenances in the City / Town of Lisbon, approximately located as follows:

1. Starting Point: pole 55

2. Road (State & CMP). Bowdoinham Road/Third Class Road

3. Direction: westerly

4. Distance: 65 feet

5. Number of Poles: 1

Facilities shall consist of wood poles and appurtenances with a minimum of wire and cable not less than 18 feet over the public highway and/or buried cables or conduit and appurtenances placed a minimum depth of 36 inches under pavement and 30 inches elsewhere, all in a manner conforming to the National Electric Safety Code

By: _____

By: _____

By: _____

By: _____

By: _____

Municipal Officers

Office of the _____

Received and Recorded in Book _____, Page _____

Attest: _____

Clerk

LISBON POLE PERMIT INSPECTION REPORT

PERMIT REQUESTED BY: Brian Kuietauskas
LOCATION: 52 Bowdoinham Rd.

CODE ENFORCEMENT DEPARTMENT

I, Mark Stambach, have reviewed the application and find the pole is located in front of property owned by: BRIAN KUETAUSKAS

and the physical address of the property is 52 BOWDOINHAM ROAD

Additional Comments: CONFIRM LOCATIONS OF UNDERGROUND GAS PIPELINE

Approved Date: 1/3/23 Signed by: [Signature]

Deny permission for the following reason: _____

Date Denied: _____ Signed by: _____

PLEASE FORWARD TO PUBLIC WORKS DEPARTMENT

PUBLIC WORKS DEPARTMENT

I, Randy Cyr, have visually inspected this location and find no reason to prohibit placing pole(s) where requested.

Comments: _____

Approved Date: 12-09-22 Signed by: [Signature]

Deny permission for the following reason: _____

Date Denied: _____ Signed by: _____

PLEASE RETURN TO THE TOWN CLERK

CMP Notification # 10300887126

Workers' Compensation Safety Incentive Program

WCSIP

Purpose

The MMA Workers' Compensation Fund is excited to announce the new **Workers Compensation Safety Incentive Program (WCSIP)**. The WCSIP is voluntary and provides members with the opportunity to earn up to 10% in contribution credits by improving workplace safety.

Joining this Program affirms your commitment to a safe and healthful workplace. Our team of professionals will work with you to manage your workplace safety efforts by providing sample safety policies and programs, training opportunities, and additional resources to help you obtain maximum benefit from your workplace safety efforts.

Overview

The goals of this program are to; reduce the incidence of injury and illness throughout the operations, improve overall safety in the work environment, maintain lines of communication with all employees, protect member's assets, promote a self-sustaining safety culture, utilize best practices claim management, and provide financial incentives which reward our partnership toward safety.

The program is tiered into three levels based on documented performance. The tiers and associated credits are:

Tier I.....	5%
Tier II.....	7.5%
Tier III.....	10%

Ultimately, the Program is designed to help you to control your costs by improving your loss experience and minimize workplace disruptions. For complete program details, or if you would like to enroll in the WCSIP please go to our online site at <https://memun.org/WCSIP>. Please download the appropriate forms in Adobe Acrobat Reader and send a copy of the completed forms by email to WCSIP@mmemun.org. If you have questions or need assistance please contact RMS Loss Control at RMSLossControl@memun.org.

We are excited to offer you the opportunity to enroll into the Workers Compensation Safety Incentive Program. Together we are building safer workplaces.

Important Dates:

For 2024:

Acknowledgement must be received by:	July 1, 2023
Resolve must be received by:	August 1, 2023
Tier Verification must be received by:	September 1, 2023



Workers Compensation Safety Incentive Program (WCSIP)

Tier I

1) Resolve adopted and submitted to MMA

Success is: Resolve, signed by the Board of Selectmen, Town or City Council, or District Trustees. For a school department in WCSIP as a stand-alone member (not combined with the town or city, the Resolve is signed by the School Board

2) All departments meet MDOL compliance directive requirements

Success is: All major (Fire, Police, School, EMS, Library, Public Works / Sewer / Water / Sanitary District, Transfer Station, Parks and Recreation, and Town Office / City Hall) departments all have:

- the required written programs
- the required up to date training and documentation
- the required up to date documentation of equipment and facilities inspections

Note: "Required" means the documentation required by the Maine Department of Labor compliance directives. If copies of compliance directives are needed contact MMA, Loss Control.

3) Agrees to respond to MMA corrective action recommendations within 30 days

Success is: Member provides response to any recommendations within 30 days of receiving the action plan.

A "response" is communication from the member to the consultant stating:

- that recommendation(s) have been completed or
- that a plan and schedule to complete the recommendation(s) has been set or
- that a clarification concerning the recommendation(s) is needed or
- that there is a disagreement concerning the recommendation(s)

4) A Personal Protective Equipment safety plan is implemented for all required department

Success is: Job Hazard Analysis of the regular / routine tasks in in the departments as listed under the Required Training section by the Maine Department of Labor compliance directives for Public Works / Sewer / Water / Sanitary District, Police, School, EMS, Fire, Transfer Station, and Parks and Recreation.

5) Annual administrative review of safety policies is documented

Success is: Each department has documentation readily available to show the last time their written programs were reviewed. The reviewer's name or initials and date of review on the policy will meet documentation requirement.

6) Key personnel assigned safety responsibilities

Success is: The member has a known "chain of command" for their department and organization-wide levels of responsibility for safety.

7) A process to communicate safety concerns to all employees is in place

Success is: The member uses a bulletin board, check stuffers, staff meetings, etc., tool box talks, coffee talks, or some other means to provide department and organization-wide safety communication.

8) Leadership is aware of and reviews accidents

Success is: First Reports of Injury or incident reports are seen by the manager who can make recommendations to change policies or procedures to address workplace hazards

Tier II - All criteria of Tier I are met. In addition:

9) A slip trip and fall safety policy is in place

Success is: A written slip trip and fall safety policy has been implemented in every department and employees have been trained on the policy. Training is documented and that documentation is available for review. A sample policy is available in the WCSIP Program Documents folder.

10) A lifting and back safety policy is in place

Success is: A written lifting and back safety policy for high hazard departments has been implemented and employees have been trained on the policy. Training is documented and that documentation is available for review. A sample policy is available in the WCSIP Program Documents folder.

11) An office ergonomics safety policy is in place

Success is: An office ergonomics safety policy is in every department with employees who use a computer four or more consecutive hours per day. There is documentation of annual employee training taken either online or in-person. A sample policy is available in the WCSIP Program Documents folder.

12) A safety committee holds meetings at least quarterly and minutes are documented

Success is: There is a safety committee that meets at least quarterly which has:

- employees assigned to the roles of Recording Secretary and Chairperson
- agendas are created for each meeting
- minutes are taken, and
- there is a means to communicate the safety committee's activities to all non-committee employees.

13) Incident reviews (i.e. accidents, near misses) are conducted to find appropriate root cause(s) of reported occurrences. Corrective recommendations are implemented

Success is: There is a known process in place that looks at employee injuries related to workers compensation in an attempt to find the root cause and reduce / eliminate the potential for repeat exposures. At this Tier level the review can be an administration / Supervisor review of the incident to determine root cause and recommend a means to reduce or eliminate employee exposure.

14) Facility and equipment self-inspections are completed annually and documented

Success is: Each department is surveyed by an assigned employee or sub-group of the safety committee at least annually. The deficiencies are documented and any recommendations are budgeted for and addressed in a timely manner.

15) Preferred providers are used

Success is: The member has a relationship with a medical provider who specializes in occupational medicine. The member sends all employees who are injured on the job to this preferred provider for at least the first ten days. Not all members will have access to an occupational medicine specialist. For those who do not, a review will be conducted between the DRMS, LCM, and Claims Manager to determine any accommodation.

Tier III – All criteria of Tier I and Tier II are met. In addition:

Employee training is documented

Success is: Each department has documentation for employee training readily available for review.

The documentation will adhere to Maine Department of Labor requirements, which includes:

- Date of training or educational program, course title and a brief description of the topic(s) covered
- name of instructor(s)
- course material used, i.e., National Fire Protection Association (NFPA), owners' manual, the employer's own written program, or other recognized program
- Each employee shall sign or initial the attendance sheet.
- Any training or educational program in which a certificate is issued, the certificate or copy of the certificate shall be kept in the personnel file. No signature is required.
- If training records are maintained on a computer, the employee sign-in sheets must be kept as supporting documentation to the computer records.
- Individual online training records may be kept electronically.
- On-line training is acceptable; in some cases however, Respiratory, Blood Borne Pathogens and the written Personal Protective Equipment (PPE) assessments all must include a review of the employer's own specific programs.
- Training records shall be maintained for the duration of employment (employment plus 6 years for the fire service).
- Members that do not attend training, either initial or annual, must be restricted from that specific task until training is completed and documented.

16) A written incident review policy is in place

Success is: The member has an organization-wide written program for conducting incident review investigations for workers compensation-related injuries. The policy shall at a minimum detail have the following:

- who is on the review team
- what type or level of injury triggers a review
- how quickly after a qualifying injury is reported the investigation is completed
- a standardized investigation form is used to standardize the procedure to determine root cause
- a process to analyze the incident review findings, this is usually done by forwarding the incident review from the investigating team to the management level
- the management group reviews the report and makes the determination for employee discipline, policy or procedural changes, and
- a method to report the review findings and any changes made due to those findings to all non-involved employees.

A sample policy is available in the WCSIP Program Documents folder.

17) A wellness program or similar alternative is offered to employees

Success is: The key to having a successful wellness program at work is encouraging overall wellbeing while still keeping it fun, but a successful program will vary from member-to-member. Some active means to encourage healthy lifestyles while off the job will be deemed a success. A sample program and wellness ideas are available in the WCSIP Program Documents folder.

Membership in the MMA Health Trust is an acceptable way to meet this criterion.

18) A return-to-work policy that provides light-duty work as soon as the employee is medically cleared by a physician. The return-to-work policy and light-duty options are in place for all employees, across all departments, even those working under a collective bargaining agreement.

Success is: All departments will allow for and participate in a lite-duty / return-to-work program. A sample policy is available in the WCSIP Program Documents folder.

19) Leadership attends/participates in Safety Committee meetings, trainings and other safety events.

Success is: Top management (department heads, Town or City Managers, HR Directors, Superintendents) physically attend at least 50% of all safety committee meetings in a given year and participate in member-wide safety days or safety trainings.



TOWN OF LISBON
WORKERS COMPENSATION FUND
RESOLUTION

- WHEREAS*** the Town of Lisbon is a member of the Maine Municipal Association Workers' Compensation Fund (hereinafter "WC Fund"); and
- WHEREAS*** Maine Municipal Association (hereinafter "MMA") provides risk management services and workers' compensation coverage; and
- WHEREAS*** MMA developed the Workers' Compensation Safety Incentive Program (hereinafter "the Program") to help reduce the incidents and impact of workplace injuries by implementing WC claim best practices; and
- WHEREAS*** MMA will provide necessary written program information, and offer assistance to participants; and
- WHEREAS*** WC Fund members that participate in the Program and complete the required activities, will have the opportunity to earn a credit to their annual contribution; and
- WHEREAS*** the Town of Lisbon is committed to providing a safe environment for its employees, citizens, and visiting public; and
- WHEREAS*** the Program will help enhance such an environment and promote a self-sustaining culture of safety with participating members,

NOW THEREFORE BE IT RESOLVED BY THE LISBON TOWN COUNCIL
to elect to participate in the MMA Workers' Compensation Safety Incentive Program

DATED THIS 3RD DAY OF JANUARY, 2023

LISBON TOWN COUNCIL

Harry Moore, Jr. *Chair*

Raymond Robishaw *Vice-Chair*

Mark Lunt

Donald Fellows

Jo-Jean Keller

Fern Larochelle, Jr.

ATTEST:

Lisa M. Ward, *Town Clerk*

Christine Cain

Sec. 70-614. Building and property maintenance standards.

- (a) *Generally.* The appearance of the Town of Lisbon as an attractive, well kept, safe and clean community is essential to the economic health of its businesses and to the corresponding employment opportunities for its residents. The purpose of this section is to set a minimum standard for the maintenance of the grounds, buildings and structures on individual properties in order to protect public health, public safety, property values and to prevent nuisance conditions.

- (b) *Definitions.*

Abandoned buildings—Mobile homes—Structures. See subsection (f).

Building means a structure designed or intended for the shelter or protection of persons, animals, chattels or property (as initially defined in section 70-1 of this ordinance).

Casualty damage means any unforeseeable, unintended accident affecting a property.

CEO is an acronym meaning the Code Enforcement Officer for the Town of Lisbon.

Components means all electrical, gas, oil and other similar type accessories/attachments to the grounds, structures or buildings.

Dangerous buildings (includes structures). See subsection (e).

Grounds means the part of a property not covered by buildings or structures, including but not limited to driveways, pathways, flowers, trees and lawns.

Property means any lot, plot, or parcel of land including all buildings and structures.

Structure means anything built for the support, shelter or enclosure of persons, animals, goods or property of any kind, together with anything constructed or erected, the use of which requires a fixed location on or in the ground or attachment to something on or in the ground. The term excludes paved drives, streets, walks, patios and the like, septic systems, utility poles and fences. The term includes items regardless of the temporary nature of the construction such as decks and satellite dishes (as initially defined in section 70-1 of this ordinance).

- (c) *References.* This section was established from the guidance taken in these Maine Revised Statutes. Other sources may have been used but are not specifically mentioned here.

- (1) ~~17 M.R.S.A. Title 17 M.R.S. § 2707~~2851—2859; ~~Crimes/nuisances (includes §§ 2851—2859—~~
Dangerous buildings);
- (2) ~~Title 30-A M.R.S. 30-A M.R.S.A. § 3106A~~: Abandoned mobile homes;
- (3) ~~Title 30-A M.R.S. 30-A M.R.S.A. § 3106B~~: Abandoned properties;
- (4) ~~Title 30-A M.R.S. 30-A M.R.S.A. §§ 3751—3760~~: Junkyards and automobile graveyards;
- (5) ~~Title 30-A M.R.S. 30-A M.R.S.A. § 4452~~: Enforcement of land use laws and ordinances.

- (d) *Required maintenance.*

- (1) All grounds or parts thereof shall be maintained to prevent unsafe, unsanitary and/or nuisance conditions in accordance with ~~Title 17 M.R.S. 17 M.R.S.A. §§ 2707—2859~~ in order to avoid any adverse effect on the value of adjacent properties.
- (2) All grounds or parts thereof shall be maintained so as not to violate any requirements or conditions set forth in ~~Title 30-A M.R.S. 30-A M.R.S.A. §§ 3751—3760~~: Junkyards and automobile graveyards.
- (3) All buildings and structures and all parts thereof shall be maintained in a safe, sanitary and hazard free condition. All devices, safeguards, equipment and means of egress shall be kept in good working order.

The exterior of all premises and the condition of all buildings, structures and components thereon shall be maintained so as to preserve the safe condition of such and so that hazards to public health and safety are avoided.

(e) *Dangerous buildings.* In accordance with ~~Title 17 M.R.S. 17-M.R.S.A.~~ § 2851, whenever the Town Councilors of the Town of Lisbon find that a building or structure or any portion thereof or any wharf, pier, pilings or any portion thereof that is or was located on or extending from land within the boundaries of the town as measured from low water mark, is structurally unsafe; unstable; unsanitary; constitutes a fire hazard' is unsuitable or improper for the use or occupancy to which it is put; a hazard to health or safety because of inadequate maintenance, dilapidation, obsolescence or abandonment; or is otherwise dangerous to life or property, they may after notice and hearing on this matter adjudge the same to be a nuisance or dangerous and may make and record an order prescribing what disposal must be made of that building or structure. Specific requirements for declarations of dangerous buildings as identified in ~~Title 17 M.R.S. 17-M.R.S.A.~~ §§ 2852—2859 shall apply.

- (1) Any building or structure partially or totally destroyed by fire, flooding or other causes shall be deemed a casualty (as determined by the code enforcement officer and or fire chief) and shall be made secure immediately. The same building or structure may also be designated a dangerous building and as such would be subject to the governing Maine state statutes as well.
- (2) A permit for building/structure demolition or reconstruction shall be obtained within ninety (90) days from the date of fire or other such casualty. Work to either remove or restore all damaged building(s) or structures must begin no later than one year from the date of the casualty. Removal without planned restoration must begin within 180 days and be finished according to the schedule established by the demolition permit.
- (3) If demolition is considered for any dangerous buildings or structures, the provisions set forth in subsection (g) shall apply.

(f) *Abandoned buildings—Mobile homes—Structures.*

- (1) In accordance with ~~Title 30-A M.R.S. 30-A M.R.S.A.~~ §§ 3106-A and 3106-B, the Town Councilors of the Town of Lisbon may regulate the care, maintenance and security of a mobile home or of property determined to be abandoned under provisions of those statutes if the responsible parties fail to address the property defects after notice and opportunity to comply. The town may recover its costs from the responsible parties.
- (2) If demolition is considered for abandoned buildings, mobile homes or structures, the provisions set forth in subsection (g) shall apply.

(g) *Demolition process—For all buildings—Structures—Mobile homes.* In the case of building demolition whether partial or total and whether because of casualty, or if such building, mobile home or structure has been officially declared a dangerous building, or for any other reason demolition is considered; the provisions listed in subsections (1)—(8) are applicable.

- (1) If reconstruction is not planned to commence within one year of the date of the casualty or planned demolition date for any other reasons, it must be so stated at the time of demolition permit application.
- (2) Provisions must be made and so stated in the permit application to ensure all debris is removed or buried as lawfully allowed.
- (3) The demolition must be completed such that the property is graded to existing land contours where structures formally stood. The footprints of all buildings and structures must no longer be visible.
- (4) Current erosion and sediment control practices as established by the Maine Department of Environmental Protection must be followed in order to preclude erosion and sedimentation.

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- (5) If reconstruction is not planned to commence within a year of the date of the casualty or planned demolition date for any other reasons, these post demolition standards must be met within 180 days.
 - (6) If these requirements are not feasible due to an unforeseen condition, a waiver may be requested. The CEO shall award or deny waiver requests or defer to the planning board for its consideration.
 - (7) The town may recover its costs from any actions taken to ensure compliance with these standards.
 - (8) The time limits set forth in this section be deemed to commence and be applicable to any partial or total demolitions of buildings, mobile homes or structures that occur prior to or after the date of enactment.

(h) *Enforcement, penalties and appeals.*

- (1) *Enforcement.* The Code Enforcement Officer of the Town of Lisbon shall be herein specifically authorized by the Councilors of the Town of Lisbon and shall enforce the provisions of this section. As with other enforcement matters, the CEO shall first seek voluntary cooperation from the alleged violator, allowing no more than sixty (60) days for the completion of corrective action. If complete and satisfactory correcting of the violation is not possible within the sixty (60) day allowance, such action shall be initiated in accordance with the provisions set forth in section 70-91—Informal adjustment of land use violations.
- (2) *Penalties.* If a violation is not corrected within the time frame allowed the town shall pursue all remedies and relief available by law and/or in equity for land use ordinances, including without limitations the remedies and relief provided ~~Title 30-A M.R.S. 30-A M.R.S.A.~~ § 4452. The town shall retain all monetary penalties collected pursuant to enforcement of this section.
- (3) *Appeals.* The alleged violator(s) may appeal the CEO's decision to the Zoning Board of Appeals of the Town of Lisbon for consideration. Appeals must be made in accordance with section 70-120(a) (Administrative appeals) and (d) (Informal adjustment agreement).

(C.M. of 5-3-2016, V. 2016-103)

Sec. 74-151. Revolving loan fund (RLF).

- (a) *Statement of purpose.* The Town of Lisbon Revolving Loan Fund (RLF) is established to provide a source of financing, which may not otherwise be available, ~~for expanding or start-up businesses to support business development and sustainability~~. Used to fill a "financing gap" in a business development project, the RLF offers an option to complete a financing package. A "gap" occurs when the business is unable to fully finance their projects with equity, conventional financing or other private and public sources. While the RLF is not a substitute for conventional financing, it can fill the gaps in existing local financial markets and attract additional capital, which would otherwise not be available for economic development. ~~It can also be used to assist businesses through emergent or temporary market conditions to help ensure their long-term sustainability.~~

The RLF adds another tool to the "tool box" of the town's economic development efforts. The RLF is not the primary source of financing for a ~~business development~~ project, however, the combination of public and private financing lessens the risk for the primary lender.

- (b) *Goals and objectives.* It is the intent of the RLF to consider both existing and start-up businesses as equal under the criteria, with preference given to those expansions and start-ups that result in retained and new jobs and/or new sources of economic activity within the town. Lisbon seeks to work with healthy companies that have excellent potential for growth, will provide increased employment in the town and will help diversify the economic base.

Further the RLF seeks to:

- (1) Retain and attract businesses that provide permanent jobs.
 - (2) Maximize investment within the town.
 - (3) Redevelop/utilize vacant and/or blighted property (land and/or buildings).
 - (4) Provide financial assistance to eligible businesses.
 - (5) Rehabilitation and/or creation of Lisbon housing stock.
 - (6) Further the comprehensive plan and economic development strategy.
- (c) *Program description.* The RLF program is designed to offer financial support for the purchase of fixed capital assets or working capital. Depending on the loan program, eligible businesses may finance up to 30 percent of a project's cost up to a \$100,000.00 (amount of available funding is determined by account balance). Special consideration for greater participation up to 50 percent will be given to projects that create high end, high wage positions and/or a substantial number of new job opportunities. Under certain circumstances and depending on the loan program, the maximum amount that could be available is 75 percent or \$250,000.00 whichever is less.

Initial participation by conventional lending institutions is preferred, and Lisbon will take a subordinated security position to the bank, thus assisting less established firms in forming a banking relationship. Since Lisbon participation in a project must not displace local commercial lenders, a commercial lender letter declining participation must accompany any request for direct Lisbon financing unless both entities are participating in the project.

- (d) *Eligibility and criteria.* Applicants must be a for-profit entity. Loans shall not be made to public, quasi-public or non-profit entities (with the exception of nonprofit housing organizations). The applicant must be the owner or have vested authority to apply for funding.

Eligible industries include*:

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- (1) Manufacturing.
 - (2) Industrial/commercial (service sector).
 - (3) Retail.
 - (4) Housing.
 - (5) Technology.
 - (6) Tourism.
 - (7) Biological and natural resources.
 - (8) Research and development.

*Exception—If warranted, a project may be presented by a business other than those mentioned for consideration if substantial economic impact is determined by job creation and/or retention or any other special criteria that is deemed acceptable.

Existing businesses within Lisbon or individuals looking to start a new business in Lisbon are eligible to apply for financing. The applicant must demonstrate a need for funds. All loan proceeds must be used in operations located within Lisbon.

Expansions and new businesses must be able to document that the planned project will result in job creation and/or retention or new sources of economic activity within Lisbon. (If the loan is based upon the retention of jobs, the applicant must clearly demonstrate that the jobs would be lost without the presence of the RLF funds).

(1) *Existing business criteria:*

- a. Dedicated and experienced management.
- b. Past performance.
- c. Current economic viability of the business.
- d. High potential for profitability.
- e. High potential for growth.
- f. Sufficient collateral and cash flow to service and secure the loan.
- g. Inability to obtain conventional financing at rates and terms that make the project viable.

(2) *Start up business criteria:*

- a. Market strengths such as providing a new service or product development or distribution in Lisbon as demonstrated by local market and/or feasibility study.
- b. Complementary business development that serves an existing town/regional business entity.
- c. Consistent with comprehensive plan and goals of the economic development plan for types of business and industry.

(3) ***Emergency assistance and businesses attraction grants:***

From time to time the Town Council may authorize use of RLF monies to issue grants to businesses suffering the effects of temporary market conditions that, in the absence of the assistance to be provided through the RLF, may result in the closure of the business or its relocation outside of Lisbon. Additionally, the council may authorize development of a "Business Attraction Grant program" to be developed by the ECD Director to assist in a dedicated business attraction effort. Such grants shall be available only where authorized by order of the Council, which shall establish the eligibility, terms

and conditions for such grants. The Council may delegate to the RLF Committee the authority to award grants up to an amount stated in the order.

(4) *Additional business requirements.*

- a. The business must not sell or move within a period of five years.
- b. The business must show adequate financial ability to repay the debt.
- c. Must maintain hazard insurance on all collateral.
- d. Must carry lines of insurance coverage appropriate to the business and corporate organization—minimum requirements would include business interruption insurance, general liability insurance and worker's compensation insurance (note: key man life insurance may be a requirement).
- e. The Town of Lisbon must be listed as a lien holder when applicable.

(5) *Activities/use of funds.*

- a. Land and building acquisitions.
- b. Site preparation and land development costs.
- c. Building construction.
- d. Building renovations.
- f. Machinery and equipment.
- g. Inventory and working capital.
- h. Infrastructure costs.
- i. Professional fees including engineering and legal.
- g. Refinance existing debt.

(6) *Ineligible activities.*

- a. Acquire an equity position or an interest in a private business.
- b. Subsidize interest payments on an existing loan.
- c. Invest in interest-bearing accounts, CD's or other investments.
- d. Land banking and construction of spec buildings.
- e. Assisting in the relocation of jobs from another labor area or relocation of jobs within the local labor area unless there is a demonstrated need.
- f. A project that would create a potential conflict of interest for any officers, employees or any persons involved in the application process, review, awarding or administering of the loan.
- g. Provide equity contribution required of applicants participating in other federal programs.

- (e) *Confidentiality and legal requirements.* In the process of gathering information about a qualifying business, the town may receive information about the business which is confidential and, if released, could cause harm to the business or give unfair advantage to its competitors. State law authorizes towns and other public entities to maintain the confidentiality of business records which come into their possession.

To protect the businesses applying for funds and to encourage them to make full and frank disclosures of business information relevant to their application, the town may take the following steps to ensure the confidentiality of the information it receives:

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- (1) The adoption of an ordinance which makes such information confidential and punishes disclosure;
 - (2) A restriction on the number of people with access to the files with the program administrator primarily responsible for their safe-keeping, and
 - (3) A requirement that personnel involved in the program sign statements of confidentiality regarding all personal and private submittals by qualified businesses.

All applicants must comply with all federal, state and local laws, codes and ordinances including but not limited to: civil rights, environment, flood protection insurance, ADA, etc.

(f) *Loan parameters.*

- (1) *Loan size.* The maximum loan for land, building, machinery and equipment (fixed assets) or working capital that one applicant may borrow is \$100,000.00 or 30 percent of the total project cost whichever is less. Special consideration for greater participation up to 50 percent will be given to projects that create high end, high wage positions and/or a substantial number of new job opportunities. Under certain circumstances and depending on the loan program, the maximum amount that could be available is 75 percent or \$250,000.00 whichever is less.
- (2) *Private sector investment.* Loans will preferably be made in conjunction with private sector lending sources, owner equity, private equity or other private sources. Private investment should equal 70 percent of the project funding. Exceptions to this structure may be considered on a case-by-case basis. Full documentation will be required in verification of other financing sources.
- (3) *Equity.* Projects will normally require a minimum ten percent owner equity and a minimum 60 percent bank participation. Exceptions to this structure may be considered on a case-by-case basis. All applicants will be required to provide evidence of the equity needed for the completion of the proposed project. Equity may be in the form of cash, securities, real property, equipment, labor or such other form that is deemed appropriate.
- (4) *Loan security.* All loans will be secured by the highest position available on one or more of the following assets: Land, buildings, machinery, equipment, accounts receivable and inventory and/or personal assets or such other assets as are deemed appropriate. In addition loans will require corporate and/or personal guarantees unless a situation exists where such guarantors are not available, (i.e. widely held private corporations).
- (5) *Terms.* Loans for real estate will have a typical repayment period of ten years; special circumstances can allow for a fifteen-year term. Machinery and equipment loans will have a maximum term of eight years or no longer than the useful life of the assets being financed. Working capital loans will have a maximum term of three years; special circumstances can allow for a five-year term. The town retains the right to adjust individual loan terms in order to facilitate a successful RLF project.
- (6) *Interest rate.* The RLF committee will recommend the interest rate for each loan based on risk, collateral and other pertinent criteria.
- (7) *Fees and penalties.* The town charges the following processing fees: (No loan disbursements will be made until all fees are paid in full.)
 - a. Nonrefundable application fee of \$350.00.
 - b. Closing fees; reasonable and customary legal costs for reviewing, processing (credit report fees), filing and recording, title fees, transfer taxes, document preparation and title insurance premiums.
 - c. Title work when real estate is used as collateral, UCC checks when personal property is used as collateral, recording fees

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- d. Any appraisal fees or environmental studies needed will be paid for by the applicant.
 - e. A two percent origination fee will be charged at the time of the loan closing
 - f. A late payment charge of five percent will be added to all loan payments that are 15 days late.
 - g. Failure to meet any of the terms and conditions of the loan may result in an increase in the interest rate of up to seven points above the prevailing prime rate.

(8) **Forgiveness: Where recommended by the RLF Committee and authorized by the Town Council, a loan may be made forgivable upon fulfillment of certain conditions, to be specified in the loan documents, which are intended to incentivize economic growth and business development or to recognize particular economic circumstances of the borrower.**

(9) **Delinquent loan and collection procedures definition:** Delinquent loans are loan accounts that have not had any payment activity during a 30-day period or those loans that are 30 days in arrears.

The town as the administrator of the RLF will provide its best effort to collect all monies lent under the RLF program.

If the applicant is more than 30 days in arrears he must notify the town of a plan to become current, which must be approved by the town.

The town will monitor the monthly repayment activity of all outstanding loan accounts and initiate normal collection procedures, i.e. notice for payments, collection calls and other legal means necessary to collect the outstanding debt. When normal procedures fail to produce the desired results the account will be turned over for legal action and pursued to a conclusion. All legal fees and any other fees associated with collection procedures will be the sole responsibility of the applicant.

(10) **Reporting requirements.** The applicant is required to comply with any and all reporting requirements of the RLF program. In addition, yearly submission of financial statements, taxes and insurance will be required.

(g) **Application process.** The members of the Lisbon RLF Advisory Loan Committee shall review all loan applications. All applications will be evaluated on a first come, first served basis. Said committee will provide recommendations to the Town Council of Lisbon for final approval.

(1) The Lisbon Economic/Community Development Office will be available to assist the applicant at any and all levels of the RLF loan process.

(2) Below is a list of required documentation needed for a complete application package. (If information is given on application or included in the business plan please indicate that and reference the page numbers on the checklist):

- a. Completed application form.
- b. Complete business plan with financials.
- c. Financial statements, specifically a balance sheet, an income sheet and a statement of changes in financial position (including accountant's report and footnotes) for the past three years.
- d. Financial projections of the balance sheet, income statement and a statement of change in financial position for the next two years.
- e. Cash flow projections for three years.
- f. Tax returns for the business entity and all guarantors for the previous three years.
- g. Amount of financing required and the purposes for which the funds will be used.

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- h. Bank letter outlining participation including amounts and purpose, if any.
 - i. Description of the product line(s).
 - j. Market for the products, including a list of major customers, the amount of sales to each and projections of future markets.
 - k. Names of competitors and how the company is able to meet competition.
 - l. Number of employees at present, at year end for the past three years and projected employment for each of the next three years.
 - m. History of the company.
 - n. Background information (resumes) and personal financial statements of the principals of the business, notarized.
 - o. Signed consumer credit authorization form(s).
 - p. Completed and signed consumer credit authorization(s).
 - q. Details of existing bank loans and other financing of the company, including stock pledges.
 - r. Details of the capital of the company, including ownership and amounts of investment.
 - s. For regulated enterprises, full details of all types of governmental regulations.
 - t. A listing of accounts payable (aged) and telephone numbers for major suppliers.
 - u. Appraisals of real estate and/or machinery and equipment.
- (3) The economic/community development director will review the application for completeness and determine that the applicant meets the basic eligibility criteria for the town. Once determined eligible, a complete financial review and underwriting shall be conducted to establish the merits of each application. The ECD director may utilize an independent contractor or outside agency to do the underwriting of the loan. A detailed summary on each project will be compiled for presentation to the RLF advisory loan committee for action.
- a. Projects are reviewed using three distinct components:
 - 1. Evaluation of the project in terms of the RLF guidelines and operating procedure.
 - 2. Analysis of credit worthiness of the applicant.
 - 3. Assessment of economic potential of the proposed project.
 - b. The loan committee uses two forms of analysis:
 - 1. Basic financial analysis include three components:
 - i. Credit analysis—review of the history of the business, principals of a new enterprise, management personnel, financial condition and bank and trade credit standing.
 - ii. Collateral analysis—review of ownership and effective value to the creditor of any asset pledged as collateral for the loan.
 - iii. Cash flow analysis—review of proforma statement describing the projected future condition of the business subsequent to the placement of the loan and all factors affecting the future condition of the business including market and economic trends.

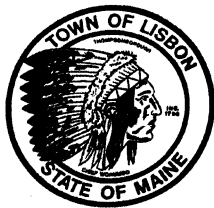
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2. Impact analysis—to determine the extent to which the proposed transaction meets the previously stated objective of the program.
 - i. Creation and retention of permanent jobs with consideration given to wages and income levels of jobs created.
 - ii. Diversification of the economic base.
 - iii. Retention and expansion of existing industrial base.
 - iv. Energy self-sufficiency.
 - v. Environmental quality impact.
 - vi. Implication for other local strategies and programs.
 - (4) The advisory loan committee (comprised of no greater than seven members) will meet monthly to process applications. Special meetings of the committee may be called if time is a factor. The committee shall approve, deny or table applications, as they deem necessary. Approved applications will be submitted to the Lisbon Town Council in the form of a commitment letter for final ratification.
 - (5) Upon ratification by the Lisbon Town Council, the economic/community development director will forward the approved commitment letter to the applicant. This commitment letter is to include any conditions of the loan, such as clear title to any real estate being used to secure the loan of clear title to any personal property used to secure the loan.
 - (6) Upon acceptance, an attorney will prepare the necessary documents to close the loan.
 - (7) Fund disbursement—All funds will be disbursed upon completion of the closing documents.
 - (8) Timing—Typically complete applications can be processed and presented to the advisory loan committee within 45 days. Lisbon Town Council meets twice per month and typically can take action on a RLF application within two weeks of the approval date by the advisory loan committee.
 - (h) *Administration.* The economic/community development office of the town is responsible for oversight and administration of the revolving loan fund program. The ECD director with assistance from others will:
 - (1) Assist applicants with packaging of development proposals and application process or other technical assistance.
 - (2) Notify the applicant in writing of the town council decision of approval or denial. If the loan is denied an explanation for the action will be stated.
 - (3) Billing, receiving and posting payments and notification of past due accounts.
 - (4) Collecting evidence on ongoing compliance with loan requirements, counseling of delinquent accounts and initiation of collection procedures for delinquent accounts.
 - (5) Collecting and reviewing yearly data and reports from applicant (financial statements, taxes, insurance coverage, etc.).
 - (6) Ensure the RLF is audited yearly as part of the town's external audit.
 - (7) Prepare and submit all required reports to outside agencies (i.e. USDA, FAME, etc.)
 - (8) Annually monitor administration of revolving loan fund to insure that operation policies are in accordance with the guidelines and procedures.

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- (9) If loan is approved the ECD office will facilitate a loan agreement that will clearly state all the terms of the loan including any special conditions that may be required. Once the loan agreement is signed by both parties (the town and the applicant) the loan will be processed for payment.
 - (10) Unsuccessful applicants may request a review of the decision to deny the loan based on errors of fact or procedure. Such a review may not be based on judgments concerning the feasibility of a proposed project or the credit-worthiness of a particular applicant. An applicant may submit a new loan application at any time.
 - (11) Manage a loan review committee that will review loans and make recommendations to the town council for approval or denial.

The RLF committee will be comprised of the following people when possible:

- a. Town manager (or designee).
 - b. Council members (two).
 - c. Finance director.
 - d. Legal advisor.
 - e. Banker.
 - f. Business person at large.
 - g. Economic/community development director (ex-officio).
- (i) *Procedure for amendment.* As necessary, the advisory loan committee shall review the overall operations of the Lisbon Revolving Loan Fund Program. When the need for change or modification of policy arises, the committee will instruct the economic/community development director to submit such recommendations to the Town Council of Lisbon for review and subsequent action.

(C.O. of 6-17-2008, § 2008-98B)



Town of Lisbon

Town Council ITEM 2023-06
Harry Moore Jr., Chairman
Raymond Robishaw, Vice
Chairman
Don Fellows
Fern Larochelle
Mark Lunt
Christine Cain
Jo-Jean Keller

MEMORANDUM

TO: Glenn Michalowski, Town Manager
FROM: Kayla Tierney, Tax Collector/Finance Director/Treasurer
SUBJECT: Tax Acquired Property Redemption
DATE: January 3, 2023

The Town of Lisbon foreclosed on the following properties for non-payment of Real Estate Taxes and/or Sewer on December 19, 2022. The next step in the process is to have Council authorize a 30-day redemption period in which taxpayers are notified by mail that they have 30 days to redeem their property by paying all outstanding taxes/sewer and fees owed before the Town takes steps to dispose of the tax acquired property. According to 36 M.S.R.S § 943-C, the Town is also required to send the Notice of Intent to Sell Your Former Property and application for alternative sale.

Name	Location	Map/Lot	Total Owed As of 2/3/2023
Joseph Zarilli/Michelle & Darren Pelletier	30 Woodland Avenue	U08-010	\$ 2,483.96
Nicholas Zegouras	24 Sabattus Creek Drive	U22-011-024	\$ 499.28
George D. & Jill M. Rehfield	15 Wing Street	U26-074	\$3,340.73
Lisa Knight	44 Huston Street Ext	U08-140	\$ 174.53

Recommendation

Authorize the Town Treasurer to send out a 30-day notice of redemption, notice of intent to sell your former property, and application for alternative sale to the tax acquired property owners of record allowing them to pay all real estate taxes/sewer amounts and fees owed on the property in full, or apply for alternative tax sale by the end of the 30-day period of redemption; furthermore to accept the funds until Council takes action to dispose of the property and issue a quit claim deed when payment in full is received.



TOWN OF LISBON

300 Lisbon Street
Lisbon, Maine, 04250
lisbonme.org • 207-353-3000

APPLICATION FOR APPOINTMENT TO BOARD OR COMMITTEE

Please Check One:

- | | |
|---|---|
| <input type="checkbox"/> Appeals Board | <input type="checkbox"/> Lisbon Development Committee |
| <input type="checkbox"/> Planning Board | <input type="checkbox"/> Library Governing Board |
| <input checked="" type="checkbox"/> Conservation Commission | <input type="checkbox"/> Assessment Review Board |
| <input type="checkbox"/> Recreation Committee | <input type="checkbox"/> Cemetery Committee |
| <input type="checkbox"/> Ethics Panel | <input type="checkbox"/> Other _____ |

Name: Allen Ward	Application Date: 11/17/2022
Street Address: 17 Plummer St	
Mailing Address (if different):	
Email Address: allenward109@gmail.com	
Home Phone: 207-576-6016	Cell Phone:
Occupation: Purchasing Agent	Employer: City of Lewiston
How long have you lived in Lisbon? 54 yrs	
Have you attended any of the meetings of this board or committee? yes, previous member	
Are you interested in other committees? If so, please list in priority order.	
not at this time	
Please list any contributions or improvements you feel you can make to the committee: Previous member, previous councilor, 20+ yrs experience in the Boys Scouts of America promoting leave no trace and outdoor stewardship in their programs with 5yrs as the Campmaster for facilities at Camp Gustin, Sabattus.	