



**AGENDA**  
**COUNCIL MEETING**  
**FEBRUARY 07, 2023**  
**LISBON TOWN OFFICE**  
**6:00 P.M. EXECUTIVE 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 Lunt                      \_\_\_ Councilor Fellows                      \_\_\_ Councilor Larochelle                      \_\_\_ Councilor Keller  
\_\_\_ Councilor Moore, Jr                      \_\_\_ Councilor Robishaw                      \_\_\_ Councilor Cain
3. EXECUTIVE SESSION 2023-19 ORDER –  
Per MRSA 405 (6)(A) – Personnel Matters and per MRSA 405 (6)(E) – Consultations with Legal Counsel
4. GOOD NEWS & RECOGNITION  
2023-20 ORDER – Mike’s Flooring Proclamation
5. PUBLIC HEARINGS
6. AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS
7. CONSENT AGENDA  
2023-21 ORDER –
  - A. Municipal Accounts Payable Warrants – \$ 299,719.41
  - B. Municipal Payroll Warrants – \$ 263,025.03
  - C. School Accounts Payable Warrants– \$ 120,385.07
  - D. School Payroll Warrants – \$ 808,269.73
  - E. Minutes of January 3<sup>rd</sup> and 17<sup>th</sup>
  - F. Approve Road Name Request of Fenway Drive, second choice Boston Avenue, off Mill Street
8. COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES  
2023-22 ORDER – Authorization for Water Department Bond  
2023-23 ORDER – Amendments to Division 5, Sign Ordinance – *First Reading*  
2023-24 ORDER – Authorize Town Manager to sign Memorandum of Agreement with Police Sergeants Union  
2023-25 ORDER – Authorization to Initiate a Land Use Complaint  
2023-26 ORDER – Authorize the Town Manager to apply for and accept the FEMA BRIC Grant
9. OTHER BUSINESS
  - A. Council Committee Reports:
    1. School Committee – Councilor Larochelle
    2. Planning Board – Councilor Fellows
    3. Lisbon Development Committee – Councilor Lunt
    4. Conservation Commission – Councilor Moore
    5. Parks & Recreation Committee – Councilor Moore
    6. County Budget Committee – Councilors Moore/Lunt
    7. Library Governing Board – Councilor Keller
    8. Water Commission – Councilor Fellows
    9. Finance Committee – Councilor Robishaw
  - B. Council Goals
  - C. Town Manager's Report
10. APPOINTMENTS  
2023-27 ORDER Appoint Tax Collector  
2023-28 ORDER Appointment to Conservation Commission
11. COUNCIL COMMUNICATIONS
12. AUDIENCE PARTICIPATION & RESPONSE TO NEW ITEMS
13. ADJOURNMENT  
2023-29 ORDER – To Adjourn

## SUMMARY OF LISBON COUNCIL MEETING RULES

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

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

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



# Town of Lisbon

Glenn Michalowski  
Town Manager

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

## MEMO

To: Town Council

From: Glenn Michalowski, Town Manager

Subject: Recommendations

Date: February 7, 2023

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### CONSENT AGENDA

#### Item 2023 – F

#### **F. Approve Road Name Request of: Fenway Drive (second choice: Boston Avenue) off Mill Street**

Amy Wiers, Addressing Officer for Lisbon, said Cole Kelly would like to name their road off Shady Lane:  
1st choice: Fenway Drive  
2nd choice: Boston Avenue

This new road is located at R0S-038-B-11 and branches off of Shady Lane. It was originally addressed as 4 Shady Lane but the driveway will be off the extension road and not Shady Lane. She has discussed this name with Ryan McGee, Police Chief, and Nate Leclair, Fire Chief, which they have approved.

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

#### Recommendation

**Approve road name request for Fenway Drive off Mill Street as requested by the Town Addressing Officer.**

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#### **Agenda Item 2023 – 22**

#### **Authorization for Water Department Bond**

Request from the Water Department for authorization to apply for a \$1.5m infrastructure bond through the Maine Municipal Bond Bank.

#### Recommendation

**Authorize the Finance Director to make an application with the Maine Municipal Bond Bank on behalf of the Water Department for a \$1.5 million infrastructure bond as part of the Clean Water State Revolving Loan Fund Program, with the understanding that issuance of the bond will not be authorized unless and until the Council approves a bond authorization order approving the terms and issuance of the bond.**

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#### **Agenda Item 2023 – 23**

#### **Amendments to Division 5, Sign Ordinance – *First Reading***

**Sec. 70-715. Definitions and sign types.**

...

*Banner* means a **type of temporary** sign of lightweight fabric or similar material that is mounted to a pole or a building at one or more edges. National, state or municipal flags, or the official flag of any governmental agency shall not be considered banners.

...

#### **Sec. 70-716. Signs not requiring a permit.**

The following types of signs do not require a sign permit, and do not count towards the maximum sign area allowed for a property. Notwithstanding the exemption from permitting requirements, such signs shall be subject to the provisions of Section 70-718 General Standards, except where expressly noted, and, if such sign constitutes a temporary sign, the provisions of Section 70-720 Temporary Signs.

- (1) Signs smaller than two (2) square feet.

...

- (7) Informational signs less than two (2) square feet in size. Any property with more than four (4) such signs with additional permitted Signs shall be required to submit a signage plan **to the code enforcement officer** for approval.
- (8) Official business directional signs permitted by the Maine Department of Transportation.

(C.M. of 12-2-2014, V. 2014-257)

...

#### **Sec. 70-718. General standards.**

- (1) Signs located adjacent a state numbered roadway shall comply with all applicable state sign regulations under the Maine Department of Transportation and Maine state law (23 MRS Chapter 21) in addition to the requirements of this division. If there is any apparent conflict found between the state and local regulations, the more restrictive shall apply.

...

- (4) Size, dimensions, number of Signs.
  - (a) No Sign or any part of its structure shall exceed 20 feet in height, as measured from the normal grade, and not a landscape mound or berm, at its base.
  - (b) Except as otherwise indicated, no more than two (2) Signs requiring a sign permit shall be located on any property. This shall not include temporary or informational signs, or official business directional signs regulated by Title 23 M.R.S.A. Ch. 21.

...

- (d) **Entry Façade for buildings with a main entrance not fronting on a public street. Such Entry Facades are allowed the permitted number of Signs and maximum sign area for an additional façade, but may not place or locate more than the permitted number of signs or Maximum sign area along any one façade.**
- (e) Signs requiring a sign permit which are to be located within a single property are subject to the Maximum sign area of the zoning district in which the property is located. Except as otherwise indicated, Signs not requiring a sign permit are subject only to size and dimensional standards (a) and (b) above. Upon application, the code enforcement officer may permit the following increases to the maximum sign area: For properties abutting Route 196, an increase of up to 50% of the Maximum sign area; for properties abutting the westerly side of Main Street in Lisbon Falls, between Union Street and Route 196, an additional **40** square feet of Maximum sign area for signs located on the rear of a building and visible from Route 196. The Maximum sign area may not be increased as provided herein except upon a written determination by the code enforcement officer or planning board (where planning board review is required) that doing so would not otherwise conflict with or frustrate the purposes of this division.
- (f) The Maximum sign area shall only apply to the physical dimensions of a freestanding sign, such that if the Sign is two-sided the dimensions will not be counted twice.



- (g) Where a property is included within two different zoning districts, the more restrictive standard shall apply.
- (h) The table below indicates the Maximum total sign area and number of signs **per building within** each zoning district. Signs not requiring a permit under this division shall be subject to the Maximum total sign area but not to the maximum number of signs.

Zoning District	Maximum Total Sign Area (sq. ft.)	Maximum Number of Signs
Resource Protection	24	2
Limited Residential	24	2
General Residential	24	2
Rural Open Space I	24	2
Rural Open Space II	24	2
Limited Rural Residential	24	2
Village	40	2
Commercial	40	2
Industrial	40	2
Diversified Development	40	2

(5) *Location and placement.*

...

- (a) No Sign may be erected in such a manner as to obstruct clear and free vision, or another sign, nor, by reason of its position, shape, color, or illumination interfere with, obstruct the view of, or be confused with any authorized Public safety or traffic sign, signal or device or otherwise constitute a hazard to pedestrian or vehicular traffic.

...

- (e) **Fuel station canopy signs.** Fuel station canopies are limited to displaying the fuel company or product and shall not count towards the property's allowed sign area or number of signs. Other freestanding canopies that include the business or use name or any kind of related product or service, shall be counted towards the property's allowed sign area and number of signs.
- (f) **Fuel station pricing signs.** Uses selling fuel may display one (1) on-premises sign, with numerals not to exceed one (1) foot in height, advertising the price of said fuel. A fuel station pricing sign shall not count towards the property's allowed sign area or number of signs.

...

**Sec. 70-719. Additional standards.**

- (1) *Signage for multi-tenant buildings or multi-building properties.*

...

- (6) *Building mounted signs.* Building mounted signs should be considered part of the building design and should be scaled and designed appropriate to the building on which they are placed. Building mounted signs should not obscure architectural details on the building. All Building mounted signs are counted towards the property's allowed maximum signage area (square feet) and the number of permitted signs allowed, and must meet applicable dimensional standards. This shall include lettering and advertising graphics placed directly on the building facade.

- 1) The height of a Building mounted sign, as measured from the highest part of the sign, may not be taller than the highest point of the building.

...

- 5) Building mounted signs on large-scale historic buildings. The following properties identified as large-scale historic buildings may follow alternate dimensional standards in place of those in Section 70-718: Worumbo Mill Complex (U05-013-001 and U05-012); Farwell Mill Complex (U16-056-001 and U16-056-002); 1 Upland Road (U17-024); Old Lisbon High School (U04-026); Ancient York Lodge (U05-017). Large-scale historic buildings are allowed one (1) building mounted sign per façade, each with a maximum length of 75% of the façade width, and a maximum height of 3 feet. Such signs cannot be illuminated and shall not extend above the roofline or parapet wall. Signs on large-scale historic buildings shall be integrated into the architectural design and historic character of the building and shall not obscure any architectural details on the building.

...

## **Sec. 70-720. Temporary signs.**

...

- (3) *Duration of sign use or posting; sign removal.*

- (a) A Temporary sign may not be used in any location for more than ninety (90) consecutive days in any 12-month period, except as otherwise provided in this section.

...

- (c) A Temporary sign addressing an event occurring on a specific date or dates shall be removed within fifteen (15) days of the relevant date or dates.

...

- (f) Temporary signs in the public right-of-way that do not require a permit, per Sec. 70-716 (3), may remain in place for a maximum duration in accordance with 23 M.R.S.A. § 1913-A.--

...

### **Recommendation**

#### **Approve Amendments to Division 5, Sign Ordinance, as presented.**

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#### **Agenda Item 2023 – 24**

**Authorize the Town Manager to sign Memorandum of Understanding with Police Sergeants Union.**

### **MEMORANDUM OF AGREEMENT**

The Town of Lisbon (“Town”) and the Fraternal Order of Police on behalf of the Police Sergeants Unit (“Union”) agree that the 2022-2025 Collective Bargaining Agreement between the parties will be updated to the following modifications, effective from July 1<sup>st</sup>, 2022:

#### **ARTICLE 12: BEREAVEMENT LEAVE**

§12.1 An employee shall be excused from work with pay for up to five (5) days because of the death of a spouse, child, step-child, mother, father, sister or brother, step parents. In the discretion of the Town Manager and the Chief of Police, additional paid bereavement leave may be provided in the event of the death of one of these relatives.

§12.2 An employee shall be excused from work with pay for up to three (3) days because of death of the following family members: grandparents, mother-in-law and father-in-law.

§12.3 In addition to the foregoing, employees shall be granted one (1) day from work with pay for the death of an aunt, uncle, niece, nephew, grandchild, stepparents, brother-in-law, sister-in-law, and spouse's aunt or uncle.

**Recommendation**

**Authorize the Town Manager to sign Memorandum of Understanding with Police Sergeants Union.**

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**Agenda Item 2023 – 25**

**Authorization to Initiate a Land Use Complaint**

**Recommendation**

**Authorize the Code Enforcement Officer and Town Attorney to initiate a land use complaint pursuant to Rule 80K of the Maine Rules of Civil Procedure and 30-A M.R.S.A. § 4452 against Daniel Nezol, 142 Ridge Rd , Lisbon Falls, ME 04252 Lisbon Tax Map/Lot: R05-003.**

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**Agenda Item 2023 – 26**

**Authorize the Town Manager to apply for and accept the FEMA BRIC Grant**

The town manager requests authorization to apply for a Federal Emergency Management Agency (FEMA) Building Resilient Infrastructure and Communities (BRIC) grant. The BRIC grant provides funding to communities for hazard mitigation projects that increase resilience to natural disasters. The grant requires a 75/25 match, with the town providing 25% of the funding for the project and FEMA providing the remaining 75%. With potential for up to a 90% match through DR4647 program. The funds have already been appropriated through our current capital improvement budget. If awarded this grant would help offset the costs of the planned generator replacement for the Lisbon Sewer Department. The town worked with EMA staff at the state to get the grant application in by the January 1, 2023 deadline. The town manager is requesting authorization to continue with the process and accept the grant if awarded.

**Recommendation**

**To authorize the Town Manager to apply for a Federal Emergency Management Agency (FEMA) Building Resilient Infrastructure and Communities (BRIC) Grant for 2023.**

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# *Mike's Flooring*

## **Proclamation**

**WHEREAS** Mike's Flooring has been a family owned and operated business in the Lisbon community for 50 years; and

**WHEREAS** Mike and Anita Kenopinsky established Mike's Flooring in 1973; and have been located in Lisbon at three different locations over the years; and

**WHEREAS** the Kenopinskys have served the Lisbon community and contributed to the business atmosphere by offering quality products and excellent customer service; and

**WHEREAS** the Kenopinskys continued to serve generations of the Lisbon community as they watched the town grow, and were able to be a contributor to the strength and growth of the Town; and

**NOW, THEREFORE** We, the Town Council of the Town of Lisbon, Congratulate and Thank Mike and Anita Kenopinsky for keeping Mike's flooring operational for 50 years.

Dated: February 7, 2023

LISBON TOWN COUNCIL

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

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

\_\_\_\_\_  
Raymond Robishaw, *Vice Chairman*

\_\_\_\_\_  
Jo-Jean Keller

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

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

\_\_\_\_\_  
Fern Larochelle

A true Copy,

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

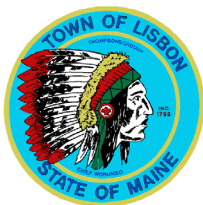
**Agenda Date: 02/07/2023**

Date	Brenda Martin	Municipal Accts Payable
1/18/2023	1172023	\$ 294,918.85
1/25/2023	1242023	\$ 4,800.56
		<b>\$ 299,719.41</b>

Date	Rebecca Hayslip	Municipal Payroll Warrants
1/25/2023	220126	\$ 247,506.73
1/25/2023	2201W2	\$ 15,518.57
		<b>\$ 263,025.30</b>

Date	Louise Levesque	School Accts Payable
1/27/2023	2316	\$ 120,385.07

Date	Eva Huston	School Payroll Warrants
1/18/2023	42	\$ 788.45
1/18/2023	1095	\$ 366,461.37
1/18/2023	1096	\$ 13,429.18
1/24/2023	1097	\$ 19,331.33
1/24/2023	1098	\$ 248.14
2/2/2023	1099	\$ 367,410.84
2/2/2023	1100	\$ 13,318.27
2/2/2023	1101	\$ 26,002.49
2/2/2023	44	\$ 1,279.66
		<b>\$ 808,269.73</b>



**TOWN COUNCIL**  
**MEETING MINUTES**  
**JANUARY 3, 2023**  
**LISBON TOWN OFFICE**  
**6:00 PM**

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

**CALL TO ORDER.** The Chair, Harry Moore, called the meeting to order and led the Pledge of Allegiance to the Flag at 6:02 PM.

**ROLL CALL.** Members present were Councilors Cain, Keller, Larochelle, and Moore. Also present were Glenn Michalowski, Town Manager; Ross Cunningham, Economic & Community Development Director; Kayla Tierney, Finance Director; and approximately 12 citizens in the audience.

**VOTE 2023-1A** Councilor Larochelle, seconded by Councilor Cain, moved to excuse Councilor Robishaw's absence.  
**Order Passed – Vote 4-0.**

Councilor Lunt joined the meeting at 6:04 PM.

**VOTE 2023-1B** Councilor Larochelle, seconded by Councilor Cain, moved to enter into Executive Session at 6:05 PM per MRSA §405(6)(E) Consultation with Legal Counsel for Council Orientation.  
**Order Passed – Vote 5-0.**

Councilor Fellows joined the Executive Session at 6:07 PM via phone.  
 Councilor Fellows joined the meeting remotely via Zoom at 7:00 PM.

**VOTE 2023-1C** Councilor Larochelle, seconded by Councilor Keller, moved to come out of Executive Session at 7:00 PM.

**Roll Call Vote: Yeas – Cain, Fellows, Larochelle, Lunt, Moore, and Keller. Nays - None.**  
**Order Passed – Vote 6-0.**

### **GOOD NEWS & RECOGNITION**

The Town Manager asked the new Assistant Town Manager, Melanie Alexander, to introduce herself to the Council. Ms. Alexander briefly described her qualifications and experience and thanked the Council for the opportunity to serve Lisbon.

### **PUBLIC HEARINGS**

The Chairman opened the public hearings.

#### **AMENDMENTS TO SEC. 74-151 REVOLVING LOAN FUND (RLF) ORDINANCE**

#### **MEDICAL MARIJUANA RETAIL STORE AND MANUFACTURING FACILITY LICENSE FOR CRYSTAL SPRING HEALING ALTERNATIVES**

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

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

### **CONSENT AGENDA**

**VOTE 2023-01** Councilor Larochelle, seconded by Councilor Fellows, moved to accept the Consent Agenda as presented.

- |   |   |
|---|---|
| <p>A. Municipal Accounts Payable Warrants - \$ 2,213,030.68</p> <p>B. Municipal Payroll Warrants - \$ 307,554.34</p> <p>C. School Accounts Payable Warrants - \$ 501,791.44</p> <p>D. School Payroll Warrants – \$ 136.25</p> <p>E. Minutes of December 6, 2023.</p> <p>F. Medical Marijuana Manufacturing, Retail Store &amp; Manufacturing Facility License for Crystal Springs</p> | <p>G. Set Public Hearings for Jan 17<sup>th</sup> for Medical Marijuana Retail Store License for BBB Pharmaceuticals and Liquor License/Special Entertainment Permit for Railroad Restaurant and Pub.</p> <p>H. Road Postings—<i>see explanation below</i></p> <p>I. Wellness Grant—<i>see explanation below</i></p> <p>J. NIMS Resolution</p> <p>K. Pole Permit – 52 Bowdoinham Rd</p> |
|---|---|

**H. 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.

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 & Webster Road are posted year round.

*§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.

**I. Wellness Grant:** Ms. Tierney presented information to the Council for the Wellness Incentive Grant Program. She said 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."<sup>1</sup>

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.

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<sup>1</sup> Maine Municipal Employees Health Trust Wellness Coordinator Training Manual

**Roll Call Vote: Yeas – Cain, Fellows, Larochelle, Lunt, Moore, and Keller. Nays - None.**  
**Order passed - Vote 6-0.**

### **COUNCIL ORDERS, RESOLUTIONS & ORDINANCES**

#### **APPROVE MAINE MUNICIPAL ASSOCIATION FOR WORKER’S COMPENSATION INSURANCE**

**INTRODUCTION:** Mr. Michalowski explained that he solicited quotes and estimates of a savings of \$6,000.00 with the opportunity to save up to \$40,000.00 by using MMA for Worker’s Compensation insurance. He added that this would be a retroactive ratification since the Town cannot have a gap in the insurance.

**VOTE (2023-02)** Councilor Larochelle, seconded by Councilor Lunt, moved to authorize the Town Manager to enter into an agreement with Maine Municipal Association for Worker’s Compensation Coverage.

**Roll Call Vote: Yeas – Cain, Fellows, Larochelle, Lunt, Moore, and Keller. Nays - None.**  
**Order passed - Vote 6-0.**

#### **WORKER’S COMPENSATION FUND RESOLUTION**

**VOTE (2023-03)** Councilor Fellows, seconded by Councilor Larochelle, moved to adopt the Worker’s Compensation Resolution as presented.

**Roll Call Vote: Yeas – Cain, Fellows, Larochelle, Lunt, Moore, and Keller. Nays - None.**  
**Order passed – Vote 6-0.**

#### **AMENDMENTS TO CHAPTER 70 ZONING ORDINANCE, SECTION 70-614 BUILDING & PROPERTY MAINTENANCE STANDARDS**

**VOTE (2023-04)** Councilor Larochelle, seconded by Councilor Moore, moved to approve the Amendments to Chapter 70 Zoning Ordinance, Section 70-614 Building & Property Maintenance standards and to set a hearing for January 17, 2023.

**Roll Call Vote: Yeas – Cain, Fellows, Larochelle, Lunt, Moore, and Keller. Nays - None.**  
**Order passed – Vote 6-0.**

#### **AMENDMENTS TO SEC. 74-151 REVOLVING LOAN FUND (RLF) ORDINANCE — *Second Reading***

**VOTE (2023-05)** Councilor Larochelle, seconded by Councilor Keller moved to approve the amendments to the Revolving Loan Fund to allow the implementation of a grant program.

**Roll Call Vote: Yeas – Fellows, Larochelle, Lunt, Moore, and Keller. Nays - None.**  
**Order passed – Vote 5-0-1. (Abstain: Cain).**

#### **TAX ACQUIRED PROPERTY REDEMPTION**

**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



**COUNCILOR COMMENTS:** Councilor Larochelle asked Mrs. Tierney if the town is liable for the properties now. Mrs. Tierney said the town is liable since they are already foreclosed. She added that they have been in arrears for 18 months, and for Sewer 6 months to a year.

**VOTE (2023-06)** Councilor Larochelle, seconded by Councilor Cain, moved to 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.

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

**Order passed – Vote 6-0.**

## OTHER BUSINESS

### A. COUNCIL COMMITTEE REPORTS

1. School: Councilor Keller reported that Len Lednum has been appointed by the School Committee to fill their vacant seat until the next regular election.
2. Planning Board: Councilor Fellows said they met on December 8<sup>th</sup>. He said they had a First Reading on the Sign Ordinance and relayed the on goings of that meeting.
3. Lisbon Development Committee: Councilor Lunt said he had nothing to report.
4. Conservation Commission: Councilor Moore said he had nothing to report, but he plans to attend the next meeting on January 10.
5. Recreation Committee: Councilor Larochelle said he didn't attend a meeting yet. He said he would like the Council to get an updated list of the committee meeting times and recent minutes.
6. County Budget Committee: Councilor Moore said he plans to attend the January 4 meeting.
7. Library Governing Board: Councilor Keller said now that the Main Street construction is done, it is easy to go in the front entrance. She reported that the library is increasing both children's and senior programs, plus the library introduced a new program to allow patrons to borrow books online.
8. Water Commission: Councilor Fellows said the Water Department continues to chlorinate the Lisbon Falls water as an ongoing project. He said there is a new business manager at the department, and that there have not been any applications for the Water Commission vacancy yet.
9. Finance Committee: Councilor Robishaw was absent.

### B. TOWN MANAGER'S REPORT

Mr. Michalowski said McGee Construction plans to resume construction of Main Street in the Spring. He said the Village Street lights are being worked on. He added that new software for the code Enforcement Office will allow cloud permitting, and the Clerk's Office will soon implement Agenda Management software. He said he will announce when they are "live". He also stated that the Budget season scheduling will begin this week.

## APPOINTMENTS

### CONSERVATION COMMISSION

**VOTE (2023-06A)** Councilor Larochelle, seconded by Councilor Lunt, moved to re-appoint Allen Ward to the Conservation Commission.

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

**Order passed – Vote 6-0.**

## COUNCILOR COMMUNICATIONS

Councilor Larochelle said it is good to see that the new Public Works salt shed has been completed.

The Chairman asked the Council to send him their notes on Goals and Objectives for 2023. He reviewed the Council's previous Goals and their current status:

1. **Hire a new Town Manager** – Completed, hired Glenn Michalowski.

2. **Fill open staff positions to 100%** – Working towards this goal, in the town office we have filled the following positions this year; Front window clerk, Town Clerk position, Economic and Community Development position, Administrative Executive Secretary to the Town Manager, Public Works Admin Assistant, Assistant Town Manager, Sewer Treatment Plan Admin Assistant, Assistant Finance Director. PW just filled their positions and hired a Mechanic the last week of December.
3. **Add 250 Housing Units** – See Goal #12
4. **Move forward with Public Safety Building** – Port City was contracted and has started the process on seeing the feasibility of a Public Safety building and one fire department. When this report is completed we can move forward with putting together a Public Safety Building Committee, awaiting results of this report.
5. **Recover from COVID Restrictions** – Completed, we removed the Plexiglas at the town office as well as the mask restrictions.
6. **Rejuvenate Lisbon Village** – Working on plan towards this, including redoing roadways and sidewalks on Village Street. Completed gazebo at the Graziano Park.
7. **Review Financial Policies** – Finance Director, Assistant Town Manager and Town Manager, completed updating Purchasing Policy, and working on personnel policies.
8. **Available Town services promotional materials for public awareness**
  - A. Develop Comprehensive Description of Services – Working towards updating CivicPlus.
  - B. Ensure promotional materials are easy to understand – Have increased the use of Facebook, and the Town electronic sign.
  - C. Identify the town's needs for new services – This was done through the meetings between Town Manager, Finance Director and the Department Heads to see what each department in town needs to continue offering great services to the community. This included a new School Resource Officer, a new Fire Fighter, a new Assistant Parks and Recreation Director, a new Public Works Driver/Operator, and lastly removing two part-time employees and adding a fulltime Assistant Library Director to the Library.
  - D. Add a senior tax break to freeze their taxes from going up at a certain age – The state ended up doing this.
  - E. Develop financial documents or charts to show where tax dollars go – Finance Director has made a “dollar” chart which shows where the money goes to and presented it during the making of the budget.
9. **Develop procedure for applying climate study**
  - A. Develop job descriptions with salary ranges – Completed.
10. **Develop more forward-looking Projects/Programs**
  - A. Empower Committees – Have utilized the Planning Board as well as the Finance Committee to address projects that have come about.
  - B. That should take care of issues as they arise.
11. **Revive Downtown Business communication with the Town** – ECD has connected with over 80 businesses and established or improved relations.
  - A. In both villages – Weekly FB posting is town wide. Upcoming Joint promotion project with PCL will be highlighting businesses from both parts of town evenly).
  - B. Develop a list of businesses needs to be met – ECD has this as an ongoing effort. Immediate needs are Main St support during construction and workforce development. ECD has revived FAME loan options for working capital and identified Workforce development grant dollars for local businesses. Info has been shared directly to those businesses. Additionally, ECD has launched a “Jobs in Lisbon” Web page on the town site to help promote living and working locally.
12. **Re-Look at zoning for adding housing units** – ROSII Has been discussed, and other topics are being looked into to include completing the RFP for Planning Services. ECD is working with Codes and Planning Board on all three items below. Additionally, there is concern for additional housing needs to accompany the expansion at Springworks Farm [300+ new employees]. Expect to ramp up and get assistance from Ben Smith (Planner) on this.
  - A. Investigate school system /needs to add more residents into housing units.
  - B. Investigate cost of adding more residents into housing units.

C. Determine how to develop rural and open space areas responsibly.

### **AUDIENCE PARTICIPATION & RESPONSE FOR NEW ITEMS**

Norm Albert of Lisbon Falls asked the Council about finding a way to look at and update the town's ordinances. He also asked how our charter needs to change as a result of changes at the state level. Councilor Fellows said the Council needs to look at the charter. Mr. Albert suggested a Charter Commission could do both of these things.

Mr. Cunningham said the Positive Change Lisbon group did a very good job with Very Merry Main Street last month and thanked them for their efforts.

Mrs. Tierney thanked the Giving Tree volunteers for preparing 350 gifts for 45 families. She said they were all very appreciative.

### **EXECUTIVE SESSION**

**VOTE (2023-07)** Councilor Larochelle, seconded by Councilor Cain, moved to go into Executive Session at 8:14 PM.

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

**Order passed – Vote 6-0.**

**VOTE (2023-07A)** Councilor Larochelle, seconded by Councilor Cain, moved to come out of Executive Session at 8:40 PM.

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

**Order passed – Vote 6-0.**

### **ADJOURNMENT**

**VOTE (2023-08)** Councilor Larochelle, seconded by Councilor Keller, moved to adjourn at 8:44 PM.

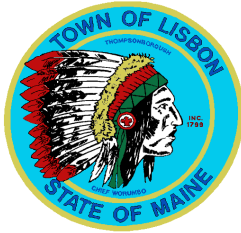
**Roll Call Vote: Yeas – Cain, Fellows, Larochelle, Lunt, Moore, and Keller. Nays - None.**

**Order passed – Vote 6-0.**

Lisa M. Ward, Council Secretary

Town Clerk

Date Approved: 02/07/2023



**TOWN COUNCIL  
MEETING MINUTES  
JANUARY 17, 2022  
LISBON TOWN OFFICE  
6:00 PM**

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

**CALL TO ORDER.** The Chair, Harry Moore, called the meeting to order and led the Pledge of Allegiance to the Flag at 6:00 PM.

**ROLL CALL.** Members present were Councilors Cain, Fellows (remote attendance), Keller, Lunt, Moore, Larochelle and Robishaw. Also present was Glenn Michalowski, Town Manager; and approximately 6 citizens in the audience.

**EXECUTIVE SESSION**

**VOTE (2023-9)** Councilor Larochelle, seconded by Councilor Robishaw, moved to go into Executive Session per 1 MRSA Sec. 405 (6) (C) Economic Development at 6:05 PM.

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

**Order passed - Vote 5-0-1. Abstain-Cain.**

**VOTE (2023-9A)** Councilor Larochelle, seconded by Councilor Robishaw, moved to go into Executive Session per 1 MRSA Sec. 405 (6) (A) Personnel Matters at 6:05 PM.

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

**Order passed - Vote 6-0.**

Councilor Fellows joined the Executive Sessions via phone at 6:10 PM.

**VOTE (2023-9B)** Councilor Larochelle, seconded by Councilor Lunt, moved to come out of Executive Sessions at 7:00 PM.

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

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

**GOOD NEWS & RECOGNITION**

**EMPLOYEE SERVICE AWARDS**

*The Lisbon Town Council recognized employees for their years of service and presented them with certificates in appreciation as follows:*

**5-YEAR SERVICE AWARDS**

**Parks & Recreation Department**

*Certificates to be presented to recipients by Department*

*Director at their department.*

Seth Tapley, *Camp Counselor\**

Emma Tapley, *Camp Counselor\**

Anna Willey, *Camp Counselor\**

Michelle Leeman, *After School Program\**

**Police Department**

*The Council Chair presented the following Awards:*

Christine McFadden, *Part time Administrative Assistant\**

Cathy Roy, *Communications Center Dispatcher*

**Boards & Committees**

Jesse Zack, *Board of Appeals\**

William Kuhl, *Planning Board\**

**10-YEAR SERVICE AWARDS**

**Parks & Recreation Department**

Karen Durisko, *Program Supervisor\**

**Police Department**

Glen Brushwein, *Reserve Officer*

**Fire Department**

DJ Judd, *Call Firefighter\**

Jared Blake, *Call Firefighter\**

**15-YEAR SERVICE AWARDS**

**Parks & Recreation Department**

Aline Strout, *Senior Coordinator\**

**Police Department**

Andrea Tapley, *Police Administrative Assistant\**

**Boards & Committees**

Fern Larochelle, *Town Council*

## **20-YEAR SERVICE AWARDS**

### **Police Department**

Renee Bernard, *Patrol Officer & School Resource Officer*

## **25-YEAR SERVICE AWARD**

### **Town Clerk's Office**

Gwen Michel, *Election Clerk & Assistant Registrar\**

*Councilor Keller, former member of the Library Governing Board, presented the following Award:*

## **35-YEAR SERVICE AWARD**

### **Library**

Diane Nadeau, *Library Director*

*\* Awards presented to recipients at a later date.*

## **PUBLIC HEARINGS**

The Chairman opened the public hearings.

**SPECIAL ENTERTAINMENT PERMIT FOR OLIVE PIT BREWING COMPANY**

**MEDICAL MARIJUANA RETAIL STORE LICENSE FOR BBB PHARMACEUTICALS**

**SPECIAL ENTERTAINMENT PERMIT FOR RAILROAD RESTAURANT & PUB**

**AMENDMENTS TO CHAPTER 70 ZONING ORDINANCE, SECTION 70-614 BUILDING & PROPERTY  
MAINTENANCE STANDARDS**

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

## **AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS – *NONE***

## **CONSENT AGENDA**

**VOTE (2023-10)** Councilor Larochelle, seconded by Councilor Robishaw, moved to remove item G from the Consent Agenda for a separate vote.

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

**Order passed - Vote 6-0-1. Abstain-Cain.**

**VOTE (2023-10A)** Councilor Larochelle, seconded by Councilor Robishaw, moved to accept items A through F of the Consent Agenda as follows.

- A. Municipal Accounts Payable Warrants - \$ 351,509.38
- B. Municipal Payroll Warrants - \$ 186,202.48
- C. School Accounts Payable Warrants - \$ 135,175.03
- D. School Payroll Warrants – \$ 392,716.59
- E. Special Entertainment Permit for Railroad Restaurant and Pub – *See below*
- F. Medical Marijuana License for BBB Pharmaceuticals

**E. Special Entertainment Permit for Railroad Restaurant and Pub:** These regular permits are filed on an annual basis. After checking with the Town's attorney, offering the Railroad Restaurant permit at no charge would be in keeping with the State's recent decision on their Liquor License. (The Railroad closed for several months due to water damage and was not able to conduct business as a result, so the State extended the license to be renewed in May.) Since we always do Special Entertainment/Amusement permits at the same time as the liquor licenses because they are directly connected, we will collect their normal annual fee at the same time we collect the annual renewal fee for the liquor license, so this license will be until the renewal of their State Liquor License.

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

**Order passed – Vote 7-0.**

**VOTE (2023-10B)** Councilor Larochelle, seconded by Councilor Robishaw, moved to approve Item G of the Consent Agenda, Special Entertainment Permit for Olive Pit Brewing Company.

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

**Order passed - Vote 6-0-1. Abstain-Cain.****COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES****APPROVE TOWN OFFICE HOURS**

**INTRODUCTION:** The Town Manager, Glenn Michalowski, submitted his proposal for new hours of operation for the Town Office. He said he sent a memo to Department Heads as follows:

Beginning February 1st, 2023, the regular town office hours will be Monday through Friday from 8:30 AM to 4:30 PM. The first Tuesday of each month, we will remain open until 6:30 PM. On the first Friday of the month, we will close at 2:00 PM. He clarified it would be the first Friday that follows the first Tuesday, within the same payroll week.

This schedule is subject to council approval of the personnel policy changes at the January 17th meeting. If approved, all non-union town employees will be moving to an 8-hour workday with a paid 30-minute lunch.

If your department has different operational needs and wishes to deviate from the proposed schedule, submit your proposed operational plan to me prior to January 13th. This will be kept on file and properly advertised to the public.

For other non-union town hall personnel, the department director can decide on a schedule based on the operational needs of the department. If you have any questions about logistics, please don't hesitate to reach out.

**VOTE (2023-11)** Councilor Larochelle, seconded by Councilor Robishaw, moved to approve the Town Office hours as determined by the Town Manager, to be effective February 1, 2023.

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

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

**APPROVE WORUMBO WATERFRONT MEMORANDUM OF UNDERSTANDING (MOU)**

**INTRODUCTION:** Mr. Michalowski said that Positive Change Lisbon (PCL) responded to the Request for Qualifications. He said it went through several attorney reviews to partner Lisbon with PCL for events.

Len Lednum, PCL member, said they have already had people reach out to them for events at the site.

**MEMORANDUM OF AGREEMENT BETWEEN****Town of Lisbon AND****FRIENDS OF WORUMBO**

WHEREAS, the Town of Lisbon is a municipality under the laws of the State of Maine with principal location at 300 Lisbon St, Lisbon Maine 04250 ("the Town"); and

WHEREAS the "FRIENDS OF WORUMBO" ("Friends") is a subcommittee of Positive Change Lisbon and is a nonprofit corporation organized and existing under the laws of the State of Maine with a principal place of business in Lisbon; and

WHEREAS, the Worumbo Waterfront ("Worumbo"), located at 1 Canal St, Lisbon Maine, is an important public space in downtown Lisbon. "Worumbo Waterfront" does not include adjacent town public parking lot.

WHEREAS, the Town wishes to collaborate with the Friends to increase activity and vitality at Worumbo; and

WHEREAS, the Town supports the efforts of the Friends to act as non-profit stewards for Worumbo Waterfront, and

WHEREAS, the parties desire to document the terms and conditions of their collaboration with respect to the use of Worumbo in this memorandum of understanding ("MOU").

NOW THEREFORE, in consideration of the foregoing and the additional promises set forth herein, the Town and the Friends hereby agree as follows:

1. The term of this MOU will commence as of the date set forth below and will terminate three years thereafter, unless sooner terminated as set forth below.
2. The details of responsibilities, scheduling and maintenance shall be reviewed after year one, in November of 2023, and this MOU revised as applicable.
3. During the term of this MOU, the Friends shall have non-exclusive use of Worumbo in common with the Town of Lisbon and the general public.
4. The Friends may provide amenities for the park including, but not limited to, landscaping, chairs, tables, benches, umbrellas, and planters. Such amenities and their placement in Worumbo are subject to the Town's prior approval, which approval shall not be unreasonably withheld.
5. Safety –
  - The Friends shall design the landscaping in such a way as to prohibit high speed vehicle access to a crowd of people. Large rocks, bollards, fencing and/or columns will be used to ensure limited vehicle access, yet allow for emergency vehicles and food trucks to participate and access the space.
  - When events are held where attendance is expected to exceed 150 people, the Friends will provide, or will require the event coordinator to provide a crossing guard to maintain safe crossing of **route 196 and the end of Main St.**
  - In accordance with Town of Lisbon ordinances, Lisbon Police presence shall be required per chart in section Sec.10-353 unless alternative arrangements are made at the discretion of the Lisbon Chief of Police.
6. The Friends may offer programming at Worumbo Waterfront including but not limited to concerts, plays, dances, and movies. Such programs are subject to **prior approval**, by the Assistant Town Manager, or their designee, within 5 business days, which approval shall not be unreasonably withheld. The Friends will coordinate their programming schedule with the Assistant Town Manager, or their designee, who will address any conflicts with other scheduled town events.
7. Events held by the Town on an annual recurring basis will be given priority for use of the Worumbo Waterfront. A list of "Town Event Dates" shall be provided to the Friends upon execution of this agreement, and in subsequent years dates will be provided by November 1 of the previous year in order to allow for open scheduling of other dates. Any additional dates identified after November 1 will be at the availability and discretion of the Friends. Town of Lisbon events shall be managed by the Town and will not be the responsibility of the Friends unless otherwise agreed to.
8. When Town sponsored events occur, both organizations will cooperate in good faith as partners to assist each other in the planning or promotion of events.
9. Each year the Friends shall apply for a blanket mass gathering permit, which will permit their programming for the duration of that year, subject to the terms and conditions of that permit. This MOU does not prevent or alter conditions of approval that may be attached to any mass gathering permit. The mass gathering permit fee may be waived at the discretion of the Town Council.
10. The Friends may hold events with amplified sound with the following general guidelines: Events using amplified sound shall not start before 9am. All amplified sound events shall end by 10pm except as otherwise authorized by the Assistant Town Manager, or their designee. Sound volume shall be managed in accordance with Town Ordinances unless otherwise authorized by the Assistant Town Manager, or their designee.
11. Food trucks shall be allowed at Worumbo Waterfront in accordance with applicable provisions of the Town ordinance and Lisbon's Food Truck Rules and Regulations.
12. The Friends may pursue additional funds to support programming and amenities at Worumbo Waterfront including, but not limited to, capital improvement funds, grants, in-kind services, and donations. Upon the review and written consent of the Town, and subject to any additional terms upon which the parties may agree, the Friends may use such additional funds for improvements to or events at Worumbo.
13. The Town shall be responsible for the following Worumbo infrastructure maintenance and services:

installation and upkeep of initial lighting, Installation/maintenance of electric service panel, snow removal, and vandalism to town property, water service.

14. The Friends shall be responsible for the following Worumbo infrastructure maintenance and services: mowing, installation of and improvements to waterfront facilities, tree and shrub landscaping and maintenance, trash and debris removal.
15. Finances- the Friends shall pay to the Town of Lisbon monthly expenses for electricity and water usage, billed quarterly. The electric amount will be less the cost of the safety lighting as determined by the initial 6 month usage.
16. Subject to the requirements of the Lisbon Town Ordinances, the Friends may place a lighted or digital sign in in the public lot area, agreed to by the Town and subject to any applicable ordinances, in order to provide the public with information about upcoming events, and activities.
17. Twice a year, Friends shall provide reporting to the Assistant Town Manager, or their designee. Once in April to provide an overview of the upcoming year and again in November to provide a summary of successes and challenges and financial P&L.
18. The entire Waterfront space is Town of Lisbon property and will remain insured as such. Prior to the execution of this MOU, the Friends will procure and maintain occurrence-based Automobile Liability Insurance and General Liability Insurance coverage and coverage in amounts of not less than Four Hundred Thousand Dollars (\$400,000.00) per occurrence for bodily injury, death and property damage, naming the Town as an additional insured thereon, and also Workers' Compensation Insurance coverage to the extent required by law. This provision shall not be deemed a waiver of any defenses, immunities or limitations of liability or damages available to the Town under the Maine Tort Claims Act, other Maine statutory law, judicial precedent, common law, or any other defenses, immunities or limitations of liability available to the Town.  
  
Prior to the execution of this MOU, the Friends will provide the **Town** and thereafter maintain a certificate of insurance evidencing such coverage, which certificate shall guarantee thirty days' notice to the Town of termination of insurance from the insurance provider or agent. The Friends shall also provide a copy of any endorsement naming the Town as additional insured. A Certificate which merely has a box checked under "Add Insr," or the like, will not be acceptable. The Workers' Compensation insurance shall include an endorsement waiving all rights of subrogation against the Town of Lisbon, its officers or employees. To the fullest extent permitted by law, the Friends shall defend, indemnify and hold harmless the Town, its officers and employees, from and against all claims, damages, losses, and expenses, just or unjust, including, but not limited to, the costs of defense and attorney's fees arising out of or resulting from any activities conducted under this MOU, provided that any such claims, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of property, including the loss of use therefrom.
19. Out of concern for the public, Town employees and Friends employees, all activities or events performed hereunder shall be in conformance with pertinent OSHA, local, state and federal government laws, rules and regulations.
20. The Town designates the Assistant Town Manager, or their designee, and the Friends designate their Executive Director as the primary contacts for all matters related to this Memorandum of Understanding.
21. Either party may terminate this MOU with or without cause with 30 days written notice to the other party. Such notice shall be deemed complete if emailed to the addresses set forth above.
22. This MOU represents the entire agreement between the Friends and the Town and supersedes and replaces all terms and conditions of any prior agreements, arrangements, negotiations and/or representations. This MOU may not be modified except in writing executed by the Friends and the Town.
23. This MOU may be executed in any number of counterparts and by different parties in separate counterparts. Each counterpart when so executed shall be deemed to be an original and all of which together shall constitute one and the same agreement. A signature in a pdf or electronic document shall be considered the equivalent of an original signature.




Seen and Agreed to this 20th day of January, 2023

**Town Of Lisbon**

**FRIENDS OF WORUMBO**

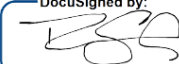
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Glenn Michalowski, Town manager

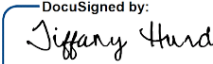
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Friends of Worumbo, Its President

**WITNESS**

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**WITNESS**

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**COUNCILOR COMMENTS:** Councilor Fellows said he has no opposition to the substance of the MOU.

Councilor Lunt asked for a landscape design for the site, he said he would like to see what PCL plans.

Mr. Lednum said they have some ideas. The Loam has to be put down and they are deciding where to put lights, etc. He said they want to prepare to be ready to have multiple simultaneous events.

Mr. Michalowski said the group that gave the grant for the turf at Worumbo is looking for other opportunities to support.

Councilor Larochelle stated the Town will still want to maintain parking for downtown at the Worumbo site.

Councilor Fellows said Mr. Cunningham (Economic & Community Development Director) had shown a map with division of spaces at Worumbo at a meeting, he would like to see that. He also offered some slight changes to the wording for clarification purposes.

**VOTE (2023-12)** Councilor Fellows, seconded by Councilor Larochelle, moved to approve Worumbo Waterfront Memorandum of Understanding (MOU) with the Friends of Worumbo (PCL) with the clarification points made by Councilor Fellows (**highlighted**).

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

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

**APPROVE THE REVOLVING LOAN FUND COMMITTEE’S RECOMMENDATIONS FOR RECIPIENTS  
OF THE MAIN STREET GRANT**

**VOTE (2023-13)** Councilor Larochelle, seconded by Councilor Robishaw, moved to approve the Revolving Loan Fund Committee’s Recommendations for Recipients of the Main Street Grant.

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

**Order passed - Vote 5-0-2. Abstain-Keller, Cain.**

**AMENDMENTS TO CHAPTER 70 ZONING ORDINANCE, SECTION 70-614 BUILDING  
& PROPERTY MAINTENANCE STANDARDS – *Second Reading***

**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.

...

- (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.

...

- (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.

...

- (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.

...

- (h) *Enforcement, penalties and appeals.*

...

- (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.

**VOTE (2023-14)** Councilor Fellows, seconded by Councilor Cain, moved to approve the Amendments to Chapter 70 Zoning Ordinance, Section 70-614 Building Property Maintenance Standards.

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

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

## OTHER BUSINESS

- A. LISBON DEVELOPMENT COMMITTEE PRESENTATION: ABANDONED AND VACANT PROPERTY

Angie D'Amours, Chair of the Lisbon Development Committee, shared information about their recent research on abandoned and vacant properties and buildings. She said they found there's no formal policy, and no regular inspections. Currently, Lisbon has no fees or fines for allowing property to go into disrepair. Ms. D'Amours requested staff support to create a registry and a fee schedule for such properties, and suggested a company such as ProChamps, who provide services to collect the fees and are compensated through those fees.

Ms. D'Amours said the first step is a registration platform, which they will look into. She said Mr. Cunningham (ECD Director) will look for other options for the LDC to be sure to fulfill due diligence.

Councilor Lunt advised we could reach out to the Planning Board for additional direction. Councilor Larochelle recommended the use of the town's contracted planning services to help modify ordinances.

**VOTE (2023-14A)** Councilor Larochelle, seconded by Councilor Robishaw, moved to direct staff and management to support the Lisbon Development Committee in their efforts to develop a strategy to deal with vacant and abandoned buildings and to use town resources where needed.

**Roll Call Vote: Yeas – Cain, Fellows, Keller, Larochelle, Lunt, Moore, and Robishaw. Nays - None.**  
**Order passed - Vote 7-0.**

## B. COUNCIL COMMITTEE REPORTS

1. School Committee: Councilors Lunt and Cain reported they had not had the opportunity to attend a meeting yet.
2. Planning Board: Councilor Fellows reported that River Drive was approved for marijuana manufacturing. The board continues to discuss Jason Smith's medical marijuana cultivation application, and the board would like to revisit ROSII with the contract planner in a work session.
3. Lisbon Development Committee: Councilor Moore said the LDC discussed ProChamps at length for vacant and abandoned properties, and they discussed the Façade and Main Street Grants. He said the old bowling alley may add a 2<sup>nd</sup> floor to their plans for that building, and the street lights in Lisbon Village are in working order. He stated the Masonic Lodge entrepreneurship project has not come to fruition and the Lodge has requested to end it. He added that the LDC is looking for places for artists to rent, and also talked about the Worumbo site regarding traffic and the DEP.
4. Conservation Commission: Councilor Moore said the Commission had a discussion regarding the re-establishment of a conservation ordinance; the Moxie Festival; and a lively discussion about control of the brown tail moth infestation and a forestry plan.
5. Recreation Committee: Councilor Larochelle reported there was no meeting.
6. County Budget Committee: Councilor Moore said he attended the most recent County Commissioner's meeting. He said we could look into joining the Maine County Commissioners Association risk pool. He mentioned AVCOG meetings. Mr. Michalowski said we have been asked to join. He said for budgets they are waiting for reports from towns. He said there are problems with the Sheriff's Department property on Center Street in Auburn, they only use it for storage and are looking to install a temperature monitoring system. He said they are looking for an ARPA consultant. Councilor Larochelle asked if Garrett mason is coming to a Council meeting to answer questions, Councilor Moore said he has been asked to come in February for a workshop. He added that the County is purchasing new vehicles, as well.
7. Library Governing Board: Councilor Keller said it was an honor to present the Library Director with her 35-years of Service Certificate. She said the Library is making changes in purchasing; DVDs aren't as useable anymore and people do livestreaming more, so they are looking for other options.
8. Water Commission: Councilor Fellows said they are still testing for PFOs and Lithium. He announced the rate case hearing will be at their next meeting on February 8<sup>th</sup> at the Town Hall with the meeting at 5:00 pm and the hearing at 6:00 pm.
9. Finance Committee: Councilor Robishaw had nothing to report, but that there is a need for one more member on the Committee. He said they currently have enough for a quorum.

## C. TOWN MANAGER'S REPORT

Mr. Michalowski said he is beginning work groups for budget season, and would like to meet on a Saturday Workshop either March 18 or March 25 instead of multiple weeks on Tuesday nights. He said it would go from 9:00 am to about 2:00 pm, with a break for lunch. Councilor Larochelle expressed his support for the idea.

## **APPOINTMENTS**

**VOTE (2023-15)** Councilor Larochelle, seconded by Councilor Robishaw, moved to reappoint Chris Huston to the Lisbon Development Committee.

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

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

**VOTE (2023-15A)** Councilor Larochelle, seconded by Councilor Robishaw, moved to appoint Chris Huston to the Conservation Commission.

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

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

**VOTE (2023-16)** Councilor Fellows, seconded by Councilor Lunt, moved to appoint Allen Ward to the Water Commission.

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

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

## **COUNCILOR COMMUNICATIONS**

Chairman Moore asked the rest of the Council to submit three or four goals each, things they would like to add for goals this year. He asked the Clerk to add it to the next agenda.

## **AUDIENCE PARTICIPATION & RESPONSE FOR NEW ITEMS – *NONE***

## **ADJOURNMENT**

**VOTE (2023-17)** Councilor Robishaw, seconded by Councilor Keller, moved to adjourn at 8:00 PM.

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

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

Lisa M. Ward, Council Secretary

Town Clerk

Date Approved: February 7, 2023

# MEMO TOWN OF LISBON

TO: LISBON TOWN COUNCIL  
FROM: AMY WIERS, ADDRESSING OFFICER  
DATE: JANUARY 27, 2023  
RE: NEW ROAD NAME

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Cole Kelly would like to name their road off of Shady Lane:

1<sup>st</sup> choice: Fenway Drive

2<sup>nd</sup> choice: Boston Avenue

This new road is located at R05-038-B-11 and branches off of Shady Lane. It was originally addressed as 4 Shady Lane but the driveway will be off the extension road and not Shady Lane.

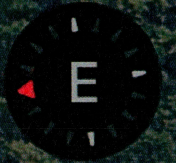
I have discussed this name with Ryan Magee, Police Chief and Nate Leclair, Fire Chief, which they have approved.

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

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



3D



FENWAY Drive

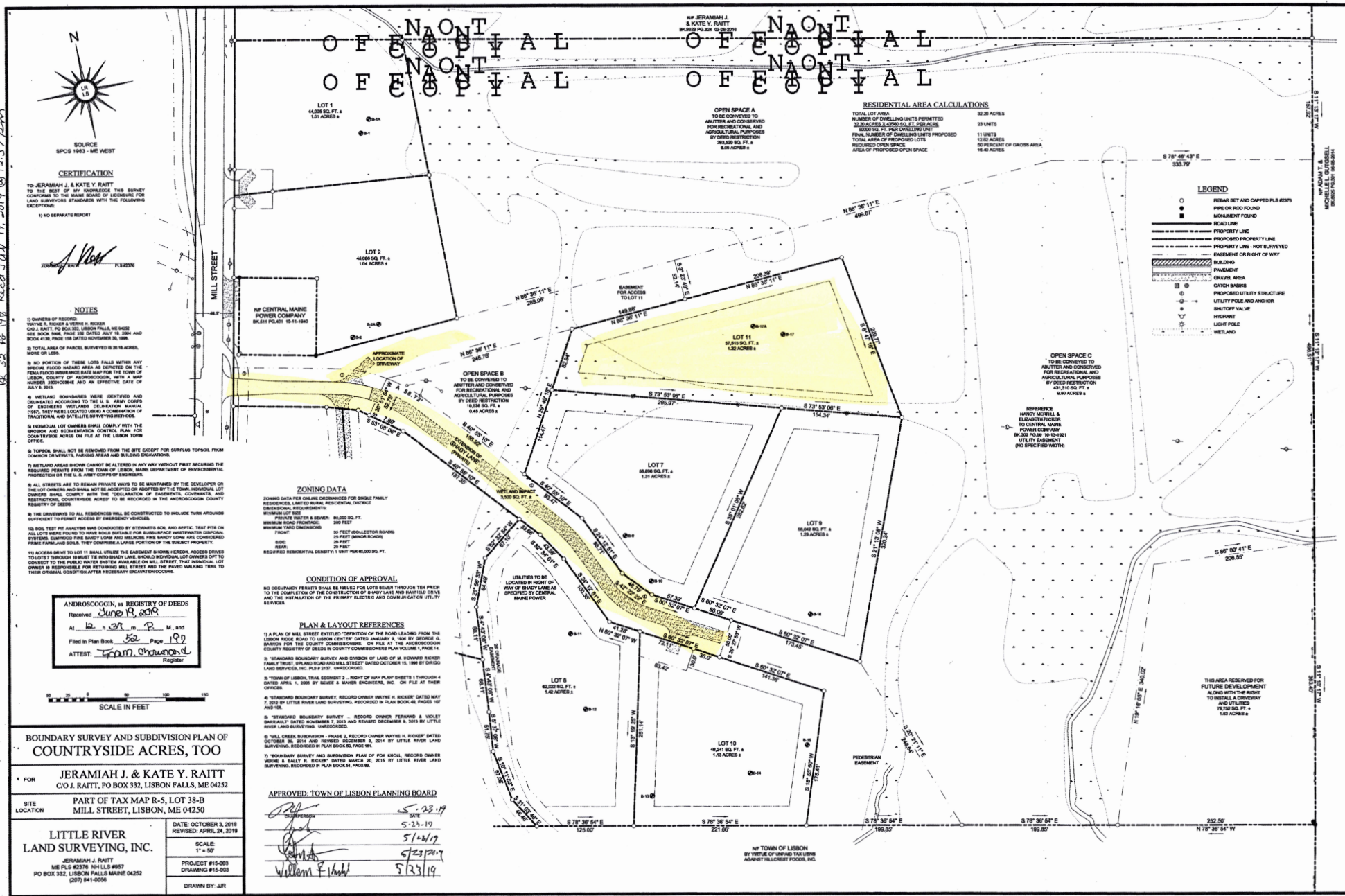
SHADY LN



Mill St



84-23-05-197 Rec'd JULY 19, 2019 @ 12:37 PM



SOURCE  
SPCS 1983 - ME WEST

**CERTIFICATION**

TO JERAMIAH J. & KATE Y. RAFTT  
TO THE BEST OF MY KNOWLEDGE THIS SURVEY  
CONFORMS TO THE MAINE BOARD OF LAND SURVEYING  
STANDARDS WITH THE FOLLOWING  
EXCEPTIONS:

- 1) NO SEPARATE REPORT

*[Signature]*  
JERAMIAH J. RAFTT

**NOTES**

- 1) OWNERS OF RECORD:  
JERAMIAH J. RAFTT & KATE Y. RAFTT  
2) NO PORTION OF THESE LOTS FALLS WITHIN ANY  
FLOOD HAZARD AREA AS SHOWN ON THE  
FLOOD HAZARD MAP FOR THE TOWN OF LISBON,  
MAINE, 1987. THEY WERE LOCATED WITHIN A COMBINATION  
OF TROPICAL AND WETLAND SURVEYING METHODS.
- 3) INDIVIDUAL LOT OWNERS SHALL COMPLY WITH THE  
EROSION AND SEDIMENTATION CONTROL PLAN FOR  
COUNTRYSIDE ACRES, TOO, ON FILE AT THE LISBON TOWN  
OFFICE.
- 4) TOPSOIL SHALL NOT BE REMOVED FROM THE SITE EXCEPT FOR SURPLUS TOPSOIL FROM  
COMMON DRIVEWAYS, PARKING AREAS AND BUILDING FOUNDATIONS.
- 5) WETLAND AND AERIAL BURNING CANNOT BE ALTERED IN ANY WAY WITHOUT FIRST SECURING THE  
REQUIRED PERMITS FROM THE TOWN OF LISBON, MAINE DEPARTMENT OF ENVIRONMENTAL  
PROTECTION AND THE U.S. ARMY CORPS OF ENGINEERS.
- 6) ALL STREETS ARE TO REMAIN PRIVATE WAYS TO BE MAINTAINED BY THE DEVELOPERS ON  
THE OWNERS AND SHALL NOT BE ACCEPTED OR ADOTTED BY THE TOWN. INDIVIDUAL LOT  
OWNERS SHALL COMPLY WITH THE REGULATION OF EASEMENTS, CONVEYANCES, AND  
RESTRICTIONS, COUNTRYSIDE ACRES, TOO, AS RECORDED IN THE ANDROSCOGGIN COUNTY  
REGISTER OF DEEDS.
- 7) THE GRANTEES TO ALL REDEVELOPERS WILL BE CONSTRUCTED TO INCLUDE TURN AROUND  
SUPPORT TO PERMIT ACCESS BY EMERGENCY VEHICLES.
- 8) SOIL TEST PIT ANALYSIS WAS CONDUCTED BY STEPHEN'S SOIL AND SEPTIC TEST PIT ON  
ALL LOTS WHERE FOUND TO HAVE SOILS SUITABLE FOR SUBSURFACE WASTEWATER DISPOSAL.  
SYSTEMS, EXCEPT FOR SANDY LOAM AND SILT LOAM. THE SANDY LOAM ARE CONSIDERED  
PRIME FARMING SOILS. THE SILT LOAM ARE CONSIDERED MARGINAL FARMING SOILS.
- 9) ACCESS DRIVE TO LOT 11 SHALL UTILIZE THE EXISTING SHOWN HERON ACCESS DRIVE  
TO LOT 7 THROUGH 11 MUST BE INTO SANDY LOAM. SHOULD INDIVIDUAL LOT OWNERS OPT TO  
CONNECT TO THE PUBLIC WATER SYSTEM AVAILABLE ON MILL STREET, THAT INDIVIDUAL LOT  
OWNER IS RESPONSIBLE FOR RETURNING MILL STREET AND THE PAVED WALKING TRAIL TO  
THEIR ORIGINAL CONDITION AFTER NECESSARY EXCAVATION COMPLETION.

ANDROSCOGGIN, IN REGISTRY OF DEEDS  
Received June 19, 2019  
At 12:37 PM P.M. and  
Filed in Plan Book 502 Page 192  
ATTEST: *[Signature]* Registrar

SCALE IN FEET  
0 25 50 75 100 125 150

**BOUNDARY SURVEY AND SUBDIVISION PLAN OF  
COUNTRYSIDE ACRES, TOO**

FOR  
JERAMIAH J. & KATE Y. RAFTT  
C/O J. RAFTT, PO BOX 332, LISBON FALLS, ME 04252

SITE  
LOCATION  
PART OF TAX MAP R-5, LOT 38-B  
MILL STREET, LISBON, ME 04250

LITTLE RIVER  
LAND SURVEYING, INC.  
JERAMIAH J. RAFTT  
ME PLS #2376 NH LLS #057  
PO BOX 332, LISBON FALLS MAINE 04252  
(207) 841-0056

DATE: OCTOBER 3, 2018  
REVISED: APRIL 24, 2019

SCALE  
1" = 50'

PROJECT #15-003  
DRAWING #15-003

DRAWN BY: J.R.

**APPROVED: TOWN OF LISBON PLANNING BOARD**

*[Signature]* 5/23/19  
*[Signature]* 5/23/19  
*[Signature]* 5/23/19  
*[Signature]* 5/23/19  
*[Signature]* 5/23/19

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

## Chapter 70 - ZONING ORDINANCE

## ARTICLE VI. - SUPPLEMENTARY DISTRICT REGULATIONS

## DIVISION 5. SIGNS

***DIVISION 5. SIGNS<sup>1</sup>*****Sec. 70-711. Purpose.**

The purpose of this division is to allow for signage as necessary to serve the needs of individuals, businesses and other entities within the town; to maintain and enhance the aesthetic appearance of the town and the town's ability to attract economic development; to improve and maintain pedestrian, bicycle and vehicular safety; and to protect the public health, welfare and safety by minimizing the possible adverse effects of signs on public and private property.

(Code 1983, § 15-610(2); T.M. of 5-20-1996, art. 62, § 15-610; T.M. of 5-15-1999, art. 56; C.M. of 12-2-2014, V. 2014-257)

**Sec. 70-712. Applicability.**

- (1) This division shall apply to all exterior signs and signage placed on buildings and structures as seen from the exterior.
- (2) Except for nonconforming signs as described within Section 70-717 Nonconforming Signs or signs otherwise exempt under this division, no sign shall be erected, enlarged, illuminated or substantially altered without a sign permit issued by the code enforcement officer.
- (3) These standards do not supersede any state or federal requirements. Where any apparent conflicts between this division and any state or federal standards occur, the more restrictive standard shall apply.
- (4) Where conflicts arise between this division and other provisions of the Town of Lisbon Code of Ordinances, the more restrictive of the provisions shall apply.

(C.O. of 5-27-2008, § 2008-81; C.O. of 8-19-2008, § 2008-133; C.M. of 4-19-11, V. 2011-52; C.M. of 12-2-2014, V. 2014-257)

**Sec. 70-713. Permitting and fees.**

- (1) For all signs requiring a permit under this division, a sign permit issued by the code enforcement officer is required prior to the erection, replacement, relocation or construction of any sign, its structure or appurtenances to the structure. For signs located within the Resource Protection District, a conditional use permit issued by the planning board shall be required prior to the erection, replacement, relocation or construction of any sign, its structure or appurtenances to the structure.
- (2) All requests for a sign permit under the provisions of this division must be submitted to the code enforcement officer or, if applicable, the planning board on an application form supplied by the town.
- (3) Applications for a sign permit must be accompanied by the required fee, as specified in Appendix C—Fee Schedule of the Town of Lisbon Code of Ordinances. No application fee shall be required for a sign permit

<sup>1</sup>Cross reference(s)—Streets, sidewalks and other public places, ch. 46.



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application related to a property that has, within the past twelve months, received site plan approval from the planning board.

- (5) All sign plans or signs not requiring a permit must comply with all other applicable standards and requirements of this division and any state or federal laws or regulations.

(C.O. of 5-27-2008, § 2008-82; C.O. of 8-19-2008, § 2008-133; C.M. of 4-19-2011, V. 2011-52; C.M. of 12-2-2014, V. 2014-257)

### **Sec. 70-714. Enforcement, penalty, appeals.**

- (1) Except as otherwise indicated, this division shall be enforced by the code enforcement officer.
- (2) When any violation of any provision of this division is found to exist, the code enforcement officer may issue a written order of correction and, if the violation persists, institute any actions or proceedings that may be appropriate or necessary to enforce the provisions of this division.
- (3) A violation of this division is punishable by a civil penalty of up to \$100 per day for each day the violation exists.
- (4) Appeals shall be addressed to the Zoning Board of Appeals in accordance with Sec. 70-120.

(C.M. of 12-2-2014, V. 2014-257)

### **Sec. 70-715. Definitions and sign types.**

*Animated sign* means any sign that uses movement or change of lighting to depict action or create a special effect or scene.

*Building-mounted signs* means any sign which is mounted directly onto or incorporated onto an architectural feature of or the exterior of a building, including wall-mounted, Hanging signs, Canopy signs, or wall graphics.

*Changeable sign* means an on-premises sign created, designed, manufactured or modified in such a way that its message may be electronically, digitally or mechanically altered by the complete substitution or replacement of a display by another on one or more sides. Changeable signs may include Animated signs, Digital or electronic signs, and Readerboard signs.

*Banner* means a **type of temporary** sign of lightweight fabric or similar material that is mounted to a pole or a building at one or more edges. National, state or municipal flags, or the official flag of any governmental agency shall not be considered banners.

*Canopy sign* means a sign that is a part of or attached to an awning, canopy, or other fabric, plastic, or structural protective cover over a door, entrance, window, or outdoor service area. This shall include gas station canopies.

*Digital or electronic sign* means any sign that in whole or in part uses electronic or digital means to display words, symbols, figures or images, including signs that can be electronically or mechanically changed by remote or automatic means. See also Animated Sign, Readerboard, and Changeable Sign.

*Free standing sign* means a fixed sign supported by one or more uprights or braces, permanently affixed to the ground, and not attached or affixed in any way to a building.

*Hanging sign* means a sign affixed to a building or wall and projecting outward from the building in such a manner that its leading edge extends more than six inches beyond the surface of such building or wall, or a sign that is suspended from the underside of a horizontal plane surface and is supported by such surface.

*Informational sign* means a private sign which provides a street number or address, instruction or direction (including way-finding) and is located entirely on the property to which it pertains, including restroom, handicap

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access, public telephone, pedestrian-oriented signs, parking signs, or vehicular circulation or entrance/exit signs. Information signs may not include the name of a business or a business logo.

*Internally illuminated sign* means a sign in which light shines through a transparent or semi-transparent sign face to illuminate the sign's message. Exposed neon is considered to be a form of internal illumination.

*Maximum sign area* means the total square footage of all signs requiring a permit that are erected or placed on a property in accordance with this division. Maximum sign area includes that portion of the sign used to convey information or advertisement and does not include any portions of a sign that are solely structural, such as braces, mounts, or poles, used to affix the sign to a building or to the ground.

*Nonconforming sign* means any legally erected sign existing as of the adoption of this division on December 2, 2014 or a relevant regulation newly adopted thereafter, that does not comply with the provisions of this division, including location, structure, size, dimension, setback, type, or any other provision of this division

*Off-premises sign* means a sign that is not located in or on the same property as the thing, person, business, activity or place which it advertises or calls attention to. Off-premises signs include signs posted or displayed in the public right-of-way.

*Permanent sign* means a non-portable sign that is designed and intended to be permanently mounted or affixed to the ground, a building, or a structure, and is intended for continuous and/or long-term use. Under this division, all signs are considered permanent unless specified as temporary.

*Portable sign* means a sign that is not designed or intended to be permanently affixed in the ground or to a building or other structure, but is used on a regular basis (versus only a temporary or limited timeframe). This shall include sandwich boards, which consist of two one-sided surfaces hinged at the top.

*Public safety sign* means any permanent sign used to maintain public safety, health, and well-being erected or required to be erected by the Town of Lisbon, or any state or federal agency or authority.

*Public traffic and roadway sign* means any sign within the public right-of-way under the jurisdiction of the Maine Department of Transportation or the Town of Lisbon, including official road and traffic signs, official permitted business directional signs, and temporary road safety or construction signs. Public traffic and roadway signs are not regulated under this division.

*Readerboard sign* means a sign or portion thereof with characters, letters or illustrations that can be manually changed or rearranged without altering the face or the surface of the sign. A Readerboard sign that may be changed or rearranged electronically or mechanically by remote or automatic means may be considered a digital or electronic sign or changeable sign.

*Sign* means any object, display, structure, logo, device or representation or part thereof which is designed or used to advertise or call attention to any thing, person, business, activity or place. The following shall not be considered signs under this division: National, state or municipal flags or the official flag of any governmental agency; banners, balloons or other decorations not expressly intended to advertise a business or business-related event or activity; any street signs, home numbers or other signage required to be posted pursuant to Part 1, Ch. 46, Streets, Sidewalks and Other Public Places of the Town of Lisbon Code of Ordinances not exceeding two (2) square feet in area; and plaques, memorials, tablets or other commemorative objects or structures erected by a charitable or non-profit organization or governmental authority not exceeding four (4) square feet in area.

*Temporary sign* means a sign that is not designed or intended to be permanently mounted or affixed to the ground, a building, or a structure, and which is displayed only for a temporary or limited timeframe.

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*Town signs* means signs used and maintained by the Town of Lisbon, including but not limited to welcome/gateway signs, town business park signage, public school signs, town office or other town department or committee signs, and temporary notice or advertising for Town events and activities.

*Window sign* means any sign, text, graphics, symbol, or combination thereof that is placed inside a window, or upon the window panes or glass, and is visible from the exterior of the window.

(C.M. of 12-2-2014, V. 2014-257)

### **Sec. 70-716. Signs not requiring a permit.**

The following types of signs do not require a sign permit, and do not count towards the maximum sign area allowed for a property. Notwithstanding the exemption from permitting requirements, such signs shall be subject to the provisions of Section 70-718 General Standards, except where expressly noted, and, if such sign constitutes a temporary sign, the provisions of Section 70-720 Temporary Signs.

- (1) Signs smaller than two (2) square feet.
- (2) Temporary signs smaller than twelve (12) square feet.
- (3) Signs within the public right-of-way as permitted under 23 M.R.S.A. § 1913-A, except temporary signs exceeding twelve (12) square feet.
- (4) Trespass, hunting, posted property signs. Any signage permitted or required by state or local law to post public notice of no trespassing, no hunting, or otherwise posting a private property.
- (5) Public safety signs.
- (6) Public traffic and roadway signs.
- (7) Informational signs less than two (2) square feet in size. Any property with more than four (4) such signs with additional permitted Signs shall be required to submit a signage plan to the code enforcement officer for approval.
- (8) Official business directional signs permitted by the Maine Department of Transportation.

(C.M. of 12-2-2014, V. 2014-257)

### **Sec. 70-717. Nonconforming signs.**



The eventual elimination of Nonconforming signs is an objective of the town. The elimination of Nonconforming signs shall be brought about over a period of time and in such a manner as to avoid undue impact on the vested rights of the sign's owner.

- (1) Nonconforming signs may be maintained, given new lettering, colors or logos, or otherwise altered, so long as none of the events in subsection 4(a) of this section occurs.
- (2) No Nonconforming sign may be altered in such a manner as to increase its nonconformity or in a way that would cause a new violation of this division.
- (3) No illumination may be added to any nonconforming sign except in compliance with the provisions of this division.
- (4) Nonconforming signs may be retained and maintained in their nonconforming state until:
  - (a) The business or home occupation that erected or placed the Nonconforming sign closes or ceases operation and no new business or home occupation begins operating at the same location within twelve (12) months;

- 
- (b) The structure or property on which the sign is located is the subject of a review by the planning board for a change of use;
  - (c) Material changes are made to the braces, poles or any portion of the system used to affix the sign to the ground or wall or structure;
  - (d) The condition of the Nonconforming sign deteriorates to the point where it is considered a safety hazard or the sign fails to meet the requirements for maintenance under Section 70-718(8) Maintenance of Signs.

(C.M. of 12-2-2014, V. 2014-257)

## **Sec. 70-718. General standards.**

- (1) Signs located adjacent a state numbered roadway shall comply with all applicable state sign regulations under the Maine Department of Transportation and Maine state law (23 MRS Chapter 21) in addition to the requirements of this division. If there is any apparent conflict found between the state and local regulations, the more restrictive shall apply.
- (2) Except for Temporary and Portable signs, all Signs shall be constructed of permanent materials, such as wood, plastic, metal or stone, and shall be permanently attached to the ground, a building, or other structure by direct attachment to a rigid wall, frame or structure. Signs may not be permanently attached to trees or utility poles.
- (3) Any Sign not classified as a Temporary sign shall be treated as a permanent sign and shall be regulated according to this section.
- (4) Size, dimensions, number of Signs.
  - (a) No Sign or any part of its structure shall exceed 20 feet in height, as measured from the normal grade, and not a landscape mound or berm, at its base.
  - (b) Except as otherwise indicated, no more than two (2) Signs requiring a sign permit shall be located on any property. This shall not include temporary or informational signs, or official business directional signs regulated by Title 23 M.R.S.A. Ch. 21.
  - (c) Properties fronting on two or more public streets, such as corner lots, are allowed the permitted number of Signs and maximum sign area for each street but may not place or locate more than the permitted number of signs or Maximum sign area along any one street. A Sign placed on a property fronting on two or more public streets may not be located within one hundred (100) feet, as measured along the street frontage, of a Sign on the same property on an adjacent street.
  -  (d) Entry Façade for buildings with a main entrance not fronting on a public street. Such Entry Facades are allowed the permitted number of Signs and maximum sign area for an additional façade, but may not place or locate more than the permitted number of signs or Maximum sign area along any one façade.
  - (e) Signs requiring a sign permit which are to be located within a single property are subject to the Maximum sign area of the zoning district in which the property is located. Except as otherwise indicated, Signs not requiring a sign permit are subject only to size and dimensional standards (a) and (b) above. Upon application, the code enforcement officer may permit the following increases to the maximum sign area: For properties abutting Route 196, an increase of up to 50% of the Maximum sign area; for properties abutting the westerly side of Main Street in Lisbon Falls,  between Union Street and Route 196, an additional 40 square feet of Maximum sign area for signs located on the rear of a building and visible from Route 196. The Maximum sign area may not be increased as provided herein except upon a written determination by the code enforcement officer or planning board (where

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Created: 2022-03-24 10:58:50 [EST]

(Supp. No. 40)

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planning board review is required) that doing so would not otherwise conflict with or frustrate the purposes of this division.

- (f) The Maximum sign area shall only apply to the physical dimensions of a freestanding sign, such that if the Sign is two-sided the dimensions will not be counted twice.
- (g) Where a property is included within two different zoning districts, the more restrictive standard shall apply.
- (h) The table below indicates the Maximum total sign area and number of signs **per building within** each **zoning** district. Signs not requiring a permit under this division shall be subject to the Maximum total sign area but not to the maximum number of signs.

Zoning District	Maximum Total Sign Area (sq. ft.)	Maximum Number of Signs
Resource Protection	24	2
Limited Residential	24	2
General Residential	24	2
Rural Open Space I	24	2
Rural Open Space II	24	2
Limited Rural Residential	24	2
Village	40	2
Commercial	40	2
Industrial	40	2
Diversified Development	40	2

(5) *Location and placement.*

- (a) No Sign may be erected in such a manner as to obstruct clear and free vision, or another sign, nor, by reason of its position, shape, color, or illumination interfere with, obstruct the view of, or be confused with any authorized Public safety or traffic sign, signal or device or otherwise constitute a hazard to pedestrian or vehicular traffic.
- (b) No Sign or any portion of a Sign or its structure may be located within four (4) feet of a street right-of-way or other lot line, except for Signs that are expressly allowed within a right-of-way. A property owner may apply to the code enforcement officer for a waiver of this setback standard for properties within the Village District. The code enforcement officer may not grant a waiver except upon a written

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determination that such waiver would not otherwise conflict with or frustrate the purposes of this division.

- (c) Signs must be placed on the property on which the use or activity referred to or served by the Sign occurs, except that off-premises signs may be permitted with appropriate permission from the property owner as follows, unless said sign conflicts with any issued permit or with state or federal law:
  - 1) Off-premises signs located within 5 miles of the use or activity being advertised;
  - 2) Public safety signs;
  - 3) Portable signs may be located on the sidewalk immediately in front of the property on Village Street and Main Street within the Village District, if the signs do not represent a pedestrian hazard or interfere with ADA accessibility standards; and
  - 4) Signs placed by the town.
- (d) *Building-mounted signs.* Building mounted signs will be considered part of the building design and should be scaled and designed appropriate to the building on which they are placed. Building-mounted signs should not obscure architectural details on the building. The following additional standards shall be met:
  - 1) All Building-mounted signs will be counted towards the property's allowed maximum signage area (square feet) and the number of permitted signs allowed and must meet applicable dimensional standards. This shall include lettering and advertising graphics placed directly on the building facade.
  - 1) The height of a Building-mounted sign, as measured from the highest part of the sign, shall not exceed the height of the building.
  - 2) Hanging signs on buildings shall not interfere with vehicle, pedestrian, or cyclist safety, and shall extend no lower than ten (10) feet above ground level. All Hanging signs must comply with applicable lot and sign setback standards.
  - 3) Canopy signs and the canopies on which they are displayed are considered part of the building design and should be scaled and designed appropriate to the building on which they are placed.
  - 4) Wall graphics or signs stenciled, printed, painted or affixed directly onto the wall of a building, including any lettering and text, or any graphics associated with the use being made of the property, or with an off-site use by agreement with the property owner, will be counted towards the allowed maximum signage area, dimensional standards, and number of signs per property.
- (e) *Fuel station canopy signs.* Fuel station canopies are limited to displaying the fuel company or product and shall not count towards the property's allowed sign area or number of signs. Other freestanding canopies that include the business or use name or any kind of related product or service, shall be counted towards the property's allowed sign area and number of signs.
- (f) *Fuel station pricing signs.* Uses selling fuel may display one (1) on-premises sign, with numerals not to exceed one (1) foot in height, advertising the price of said fuel. A fuel station pricing sign shall not count towards the property's allowed sign area or number of signs.
- (g) *Signage on vehicles.* Cars, trucks or other vehicles shall not be used as signage. Commercial vehicles with advertising information shall not be regularly or permanently parked or placed in a location where a sign would not be permitted, or used in a way that has the effect of circumventing these standards or Lisbon's Ordinances.
- (h)

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(6) *Graphics, color, lettering.*

- (a) Signs shall be simple, legible, and use simple geometric shapes. Complex graphics or colors, and signs with excessive wording are discouraged due to their negative visual impact and reduced legibility.
- (b) Animated signs are prohibited.
- (c) Lettering and graphics on signs visible from a public way should be sized appropriately to be legible to motorists traveling at the posted speed limit of the public way, unless expressly intended for pedestrian use.
- (d) Hand lettered signs are prohibited unless the lettering is stenciled and laid out in a well-designed, professional manner.

(7) *Lighting.*

- (a) Signs may not be illuminated except by stationary, shielded, non-flashing light sources, directed solely at the sign and not casting light off the property on which the sign is located.
- (b) External lighting illuminating a Sign shall be fully shielded and may not produce a glare that is distracting or poses a safety hazard to motorists, pedestrians, or cyclists. External lighting fixtures shall be placed to direct light only onto the sign. Top-mounted shielded lighting or indirect lighting is preferred over ground-mounted lighting due to its lower impact on light pollution and glare.
- (c) Internally illuminated signs may not create glare that would distract or pose a safety hazard to motorists. Internally illuminated signs may not direct light toward or disturb any surrounding residential properties or contribute to light pollution.
  - 1) Neon signs. Neon tube lettering or graphics may be used only for window signs, and may not exceed 25% of the window area in which they are located.

(8) *Maintenance of signs.*

- (a) Every Sign shall be maintained in a legible condition and in sound mechanical and structural condition, with timely replacement of defective parts and periodic cleaning and painting when necessary. The construction, alteration, maintenance and repair of all signs shall conform to all applicable building and electrical codes adopted by the town.
- (b) Signs erected by any business or use that has been closed or discontinued for more than twelve (12) months shall be removed or covered by the permit holder or property owner or by the Town at the permit holder or property owner's expense.
- (c) The code enforcement officer shall cause to be removed any Sign that endangers public safety, including signs which are materially, electrically or structurally defective, or signs for which no permit has been issued.




**Sec. 70-719. Additional standards.**

(1) *Signage for multi-tenant buildings or multi-building properties.*

- (a) Multi-tenant buildings or multi-building properties may have up to one (1) Sign identifying the property or building and tenants or buildings at the primary entrance from a public way. Multi-tenant buildings or multi-building properties fronting on two or more public ways, such as those on corner lots, are allowed an identification sign for each street if the signs are located at least 500 feet apart, as measured along the street frontage.

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- 1) For a multi-tenant building or multi-building property permitted for a residential use, the Maximum sign area of any Sign permitted under this section shall be thirty (30) square feet, with no more than four (4) square feet of such Sign used to identifying any individual tenant or building.
  - 2) For a multi-tenant building or multi-building property permitted for a non-residential or mixed-use, the Maximum sign area of any Sign permitted under this section shall be forty (40) square feet; except within the Commercial, Industrial, or Diversified Development Districts, in which the Maximum sign area of any Sign permitted under this section shall be sixty (60) square feet. No more than four (4) square feet may be used to identify any individual tenant or building.
  - 3) A multi-tenant building or multi-building site where the total footprint of all structures exceeds five thousand (5,000) square feet may apply to the code enforcement officer for a waiver from the Maximum sign area provided under this section. The code enforcement officer may not grant a waiver except upon a written determination that a waiver is necessary to enable the applicant to appropriately advertise or call attention to all tenants or buildings and that issuance of a waiver would not otherwise conflict with or frustrate the purpose of this division. A waiver may not allow more than a 50% increase in the Maximum sign area permitted for a multi-tenant building or multi-building site under this division.
- (b) Individual businesses within a multi-tenant building or multi-building property shall be allowed only one (1) exterior or Building mounted sign with a maximum sign area of twelve (12) square feet.
  - (d) All multi-tenant buildings and multi-building properties seeking site plan review approval and permitting must submit a master signage plan that describes the size, location, lighting, color, and material for all proposed signs, including directional and informational signs.
- (2) *Readerboards.* Readerboards attached to a permanent sign may not occupy more than 50% of the total sign area.
  - (3) *Electronic or digital signs.* The following standards apply to Electronic or digital signs, including changeable sign and Readerboards:
    - (a) Animated signs are prohibited.
    - (b) Except as otherwise provided herein, changeable electronic or digital signs shall comply with 23 M.R.S.A. § 19144(11-A). Changeable electronic or digital signs must satisfy the following criteria to be permissible:
      - 1) Changes to any display may not occur more than once every ten (10) seconds;
      - 2) Changes to the display shall occur as quickly as possible and may not include any phasing, rolling, scrolling, flashing, or blending of messages or light intensity;
      - 3) The display may not flash, phase, scroll, or display continuous streaming of information or video animation; and
      - 4) The display or the brightness may not obscure or interfere with traffic control devices or traffic safety.
  - (4) *Home occupations signs.* No more than one (1) exterior Sign not to exceed eight (8) square feet may be allowed. No exterior storage of materials or any other exterior indicator of the home occupation that would circumvent the requirements of this division is allowed unless otherwise permitted by the Town of Lisbon Code of Ordinances.
  - (5) *Directional signs.* Directional signs must be located on the property to which they pertain, and may not create signage clutter on the property.



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- (6) *Building mounted signs.* Building mounted signs should be considered part of the building design and should be scaled and designed appropriate to the building on which they are placed. Building mounted signs should not obscure architectural details on the building. All Building mounted signs are counted towards the property's allowed maximum signage area (square feet) and the number of permitted signs allowed, and must meet applicable dimensional standards. This shall include lettering and advertising graphics placed directly on the building facade.
- 1) The height of a Building mounted sign, as measured from the highest part of the sign, may not be taller than the highest point of the building.
  - 2) Building mounted signs may not interfere with vehicle, pedestrian, or cyclist safety, and may extend no lower than ten (10) feet above ground level. All hanging signs must comply with applicable lot and sign setback standards.
  - 3) Canopy signs and the canopies on which they are displayed are considered part of the building design, and should be scaled and designed appropriate to the building on which they are placed.
  - 4) Wall graphics or signs stenciled, printed, painted or affixed directly onto the wall of a building, including any lettering and text, symbols, or graphics that advertise a commercial use, product, service or activity, shall count towards the allowed maximum signage area, dimensional standards, and number of signs per property. This will not apply to wall graphics that are not intended or construed to be intended for commercial use, such as artistic, political, religious, or community non-profit graphics or messages.
  - 5)  Building mounted signs on large-scale historic buildings. The following properties identified as large-scale historic buildings may follow alternate dimensional standards in place of those in Section 70-718: Worumbo Mill Complex (U05-013-001 and U05-012); Farwell Mill Complex (U16-056-001 and U16-056-002); 1 Upland Road (U17-024); Old Lisbon High School (U04-026); Ancient York Lodge (U05-017). Large-scale historic buildings are allowed one (1) building mounted sign per façade, each with a maximum length of 75% of the façade width, and a maximum height of 3 feet. Such signs cannot be illuminated and shall not extend above the roofline or parapet wall. Signs on large-scale historic buildings shall be integrated into the architectural design and historic character of the building and shall not obscure any architectural details on the building.
- (7)  *Window signs.* Window signs do not count towards the maximum sign area if they constitute directional signs and are not scaled to be legible from a public or private way. Window signs and graphics may not cover more than 30% of the total glass surfaces of any building facade facing any public road. Buildings with more than one side facing a public road are allowed 30% window coverage per side/frontage.
- (8) *Vehicular signs.* Cars, trucks or other vehicles may not be used as signs. Commercial vehicles with advertising information may not be regularly or permanently parked or placed in a location where a sign would not be permitted, or used in a way that has the effect of circumventing this division or the Town of Lisbon Code of Ordinances.
- (9) *Portable signs.* One (1) Portable sign, such as a sandwich board sign, is allowed per property, provided the sign is only placed outside during the business or operation hours for that use (not overnight), and not placed in a manner that would otherwise constitute placement of a permanent sign. A portable sign is not considered a temporary sign. The maximum sign area of a portable sign is six (6) square feet. Portable signs may not be internally or externally illuminated.
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## Sec. 70-720. Temporary signs.

### (1) *Size, dimensions, number of signs.*


- (a) No Temporary sign or any part of its structure may exceed 20 feet in height, as measured from the normal grade at its base, and not a landscape mound or berm. A banner hung over a street in compliance with this division is exempt from the height limitation.
- (b) The total number of Temporary signs on a single property may not exceed four (4) signs per residence or business at any one time. (c) A Temporary sign or banner placed in compliance with this division is allowed in addition to any non-temporary sign permitted under this division and does not count towards the number of signs allowed or the maximum sign area for an individual property.
- (d) No Temporary sign larger than twelve (12) square feet may be placed without first obtaining a permit, paying any required permit fee, and complying with any additional standards applicable under section 70-718 General Standards. Temporary signs for community, charitable or non-profit events and activities shall be exempt from the permit fee.
- (e) No Temporary sign may exceed the maximum sign size for the zoning district in which it is located.
- (f) No Temporary sign may be illuminated either internally or externally.
- (g) Temporary signs may not be repeatedly replaced with signs of similar content or purpose in a manner intended to circumvent the permit requirements that would apply if the sign were permanent.

### (2) *Location and placement.*

- (a) Temporary signs may not be placed in a position that will obstruct or impair vision or traffic, either pedestrian or vehicular; may not infringe on handicap accessibility; and may not be located or placed in any manner that creates, in the judgment of the code enforcement officer, a hazard or disturbance to the health and welfare of the general public.

### (3) *Duration of sign use or posting; sign removal.*

- (a) A Temporary sign may not be used in any location for more than ninety (90) **consecutive** days in any 12-month period, except as otherwise provided in this section.
- (b) Temporary public safety signs erected or required to be erected by the town or other local, state or federal governmental body or agency pursuant to any ordinance, regulation, rule or law shall not be limited in duration of use or posting.
- (c) A Temporary sign addressing an event occurring on a specific date or dates shall be removed within fifteen (15) days of the relevant date or dates.
- (d) Temporary signs directly related to a use or activity that has been inactive or discontinued for more than fourteen (14) days shall be removed.
- (e) A Temporary sign used to indicate the change in location for a business or use is allowed to remain in place for up to six (6) months after the date of change in location.

 **Temporary signs in the public right-of-way that do not require a permit, per Sec. 70-716 (3), may remain in place for a maximum duration in accordance with 23 M.R.S.A. § 1913-A.--**

### (4) *Exceptions.*

- (a) With the exception of the maximum height restriction set forth in subsection 1(a) of this section, the code enforcement officer may grant a waiver from the restrictions and requirements set forth in subsections 1 and 3 of this section for Temporary signs used to supplement or temporarily replace

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permanent signage that has been partially or fully obstructed due to construction or other activity not undertaken by the sign permit holder or to supplement or temporarily replace permanent signage that has been damaged or destroyed due to unforeseen natural or other causes outside the control of the Sign permit holder.

- (b) Temporary signage located or placed pursuant to a waiver granted under this subsection shall be removed within fourteen (14) days after the date on which the relevant permanent signage is no longer obstructed or is repaired or replaced.

**Secs. 70-721—70-730. Reserved.**

## MEMORANDUM OF AGREEMENT

The Town of Lisbon ("Town") and the Fraternal Order of Police on behalf of the Police Sergeants Unit ("Union") agree that the 2022-2025 Collective Bargaining Agreement between the parties will be updated to the following modifications, effective from July 1<sup>st</sup>, 2022:

### ARTICLE 12: BEREAVEMENT LEAVE

- §12.1 An employee shall be excused from work with pay for up to five (5) days because of the death of a spouse, child, step-child, mother, father, sister or brother, step parents. In the discretion of the Town Manager and the Chief of Police, additional paid bereavement leave may be provided in the event of the death of one of these relatives.
- §12.2 An employee shall be excused from work with pay for up to three (3) days because of death of the following family members: grandparents, mother-in-law and father-in-law.
- §12.3 In addition to the foregoing, employees shall be granted one (1) day from work with pay for the death of an aunt, uncle, niece, nephew, grandchild, stepparents, brother-in-law, sister-in-law, and spouse's aunt or uncle.

TOWN OF LISBON

Date: \_\_\_\_\_

\_\_\_\_\_  
By: Glenn Michalowski

Its: Town Manager

FRATERNAL ORDER OF POLICE  
POLICE SERGEANTS UNIT

Date: \_\_\_\_\_

\_\_\_\_\_  
By:

Its:



# Town of Lisbon

Glenn Michalowski  
Town Manager

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

February 2, 2023

Request for Authorization to Apply for FEMA BRIC Grant

Dear Lisbon Town Council Members,

I am writing to request your authorization to apply for a Federal Emergency Management Agency (FEMA) Building Resilient Infrastructure and Communities (BRIC) grant. The BRIC grant provides funding to communities for hazard mitigation projects that increase resilience to natural disasters.

The grant requires a 75/25 match, with the town providing 25% of the funding for the project and FEMA providing the remaining 75%. With potential for up to a 90% match through DR4647 program.

The funds have already been appropriated through our current capital improvement budget. If awarded this grant would help offset the costs of the planned generator replacement for the Lisbon Sewer Department.

The town worked with EMA staff at the state to get the grant application in by the January 1, 2023 deadline. I realized after the fact that matching grants require council approval per our ordinance. I am requesting authorization to continue with the process and accept the grant if awarded.

**Glenn Michalowski**  
**Town Manager**  
**Town of Lisbon , ME**