



AGENDA
COUNCIL MEETING
APRIL 04, 2023
LISBON TOWN OFFICE
7:00 P.M.

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. GOOD NEWS & RECOGNITION
ORDER 2023-53 Proclamation for Lisbon Cheerleading Team
4. PUBLIC HEARINGS
5. AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS
6. CONSENT AGENDA
2023-54 ORDER –
 - A. Municipal Accounts Payable Warrants – \$246,552.51
 - B. Municipal Payroll Warrants – \$256,967.49
 - C. School Accounts Payable Warrants – \$208,193.80
 - D. School Payroll Warrants – \$407,699.24
 - E. Minutes of March 16th, March 18th and March 21st, 2023
 - F. Set Hearing for Cannabis Angels Adult Use Marijuana Manufacturing/Cultivation License Renewal
 - G. Gartley Street Road Closure Request for Saturday, April 9, 2023, from 9:00am-12:30pm for public Easter Egg Hunt
 - H. Warrant for School Budget Validation Referendum Election, Order Ballot Printing, and Set Public Hearings on May 2, 2023 for School Budget & CIP, and set School Budget Adoption Date for May 16, 2023
7. COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES
2023-55 ORDER – Summer Council Meeting Schedule
2023-56 ORDER – Award Village Street Sidewalk Improvements Project Contract
8. OTHER BUSINESS
 - A. Yearly Progress Report from Lisbon EMS
 - B. Council Committee Reports:
 1. School Committee – Councilor Lunt/Cain
 2. Planning Board – Councilor Fellows
 3. Lisbon Development Committee – Councilor Lunt
 4. Conservation Commission – Councilor Moore
 5. Parks & Recreation Committee – Councilor Larochelle
 6. County Budget Committee – Councilors Moore/Lunt
 7. Library Governing Board – Councilor Keller
 8. Water Commission – Councilor Fellows
 9. Finance Committee – Councilor Robishaw
 - C. Town Manager's Report
9. APPOINTMENTS – None
10. COUNCIL COMMUNICATIONS
11. AUDIENCE PARTICIPATION & RESPONSE TO NEW ITEMS
12. EXECUTIVE SESSION – None
13. ADJOURNMENT
2023-57 ORDER – To Adjourn

SUMMARY OF LISBON COUNCIL MEETING RULES

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

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

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



Town of Lisbon

Glenn Michalowski
Town Manager

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

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: Recommendations
Date: April 4, 2023

CONSENT AGENDA ITEMS 2023 – 54 A TO H

F. Set Hearing for Cannabis Angels Adult Use Marijuana Manufacturing/Cultivation License Renewal
G. Gartley Street Road Closure Request for Saturday, April 9, 2023, from 9:00am-12:30pm for public Easter Egg Hunt

Open Door Ministries Church would like to request that Gartley Street be closed down on Saturday, April 9, 2023, from 9:00am-12:30pm. This is for a Kid's Easter Egg Hunt that the church is hosting, which is open to the public.

H. Warrant for School Budget Validation Referendum Election, Order Ballot Printing, and Set Public Hearings on May 2, 2023 for School Budget & CIP, and set School Budget Adoption Date for May 16, 2023

AGENDA ITEM 2023 – 55

Summer Council Meeting Schedule

DATE	MEETING
April 4	Set Election & Hearing
April 18	Planning Board recommendation to Council re: Municipal CIP
May 2	School Budget & School CIP Hearing
May 9	Council Adopts School Budget & School CIP
May 16	Municipal Budget & Department Goals
June 6	Regular meeting
June 13	ELECTION DAY
July 11	Regular meeting
August 15	Regular meeting
September 5	Regular meeting
September 19	Regular meeting
October 3	Regular meeting
October 17	Regular meeting
November 7	ELECTION DAY
November 21	Election results
December 5	Regular meeting

Recommendation

Approve the Council Meeting Schedule per the Clerk's recommendations.

AGENDA ITEM 2023 – 56

Award Village Street Sidewalk Improvements Project Contract

Mandy Olver, of Olver Associates, wrote:

On March 28, 2023 bids were opened for the Village Street Sidewalk Improvements project. Six bids were received as follows:

CONTRACTOR	LOCATION	Total Bid
Pratt & Sons, Inc.	Mechanic Falls, Maine	\$407,100.00
Glidden Excavation & Paving, Inc.	Gorham, Maine	\$428,669.00
Aceto & Sons Earthwork LLC.	Lisbon, Maine	\$466,750.00
St. Laurent and Son, Inc.	Lewiston, Maine	\$529,000.00
Ray Labbe & Sons	Brunswick, Maine	\$595,500.00
Littlefield Paving & Plowing, Inc.	Benton, Maine	\$682,280.00

Attached (see meeting packet) please find a copy of the bid tabulation and of the low bid from Pratt & Sons, Inc. As you know, this is the rebid of the project from last season. That bid had occurred later in the construction season, and the prices received reflected that. As was discussed at the Town Council meeting last fall, the Mill & Fill (grinding and surface paving) portion of the work (which includes striping) was split from the project, so the scope of this contract is focused on the sidewalks only, including tree removal, resetting of granite curb, making ADA compliant crosswalk areas, and paving the sidewalks. We had estimated this bid would be about \$450,000, so we feel that the pricing received represents a good value in the current market, and we had six bids from qualified contractors rather than the two received last season.

We recommend that the Town award the contract to Pratt & Sons in the amount of \$407,100. Please let us know if you have any questions or need further information at this time.

Recommendation

To Award the bid for the Village Street Paving Project to Pratt & Sons, Inc. of Mechanic Falls in the amount of \$407,100.00.

Lisbon High School Cheerleaders

Proclamation

WHEREAS The Lisbon High School Competition Cheering Team has made the Community proud as they claimed the State Championship Title;

WHEREAS The Cheerleaders won their fifth State Cheering Championship in School history at the Augusta Civic Center on February 11th;

WHEREAS The Cheering season was a strong one, winning the Mountain Valley Conference Championship at Mt. Valley High School on January 21st;

WHEREAS The Cheerleaders won the Class C Southern Regional Championship at Sanford High School on February 4th;

WHEREAS At the 2023 Class C State Cheering Championship Competition, the Lisbon Cheerleaders repeated as State Champions to take their fifth state championship in a 9 year span;

WHEREAS At the 2023 Class C State Cheering Competition the team was made up of Riley Hoyle, Nevaeh Fortin, Mackenzie Theriault, Kyla Berube, Sela Russell, Kendall Gravel, Reese Kulow, Alivia Saunders, Payton Hoyle, Ava Kottmann Tiana Seaborne, Ella Morales, and Solaya Russo;

NOW, THEREFORE We, the Town Council of the Town of Lisbon, wish to Congratulate and Thank the Lisbon High School Cheerleaders and Coach Nicole Adams for their fine representation of the Town of Lisbon while winning the State Championship Title.

Dated: April 4, 2023

LISBON TOWN COUNCIL

A true Copy,

Harry Moore, Jr. *Chairman*

Attest:

Raymond Robishaw, *Vice Chairman*

Lisa M. Ward, *Town Clerk*

Donald Fellows

Mark Lunt

Jo-Jean Keller

Christine Cain

Fern Larochelle

Agenda Date: 04/04/2023

Date	Brenda Martin	Municipal Accts Payable
3/22/2023	3212023	\$ 217,897.97
3/27/2023	3232023	\$ 12,806.59
3/30/2023	3302023	\$ 15,847.95
		\$ 246,552.51

Date	Rebecca Hayslip	Municipal Payroll Warrants
3/24/2023	230323	\$ 238,706.01
3/24/2023	2303W2	\$ 18,261.48
		\$ 256,967.49

Date	Louise Levesque	School Accts Payable
3/21/2023	2320	\$ 208,193.80

Date	Eva Huston	School Payroll Warrants
3/22/2023	1124	\$ 242.00
3/22/2023	1123	\$ 248.14
3/22/2023	1122	\$ 19,400.39
3/28/2023	1126	\$ 13,126.62
3/28/2023	54	\$ 1,433.35
3/28/2023	1125	\$ 373,248.74
		\$ 407,699.24



TOWN COUNCIL MEETING MINUTES

MARCH 16, 2023

POSTPONED FROM MARCH 14, 2023

LISBON TOWN OFFICE

6:00 PM 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

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, Larochelle, Lunt, Moore, and Robishaw. Also present were Glenn Michalowski, Town Manager; Ryan McGee, Police Chief; Nate LeClair, Fire Chief; Kayla Tierney, Finance Director; Curt Lunt and Kevin Ridley, Finance Committee members; and approximately 3 citizens in the audience.

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS—NONE

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

MUNICIPAL BUDGET, CONTINUOUS IMPROVEMENT PLAN AND SEWER PRESENTATION, AND DEPARTMENT GOALS

Glenn Michalowski, Town Manager, introduced the presentation with his letter to the Council:

I am pleased to present the FY24 Municipal and Waste Water Expenditure Budgets for your review and consideration. This budget is the result of hard work and careful consideration to ensure that operational and capital needs are met while maintaining the same level of service that the Town of Lisbon has always provided to its residents. As we move past the COVID-19 pandemic, we have emerged into a drastically different economic environment, with rising inflationary pressures, and the need to provide more competitive wages to recruit and retain staff. Year over year inflation has been increasing, reaching an average of 7% in 2021 and 6.5% in 2022. We are also facing increases in solid waste hauling for bio-solids and residential household trash, increases in insurance premiums, and employee healthcare costs. The department heads have worked diligently to develop a lean, structurally balanced budget that will continue to provide the same level of service that our residents have come to expect. We understand that our residents are experiencing the same inflationary pressures that we are, and we have worked hard to ensure that any increases in spending are done sensibly and with the best interest of our taxpayers in mind.

We are pleased that the code's department and clerk's office will be automating agenda management and making construction permits available online for the first time. This initiative is designed to increase transparency and make the user experience for residents more friendly and reduce trips to the town office as these services will be available online. We strive to provide our residents with top-notch services, and are committed to continuously evaluating new technologies to enhance service delivery, and reduce costs.

In addition, we are looking into budgeting for fleet management and work order software for the public works department. This will help us to better track assets, depreciation, calculate road salt usage more accurately, manage the fleet, and push work orders to the highway department digitally - without needing to rely on antiquated and expensive radio equipment and repeaters.

As I present my first budget for the Town of Lisbon as the new Town Manager, I would like to express my sincerest appreciation to the Council for their involvement in the development of this initial budget and their continued involvement as we work towards fine-tuning it. I am also grateful for all the hard work of the Lisbon department heads and staff. Finally, I look forward to working together with the Council to meet the goals and needs of the Town of Lisbon's citizens and employees.

Thank you.

Sincerely,

Glenn Michalowski
Town Manager

Kayla Tierney, Finance Director, then presented the Council with an overview of the 2024 Budget:

Looking at the 2010 Census Report, the Town of Lisbon had a population of 9,009 people, 3,696 households and 2,477 families living in town. In comparison, the 2020 Census is showing a growth of 702 people for a total population of 9,711; 3,728 households. Some other interesting statistics from the 2020 Census are as follows: the median age is 38.9; 14.6%, or 987 of the population are veterans; 8.5% persons below the poverty line; the average travel time to work is 26.6 minutes for residents of our Town, where 2% of the residents work from home; the median value of owner-occupied housing units for valuation purposes is \$150,700; and the median household income is \$57,568.00, which is about 10% higher than the median household income for Androscoggin County.

Mrs. Tierney stressed that our town is growing. The Town of Lisbon is the third largest community in Androscoggin County; out of 492 Maine communities, Lisbon is the 23rd largest. Based on the Census data from April 1, 2020, our Population of 9,711 is the highest population since the Town was incorporated.

Mrs. Tierney pointed out that State Revenue Sharing was made available on the State of Maine website on March 6, 2023. Based on the current report, the Town will be receiving less in State Revenue Sharing in the upcoming budget year. When COVID-19 hit, there was a steady increase in State Revenue Sharing over the past few years and now we are seeing it begin to plateau, she added.

To clarify the Budget Components, Mrs. Tierney said that Organizational Levels within the General Fund include: General Government, Health & Welfare, Public Safety, Public Works, Culture & Recreation, Economic Development, and Intergovernmental. Other organizational levels include: Debt Service – a separate Fund, and Sewer – a separate Fund.

Next, Mrs. Tierney highlighted some of the services the Town provides to the residents, noting that each department works very hard to make each of the programs successful. She said Town departments include Public Safety: Fire Department, Police/Animal Control Officer, Communication Center, Ambulatory Services; Transfer Station; Library: Programs offered for all ages, and Summer Reading Programs; Parks & Recreation: Summer Camp programs, Sports Camps, Before and After School Programs, Senior Programs, Beaver Park (300 acre park with beautiful trails and ponds), and Trips for Seniors and Children. In addition, she said there are Winter Operations (Plowing), Public Works (Road Repairs), DARE (School Resource Officer), General Assistance (Giving Tree at Christmas and Thanksgiving dinner), Sewer Department, Tax Collection & Vehicle Registration, Code Enforcement, Clerk, Assessing, Finance, and Town Manager.

Mrs. Tierney listed the Fiscal Year 24 (FY24) budget challenges as:

- Employee Retention—keeping up with the cost of living
- Inflation—a continued concern in our current economic conditions
- Uncontrollable costs—health insurance, property and casualty insurance, electricity, fuel, etc.
- Supply & Demand
 - Manufacturing timelines
 - Price increases on goods

Mrs. Tierney explained the FY23 budget has shown improvements to the Town's employee retention and recruitment challenges during last year's budget; the Town has been able to fill vacant positions and to create new positions for our growing Town. From a recruitment standpoint, she said the Town is in a much better position than this time last year. Employee retention is still listed as a current challenge as we continue to navigate through these high inflationary times that are driving the cost of living up significantly. On January 1, 2023, the State minimum wage went up to \$13.80 per hour. With the increase to the minimum wage, we need to consider the ladder effect that it creates. During FY24, it is recommended to revisit the pay scale structure after another anticipated increase to the minimum wage in January 2024. Cost of groceries are up 15% and the housing market continues to be a seller's market, driving up the selling price of houses. Other Uncontrollable Costs that were built into this budget presentation are health insurance, which is expecting a 10% increase per the Health Trust, January 1, 2024; our buildings are getting older and with that, insurance costs are increasing approximately 15%; lastly electricity has been a discussion topic as the supplier for CMP is showing significant price increases across the board.

Mrs. Tierney said there are some solutions for FY24 built into the budget:

- Incremental – 3 fiscal years
 - This is the second year in the 2 year incremental salary and wage increase from the FY22 Pay Study that was conducted. This presented budget is representative of the final 1/3rd offset. Next year's budget (FY25) will show a 100% impact on the operating budget from a tax perspective.
- A 3% Cost of Living (COLA) is reflected in this proposed budget for all full time and permanent part time employees.
- A lean Capital Improvement year is built into this proposed budget.
- Suggestion: not to use Fund Balance in FY24 other than as a factor of the final offset to the pay study; build back the fund balance over the next 2 fiscal years.

Next, Mrs. Tierney offered some comparisons for the new budget versus FY23.

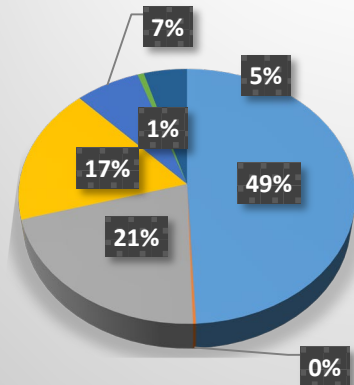
Impacts in Expenditures FY24 Budget VS FY23 Budget

FY24 Managerial Budget Request versus FY23 Adopted Budget	
2023 Adopted GF (Excluding County Tax, Debt & School)	\$ 10,945,435.00
2024 Managerial GF (Excluding County Tax, Debt & School)	\$ 12,129,523.00
\$ Difference between FY23 and FY24	\$ 1,184,088.00
% Difference between FY23 and FY24	10.82%
2024 County Tax Increase	\$ 84,258.00
Increase over FY2023	10.08%
2024 Debt Service	\$ 738,126.00
2023 Debt Service	\$ 529,202.00
\$ Increase over FY23	\$ 208,924.00
% Increase over FY23	39.48%
2023 Adopted Sewer Budget	\$ 1,360,312.00
2024 Managerial Sewer Budget Request	\$ 1,336,998.00
\$ Difference	\$ (23,314.00)
% Difference	-1.71%

Salaries and Benefits	
2024 GF Wage and Benefits	\$ 7,512,265.00
2024 GF Managerial GF (Excluding County Tax & School)	\$ 12,129,523.00
% related to Salaries and Benefits	61.9%
2024 Sewer Wage & Benefit Request	\$ 529,904.00
2024 Total Managerial Sewer Fund Budget	\$ 1,364,490.00
% related to Salaries and Benefits	38.8%

Expenses: General Fund by Org	YTD Expended
1000-20 Gen Fund - Gen Gov't	10,223,530.00
1000-30 Gen Fund - Health & Welfare/General As	52,727.00
1000-40 Gen Fund - Public Safety	4,384,325.00
1000-50 Gen Fund - Public Works	3,612,362.00
1000-60 Gen Fund - Culture & Recreation	1,414,357.00
1000-70 Gen Fund - Economic Development	137,945.00
1000-85 Gen Fund - Intergovernmental	944,694.00
TOTAL	20,769,940.00

FY24 Proposed Budget: General Government Fund



- 1000-20 Gen Fund - Gen Gov't
- 1000-30 Gen Fund - Health & Welfare/General As
- 1000-40 Gen Fund - Public Safety
- 1000-50 Gen Fund - Public Works
- 1000-60 Gen Fund - Culture & Recreation
- 1000-70 Gen Fund - Economic Development
- 1000-85 Gen Fund - Intergovernmental

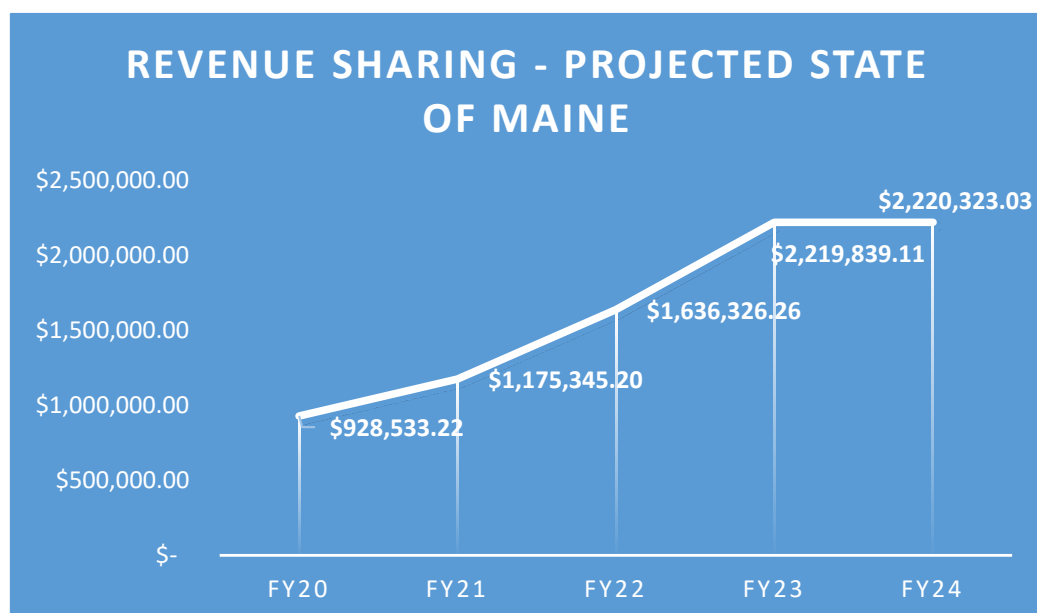
FY24 Managerial Budget Request versus FY23 Adopted Budget	
Bottom Line:	
Total General Fund including School and County	\$ 20,769,940.00
Plus Debt Service	\$ 738,126.00
Total	\$ 21,508,066.00
FY23 Adopted GF including School, County & Debt	\$ 20,066,784.00
\$ Increase	\$ 1,441,282.00
% increase	7.18%
FY23 \$ Increase Salaries and Benefits	\$ 1,415,828.00
2/3rds offset taken in FY23	\$ 943,885.33
Final offset taken in FY24	\$ 471,942.67
\$ Increase from FY23 to FY24	\$ 1,441,282.00
Less Final offset	\$ (471,942.67)
Total \$ increase from FY23 to FY24	\$ 969,339.33
Total F23 Adopted GF (inc. School, County & Debt) less 2/3rds offset	\$ 19,122,898.67
% increase	5.07%
2024 Total General Fund excluding School and County	\$ 12,129,523.00
Plus Debt Service	\$ 738,126.00
Total	\$ 12,867,649.00
FY23 Adopted GF plus debt service excluding School and	\$ 11,474,637.00
\$ increase	\$ 1,393,012.00
% increase	12.14%
\$ increase	\$ 1,393,012.00
less final 1/3rd offset (Salaries & Wages FY23)	\$ (471,942.67)
difference net of offset	\$ 921,069.33
% increase	8.03%

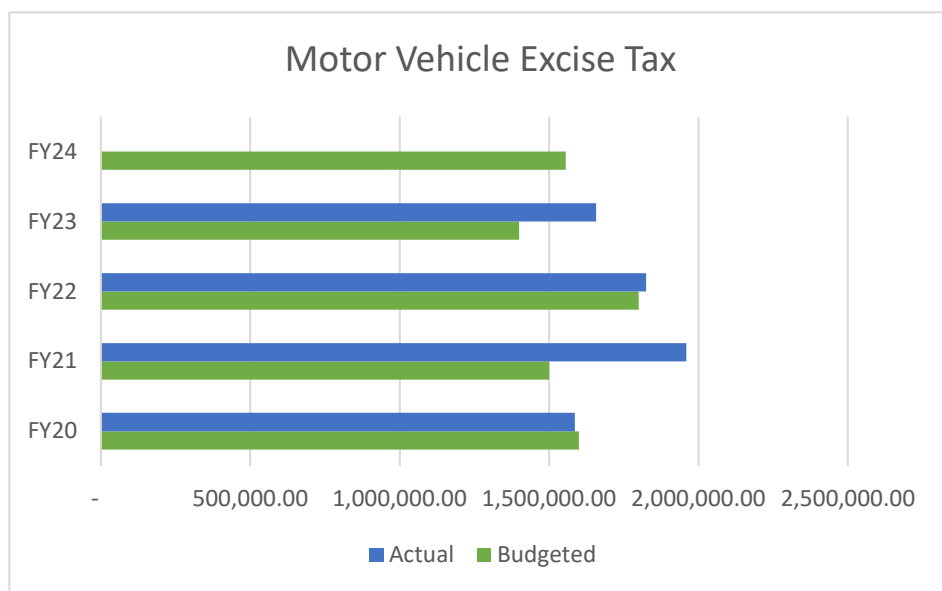
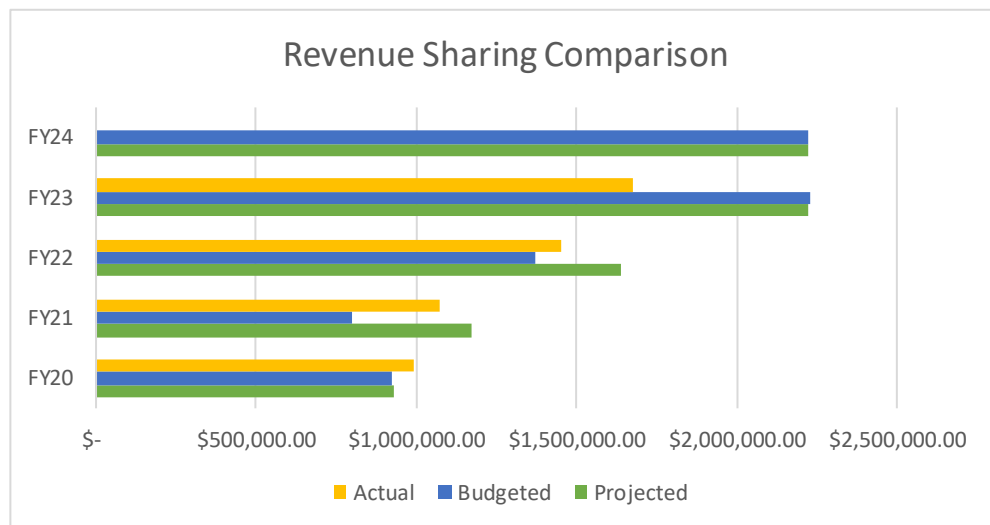
Next, Mrs. Tierney offered a comparison of Revenues. In explanation, she asked, What is included in General Government Revenue? She explained this includes motor vehicle excise tax revenue, boat excise taxes, State Revenue Sharing, Homestead Exemptions and BETE Reimbursements from the State. It also includes revenue from some departments such as Planning Board, Clerk and Code Enforcement. Under Health & Welfare/General Assistance, we have General Assistance (70% of GA expenses are reimbursed by the State). Public Safety revenue is sourced from the following departments: Police, Fire, ACO and Communication Center. Public Works revenue comes from the Transfer Station. Culture & Recreation revenue comes from the Library Department and the Parks & Recreation Department.

Impacts in Revenues FY24 Budget VS FY23

Revenues: General Fund by Dept	FY24 Budget
General Government	4,159,865.00
Clerk	30,750.00
Code Enforcement	46,500.00
General Assistance	28,350.00
Public Safety	164,752.00
Solid Waste	257,000.00
Library	3,500.00
Parks & Rec	304,825.00
TIF (ED)	68,973.00
Debt Service	15,840.00
TOTAL GENERAL FUND	5,080,355.00

FY24 Managerial Budget Request versus FY23 Adopted Budget - Town	
2023 Adopted GF Revenues	\$ 4,794,415.00
2024 Managerial Revenues	\$ 5,080,355.00
\$ Difference between FY23 and FY24	\$ 285,940.00
% Difference between FY23 and FY24	5.96%



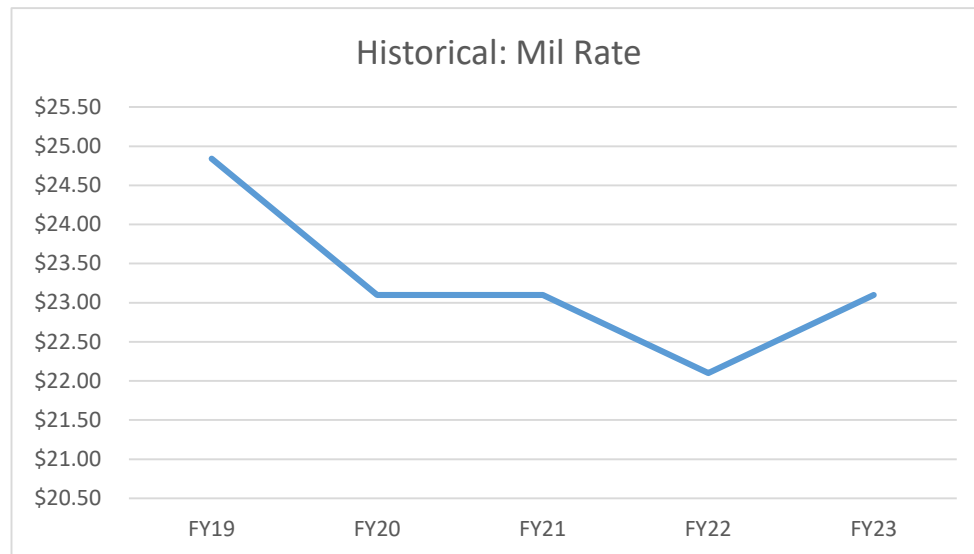


Budget Net Effect

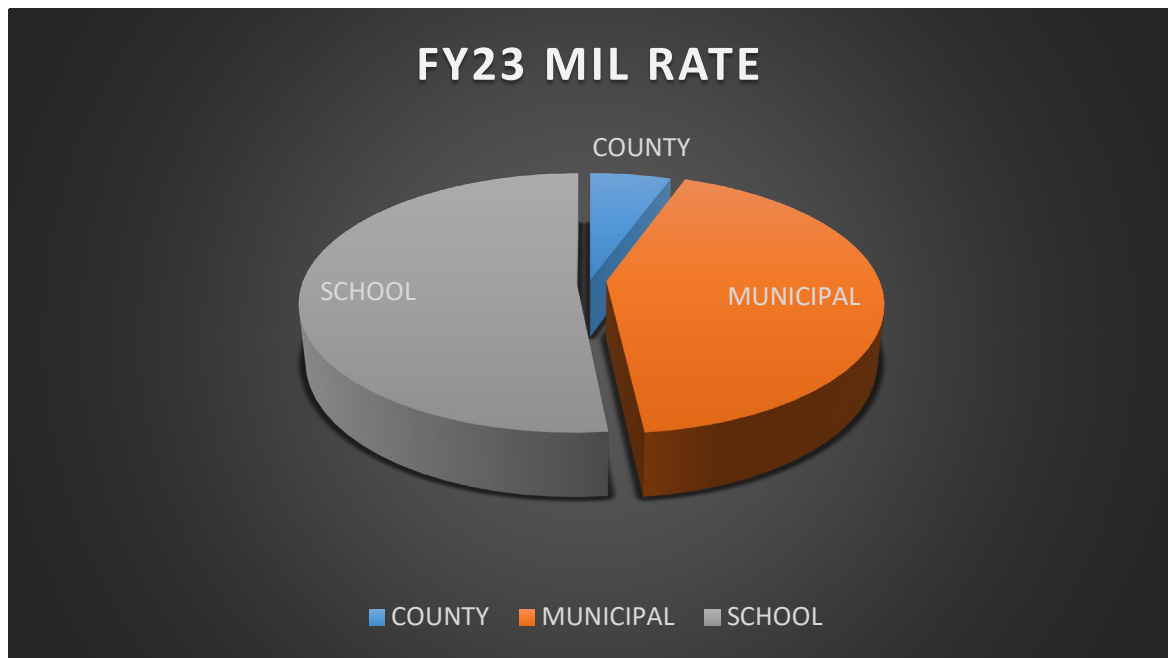
FY24 Net Difference - Expenses and Revenues - Town	
2024 Managerial GF (Excluding County Tax, Debt & School)	\$ 12,129,523.00
2024 Managerial Other Revenues	\$ 5,080,355.00
\$ Difference between FY23 and FY24	\$ 7,049,168.00
\$ Increase Expense Budget FY23 to FY24 net final offset	\$ 969,339.33
\$ Increase Revenue Budget FY23 to FY24	\$ 285,940.00
Net Effect	\$ 683,399.33

MIL RATE	
Fiscal Year	Mil Rate
FY19	\$ 24.84
FY20	\$ 23.10
FY21	\$ 23.10
FY22	\$ 22.10
FY23	\$ 23.10

Fiscal Year	County	Municipal	School
FY19	5.27%	40.33%	54.40%
FY20	5.20%	39.20%	55.60%
FY21	5.70%	38.20%	56.10%
FY22	5.60%	39.40%	55.00%
FY23	5.59%	42.73%	51.68%



To summarize the Mil Rate Impact, Mrs. Tierney asked, What does this mean for Lisbon? She explained that the proposed budget is looking at a net \$683,399.33 increase, which is around a 1 mil increase.



FY23 MIL RATE BREAKDOWN				
	COUNTY	MUNICIPAL	SCHOOL	TOTAL
	1.29	9.87	11.94	23.10

Total Budget including School, County and Sewer	\$ Amount (budgeted)	% of total budget
School	7,695,723.00	35.78%
General Fund (All Departments)	12,129,523.00	56.40%
County	944,694.00	4.39%
Debt Service	738,126.00	3.43%
	21,508,066.00	100.00%
Total FY24 Budget		



DEBT SERVICE = 3.43%
COUNTY = 4.39%
SCHOOL = 35.78%
MUNICIPAL (ALL DEPARTMENTS) = 56.40%

FY24 Managerial Budget Request versus FY23 Adopted Budget - Sewer	
2023 Adopted Sewer Revenues	\$ 1,497,120.00
2024 Managerial Sewer Revenues	\$ 1,560,302.00
\$ Difference between FY23 and FY24	\$ 63,182.00
% Difference between FY23 and FY24	4.22%

Sewer Fund Expenses	1,336,998.00
Sewer Fund Revenue	(1,560,302.00)
Net	(223,304.00)

Expenses: Other Funds	FY24 Budget
Debt Service	738,126.00
Sewer Fund	1,336,998.00
	2,075,124

Mrs. Tierney pointed out the section of our Town ordinances that discusses the Town's Fund Balance Policy:

- Sec. 86-1. - Fund balance policy.
- (a) The Town of Lisbon recognizes the importance of maintaining an appropriate level of undesignated fund balance. The town's unassigned GF fund balance serves a number of stabilizing purposes. It is a surplus of amounts which have accrued from unexpected operating budget surplus and unanticipated excess revenues. The surplus also provides the town with an amount for use in unforeseen, unbudgeted emergency situations, and provides a cash flow cushion to offset the need for borrowing in anticipation of tax receipts.
- (b) In order to maintain financial stability, the town has established this policy to maintain an unassigned GF fund balance no less than 12% and no more than 16% of the current fiscal year's budget as defined below:
- Gross town operating budget, including town's share of school budget, town's portion of the county's operating budget, and debt service.
- (c) Once the town achieves its goal of an appropriate level of undesignated fund balance, any excess funds may be utilized for other municipal purposes, including, without limitation, additional capital improvement needs, tax rate stabilization, or reduction purposes. For example, by utilizing excess fund balances for capital improvements, the town will reduce the need to incur long-term debt and will avoid creating an operating funding gap for subsequent fiscal years.

- (d) This policy has been adopted by the town to recognize the financial importance of a stable and sufficient level of undesignated fund balance. However, the town, reserves the right to appropriate funds from the undesignated fund balance for emergencies and other requirements the town believes to be in the best interest of the town.
- (e) In the event the town's undesignated fund balance drops below the 12% minimum, a written plan to replenish the fund within a maximum of three fiscal years must be approved by the town council at the time of the emergency GF fund balance appropriation.

(Sel. Ord. of 2-7-2006, § 5.166; C.M. of 3-7-2017, V. 2017-51)

Next, Mrs. Tierney moved on to the Capital Improvement Plan (CIP). She explained that it is a document that focuses on the implementation of community goals through detailed recommendations on capital spending and needs for the current and forecasted fiscal years. She said the CIP to be submitted to the Council is to be broken down by Town and presented here on a departmental level. She added the plan is presented on a 5-year model and on a 10-year model.

Mrs. Tierney went on to describe the plan. She said the CIP demonstrates specific projects, amounts of those projects, and the sources of funding for those projects. In addition, she explained, the document is a framework for making the best use of financial resources. She said that within the CIP report, a section of footnotes follows immediately after department's requests, and these footnotes go into more depth about the capital items being requested in the upcoming fiscal year. In addition to the 5 and 10 year plan forecasts, she said the report includes the estimated annual cost of operating and maintaining vehicles and equipment, as well as the current mileage of those vehicles. The Debt Structure (Bonds and Leases) is also included in this report, and each department has submitted their requests for capital needs.

Town of Lisbon Forecasted Capital Improvement Plan - 5 Year Department Summary For Budget Year FY24 Forecasted Years FY24 through FY28					
DEPARTMENT TOTALS	Forecast 6/30/2024	Forecast 6/30/2025	Forecast 6/30/2026	Forecast 6/30/2027	Forecast 6/30/2028
POLICE DEPARTMENT	\$ 117,500	\$ 90,000	\$ 90,000	\$ 107,000	\$ 90,000
ANIMAL CONTROL	-	62,000	-	-	-
COMMUNICATION CENTER	-	220,000	270,000	-	-
FIRE DEPARTMENT	112,918	33,970	66,109	69,569	2,040,621
PARKS AND RECREATION	38,000	110,000	50,000	145,000	-
PUBLIC WORKS	455,500	910,000	505,000	660,000	845,000
SOLID WASTE	-	110,000	-	-	-
TREATMENT PLANT	2,165,000	165,000	150,000	140,000	108,000
TOWN BUILDINGS	159,000	94,990	99,700	14,500,000	10,000
TOWN OFFICE ADMIN	41,405	30,000	30,000	30,000	30,000
TECHNOLOGY	66,200	141,000	-	20,900	-
Total Capital Expenditures	\$ 3,155,523	\$1,966,960	\$1,260,809	\$15,672,469	\$3,123,621

Town of Lisbon Forecasted Capital Improvement Plan - 10 Year Department Summary For Budget Year FY24 Forecasted Years FY29 through FY33					
DEPARTMENT TOTALS	Forecast 6/30/2029	Forecast 6/30/2030	Forecast 6/30/2031	Forecast 6/30/2032	Forecast 6/30/2033
POLICE DEPARTMENT	\$ 110,000	\$ 118,450	\$ 98,450	\$ 113,450	\$133,950
ANIMAL CONTROL	-	-	62,000	-	-
COMMUNICATION CENTER	-	-	-	-	300,000
FIRE DEPARTMENT	726,077	70,000	10,000	-	470,000
PARKS AND RECREATION	8,000	8,000	60,000	100,000	-
PUBLIC WORKS	825,000	675,000	505,000	485,000	-
SOLID WASTE	-	-	76,000	-	-
TREATMENT PLANT	500,000	160,000	125,000	110,000	50,000
TOWN BUILDINGS	30,000	-	-	35,000	8,000
TOWN OFFICE ADMIN	30,000	30,000	30,000	30,000	-
TECHNOLOGY	-	55,000	-	-	-
Total Capital Expenditures	\$ 2,229,077	\$1,116,450	\$ 966,450	\$ 873,450	\$961,950

Town of Lisbon Forecasted Capital Improvement Plan For Budget Year FY24 Forecasted Years FY24 through FY28						
	Forecast 6/30/2024	Forecast 6/30/2025	Forecast 6/30/2026	Forecast 6/30/2027	Forecast 6/30/2028	Funding
COMMITTED						
2010 R	65,965	63,809	62,281	60,669	60,669	Munic. Rev.
2017 B	166,613	163,320	159,765	155,993	155,993	Munic. Rev.
2004 FR - Sewer Dept	18,463	-	-	-	-	Sewer Rev.
2005 FR - Sewer Dept	27,189	26,813	26,438	-	-	Sewer Rev.
2014 QECB	79,759	79,759	79,759	79,759	79,759	72% Munic. Rev/28% Sewer Rev.
2020 MMBB - Pinewood	167,183	\$ 165,165	\$ 163,088	\$ 160,928	\$ 158,678	Munic. Rev.
2022 MMB - Ferry	273,439	\$ 268,642	\$ 263,583	\$ 258,422	\$ 258,422	Munic. Rev.
Total Committed	\$ 798,611	\$ 767,508	\$ 754,914	\$ 715,771	\$ 713,521	
PROPOSED						
RD Loan	\$ 322,525	\$ 322,525	\$ 322,525	\$ 322,525	\$ 322,525	Sewer Rev.
Harley Davidson	2,500	2,500	2,500	-	-	Munic. Rev
Total Proposed	\$ 325,025	\$ 325,025	\$ 325,025	\$ 322,525	\$ 322,525	
TOTAL COMMITTED/PROPOSED	\$ 1,123,636	\$ 1,092,533	\$ 1,079,939	\$ 1,038,296	\$ 1,036,046	

Town of Lisbon Forecasted Capital Improvement Plan For Budget Year FY24 Forecasted Years FY29 through FY33						
	Forecast 6/30/2029	Forecast 6/30/2030	Forecast 6/30/2031	Forecast 6/30/2032	Forecast 6/30/2033	Funding
COMMITTED						
2010 R	57,279	55,583	53,888	-	-	Munic. Rev.
2017 B	-	-	-	-	-	Munic. Rev.
2004 FR - Sewer Dept	-	-	-	-	-	Sewer Rev.
2005 FR - Sewer Dept	-	-	-	-	-	Sewer Rev.
2014 QECB	79,757	79,757	-	-	-	72% Munic. Rev/28% Sewer Rev.
2020 MMBB - Pinewood	\$ 156,323	\$ 153,863	\$ 151,305	\$ -	\$ -	Munic. Rev.
2022 MMB - Ferry	\$ 247,744	\$ 242,116	\$ 236,320	\$ 230,394	\$ 224,355	Munic. Rev.
Total Committed	\$ 541,103	\$ 531,319	\$ 441,513	\$ 230,394	\$ 224,355	
PROPOSED						
RD Loan	\$ 322,525	\$ 322,525	\$ 322,525	\$ 322,525	\$ 322,525	Sewer Rev.
Total Proposed	\$ 322,525	\$ 322,525	\$ 322,525	\$ 322,525	\$ 322,525	
TOTAL COMMITTED/PROPOSED	\$ 863,628	\$ 853,844	\$ 764,038	\$ 552,919	\$ 546,880	

Mrs. Tierney went on to the highlights of the FY24 CIP by department.

Police:

- The PD Cruiser Replacement Plan replaces (2) Cruisers in this proposed budget funding through operating expense budget.
- Police Laptops – funding through Technology budget (operating expense)
- K9 and equipment – funding through operating budget
- Harley Davidson and equipment/training – funding source: lease in the Debt Service Fund

Fire:

- Chief's Car (Car 1)– funding source Fire Truck Reserve account
- Turnout Gear – funded through Municipal Budget
- Thermal Imaging Cameras – funded through Municipal Budget
- Portable and Vehicle Radios – funded through Municipal Budget.

Parks & Recreation:

- Stand up Ex Mark Mower
- Summer Street dog park
- Summer Street dog park fencing
- Commercial Combo Sander/Salt spreader

Public Works:

- Plow truck and gear – funding through Municipal Budget
- Loader – capital lease – funding through Municipal Budget
- Sidewalks – funding through Municipal Budget
- Guardrails – funding through Municipal Budget

Town Buildings:

- HVAC updates/improvements – funding through ARPA and municipal budget
- MTM Bathrooms – funding through ARPA
- Library Egress – funding through ARPA
- Front Counter Construction – funding through municipal budget

Treatment Plant:

- GEA Centrifuge – funding through RD Grant and Fund Balance
- GEA Centrifuge major service – funding through operating budget
- Aeration Tank Concrete rehab – funding through operating budget
- Brook Street pump station – funding through RD grant
- Boerger rotary lobe pump funding through operating budget

Technology:

- Laptops/Computers for Town Office and Police Department
- Retrofitting Council Meeting Room – sound system

Office Administration:

- Clerk records restoration
- Revaluation

Mrs. Tierney thanked the Council and invited questions. She said the individual Department narratives will be sent out tomorrow, and she would email out the changes that she made to the report to update what the Council had received in advance.

Councilor Larochelle thanked Mrs. Tierney, he said the Budget and CIP were well-presented and it was a good overview.

Councilor Moore said this is a good starting point. Mrs. Tierney pointed out that Council should note in their packets that the initial budget was cut by over \$700,000.00, which reduced the amount for taxpayers by almost a full mil.

Mr. Michalowski said this is how he is used to doing budgets, that usually questions about the budget will focus on variances. He said the Saturday meeting will be Council's opportunity to dig in and the department heads can explain in more detail. He said the public appreciates the transparency and usually the council likes the in-depth look.

Mrs. Tierney announced that this is her last presentation and took a moment to thank the Council and the town departments for the opportunity to serve Lisbon. The Council members were in general agreement that Mrs. Tierney has done an excellent job and that the town is very appreciative of her efforts and hard work as Finance Director.

OTHER BUSINESS—NONE

COUNCILOR COMMUNICATIONS

Councilor Fellows said he attended the Water Department meeting that was held just prior to this meeting. He said they discussed the proposed Bond issue and the Water Department is looking forward to the meeting on the 21st.

AUDIENCE PARTICIPATION & RESPONSE FOR NEW ITEMS

Kevin Ridley, Finance Committee member, said he had some questions about the budget. He asked if the State numbers are good, and what is meant by "replenishing the fund balance"?

Mrs. Tierney replied that, coming out of Covid years, yes, the State numbers are good. She also explained that we save at least 12% for the Fund Balance, which is used at the Council's discretion. Councilor Larochelle added that it is a fund that is there if you need it.

Chief McGee said that the recent storm was not what was predicted, but wanted to thank Jeff Kelly and his crew at Enterprise Electric for stepping in to assist with restoring power. He said they did a great job.

EXECUTIVE SESSION

VOTE (2023-45) Councilor Larochelle, seconded by Councilor Robishaw, moved to enter into Executive Session per 1 MRSA §405(6)(A) Personnel Matters at 6:55 PM.

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

The Council returned from Executive Session and resumed their meeting at 8:20 PM.

ADJOURNMENT

VOTE (2023-46) Councilor Keller, seconded by Councilor Robishaw, moved to adjourn at 8:22 PM.

Lisa M. Ward, Council Secretary

Town Clerk

Date Approved: April 4, 2023



**TOWN COUNCIL
WORKSHOP MINUTES
MARCH 18, 2023
LISBON TOWN OFFICE
9:30 AM**

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 Chairman, Harry Moore, called the meeting to order and led the pledge of allegiance to the flag at 9:30 AM.

ROLL CALL. Members present were Councilors Fellows (via Zoom), Lunt, Larochelle, Robishaw, Keller, Cain, and Moore, Jr. Also present were Glenn Michalowski, Town Manager; Melanie Alexander, Assistant Town Manager; Kayla Tierney, Finance Director; Nate LeClair, Fire Chief; Ryan McGee, Police Chief; Randy Cyr, Public Works Director; Steve Aievoli, Sewer Department Superintendent; Diane Nadeau, Library Director; Mark Stevens, Parks and Recreation Director; Kate Madore, Assistant Parks and Recreation Director; Ross Cunningham, Economic and Community Development Director; Mark Stambach, Code Enforcement Officer; Kevin Ridley and Curt Lunt, Finance Committee members. There were no audience members.

BUDGET WORKSHOP

Mrs. Tierney presented the Budget beginning with Debt Service.

Councilor Larochelle asked why the New Fire Trucks were not listed. Mrs. Tierney said the Fire Trucks on order are 31 to 41 months out to be built, which makes them interim financing being either a line of credit or a BAN (Bond Anticipation Note). This allows the Town to adapt if anything changes for the delivery of the Fire Trucks or the price increases etc. Once the Trucks are built, the Town will draw on that line of credit and will turn the Interim Financing into permanent financing which will be incorporated into the Debt Service Fund.

Councilor Lunt asked what the total outstanding Bonds that the Town holds and what is the 5% in dollar values. Mrs. Tierney said Lisbon's total Bond Indebtedness is \$21,386,349. She said the percentage from the most recent valuation of around 659,000,000 would be around 33,000,000, which would put the town under where we are at the \$21,000,000 indebtedness for the 2023 Tax Bill.

FIRE DEPARTMENT

Chief LeClair presented his budget stating most of the increases are cost of doing business increases which they cannot control, such as worker's Comp, Insurance, etc. The other increase is around the Salaries. The Fire Dept. hired two full-time firefighters and will need to increase staffing of two more firefighters to cover the weekend shifts since there's a shortage of volunteers.

Mr. Ridley asked for data to compare what other towns of the same size use for staffing. Chief LeClair said he would get that information and also shared that there are smaller towns that have a full time staffed Fire Department. Chief LeClair also said that during daytime hours, Lisbon averages 3.8 firefighters, including himself. NFPA standards require 14 to respond to a construction fire and OSHA requires 4 on site to enter into those dangerous environments.

Councilor Moore asked what the current balance for the budget was. Mrs. Tierney said as of March 1st the Fire Department is 65.8% expended, with \$492,426.00 spent, leaving them with \$255,953.00 thru June 30, 2023.

Mr. Ridley asked why the Fire Department is replacing the 2016 Ford SUV. Chief LeClair stated the useful life and value of this vehicle maxes out its life span and value at 6 years to try and get the best resale for it. Mrs. Tierney added they also look at mileage and running hours for the vehicle. High running hours, which happens a lot for Fire Department and Emergency vehicles, adds to the depreciation and higher maintenance on the vehicles.

EMERGENCY MANAGEMENT

Mrs. Tierney presented the budget for Emergency Management Services stating there is a \$ 6,204.00 increase which could be subject to change because of a contract for Ambulatory Services.

POLICE DEPARTMENT, ACO, COMMUNICATION CENTER

Chief McGee presented the Police Department, Communication Center and ACO Budgets, and thanked the Town Council for supporting and bringing back the School Resource Officer position last year. He said it is instrumental to Lisbon schools. He also stated the Animal Control Officers do a phenomenal job covering four communities. The Police Department is bringing back the K-9 position to help with tracking missing persons, suspects and drug investigations and to help make the community safer.

Mrs. Tierney said the Police Department as of March 1st is 61.58% expended, spending \$1,378,077.43, leaving them \$859,927.57 to June 30, 2023.

The Communication Center as of March 1st is 60.4% expended, spending \$227,255,091 leaving them \$149,075,09 to June 30, 2023.

The ACO budget as of March 1st is 65.5% expended, spending \$75,821.38 leaving \$39,943.62 thru June 30, 2023.

PUBLIC WORKS DEPARTMENT

Randy Cyr, Public Works and Solid Waste Director presented his budget. Mr. Cyr said they are going to defer paving for one year to offset some of the costs for equipment since a lot of the paving is around the Main Street project which will not be finished till the Fall of this year.

Mr. Lunt, Finance Committee Member, stated his concerns with multiple departments moving items to next year that were on the Capital Improvement Plan and would like to see a list of all the items removed. Mr. Cyr stated that Department Heads town wide were asked to try and save \$990,000 to benefit the Taxpayers. He felt taking the pieces of equipment that they could probably get away with doing a small rebuild for not as much money was a good place to start.

Councilor Lunt stated he is concerned about deferring all of the paving entirely since some roads need fixing, including Littlefield Road and Webster Road. He said the Town did this back in 2010 and it took a long time to get back on track and doesn't want to see that happen again. Mr. Cyr said Littlefield Road will need complete reconstruction since it is subject to heavy traffic like large trucks and tractor trailers. That project will have to go out to bond because of the expense to do it. Mr. Cyr said it is in the CIP plan.

Mrs. Tierney said the reason for deferring paving the roads around the Main Street project is because the Water Department will have to tear up the roads for their projects once Main Street is done so they did not want to have to tear up the roads twice. Councilor Lunt asked if there were other roads that could be fixed in the meantime instead of putting off all paving for the year. Mr. Cyr said if the Council wants to put that money back in his budget then he would continue with paving other roads. Councilor Larochelle said Village Street connected to Ferry Road was a project that was going to be done this year with a carryover of funds from that project and asked if there is enough money left over to finish it. Mr. Cyr said there is adequate funding.

Councilor Fellows suggested starting a list of items that might be put back into the Budget at the end of the Workshop sessions.

Mr. Cyr said he is proposing to increase the dump sticker price to \$52.00 to offset the rising costs of the per ton disposal fees.

WASTE WATER TREATMENT PLANT

Steve Aievoli, Sewer Superintendent, presented his budget.

PARKS & RECREATION

Mark Stevens, Parks and Recreation Director presented his budget. He is asking for \$10,000 to create a parking lot at the Summer Street Park and \$8,000 for a chain link fence for a dog friendly park. There is currently only roadside parking which is getting dangerous and not very appealing. Mr. Stevens stated there will be an increase in Revenues by increasing Day Camp fees and After School fees. Some families will find this a hardship so they will be offering to help out with those costs with a Scholarship Fund.

Mrs. Tierney said the Parks & Recreation Department as of March 1st is 68.05% expended, spending \$598,570.85 leaving them with \$281,077.15 thru June 30, 2023.

LIBRARY

Diane Nadeau, Lisbon Library Director presented the Library Budget. Mr. Ridley commended Mrs. Nadeau on the 16% reduction in her office supplies line. Mrs. Nadeau stated the interoffice loan project which allows patrons to borrow from other Libraries if Lisbon does not have something available helps a great deal with that.

Councilor Moore thanked Mrs. Nadeau for the puzzle portion of the Library, where anyone can go in and work on a puzzle and can also exchange puzzles. He also stated that the Council appreciates how remarkable of a steward she has been of her budget and the Library and wished her luck in her future endeavors since she'll be retiring at the end of the fiscal year. Mrs. Nadeau thanked them and said it has been an honor to serve the patrons of Lisbon.

Mrs. Tierney said the Library Department as of March 1st is 58.12% expended, spending \$251,184.40 leaving them with \$180,987.60 thru June 30, 2023.

ECONOMIC & COMMUNITY DEVELOPMENT

Ross Cunningham presented his budget.

FINANCE DEPARTMENT

Mrs. Tierney presented the Finance Department Budget. She stated that on June 30th when the Finance Department closes the books for the end of the fiscal year they would like to either close the Town Office early or close the Departments that collect money for the whole day to give them time to end the cash receipting for the day and roll over to the next year since it is a time consuming process.

Mrs. Tierney recommended the Town add a Tax Collector position to help alleviate the multiple hats that is worn by the Finance Director and to oversee the front counter. Councilor Larochelle asked if the Tax Collector position would be trained to help out in the Tax Office when needed. Mr. Michalowski said that is the intent.

CODE ENFORCEMENT

Mark Stambach, Code Enforcement Officer presented his budget. He stated the Non-Supervisory line has changed since he recently hired an administrative assistant who works 20 hours a week. Last year the Assessing Assistant was splitting her time with Assessing and Code Enforcement and has been moved back to Assessing full time.

Mrs. Tierney said the Planning Board as of March 1st is 63.4% expended, spending \$105,586.88 leaving them with \$61,016.12 thru June 30, 2023.

PLANNING BOARD

Mr. Stambach presented the Planning Board Budget.

Mrs. Tierney said the Planning Board as of March 1st is 25.38% expended, and spent \$8,176.73.

ZONING BOARD OF APPEALS

Mr. Stambach presented the Zoning Board of Appeals Budget.

ASSESSING

Mr. Michalowski presented the Assessing Budget. Councilor Fellows asked what percentage of Revaluation does the town have to stay at to get 100% Homestead Exemption. Mrs. Tierney said it's within the 90% range and the Town is currently at 95%.

PUBLIC WORKS (OTHER)

Mrs. Tierney presented the other Public Works budget.

**OTHER PUBLIC SERVICES
(TRANSPORTATION SERVICES, HISTORICAL SOCIETY, LACO, MEMORIAL DAY, MMA AND
COMMUNITY ENGAGEMENT EVENTS)**

Mrs. Tierney presented the budget for Other Public Services. Mr. Michalowski wanted to add a Community Engagement Events Fund to help the Town Manager's Office to engage in Town Wide events such as Coffee with a Councilor or walks on the Walking Path to get the Town Manager's office more engaged with the Community.

TOWN CLERK

Mr. Michalowski presented the Town Clerk's Department budget.

BUILDINGS

Mr. Michalowski and Mrs. Tierney presented the Buildings budget.

TECHNOLOGY

Mrs. Tierney and Mr. Michalowski presented the Technology Budget stating that there is a 28.67% increase due to replacing some software and hardware, updating 18 workstations and some Police Dept. and Council laptops. Mrs. Tierney said \$35,000 is for retrofitting the sound system for the Public Meeting Room, Training Room and Conference Room. Mr. Michalowski said they do not necessarily have to do all three rooms at once but can choose which room is the priority, especially the Public Meeting Room to help the public hear the Meetings better during Live Stream which has been a longtime issue.

Mrs. Tierney stated there is \$31,571 increase in Software & Services to cover the full year of the new Cloud Permitting Software, the new Civic Clerk Software and price increases to the Tri Tech IMC.

TOWN MANAGER

Mr. Michalowski presented the Town Manager budget.

ELECTED OFFICIALS

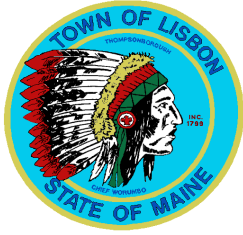
Councilor Moore made a proposal to have the Town Council stipend increased to \$14,144 or 25%. Councilor Lunt suggested making the increase at \$2,000 per person and \$2,500 for the Chairperson.

Mr. Michalowski suggested adding \$1,200 to the Employee Recognition Budget for Season Tickets to Sea Dogs games and have them available to staff on a first come first serve basis. Mrs. Tierney stated the town has spent \$1,876.73 for the Employee Holiday Party and have \$3,000 left in fiscal year 2023 and can carry that forward.

ADJOURNMENT

The Chairman, seeing no further business, adjourned the meeting at 5:00 PM.

Lisa B. Smith, Deputy Town Clerk
Date Approved: April 4, 2023



**TOWN COUNCIL
MEETING MINUTES
MARCH 21, 2023
LISBON TOWN OFFICE
7:00 PM 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

CALL TO ORDER. The Chair, Harry Moore, called the meeting to order and led the Pledge of Allegiance to the Flag at 7:00 PM.

ROLL CALL. Members present were Councilors Fellows (remote attendance), Keller, Larochelle, Lunt, Moore, and Robishaw. Also present were Glenn Michalowski, Town Manager; Kayla Tierney, Finance Director; Mark Stevens, Parks and Recreation Director; Kevin Ridley, Finance Committee Member; Arthur McLean, Water Commission Member and Charles Harrison, General Manager of Water Department. There were no audience members.

VOTE (2023-47A) Councilor Larochelle, seconded by Councilor Robishaw, moved to excuse Councilor Cain's absence.

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

GOOD NEWS & RECOGNITION

Mr. Michalowski shared that Mark Stevens, Lisbon's Parks and Recreation Director, was recently awarded the William V. Haskell Distinguished Professional of the Year Award. He said this award is the highest award that a Maine Parks and Recreation Director can obtain in the state. The conference was held at the Samoset Resort in Rockland. Mr. Steven's family was able to attend without him knowing about it. There will be an article in the Sun Journal regarding this award.

PUBLIC HEARINGS – VICTUALER'S LICENSE FOR ELITE NUTRITION

The Chairman opened and closed the Public Hearing with no comments.

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

VOTE (2023-47) Councilor Larochelle, seconded by Councilor Lunt, moved to accept the Consent Agenda as presented.

- A. Municipal Accounts Payable Warrants - \$ 285,842.07
- B. Municipal Payroll Warrants - \$ 218,720.78
- C. School Accounts Payable Warrants - \$ 100,152.00
- D. School Payroll Warrants – \$ 748,487.95
- E. Minutes of March 7, 2023
- F. Approve Road name Request for Martinez Lane off King Road
- G. Victualer's License for Elite Nutrition

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

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

AMENDMENT TO APPENDIX C FEE SCHEDULE – PARKS & RECREATION

INTRODUCTION:

Mr. Stevens stated the Parks and Recreation Department is under-market for a lot of programs and is requesting Fee Changes regarding the following:

APPENDIX C – FEE SCHEDULE**PARKS AND RECREATION**

...

	Summer day camps—7 week session	
	a. Full time summer day camps: Resident	475.00 <u>550.00</u>
	b. Full time summer day camps: Non-resident	550.00 <u>750.00</u>
	c. 1/2 time summer day camps: Resident	325.00
	d. 1/2 time summer day camps: Non-resident	375.00
	e. Sibling discount	25.00 <u>50.00</u>
	Summer sports camps	30.00 <u>35.00</u> each
	Non-resident	45.00 <u>50.00</u> each
	Track and field	75.00
	Non-resident	90.00
	Swimming lessons	10.00 per week
	Non-resident	12.00 per week
	Moxie 5k Road Race	25.00 pre-registration
		30.00 race day per participant
	Moxie Car Show	10.00 per car
		5.00 per spectator
Section this Code	Description	Fee /Rate
	Horse camp—1 week	250.00
	Before school rec	45.00 <u>18.00</u> per week or 4.00 <u>5.00</u> per day
	After school rec	50.00 <u>65.00</u> per week or 12.00 <u>15.00</u> per day

	Football	
	a. 7th/8th grade	85.00 <u>90.00</u>
	Non-resident	90.00 <u>95.00</u>
	b. Youth	75.00 <u>80.00</u>
	Peewee	70.00 <u>75.00</u>
	Non-resident	80.00 <u>85.00</u>
	c. Flag	35.00 <u>40.00</u>
	Non-resident	50.00 <u>55.00</u>
	Soccer	35.00 <u>40.00</u>
	Non-resident	50.00 <u>55.00</u>
	Field hockey	65.00
	Non-resident	80.00
	Basketball	35.00 <u>40.00</u>
	Non-resident	50.00 <u>55.00</u>
MTM RENTAL		
	a. Commercial (revenue producing for profit)	
	1. Pavilion or gym	60.00 <u>75.00</u> per hour
	2. Room	30.00 <u>40.00</u> per hour
	3. Kitchen	50.00 <u>100.00</u>
	b. Non-profit (non-revenue producing)	
	1. Pavilion or gym	30.00 <u>40.00</u> per hour
	2. Room	20.00 per hour
	3. Kitchen	50.00 <u>100.00</u>
	4. Town of Lisbon or school department events	Exempt

	Community gardens plot rental for annual 10' x 4' raised bed	30.00
	Pinewoods Road Sports Complex	150.00 per day
	<u>Graziano Square Rental</u>	
	<u>a. Commercial (revenue producing for profit)</u>	<u>75.00 per hour</u>
	<u>b. Non-profit (non-revenue producing)</u>	<u>40.00 per hour</u>

...

COUNCILOR COMMENTS:

Councilor Fellows asked what percentage of kids are non-residents and where are they coming from. Mr. Stevens said last year they had 60 which is about 20% and they're coming from Bowdoinham, Lewiston, Auburn, Greene, Sabattus, Durham, Topsham because it is less expensive and is a good quality program.

Councilor Larochelle asked what the increase in Revenues these Fee changes would bring in. Mr. Stevens said that just in Summer Day Camps, it will bring in an additional \$14,000.00 and an overall increase of over \$50,000.00. Councilor Larochelle asked if this would help to pay staff members with the increase in minimum wage going up and to help retain current seasonal employees, and is it enough of an increase. Mr. Stevens said yes, it would be a justification for the increase and feels that he should go even higher to retain the seasonal employees.

VOTE (2023-48) Councilor Larochelle, seconded by Councilor Robishaw, moved to Approve amendments to the Parks & Recreation Fees, Appendix C Fee Schedule per the Parks & Recreation Director's recommendations.

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

COUNCIL WORKING RULES – POLICY UPDATE**INTRODUCTION:****Sec. 74-201. Working rules for town council.**

...

(d) Meetings.

- (1) *Generally.* Unless otherwise designated by the chair or by four members of council, and for good cause shown, meeting of the town council shall occur at the central meeting room in the town office building.
- (2) *Attendance.* Attendance by councilors in person is expected. Failure to attend 3 consecutive meetings of the Council without being excused by a vote of the Council will result in forfeiture of office. Acceptable excuses include, without limitation, illness, vacation, and family emergencies. Only two (2) [consecutive] absences from regularly scheduled Council meetings will be excusable for reason of vacation, even if the Council member is able to attend by remote means. A limit of seven (7) excused absences over a one year session shall trigger Council review.
- (3) *Meeting length.* All council meetings, workshops, or executive sessions shall be conducted, except in extraordinary circumstances, within 2½ hours of the time the meeting is called to order. At regularly scheduled meetings, this will call for adjournment on or before 9:30 p.m. The council may, by waiving these rules, agree to extend the time for meetings if it is deemed appropriate.

...

COUNCILOR COMMENTS:

Councilor Moore said he is proposing the Amendment regarding attendance by Council Members and read his reasons as follows: He feels it is an expectation through the votes of the Citizens that Councilors be present to fulfill the responsibilities and to be there eye to eye to meet with citizens as necessary. He said he personally has not gone on

vacation or other events on occasion because of a conflict with a scheduled Council meeting and he knows this is true of other Councilors as well. Many small or local government agencies restrict absences because of the benefit of direct communication with the public. In the peer review journal, "Local Government Studies," an article titled "**Municipality size, political efficacy and political participation, a systematic review**" authored by J. McDonnell in 2019, he concluded in his executive summary that "*Citizens of small municipalities feel a greater sense of political efficacy and participate to a greater degree in local politics if they can interact directly with local government officials.*" Councilor Moore said our own policy seems to reflect the importance of being present. He said this is reflected in the following policy governing attendance in section 74-200. **Attendance policy for Boards and Committees of the Town.** *There is hereby adopted by the Town Council, a standardized attendance policy for members of the boards and committees of the Town. Regular attendance at meetings is required. Two unexcused absences in a row or three or more in a year shall be considered cause for the board /committee to report the absences to the town council who shall notify the member to attend a town council Meeting to show cause why the member should not be removed by the board.* Councilor Moore stated that common sense dictates "that regular attendance at meetings is required means in person, not remote". He strongly believes that persons who identify as we call Snow Birds and are out of town, even out of State for several months at a time should make a choice of being the aforementioned Snow Bird or Town Councilor, not both. Councilor Moore said his Amendment was drafted by the Town's Legal department and has been determined to be sound legally. The Remote Policy does not include vacation time condition to use Remote Meeting Access but somehow it appears in the working rules, so that seemed to be the logical place to address the issue of long term absences. Inexplicably the word vacation came under some scrutiny, so Councilor Moore provided a definition from the Oxford languages: "*an extended period of leisure and recreation and especially one, spent away from home or in traveling*" This amendment addresses the importance of being present, not electronically, but in person. A voter who asks you, whom they voted for, to come and look at a pothole or a property issue or just want to sit and express their concerns in person are robbed of that interaction because of a policy that allows for long term absence. This amendment resolves that and it ought to pass.

Councilor Fellows read his thoughts as follows:

This item seems obviously aimed at a person who is in a situation like mine, i.e., meeting remotely for an extended period. I am a little confused though and I will explain why the change will not apply to members who are remote meeting attendees.

I have been meeting like this for what seems like a long time now. I think it was Fern who said we will see how it works for 4 months. I wrote the original and modified remote meeting policies along with some legal help, so I feel that I have some degree of knowledge if not responsibility to help address whatever problems there are. I spoke with Councilor Moore last Friday and will say to you essentially what I said to him. Don't get my purpose here wrong, I do agree, remote meetings are not good for the long run, i.e., what I have been doing. While I have not missed any Town Council meeting, most of the meetings have been difficult with poor audio, and video that is only adequate. Without upgrades, participation will continue to be very difficult for anyone, including the audience. That fix may be in the works, however. Liaison work with the Planning Board and Water Department have been complicated as well. Audio participation in a "workshop" atmosphere is particularly difficult. In addition, I think while remote meetings for extended periods can work well for entities like a business or volunteer committees, it seems less than ideal for an elected official. While I can technically accomplish many constituent duties remotely, close participation cannot happen over the longer term. Connectivity with the rest of the in-person meeting Council members is also lost, but having said all of that, I think we could do a better job of changing how we are allowed to meet remotely rather than by changing attendance policy in Working Rules. Here's why....

You probably remember that on July 12th, 2022, the Town Council, by a 7-0 vote, approved the modified remote meeting policy in accordance with the existing State Statute 1 MRS subsection 403-B. That approval was to be put into the Town Council working rules when codified. The codification was to be done but as of this time, the modification appears to remain as an update that is not in official codification. This current policy was properly implemented by first holding a hearing and then acting on the measure. The policy should appear in Chapter 74, Article IV which deals with boards and Committees. Sub section 201 is the council working rules and Sub Section 202 says it is the Town Council remote meeting policy but is actually the Lisbon Development committee remote meeting policy which was never a Town Council vote. Something went awry. I believe this was at the time of change between the Town Clerks and should be easily fixable.

At any rate the remote meeting policy was a legal action on the part of the Town Council, done properly, and therefore is in effect. I think we will be doing things **inefficiently, if not wrong** by changing Sub Section 201, the attendance policy. Here's more.

- The proposed revision conflicts with the remote meeting policy in that only two consecutive absences from a regular meeting would be allowed. The remote meeting policy says that long term remote attendance (defined as more than three consecutive meetings) shall be discouraged. But more importantly,
- The proposed revision to the Working rules seems to attempt to call out remote meetings for "reason of vacation" as absences which may be excused at some level. Both the state statute and our remote meeting

policy require that for a person who participates remotely, attendance be "considered present for purposes of a quorum and voting". Therefore, if given permission to meet remotely, there is no absence at all requiring excusals. That is also why we do not excuse me when I attend remotely. **And that is the main reason why the change will not apply to those who are allowed to meet remotely.**

- Secondly the proposal lacks a definition for 'vacation'. It seems to be unclear. In my case, I was not on vacation but acting more like what we call "snowbirds." Even though I think the word "absence" cannot apply here, it should be clearer if used.
- The remote meeting policy as it is now written gives the Council Chair the authority to grant remote meeting ability. And even though it is discouraged, **individual circumstances of long-term remote meeting ability, can be approved subject to the recommendation of the Chair to the entire Town Council in order to affirm the decision to either allow or disallow.** The authority is clearly in writing.
- I realize there have been some recent changes to the state statute, but they mostly concern liberalizing the reasons for having remote meetings and definitely giving the Town Council the authority to have one blanket authority for all boards and committees. The following is what the statute now says.
- **1MRSSs403b 2. Requirements.** A public body subject to this subchapter may allow members of the body to participate in a public proceeding using remote methods only under the following conditions:
 - A. After notice and hearing the body has adopted a written policy governing the conditions upon which members of the body and the public may participate in a public proceeding of that body by remote methods.
- **That's it!** If there is no remote meeting policy in place, there are provisions for that as well.
- Bottom line to me is that we should finish the job of codifying our remote meeting policy into the ordinances and then modify that as necessary. Maybe the Town Council wants to take some pressure off the Chair and or itself by making the remote meeting authority a little more stringent, limited or more direct, but that is a later discussion. There may be some justifiable reasons for long term remote meeting that we do not understand and the authority given to the Chair in conjunction with the entire Council was inserted for those reasons, I don't think I meet that requirement. I want to add that our working rules subsection 704.201 d. Meetings (9) says that the Working Rules may be modified in a manner consistent with the requirements of the Remote Meeting policy.

Councilor Fellows stated there is a motion on the floor but suggested postponing action until the Council can again consult with the Town's Attorney for clarification on this issue and revise the Remote Meeting Policy to exclude situations like his and perhaps take the weight off of the Town Council and do it properly.

The Town Manager said he did contact the Town's Attorney and the Attorney said the Council Rules as far as she's concerned would trump anything vague or contrary in the Remote Meeting Policy. The Attorney said she did review both when writing this proposed change.

Councilor Larochelle said going into a situation like this, being an unknown when COVID hit and when he was Chair he said we'll have to see how this will work out and if we have the capability, which proved that the Council has some, but not a lot. Councilor Larochelle asked Councilor Fellows what he thought should change.

Councilor Fellows said whether it's two or three meetings attended remotely, which is reasonable, when you have a Remote Meeting Policy, attendance is Remote and you are present and we have that policy. Councilor Fellows agrees that it should be short term and he doesn't think that it was meant to cover his circumstance and was not his wish when this started. Councilor Fellows said the Town Council was unopposed, he stated at the time that he wanted to withdraw, but chose not to since that would have meant having another election.

Councilor Lunt said he thought the best place to change it would be in the Remote Participation Policy and make it tougher language that if there's a recommendation of anything more than 5 or 6 meetings, then you're removed from Council.

Councilor Moore said the Remote Meeting Policy was put in place because of COVID and does not say anything about vacation and doesn't say anything other than about Emergency or urgent issue that requires a body to meet

via remote methods or the illness or other physical condition or temporary absence of a member from the Town of Lisbon that causes significant difficulty traveling to the meeting location.

VOTE: (2023-49) Councilor Larochelle, seconded by Councilor Robishaw moved to accept the Town Council working rules as amended.

Roll Call Vote: Yeas – Moore, Robishaw, Keller, Larochelle and Lunt. Nays – Fellows.
Order passed – Vote 5-1.

WATER DEPARTMENT GENERAL OBLIGATION BOND APPROVAL

INTRODUCTION:

BOND AUTHORIZATION ORDER

WHEREAS, by referendum vote conducted on November 5, 2019, the voters of the Town of Lisbon ratified an Ordinance, duly passed by the Town Council of the Town of Lisbon, which authorized the issuance of up to \$6,000,000 in general obligation bonds of the Town to finance various Water Department projects, including but not limited to upgrading meter reading equipment, purchasing equipment and replacing failing infrastructure, including infrastructure on and around Route 125 in the Town of Lisbon (the “Project”); and

WHEREAS, the Water Department has determined that it is ready to conduct another \$1.5 million in improvements related to the Project; and

WHEREAS, the Water Department and the Town Council have determined that the interest of the Town will best be served by issuing the Town’s \$1,500,000 2023 General Obligation Water Bond (the “Bond”) through the Maine Municipal Bond Bank’s General Resolution program, Spring 2023 issuance (the “Bond Issuance”) to finance the Project;

NOW, THEREFORE, BE IT ORDERED by the Town Council of the Town of Lisbon that the Finance Director and the Town Manager are authorized to participate in the Bond Issuance, and to prepare and sign such forms, certificates, applications and other documents as they deem necessary or convenient to accomplish that purpose, and further that the issuance of the Bond, subject to the terms and conditions of the Bond Issuance, is hereby approved.

COUNCILOR COMMENTS: Councilor Larochelle stated since it’s already been ratified by the voters there is no need to go to vote, but just an approval by Council to move forward with the Bond Bank. His biggest concern is long term, having nothing to do with the Water Department, but that we make sure we have it earmarked.

Shellie Reynolds, Water Department Manager, said the first \$1.5 million was for the whole project for the Water Mains to be replaced on smaller streets on a smaller scope, then the State decided to move forward with the Route 125 project, which did not give them enough lead time to get another Bond, and taking into consideration not increasing the rate one year later. They were still unsure if the State would go through with the project in the Spring, and if they did not get back a bid at the range that everyone agreed on that the cost would be, then it was going to be off the books again. They did not want to chase a rate, take on a bond that they did not need and pay for. She said they had a list of other smaller projects they could do themselves in house, so they put all of that on hold when the State said they were starting their project in the Spring, so they stopped all spending of the first \$1.5 million to cover the 2022 cost of that project.

Councilor Larochelle asked if they have a Capital outlay plan for the remaining amount of the Bond Allowance of \$6 Million. Ms. Reynolds said their plan is to take \$1.5 million every three years depending on when the State or EPA tells them when they have to meet the criteria.

Councilor Larochelle asked if any Federal money for infrastructure is available to the Water Department. Ms. Reynolds replied there are two SRF Grants. One for clean water and one for drinking water. She said the Drinking water SRF is pretty stringent on how that money is managed throughout the project, certain wages you have to meet, payment requisitions procedures and they cannot do the work in house, it would have to be sent out to a contract bid. This would add to the Wages line to pay for outside contracts and would allow less for the actual project.

VOTE: (2023-50) Councilor Larochelle, seconded by Councilor Robishaw, moved to Authorize the Finance Director and the Town Manager to participate in the Bond Issuance, and to prepare and sign such forms, certificates, applications and other documents as they deem necessary or convenient to accomplish that purpose, and further that the issuance of the Bond, subject to the terms and conditions of the Bond Issuance, is hereby approved.

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

Order passed – Vote 6-0.

OTHER BUSINESS

A. MUNICIPAL REVENUES

Mrs. Tierney, Finance Director presented Municipal Revenues.

She said for Motor Vehicle/Excise Taxes she is projecting a \$200,000.00 increase in Fiscal Year 2024's Revenues due to peaks and drops since COVID 19. She said State Revenue sharing as of March 3, 2023 is coming in at \$2,220,323.03 and based on last year to this year and based on where Lisbon stands in 2023, there will be a small decrease because of the steady increases seen as a result of COVID.

Mrs. Tierney talked about getting reimbursed \$21,727.00 by the State for the State Roads that Public Works plows.

Mrs. Tierney stated the Public Works Director has spoken with the Vendor for paving that the Town has used before to get an estimate for the paving of Littlefield Road and 100 yards where it connects to King Road. She said if the Council decides to put the \$500,000 back into the normal paving line, it would cover the Littlefield Road construction. The Council agreed to have the Public Works Director attend the next meeting for clarification on the project and cost.

Mrs. Tierney said the Solid Waste Revenues will increase by \$48,760.00 or 23.42 % which is largely attributable to the increase in the Dump Sticker price from \$35.00 to \$52.00. She said the average number of stickers is about 3,000. Councilor Robishaw asked if the price of the additional sticker that citizens can get will increase as well. Mrs. Tierney said the increase is just for the initial Sticker. The Council decided to discuss this at a future time to make that decision.

B. SAFETY COMMITTEE FORMATION & DISCUSSION

Councilor Moore stated that he, the Police Chief and the Fire Chief formed a Safety Committee and decided it should be Ad Hoc (meet as needed). It will be called the Ad Hoc Public Safety Committee and will be an advisory committee to the Town Council made up of five members to include the Police Chief, Fire Chief, EMA Director, Town Councilor and a member of the public. Alternate members will include the Town Manager, Public Works Director and Rick Mason, Maine State Representative. The Goal of the Committee is to provide a safe community where all residents feel equally served and protected, insuring the Town has adequate staffing across all Public Safety Departments, studying and preparing recommendations on Public Safety in Lisbon to include Emergency Management, Fire Protection and Emergency Medical Services; to maintain and enhance Public Safety infrastructure; implement new technology; provide operation and training opportunities; improve communication among public safety agencies; and to accept nothing less than excellence. Councilor Moore said the first task for the Committee is the Public Safety Building.

C. COUNCIL COMMITTEE REPORTS

1. School: Councilor Lunt said he had nothing to report.
2. Planning Board: Councilor Fellows said they meet on Thursday and have Cases on the Agenda for the Spring Works Farm Expansion, Littlefield Farm Camp, Line Lot revision on Frost Hill Avenue, Tier 2 Review for the former Lisbon Falls Getty and a Rear Lot Conditional Review.
3. Lisbon Development Committee: Councilor Lunt said he had nothing to report.
4. Conservation Commission: Councilor Moore said the last meeting got cancelled due to a snow storm.
5. Recreation Committee: Councilor Larochelle said they presented rate increases to the Council.
6. County Budget Committee: Councilor Moore said there was nothing to report.
7. Library Governing Board: Councilor Keller said the Council had a great update during the Budget process.

8. Water Commission: Councilor Fellows said the next meeting is scheduled for April 11th at 5:00pm.
9. Finance Committee: Councilor Robishaw said he had nothing to report.

TOWN MANAGER'S REPORT

Mr. Michalowski said they went out to bid for the Worumbo Waterfront loam and seed project, the EMS bid closes at noon tomorrow and the bid for the Ferry Road project closes next week.

Mr. Michalowski requested authorization from the Council for a minor policy update for Section 90-15. Bereavement leave in the Personnel Policy.

PERSONNEL POLICY

VOTE: (2023-51A) Councilor Larochelle, seconded by Councilor Robishaw, moved to approve the amendment to the Personnel Policy, Section 90-15. Bereavement leave as follows:

...

Sec. 90-15. Bereavement leave.

(a) An employee shall be excused from work with pay for up to five (5) days because of the death of an immediate family member. These include: current spouse, child, step-child, mother, father, sibling, or step-parent. Additional paid bereavement leave may be provided at the discretion of the Town Manager and Department Head.

(b) An employee shall be excused from work with pay for up to three (3) days because of the death of extended family member, including: grandparent, grandchild, mother-in-law, or father-in-law,

(c) An employee shall be excused from work with pay for one (1) day due to the death of an aunt, uncle, niece, nephew, brother-in-law, sister-in-law, or current spouse's aunt or uncle.

~~An employee shall be excused from work with pay for up to five working days because of the death of current spouse or child, including step children, unless a longer period is approved by the department head and town manager. An employee shall be excused from work with pay for up to three working days because of death in their immediate family, unless a longer period is approved by the department head and town manager. The term "immediate family" is defined for the purposes of this policy as mother, father, step parents, sister, brother, grandparents, grandchild, mother in law, and father in law. An employee shall be granted one day from work with pay for the death of an aunt, uncle, niece, nephew, brother in law, sister in law, and grandparent in law unless a longer period is approved by the department head and town manager.~~

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

...

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

Order passed – Vote 6-0.

Mr. Michalowski requested authorization to execute the contract renewal with Mid Maine Waste Action Corporation for a 5 year contract locking in at \$83.00/ton. He said the three year contract is \$85.00/ton.

VOTE: (2023-51B) Councilor Larochelle, seconded by Councilor Fellows, moved to Authorize the Town Manager to execute a five year contract with Mid Maine Waste Action Corporation

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

Order passed – Vote 6-0.

Mr. Michalowski said on February 7th, the Council authorized the Town to initiate a land use complaint against the property on 142 Ridge Road. The representative for the property owner, who now has power of attorney, met

with Mr. Michalowski after that meeting. Mr. Michalowski is now requesting from the Council to negotiate a consent agreement and if they cannot reach a consent agreement by May 31st, then to proceed with Court action.

Councilor Moore said he'd like to make sure that if they are told to remove items from their property, that they are actually removed and not relocated on the property or put in the woods. Councilor Lunt said they should also not be allowed to remove items onto a neighboring property.

VOTE:(2023-51C) Councilor Larochelle, seconded by Councilor Robishaw, moved to Authorize the Town Manager and Code Enforcement Office to negotiate a Consent Agreement regarding property on 142 Ridge Road and defer the action taken on February 7, 2023 (**VOTE (2023-25)** *Councilor Larochelle, seconded by Councilor Keller, moved to 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: R05-00*), with the understanding that if the Agreement is not complied with, the Town will then proceed with Court Action.

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

Mr. Michalowski requested authorization to create a full time Tax Collector position at the Salary Grade I in the Wage Scale. He said the goal is to partially fund the position with the salary of an anticipated vacancy in the front office and perhaps a portion of overlay to get through to the next fiscal year and then have the Tax Collector use their discretion to staff that office.

VOTE: (2023-51D) Councilor Larochelle, seconded by Councilor Keller, moved to authorize the creation of a Full time Tax Collector Position at the Salary Grade I in the Wage Scale.

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

APPOINTMENTS – NONE

COUNCILOR COMMUNICATIONS

Councilor Larochelle remarked on the theory that two unregistered cars on a property is being considered an automobile junkyard, he recommended that the Town pay attention this spring to the properties that may fall under that definition and not being licensed through the town, especially on the Rt. 196 Corridor.

AUDIENCE PARTICIPATION & RESPONSE FOR NEW ITEMS – NONE

EXECUTIVE SESSION

VOTE:(2023-51E) Councilor Larochelle, seconded by Councilor Robishaw, moved to go into Executive Session at 9:20 pm per M.R.S.A. Section 405 (6) (A) Personnel Matters.

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

The Council returned from Executive Session at 9:53 pm and resumed the meeting.

ADJOURNMENT

VOTE: (2023-52) Councilor Larochelle, seconded by Councilor Robishaw moved to adjourn at 9:53pm.

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

Order passed – Vote 6-0.

Lisa B. Smith
Deputy Town Clerk
Date Approved: April 4, 2023

From: Open Door Ministries <odbbcministries@gmail.com>

Sent: Monday, March 27, 2023 1:35 PM

To: Town Manager <TownManager@lisbonme.org>

Subject: Closing Gartley St. - 4/9/23

Hello Mr. Michalowski,

Our church would like to request that Gartley St. be closed down on Saturday, April 9, 2023, from 9:00am-12:30pm. This is for a Kid's Easter Egg Hunt that our church is hosting, which is open to the whole town of Lisbon.

Please let me know if you would need anything else from us in order to make this happen.



Thank you!

Nicole Hayward,
Secretary

Lisbon School Department

MEMORANDUM FROM THE LISBON SCHOOL DEPARTMENT

To: Glenn Michalowski, Town Manager
Lisbon Town Council

From: Haley M. McCrater, Business Manager

RE: Set the School Budget Validation Referendum Date, Order Ballots, and Schedule a Public Hearing

Date: January 10, 2023

Please schedule the following for the Council Agenda on April 4, 2023:

- 1) ORDER TO Set the School Budget Validation Referendum Election Date for June 13, 2023 and authorize the Town Clerk to order ballots, and approve Election Warrant.

- 2) ORDER TO Set the School Budget Validation Referendum Public Hearing Date

To set a hearing for May 2, 2023 at 7:00pm at the Lisbon Town Office to hear additional comments regarding the School Budget and Capital Improvement Plan.

WARRANT
SCHOOL BUDGET VALIDATION REFERENDUM
(20-A M.R.S.A. §§ 1486 and 2307)
TOWN OF LISBON

Androscoggin County, ss.

State of Maine

TO: Ryan McGee, Constable of the Town of Lisbon: You are hereby required in the name of the State of Maine to notify the voters of the Town of Lisbon of the School Budget Validation Referendum Election described in this warrant.

TO THE VOTERS OF THE TOWN OF LISBON:

You are hereby notified that a School Budget Validation Referendum Election will be held at the Lisbon High School Gymnasium, 2 Sugg Drive, Lisbon Falls, Maine for Ward 1 and Ward 2 on Tuesday, June 13, 2023 for the purpose of determining the following questions:

QUESTION 1: DO YOU FAVOR APPROVING THE TOWN OF LISBON SCHOOL BUDGET FOR THE UPCOMING SCHOOL YEAR THAT WAS ADOPTED BY THE LISBON TOWN COUNCIL AT THE LATEST BUDGET MEETING? YES NO

QUESTION 2: THE FOLLOWING IS A NONBINDING EXPRESSION OF OPINION FOR THE CONSIDERATION OF THE TOWN COUNCIL AND SCHOOL COMMITTEE.

IF YOU VOTED NO ON QUESTION 1 WAS IT BECAUSE THE BUDGET WAS
(PLEASE FILL IN ONE): TOO LOW
TOO HIGH

The Registrar of Voters shall hold office hours while the polls are open to correct any error in, change a name, or address on the voting list; to accept the registration of any person eligible to vote and to accept new enrollments. A person who is not registered as a voter may not vote in any election.

POLLING HOURS: Voting on the Questions shall be by secret ballot referendum at one polling location located within the Town of Lisbon, and the polls shall be opened at 7:00 a.m. and closed at 8:00 p.m.

REGISTRAR HOURS: June 6th 8:30am-6:30pm and June 7, 8, 9, and 12 from 8:30 a.m. to 4:30 p.m. and Election Day June 13, 2022 from 7:00 a.m. to 8:00 p.m.

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

Given under our hand this 4th day of April, 2023 at Lisbon, Maine.

Harry Moore, Jr., *Chairman*

Raymond Robishaw, *Vice-Chairman*

Christine Cain

Donald Fellows

Jo-Jean Keller

A true Copy of the warrant,

Mark Lunt

Attest: _____ (Clerk Signature & seal)

Municipal Clerk

Fern Larochelle



Town of Lisbon

Lisa M. Ward
Town Clerk

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

MEMORANDUM

Date: March 28, 2023
To: Glenn Michalowski
From: Lisa Ward
Subject: Council Schedule for remainder of the year

Council will consider dates for meetings for the summer at our next meeting. I would like to suggest we look at the remainder of the year at that time, and propose the following dates.

DATE	MEETING
April 4	Set Election & Hearing
April 18	Planning Board recommendation to Council re: Municipal CIP
May 2	School Budget & School CIP Hearing
May 9	Council Adopts School Budget & School CIP
May 16	Municipal Budget & Department Goals
June 6	Regular meeting
June 13	ELECTION DAY
July 11	Regular meeting
August 15	Regular meeting
September 5	Regular meeting
September 19	Regular meeting
October 3	Regular meeting
October 17	Regular meeting
November 7	ELECTION DAY
November 21	Election results
December 5	Regular meeting

Thank you,
Lisa

OLVER ASSOCIATES INC.**ENVIRONMENTAL ENGINEERS**

March 29, 2023

Mr. Randy Cyr, Public Works Director
 Lisbon Town Office
 300 Lisbon Street
 Lisbon, Maine 04250

RE: Village Street Sidewalk Improvements
 Bid Results

Dear Randy:

On March 28, 2023 bids were opened for the Village Street Sidewalk Improvements project. Six bids were received as follow:

CONTRACTOR	LOCATION	Total Bid
Pratt & Sons, Inc.	Mechanic Falls, Maine	\$407,100.00
Glidden Excavation & Paving, Inc.	Gorham, Maine	\$428,669.00
Aceto & Sons Earthwork LLC.	Lisbon, Maine	\$466,750.00
St. Laurent and Son, Inc.	Lewiston, Maine	\$529,000.00
Ray Labbe & Sons, Inc.	Brunswick, Maine	\$595,500.00
Littlefield Paving & Plowing, Inc.	Benton, Maine	\$682,280.00

Attached please find a copy of the bid tabulation and of the low bid from Pratt & Sons, Inc. As you know, this is the rebid of the project from last season. That bid had occurred later in the construction season, and the prices received reflected that. As was discussed at the Town Council meeting last fall, the Mill & Fill (grinding and surface paving) portion of the work (which includes striping) was split from the project, so the scope of this contract is focused on the sidewalks only, including tree removal, resetting of granite curb, making ADA compliant crosswalk areas, and paving the sidewalks. We had estimated this bid would be about \$450,000, so we feel that the pricing received represents a good value in the current market, and we had six bids from qualified contractors rather than the two received last season.

OLVER ASSOCIATES INC.

Mr. Randy Cyr, Public Works Director

March 29, 2023

Page 2

We recommend that the Town award the contract to Pratt & Sons in the amount of \$407,100. Please let us know if you have any questions or need further information at this time.

Very truly yours,

OLVER ASSOCIATES INC.

A handwritten signature in blue ink, appearing to read 'Mandy Holway', with a long horizontal flourish extending to the right.

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

MJH/sb

2522/090

Cc Glenn Michalowski, Town Manager

PROPOSAL
VILLAGE STREET SIDEWALK IMPROVEMENTS
TOWN OF LISBON, MAINE

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

Greetings:

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

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

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

3/28/2023

(Date)

Nicole Gagnon

(Signed)

Name: Nicole Gagnon

Title: Treasurer

Representing: Pratt & Sons, Inc.

Address: PO Box 236

Mechanic Falls, ME 04256

BID FORM

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

ITEM	DESCRIPTION	APPROX. QUANTITY	UNITS	UNIT PRICE	TOTAL PRICE
1.	Site Clearing/Tree Removal	LS	LS	\$ <u>10,000</u>	\$ <u>10,000</u>
2.	Mobilization & Traffic Control	LS	LS	\$ <u>70,000</u>	\$ <u>70,000</u>
3.	Sidewalk Gravel	150*	CY	\$ <u>150</u>	\$ <u>22,500</u>
4.	Remove & Reset Existing Granite Curb	3000	LF	\$ <u>55</u>	\$ <u>165,000</u>
5.	New Granite Curb	300*	LF	\$ <u>60</u>	\$ <u>18,000</u>
6.	ADA Crosswalk Ramp/Detectable Warning	16	EA	\$ <u>2,900</u>	\$ <u>46,400</u>
7.	Sidewalk & Driveway Pavement	300	Tons	\$ <u>250</u>	\$ <u>75,000</u>
8.	Temporary Erosion Control	LS	LS	\$ <u>10,000</u>	\$ <u>10,000</u>
9.	Loam & Seeding	LS	LS	\$ <u>5,000</u>	\$ <u>5,000</u>

TOTAL BID (IN FIGURES):\$ 421,900

TOTAL BID (IN WORDS): four hundred twenty one thousand nine hundred Dollars

*Note: Asterisk indicates indeterminate quantity for bidding comparison.

The undersigned agrees to the following:

- To furnish all required insurance certificates and bonds within 10 days after formal acceptance of the proposal by the Owner. All insurance certificates and bonds must be furnished before formal execution of the contract by the Owner.
- To substantially complete the work within 90 calendar days and to fully complete the work within 120 calendar days of the formal Notice to Proceed.
- That the Owner may retain liquidated damages of \$750 per day for each day in excess of those mentioned above that the work is not completed as indicated.

The undersigned acknowledges the receipt of the following Addenda:

Date: 3/28/2023

Signed: Nicole Gagnon

Name: Nicole Gagnon

Title: Treasurer

Representing: Pratt & Sons, Inc.

Address: PO Box 236

Mechanic Falls, ME 04256

Telephone: 207-345-3311

Fax: 207-345-3313

(Seal - if Bid is by Corporation)

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

BID BOND

Any singular reference to Bidder, Surety, Owner or other party shall be considered plural where applicable.

BIDDER (Name and Address):

Pratt & Sons, Inc.
PO BOX 236
Mechanic Falls, ME 04258

SURETY (Name, and Address of Principal Place of Business):

Frankenmuth Mutual Insurance Company
1 Mutual Ave
Frankenmuth, MI 48787

OWNER (Name and Address):

Town of Lisbon
300 Lisbon Street
Lisbon, ME 04250
BID

Bid Due Date: March 28, 2023

Description (Project Name— Include Location): VILLAGE STREET SIDEWALK IMPROVEMENTS
TOWN OF LISBON, MAINE

BOND

Bond Number:

Date: March 28, 2023

Penal sum	***Five Percent of the Bid Amount (5%)***	\$	**5% of Bid Amount**
	(Words)		(Figures)

Surety and Bidder, intending to be legally bound hereby, subject to the terms set forth below, do each cause this Bid Bond to be duly executed by an authorized officer, agent, or representative.

BIDDER

SURETY

Pratt & Sons, Inc.

(Seal) Frankenmuth Mutual Insurance Company (Seal)

Bidder's Name and Corporate Seal

Surety's Name and Corporate Seal

By:

Signature

By:

Signature (Attach Power of Attorney)

Nicole Gagnon
Print Name

Matthew Greenleaf
Print Name

Treasurer
Title

Attorney-in-Fact
Title

Attest:

Signature

Attest:

Signature

Title Witness

Title Witness

Note: Addresses are to be used for giving any required notice.

Provide execution by any additional parties, such as joint venturers, if necessary.

1. Bidder and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors, and assigns to pay to Owner upon default of Bidder the penal sum set forth on the face of this Bond. Payment of the penal sum is the extent of Bidder's and Surety's liability. Recovery of such penal sum under the terms of this Bond shall be Owner's sole and exclusive remedy upon default of Bidder.
2. Default of Bidder shall occur upon the failure of Bidder to deliver within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents.
3. This obligation shall be null and void if:
 - 3.1 Owner accepts Bidder's Bid and Bidder delivers within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents, or
 - 3.2 All Bids are rejected by Owner, or
 - 3.3 Owner fails to issue a Notice of Award to Bidder within the time specified in the Bidding Documents (or any extension thereof agreed to in writing by Bidder and, if applicable, consented to by Surety when required by Paragraph 5 hereof).
4. Payment under this Bond will be due and payable upon default of Bidder and within 30 calendar days after receipt by Bidder and Surety of written notice of default from Owner, which notice will be given with reasonable promptness, identifying this Bond and the Project and including a statement of the amount due.
5. Surety waives notice of any and all defenses based on or arising out of any time extension to issue Notice of Award agreed to in writing by Owner and Bidder, provided that the total time for issuing Notice of Award including extensions shall not in the aggregate exceed 120 days from the Bid due date without Surety's written consent.
6. No suit or action shall be commenced under this Bond prior to 30 calendar days after the notice of default required in Paragraph 4 above is received by Bidder and Surety and in no case later than one year after the Bid due date.
7. Any suit or action under this Bond shall be commenced only in a court of competent jurisdiction located in the state in which the Project is located.
8. Notices required hereunder shall be in writing and sent to Bidder and Surety at their respective addresses shown on the face of this Bond. Such notices may be sent by personal delivery, commercial courier, or by United States Registered or Certified Mail, return receipt requested, postage pre-paid, and shall be deemed to be effective upon receipt by the party concerned.
9. Surety shall cause to be attached to this Bond a current and effective Power of Attorney evidencing the authority of the officer, agent, or representative who executed this Bond on behalf of Surety to execute, seal, and deliver such Bond and bind the Surety thereby.
10. This Bond is intended to conform to all applicable statutory requirements. Any applicable requirement of any applicable statute that has been omitted from this Bond shall be deemed to be included herein as if set forth at length. If any provision of this Bond conflicts with any applicable statute, then the provision of said statute shall govern and the remainder of this Bond that is not in conflict therewith shall continue in full force and effect.
11. The term "Bid" as used herein includes a Bid, offer, or proposal as applicable.

FRANKENMUTH INSURANCE COMPANY

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS, that Frankenmuth Insurance Company (the "Company"), a corporation duly organized and existing under the laws of the State of Michigan, having its principal office at 1 Mutual Avenue, Frankenmuth, Michigan 48787, does hereby nominate, constitute and appoint:

Anthony Villandry, Shannon Walton, Deborah Wentworth, Jeffrey Lind,
Matthew Greenleaf, Heather Martin, Jennifer Good, Bret Cote, Erik Villandry

Their true and lawful attorney(s)-in-fact, each in their separate capacity if more than one is named above, to make, execute, seal, acknowledge and deliver any and all bonds, contracts and undertakings of suretyship, with the exception of Financial Guaranty Insurance, provided, however, that the penal sum of any one such instrument shall not exceed the sum of:

Fifty Million and 00/100 Dollars (\$50,000,000)

This Power of Attorney is granted pursuant to the following Resolution duly adopted at a meeting of the Board of Directors of Frankenmuth Insurance Company:

"RESOLVED, that the President, Senior Vice President or Vice President and each of them under their respective designations, hereby is authorized to execute powers of attorney, and such authority can be executed by use of facsimile signature, which may be attested or acknowledged by any officer of the Company, qualifying the attorney(s) named in the given power of attorney, to execute on behalf of, and acknowledge as the act and deed of Frankenmuth Insurance Company on all bonds, contracts and undertakings of suretyship, and to affix the corporate seal thereto."

IN WITNESS WHEREOF, the Company has caused these presents to be signed and attested by its appropriate officers and its corporate seal herunto affixed this 15th day of December, 2022.



Frankenmuth Insurance Company

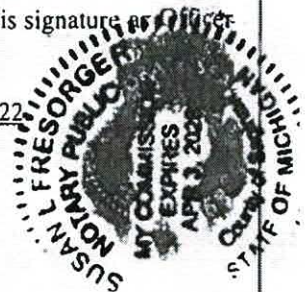
By Frederick A. Edmond, Jr.
Frederick A. Edmond, Jr.,
President and Chief Executive Officer

Sworn to before me, a Notary Public in the State of Michigan, by Frederick A. Edmond, Jr., to me personally known to be the individual and officer described in, and who executed the preceding instrument, deposited and said the Corporate Seal and his signature as officer were affixed and subscribed to said instrument by the authority of the Company.

IN TESTIMONY WHEREOF, I have set my hand, and affixed my Official Seal this 15th day of December, 2022.

Susan L. Fresorger
Susan L. Fresorger, Notary Public
Saginaw County, State of Michigan
My Commission Expires: April 3, 2028

(Seal)



I, the undersigned, Executive Vice President of Frankenmuth Insurance Company, do hereby certify that the foregoing is a true, correct and complete copy of the original Power of Attorney; that said Power of Attorney has not been revoked or rescinded and is in full force and effect as of this date.

IN WITNESS WHEREOF, I have set my hand and affixed the Seal of the Company, this 28th day of March, 2023

Andrew H. Knudsen
Andrew H. Knudsen, Executive Vice President,
Chief Operating Officer and Secretary

ALL CORRESPONDENCE RELATED TO BOND VALIDATION AND/OR A CLAIM SHOULD BE DIRECTED TO
VP SURETY, 701 U.S. ROUTE ONE, SUITE 1, YARMOUTH, ME 04096



Pratt & Sons, Inc.
P.O. Box 236
Mechanic Falls, ME 04256
(207) 345-3311
(207) 345-3313

March 15, 2021

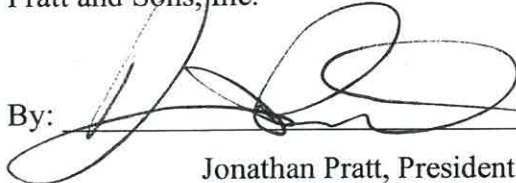
To undersigned, being the sole shareholder of Pratt and Sons, Inc., hereby authorizes the following Persons to sign all bids, forms, contracts, and bonds, which may be submitted by the corporation to and State, Local, and Federal agency:

Jonathan Pratt

Dan Ward

Nicole Gagnon

Pratt and Sons, Inc.

By: 
Jonathan Pratt, President

State of Maine

County of Androscoggin

Sworn to and subscribed in my presence this 15th day of March, 2021.

Notary Public: 

SHERRY MADORE
NOTARY PUBLIC
State of Maine
My Commission Expires
January 29, 2022