



**AGENDA**  
**COUNCIL MEETING**  
**JUNE 16, 2020**  
**LISBON TOWN OFFICE**  
**7:00 P.M.**

**Town Council**  
Allen Ward, Chair  
Norm Albert, Vice Chairman  
Donald Fellows  
Jeffrey Ganong  
Kasie Kolbe  
Fernand Larochelle, Jr.  
Mark Lunt

1. CALL TO ORDER & PLEDGE TO FLAG
2. ROLL CALL  
    \_\_\_ Councilor Albert              \_\_\_ Councilor Fellows              \_\_\_ Councilor Ganong              \_\_\_ Councilor Kolbe  
    \_\_\_ Councilor Larochelle      \_\_\_ Councilor Lunt              \_\_\_ Councilor Ward  
    Town Clerk reading of meeting rules
3. GOOD NEWS & RECOGNITION
4. PUBLIC HEARINGS
  - A. Medical Marijuana Establishment License - Delightful Hights
  - B. Medical Marijuana Establishment License - 207 Edibles
  - C. Medical Marijuana Establishment License - Lisbon Cannabis
  - D. Itinerant Vendor Permit/Mobile Unit – Gary Caron d/b/a Anything Goes at 501 Lisbon Street
5. AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS
6. CONSENT AGENDA  
    2020-113 ORDER – Warrants
  - A. Municipal Accounts Payable Warrants totaling \$ 560,790.77
  - B. Municipal Payroll Warrants totaling \$ 144,448.46
  - C. School Accounts Payable Warrants totaling \$ 185,845.42
  - D. School Payroll Warrants totaling \$ 822,397.64
  - E. Minutes of June 2, 2020
  - F. Photo Copier Maintenance Contract
7. COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES
  - 2020-114 ORDER – Adopt School Budget
  - 2020-115 ORDER – Davis Street Pump Station and WWTP Chlorine Tank Improvements Bid Award
  - 2020-116 ORDER – Road Striping Bid Award
  - 2020-117 ORDER – Main Street Lisbon Falls Road Closure
  - 2020-118 ORDER – Keep-ME-Healthy-Municipal Grant
  - 2020-119 ORDER – Lisbon Beautification Reserve
8. OTHER BUSINESS
  - A. Council Committee Reports:
    1. School (Councilor Albert)
    2. Planning Board (Councilor Fellows)
    3. LDC (Councilor Larochelle/Albert)
    4. Conservation Commission (Councilor Ward)
    5. Recreation (Councilor Albert)
    6. County Budget (Councilor Ward)
    7. Library (Councilor Lunt)
    8. Water Commission (Councilor Fellows)
  - B. Town Manager's Report
  - C. Department Head Written Reports
9. APPOINTMENTS
  - 2020-120 ORDER – Lisbon Development Committee - Jeremy Barnard to 2023
  - 2020-121 ORDER – Lisbon Development Committee – Angie D'Amours 2021
  - 2020-122 ORDER – Annual Council Renewal Appointments for Board & Committee Members
  - 2020-123 ORDER – Chairman's Annual Appointment of Ethics Panel Chairman – David Bowie
  - 2020-124 ORDER – LDC Resignation-Cheryl Haggerty
10. COUNCIL COMMUNICATIONS
11. AUDIENCE PARTICIPATION & RESPONSE NEW ITEMS
12. EXECUTIVE SESSION
13. ADJOURNMENT  
    2020-125 ORDER – To Adjourn

**To comment on #4 Public Hearings,, #5 Audience Participation and #11 Audience Participation & Response New Items, email [award@lisbonme.org](mailto:award@lisbonme.org) when the Chair opens Agenda Items during this meeting.**

## SUMMARY OF LISBON COUNCIL MEETING RULES

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

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

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





# Town of Lisbon

Diane Barnes  
Town Manager

**Town Council**  
Allen Ward, Chairman  
Norm Albert, Vice Chair  
Donald Fellows  
Jeffrey Ganong  
Kasie Kolbe  
Fernand Larochelle, Jr.  
Mark Lunt

## MEMO

To: Town Council  
From: Diane Barnes, Town Manager  
Subject: Recommendations  
Date: June 16, 2020

---

### Consent Agenda Items 2020 – 113 A to F

#### F. Photo Copier Maintenance

The Town of Lisbon owns Five (5) photocopiers: four Kyocera copier machines and one Konica copier. We currently have a service contract with SymQuest to provide service for two of the copiers, which includes the toner and needed parts to maintain operation of the copiers. The other three contracts are currently with Kyocera of New England.

SymQuest is no longer an authorized service company for Kyocera after being bought out by Konica which has led to higher maintenance costs. Symquest has quoted us a rate of \$0.0398 per copy for the upcoming year. Kyocera of New England has quoted us \$0.015 per copy for the same coverage. This includes labor, toner and parts.

#### Recommendation

**Authorize the Town Manager to sign a one year contract with Kyocera of New England.**

\*\*\*\*\*

### Agenda Item 2020 – 115 Davis Street Pump Station & Waste Water Treatment Plant Chlorine Tank Improvements Bid Award

On June 3, 2020, bids were opened for the Davis Street Pump Station and Wastewater Treatment Plant Chlorine Contact Tank Improvements project. Two bids were received as follow:

CONTRACTOR	ADDRESS	TOTAL BID
T. Buck Construction	Turner, Maine	\$2,768,300.00
Apex Construction Inc.	Somersworth, New Hampshire	\$3,084,000.00

In the Council packet please find a copy of the bid tabulation which lists all of the bid prices, and a copy of the low bid from T. Buck Construction. Olver Associates has worked with T. Buck Construction on numerous projects and they are qualified to perform the work scope included in this contract. Their bid price compares favorably to the latest cost estimate for the work of \$3,200,000. We therefore recommend awarding this contract to T. Buck Construction at a cost of \$2,768,300 contingent on Rural Development concurrence to do so.

### Recommendation

**Award the Davis Street Pump Station & Waste Water Treatment Plant Chlorine Tank Improvements Bid to T. Buck Construction in an amount not to exceed \$2,768,300.00.**

\*\*\*\*\*

### Agenda Item 2020 – 116 Road Striping Bid Award

Town of Lisbon, Public Works Department sent a request for Bids regarding Road Striping. Bids were sent on May 19, 2020, to all companies wanting to submit. The cut off time for submission of all sealed bids to the town was June 04, 2020 @ 10:00 am.

The companies that were sent a request for bids were A Plus Striping, Elite Road Markings, Hi-Way Safety Systems, Lucas Striping, and On-The-Line, Inc.

In order, the bids received and opened are as followed:

1. Hi-Way Safety Systems	\$17,131.68
2. On-The-Line, Inc	\$15,481.56
3. Lucas Striping	\$12,750.00
4. A Plus Striping	...Did not submit a Bid
5. Elite Road Markings	...Did not submit a Bid

After thorough review of each submitted bid, we recommend that the winning bid go to Lucas Striping, due to the lower cost and all work performed will meet our specification needs.

### Recommendation

**Award the Road Striping Bid to Lucas Striping in an amount not to exceed \$12,750.00.**

\*\*\*\*\*

### Agenda Item 2020 – 117 Main Street Lisbon Falls Road Closure

On June 2, 2020, the Lisbon Town Council unanimously passed the EMERGENCY ORDINANCE To PROMOTE PHYSICAL DISTANCING AND BUSINESS OPERATIONS IN VILLAGE AREAS of June 2, 2020. To allow Lisbon businesses to resume or continue operations while maintaining adequate social distancing, the Emergency Ordinance enables the Town Manager and Chief of Police to temporarily close portions of Main and Village Streets for the furtherance of economic opportunity and public health and safety.

Following input from Main Street businesses and the Town's Police, Fire, Public Works, and Parks and Recreation Departments, ECD proposes that the Town temporarily close Main Street from the intersection of Maine Route 196 to the northern boundary of 7 Main Street (Lot U05-033). The proposed closure will create the greatest opportunity for economic activity and the least impact for neighboring businesses.

Maine Department of Transportation (DOT) approval is required to effect the closure and the Town's request is attached as an addendum to this memo to provide additional details. Images of the proposed area of closure and traffic detour routes are included in the DOT request. The request proposes a closure duration of up to 12 weeks from June 23, to September 8, 2020. DOT also requires that a public meeting be held to discuss the proposed closure with interested parties.



Input from multiple stakeholders was gathered by Town staff and integrated into planning for the recommended closure, including:

- Canvass of Main Street on Thursday, June 4<sup>th</sup> to inform business owners of emergency ordinance, an ongoing planning process for potential opening of public spaces to business operations, and a stakeholder meeting on June 5<sup>th</sup> on Main Street
- June 5<sup>th</sup> meeting attended by Sout to Soul Daycare, Flux, Franks, Delightful Heights, Parks and Recreation, Police, and Library Departments.
- Notification of Council on June 8<sup>th</sup> of the proposed plan
- Canvass of Main Street businesses on June 8<sup>th</sup> and 9<sup>th</sup> to notify owners of the proposed plan and gather input
- Lisbon Development Committee tour on June 10<sup>th</sup> to discuss the proposed plan

To implement the proposed temporary closure:

- Public Works Department will install necessary traffic barriers and signage
- Parks and Recreation department will provide or help source tables for restaurant service
- Police Department will provide appropriate oversight
- ECD will coordinate activities with local businesses and community organizations to maximize community benefit

### **Recommendation**

**Devote an appropriate amount of time during the June 16<sup>th</sup> Council meeting to discuss the proposed closure with interested parties in compliance with DOT requirements, 2) Endorse the temporary closure for a 90-day trial period; and 3) Authorize the Town Manager to invest up to \$3,750 from the Economic Development budget for necessary traffic control equipment and detour signage.**

\*\*\*\*\*

### **Agenda Item 2020- 118 Keep-ME-Healthy-Municipal Grant**

The State of Maine's Department of Health and Human Safety (DHHS) recently announced the *2020 Municipal COVID-19 Awareness Campaign* "to encourage municipalities and Tribes to implement their own COVID-19 prevention, education and protection plans in partnership with DHHS. Municipalities and Tribal governments that submit plans approved by DHHS will be reimbursed for costs associated with approved public health education and prevention activities during the funding period from June 8 through October 31, 2020."

On June 2<sup>nd</sup>, the Lisbon Town Council passed an emergency ordinance creating a mechanism and process to close streets and parking areas in order to enable businesses to adapt to Covid-19 restrictions by operating outdoors. Planning for the temporary closure of a portion of Main Street is well underway by local businesses, Lisbon Development Committee, Positive Change Lisbon, and Town Departments.

Traffic barriers, detour signage, pedestrian wayfinding and boundary markers, tables, signage, hand sanitizer stations, personal protection equipment, and other materials and supplies will be required to implement the proposed street closure(s) under the emergency ordinance of June 2<sup>nd</sup>. Per the DHHS funding announcement, these expenditures are eligible for reimbursement.

### **Recommendation**

**Authorize the Town Manager to submit an application to DHHS via the 2020 *Municipal COVID-19 Awareness Campaign* for reimbursement for relevant purchases of supplies and services.**

\*\*\*\*\*

### **Agenda Item 2020 – 119 Lisbon Beautification Reserve**

On June 2<sup>nd</sup>, the Lisbon Town Council passed an emergency ordinance creating a mechanism and process to close streets and parking areas in order to enable businesses to adapt to Covid-19 restrictions by operating outdoors. Planning for the temporary closure of a portion of Main Street is well underway by local businesses, Lisbon Development Committee, Positive Change Lisbon, and Town Departments.

Input from community stakeholders during the Main Street closure planning process has identified investments necessary to improve the visual appearance in and around the proposed closure area. Private businesses have expressed a desire to donate funds to assist with the necessary aesthetic improvements in order to create a welcoming environment for residents and visitors to Lisbon.

Private donations will generate the greatest positive impact when leveraged as matching funds in combination with Town funds and grant dollars from other sources. Currently, the Town does not have a dedicated account to receive donations and make appropriate investments for aesthetic improvements.

### **Recommendation**

**Authorize the Town Manager and Finance Director to create an account known as “Lisbon Beautification Reserve” and receive private donations for the purpose of making investments for aesthetic improvements with the following considerations: 1) During the time period when the emergency ordinance of June 2<sup>nd</sup> is in force, the Lisbon Beautification Fund will be dedicated to investments in areas covered by the emergency ordinance; and 2) Upon the expiration or termination of the emergency ordinance, proceeds from the Beautification Fund will become eligible for use throughout Town**





## **TOWN OF LISBON**

300 Lisbon Street, Lisbon, ME 04250

Twila D. Lycette, Town Clerk

Lisa Smith, Deputy Clerk

### ***PUBLIC HEARING***

*Medical Marijuana Establishment Licenses  
Business License*

Notice is hereby given that the Lisbon Town Council intends to hold a public hearing on June 16, 2020 at 7:00 PM in the Town Office Public Meeting Room to hear comments on two new Medical Marijuana Establishment Licenses, one Renewal Medical Marijuana Establishment and an Itinerant Vendor License for the following:

Delightful Hights (New)  
8 Main Street  
Lisbon Falls, Me 04252

207 Edibles (New)  
5 Canal Street  
Lisbon Falls, Me 04252

Lisbon Cannibis (Renewal)  
5 Canal Street  
Lisbon Falls, Me 04252

Anything Goes (Itinerant Vendor)  
Gary Caron  
501 Lisbon Street  
Lisbon Falls, Me 04252

***The public is invited to attend.***

*Twila Lycette, Town Clerk*

20-5881

Constable's  
Return Of Posting  
State Of Maine

Lisbon,

Androscoggin, ss.

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

Date: 6/3/20

Shawn E. Kelly  
Constable, Town of Lisbon



**Agenda Date: 6/16/2020**

Date	Brenda Martin	Municipal Accts Payable
6/3/2020	# 632020	\$149,041.79
6/10/2020	# 6102020	\$18,850.14
6/16/2020	#6162020	\$392,898.84
		<b><u>\$560,790.77</u></b>

Date	Megan Lavigne	Municipal Payroll Warrants
6/16/2020	200618	\$129,649.22
6/16/2020	2006W2	\$14,799.24
		<b><u>\$144,448.46</u></b>

Date	Louise Levesque	School Accts Payable
6/15/2020	#2022	\$185,845.42

Date	Eva Huston	School Payroll Warrants
6/12/2020	#1103	\$13,372.30
6/12/2020	#56	\$753.56
6/12/2020	#1102	\$422,349.91
6/16/2020	#1106	\$378,675.46
6/16/2020	#1105	66.24
6/16/2020	#1104	\$7,180.17
		<b><u>\$822,397.64</u></b>



**TOWN COUNCIL  
MEETING  
MINUTES  
JUNE 2, 2020**

Fern Larochelle 2020  
Normand Albert, Vice Chair 2021  
Kasie Kolbe 2021  
Allen Ward, Chairman 2021  
Mark Lunt 2022  
Donald Fellows 2022  
Jeffrey Ganong 2022

**CALL TO ORDER.** The Chairman, Allen Ward, called the meeting to order and led the pledge of allegiance to the flag at 7:00 PM.

**ROLL CALL.** Members present were Councilors Ward, Albert, Kolbe, Lunt, Larochelle, Ganong, and Fellows. Also present were Diane Barnes, Town Manager; Randy Cyr, Public Works Director; Steve Aievoli, Sewer Superintendent; Brett Richardson, Economic & Community Development Director; and approximately 10 citizens were in the hallway along with others watching from the Town Hall Live Streaming website for an audience.

**GOOD NEWS & RECOGNITION**

**TOWN REPORT DEDICATION**

Debbie Starbird and David Curtis were present to receive this year's Town Report dedicated to their father, Carroll Curtis. Mr. Curtis was well known in this community for providing friendly and proficient electrician services. He spent many hours working on Lisbon's ATV and snowmobile trails keeping them in great shape. He took the time to help his Riverside Club members whenever they called upon him. He enjoyed the club picnics, group rides, along with spending many hours outdoors fishing with family and friends in his free time. He attended many meetings serving our community on the Recreation Committee and Conservation Commission between 1996 to 2011. The Council and residents of Lisbon would like to express their gratitude to his family by dedicating this report to Carroll. We certainly miss him and know that he will be affectionately remembered by all who knew him.

Ms. Starbird thanked the Council. Gordon Curtis, Carroll's brother, said this is such an honor, thank you. Ms. Starbird said her Dad would have been very proud; this is so nice. The Town Clerk indicated this was the first printed copy and that others will be available at the Library and Town Hall soon.

**TWO (2) SPIRIT OF AMERICAN TRIBUTES**

**VOTE (2020-102)** Councilor Albert, seconded by Councilor Kolbe moved to adopt the following two (s) Spirit of America Tributes as follows:

The 2020 Lisbon, Maine Spirit of America Foundation Tribute honors the Lisbon Junior Athletic League for 50 years of commendable community service. Providing for: Recognition of the Lisbon Junior Athletic League Board, Coaches, and Volunteers.

**BE IT RESOLVED** by the Town Council of the Town of Lisbon as follows:

**WHEREAS**, the Lisbon Junior Athletic League was founded in 1970 to provide Baseball and Softball and other athletic programs for Lisbon youth ages 5-18; and

**WHEREAS**, The Lisbon Junior Athletic League is committed to providing high-quality facilities and safe equipment for the use of their players; and

**WHEREAS**, The Lisbon Junior Athletic League strives to provide players with volunteer coaches who seek to teach those players the rules of the game along with proper baseball and softball fundamentals ; and



**WHEREAS**, The Lisbon Junior Athletic League volunteer coaches work with players of all ability levels and who remember that development of exceptional athletic skills and winning games is secondary to the development of players and providing players with positive examples and a positive baseball / softball experience; and

**WHEREAS**, the Lisbon Junior Athletic League is committed to the development of sportsmanship, teamwork, honesty, courage, respect for others, and physical fitness for all levels of competition in the Lisbon Community; and

**WHEREAS**, the Lisbon Junior Athletic League Celebrates 50 years of local athletic programing with the 2020 season; and

**WHEREAS**, the Lisbon Junior Athletic League Board of Directors, Coaches and Volunteers dedicate countless hours throughout the year planning Baseball and Softball programs every season for 300-400 Lisbon youth;

**NOW THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Lisbon that the Lisbon Junior Athletic League Board of Directors, Coaches and Volunteers are hereby recognized for their great achievements and honors that they have brought upon this community with the 2020 Lisbon Spirit of America Foundation Tribute; and

**BE IT FURTHER RESOLVED** that a copy of this resolution be framed and presented to the Lisbon Junior Athletic League for appropriate display.

And . . .

The 2020 Lisbon, Maine Spirit of America Foundation Tribute also honors Angie D'Amours for commendable community service. Providing for: Recognition of Angie D'Amours volunteerism and community service.

**BE IT RESOLVED** by the Town Council of the Town of Lisbon as follows:

**WHEREAS**, Angie is well known throughout Lisbon for her selfless work with a variety of organizations including but not limited to: Positive Change Lisbon, Lisbon Parks and Recreation Committee, and the School Parent Action Group.

**WHEREAS**, Angie is a fearless and compassionate leader, who has no problem taking the lead on projects or serving as chair or president on committees. Just 3 years ago Angie led a team of volunteers to raise over 50,000.00 to purchase a new playground for the MTM Community Center. This team worked for two days installing the playground.

**WHEREAS**, Angie has spent years as a member of the Parent Teacher Organizations. She has worked with these schools helping to raise funds for students to attend camps and leadership seminars.

**WHEREAS**, Angie's vision and commitment to making Lisbon a better place to live and raise a family has not gone unnoticed. She has volunteered at our Moxie Festival 5K and Car Show. She is a planner on the Moxie Festival Committee.

**WHEREAS**, Angie is the current President of Positive Change Lisbon. This is a non-profit working with businesses, citizens and the town to improve the image and business environment of Lisbon, Maine.

**NOW THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Lisbon that Angie is hereby recognized for her admirable achievements and honors that she has instilled upon this community with the 2020 Lisbon Spirit of America Foundation Tribute; and

**BE IT FURTHER RESOLVED** that a copy of this resolution be framed and presented to Angie for appropriate display.

**Order passed – Vote7-0.**

A small presentation was performed by Chairman Ward outside on the lawn with board members, volunteers, and children from LJAL present. The Chairman read the Spirit of America Tribute and congratulated LJAL on its 50 years of commendable service to the community.

## **PUBLIC HEARINGS**

### **A. PROPOSED SCHOOL BUDGET & SCHOOL CAPITAL IMPROVEMENT PLAN**

The Chairman opened the public hearing. Richard Green, Superintendent of Schools presented the budget changes as recently adopted by the School Committee. He mentioned over the past 10 years the School Committee presented three budgets with a zero percent increase. This year's increase will be the lowest tax increase we have had in the past five years. He indicated the School Committee originally presented their budget with a 9% increase and had since lowered that to 4.2%, utilizing their savings this year to help with the boiler and truck replacement as they cope with the COVID-19 situation. The current budget increases included \$481,483 in salaries and benefits, \$31,000 more in nutrition along with a \$200,000 transfer, \$176,000 more in Regular Instruction, with the biggest increase \$492,400 being in Special Education, along with a \$23,510 increase in Maine State Retirements, although the total impact for Maine State Retirements is \$420,556.

Dr. Green pointed out there were still variables to consider in this budget, such as anticipated resignations, use of Capital Reserve, restructuring, and the service center penalty between \$90,000 to \$100,000. He anticipated revenues totaling \$564,846, which would be approximately \$204,720 higher with about \$100,000 coming from the Gartley Street Revenue and about \$104,720 coming from the Cares Act.

Dr. Green reported \$9,536,727 would be coming from State Contributions, with approximately \$7,681,505 in Local Contributions, which represents a 3% increase of \$293,863 to taxpayers. He explained that the total budget with Adult Education is at \$17,816,696 right now, which represents a 5.8% increase of about \$978,661. He indicated they plan to use \$43,209 from the Capital Reserve Account to pay for the Energy Performance Contract and \$118,211 from the Unassigned Fund Balance, which was the same amount they used last year.

QUESTIONS FROM THE PUBLIC: Marie Hale emailed [award@lisbonme.org](mailto:award@lisbonme.org) to ask how many students were enrolled at the Gartley Street School. She also asked how many students were considered Out of District Placements. Dr. Green said he hated to give out an incorrect estimate, that he could respond to the email later with the correct number, but that he thought it could be around 30+/- with 4 or 5+/- Out of District.

COUNCILOR COMMENTS: Councilor Ward ask for Council members to indicate their opinions at this time for the School Committee to consider prior to the Council's vote on June 16.

Councilor Fellows pointed out the Council has a much wider responsibility taking into consideration everything and then to decide what is best overall for our community. He said the School Budget needs to come in flat or less than flat. He asked Dr. Green if the Council asked that this budget come in flat, what would he do, because other than flat is a problem.

Councilor Kolbe concurred with Councilor Fellows, that the School Budget needs to come in flat or less than flat. She said she too is out of work and struggling with one child who will need that extra help as well.

Councilor Ganong said he felt the same way Councilor Fellows did and that he too would like to see a flat School Budget.

Councilor Lunt said he could understand the need for Trauma Coaches, that he too was troubled by the need, but that he would like to see the School Budget come in flat or as close to flat as possible.

Councilor Larochelle said his biggest concern was whether there might be a state curtailment or what Plan B would look like in that case. He pointed out that it would be easier to make cuts now, maintain the level of service we currently have, without over extending ourselves. He said it would be no fun mitigating overages within the year trying to back pedal to find that extra money needed.



Dr. Green said he would not be asking for these new positions if he did not feel we needed them. They are essential for supporting children and staff coming back to the new normal. He said we have seen that there is a problem just by reviewing what is currently going on with zoom classwork. Some families have individuals to rely on for support while others do not.

Councilor Ward said that he wanted to ensure the School Committee had a chance to digest what all the Council members were thinking prior to the Council's vote on June 16. He said a lot of good work has gone into the budget to get to where we are at now, but that he has received the loud message from the public. He indicated the message seems to be clear, the Council does not want to pick the groceries so to speak, and the School Committee has the task.

Councilor Albert said it would not be fair for one person to be put in place to do the work of two as Trauma Coaches. He mentioned that other School Committees have already published their results without any budget impacts by using their surplus; however, our School Committee did not do that here, and to their credit, we will not be in a worse position next year.

Councilor Larochelle asked if it would be appropriate for the School Committee Chair and Council Chair to get together prior to June 16 to work together on a consensus to get a feeling on where we will be on this budget on June 16. He said he would like to avoid an impasse. There were no objections noted. Councilor Fellows said this is not easy. Councilor Ward said he would like to land on a figure both groups can agree with.

Mrs. Barnes said preliminary figures right now, with all the decreases and increases, leaves a \$96,762 budget shortfall on the municipal side with Revenue Sharing being the biggest issue. She explained that the School Budget Amount that goes to the voters for the first time is the amount used for commitment and changing that figure later will not change the tax bill for the year.

Councilor Ward said the Council previously reviewed the School's Capital Improvement Plan and asked if there were any comments from Councilors or the public. Councilor Ward indicated he had not received any emails at this time. There were no other comments. The Chairman closed the public hearing.

#### B. AMEND CHAPTER 70 ZONING – ADOPT NEW ORDINANCE FOR ACCESSORY DWELLING UNITS, NEW DEFINITIONS & AMEND THE LAND USE TABLE

The Chairman opened the public hearing. There were no comments. The Chairman closed the public hearing.

#### C. AMEND CHAPTER 46 STREETS, SIDEWALKS & OTHER PUBLIC PLACES, ARTICLE III-STREET ACCEPTANCE STANDARDS, SECTION 46-67 DOCUMENTS REQUIRED PRIOR TO COUNCIL ACCEPTANCE

The Chairman opened the public hearing. There were no comments. The Chairman closed the public hearing.

#### D. ITINERANT VENDOR LICENSE FOR PETER PESCE D/B/A PESCE MAINE LOBSTER AT 501 LISBON STREET

The Chairman opened the public hearing. There were no comments. The Chairman closed the public hearing.

#### E. VICTUALER'S LICENSE FOR ANTONIO BRIGLIO D/B/A ROADSIDE BBQ AT 73 LISBON STREET

The Chairman opened the public hearing. There were no comments. The Chairman closed the public hearing.

#### F. SPECIAL ENTERTAINMENT PERMIT FOR FRANK'S RESTAURANT & PUB

The Chairman opened the public hearing. There were no comments. The Chairman closed the public hearing.

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

**VOTE (2020-103A)** Councilor Albert, seconded by Councilor Lunt moved to approve the following:

- A. Municipal Accounts Payable totaling \$231,925.37
- B. Municipal Payroll Warrants totaling \$135,291.63
- C. School Accounts Payable totaling \$104,308.15
- D. School Payroll Warrants totaling \$ 461,755.87
- E. Minutes of May 19, 2020
- F. Itinerant Vendor License and Mobile Unit for Pesce Maine Lobster
- G. Victualer's License for Antonio Briglio D/B/A Roadside BBQ at 73 Lisbon Street
- H. Special Entertainment Permit & Liquor License for Franks Restaurant & Pub
- I. Liquor License Extension of License for on Premise for Franks and Flux (Allowing Outdoor Sales)
- J. Set Public Hearings on June 16 for Marijuana Establishment Permits for Delightful Hights, 207 Edibles, and Lisbon Cannabis,
- K. Reschedule Municipal Budget Public Hearing to June 23, 2020 at 7:00 PM
- L. Approve the MS4 Stormwater Update Plan

Councilor Larochelle disclosed he had a conflict of interest (as Landlord for a business in item J) and that he would be abstaining. **Order passed – Vote 6-0-1. (Abstaining: Larochelle)**

**VOTE (2020-103B)** Seeing no objections, Councilor Larochelle, seconded by Councilor Albert moved to set a public hearing on June 2 for a mobile unit at 501 Lisbon Street for Gary Caron d/b/a Anything Goes. **Order passed – Vote 7-0.**

**COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES****SCHOOL DEPARTMENT CAPITAL RESERVE REQUEST  
FOR BOILER EXPENSE**

**INTRODUCTION:** Dr. Green reported the Capital Reserve Fund was created in 2011 to allow the School Committee to use existing money to pay for maintenance and minor remodeling. Since 2011, money from the undesignated balance and unanticipated revenues has been transferred into the Capital Reserve Fund. Using Capital Reserve Funds allows the Lisbon School Committee to utilize existing money without having to increase the taxpayer's local share. The current balance of the Capital Reserve Fund is \$77,897 and the following request is to utilize an amount not to exceed \$38,188 to cover the cost associated with the purchase of a replacement boiler at the Lisbon Community School.

Dr. Green said the Lisbon School Committee voted (5-0) on May 11, 2020 to request authorization from the Town Council to utilize an amount not to exceed \$38,188 to cover the cost associated with the purchase of a replacement boiler at the Lisbon Community School.

**VOTE (2020-104)** Councilor Albert, seconded by Councilor Fellows moved to grant permission for the School Committee to utilize an amount not to exceed \$38,188 to cover the cost associated with the purchase of a replacement boiler at the Lisbon Community School. **Order passed – Vote 7-0.**

**MOXIE FESTIVAL'S TABLED VOTE FROM 5-5-2020  
TO CANCEL THE 2020 MOXIE FESTIVAL**

The Town Clerk reported the following motion is back on the table:

**VOTE (2020-79A)** Councilor Albert, seconded by Councilor Larochelle moved to cancel the 2020 Moxie Festival.



Councilor Ward said the Governor recommends we cancel the Moxie Festival this year; however, he said he would be in favor of holding something the first weekend in October. He said that could be a virtual race, maybe a car show, and fireworks, with potentially something like seating and dining downtown, and so on, all at zero cost. He said all this could generate a positive spin on this for folks. Councilor Fellows said he liked the idea for the first weekend in October.

**VOTE (2020-79C)** Councilor Albert, seconded by Councilor Larochelle moved an amendment “and to hold something the first weekend in October.” **Amendment #1 Voted: Order passed – Voted – 7-0.**

**MAIN MOTION As Amended #1 Voted: Order Passed – Vote 7-0.**

AMENDMENTS TO CHAPTER 70 ZONING – ADOPT NEW ORDINANCE FOR ACCESSORY  
DWELLING UNITS, ADD DEFINITIONS & AMEND THE LAND USE TABLE  
*Second Reading*

INTRODUCTION: The first reading held on March 17, 2020.

**VOTE (2020-106)** Councilor Fellows, seconded by Councilor Albert moved to adopt Amendments to Chapter 70 Zoning, Section 70-1 adding new definition for Accessory Dwelling Units, adding new ordinance for Accessory Dwelling Units, and amending Section 531 Table of Land Uses adding Accessory Dwelling Units as follows:

Sec. 70-1. – Definitions. ...

Accessory Dwelling Unit means a residential living unit that is within or attached to a single family dwelling, or is located in a detached structure and that provides independent living facilities for one or more persons, including provisions for sleeping, eating, cooking, and sanitation on the same parcel of land as the principal dwelling unit it accompanies.

...

Sec 70-TBD. – Accessory Dwelling Unit.

(1) Purpose.

The purpose of the Accessory Dwelling Unit standards are to:

- a) Increase the supply of affordable housing without the need for more infrastructure or further land development.
- b) Provide flexible housing options for residents and their families.
- c) Integrate affordable housing into the community with minimal negative impact.
- d) Provide elderly citizens with the opportunity to retain their homes and age in place.

(2) Conditional Use Permit Required

The Planning Board is authorized to grant a Conditional Use Permit to allow for Accessory Dwelling Units in accordance with the restrictions and requirements of this section.

- a) The Conditional Use permit shall run with the land, not the property owner.

(3) Criteria for Approval

All of the following criteria must be met in order for the Planning Board to approve an Accessory Dwelling Unit.

- a. A maximum of one (1) Accessory Dwelling Unit may be permitted on a property located in zoning districts that allow single-family dwellings.

- b. The Accessory Dwelling Unit shall have an independent means of ingress and egress.
  - c. A minimum of two (2) off-street parking spaces shall be provided for the Accessory Dwelling Unit.
  - d. The applicant must demonstrate adequate provisions for water supply and sewage disposal for the accessory and principal dwelling units. Water and wastewater systems for the principal dwelling unit and Accessory Dwelling Unit may be shared or separate.
  - e. Either the principal dwelling unit or the Accessory Dwelling Unit must be owner occupied. The owner must demonstrate that one of the units is their principal place of residence. Both the primary dwelling unit and the Accessory Dwelling Unit must remain in common ownership.
  - f. Accessory Dwelling Units shall maintain an aesthetic continuity with the principal dwelling unit as a single-family dwelling.
  - g. An Accessory Dwelling Unit shall not exceed 800 square feet.
  - h. The Accessory Dwelling Unit shall have no more than 2 bedrooms.
- (4) An Accessory Dwelling Unit that complies with the requirements of this section shall not be considered an additional dwelling unit when calculating lot area per family under the space and bulk regulations of the Code.
- (5) All necessary building and occupancy permits shall be obtained from the Code Enforcement Officer. Compliance with all building codes applicable to the construction of an Accessory Dwelling Unit is required.

Sec. 70-531. - Table of Land Uses.

<i>Residential Uses</i>	RP	LR	GR	RO-I	RO-II	RR	LRR	V	C	I	DD <sup>8</sup>
Single-family Dwelling	C	P	P	P	P	P	P	P	NO	NO	P <sup>10</sup>
<u>Accessory Dwelling Unit</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>NO</u>	<u>NO</u>	<u>C</u>

Roll Call Vote: Yeas – Albert, Lunt, Larochelle, Ward, Kolbe, Ganong and Fellows. Nays - None. Order passed - Vote 7-0.

AMEND CHAPTER 46 STREETS, SIDEWALKS & OTHER PUBLIC PLACES,  
ARTICLE III-STREET ACCEPTANCE STANDARDS, SECTION 46-67  
DOCUMENTS REQUIRED PRIOR TO COUNCIL ACCEPTANCE

*Second Reading*

INTRODUCTION: The first reading was held on May 5, 2020.

**VOTE (2020-107)** Councilor Albert, seconded by Councilor Fellows moved to adopt the following amendments to Chapter 46-Streets, Sidewalks & Other Public Places, Article III-Street Acceptance Standards, Section 46-67 Documents required prior to Council acceptance as follows:

Chapter 46-Streets, Sidewalks & Other Public Places...

Article III-Street Acceptance Standards...

Section 46-67. - Documentation required prior to Council acceptance

Prior to the Council scheduling an order to accept ~~the~~ a private road, the applicant shall produce the following documents as required:

- (1) A petition, agreement, warrant deed, affidavit or other writing specifically describing the property or interest and its location, and stating that the owner voluntarily offers to transfer such interests to the municipality without claim for damages;



- (2) Recordable ~~MyLars and one~~ paper ~~copy~~ copies of the plans of the street for recording at the Androscoggin County Registry of Deeds;  
 (3) ...

**Roll Call Vote: Yeas – Albert, Lunt, Larochelle, Ward, Kolbe, Ganong and Fellows. Nays - None. Order passed - Vote 7-0.**

#### AWARD PAVING BID

**INTRODUCTION:** Mr. Cyr reported the Public Works Department sent a request for Bids on May 26 regarding the Street Resurfacing Program to all companies wanting to submit. The cut off time for submission for sealed bids was May 26, 2020 at 2:00 pm. In order, the bids received and opened were as follows:

1. Glidden Excavation - \$629,034.00
2. Spencer Group Paving, LLC - \$667,566.00
3. All States Asphalt - \$646,547.50
4. Crooker Construction - \$752,339.35
5. St. Laurent & Sons - \$648,579.25
6. Pike Industries Inc.- \$869,498.25
7. The Lane Construction Corp - Did not submit a Bid
8. Fine Line Paving & Grinding - Did not submit a Bid
9. Shaw Brothers Construction - Did not submit a Bid
10. P and B Paving - Did not submit a Bid

After thorough review of each submitted bid, Mr. Cyr recommended the winning bid go to Glidden Excavation, due to the lower cost and all work performed will meet our specification needs. He confirmed he added an addendum for \$8,700 to cover Graziano Square.

**VOTE (2020-108)** Councilor Ward, seconded by Councilor Larochelle moved to award the FY 2020-2021 paving bid to Glidden Excavation in an amount not to exceed \$475,000.

#### AWARD PINEWOODS ROAD BID

**INTRODUCTION:** Mr. Cyr reported on May 27, 2020, seven bids were received and opened for the Pinewoods Road Roadway Improvements project as follow:

CONTRACTOR	ADDRESS	BASE BID	ALT. BID	TOTAL BID
Gendron & Gendron	Lewiston, Maine	\$997,594.80	\$97,977.00	\$1,095,571.80
St. Laurent & Son Inc.	Lewiston, Maine	\$1,059,749.00	\$107,800.00	\$1,167,549.00
J. Pratt Construction Inc.	Hebron, Maine	\$1,112,866.81	\$121,966.06	\$1,234,832.87
Crooker Construction	Topsham, Maine	\$1,225,641.00	\$164,370.00	\$1,390,011.00
T. Buck Construction	Turner, Maine	\$1,523,194.00	\$117,806.00	\$1,641,000.00
Pike Industries Inc.	Fairfield, Maine	\$1,680,500.00	\$129,000.00	\$1,809,500.00
Pratt & Sons Inc.	Mechanic Falls, Maine	\$1,625,400.00	\$187,000.00	\$1,812,400.00

Mr. Cyr said the lowest bid was from Gendron & Gendron. The base bid scope is for basic reconstruction of the roadway with minimal drainage improvements. The alternate bid includes drainage improvements, which are highly recommended, that were determined to be needed during the design process, but had not been in the initial budget for the project. The total bid of \$1,095,571.80 is within the available budget and represents fair market value for the project. He therefore recommend awarding the project to Gendron & Gendron for the total bid of \$1,095,571.80.

**VOTE (2020-109)** Councilor Larochelle, seconded by Councilor Albert moved to award the bid for Reconstruction and Improvements to Pinewoods Road to Gendron & Gendron in an amount not to exceed \$1,095,571.80.

#### AWARD PHASE II SEWER PROJECT BID



**INTRODUCTION:** Mr. Aievoli said on May 27, 2020, four bids were received and opened for the Phase 2 Sewer Improvements project as follows:

CONTRACTOR	ADDRESS	TOTAL BID
Gendron & Gendron	Lewiston, Maine	\$1,030,311.10
St. Laurent & Son Inc.	Lewiston, Maine	\$1, 138,940.00
T. Buck Construction	Turner, Maine	\$1,178,270.00
Crooker Construction	Topsham, Maine	\$1,343,530.00

Mr. Aievoli said Gendron & Gendron withdrew their bid leaving St. Laurent & Sons the next lowest bidder. There are sufficient funds available in the Rural Development funding package for this project. Given the close range of values of most of the bids received, we feel that the price of the contract represents fair market value for the work. He recommended the Town award the contract to St. Laurent & Son, Inc. in an amount not to exceed \$1,138,940.00 contingent upon approval to do so from USDA Rural Development.

**VOTE (2020-110)** Councilor Ward, seconded by Councilor Larochelle moved to award the Phase II Sewer Improvement Project Bid to St. Laurent & Son Inc. in an amount not to exceed \$1,138,940.00.

### EMERGENCY ORDINANCE TO PROMOTE PHYSICAL DISTANCING AND BUSINESS OPERATIONS IN VILLAGE AREAS

**INTRODUCTION:** Mr. Richardson reported the COVID-19 pandemic and resulting closure of “non-essential” businesses has created significant challenges for Lisbon businesses. While local employers are developing plans to resume operations consistent with the State of Maine’s policies outlined in the Mills Administration’s Restarting Maine’s Economy plan, ECD has been in discussions with local businesses and Town Departments to develop plans to enable Lisbon businesses to temporarily use public space adjacent to their business for outdoor sales and service. Allowing businesses to use public outdoor spaces in a safe and organized manner will:

- Assist local employers to adapt to an uncertain business climate created by Covid-19
- Boost consumer confidence to dine and shop by providing ample space for social distancing
- Create safe opportunities for the community to gather
- Promote Lisbon as a business-friendly community

Mr. Richards said an optimal adaptation strategy would include semi-permanent practices that require minimal Town resources to manage and allow businesses to use adjacent public spaces on a predictable, regular daily schedule; combined with intermittent larger gatherings to serve as safe community celebrations and potentially large revenue events for businesses. Following are four approaches that can be implemented individually or in combination:

1. Enable businesses to use the entire sidewalk on the west side of Main Street and close the adjacent parallel parking lane to vehicles to accommodate pedestrian movement. This simple, semi-permanent solution would allow businesses to use the full breadth of the 9’ Main Street sidewalk for table service and retail displays, while having comparatively minimal impact on downtown parking and requiring limited Town resources for ongoing management. Closure of the parallel parking lane would be achieved by using traffic control cones and reflective barrels commonly used during road construction projects. Since the adjacent sidewalk would be considered an extension of existing premises for Main Street restaurants, insurance and licensing will be comparatively simple.
2. Install a large tent on the Municipal Lot at 11 Main Street (Lot U05-032) for shared use by local businesses. This semi-permanent solution would allow local restaurants to offer regular, predictable service under cover from the elements. This approach would require limited Town resources for ongoing management, but the tent rental expense is significant. Trade-offs for



local restaurants include extra logistics to transport and serve food across Main Street, and additional insurance and licensing would be required because the tent would not be considered an extension of their current premises. Per month tent rental costs range from \$14,000 per month for a 60' x 120' tent to \$24,000 per month for an 80' x 150' tent. This option would eliminate comparatively more downtown parking than other options.

3. Endorse business use on 5' of existing Main Street sidewalk while leaving the remaining 4' for pedestrian movement. This simple, semi-permanent option would allow businesses to extend their existing premises to the sidewalk without eliminating any downtown parking spaces. The outdoor space gained for business use is comparatively small and this approach is best suited to compliment the resumption of limited indoor dining. Limited indoor dining was scheduled to resume in Lisbon on June 1 before the ban on indoor dining was extended indefinitely on May 27th.
4. Temporary closures of Main Street to create a pedestrian mall. A weekly or monthly closure of Main Street offers the opportunity to attract media coverage and promote Lisbon as a forward-thinking, business friendly community, while also offering a special celebratory occasion(s) for the community to gather. Closing Main Street on an intermittent basis will require minimal Town staff resources per occurrence. Closure would likely occur from roughly 4pm to 10pm. Police, Fire, Public Works, and Parks and Recreation Departments are supportive and willing to assist with a simple, "soft launch" pilot Main Street closure on Thursday, June 25th.

Mr. Richardson indicated that ECD office is prepared to help coordinate the implementation of any or all of the above-mentioned approaches to assist the Lisbon community to adapt during this unprecedented time.

COUNCILOR COMMENTS: Councilor Ward said he might like to see this happen on both Friday and Saturday on a regular basis. Mr. Richardson said he could see adding additional activities, also, like artists, musicians, etc., which might then add enough value to become a regular annual summer time experience for residents and visitors.

Councilor Albert said this is a unique opportunity here with the four scenarios. He thanked Mr. Richardson for being so creative with this and indicated he like it.

Councilor Fellows said he would like to see this too. He said this could have a positive impact on the redevelopment of our Main Streets downtown.

Councilor Larochelle encouraged the Council to think about ways to slow traffic down on Route 196 as they approach the light at the corner of Main and Lisbon Street. He indicated adding a crosswalk would help along with the redeveloping the landing on the corner on the Worumbo side. Councilor Albert asked about working with MDOT on this.

**VOTE (2020-111)** Councilor Larochelle, seconded by Councilor Albert moved to adopt the Emergency Ordinance as presented as follows:

**EMERGENCY ORDINANCE TO PROMOTE PHYSICAL DISTANCING  
AND BUSINESS OPERATIONS IN VILLAGE AREAS**

*WHEREAS*, there is currently an outbreak of novel coronavirus disease 2019 ("COVID-19"), a respiratory illness, first detected in Wuhan City, Hubei Province, China, and it has expanded to locations around the world, , including the United States, the State of Maine and Androscoggin County;

*WHEREAS*, on January 31, 2020, the United States Secretary of Health and Human Services announced a nationwide public health emergency to respond to COVID- 19; and

**WHEREAS**, on March 11, 2020, the World Health Organization (the “WHO”) declared that global health crisis involving COVID-19 is a pandemic; and

**WHEREAS**, on March 12, 2020, the State of Maine identified and confirmed its first case of COVID-19; and

**WHEREAS**, COVID-19 has been detected in hundreds of thousands of people worldwide and is primarily spread from person to person; and

**WHEREAS**, COVID-19 is easily transmitted, especially in group settings, and it is essential that the spread of the virus be slowed to protect the ability of public and private health care providers to handle the influx of new patients and safeguard public health and safety; and

**WHEREAS**, Governor Janet T. Mills has issued executive orders restricting operations of dining and retail establishments during the pandemic; and

**WHEREAS**, the Constitution of Maine, Article VIII, Part Second and 30-A M.R.S. § 3009 empowers municipalities with broad authority to enact ordinances affecting life, health, or safety, including ordinances relating to pedestrian and vehicular traffic on City streets; and

**WHEREAS**, during this state of emergency, the Town of Lisbon must consider the welfare of its businesses while protecting the health and welfare of its citizens; and

**WHEREAS**, in light of the foregoing, the Town Council deems it proper and necessary to adopt an emergency ordinance relating to traffic, parking, and outdoor dining and retail service in the Town’s village areas for the purposes of allowing businesses to reopen or continue operating without undue hardship while also maximizing physical distancing;

**NOW THEREFORE**, be it ordained by the Town Council of the Town of Lisbon, that the following temporary emergency ordinance is enacted:

#### **TEMPORARY EMERGENCY ORDINANCE**

1. The Police Chief in consultation with the Town Manager is authorized to temporarily close all or a portion of the following streets to through traffic, as determined necessary to protect the health and safety of pedestrians, employees and patrons of local businesses, and other members of the public, including by promoting effective physical distancing: Main Street in Lisbon Falls between Lisbon Street (Rt. 196) and Union Street, and Village Street in Lisbon Village between Lisbon Street (Rt. 196) and Fillion Street (collectively the “Village Areas”).

2. The Police Chief in consultation with the Town Manager is authorized to close on street parking spaces in the Village Areas as he deems necessary and appropriate to protect the public health and safety, including in order to allow safe passage of pedestrians when sidewalks are utilized for outdoor dining or retail.

3. The Town Manager or her designee may promulgate rules and regulations relating to temporary street and parking closures under this ordinance as necessary to protect public health and safety. Access required under the Americans with Disabilities Act shall be maintained.

4. Town ordinances and regulations related to the operation and licensing of dining and retail services shall be temporarily suspended in order to allow display, storage, or sale of merchandise on sidewalks or closed streets or parking spaces in the Village Areas, and sale, service, and consumption of food and/or drinks, including alcoholic beverages, on adjacent sidewalks in the Village Areas, subject to the following:

- a. All retail or food establishment operations must be in accordance with existing ordinances and licensing requirements unless the Town has issued a temporary permit pursuant to the authority granted herein.
- b. Food service establishments with frontage on Main Street or Village Street in the Village Areas may be authorized to add or expand their premises with outdoor dining on adjacent sidewalks during defined time



periods by obtaining a temporary permit in accordance with temporary rules and regulations adopted by the Town Manager. Any food service establishment with frontage on Main Street or Village Street in the Village Areas may apply to the Town Clerk's office for a temporary permit authorizing outdoor dining on adjacent sidewalks.

c. Retail establishments with frontage on Main Street or Village Street in the Village Areas may be authorized to add or expand their premises with retail sales on adjacent sidewalks or closed streets or parking spaces during defined time periods by obtaining a temporary permit in accordance with temporary rules and regulations adopted by the Town Manager. Any retail establishment with frontage on Main Street or Village Street in the Village Areas may apply to the Town Clerk's office for a temporary permit authorizing outdoor retail sales on adjacent sidewalks or closed streets or parking spaces.

d. Other applicants desiring to offer goods for retail sale that are not offered by existing businesses in the immediate proximity of the Village Areas may apply for a temporary permit authorizing outdoor retail sales on closed streets or parking spaces in the Village Areas.

e. The number, location, hours, requirements and permitting fees for outdoor dining or retail sales in the Village Areas pursuant to this ordinance will be governed by rules and regulations adopted by the Town Manager. The Town Council hereby authorizes the Town Manager, the Police Chief or their designees to execute any related documents necessary or convenient to carry out the intent of this Ordinance.

5. Violation of or failure to comply with this ordinance is punishable by a fine of \$500.00 per occurrence plus the costs of prosecution.

6. If any provision of this ordinance or its application to any person or circumstance is held to be invalid, then the remainder of the ordinance, including the application of such part or provision to other persons or circumstances, shall not be affected and shall continue in full force and effect. To this end, the provisions of this Emergency ordinance are severable.

### **Emergency Declaration**

The Town Council declares the existence of an emergency because the Code of Ordinances is insufficient to prevent serious harm to public health and safety. This amendment shall be enacted as an emergency ordinance under Section 2.08(b) of the Town Charter. It shall be effective as an emergency ordinance immediately upon enactment and shall remain in effect through the ninetieth (90th) day following the date on which it is adopted, unless finally adopted as a regular ordinance within that time.

**Roll Call Vote: Yeas – Albert, Lunt, Larochelle, Ward, Kolbe, Ganong and Fellows. Nays - None. Order passed - Vote 7-0.**

## **OTHER BUSINESS**

### **A. COUNCIL COMMITTEE REPORTS**

1. School: Councilor Albert said he had nothing new to report.

2. Planning: Councilor Fellows said the Planning Board met and the meeting was recorded, however, Town Hall Live Video Streaming was not working properly. Questions were emailed and addressed at the meeting and site visits were scheduled.

3. LDC: Councilor Larochelle reported they held a zoom meeting, that they have been active, and that they plan to meet at the Worumbo Mill site for their next meeting so everyone can get a better idea about the area and give input.

4. Conservation Commission: Councilor Ward said he had nothing to report.
5. Recreation: Councilor Albert said the 2020 Moxie Festival has been cancelled.
6. County Budget: Councilor Ward said he had nothing to report.
7. Library: Councilor Lunt said the Library opened back up this week and that all is going well.
8. Water Commission: Councilor Fellows said he had nothing to report.

#### **B. TOWN MANAGER'S REPORT**

Mrs. Barnes reported she received a \$90,000 reimbursement from CMP due the town as a direct result from shutting off every other streetlight along Main Street, along with shutting off other streetlights as identified by the Street Lighting Committee. Councilor Larochelle said the Council determined there would be a savings from shutting off some streetlights in town, but had not seen any difference. Mrs. Barnes mentioned this might still have gone unnoticed if it were not for the changeover to LED street lighting.

Mrs. Barnes said she planned to reopen the Town Offices on June 8 if the Plexus Glass has been installed by then. She said we are still doing business by phone, drop box, and working with customers in the parking lot. Councilor Albert said many comments are coming in about how staff is doing a great job and that this experience was relatively painless.

Councilor Larochelle asked about signage on the door for the new process once the office reopens. Mrs. Barnes indicated we would also be using social distancing signage and roping off areas that are not accessible to the public still. She said the doors would close at 4:00 PM so those in line after 4:00 PM will need to come back.

#### **APPOINTMENTS - NONE**

#### **COUNCILOR COMMUNICATIONS**

Councilor Larochelle said graduation is this weekend. The ceremony will be streamed live on the town's website at lisbonme.org on Sunday at 11:00 AM. The parade of cars will start right after the ceremony around 12:30 PM. The parade route will go from Capital Avenue, Right onto Route 196 to School Street, onto School Street to Main, Right on Main to Franks, Right onto Route 196 and all the way to Graziano Square. Those who wish to participate to show their support may stand on the side of the road or streets and wave to cheer them on as they go by.

Councilor Albert mentioned that Robert Tanguay passed over the weekend. He will be remembered for his band playing in the Moxie Parade and for running the Kitty Korner store for many years. We certainly wish to send our condolences to his family.

Councilor Albert requested the Town Manager look into an appeal process to get out of the MS4 Stormwater Program that Lisbon was entered into due to erroneous numbers.

#### **AUDIENCE PARTICIPATION FOR NEW ITEMS - NONE**

#### **EXECUTIVE SESSION – NONE**

#### **ADJOURNMENT**

**VOTE (2020-112)** Councilor Larochelle, seconded by Councilor Kolbe moved to adjourn at 9:40 PM. **Order passed - Vote 7-0.**

---

Twila D. Lycette, Council Secretary  
Town Clerk, Lifetime CCM/MMC  
Date Approved: June 16, 2020



## TOWN OF LISBON

NOTICE OF AMOUNTS ADOPTED AT TOWN COUNCIL MEETING  
FOR VOTERS AT SCHOOL BUDGET  
VALIDATION REFERENDUM

TO: Clerk of Town of Lisbon, State of Maine

Pursuant to 20-A M.R.S.A. §§ 1486(2) and 2307 this Notice is to be displayed at all polling places for the school budget validation referendum to be held on June 11, 2019, to assist the voters in voting on whether to ratify the school budget approved at the May 14, 2019 Town Council Meeting. **Note: The amount adopted by Town Council is the amount submitted to the voters at referendum.** If the council has changed the total budget recommended by the school committee, and that change is approved at referendum, the school committee shall adjust the individual cost center lines as provided by 20-A M.R.S.A. §2307 and Town Charter.

Cost Center Summary Budget Category	Amount Proposed by School Committee
Student and Staff Support	\$ 1,468,715
System Administration	\$ 516,018
School Administration	\$ 906,930
Facilities Maintenance	\$ 1,706,261
Transportation and Buses	\$ 1,012,455
School Nutrition Transfer	\$ 231,000
Debt Service and Other Commitments	\$ 1,247,320
Regular Instruction	\$ 7,068,301
Special Education	\$ 3,229,555
Career & Technical	\$ 0
Other Instruction	\$ 396,523

Summary of Total Authorized School Budget Expenditures

Amount Proposed by School Committee: \$ 17,783,078

Amount Approved by Town Council and Submitted to Voters: \$ \_\_\_\_\_

The amount approved for the school budget at the town council meeting includes locally raised funds over and above the town's local contribution to the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
A majority of the School Committee

Completed and countersigned by: \_\_\_\_\_ June 1, 2020  
Superintendent of Schools

VOTE TO BE ADOPTED BY THE  
SCHOOL COMMITTEE  
TOWN OF LISBON

VOTED: That pursuant to 20-A M.R.S.A. §§ 1486(2) and 2307, the form of Notice of Amounts Adopted at Town Council Meeting be approved, and that the Superintendent of Schools be authorized and directed to complete said Notice in accordance with the meeting at which the school budget is approved, and to cause said notice, as completed, to be delivered to the Town Clerk for display at all polling places for the school budget validation referendum to be held following the meeting at which the Town Council approves the school budget.



LISBON SCHOOL DEPARTMENT  
SCHOOL DEPARTMENT PROPOSED 2020-2021 BUDGET  
COST CENTERS  
AS OF 5/27/2020

<u>BUDGET BY ARTICLE</u>	<u>APPROVED BUDGET 2019-2020</u>	<u>PROPOSED BUDGET 2020-2021</u>	<u>\$ DIFFERENCE INCREASE (DECREASE)</u>	<u>% DIFFERENCE INCREASE (DECREASE)</u>
<b>STUDENT &amp; STAFF SUPPORT</b> Includes: Guidance, Nurse, Library, Technology System Administrator, Improvement of Instruction, Technology Funds, and Curriculum Funds.	\$ 1,383,183	\$ 1,468,715	\$ 85,532	6.18%
<b>SYSTEM ADMINISTRATION</b> Includes: School Committee, Superintendent, Community Relations, and Business Office.	\$ 509,017	\$ 516,018	\$ 7,001	1.38%
<b>SCHOOL ADMINISTRATION</b> Includes: All Principals	\$ 874,326	\$ 906,930	\$ 32,604	3.73%
<b>FACILITIES MAINTENANCE</b> Includes: Custodial K-5, Custodial 6-8, Custodial 9-12, Custodial CO, and Grounds & Maintenance of Plant.	\$ 1,624,447	\$ 1,706,261	\$ 81,814	5.04%
<b>TRANSPORTATION AND BUSES</b>	\$ 978,291	\$ 1,012,455	\$ 34,164	3.49%
<b>SCHOOL NUTRITION TRANSFER</b>	\$ 203,580	\$ 231,000	\$ 27,420	13.47%
<b>DEBT SERVICE</b>	\$ 1,268,844	\$ 1,247,320	\$ (21,524)	-1.70%
<b>REGULAR INSTRUCTION</b> Includes: Elementary Instruction, Lisbon Community School, PWSugg Middle, Secondary Instruction, Lisbon High School, English as a Second Language, Gifted & Talented, and Gartley Street School.	\$ 6,857,150	\$ 7,068,301	\$ 211,151	3.08%
<b>SPECIAL EDUCATION</b>	\$ 2,694,152	\$ 3,229,555	\$ 535,403	19.87%
<b>CAREER &amp; TECHNICAL</b>	\$ -	\$ -	\$ -	0.00%
<b>OTHER INSTRUCTION</b> Includes: Co-Curricular	\$ 411,427	\$ 396,523	\$ (14,904)	-3.62%
<b>Total General Fund Articles</b>	<b>\$ 16,804,417</b>	<b>\$ 17,783,078</b>	<b>\$ 978,661</b>	<b>5.82%</b>
<b>ADULT EDUCATION</b>	\$ 33,618	\$ 33,618	\$ -	0.00%
<b>Total of All Articles</b>	<b>\$ 16,838,035</b>	<b>\$ 17,816,696</b>	<b>\$ 978,661</b>	<b>5.81%</b>

## 20-21 Subsidy Comparison Report

Lisbon School Department

(All Subsidy figures for 20/21 are Preliminary!)

General Education Budget:

	<u>FUNDING 19/20**</u>	<u>FUNDING 20/21</u>	<u>Difference</u>
Budget Expenditures-Fund 100	\$ 16,804,417	\$ 17,783,078	\$978,661.00
Amount from Unassigned Fund Balance:			
Balance to help defray taxes	\$118,211	\$118,211	\$0
State Grant/MLTI	\$43,198	\$0	(\$43,198)
Regular Instruction Reserve Account	\$0	\$0	
Anticipated Revenue:			
Capital Reserve Fund-GPC	\$43,209	\$43,209	(\$0)
Interest Credit	\$20,508	\$19,426	(\$1,082)
CARES Act	\$0	\$84,000	\$84,000
Special Purpose School	\$135,000	\$300,000	\$165,000
Total Revenue	\$360,126	\$564,846	\$204,720
Total Budget after Revenue	\$16,444,291	\$ 17,218,232	\$773,941
Local Only Debt Service	\$460,409	\$454,034	(\$6,375)
Total Budget after Revenue, and Local Only Debt Service	\$15,983,882	\$ 16,764,198	\$780,316
100% EPS	\$13,543,443	\$14,114,664 *	\$571,221
Amount above 100% EPS	\$2,440,439	\$ 2,649,534	\$ 209,095
Transition Amount	\$0	\$0 *	\$0
Total Additional Local Funds	\$2,440,439	\$ 2,649,534	\$ 209,095
<u>State Subsidy:</u>			
State Contribution	\$9,056,649	\$9,536,727 *	\$480,078
Required Local Contribution	\$4,486,794	\$4,577,937 *	\$91,143
Local Only Debt Service	\$460,409	\$454,034	(\$6,375)
Local Additional Funds	\$2,440,439	\$ 2,649,534	\$209,095
Total Local Funding	\$7,387,642	\$7,681,505	\$293,863
	\$16,444,291	\$17,218,232	\$773,941

There is an increase in State Funding from 19/20 to 20/21 of \$480,078  
 There is a increase in Local Funding from 19/20 to 20/21 of \$293,863

\* Amounts based on Legislative Budget Approval FY 20/21 ED279 as of January 31, 2020

\*\* Amounts from Town Council Meeting dated \_\_\_\_\_

Adult Education:

Anticipated Revenue	\$3,500	\$3,500	#	\$0
State Contribution	\$7,544 **	\$7,884 ***		\$340
Total Local Funding	\$22,574 **	\$22,234		(\$340)
Total Expenditures	\$33,618	\$33,618		\$0

There is an increase in State Funding from 19/20 to 20/21 of \$340  
 There is a decrease in Local Funding from 19/20 to 20/21 of (\$340)

# Amount based on actual revenue received in 19-20

\*\*\* Amount based on actual subsidy received in 19-20

Total Increase to Taxes:

\$7,410,216

\$7,703,739

\$293,523

Total increase in Budget Including Adult Education:

\$16,838,035

\$17,816,696

\$978,661



ADOPT 2020-2021 SCHOOL BUDGET WARRANT ARTICLES

ARTICLE 1 - PUBLIC FUNDING OF PRE-KINDERGARTEN TO GRADE 12  
AS DESCRIBED IN THE ESSENTIAL PROGRAMS & SERVICES FUNDING ACT

To see what sum the Council will authorize the Lisbon School Department to appropriate for the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act (**Recommended \$ 14,114,664**) and to see what sum the Council will raise as the Town's contribution to the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services funding Act in accordance with the Maine Revised Statutes, Title 20-A, Section 15688.

*"Explanation: The Town's contribution to the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act is the amount of money determined by state law to be the minimum amount that a municipality must raise in order to receive the full amount of state dollars."*

**School Committee Recommends \$4,577,937**

**VOTE (2020-A)** Councilor \_\_\_\_\_, seconded by Councilor \_\_\_\_\_ moved for Article 1 the following:

**\$ 4,577,937**

Roll Call Vote:

Y ..... N Councilor Albert  
Y ..... N Councilor Larochele  
Y ..... N Councilor Ward  
Y ..... N Councilor Lunt  
Y ..... N Councilor Ganong  
Y ..... N Councilor Kolbe  
Y ..... N Councilor Fellows

\_\_ yeas \_\_ nays  
Order passed / failed.

Y ..... N Councilor Albert  
Y ..... N Councilor Larochele  
Y ..... N Councilor Ward  
Y ..... N Councilor Lunt  
Y ..... N Councilor Ganong  
Y ..... N Councilor Kolbe  
Y ..... N Councilor Fellows

\_\_ yeas \_\_ nays  
Order passed / failed.

ARTICLE 2 – DEBT SERVICES

To see what sum the Council will authorize the Lisbon School Department to raise and appropriate for the annual payments on debt service previously approved by the legislative body for non-state-funded school construction projects, or non-state-funded portions of school construction projects in addition to the funds appropriated as the local share of the school administrative unit’s contribution to the total cost of funding public education from pre-kindergarten to grade 12.

*Explanation: Non-state-funded debt service is the amount of money needed for the annual payments on the municipality/district long-term debt for major capital school construction projects and minor capital renovation projects that is not approved for state subsidy. The bonding of this long-term debt was previously approved by the voters or other legislative body.*

Amount Recommended \$454,034

**VOTE (2020-B)** Councilor Lunt, seconded by Councilor Brunelle moved for Article 2 the following:

\$454,034

Roll Call Vote:

Y ..... N Councilor Albert  
Y ..... N Councilor Larochele  
Y ..... N Councilor Ward  
Y ..... N Councilor Lunt  
Y ..... N Councilor Ganong  
Y ..... N Councilor Kolbe  
Y ..... N Councilor Fellows

Y ..... N Councilor Albert  
Y ..... N Councilor Larochele  
Y ..... N Councilor Ward  
Y ..... N Councilor Lunt  
Y ..... N Councilor Ganong  
Y ..... N Councilor Kolbe  
Y ..... N Councilor Fellows

\_\_yeas \_\_ nays  
Order passed / failed.

\_\_yeas \_\_ nays  
Order passed / failed.



ARTICLE 3 – FUNDS EXCEEDING THE STATE’S  
EPS ALLOCATION MODEL

Shall the Town of Lisbon raise and appropriate \$ 2,649,534 in additional local funds, which exceeds the State’s Essential Programs and Services allocation model by an additional \$209,095 as required to fund the budget recommended by the School Committee.

The School Committee recommends \$2,649,534 for additional local funds and gives the following reasons for exceeding the State’s Essential Programs and Services funding model by an additional \$209,095. This covers:

- 1) Co-curricular and Extra-curricular activities: The State only supports 20% of Lisbon’s total expenditures.
- 2) The Teacher Retirement portion that was previously paid by the state
- 3) Substitute Pay: The State Allocates half a day per student. This does not cover long-term absences where substitutes are paid at a higher rate.
- 4) Special Education: This additional amount is partly due to year old student information, summer school, scheduling and reduced financial support at the Federal and State levels.
- 5) Nutrition (lunch): The state does not provide any subsidy to cover the expenses in the general budget.

**School Committee Recommended \$2,649,534**

*Explanation: The additional local funds are those locally raised funds over and above the school administrative unit's local contribution to the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act and local amounts raised for the annual payment on non-state funded debt service that will help achieve the Lisbon School Department's budget for education programs.*

**VOTE (2020-C)** Councilor \_\_\_\_\_, seconded by Councilor \_\_\_\_\_ moved for Article 3 the following:

**\$ 2,649,534**

Roll Call Vote:

Y ..... N Councilor Albert  
Y ..... N Councilor Larochelle  
Y ..... N Councilor Ward  
Y ..... N Councilor Lunt  
Y ..... N Councilor Ganong  
Y ..... N Councilor Kolbe  
Y ..... N Councilor Fellows

Y ..... N Councilor Albert  
Y ..... N Councilor Larochelle  
Y ..... N Councilor Ward  
Y ..... N Councilor Lunt  
Y ..... N Councilor Ganong  
Y ..... N Councilor Kolbe  
Y ..... N Councilor Fellows

\_\_ yeas \_\_ nays  
Order passed / failed.

\_\_ yeas \_\_ nays  
Order passed / failed.

ARTICLE 4 – EXPEND FOR FY 2020-2021

To see what sum the Council will authorize the Lisbon School Committee to expend for the fiscal year beginning **July 1, 2020** and ending **June 30, 2021** from the Town's contribution to the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act, non-state –funded school construction projects, additional local funds for school purposes under the Maine Revised Statutes, Title 20-A, section 15690, unexpected balances, tuition receipts, state subsidy and other receipts for the support of school.

**School Committee Recommended \$17,783,078**

**VOTE (2020-D)** Councilor \_\_\_\_\_, seconded by Councilor \_\_\_\_\_ moved for Article 4 the following:

\$17,783,078

Roll Call Vote:

Y ..... N Councilor Albert  
Y ..... N Councilor Larochelle  
Y ..... N Councilor Ward  
Y ..... N Councilor Lunt  
Y ..... N Councilor Ganong  
Y ..... N Councilor Kolbe  
Y ..... N Councilor Fellows

Y ..... N Councilor Larochelle  
Y ..... N Councilor Ward  
Y ..... N Councilor Lunt  
Y ..... N Councilor Ganong  
Y ..... N Councilor Kolbe  
Y ..... N Councilor Fellows

\_\_ yeas \_\_ nays  
**Order passed / failed.**

\_\_ yeas \_\_ nays  
**Order passed / failed.**

Y ..... N Councilor Albert



ARTICLE 5 – ADULT EDUCATION &  
RAISE FUNDS AS THE LOCAL SHARE

To see if the Council will authorize the Lisbon School Department to appropriate \$ 33,618 for Adult Education and raise \$ 22,234 as the local share; with authorization to expend any additional, incidental, or miscellaneous receipts in the interest and for the well-being of the adult education program.

**School Committee Recommends YES**

**VOTE (2020-E)** Councilor Brunelle, seconded by Councilor Albert moved for Article 5 the following:

**YES.**

Roll Call Vote:

Y .....	N	Councilor Albert	Y .....	N	Councilor Larochelle
Y .....	N	Councilor Larochelle	Y .....	N	Councilor Ward
Y .....	N	Councilor Ward	Y .....	N	Councilor Lunt
Y .....	N	Councilor Lunt	Y .....	N	Councilor Ganong
Y .....	N	Councilor Ganong	Y .....	N	Councilor Kolbe
Y .....	N	Councilor Kolbe	Y .....	N	Councilor Fellows
Y .....	N	Councilor Fellows			

   yeas    nays  
**Order** passed / failed.

   yeas    nays  
**Order** passed / failed.

Y ..... N | Councilor Albert |

## ARTICLE 6 – ADULT EDUCATION

To see what sum the Council will authorize the Lisbon School Department to expend for Adult Education.

**School Committee Recommends \$ 33,618**

**VOTE (2020-F)** Councilor Kolbe, seconded by Councilor Brunelle moved for Article 6 the following:

**\$ 33,618**

Roll Call Vote:

Y ..... N Councilor Albert  
Y ..... N Councilor Larochelle  
Y ..... N Councilor Ward  
Y ..... N Councilor Lunt  
Y ..... N Councilor Ganong  
Y ..... N Councilor Kolbe  
Y ..... N Councilor Fellows

\_\_ yeas \_\_ nays  
Order passed / failed.

Y ..... N Councilor Albert  
Y ..... N Councilor Larochelle  
Y ..... N Councilor Ward  
Y ..... N Councilor Lunt  
Y ..... N Councilor Ganong  
Y ..... N Councilor Kolbe  
Y ..... N Councilor Fellows

\_\_ yeas \_\_ nays  
Order passed / failed.



## ARTICLE 7 – FEDERAL & STATE GRANTS OR PROGRAMS

In addition to amounts approved in the preceding articles, shall the Council authorize the School Committee to expend sums as may be received from federal or state grants or programs or other sources during the fiscal year for school purposes, provided that such grants, programs or other sources do not require the expenditure of other funds not previously appropriated?

### School Committee Recommends YES

**VOTE (2020-105G)** Councilor Lunt, seconded by Councilor Albert moved for Article 7 the following:

**YES.**

Roll Call Vote:

Y ..... N Councilor Albert  
Y ..... N Councilor Larochelle  
Y ..... N Councilor Ward  
Y ..... N Councilor Lunt  
Y ..... N Councilor Ganong  
Y ..... N Councilor Kolbe  
Y ..... N Councilor Fellows

\_\_ yeas \_\_ nays  
Order passed / failed.

Y ..... N Councilor Albert  
Y ..... N Councilor Larochelle  
Y ..... N Councilor Ward  
Y ..... N Councilor Lunt  
Y ..... N Councilor Ganong  
Y ..... N Councilor Kolbe  
Y ..... N Councilor Fellows

\_\_ yeas \_\_ nays  
Order passed / failed.

**OLVER ASSOCIATES INC.**

---

**ENVIRONMENTAL ENGINEERS**

June 4, 2020

Ms. Diane Barnes, Town Manager  
Lisbon Town Office  
300 Lisbon Street  
Lisbon, Maine 04250

RE: Davis Street Pump Station and Wastewater Treatment Plant  
Chlorine Contact Tank Improvements

Dear Diane:

On June 3, 2020, bids were opened for the Davis Street Pump Station and Wastewater Treatment Plant Chlorine Contact Tank Improvements project. Two bids were received as follow:

CONTRACTOR	ADDRESS	TOTAL BID
T. Buck Construction	Turner, Maine	\$2,768,300.00
Apex Construction Inc.	Somersworth, New Hampshire	\$3,084,000.00

Attached please find a copy of the bid tabulation which lists all of the bid prices, and a copy of the low bid from T. Buck Construction. We have worked with T. Buck Construction on numerous projects and they are qualified to perform the work scope included in this contract. Their bid price compares favorably to the latest cost estimate for the work of \$3,200,000. We therefore recommend award of this contract to T. Buck construction at a cost of \$2,768,300 contingent on Rural Development concurrence to do so.



**OLVER ASSOCIATES INC.**

Ms. Diane Barnes, Town Manager

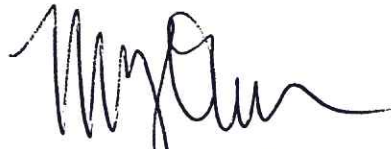
June 4, 2020

Page 2

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

Very truly yours,

OLVER ASSOCIATES INC.

A handwritten signature in black ink, appearing to read 'Mandy Holway Olver', with a stylized, flowing script.

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

MHO/sb

1627/090

CC: Mr. Steve Aievoli, Operations Manager  
Mr. Scott Emery, P.E.

## June 4, 2020

TOTAL BID	
-----------	--



**PROPOSAL & BID FORM**

**WITH BID BOND**

PROPOSAL  
DAVIS STREET PUMP STATION AND WASTEWATER TREATMENT PLANT  
CHLORINE CONTACT TANK IMPROVEMENTS

TOWN OF LISBON, MAINE

Town of Lisbon  
300 Lisbon Street  
Lisbon, Maine 04250

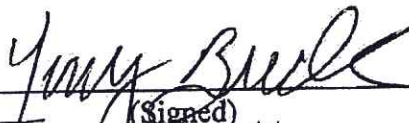
Greetings:

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, Notice to Contractors, Proposal, Notice of Award, Contract, Notice to Proceed, General Conditions, Supplemental General Conditions and Technical Specifications; and proposes and agrees if this Bid is accepted that he/she will contract to provide all necessary and proper labor, machinery, equipment, facilities, and incidentals, and to do all the Work and furnish all labor and material necessary or proper to carry out the Contract in the manner and time therein set forth, and that he/she will do all other things required and incidental to the completion of the Work.

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

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

6.3.2020  
(Date)

  
(Signed)  
Name: Terry Buck  
Title: President  
Representing: T Buck Construction Inc  
Address: 3023 Auburn RD  
Turner ME 04282



REVISED 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.	Davis Street PS and Wastewater Treatment Treatment Plant Chlorine Contact Tank Upgrade (Complete with Exception of any Item Listed Separately Below).		LS	LS	\$2,716,295 <sup>00</sup>
2.	Rigid Trench Insulation	500*	SF	\$8.00	\$4,000.00
3.	Ledge Excavation and Removal	50*	CY	\$200.00	\$10,000.00
4.	Driveway and Sidewalk Pavement	70*	Tons	\$200.00	\$14,000.00
5.	Excavation and Replacement of Unsuitable Fill	50*	CY	\$50.00	\$2,500.00
6.	Debris Removal From Process Tanks	10*	CY	\$150.00	\$1,500.00
7.	Test Pits	10*	EA	\$450.00	\$4,500.00
8.	Removal/Disposal Asbestos Piping	250*	LF	\$0.02	\$5.00
9.	Owner's Testing Allowance	LS	LS	\$3,000.00	\$3,000.00
10.	Excavation and Removal of "black ash" Material Indicated in Boring B1	10*	CY	\$750.00	\$7,500.00

TOTAL BID (IN FIGURES): \$2,768,300<sup>00</sup>

TOTAL BID (IN WORDS): Two Million Seven Hundred Sixty Eight Thousand Three Hundred Dollars

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

The undersigned agrees to furnish all required insurance certificates and bonds within 10 days after formal acceptance of the proposal by the Owner as signified by issuance of Notice of Award. All insurance certificates and bonds must be furnished before formal execution of the contract by the Owner.

The undersigned agrees to the following:

- a. To substantially complete the work within 300 calendar days and to complete the work within 330 calendar days of the formal Notice to Proceed.
- b. 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.
- c. To provide materials and documentation in compliance with all American Iron and Steel requirements.

The undersigned has attached the following documents to their bid:

- a. Bid Bond
- b. RUS Compliance Forms (Attachment C of the Supplementary Conditions)

The undersigned acknowledges the receipt of the following Addenda:

1 dated 5-22-2020

2 dated 6-1-2020

Date: 6-3-2020

Signed: Yong Buck

Name: Terry Buck

Title: President

Representing: T Buck Construction, Inc

Address: 3023 Auburn RD

Turner ME 04282

Telephone: 207-783-6223

Fax: 207-782-5166

Email: mark@tbuckconstruction.net

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



COMPLIANCE STATEMENT

This statement relates to a proposed contract with \_\_\_\_\_

Town of Union  
(Name of borrower or grantee)

who expects to finance the contract with assistance from either the Rural Housing Service (RHS), Rural Business-Cooperative Service (RBS), or the Rural Utilities Service (RUS) or their successor agencies, United States Department of Agriculture (whether by a loan, grant, loan insurance, guarantee, or other form of financial assistance). I am the undersigned bidder or prospective contractor, I represent that:

1. ☒ I have, ☐ have not, participated in a previous contract or subcontract subject to Executive Order 11246 (regarding equal employment opportunity) or a preceding similar Executive Order.

2. If I have participated in such a contract or subcontract, ☒ I have, ☐ have not, filed all compliance reports that have been required to file in connection with the contract or subcontract.

If the proposed contract is for \$50,000 or more and I have 50 or more employees, I also represent that:

3. ☒ I have, ☐ have not previously had contracts subject to the written affirmative action programs requirements of the Secretary of Labor.

4. If I have participated in such a contract or subcontract, ☒ I have, ☐ have not developed and placed on file at each establishment affirmative action programs as required by the rules and regulations of the Secretary of Labor.

I understand that if I have failed to file any compliance reports that have been required of me, I am not eligible and will not be eligible to have my bid considered or to enter into the proposed contract unless and until I make an arrangement regarding such reports that is satisfactory to either the RHS, RBS or RUS, or to the office where the reports are required to be filed.

I also certify that I do not maintain or provide for my employees any segregated facilities at any of my establishments, and that I do not permit my employees to perform their services at any location, under my control, where segregated facilities are maintained. I certify further that I will not maintain or provide for my employees any segregated facilities at any of my establishments, and that I will not permit my employees to perform their services at any location, under my control, where segregated facilities are maintained. I agree that a breach of this certification is a violation of the Equal Opportunity clause in my contract. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, restrooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color, or national origin, because of habit, local custom, or otherwise. I further agree that (except where I have obtained identical certifications for proposed subcontractors for specific time periods) I will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause; that I will retain such certifications in my files; and that I will forward the following notice to such proposed subcontractors (except where the proposed subcontractors have submitted identical certifications for specific time periods): (See Reverse).

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays the valid OMB control number. The valid OMB control number for this information collection is 0575-0018. The time required to complete this information collection is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.


**NOTICE TO PROSPECTIVE SUBCONTRACTORS OF REQUIREMENTS FOR  
CERTIFICATIONS OF NON-SEGREGATED FACILITIES**

A certification of Nonsegregated Facilities, as required by the May 9, 1967, order (32F.R. 7439, May 19, 1967) on Elimination of Segregated Facilities, by the Secretary of Labor, must be submitted prior to the award of a subcontract exceeding \$ 10,000 which is not exempt from the provisions of the Equal Opportunity clause. The certification may be submitted either for each subcontract or for all subcontracts during a period (i.e., quarterly, semiannually, or annually).

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

Date

10-3-2020

  
(Signature of Bidder or Prospective Contractor)

Turner ME 04882

Address (including Zip Code)

## U.S. DEPARTMENT OF AGRICULTURE

### CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION - LOWER TIER COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

#### (BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

T Buck Construction Inc  
Organization Name PR/Award Number or Project Name

Terry Buck President  
Name(s) and Title(s) of Authorized Representative(s)

Yany Buell 6.3.2020  
Signature(s) Date



### Instructions for Certification

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transactions," "debarred," "suspended," "ineligible," "lower tier covered transactions," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**CERTIFICATION FOR CONTRACTS, GRANTS AND LOANS**

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employees of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant or Federal loan, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant or loan.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant or loan, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including contracts, subcontracts, and subgrants under grants and loans) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification in a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Yunus Buck                      10.3.2020  
(name)                                      (date)

President  
(title)



## Bid Bond

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

### BIDDER (Name and Address):

T. Buck Construction, Inc.  
302B Auburn Road, Turner, ME 04282

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

Employers Mutual Casualty Company  
P.O. Box 712, Des Moines, IA 50306-0712

### OWNER (Name and Address):

Town of Lisbon  
300 Lisbon St, Lisbon, ME 04250

### BID

Bid Due Date: May 27, 2020

Description (Project Name—Include Location): Davis St PS and WWTP Chlorine Contact Tank Imp

### BOND

Bond Number: Bid Bond

Date: May 27, 2020

Penal sum Five Percent of Amount Bid \$ 5%  
(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

T. Buck Construction, Inc. (Seal)

Bidder's Name and Corporate Seal

By:

Signature

Print Name

Title

Attest:

Signature

Title

### SURETY

Employers Mutual Casualty Company (Seal)

Surety's Name and Corporate Seal

By:

Signature (Attach Power of Attorney)

Shelly Andrade

Print Name

Attorney-in-Fact

Title

Attest:

Signature

Assistant

Title

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.





## CERTIFICATE OF AUTHORITY INDIVIDUAL ATTORNEY-IN-FACT

### KNOW ALL MEN BY THESE PRESENTS, that:

1. Employers Mutual Casualty Company, an Iowa Corporation
2. EMCASCO Insurance Company, an Iowa Corporation
3. Union Insurance Company of Providence, an Iowa Corporation

4. Illinois EMCASCO Insurance Company, an Iowa Corporation
5. Dakota Fire Insurance Company, a North Dakota Corporation
6. EMC Property & Casualty Company, an Iowa Corporation

hereinafter referred to severally as "Company" and collectively as "Companies", each does, by these presents, make, constitute and appoint:

Shelly Andrade

its true and lawful attorney-in-fact, with full power and authority conferred to sign, seal, and execute the following Surety Bond:

Surety Bond Number: Bid Bond

Principal : T. Buck Construction, Inc.

Obligee : Town of Lisbon

and to bind each Company thereby as fully and to the same extent as if such instruments were signed by the duly authorized officers of each such Company, and all of the acts of said attorney pursuant to the authority hereby given are hereby ratified and confirmed.

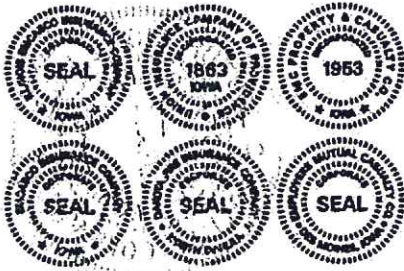
### AUTHORITY FOR POWER OF ATTORNEY

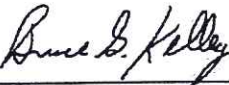
This Power-of-Attorney is made and executed pursuant to and by the authority of the following resolution of the Boards of Directors of each of the Companies at the first regularly scheduled meeting of each company duly called and held in 1999:


**RESOLVED:** The President and Chief Executive Officer, any Vice President, the Treasurer and the Secretary of Employers Mutual Casualty Company shall have power and authority to (1) appoint attorneys-in-fact and authorize them to execute on behalf of each Company and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof; and (2) to remove any such attorney-in-fact at any time and revoke the power and authority given to him or her. Attorneys-in-fact shall have power and authority, subject to the terms and limitations of the power-of-attorney issued to them, to execute and deliver on behalf of the Company, and to attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof, and any such instrument executed by any such attorney-in-fact shall be fully and in all respects binding upon the Company. Certification as to the validity of any power-of-attorney authorized herein made by an officer of Employers Mutual Casualty Company shall be fully and in all respects binding upon this Company. The facsimile or mechanically reproduced signature of such officer, whether made heretofore or hereafter, wherever appearing upon a certified copy of any power-of-attorney of the Company, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

IN WITNESS THEREOF, the Companies have caused these presents to be signed for each by their officers as shown, and the Corporate seals to be hereto affixed this 1st day of July, 2018.

Seals



  
Bruce G. Kelley, CEO, Chairman of  
Companies 2, 3, 4, 5 & 6; President  
of Companies 1, 2 & 6; Treasurer of  
Companies 1, 2, 3, 4 & 6

  
Todd Strother,  
Senior Vice President

On this 1st day of July, 2018 before me a Notary Public in and for the State of Iowa, personally appeared Bruce G. Kelley and Todd Strother, who, being by me duly sworn, did say that they are, and are known to me to be the CEO, Chairman, President and Treasurer, and/or Senior Vice President, respectively, of each of the Companies above; that the seals affixed to this instrument are the seals of said corporations; that said instrument was signed and sealed on behalf of each of the Companies by authority of their respective Boards of Directors; and that the said Bruce G. Kelley and Todd Strother, as such officers; acknowledged the execution of said instrument to be their voluntary act and deed, and the voluntary act and deed of each of the Companies.

My Commission Expires October 10, 2022.

  
Kathy Loveridge  
Notary Public in and for the State of Iowa

### CERTIFICATE

I, James D. Clough, Vice President of the Companies, do hereby certify that the foregoing resolution of the Boards of Directors by each of the Companies, and this Power of Attorney issued pursuant thereto on 1st day of July, 2018, are true and correct and are still in full force and effect.

In Testimony Whereof I have subscribed my name and affixed the facsimile seal of each Company this 27th day of May, 2020.

  
James D. Clough  
Vice President

---

## MEMORANDUM FROM THE PUBLIC WORKS DIRECTOR

---

**TO:** DIANE BARNES, TOWN MANAGER  
**FROM:** RANDY CYR, PUBLIC WORKS DIRECTOR  
**SUBJECT:** ROAD STRIPING RECOMENDATION  
**DATE:** JUNE 4, 2020

---

Town of Lisbon, Public Works Department sent a request for Bids regarding Road Striping

Bids were sent on May 19, 2020, to all companies wanting to submit. The cut off time for submission of all sealed bids to the town was June 04, 2020 @ 10:00 am.

The companies that were sent a request for bids were A Plus Striping, Elite Road Markings, Hi-Way Safety Systems, Lucas Striping, On-The-Line, Inc.

In order, the bids received and opened are as followed:

1. Hi-Way Safety Systems - \$17,131.68
2. On-The-Line, Inc - \$15,481.56
- 3. Lucas Striping - \$12,750.00**
4. A Plus Striping - Did not submit a Bid
5. Elite Road Markings,- Did not submit a Bid

After thorough review of each submitted bid, I recommend that the winning bid go to Lucas Striping, due to the lower cost and all work performed will meet our specification needs.



Street Resurfacing Program Bid Opening  
Thursday, June 04, 2020  
Council Chambers  
10:00am

Present: Diane Barnes, Town Manager  
Ray Soucy, Public Works Admin

The following bids were received for Road Striping and publicly opened:

Hi-Way Safety Systems 285 Circuit Street Hanover, MA 02339	\$17,131.68
On-The-Line Inc 2230 Broadway Bangor, ME 04401	\$15,481.56
Lucas Striping 2319 Middle Road Sidney, ME 04330	\$12,750.00

The following companies were sent an RFP however, did not turn in a bid for Road Striping.

A Plus Striping  
Elite Road Markings

**Bid Name: 2020-008 Road Striping Proposal****Bid Number:** 2020-008**Bid Due Date:** Monday, June 04, 2020 by 10:00 a.m.**Mandatory Pre-Bid:** N/A**Advertised Date:** Tuesday, May 19, 2020**Requesting Dept:** Town Manager**Submittal Location:** Town Office, 300 Lisbon Street, Lisbon, ME 04250

Contractor	Address	City	State	Zip Code	Tele.	Fax	E-Mail
A Plus Striping	P.O. Box 661	Houlton	ME	04730	888-532-1577		<a href="mailto:jeistripes@gmail.com">jeistripes@gmail.com</a>
Elite Road Markings	60 Mills Road	Sidney	ME	04033	207-877-4797		<a href="mailto:eliteroadmarking@gmail.com">eliteroadmarking@gmail.com</a>
Hi-Way Safety Systems	285 Circuit Street	Hanover	MA	02339	781-982-9229		<a href="mailto:pflynn@hiwayss.com">pflynn@hiwayss.com</a>
Lucas Striping	2319 Middle Road	Sidney	ME	04330	207-547-3400		<a href="mailto:steve@lucasstriping.com">steve@lucasstriping.com</a>
							<a href="mailto:deb@lucasstriping.com">deb@lucasstriping.com</a>
On-The-Line, Inc	2230 Broadway	Bangor	ME	04401	207-947-9912		<a href="mailto:onthelinecorp@gmail.com">onthelinecorp@gmail.com</a>

**TOWN OF LISBON**  
**2020 ROAD STRIPING PROPOSAL**  
**BID NO. 2020-008**

**PROPOSAL**

To: Town Manager  
Lisbon Town Office,  
300 Lisbon Street  
Lisbon, Maine 04250

The undersigned hereby declares that he/she has carefully examined the location of the proposed work, the proposed Contract Form and the Contract Documents therein referred to and that he/she proposes and agrees, if this Proposal is accepted, that he/she will contract with the Town of Lisbon, by its Town Manager to provide all machinery, tools, labor, equipment and other means of construction and to do all the work and to furnish all the materials, except those specified in the Specifications to be furnished by the Town, necessary to complete the work in the manner and time therein prescribed by July 31, 2020, in accordance with the conditions and requirements set forth in the Contract Documents and the requirements of the Public Works Director as provided for therein; and that he/she will accept in full payment therefore the following sums to wit:

#	Description	Qty	Unit \$ / Ft	Total \$
1	Paint approx.. <u>128,521.2</u> feet of double yellow line for road striping project as directed by Public Works Director.		\$ .12	\$ 15,422.54
2	Paint approx.. <u>26,294.4</u> feet of single white line for road striping project as directed by Public Works Director.		\$ .065	\$ 1,709.14
<b>Total Base Bid Price</b>			\$ 17,131.68	

The undersigned acknowledges the receipt of Addenda numbered 0.

The undersigned further agrees that, after notification by the Town Manager of the acceptance of his/her Proposal and the readiness of the Contract for signature, and before commencement of any work, he/she will stand by for final approval from Counsel during the next Council meeting following the acceptance of the proposal; and that once Counsel has accepted the proposal, he/she will prosecute the work to its completion within the time limit specified in the Supplemental Specifications.

The undersigned further agrees that in the employment of labor, preference will be given, all other things being equal, to the citizens of Lisbon and of the State of Maine, in that order.

The undersigned hereby further declares that the only persons or parties interested in this Proposal, as principals, are named below; that the Proposal is made without any connection with any other person or party making any proposal for the same work; and that no person acting for or employed by the Town of Lisbon is directly or indirectly interested in this Proposal or in any contract which



the party of the second part as full compensation for well and faithfully completing the whole work according to the Contract Documents as follows:

All work is to be completed by July 31, 2020.

#	Description	Qty	Unit \$ / Ft	Total \$
1	Paint approx.. 128,521.2 feet of double yellow line for road striping project as directed by Public Works Director.		\$ .12	\$ 15,422.54
2	Paint approx.. 26,294.4 feet of single white line for road striping project as directed by Public Works Director.		\$ .065	\$ 1,709.14
<b>Total Base Bid Price</b>			\$	17,131.68

The party of the second part represents and warrants:

- A. That he/she is financially solvent; and is experienced in and competent to perform the work; and is able to furnish the plant, materials, supplies, labor, and equipment to be furnished by him/her; and,
- B. That he/she is familiar with all Federal, State, Municipal and Departmental laws, ordinances and regulations which may in any way affect the work or those employed therein; and,
- C. That such temporary and permanent work required by the Contract Documents to be done by him/her can be satisfactorily constructed and used for the purposes for which it is intended; and that such construction will not injure any person or damage any property other than that damage caused by the construction; and,
- D. That he/she has carefully examined the Contract Documents and the site of the work; and from his/her own investigation has satisfied himself/herself as to the nature and location of the work, the character, quality and quantity of surface and subsurface material likely to be encountered, the character of equipment and other facilities needed for the performance of the work, the general and local conditions; and all the other materials and conditions which may in any way affect the work or its performance.

**TOWN OF LISBON**  
**2020 ROAD STRIPING PROPOSAL**  
**BID NO. 2020-008**

**PROPOSAL**

To: Town Manager  
Lisbon Town Office,  
300 Lisbon Street  
Lisbon, Maine 04250

The undersigned hereby declares that he/she has carefully examined the location of the proposed work, the proposed Contract Form and the Contract Documents therein referred to and that he/she proposes and agrees, if this Proposal is accepted, that he/she will contract with the Town of Lisbon, by its Town Manager to provide all machinery, tools, labor, equipment and other means of construction and to do all the work and to furnish all the materials, except those specified in the Specifications to be furnished by the Town, necessary to complete the work in the manner and time therein prescribed by July 31, 2020, in accordance with the conditions and requirements set forth in the Contract Documents and the requirements of the Public Works Director as provided for therein; and that he/she will accept in full payment therefore the following sums to wit:

#	Description	Qty	Unit \$ / Ft	Total \$
1	Paint approx.. <u>128,521.2</u> feet of double yellow line for road striping project as directed by Public Works Director.	<u>128521.2</u>	\$ .09	\$ <u>11566.90</u>
2	Paint approx.. <u>26,294.4</u> feet of single white line for road striping project as directed by Public Works Director.	<u>26294.4</u>	\$ .045	\$ <u>1183.24</u>
<b>Total Base Bid Price</b>			\$	<u>12750.14</u>

The undersigned acknowledges the receipt of Addenda numbered \_\_\_\_\_.

The undersigned further agrees that, after notification by the Town Manager of the acceptance of his/her Proposal and the readiness of the Contract for signature, and before commencement of any work, he/she will stand by for final approval from Counsel during the next Council meeting following the acceptance of the proposal; and that once Counsel has accepted the proposal, he/she will prosecute the work to its completion within the time limit specified in the Supplemental Specifications.

The undersigned further agrees that in the employment of labor, preference will be given, all other things being equal, to the citizens of Lisbon and of the State of Maine, in that order.

The undersigned hereby further declares that the only persons or parties interested in this Proposal, as principals, are named below; that the Proposal is made without any connection with any other person or party making any proposal for the same work; and that no person acting for or employed by the Town of Lisbon is directly or indirectly interested in this Proposal or in any contract which



the party of the second part as full compensation for well and faithfully completing the whole work according to the Contract Documents as follows:

All work is to be completed by July 31, 2020.

#	Description	Qty	Unit \$ / Ft	Total \$
1	Paint approx.. 128,521.2 feet of double yellow line for road striping project as directed by Public Works Director.	128521.2	\$ .09	\$ 11566.90
2	Paint approx.. 26,294.4 feet of single white line for road striping project as directed by Public Works Director.	26294.4	\$ .045	\$ 1183.24
<b>Total Base Bid Price</b>			\$	12750.14

The party of the second part represents and warrants:

- A. That he/she is financially solvent; and is experienced in and competent to perform the work; and is able to furnish the plant, materials, supplies, labor, and equipment to be furnished by him/her; and,
- B. That he/she is familiar with all Federal, State, Municipal and Departmental laws, ordinances and regulations which may in any way affect the work or those employed therein; and,
- C. That such temporary and permanent work required by the Contract Documents to be done by him/her can be satisfactorily constructed and used for the purposes for which it is intended; and that such construction will not injure any person or damage any property other than that damage caused by the construction; and,
- D. That he/she has carefully examined the Contract Documents and the site of the work; and from his/her own investigation has satisfied himself/herself as to the nature and location of the work, the character, quality and quantity of surface and subsurface material likely to be encountered, the character of equipment and other facilities needed for the performance of the work, the general and local conditions; and all the other materials and conditions which may in any way affect the work or its performance.



**TOWN OF LISBON**  
**2020 ROAD STRIPING PROPOSAL**  
**BID NO. 2020-008**

**PROPOSAL**

To: Town Manager  
Lisbon Town Office,  
300 Lisbon Street  
Lisbon, Maine 04250

The undersigned hereby declares that he/she has carefully examined the location of the proposed work, the proposed Contract Form and the Contract Documents therein referred to and that he/she proposes and agrees, if this Proposal is accepted, that he/she will contract with the Town of Lisbon, by its Town Manager to provide all machinery, tools, labor, equipment and other means of construction and to do all the work and to furnish all the materials, except those specified in the Specifications to be furnished by the Town, necessary to complete the work in the manner and time therein prescribed by July 31, 2020, in accordance with the conditions and requirements set forth in the Contract Documents and the requirements of the Public Works Director as provided for therein; and that he/she will accept in full payment therefore the following sums to wit:

#	Description	Qty	Unit \$ / Ft	Total \$
1	Paint approx.. 128,521.2 feet of double yellow line for road striping project as directed by Public Works Director.	128,521.2 LF	\$ .10	\$ 12,852.12
2	Paint approx.. 26,294.4 feet of single white line for road striping project as directed by Public Works Director.	26,294.40 LF	\$ .10	\$ 2,629.44
Total Base Bid Price			\$	15,481.56

The undersigned acknowledges the receipt of Addenda numbered None.

The undersigned further agrees that, after notification by the Town Manager of the acceptance of his/her Proposal and the readiness of the Contract for signature, and before commencement of any work, he/she will stand by for final approval from Counsel during the next Council meeting following the acceptance of the proposal; and that once Counsel has accepted the proposal, he/she will prosecute the work to its completion within the time limit specified in the Supplemental Specifications.

The undersigned further agrees that in the employment of labor, preference will be given, all other things being equal, to the citizens of Lisbon and of the State of Maine, in that order.

The undersigned hereby further declares that the only persons or parties interested in this Proposal, as principals, are named below; that the Proposal is made without any connection with any other person or party making any proposal for the same work; and that no person acting for or employed by the Town of Lisbon is directly or indirectly interested in this Proposal or in any contract which

the party of the second part as full compensation for well and faithfully completing the whole work according to the Contract Documents as follows:

All work is to be completed by July 31, 2020.

#	Description	Qty	Unit \$ / Ft	Total \$
1	Paint approx.. 128,521.2 feet of double yellow line for road striping project as directed by Public Works Director.	128,521.2 LF	\$ .10	\$ 12,852.12
2	Paint approx.. 26,294.4 feet of single white line for road striping project as directed by Public Works Director.	26,294.4 LF	\$ .10	\$ 2,629.44
<b>Total Base Bid Price</b>			\$	15,481.56

The party of the second part represents and warrants:

- A. That he/she is financially solvent; and is experienced in and competent to perform the work; and is able to furnish the plant, materials, supplies, labor, and equipment to be furnished by him/her; and,
- B. That he/she is familiar with all Federal, State, Municipal and Departmental laws, ordinances and regulations which may in any way affect the work or those employed therein; and,
- C. That such temporary and permanent work required by the Contract Documents to be done by him/her can be satisfactorily constructed and used for the purposes for which it is intended; and that such construction will not injure any person or damage any property other than that damage caused by the construction; and,
- D. That he/she has carefully examined the Contract Documents and the site of the work; and from his/her own investigation has satisfied himself/herself as to the nature and location of the work, the character, quality and quantity of surface and subsurface material likely to be encountered, the character of equipment and other facilities needed for the performance of the work, the general and local conditions; and all the other materials and conditions which may in any way affect the work or its performance.





# MEMORANDUM

TO: Diane Barnes, Town Manager  
 FROM: Brett Richardson, Economic & Community Development Director (ECD)  
 SUBJECT: Temporary closure of Main Street  
 DATE: June 11, 2020

On June 2, 2020, the Lisbon Town Council unanimously passed the EMERGENCY ORDINANCE To PROMOTE PHYSICAL DISTANCING AND BUSINESS OPERATIONS IN VILLAGE AREAS of June 2, 2020. To allow Lisbon businesses to resume or continue operations while maintaining adequate social distancing, the Emergency Ordinance enables the Town Manager and Chief of Police to temporarily close portions of Main and Village Streets for the furtherance of economic opportunity and public health and safety.

Following input from Main Street businesses and the Town's Police, Fire, Public Works, and Parks and Recreation Departments, ECD proposes that the Town temporarily close Main Street from the intersection of Maine Route 196 to the northern boundary of 7 Main Street (Lot U05-033). The proposed closure will create the greatest opportunity for economic activity and the least impact for neighboring businesses.

Maine Department of Transportation (DOT) approval is required to effect the closure and the Town's request is attached as an addendum to this memo to provide additional details. Images of the proposed area of closure and traffic detour routes are included in the DOT request. The request proposes a closure duration of up to 12 weeks from June 23, to September 8, 2020. DOT also requires that a public meeting be held to discuss the proposed closure with interested parties.

Input from multiple stakeholders was gathered by Town staff and integrated into planning for the recommended closure, including:

- Canvass of Main Street on Thursday, June 4<sup>th</sup> to inform business owners of emergency ordinance, an ongoing planning process for potential opening of public spaces to business operations, and a stakeholder meeting on June 5<sup>th</sup> on Main Street
- June 5<sup>th</sup> meeting attended by Sout to Soul Daycare, Flux, Franks, Delightful Heights, Parks and Recreation, Police, and Library Departments.
- Notification of Council on June 8<sup>th</sup> of the proposed plan
- Canvass of Main Street businesses on June 8<sup>th</sup> and 9<sup>th</sup> to notify owners of the proposed plan and gather input
- Lisbon Development Committee tour on June 10<sup>th</sup> to discuss the proposed plan

To implement the proposed temporary closure:

- Public Works Department will install necessary traffic barriers and signage
- Parks and Recreation department will provide or help source tables for restaurant service
- Police Department will provide appropriate oversight
- ECD will coordinate activities with local businesses and community organizations to maximize community benefit



Therefore, we request that Town Council 1) Devote an appropriate amount of time during the June 16<sup>th</sup> Council meeting to discuss the proposed closure with interested parties in compliance with DOT requirements, 2) Endorse the temporary closure for a 90-day trial period; and 3) Authorize the Town Manager to invest up to \$3,750 in necessary traffic control equipment and detour signage.

## ADDENDUM: Request to Maine DOT

June 17, 2020

Randy Illian  
Southern Region Traffic Engineer  
Maine Department of Transportation  
51 Pleasant Hill Road  
Scarborough, ME 04074

Re: Temporary Close of Main Street (Route 125) in Lisbon's Urban Compact Zone

Dear Randy:

Thank for the opportunity to submit the following request for the temporary closure of Main Street to address the dual challenge of economic viability for Lisbon's Main Street businesses and public health through appropriate social distancing during the ongoing Covid-19 pandemic. On behalf of the Town of Lisbon, I look forward to working with you and the Maine DOT to implement the proposed closure in accordance with the *Guidance on Requests for Temporary Closure of a State or State Aid Road for a Duration Greater than 48 Hours* provided by you.

1. **Location:** Route 125, or Main Street, in Lisbon's designated urban compact zone from Route 196 intersection one block to Union Street. Please see Attachment 1.
2. **Purpose:** Per the Emergency Ordinance passed by the Lisbon Town Council on June 2, 2020, the purpose of the Main Street closure is to support the continued welfare of its businesses while protecting the health and welfare of its citizen by allowing businesses to reopen or continue operating without undue hardship while also maximizing physical distancing in compliance with the State of Maine's Covid-19-related policies and procedures.
3. **Duration:** 12 weeks
4. **Dates:** June 23, 2020 to September 8, 2020
5. **Public Meeting with Interested Stakeholders:** Following extensive outreach to interested parties, the Lisbon Town Council hosted a meeting on June 16, 2020 to gather input and discuss the proposed temporary closure with interested stakeholders.
6. **Proposed Detour:** Please see Attachment 2. The proposed detours on Summer and School Streets is comply with DOT guidance, specifically:
  - a. Detours have the capacity to handle the additional traffic
  - b. The pavement condition of the detours is equal to or better than the normal route
  - c. The length of detour for through traffic will create no or negligible delay for the traveling public
  - d. The detours are entirely contained with the Town of Lisbon and will not affect neighboring municipalities.

7. **Sign-off from police, fire and ambulance services offering assistance to the municipality:**  
Please see attached letter from applicable service providers
8. **The municipality will ensure that all ADA standards are met, including usable sidewalk widths.**
9. **The municipality will provide signing of the proposed detour, provide public outreach to inform the traveling public of the proposed detour as well as a communication plan for impacted parties located adjacent to the closure.**
10. **Municipality shall provide a plan for parking, delivery of goods to local establishments and describe how trucks for local businesses will enter and exit the area along the closure.** The Town gathered input from affected stakeholders and devised the proposed plan to maintain parking and ensure that delivery trucks maintain access to the area along the closure. The proposed closure encompasses only one half of a block. Just 6 parking spaces out of over 100 in the Village area will be lost, and trucks will lose no access to deliver goods to local businesses.

On behalf of the Town of Lisbon, I look forward to your approval of this request and to working with you to support economic vitality and public safety in our community.

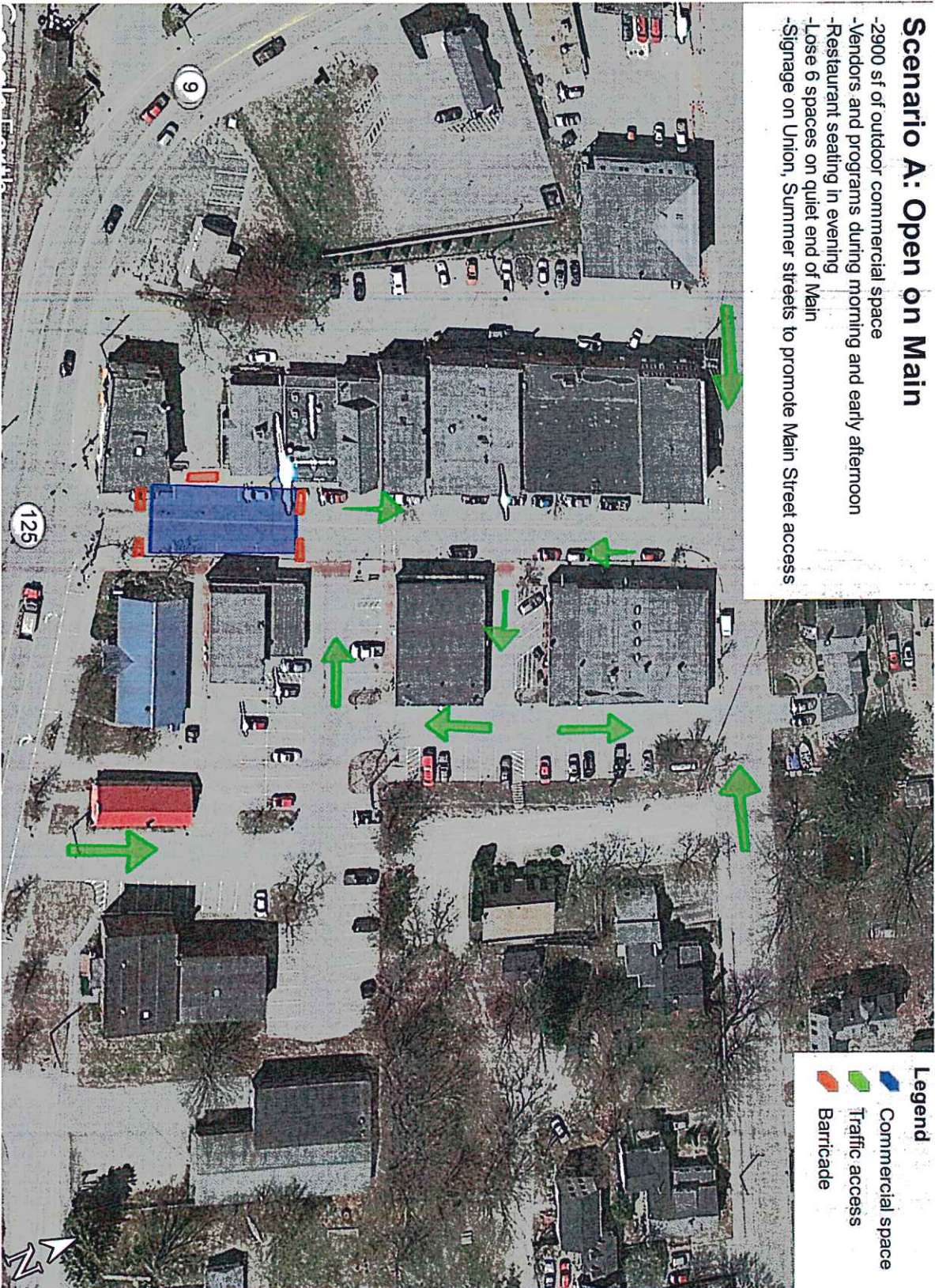
Sincerely,

Diane Barnes  
Town Manager



### Scenario A: Open on Main

- 2900 sf of outdoor commercial space
- Vendors and programs during morning and early afternoon
- Restaurant seating in evening
- Lose 6 spaces on quiet end of Main
- Signage on Union, Summer streets to promote Main Street access.











# MEMORANDUM

TO: Diane Barnes, Town Manager  
 FROM: Brett Richardson, Economic & Community Development Director (ECD)  
 SUBJECT: Application to Maine Department of Health and Human Safety *2020 Municipal COVID-19 Awareness Campaign*  
 DATE: June 11, 2020

The State of Maine's Department of Health and Human Safety (DHHS) recently announced the *2020 Municipal COVID-19 Awareness Campaign* "to encourage municipalities and Tribes to implement their own COVID-19 prevention, education and protection plans in partnership with DHHS. Municipalities and Tribal governments that submit plans approved by DHHS will be reimbursed for costs associated with approved public health education and prevention activities during the funding period from June 8 through October 31, 2020."

On June 2<sup>nd</sup>, the Lisbon Town Council passed an emergency ordinance creating a mechanism and process to close streets and parking areas in order to enable businesses to adapt to Covid-19 restrictions by operating outdoors. Planning for the temporary closure of a portion of Main Street is well underway by local businesses, Lisbon Development Committee, Positive Change Lisbon, and Town Departments.

Traffic barriers, detour signage, pedestrian wayfinding and boundary markers, tables, signage, hand sanitizer stations, personal protection equipment, and other materials and supplies will be required to implement the proposed street closure(s) under the emergency ordinance of June 2<sup>nd</sup>. Per the DHHS funding announcement, these expenditures are eligible for reimbursement.

Therefore, we respectfully request that Council authorize the Town Manager to submit an application to DHHS via the *2020 Municipal COVID-19 Awareness Campaign* for reimbursement for relevant purchases of supplies and services.





# MEMORANDUM

TO: Diane Barnes, Town Manager  
FROM: Brett Richardson, Economic & Community Development Director (ECD)  
SUBJECT: Establishment of the "Lisbon Beautification Fund"  
DATE: June 11, 2020

On June 2<sup>nd</sup>, the Lisbon Town Council passed an emergency ordinance creating a mechanism and process to close streets and parking areas in order to enable businesses to adapt to Covid-19 restrictions by operating outdoors. Planning for the temporary closure of a portion of Main Street is well underway by local businesses, Lisbon Development Committee, Positive Change Lisbon, and Town Departments.

Input from community stakeholders during the Main Street closure planning process has identified investments necessary to improve the visual appearance in and around the proposed closure area. Private businesses have expressed a desire to donate funds to assist with the necessary aesthetic improvements in order to create a welcoming environment for residents and visitors to Lisbon.

Private donations will generate the greatest positive impact when leveraged as matching funds in combination with Town funds and grant dollars from other sources. Currently, the Town does not have a dedicated account to receive donations and make appropriate investments for aesthetic improvements.

Therefore, we respectfully request that Council authorize the creation of the "Lisbon Beautification Fund" as a dedicated fund to receive private donations and make investments for aesthetic improvements with the following considerations: 1) During the time period when the emergency ordinance of June 2<sup>nd</sup> is in force, the Lisbon Beautification Fund will be dedicated to investments in areas covered by the emergency ordinance; and 2) Upon the expiration or termination of the emergency ordinance, proceeds from the Beautification Fund will become eligible for use throughout Town.

# MEMO

TO: DIANE BARNES, TOWN MANAGER  
FROM: KATHY MALLOY, ASSESSOR  
DATE: JUNE 5, 2020  
RE: APRIL MONTHLY REPORT

---

- The pickup work is complete. This year we relied on information from the codes folder and exterior visits.
- 74 estimate of new value letters have been prepared, and will be mailed the second week in June. These letters are sent to property owners with an increase in their assessment of \$2,000 or more.
- Example attached
- Work has begun on personal property
- We have added 1.42 million in commercial value



# Town of Lisbon

300 Lisbon Street, Lisbon, Maine 04250

Telephone: 353-3000 Fax 353-3007

[www.lisbonme.org](http://www.lisbonme.org)

## Town Council

Allen Ward, Chairman

Norm Albert, Vice Chairman

Kaise Kolbe

Don Fellows

Fern Larochelle

Mark Lunt

Jeffrey Ganong

## Town Manager

Diane Barnes

June 12, 2020

Re:

The value on your property has been adjusted for the 2020-2021 tax year. If you have any questions, please feel free to contact the office.

2019-2020 Valuation		2020-2020 Valuation	
Land		Land	
Buildings		Buildings	
Total		Total	
Adjustment in value			

Explanation of adjustment:

- ☐ New Construction
- ☐ Renovations
- ☐ Land Value
- ☐ Mobile Home
- ☐ Demolition
- ☐ Other

Amy Wiers  
Assessing Clerk  
207-353-3000 Ext. 108  
[AWiers@lisbonme.org](mailto:AWiers@lisbonme.org)



# Code Enforcement

Dennis J. Douglass

Code Enforcement Officer, Building Inspector, Licensed Plumbing  
Inspector, Local Health Officer

## Monthly Report for May

Building permits issued - 14 –

- 2 Garages
- 6 Mobile homes
- 1 Remodel
- 3 Storage sheds
- 2 Misc.

Electrical permits issued – 8

- 3 Service upgrade
- 4 mobile homes
- 1 Remodel

Plumbing permits issued - 11

- 1 New HHE200
- 3 Replacement HHE200
- 1 Internal plumbing – new home
- 6 Mobile home connections

Misc. permits issued - 1 – Demo debris

## **Planning Board :**

### **Case #20-04 – Tier 2 Site Plan Review – Ricker Farms Solar Project – On-going**

Ground mount utility scale solar array

47 Upland Road

Lisbon, Maine 04250

Tax Map R05 Lot 044

### **Case #20-05 – Conditional Use review – Wood Processing Yard – On-going**

Dana Morgan

171 Summer Street

Lisbon Falls, ME 04252

C.I.P - Planning Board review - Planning Board found the C.I.P to have no conflicts with the Comprehensive Plan.

Planning Board Training – AVCOG – A link went to the Planning Board members for on-line training opportunities.

Correspondence from Diane Barnes, Town Manager - Town Planner contract – Planning Board was informed of the termination of Ben Smiths contract.

## **Appeals Board – Need members**

## **Health Officer -**

- Finishing Victualer inspections
- Continuing issues with Covid, Landlord-Tenant disputes.



# TOWN OF LISBON

Economic & Community Development  
300 Lisbon Street  
Lisbon, ME 04250  
(207) 353-3000, ext. 122  
(207) 353-3007, fax

TO: Diane Barnes, Town Manager  
FROM: Brett Richardson, Economic & Community Development Director  
DATE: June 11, 2020  
RE: Monthly Department Report

During the month of May, the Economic Development Department (ECD) has focused on a temporary street closure plan to enable businesses to operate outdoors and adapt to the Covid-19 disruption, planning support for the redevelopment of Worumbo site, and developing grant projects and proposals.

## **BUSINESS RETENTION & EXPANSION (BRE)**

ECD's BRE efforts during May focused on coordinating a local initiative to create outdoor space on Main Street for businesses to serve customers while maintaining adequate social distancing. This effort included outreach to business owners, community organizations and Town Departments to develop a plan that will generate opportunity and revenue for interested businesses, retain adequate parking in the downtown, protect pedestrian safety, maintain ADA compliance, and ensure access for Police, Fire, and Ambulance services. With the Council's passage on June 2<sup>nd</sup> of an emergency ordinance allowing for well-planned street closures, the Main Street initiative has gained momentum and community support. The goal is to implement the closure by July 1 enabling business activity and a unique gathering space for the community.

## **GRANTS**

- With funding from the Maine Community Foundation, Lisbon's Project Team commenced work on the Community Entrepreneurship Program planning phase. The Team is working to complete the planning phase by early fall to enable transition to the implementation phase of the project.
- ECD partnered with Realty Resources Management to submit a CDBG Housing Assistance program application for \$1,000,000 to create 14 new affordable housing units for Lisbon residents at Farwell Mill.
- ECD, Public Works, Town Manager, and the Town's contract engineer have worked together to submit a Northern Border Regional Commission Economic Infrastructure Investment Program application to advance redevelopment of the Worumbo site in Lisbon Falls.
- ECD is researching Maine DOT funding to support pedestrian improvements connecting Main Street and the Worumbo site.
- ECD is developing a proposal concept to the Maine Community Foundation to promote broadband access in Lisbon.
- ECD is developing an application to Maine Department of Health and Human Services funding to pay for necessary equipment to safely implement the aforementioned closure of Main Street.

## **LISBON DEVELOPMENT COMMITTEE UPDATE**

After a hiatus due to the Covid-19 disruption, the LDC reconvened in May by Zoom. The May meeting focused on the Northern Border Regional Commission grant described above and the proposed Main Street closure.





## Town of Lisbon

## Fire Department

Nathan LeClair, Fire Chief



To: Lisbon Town Council  
Department Monthly Report: May 2020

In the month of May, the Fire Department responded to 35 calls for service (includes inspections, various investigations, and complaints, such as unpermitted burns). The Department responded to 8 requests for the Fire Department First Responders. Out of the 8 requested, we were canceled 3 times. The Department responded to 2 requests to assist Lisbon Emergency this past month, both of which we were canceled on.



In the month of May we responded to 3 requests for mutual aid. 1 to the Town of Durham 1 to the Town of Topsham and 1 to the City of Lewiston.

The responses in May are more in tune to what our monthly average has been on the past couple of years. With some of the COVID-19 restrictions starting to lift, we are seeing more activity in Town, thus increasing the call volume again.

One of the increases, State wide, has been that of wild fires (woods, brush, and grass). With the early spring, lower than normal snow pack, even with things greening up, the conditions in the Maine woods are still dry.

On the 29<sup>th</sup> we had a woods fire off an ATV trail in Lisbon Falls, by Gould and Main Street. The location was roughly a  $\frac{1}{4}$  to  $\frac{1}{2}$  mile within the woods. The fire brought in mutual aid from neighboring towns to assist. It took approximately 4 hours to extinguish the fire.

There was another woods fire, mid-month, that was started by discarded ashes from a portable fire place. The fire place was used the previous night and the user thought the coals were cold. Its situations like these that make us remind everyone to make sure coals from fire places and woods stoves are completely out before disposing them.





# Town of Lisbon

## Fire Department

Nathan LeClair, Fire Chief



Training has been on hold since the pandemic restrictions started. In the month of May we restarted driver training. These trainings were held in a one on one environment. We are planning to start our normal schedule again in June, while maintaining the guidelines set down by the State, when possible.

Month of May incident type break down.

Incident Type	Occurrences
Cooking fire, contained to container	1
Forest, woods or wildland fire	2
Excessive heat, scorch burns with no ignition	1
EMS Call, excluding vehicle accident with injuries	5
Motor vehicle accident with injuries	2
Oil or other combustible liquid spill	1
Public service	2
Unauthorized burning	3
Cover assignment, standby, moveup	2
Good intent call, other	3
Dispatched, canceled en route	7
No incident found on arrival at dispatch address	3
Authorized controlled burning	1
Smoke detector activation, no fire – unintentional	1
Citizen complaint	1

**Total:** 35

Respectfully submitted

A handwritten signature in black ink, appearing to read "Nathan LeClair".

Nathan LeClair

Fire Chief



## LIBRARY DEPARTMENT

### May 2020 Report

Throughout the month of May, the Library Department continued to prepare for a June 1<sup>st</sup> re-opening. We completed the projects that we had been working on during the shutdown. I continued to take part in the weekly "Zoom" meetings with the Maine State Library to ensure we followed the guidelines and mandates set by the Governor and the Maine CDC. I also met with the Town Manager and the Fire Chief to ensure we followed and met the guidelines set by the Town of Lisbon.

I am happy to report the Lisbon Library Department re-opened for in-building services on Monday, June 1<sup>st</sup>. We have limited services and limited hours. We are open 5 days a week with later hours on Tuesday to convenience those patrons who have returned to work as well as the Saturday hours for those patrons who can only get to us on weekends. The library is providing book, DVD's and audio book checkout. We are also providing photocopy and fax services to the Lisbon community.

We are not providing patron computers at this time because we do not have all the appropriate sanitizer and protective keyboard covers that are required after each use to ensure the safety of patrons. We also limit the number of patrons to 10 (includes both the children's room and first floor) with a staff person assigned "door duty" at all times. We are also requesting that patrons limit their visit to 30 minutes or less to ensure we can convenience as many patrons who wish to visit the library on any given day. We are not providing in-house children's programs at this time. We will continue to provide "Virtual Children's Programs" on a weekly basis.

The statewide Inter Library Loan Service will not be back until sometime in July. The Maine State Library has the daunting task of getting the van delivery system back on line and getting thousands of books back to their respective libraries for processing. Most of our patrons understand but a few are very unhappy. I try very hard to assure them that we are all doing our best and will let them know when the service is re-introduced statewide.

We do not have monthly statistics to share with the Town Council at this time but I feel it is important to try to give you a snapshot of our first week of library services:

June 1<sup>st</sup> 28 patrons 117 items checked out

June 2<sup>nd</sup> 45 patrons 119 items checked out

June 3<sup>rd</sup> closed

June 4<sup>th</sup> 53 patrons 97 items checked out

June 5<sup>th</sup> 45 patrons 78 items checked out

June 6<sup>th</sup> 13 patrons 36 items checked out

The last statistic I would like to share with Councilors is the number of items the library is processing/returning after the 7-day quarantine period. June 8<sup>th</sup>, our first day of releasing and processing items checked out by our patrons, was 75. This process will continue daily to ensure the safety of patrons and staff.

I continue to keep the Town Manager informed as things continue to change in the "library world". She and I are working together to move library services forward.

Respectfully submitted,

Diane Nadeau

Library Director





# TOWN OF LISBON

*Mark Stevens*

Lisbon Parks & Recreation Director

18 School Street

Lisbon Falls, ME 04250

(207) 353-2289

*mstevens@lisbonme.org*

TO: Diane Barnes; Town Manager

SUBJECT: Monthly Report, May 2020

DATE: June 10, 2020

We offered our first ever virtual fishing derby on May 16<sup>th</sup>. Lisbon residents were encouraged to fish anywhere in Lisbon and post their catches on our FB page. Winner with the most likes would win a Frank's gift certificate.



Erika McKenney • Lisbon Parks & Recreation  
May 16 at 9:05 AM



It is a great challenge to make certain all of our town's spaces are kept up and safe and looking presentable. We are proud to have this responsibility and we strive to improve everything we do. Jordan Schanck; Maintenance Supervisor, has been working hard getting trails and parks ready for Summer with our summer maintenance staff. The priority was to make sure all memorials were cleaned up and ready for Memorial Day. *Photo: Volunteer Kinsley Dee plants flowers at the MTM Memorial.*

Our Department accepted applications for summer employment for summer camp staff. We will be having a summer day camp with many changes and added safety guidelines. Training our summer staff will begin the third week in June. Almost all of our employees are returning from last year, so we will not be having to spend so much time interviewing and processing new employees.

No summer brochure this year. We were unsure of what, if anything we could offer to the public so we decided not to create one.

## MOXIE UPDATES

Julie-Ann Baumer resigned from the lead coordinator

June 2<sup>nd</sup> Council agreed to cancel the festival and look at offering something in October.



# Lisbon Police Department

A Community Policing Agency

300 Lisbon St.  
Lisbon, ME 04250

Marc R. Hagan  
Chief of Police

Report to Council

June 2020

## **Police Department**

In the month of May the police department received 1,488 requests for police assistance. There were a total of 79 investigations, and 15 people were arrested or charged with criminal violations. There were a total of 12 motor vehicle crashes, and 154 motor vehicle stops occurred during directed traffic enforcement details.

In May the Council approved a police department request to apply for non-matching Federal funding to address safety concerns directly related to the COVID-19 Pandemic. This funding would be used to purchase "Personal Protective Kits" that will protect our officers in any environment that we may encounter during the course of their duties. The kits are roughly \$420 each, with a total request of \$7559. We have been advised that our request has already been accepted and we should be receiving permission from the grant administrators to move forward with the purchase shortly.

Animal Control Officer Cooper was busy in the month of May addressing community needs and fears related to a rabid fox attack that injured a 76 year-old woman who was sitting in a yard on the Keay Road. The woman suffered bites to her legs and hand as she struggled to get control of the animal, which was subsequently killed. This has led to an increase in animal control related calls and concerns, but no knew animal attacks thankfully.

The pain and outrage caused by the senseless death of George Floyd has led to violence, protests, and outrage across the country. I want to assure you all that we have not failed to take this moment to review our training, tactics and standard operating procedures to ensure that we are following the best practices available so that we may continue to serve all persons in our community in a professional and just manner. There is no room for racism or police brutality in our community, the State of Maine, or our country.

Thank you.  
Marc R. Hagan  
Chief of Police



---

# MEMORANDUM FROM THE PUBLIC WORKS DIRECTOR

---

**TO:** DIANE BARNES, TOWN MANAGER

**FROM:** RANDY CYR

**SUBJECT:** MAY 2020, MONTHLY REPORT

**DATE:** JUNE 4, 2020

---

**Public Works** – In the month of May, Investigated resident and dispatch calls for potholes, ditching and drainage issues as well as policing up trash as well as working on the list of pot holes Buttons creates. Continued street sweeping operations and cleanup of shoulders of road from plowing. Replaced and fixed sewer line clog at PW Shop. Fixed Basin on Ferry Road and Graziano Square and Drainage issue at 31 Pleasant Street. Cut brush on Old Meadow Road. Cleaned up around the shop as usual for cleanliness and organization. Replaced old and torn flags around town. Put out benches, trash cans and flower pots throughout town. Moved barriers at boat launch. Responded to dispatch calls. Preamsembled new bus stop huts. Disposed of boxes for Twila, put out road sign for a resident. Put up High School graduation banner. Unclogged culvert on Ferry Road and fixed washouts. Removed Posted Road signs as we lifted the posting for drivers. Fixed and put back in the entrance sign for Town Office. Smoothed roads out in Beaver Park. Assisted Rec and Transfer Station with 1x employee each for operations due to staffing. Finished Rip-raping and Paving culverts in at gross development.

Mechanic continued working on vehicles/equipment to ensure inspections were completed and safe for operation as well as maintaining plow routes.

Continue to ensure all employees are briefed on mitigation/safety measures sent down from Management regarding COVID-19.

**Transfer Station** - Below is a summary of the items shipped during the past month.

<b><u>Item</u></b>	<b><u>Tonnage</u></b>
<b>Single Stream</b>	<b>5.51</b>
<b>Trash</b>	<b>240.9</b>
<b>Brush</b>	<b>12.03</b>
<b>Compost/ leaves</b>	<b>9.28</b>
<b>Tires</b>	<b>2.05</b>



---

# MEMORANDUM FROM THE SEWER SUPERINTENDENT

---

**TO:** DIANE BARNES, TOWN MANAGER

**FROM:** STEVE AIEVOLI

**SUBJECT:** MAY 2020 MONTHLY REPORT

**DATE:** JUNE 9, 2020

---

Below is a summary of the activities beyond the typical sewer system and treatment plant maintenance completed this month.

- Raised manholes on the paving project streets
- Catch basin cleaning on-going
- Lab equipment annual calibrations completed
- Lowered manholes that need repairs Rt. 196 as part of the Maine DOT paving project
- Inspected the manholes that are in the FY21 paving project area

Please contact me if you have any questions.

## TOWN CLERK/ELECTION DEPARTMENT

Staff & Town Clerk completed the following work for June 2020

1. VITALS: Vitals and Monthly Dog reports were mailed to the State of Maine with their fees. Some stats for selling certified copies as follows:
  - 2020 - 20 documents
  - 2018 - 86 documents
  - 2012 - 54 documents
  - 2017 - 50 documents
2. DOGS: Some stats on dog registrations for May:
  - 2020 - 3
  - 2018 -18
  - 2017- 20
3. COUNCIL: The Council Meeting Minutes for May 5 and May 19 were transcribed and posted online. Council Agendas and attachments for May were prepared, attachments obtained, and posted on-line prior to meetings. Live Streaming was set up to record Council meetings and Planning Board meetings for May, June, July and August, September, October, November, and December. Planning Board minutes for May 28 were transcribed and posted online.
4. ORDINANCES: Updates were sent to Municipal Code and Municipal Code posted those online. Last codification completed on June 1 and material has been incorporated into the code book.
5. ELECTIONS: 5 New voter registration cards were received and 15 changes were made the Central Voter System (CVR) in May, along with around 4 cancellations for those who moved out of town. In total 24 computer files were updated in the CVR. Approximately 193 Absentee Ballot applications have been received. Absentee Ballots are due to arrive around June 12. Supplies were gathered. Tally sheets need to be prepared, Public Works was scheduled to pick up and deliver materials early to the polling place with clerk on July 13.

Over 4 Clean Election Campaign Finance forms and 6 or 7 petitions were certified. Blue and Green transfer cases were labeled for the July 14, 2020 Election. The Absentee Note book was prepared and absentee ballot applications are being filed in alpha order at this time.

Nomination papers for Elected Officials will be available on Wednesday, August 5 at 8:30 AM for the November 3, 2020 Annual Election. There are three Council openings, two School Committee openings and one Water Commissioner opening. Papers need to be filed by Friday, September 4 at 4:30 PM. You need not less than 50 nor more than 75 signatures from registered voters.

Preparations are being made to prepare the polling location to handle 50 social distanced individuals on Election Day. Sanitation of booths, pens, and voting machines are being discussed. We are waiting for guidelines from SOS at this time. Place markers will be prepared to help identify appropriate distances.

Respectfully submitted,  
Twila Lycette, Town Clerk



---

---

# MEMORANDUM FROM THE TOWN CLERK

---

---

**TO:** Diane Barnes, Town Manager & Town Councilors

**FROM:** Twila Lycette, Town Clerk

**SUBJECT:** Annual Re-Appointments

**DATE:** June 16, 2020

The following board and or committee members wish to be Re-Appointed:

Lisa Ward	Assessment Review Board
Jesse Zack	Board of Appeals
Hillary Kuhl	Library Governing Board
Alan Seamans	Conservation Commission
William Kuhl	Planning Board
David Bowie	Ethics Panel
Angela D'Amours	Recreation Committee
Zach Schmoll	Recreation Committee



# TOWN OF LISBON

300 Lisbon Street, Lisbon, Maine, 04250  
Telephone 353-3000 Fax 353-3007

## APPLICATION FOR APPOINTMENT TO BOARD OR COMMITTEE

Please Check One:

- ☐ Board of Appeals
- ☐ Planning Board
- ☐ Conservation Commission
- ☐ Recreation Committee
- ☐ Ethics Panel
- ☒ Lisbon Development Committee
- ☐ Library Governing Board
- ☐ Assessment Review Board
- ☐ Cemetery Committee
- ☐ Finance Committee

Application Date: 06/03/2020	
Name: JEREMY P BARWARD	
Street Address: 14 HIGH ST LISBON FALLS ME	
Mailing Address: 14 HIGH ST LISBON FALLS ME	
Email Address: halfwin78@yahoo.com	
	Cell Phone:
Occupation: Financial Advisor	Employer: SELF
How long have you lived in Lisbon? 5 years	



Have you attended any of the meetings of the board/committee for which you are applying?

No

Are you interested in other committees? If so, please list in priority order.

NOT AT THE TIME

Please list any contributions or improvements you feel you can make to the committee: help

I'm a local business owner looking to make Lisbon  
continue to be a better place to work and  
live.