



AGENDA
COUNCIL MEETING
JUNE 5, 2018
LISBON TOWN OFFICE
7:00 P.M.

Town Council
Allen Ward, Chairman
Chris Brunelle, Vice Chairman
Norm Albert
Kris Crawford
Kasie Kolbe
Fern Larochelle
Mark Lunt

1. CALL TO ORDER & PLEDGE TO FLAG

2. ROLL CALL

___ Councilor Albert ___ Councilor Brunelle ___ Councilor Crawford ___ Councilor Kolbe
___ Councilor Larochelle ___ Councilor Lunt ___ Councilor Ward

Town Clerk reading of meeting rules

3. GOOD NEWS & RECOGNITION

4. PUBLIC HEARINGS

A. Victualer License & Itinerant Vendor Permit for Pinky D's

5. AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS

6. CONSENT AGENDA

2018-115 ORDER – A. Municipal Accounts Payable & Payroll Warrants -

#128	\$13,418.53	#129	\$173,588.26
#130	\$17,004.97	#131	\$335.86

B. School Accounts Payable & Payroll Warrants -

#33	\$1,076.87	#1064	\$373,749.87
#1065	\$12,410.07		

C. Workshop Minutes of May 8, 2018 and Minutes of May 15, 2018

D. Victualer's License & Itinerant Vendor Permit for Pinky D's Pending Receipt of Landowner Permission Letter

E. Victualer's & Itinerant Vendor for MacDaddy's Mobile Cuisine, LLC

F. Moxie Committee – Itinerant Vendor/1 Week Festival Permit

G. Lisbon Recreation – Itinerant Vendor Festival Permits for Moxie 5K Race & Moxie Car Show

7. COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

2018-116 ORDER – Cooks Lobster & Ale House - Off Premise Catering Permit for Beer Garden

2018-117 ORDER – Moxie Festival Street Closure

2018-118 ORDER – Moxie Festival Art Wall

2018-119 ORDER – IT Discussion

2018-120 ORDER – MMA Vice President and Executive Committee Slate of Officers

2018-121 ORDER- DOT Federal Drug & Alcohol Testing Policy

8. OTHER BUSINESS

A. Council Committee Reports:

- | | |
|--|---|
| 1. School (Councilor Albert) | 5. Conservation Commission (Councilor Ward) |
| 2. Planning Board (Councilor Ward) | 6. Recreation (Councilor Kolbe) |
| 3. Water Department (Councilor Brunelle) | 7. County Budget (Councilor Ward) |
| 4. LDC (Councilor Larochelle) | 8. Library (Councilor Lunt) |

B. Town Manager's Report

C. Budget Discussion

9. APPOINTMENTS

10. COUNCIL COMMUNICATIONS

11. AUDIENCE PARTICIPATION & RESPONSE NEW ITEMS

12. EXECUTIVE SESSION

13. ADJOURNMENT

2018-122 ORDER – To Adjourn

SUMMARY OF LISBON COUNCIL MEETING RULES

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

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

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



Town of Lisbon

Diane Barnes
Town Manager

Town Council

Allen Ward, Chairman
Christopher Brunelle, Vice Chair
Norm Albert
Kris Crawford
Kasie Kolbe
Fernand Larochelle, Jr.
Mark Lunt

MEMO

To: Town Council

From: Diane Barnes, Town Manager

Subject: Recommendations

Date: June 5, 2018

Agenda Item 2018-116

Cooks Lobster & Ale House – Off Premise Catering Permit for Beer Garden

The review process is complete. It has been determined that a Special Entertainment Permit is not required. This Off-Premise Catering Permit application is ready for Council's approval.

Recommendation

Approve the Off-Premise Catering Permit for Cooks' Lobster & Ale House, along with permission to possess and sell alcohol on the property on Campus Street adjacent to MTM Park for the Beer Garden on July 14, recognizing that: 1) the event is a special public event or public gathering; 2) the event is sponsored by PCL, a charitable, nonprofit organization or civic group; 3) that Cooks will hold a valid On-Premises Liquor License on July 14 and file proof of the same with the Lisbon Town Clerk; and, 4) that Cooks will hold a valid Off-Premise Catering Permit.

Agenda Item 2018-117

Moxie Festival – Street Closure

On behalf of the Moxie Festival Committee we request Town Council's authorization for Street closings and use of other municipal areas in connection with the 2018 Moxie Festival, to be held from Friday, July 13, 2018 through Sunday, July 15, 2018. We specifically need approval for:

1. Closure of Main St. from Rt. 196 to the High St. intersection for Festival activities from 6:00 am to 6:00 pm Saturday, July 14, 2018;
2. Closure of municipal parking lot off Main St., Lisbon Falls on Friday evening (stage set-up at 8:00 pm), July 13, 2018, and continued barricade so that lot will be empty on Saturday, July 14, 2018;
3. Closure of Rt. 196 from 10:00 am to 12:00 pm for the parade on Saturday, July 14, 2018;
4. Closure of Main St. from Rt. 196 to North St. from 6:00 am to 6:00 pm for the parade and festival activities on Saturday, July 14, 2018;
5. Closure of Capitol Avenue in Lisbon Falls from 6:00 am to 12:00 pm for the parade staging area on Saturday, July 14, 2018;
6. Closure of School St. from Main St. to Berry Ave. on Saturday, July 14, 2018 from 6:00 am to 6:00 pm;
7. Closure of Addison from School St. to South St. on Saturday, July 14, 2018 from 6:00 am to 6:00 pm;

8. Closure of Maple St. from Main St. to Pine St. on Saturday, July 14, 2018 from 6:00 am to 6:00 pm;
9. Closure of Oak St. from Rt. 196 to Pine St. on Saturday, July 14, 2018 from 6:00 am to 6:00 pm;
10. Closure of Union St. to Booker St. to Main St. for pedestrian use on Saturday, July 14, 2018 from 6:00 am to 6:00 pm;
11. The ability to close anything deemed appropriate by the Police Chief for safety purposes;
12. Traffic Alerts for the following areas during the 5K Race: Rt. 9 from Ridge to Hill, Hinkley St., Frost Hill Avenue, Higgins St., Spear St., Cross St., Huston St., Scottsdale Avenue, and Wing St..

In addition, we request the following assistance from municipal departments:

1. The placement of a dump truck, trash dumps and bags for refuse in the municipal parking lot for Friday evening, July 13, 2018, Saturday, July 14, 2018 and seven to eight trash barrels on Main St. and five at MTM during the same time period. It would also be helpful to have a worker available to empty trash bags into the dump truck as needed.
2. The placement of barricades for St. and lot closings.
3. Barricades at both the parking lot openings by 6:00 pm Friday, July 13, 2018.

As always we appreciate the town's cooperation in making the Moxie Festival a success. Without your help, it would not be possible.

Recommendation

Authorize the 2018 Moxie Festival Street Closures and municipal assistance as presented.

Agenda Item 2018-121

Federal DOT Drug & Alcohol Testing Policy

The United States Congress recognized the need for a drug and alcohol free transportation industry, and in 1991 passed the Omnibus Transportation Employee Testing Act, requiring DOT Agencies to implement drug and alcohol testing of safety-sensitive transportation employees. 49 CFR Part 40, or Part 40 as we call it, is a DOT-wide regulation that states how to conduct testing and how to return employees to safety-sensitive duties after they violate a DOT drug and alcohol regulation. Part 40 applies to all DOT-required testing, regardless of mode of transportation. For example, whether you are an airline covered by FAA rules or a trucking company covered by FMCSA rules, Part 40 procedures for collecting and testing specimens and reporting of test results apply to you. Each DOT Agency-specific regulation spells out who is subject to testing, when and in what situations for a particular transportation industry.

The FMCSA regulations require that you develop a written policy on controlled substances use and alcohol misuse in the workplace and that the policy be provided to every driver. §382.601 identifies the required content of the materials to be made available to each driver and requires the employer to maintain a statement signed by each employee certifying receipt of the policy/educational materials.

<https://www.fmcsa.dot.gov/regulations/drug-alcohol-testing/what-are-my-employee-and-supervisor-training-responsibilities>

Recommendation

Adopt the Federal DOT Drug & Alcohol Testing policy for the Town of Lisbon.



TOWN OF LISBON

300 Lisbon Street, Lisbon, ME 04250

Agenda Item 2018-4 (A)

Twila D. Lycette, Town Clerk

Michelle Foss, Assistant

PUBLIC HEARING

Notice is hereby given that the Lisbon Town Council intends to hold a public hearing on June 5 at 7:00 PM in the Town Office Public Meeting Room to hear comments on the following:

*Victualer's License & Itinerant Vendor Permit for
Randall Smith d/b/a Pinky D's
Mobile Unit
Furniture Superstore, Lisbon*

The public is invited to attend.

Twila Lycette, Town Clerk



**TOWN COUNCIL
WORKSHOPS & SPECIAL
MEETING MINUTES
MAY 8, 2018**

Normand Albert, At Large 2018
Kasie Kolbe, District 1 2018
Allen Ward, District 2 2018
Christopher Brunelle, At Large 2019
Mark Lunt, District 1 2019
Kris Crawford, District 2, 2019
Fern Larochelle, At Large 2020

CALL TO ORDER. The Chairman, Allen Ward, called the meeting to order and waived the pledge of allegiance to the flag at 6:00 PM.

ROLL CALL. Members present were Councilors Ward, Albert, Kolbe, Larochelle, Brunelle, Lunt, and Crawford. Also present were Diane Barnes, Town Manager; Marc Hagan, Police Chief; Nate LeClair, Fire Chief; Nick Knowlton, Roundtable Technologies; Ben Smith, Contracted Town Planner; Amanda Bunker, Contracted Town Planner; Rick Green, Superintendent of Schools; Haley Redman, School Bookkeeper; Traci Austin, School Committee Chairman; Kathi Yergin, School Committee Member; Donald Fellows, Planning Board Chairman; Karen Paradis, Planning Board Member; and approximately 10 citizens in the audience.

TECHNOLOGY BUDGET - IT TECHNOLOGY DISCUSSION

Nick Knowlton from Roundtable Technology said for now there will be no change to the Technology budget. Moving forward, he said, they could help with equipment software efficiencies and migration with Munis. He indicated he could put some numbers around that work.

**PLANNING BOARD BUDGET
CONTRACTED TOWN PLANNER DISCUSSION**

Mr. Fellows reported the Planning Board has been working with the Contracted Town Planner since 2012. Together they have accomplished a lot for the community. He explained how valuable the planner's information is at meetings, especially when they are reviewing subdivisions and developments. The planner has played a huge role assisting the board with the Comprehensive Plan Update and developing ordinances.

Ben Smith, Contracted Town Planner reported upcoming goals for this year include completing the Comprehensive Plan Update and implementing projects moving in the direction outlined in the Comprehensive Plan. This includes items like updating existing ordinances to match the new plan, consolidating land use charts into one single place with common performance standards, and future planning for waterfront development. This also includes Beaver Park improvements, like additional parking and potential program planning for that facility.

Councilor Larochelle said the Route 196 Committee and Lisbon Development Committee (LDC) covered a lot of ground with the planner's help. The planner made the process smoother for businesses moving into Lisbon. He requested an outline in detail covering their goals for the upcoming year. For instance, long term planning will take how many hours, etc. He suggested regular updates to the Council like the department heads.

Ms. Bunker indicated their contract specified they could attend up to three meetings a month, which could be two Planning Board meetings and one for LDC meeting. They list the number of hours spent and on what on their invoices. She reported sometimes they work on only one thing and then at other times they work on several things all at once. Ms. Bunker said there is room for adjusting the lines of communication. She said there is still an endless list of things to do.

Mr. Fellows reported situations come up unexpectedly, which require his/her attention and advice. Mr. Smith explained he currently works about 5 hours a week, which is working out fine. He recommended summary reports be completed every three to four months, if less it could take away from the work that needs to be accomplished.

Councilor Lunt said it would be beneficial to have the Economic Development Director and Planner on the same page. He recommended the Planner, Planning Board Chair, Code Enforcement Officer, and Public Works Director, etc. meet as needed during office hours. Ms. Bunker agreed that two hours on site is much more productive than emailing.

Mr. Smith said once the Comprehensive Plan is done they can take a more active management role assisting with implementation, technical issues, budget planning, and coordinating projects.

Councilor Kolbe said this work plan is vague. She suggested adding more in depth detail to the list of goals. She requested timeframes be added, indicating timeframes will need adjusting as projects progress. She suggested not attending every Planning Board/LDC meeting when not necessary, because there may be other priorities more pressing.

Mrs. Paradis said the Planning Board does not have the expertise the planner has and that they do not know what they do not know. She reported they have made an unbelievable amount of progress over the past five years. She indicated they often email the planner for advice and answers to questions. She said the planner offers the guidance needed to move in the right direction as new topics come up. Mr. Smith indicated part of project management, includes what has to happen and how long it will take. Mr. Fellows pointed out how important it has been to have access to the planner prior to meetings so everyone stays on track.

Mrs. Barnes recommended quarterly reporting to include what the planner has worked on and what they plan to work on. Councilor Ward recommended emailing those reports directly to the Council and Town Manager to improve communication.

ADDED ITEM – BUDGET UPDATE

Mrs. Barnes reported she expected the total increase on the municipal side to be around \$850,000, including the Androscoggin County Tax bill. She reported that revenue estimates are not ready yet. Councilor Albert wanted to know about new businesses and how that equates to revenue generated as tax dollars. Mrs. Barnes said it is too early for that now; Ms. Malloy needs to complete her fieldwork and then she can address that question.

Councilor Albert mentioned he would like to see the cost of migration to Munis discussed. He asked if this would be done in-house or not.

Councilor Albert reported the town could save \$5,000 if it discontinued airing Council meetings on Great Falls TV. He said these meetings are now available on live stream through the internet. He discussed the possibility of airing them on another public access station that residents can access with a simple antenna. Mrs. Austin reported the School Committee did not support sharing the cost for Great Falls when asked to pay half of that bill. She said the minutes are available online and meetings are accessible through live stream. She said the information is not lost.

Mrs. Barnes remarked the previous meeting did not make it over to Great Falls in time to air because there were breaks in the meeting that required additional programing and that she did not receive one complaint.

Councilor Ward said we are just following what the School Department has already moved. Councilor Ward said we have a first, second, third, and fourth for a motion.

(STRAW POLL) Councilor Albert & Brunelle, seconded by Councilor Larochelle & Lunt moved to zero out this line in the budget for Great Falls TV. **Order passed - Vote – 7-0.**

PUBLIC HEARING

A. SCHOOL BUDGET

The Chairman called the public hearing to order at 7:08 PM. Superintendent Green reported the changes to the previous figures submitted.

Superintendent Green said the recommended total overall school budget increase is \$676,540, but the actual impact to the local taxpayer is \$493,786, which does include Adult Ed.

Dr. Green said they would be utilizing \$544,487.00 in revenues for this budget, which includes the amounts from unassigned fund balance (Balance to help defray taxes & State Grant/MLTI) and anticipated revenues (Capital Reserve Fund, Interest Credit, Lunch, & Special Purpose School). This is a \$164,530 decrease from last year.

Dr. Green pointed out the transition amount no longer is a part of this calculation; however, this amount now has been included in the total additional funds. He mentioned the mil rate and valuation for the town has changed, which will affect the local taxpayer, as well.

Dr. Green reported the State's contribution is \$8,864,185 dollars for next year and the local contribution is at \$7,009,507, which is a \$488,571 increase over last year. The total school budget submitted by the School Committee for Council approval is \$16,412,047 or a 4.3% increase of \$673,540. The biggest surges are from the Maine State Retirement System, added half time maintenance position, salaries & benefits, workers compensation rates, along with a decrease in revenues. He went over the amounts in the budget related to the \$2,009,155 over Essential Programs & Services. He said the total amount that has to be raised locally is \$7,023,783 is a 7.6% increase.

Superintendent Green mentioned the Capital Reserve Account created in 2012 to fund maintenance of plant and minor remodeling projects. The balance today is \$10,043. He said the School Committee will be transferring money into that account at their next meeting and the school budget has built in the use of the \$39,768, which covers some of the differences in their lease purchase agreements. He mentioned there is a decrease in their debt service too, which will be used to offset other projects.

Superintendent Green explained the new requirement regarding Regional Service Centers and the state withholding funds. He said what happens is that the state is going to withhold a certain amount per student for any school system that is not a part of a Regional Service Center. Lisbon is one of about 20 applicants; there are about 12 applications approved so far. He said we are now in the second phase of our application process. We are working with RSU4 on Day Treatment Programs. Their students would come to Lisbon pending DOE approval. Superintendent Green said it is to our advantage to participate in an Inter-local Agreement. Lisbon and RSU4 are going to collaborate on this anyway so if Lisbon ever wanted to withdraw there is language in there to do that. Lisbon received \$76,000 in revenue last year from the Gartley Street School, which was lower than anticipated. He estimated \$91,000 for next year. Mrs. Austin said for now Lisbon's application is in and we have a strong relationship to work with moving forward.

Councilor Ward pointed out that \$488,571 in this budget is for uncontrollable costs, which means there is an uncontrollable increase. Councilor Ward remarked there were no cuts to services or programs and they hired an additional half time maintenance position.

The Chairman closed the public hearing.

B. SCHOOL CAPITAL IMPROVEMENT BUDGET

The Chairman opened the public hearing. Councilor Ward said they received the School's CIP along with the town and Water Department when Mrs. Colston presented it. He asked Councilors if they had any questions. Superintendent Green said there have been a couple of changes since the Council received it. He said he upgraded the security cameras at the Middle School, High School, and Phase II renovations have begun. Councilor Ward said that should not be a problem; we have no issues with those remaining on the plan. Councilor Ward thanked the Superintendent and School Committee members for attending. The Chairman closed the public hearing.

POLICE DEPARTMENT BUDGET

Chief Hagan presented his goals, which included increased community outreach, increased directed enforcement activity (picking new areas of town to patrol), increase supervision of officers, and to decrease our level of liability and risk to the town, department, and officers through increased training and supervision. We will be looking for problems lying in wait to address before they happen. He said they plan to increase cross training, too.

Chief Hagan requested a new part-time IT position. Currently the Patrol Sergeant is doing this work, which is a disservice to the town and liability issue. His focus is on direct leadership and being out on the road; however, the IT work takes our Patrol Sergeant off the road and away from direct supervision.

Chief Hagan explained the independent staffing study completed in 2015 suggested the Police Department needed to get out of the IT business. Eliminating the IT stipend and hiring an IT civilian would cost an additional \$4,000 annually. He said the benefits are increased supervision, patrol output, and a decrease in liability that makes this financially worth addressing. He said routine IT work flows better with Communications since both roles are in house and available 24/7.

Chief Hagan explained he would like to move the Communications supervisory role from the Patrol Sergeant to a Communications Officer. He suggested the Communications supervisor position (training, evaluation, scheduling, quality control monitoring, and determining productivity workload) over 4 full-time and 6 part-time communications officers be given to someone currently within the station within the Communications Department, which puts our Patrol Sergeant back on the road. The cost is an additional \$4,804 for additional duties to a current position.

Chief Hagan said he is requesting Council hire a seventh patrol officer. He said we have only minimum coverage with six patrol officers. He said with officers out sick, vacation, or injured as we have right now, we have to operate at overtime rates. This means officers are responding by themselves or calling for backup from Sabattus or Androscoggin County. This means an officer could be waiting 5 or 10 minutes for assistance until someone gets there. This seventh patrol officer is essential from a safety perspective. With seven Lisbon could get to the point where it would have two officers per shift reducing liability and meeting the minimum standards.

Councilor Larochelle asked where we are now on total officers according to the study. Chief Hagan said we have 12 so this would make 13 officers and the study said 14 were needed. Chief Hagan indicated he did not want to be greedy and ask for both. Councilor Ward questioned whether one was enough. Councilor Crawford asked if 12 included reserves. Chief Hagan replied no, we have four reserves, but it is difficult to get those volunteers in to serve for \$15 or \$16 an hour with what officers are dealing with today.

Councilor Albert pointed out with two injured officers the Police Department is down to 10 officers. Chief Hagan said it was down to nine a few weeks ago, but we recently hired someone. Councilor Albert pointed out that if we get two new officers now and something else happens or someone leaves we would be more proactive then reactive.

Councilor Larochelle asked how much it would cost to hire an additional officer. Mrs. Barnes said from \$69,845 to \$83,719 with benefits. Chief Hagan mentioned the additional \$5,500 or so to be outfitted and the Police Academy if needed.

Councilor Larochelle wanted to know if the \$40,000 in TIF funds could go towards this position. Mrs. Barnes offered to look into that.

Councilor Albert said if we did support two officers could one become the SRO. Chief Hagan said he gets that the School Department needs to increase the feeling of safety, which he agreed with, but his focus would be on the safety of the whole community first. You might find a community without a detective or SRO, but you will not find one without a patrol force meeting with people. He said he was not against the SRO position, but that we just need to meet our community's basic needs first and SRO needs second.

Chief Hagan said he was receptive to the idea of having officers do their reports within the school system and that they are willing to provide the space, so this could be an option for now. Councilor Ward said this gives us a greater police presence in the school system so two new officers would provide more tools in the toolbox to utilize.

Chief Hagan explained cruiser costs were going up and that his budget included \$8,000 for seven new firearms. We currently do not have optics on our weapons. Shot placement is extremely important and a lot easier with optics. It would cost \$7,491 to upgrade and \$225 more to trade them in for brand new ones so he recommended new ones. Mrs. Barnes said those were on the undesignated fund list because they are a one-time purchase.

(STRAW POLL VOTE) Councilor Ward polled Councilors to find out who supported adding two police officers in next year's Police Department budget. **In Favor: Albert, Brunelle, Larochelle, and Ward. Not sure: Kolbe, Crawford, and Lunt.**

ANIMAL CONTROL BUDGET

Chief Hagan said they purchased new tires last year. He said this budget increased \$3,979, but in a lot of different spots; nothing huge. He pointed out that part-time wages went up to cover more time when the full-time ACO is on vacation.

COMMUNICATIONS BUDGET

Chief Hagan requested funds as previously mentioned for a Communications Supervisor position. He said additional funds are needed for officer training, supervisor training, along with \$1,500 for four wireless headsets to avoid future shoulder injuries. Mrs. Barnes pointed out that the 5110 account looks like it went down and that she would check the line to be sure it is correct since there were changes in personnel.

FIRE DEPARTMENT BUDGET

Chief LeClair said Deputy Robitaille and he built this budget. His goals included the recruitment of more personnel through community involvement and the first responder program. He indicated on Moxie Day they plan to do a fire extinguisher training, an informational booth, and then get back into the school system more. There are 42 members in this department, but not all 42 members show up at the same time; about a third of that shows up at any one time. He said they plan to focus on their first responders program. He explained Lisbon can not afford to pay 20 guys to show up on-call when only the licensed EMT guys should be responding so that's already been adjusted.

Chief LeClair explained wages increased from \$146,000 to \$150,000. He mentioned it had not been a whole year yet since the new law on compensation went into effect so there is no way to determine how much time these guys are putting in outside of calls. This would include maintenance, bringing trucks back and forth for repairs, and the slowly increasing call volume. He said mileage and tolls went back into his budget to cover trips to our vendor in Vasselborough.

Chief LeClair said uniforms for the Chief and Firefighters were in one line now and that he adjusted the cell phone line. Diesel went up based on usage and fuel price. Mrs. Barnes said she would check the sewer line again.

Chief LeClair explained the Repair and Maintenance line increased \$2,000 to offset the cost of annual pump tests, ladder tests, SEB flow tests, etc., which are required to meet NFPA standards. Councilor Ward said he did not think the Fire Department had done a very good job in the past of maintaining our equipment and training our employees and he wanted to ensure there was enough in this line for repairs and maintenance to avoid raiding the Capital Reserve Account. Councilor Larochelle said this line had gone up from last year so maybe this number will work.

Chief LeClair said gear is getting old and that he has four sets out for repairs. He needs to send other sets out for repairs along with outfitting new firefighters. He added \$2,600 in the tire line for a set of truck tires and a set of winter tires for the Chief's vehicle.

Mrs. Barnes said she added \$34,200 for equipment purchases to the list funded by undesignated. Chief LeClair said included in the list are three new replacement air bottles at \$1,300 each, a command center for the back of the Chief's vehicle, two \$4,000 positive pressure fans, tools, and another pump.

Chief LeClair said Engine II was supposed to last until 2025, but probably will not. Councilor Larochelle recommended reviewing this plan to see where we are at since a lot has changed since the plan was put into place. Chief LeClair said probably all the trucks need a professional review. Councilor Ward asked where the money to do that would go into this budget. Chief LeClair said in Line 5345 and offered to get an estimate to the Town Manager. Councilor Ward said he would need this information when the Council goes out to bond this truck replacement.

Councilor Larochelle asked about the Fire Department's water bill since the town already pays for water to fight fires. Chief LeClair mentioned they fill trucks in the station. Mrs. Barnes asked why they were not filling them at the hydrants. Councilor Larochelle said that would not be as convenient; we already pay a large sum for water and 30% of that bill was supposed to cover fire protection. It should all be the same whether it comes out of the faucet in the station or the hydrant. Mrs. Barnes offered to check with the Water Department.

Councilor Ward suggested Chief LeClair rethink the policy of not washing personal vehicles at the station. He said he understood this was a huge morale issue when other departments in Maine stopped allowing it a few years ago; however, it is such a small thing offer employees to boost their morale. He requested Chief LeClair research this issue and obtain the costs associated with it for the Council to review.

PART-TIME POSITIONS

Mrs. Barnes asked what the Council would like to do about the Assessing Part-Time position. She said the Council needs to make a decision on the Contracted Town Planner in the Planning Board budget, too.

Councilor Kolbe asked if Council could use TIF money towards the Town Planner. Mrs. Barnes said once the amended development plan is approved there may be planning portions that qualify. She offered to check into that.

Councilor Larochelle said he was for adding the part-time position in the Assessing Department. Mrs. Barnes said the Finance Department could use another 20-hour IT position and together maybe one person could fill these two positions. She indicated it would be easier to fill one full-time position instead of a part-time position. This would be split between Finance and Assessing; or Council could just stay with the 20-hour part-time position and see what we get. Councilor Crawford said he would rather stay with the one part-time position in Assessing. Councilor Albert agreed and indicated he would like to see what Ms. Malloy's needs were before consolidating.

Councilor Lunt said if we hired one part-time IT position, would the town be scaling back Roundtable's services. Councilor Albert said maybe the part-time IT position could handle maintenance and routine things, and cover the Police Department's needs, and then Roundtable could handle the specialty things, which require more expertise. He said he planned to meet with Mrs. Colston and Mrs. Barnes on Monday to discuss IT needs and offered to report his findings back to the Council at their next meeting.

ADJOURNMENT

Seeing no further business to come before Council, Councilor Ward adjourned the meeting at 9:42 PM.

Twila D. Lycette, Council Secretary
Town Clerk, Lifetime CCM/MMC
Date Approved: June 5, 2018

Draft Minutes – To be approved by the Town Council at its June 5, 2018 Meeting



**TOWN COUNCIL
MEETING MINUTES
MAY 15, 2018**

Normand Albert, At Large 2018
Kasie Kolbe, District 1 2018
Allen Ward, District 2 2018
Christopher Brunelle, At Large 2019
Mark Lunt, District 1 2019
Kris Crawford, District 2, 2019
Fern Larochelle, At Large 2020

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, Brunelle, Lunt, Crawford, and Larochelle. Also present were Diane Barnes, Town Manager; Tracey Steuber, Economic Development; Rick Greene, Superintendent of Schools; Haley Redman, School Bookkeeper; Ross Cunningham, School Committee; Traci Austin, School Committee Member; and approximately 20 citizens in the audience.

GOOD NEWS & RECOGNITION

Ross Cunningham with Positive Change Lisbon (PCL) said they held a wonderful Mother & Son Mother's Day Dance with 94 in attendance. He explained they did a knighting service during the event. He thanked the sponsors at the Lisbon Family Dental Care and DARE. It was a great event. He said even one officer stopped by that evening to have someone knight him.

PUBLIC HEARING

A. AMENDED DINGLEY TIF DEVELOPMENT PROGRAM

Councilor Ward opened the public hearing. Ms. Steuber indicated this would be the fourth amendment to the Dingley TIF and Development Program. Council extended the life of the TIF for five years in March but at that time, there were no changes made to the development program. Since then the Council held a workshop with Dingley's Counsel, Jim Saffian. He answered questions on spending TIF funds. Ms. Steuber reported that Mr. Saffian made the changes discussed in that workshop to the development program, which are ready tonight for Council approval. Seeing no further discussion, Councilor Ward closed the public hearing.

**B. VICTUALER'S LICENSE FOR
FERNAND STELSOR D/B/A DOMINO'S PIZZA**

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

**C. VICTUALER'S LICENSE FOR
PHIL BUTTERFIELD D/B/A SMOKIN PHIL'S BELLY BUSTIN BBQ**

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

**D. SPECIAL ENTERTAINMENT PERMIT FOR
LISBON MOXIE INC D/B/A FRANKS**

The Chairman opened the public hearing. Traci Austin from Franks said she was looking to do live music this year although last year they did not use it. She said they are renewing it this year hoping to use it. The Chairman closed the public hearing.

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS

Ross Cunningham from PCL reported that his group puts on the concerns in the park at MTM and that they have asked Cooks Lobster & Ale House to host a Beer Garden during the Moxie Festival concert on July 14. He said he would like to answer any questions the Council may have. He said they have been trying to do this for several years. It will invite others from other towns and encourage them to come to Lisbon. He said he worked with them a month ago on another event and they were top notch. They run a great operation. He reported they plan to hire a Police Officer to be there for the whole event. He said he gave Chief Hagan a heads up, knowing he has staffing issues so they could get an officer there for that day.

Traci Austin said she recommended Cooks Lobster & Ale House in Harpswell for those who may or may not know them that she knew Nick Charboneau from college. She said she knows that he and Jen have run successful restaurant businesses in Vermont as well as purchasing Cooks Lobster & Ale House. She said they are good people, good business owners, and just know that they are doing the right things.

CONSENT AGENDA

VOTE (2018-106) Councilor Kolbe, seconded by Councilor Larochelle moved to approve the following:

A. Municipal Accounts Payable & Payroll Warrants -

#121	\$ 24,336.76	#122	\$171,570.98
#123	\$ 16,785.09	#124	\$1,744.52
#125	\$15,069.56	#126	\$332,336.08
#127	\$79,000.00		

B. School Accounts Payable & Payroll Warrants -

#30	\$21.94	#1059	\$12,409.91
#1060	\$562.80	#1061	\$331,092.42
#1821	\$15,999.00	#1822	\$51,924.89

C. Minutes of May 1, 2018

D. Victualer's License for Domino's Pizza & Smokin Phil's Belly Bustin BBQ

E. Special Entertainment Permit and Liquor License for Moxie Inc. d/b/a Franks

F. Remainder of Renewal Victualer's Licenses: Aroma Joes, Chris's House, Franks, Left Hand Club, Lisbon Gulf, Railroad Restaurant & Pub, Riverside Dairy Bar

G. Approve Mobile Home Park Licenses: Avery Street Park, Beaudoin Mobile Home Park, Brookwood Court, Colonial Gardens, Davis Street Park, Gendron's, Grimmels, Ridge, Sabattus Creek, St. Ann's, Town & Country, Whispering Pines, Worumbo Estates and Park

H. Set public hearing for June 5 for Victualer & Itinerant Vendor permit for Pinky D's

I. Coastal Humane Society Annual Contract

Order passed - Vote 7-0.

COUNCIL ORDERS, ORDINANCES, & RESOLUTIONS

ADOPT 2017- 2018 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 \$13,358,555**) 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.

School Committee Recommends \$4,533,277

"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."

VOTE (2018-107A) Councilor Larochelle, seconded by Councilor Kolbe moved for Article 1 the following:

\$4,533,277

Order passed - Vote 7-0.

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.

Amount Recommended \$467,075

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.

VOTE (2018-107B) Councilor Kolbe, seconded by Councilor Crawford moved for Article 2 the following:

\$467,075

Order passed - Vote 7-0.

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

Shall the Town of Lisbon raise and appropriate **\$ 2,009,155** in additional local funds, which exceeds the State's Essential Programs and Services allocation model by an additional **\$632,143** as required to fund the budget recommended by the Lisbon School Committee.

The School Committee recommends **\$2,009,155** for additional local funds and gives the following reasons for exceeding the State's Essential Programs and Services funding model by an additional **\$632,143**. 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 \$2,009,155

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 (2018-107C) Councilor Larochelle, seconded by Councilor Albert moved for Article 3 the following:

\$2,009,155

Order passed – Vote 7-0.

ARTICLE 4 – EXPEND FOR FY 2018-2019

To see what sum the Council will authorize the Lisbon School Committee to expend for the fiscal year beginning July 1, 2018 and ending June 30, 2019 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 \$ 16,379,271

VOTE (2018-107D) Councilor Larochelle, seconded by Councilor Crawford moved for Article 4 the following:

\$16,379,271

Order passed - Vote 7-0.

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

To see if the Council will authorize the Lisbon School Department to appropriate \$ 32,776 for Adult Education and raise \$ 14,276 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 (2018-107E) Councilor Lunt, seconded by Councilor Albert moved for Article 5 the following:

YES.

Order passed - Vote 7-0.

ARTICLE 6 – ADULT EDUCATION

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

School Committee Recommends \$32,776

VOTE (2018-107F) Councilor Crawford, seconded by Councilor Lunt moved for Article 6 the following:

\$32,776

Order passed - Vote 7-0.

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 (2016-107G) Councilor Larochelle, seconded by Councilor Crawford moved for Article 7 the following:

YES.

Order passed - Vote 7-0.

AMENDED DINGLEY TIF DEVELOPMENT PROGRAM

INTRODUCTION: On February 20, 2018, Dingley Press came before Council for a five-year extension on their TIF and Development Program, which was going to expire in March 2018. Due to time sensitivity, Council opted not to make any amendments to the Development Program with the goal of having a workshop with Dingley's legal counsel to discuss the development program in more detail.

Council held that workshop and then set a public hearing date for Tuesday, May 15, 2018 to discuss the Amended and Restated Dingley Press (TIF) and Development Program.

COUNCILOR COMMENTS: Councilor Kolbe asked if the Council could use TIF funds to support the Contracted Town Planner Position. Ms. Steuber explained that in general, it could not, but for instance, the Downtown TIF provides for project planning directly related to the TIF District. Councilor Ward said planning services have to be specific to a TIF project in the TIF District to get approval. He said he could live with \$21,250 for the Contracted Town Planner position. Councilor Albert said he was fine with footing it upfront and reallocating funds to approved projects. Ms. Steuber mentioned it could not cover Planning Board meetings, etc.

VOTE (2018-108) Councilor Larochelle, seconded by Councilor Crawford moved to approve the Amended and Restated Dingley (TIF) and Development Program as presented. **Order passed – Vote 7-0.**

ROAD NAME REQUEST – RUNNING BROOK ROAD

INTRODUCTION: Ms. Malloy, the E911 Officer for Lisbon reports the road name “Running Brook Road” does meet the standards and is an acceptable name for Council consideration for adoption.

VOTE (2018-109) Councilor Albert, seconded by Councilor Kolbe moved to adopt the name Running Brook Road for the extended drive located at 54 Upland Road. **Order passed – Vote 7-0.**

NOMINATIONS FOR MMA’S LEGISLATIVE POLICY COMMITTEE

INTRODUCTION: MMA is looking for 70 members for its MMA Legislative Policy Committee over the next two years. This committee addresses municipal interests through effective participation in the legislative process. They meet at the MMA building in Augusta once a month during the first several months of each legislative session. You will find a nomination form in your packet. Two municipal officials serve from each of Maine’s 35 Senate Districts. Any elected or municipal appointed official holding office in any MMA member community is eligible to serve.

VOTE (2018-110) Councilor Ward nominated Councilor Lunt for election on MMA’s legislative Policy Committee. **Order passed - Vote 7-0.**

COOKS LOBSTER & ALE HOUSE – OFF PREMISE CATERING PERMIT FOR BEER GARDEN AT MTM CONCERTS

INTRODUCTION: Jennifer Charboneau from Cooks Lobster & Ale House is applying for an Off Premise Catering Permit to operate a Beer Garden at MTM during the Moxie Festival Concert in the Park. They currently hold a liquor license, but it will expire prior to this event on July 14.

Jennifer Charboneau said they have already given Harpswell their renewal liquor application. She said she would have obtained her renewal liquor license prior to this event. She reported they were in good standing with no issues or violations of any kind. She said they have plenty of experience with these venues.

Mr. Cunningham said PCL was looking to see if Council was willing to support the Beer Garden taking place. Councilor Ward took a straw poll to see if the Council was receptive to the idea. Straw Poll Vote – 7-0 passed.

Ms. Steuber and the Moxie Vendor Chairman expressed concern about the setting up timeframe since the Petting Zoo and Train takes place there so there will be small children in the area. The event is from 6:00 PM to 8:00 PM and set up appears to be at 4:00 PM, which is at the same time the Petting Zoo and Train ends.

Jennifer Charboneau indicated the tent would be set up on Friday. Ms. Steuber said her concern is with setting up barricades on Saturday at 4PM. Ms. Steuber said she would be holding a logistics meeting next week with the Police Department, Fire Department, and Public Works Department. She said together they could make this work.

The Town Clerk is waiting for clarification from MMA legal on whether our local ordinances will require Cooks Lobster & Ale House to obtain a Special Entertainment Permit since other establishments need one when serving alcohol with live music. Mrs. Lycette said there is time to hold a public hearing if needed for the Special Entertainment Permit. Once Council approves the Off-Premise Catering Permit it needs to arrive at the state level 72 hours in advance of the event.

COUNCILOR COMMENTS: Councilor Ward indicated Council would need to approve the tent placement. The Fire Chief recommended Option A in the street. The Police Chief and Code Enforcement Officer supported that location. There were no objections noted.

Councilor Ward asked Mrs. Charboneau to place on file at the Clerk's office proof of their renewal liquor license. The Council unanimously agreed to set a public hearing for June 5 for the Special Entertainment Permit if one is required and to place the Off Premise Catering permit on the June 5 agenda for consideration. There were no objections noted.

VOTE (2018-111A) Councilor Albert, seconded by Councilor Crawford moved to accept Cooks Lobster & Ale House as the vendor to serve alcohol at the Moxie Festival for 2018. **Order passed - Vote 7-0.**

IT SERVICES

Councilor Albert requested item moved to the next agenda – no objections noted.

OTHER BUSINESS

A. COUNCIL COMMITTEE REPORTS

1. School: Councilor Albert said there was nothing to report.
2. Planning: Councilor Ward said he presented the Capital Improvement Plan to the Planning Board. They had on their agenda Black Bear Ladder's application, Celine Goddard's Day Care expansion on Route 9, and Austin Estates subdivision on the Ferry Road.
3. Water Commission: Councilor Brunelle said he could not attend, but their next meeting is June 12.
4. LDC: Councilor Larochelle the next meeting is May 24.
5. Conservation Commission: Councilor Ward said the Conservation Commission rescheduled their meeting.
6. Recreation: Councilor Kolbe said they installed security lighting and talked about taking down the chain link fence at MTM to make it look better. She said brochures for summer camp are ready.
7. County Budget: Councilor Ward said there was nothing to report.
8. Library: Councilor Lunt encouraged parents to sign up their children for the summer reading program. The Library raised \$750 from local businesses and \$600 of it covers the magician to entertain the kids this year.

B. TOWN MANAGER'S REPORT

Mrs. Barnes reported the changes since the last meeting covers the additional full time Police Officer in the Police Department budget and that estimate totals about \$81,000. She made some changes to the Technology Budget based on the information Mrs. Colson received for a module that was not included. She mentioned the total budget is up \$887,907; that does not include taking out the debt service if the Council would like to pay off next year's debt from the unassigned fund balance.

Councilor Kolbe asked about the number of new officers in the Police Department Budget. Mrs. Barnes indicated this budget now has two new officers. Councilor Ward said Councilors appeared divided on this issue during budget discussions and that we needed costs prior to adding in the second officer to the budget. Now that we know the cost, where does everyone stand?

Councilor Albert pointed out that adding the \$81,000 for another officer is fiscally proactive risk management in this situation knowing we have a study indicating the need for it. This decision is not easy to make, but it is why we sit in these chairs. It could be short-sided to skip this decision for \$160,000 because it could have a much larger price tag if something were to go wrong.

Councilor Brunelle said we do not really have 12 officers as Chief Hagan pointed out; we have 10 and we need to consider those coming up for retirement, etc. This should bring us up to where we are supposed to be.

VOTE (2018-111B) Councilor Brunelle, seconded by Councilor Albert moved to add \$81,000 in the Police Department budget for a second new officer. **Order passed – Vote 4-3. (Opposed: Crawford, Lunt, and Kolbe)**

Councilor Crawford said he hated to vote no, but there are many problems with staff shortages in other departments too. He said he would love to get every department up to where it should be, but there is already going to be an increase in taxes. He said people were not going to be happy about this being our main priority when there are already people who feel we spend too much money on the Police Department.

Councilor Ward said we are coming down to the wire with the budget because we have to adopt this June 19. He requested the Town Manager put the budget on the June 5 agenda to discuss the revenues, debt service, and items for undesignated; although we have recommendations, the Council has not chosen which items to include. He said there are some items the Council could remove from the \$887,907 amount. The IT budget should be a part of that discussion as well.

Councilor Ward asked the Town Manager to bring to the meeting what we just added to next year's budget to educate the public what they are getting for that value.

C. DEPARTMENT HEAD WRITTEN REPORTS

(No Comments Were Noted)

APPOINTMENTS - NONE

COUNCILOR COMMUNICATIONS

VOTE (2018-113A) Councilor Albert, seconded by Councilor Kolbe, moved that Council Proclaim this day, the 15th day of May 2018 in honor of Deputy Sheriff Corporal Cole from Norridgewock who lost his life in the line of duty. **Order passed - Vote 7-0.**

AUDIENCE PARTICIPATION FOR NEW ITEMS - NONE

EXECUTIVE SESSION

VOTE (2018-113B) Councilor Kolbe, seconded by Councilor Lunt moved to go into Executive Session at 8:07 PM per 1 MRSA Section 405(6)(C) Acquisition or disposition of real property or economic development. **Order passed – Vote 7-0.**

The Council came out of executive session at 8:10 PM and the meeting resumed.

VOTE (2018-113C) Councilor Lunt, seconded by Councilor Crawford moved to authorize a loan in the amount of \$131,845 from the IRP loan fund to Cordts & Cordts Co., LLC at an interest rate of 5%, fee of 2% for a term of 20 years with the Town holding a third mortgage on land and improvements at 65 Lisbon Road along with Joint and Several Personal Guarantees of John Albert Cordts and Crystal Cordts and Subordinate Collateral Assignment of Rents and Leases and Corporate Guaranty of Black Bear Ladder Co., Inc. **Order passed – Vote 7-0.**

ADJOURNMENT


VOTE (2018-114) Councilor Lunt, seconded by Councilor Crawford moved to adjourn at 9:07 PM. **Order passed - Vote 7-0.**

Twila D. Lycette, Council Secretary
Town Clerk, Lifetime CCM/MMC
Date Approved: June 5, 2018


Business Name: Pinky D's Victualers

INSPECTION REQUIRED

Notice of Compliance (By Ordinance): I, **Dennis Douglass, Health Officer** for the Town of Lisbon hereby certify I have inspected the above establishment and found the premises meet all requirements under the Lisbon Code entitled Victualer and any applicable state regulations.

Signature:  Date: 5/1/18

Notice of Compliance (By Ordinance): I, **Dennis Douglass, Code Enforcement Officer** for the Town of Lisbon hereby certify I have inspected the above establishment and found the premises to be in compliance with applicable life safety codes.

Signature:  Date: 5/1/18

COMPLETE TO HERE BEFORE FILING

INFORMATION

The Councilors are the Municipal Licensing Board. The first Victualer application requires a public hearing, but renewals will not. Public records checks can take up to three or more weeks to process. Complete applications contain the CEO and Health Officer signatures. Councilors meet on the first and third Tuesdays of the month. Complete application and fees paid are required prior to the Council meeting. Meetings are held at the Town Hall at 7PM in the conference room.

Temporary permits can be granted by the Town Clerk, after meeting all the requirements of the ordinance, for no longer than 90 days.

SUGGESTED CONTACTS:

353-3000 Ext 112... Town Clerk
353-3007..... Town Office Fax
353-3000 Ext 111... Deputy Code Enforcement Officer
353-2500..... Police Department
353-3000 Ext 111....Health Officer
287-5671..... State Health Inspection Dept.

624-9693State Sales Tax Division
624-7736.....Bureau of Corporations
624-7220.....Bureau of Alcohol Beverages
287-3841.....Agriculture Dept- Bakery Licenses
624-6550.....Marine Resources
1-800-872-3838..Business Answers


Revised March 12, 2018

Business Name: Pinky D's Itinerant Vendor

INSPECTION REQUIRED

☐ Yes, if preparing food (includes making coffee)
☐ No, if prepackaged ice cream or food

Notice of Compliance (By Ordinance): I, **Dennis Douglass Health Officer** for the Town of Lisbon hereby certify I have inspected the above establishment and found the premises meet all requirements under the Lisbon Code and any applicable state regulations.

Signature:  Date: 5/1/18

COMPLETE TO HERE BEFORE FILING

For Office Use Only

☐ Public Records Check Completed.

Notice of Compliance (By Ordinance): I, **Marc Hagan, Police Chief** for the Town of Lisbon hereby certify I have reviewed this application and the vendor will not create safety problems for either traffic or pedestrians, and that information on file does not indicate the applicant is a person of bad moral character.

Signature: _____ Date: _____

* Pending Receipt of
Landowner Permission **INFORMATION**

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624-6550.....Marine Resources
1-800-872-3838...Business Answers

Business Name: Mardaddy's - Victualers

INSPECTION REQUIRED

Notice of Compliance (By Ordinance): I, **Dennis Douglass, Health Officer** for the Town of Lisbon hereby certify I have inspected the above establishment and found the premises meet all requirements under the Lisbon Code entitled Victualer and any applicable state regulations.

Signature:  Date: 5/23/18

Notice of Compliance (By Ordinance): I, **Dennis Douglass, Code Enforcement Officer** for the Town of Lisbon hereby certify I have inspected the above establishment and found the premises to be in compliance with applicable life safety codes.

Signature:  Date: 5/23/18

COMPLETE TO HERE BEFORE FILING

INFORMATION

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1-800-872-3838..Business Answers

Business Name: Maccladdy's Itinerant Vendor

INSPECTION REQUIRED

- ☐ Yes, if preparing food (includes making coffee)
- ☐ No, if prepackaged ice cream or food

Notice of Compliance (By Ordinance): I, **Dennis Douglass Health Officer** for the Town of Lisbon hereby certify I have inspected the above establishment and found the premises meet all requirements under the Lisbon Code and any applicable state regulations.

Signature:  Date: 5/23/18

COMPLETE TO HERE BEFORE FILING

For Office Use Only

☒ Public Records Check Completed.

Notice of Compliance (By Ordinance): I, **Marc Hagan, Police Chief** for the Town of Lisbon hereby certify I have reviewed this application and the vendor will not create safety problems for either traffic or pedestrians, and that information on file does not indicate the applicant is a person of bad moral character.

Signature:  Date: 5/23/18

INFORMATION

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- 1-800-872-3838...Business Answers

Business Name: Moxie Committee - 1 Wk Festival Permit

INSPECTION REQUIRED

☐ Yes, if preparing food (includes making coffee)
☐ No, if prepackaged ice cream or food

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Signature:  Date: 5/23/18

COMPLETE TO HERE BEFORE FILING

For Office Use Only

☒ Public Records Check Completed.

Notice of Compliance (By Ordinance): I, **Marc Hagan, Police Chief** for the Town of Lisbon hereby certify I have reviewed this application and the vendor will not create safety problems for either traffic or pedestrians, and that information on file does not indicate the applicant is a person of bad moral character.

Signature:  Date: 5/23/18

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2018 Moxie Festival Mass Gathering Application

The 2018 Itinerant/Flea Market/Festival Renewal Application will include the following to be covered under the umbrella of the Moxie Festival and request all fees to be waived.

1. 2018 Moxie Festival; parade, vendors, entertainment (July 13 – July 14 - Rt. 196, Lisbon High School, Main Street, MTM Recreation Center)
2. Lisbon Falls Fire Company – Sausages (July 14 - Main Street Vendor)
3. Lisbon Falls Fire Company – Moxie Boot Drive (July 13 - Rt. 196 – 4:00 – 6:00 p.m.)
4. Lisbon/Lisbon Falls Fire Companies – Fireman's Muster (July 14 – Main Street)
5. Lisbon Rec. Department - Moxie Car Show (July 15 – Lisbon High School)
6. Lisbon Rec. Department - Moxie 5K (July 14 – Lisbon High School – see attached map)

*Should any of these activities require additional insurance, the cost would be incurred by the party responsible for said activity.

LISBON HIGH SCHOOL
MENS AND WOMENS
LOCKER ROOMS

PARKING LOT

**PLEASE PRINT
THIS MAP**

CAPITOL AVE.

RTE 196

REGISTRATION
STATION

XTRA
MART

HINCKLEY ST.

FINISH

FROST HILL AVE.

START

RT 9 (RIDGE) - HILL

MOXIE FESTIVAL

5K

**ROAD RACE MAP
LISBON, ME**

HUSTON ST.

CROSS ST.

1 MILE

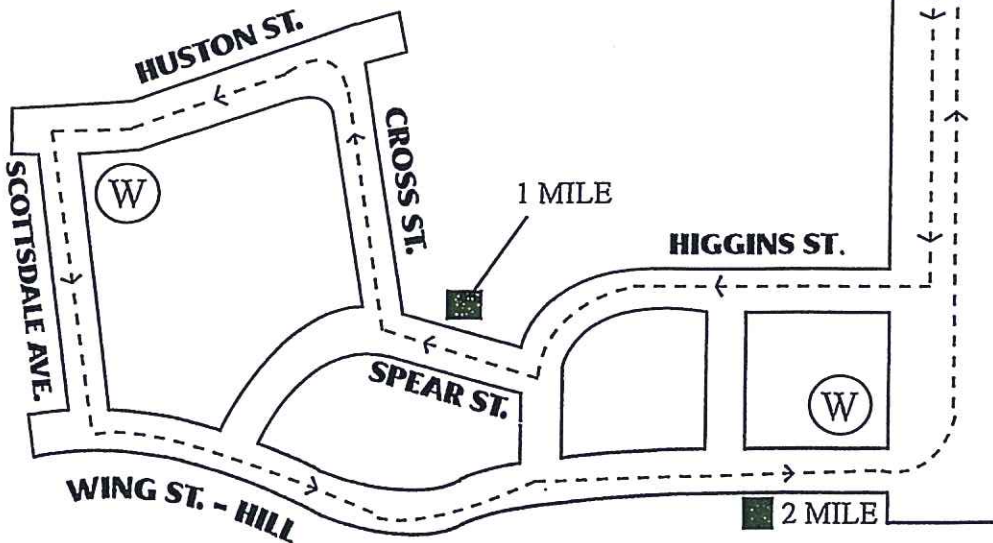
HIGGINS ST.

SPEAR ST.

W

WING ST. - HILL

2 MILE




Business Name: Lisbon Rec - Moxie 5-K Race

INSPECTION REQUIRED

☐ Yes, if preparing food (includes making coffee)
☐ No, if prepackaged ice cream or food

Notice of Compliance (By Ordinance): I, **Dennis Douglass Health Officer** for the Town of Lisbon hereby certify I have inspected the above establishment and found the premises meet all requirements under the Lisbon Code and any applicable state regulations.

Signature:  Date: 5/10/18

COMPLETE TO HERE BEFORE FILING

For Office Use Only

☒ Public Records Check Completed.

Notice of Compliance (By Ordinance): I, **Marc Hagan, Police Chief** for the Town of Lisbon hereby certify I have reviewed this application and the vendor will not create safety problems for either traffic or pedestrians, and that information on file does not indicate the applicant is a person of bad moral character.

Signature:  Date: 5/14/18

INFORMATION

The Councilors are the Municipal Licensing Board. The first Itinerant Vendor application requires a public hearing, but renewals will not. Public records checks can take up to two or more weeks to process. Complete applications contain the CEO and Health Officer signatures. Councilors meet on the first and third Tuesdays of the month. Complete application and fees paid are required prior to the Council meeting. Meetings are held at the Town Hall at 7:00 PM in the conference room.

Temporary permits can be granted by the Town Clerk, after meeting all the requirements of the ordinance, for no longer than 90 days.

SUGGESTED CONTACTS:

353-3000 Ext 118... Town Clerk
353-3000 Ext 111 ...Health Officer
353-3000 Ext 111... Code Enforcement Officer
353-2500..... Police Department
287-5671..... State Health Inspection Dept.

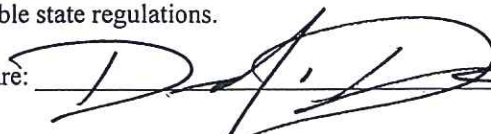
624-9693State Sales Tax Division
624-7736.....Bureau of Corporations
624-7220.....Bureau of Alcohol Beverages
287-3841.....Agriculture Dept- Bakery Licenses
624-6550.....Marine Resources
1-800-872-3838...Business Answers

Business Name: Lisbon Rec -Car Show

INSPECTION REQUIRED

☐ Yes, if preparing food (includes making coffee)
☐ No, if prepackaged ice cream or food

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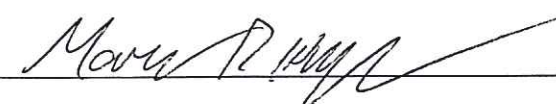
Signature:  Date: 5/10/18

COMPLETE TO HERE BEFORE FILING

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**State of Maine****Bureau of Alcoholic Beverages and Lottery Operations****Division of Liquor Licensing and Enforcement**

8 State House Station

Augusta, ME 04333-0008

Telephone: (207) 624-7220 Fax: (207) 287-3434

Email: MaineLiquor@Maine.gov**DIVISION USE ONLY**

Permit No:

Class:

By:

Deposit Date:

Amt. Deposited:

Cash Ck Mo:

Application for a Catering Permit**\$10.00 (per day)****Check Payable: Treasurer State of Maine****72 Hours in Advance of Said Event or Gathering is REQUESTED**

Please complete this application in its entirety.

License No.: 2015-15-5095 DBA Name: COOK'S Lobster & Ale HouseName of Licensee: COOK'S LAH, INCMailing Address: P.O. Box 11 BTown/ City: Barley Island State: ME Zip Code: 04003Telephone: 833-2818 Fax: 833-5851Email Address: jen@cookslobster.comTitle of Function: Moxie Festival Concert in the ParkPurpose of Function: EntertainmentIs this a public or a private event? PublicLocation of Function: MTM ParkPhysical Address of Function: 18 School St.Town/City: Lisken Falls State: ME Zip Code: 04252☐ Indoor Event ☒ Outside Event (IF OUTSIDE AREA, DIAGRAM MUST BE INCLUDED)Describe specific indoor and/or outdoor area to be licensed: Still T.B.D - Oneof two potential locations. See attached**Outdoor Catering Restrictions:**

1. There must be a stanchion or fence completely enclosing the area. ✓
2. Signs must be posted stating "No alcohol beyond this point". ✓
3. There must be sufficient employees at the event to control and monitor the area. ✓

Date of Function: July 14, 2018 Time - From: 6:00pm To: 8:00pmNumber of Persons Attending: 1000Name of Sponsor: Positive Change LisbonAddress: P.O. Box 382 Town/City: LisbonState: ME Zip Code: 04252 Telephone Number: 751-2417Email address: positivechangelisbon@gmail.com

(Note: By law, liquor can only be served from 5:00 am to 1:00 am of the next day, Sunday through Saturday. Function times can not deviate from this statutory requirement.)

NOTE: Application **must** be submitted with your Eating and Catering License from the Maine Department of Health and Human Services.

May 9, 2018
Date

J. Charbonneau
Signature of Licensee or Corporate Officer

J. Charbonneau
Print Name of Licensee or Corporate Officer

This application must be signed by the appropriate official in the municipality where the function is to be held.

TO STATE OF MAINE MUNICIPAL OFFICERS & COUNTY COMMISSIONERS:

Hereby certify that we have complied with Section 653 of Title 28-A Maine Revised Statutes and hereby approve said application.

Dated at: _____, Maine _____ ss
City/Town (County)

On: _____
Date

The undersigned being: ☐ Municipal Offices ☐ County Commissioners of the
☐ City ☐ Town ☐ Plantation ☐ Unincorporated Place of: _____, Maine



Signature of Officials	Printed Name and Title

Once issued, this permit is not assignable and is valid only for use by the licensee named in this application and for the date, time, and location listed in this application. This permit is issued subject to Maine liquor laws, Title 28-A and the Bureau's Administrative Rules. Penalties for failure to comply with the laws and rules are provided in Chapter 33 of Title 28-A.

The Division of Liquor Licensing & Enforcement is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.

Payments to the Division of liquor licensing & enforcement by check subject to penalty provided by Section 3-B of Title 28A, MRS

Submit completed forms to:
Division of Liquor Licensing and Enforcement
8 State House Station, Augusta, ME 04333-0008 (Regular mail)
10 Water Street, Hallowell, ME 04347 (overnight mail)
Telephone inquiries: 207-624-7220
Fax line: 207-287-3434
Email inquiries: MaineLiquor@Maine.gov

FOR USE ONLY BY DIVISION OF LIQUOR LICENSING & ENFORCEMENT

RESTRICTIONS:

PERMIT NUMBER : _____

[] APPROVED

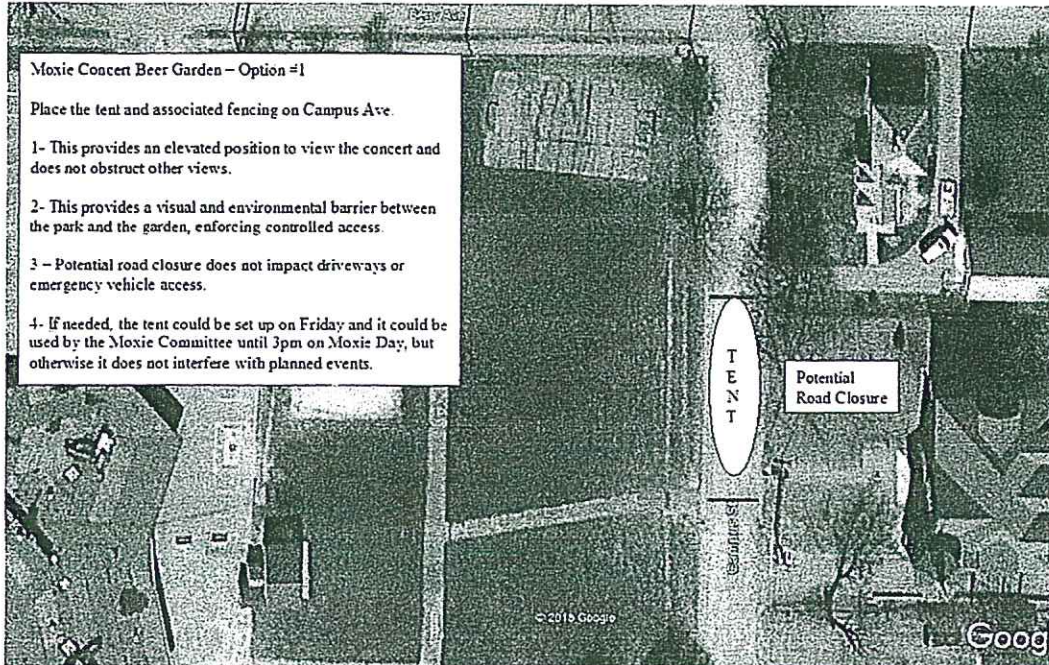
DATED: _____

[] NOT APPROVED

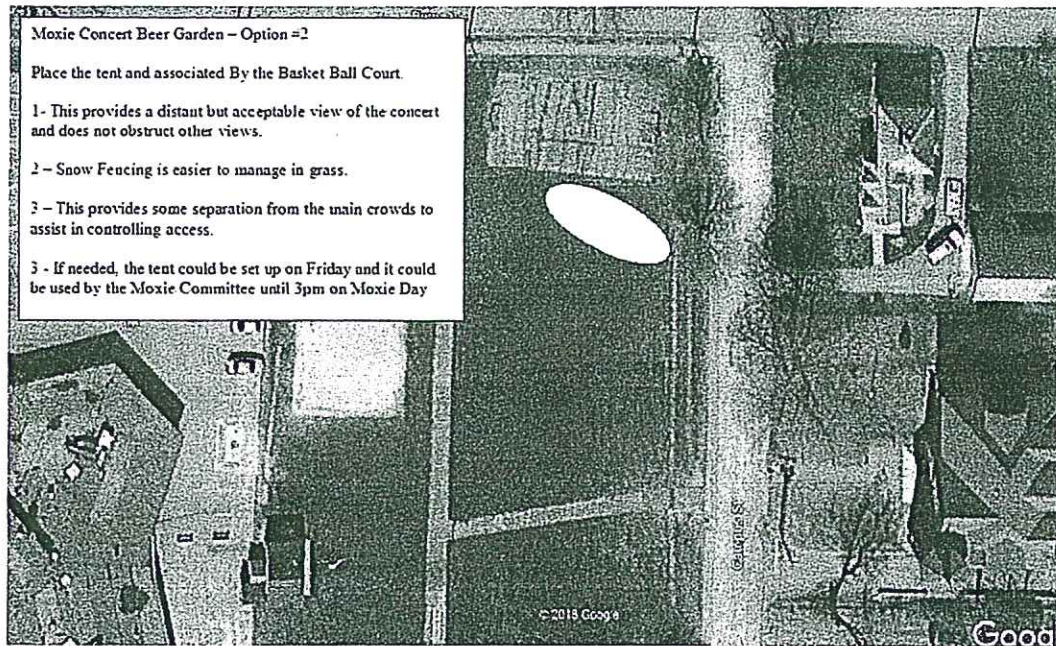
ISSUED BY: _____

Potential Sites of Beer Garden

Site A.



Site B





MEMORANDUM

TO: Diane Barnes, Town Manager
FROM: Tracey Steuber, Economic & Community Development Director
CC: Tom Martin – PW, Chief Hagan– PD, Chief LeClair - FD
SUBJECT: Moxie Festival St. Closure
DATE: June 5, 2018

On behalf of the Moxie Festival Committee we request Town Council's authorization for St. closings and use of other municipal areas in connection with the 2018 Moxie Festival, to be held from Friday, July 13, 2018 through Sunday, July 15, 2018. We specifically need approval for:

1. Closure of Main St. from Rt. 196 to the High St. intersection for Festival activities from 6:00 am to 6:00 pm Saturday, July 14, 2018;
2. Closure of municipal parking lot off Main St., Lisbon Falls on Friday evening (stage set-up at 8:00 pm), July 13, 2018, and continued barricade so that lot will be empty on Saturday, July 14, 2018;
3. Closure of Rt. 196 from 10:00 am to 12:00 pm for the parade on Saturday, July 14, 2018;
4. Closure of Main St. from Rt. 196 to North St. from 6:00 am to 6:00 pm for the parade and festival activities on Saturday, July 14, 2018;
5. Closure of Capitol Avenue in Lisbon Falls from 6:00 am to 12:00 pm for the parade staging area on Saturday, July 14, 2018;
6. Closure of School St. from Main St. to Berry Ave. on Saturday, July 14, 2018 from 6:00 am to 6:00 pm;
7. Closure of Addison from School St. to South St. on Saturday, July 14, 2018 from 6:00 am to 6:00 pm;
8. Closure of Maple St. from Main St. to Pine St. on Saturday, July 14, 2018 from 6:00 am to 6:00 pm;
9. Closure of Oak St. from Rt. 196 to Pine St. on Saturday, July 14, 2018 from 6:00 am to 6:00 pm;
10. Closure of Union St. to Booker St. to Main St. for pedestrian use on Saturday, July 14, 2018 from 6:00 am to 6:00 pm;

11. The ability to close anything deemed appropriate by the Police Chief for safety purposes;
12. Traffic Alerts for the following areas during the 5K Race: Rt. 9 from Ridge to Hill, Hinkley St., Frost Hill Avenue, Higgins St., Spear St., Cross St., Huston St., Scottsdale Avenue, and Wing St..

In addition, we request the following assistance from municipal departments:

1. The placement of a dump truck, trash dumps and bags for refuse in the municipal parking lot for Friday evening, July 13, 2018, Saturday, July 14, 2018 and seven to eight trash barrels on Main St. and five at MTM during the same time period. It would also be helpful to have a worker available to empty trash bags into the dump truck as needed.
2. The placement of barricades for St. and lot closings.
3. Barricades at both the parking lot openings by 6:00 pm Friday, July 13, 2018.

As always we appreciate the town's cooperation in making the Moxie Festival a success. Without your help, it would not be possible.

Twila Lycette

From: Diane Barnes
Sent: Wednesday, May 23, 2018 10:25 AM
To: Twila Lycette
Subject: FW: MMA Nominating Committee's Proposed Slate of Nominees for MMA Vice President and Executive Committee Members

Twila,

I believe this will need to go on the next agenda.

Diane

From: Key-Municipal-Officials-owner@imail.memun.org <Key-Municipal-Officials-owner@imail.memun.org> **On Behalf Of** Stephen W. Gove
Sent: Friday, May 18, 2018 2:41 PM
To: Key-Municipal-Officials@imail.memun.org
Cc: Theresa Chavarie <tchavarie@memun.org>
Subject: MMA Nominating Committee's Proposed Slate of Nominees for MMA Vice President and Executive Committee Members



Maine Municipal
Association

60 COMMUNITY DRIVE
AUGUSTA, MAINE 04330-9486
(207) 623-8428
www.memun.org

NOTICE

TO: Key Municipal Officials of MMA Member Cities, Towns and Plantations
FROM: MMA Nominating Committee
RE: Proposed Slate for MMA Vice President and Executive Committee Members
DATE: May 18, 2018

The MMA Nominating Committee is pleased to put forth the **Proposed Slate for MMA Vice President and Executive Committee Members** to serve on the MMA Executive Committee. The MMA Executive Committee is the governing body of the Maine Municipal Association and is made up of the three officers and nine members. The officers are elected to serve one-year terms and the members are elected to serve staggered three-year terms. The following is a direct link to the area of MMA's website where you can access the Biographical Sketch of Proposed Slate of Nominees along with other information relating to the MMA Nomination, Petition & Election Process.

<https://www.memun.org/About-Us/Governance/MMA-Nomination-Process>

The MMA nominating process is taken seriously and involves careful consideration of many factors to assure that there is good representation on the MMA Executive Committee based on geographical location, population size,

elected vs. appointed officials, etc. The Nominating Committee interviewed all candidates for the Vice President and Executive Committee positions.

NOMINEE FOR MMA VICE PRESIDENT

Pursuant to the MMA Bylaws, individuals who have served as a member of the Executive Committee for at least one year within the past five years are eligible to serve as the MMA Vice President. Accordingly, the MMA Nominating Committee has proposed the following candidate to serve as the MMA Vice President for a one-year term (January 1, 2019 – December 31, 2019):

Christine Landes, Town Manager, Town of Bethel

NOMINEES FOR MMA EXECUTIVE COMMITTEE

Also pursuant to the MMA Bylaws, candidates for the Executive Committee must be from a Member Municipality and serve as a municipal officer (a selectperson or councilor of a town; a mayor, alderman or councilor of a city); a city or town manager; or the chief appointed administrative official of a member municipality.

Accordingly, the Nominating Committee has proposed the following candidates continue to serve as MMA Executive Committee members for a full three-year term (January 1, 2019 – December 31, 2021):

Elaine Aloes, Chair of Selectboard, Town of Solon
William Bridgeo, City Manager, City of Augusta

The Nominating Committee has proposed the following candidates to serve as new MMA Executive Committee members for a full three-year term (January 1, 2019 – December 31, 2021):

Melissa Doane, Town Manager, Town of Bradley

Municipal officials who will continue to serve their respective roles and terms on the MMA Executive Committee include:

Officers serve 1-year terms ending December 31, 2019

President: Mary Sabins, Town Manager, Town of Vassalboro
Immediate Past President: Linda C. Cohen, Mayor, City of South Portland

Members: Terms ending December 31, 2019

James Gardner, Jr., Town Manager, Town of Easton
Suzanne Heard, Chair of Selectboard, Town of Arrowsic
Seat will be vacant effective 12/31/2018 (*to be filled by the MMA President with concurrent of the full Executive Committee*)

Terms ending December 31, 2020

James Bennett, City Manager, City of Biddeford
Jill Duson, Councilor, City of Portland
Gary Fortier, Councilor, City of Ellsworth

PETITION PROCESS

Pursuant to the MMA Bylaws, nominations may also be made by Petition signed by a majority of the municipal officers in each of at least 5 member municipalities. Such petitions must be filed with the MMA Executive

Director no later than 40 days prior to the date of the Annual Election. Accordingly, the deadline for Nominations by Petition is by **4:30 p.m. on Monday, July 9, 2018.**

A **Petition Form** is available for use by any municipality that wishes to nominate an additional candidate. A candidate for the Executive Committee must be a municipal officer (a selectperson or councilor of a town; a mayor, alderman or councilor of a city); a city or town manager; or the chief appointed administrative official of a member municipality. A candidate for vice president must have served on the MMA Executive Committee for at least one year.

ELECTION PROCESS

Once the petition process is complete in early July, the official VOTING BALLOT will be mailed to each member municipality for municipal officials to cast their vote. The Voting Ballot will include the Proposed Slate as recommended by the MMA Nominating Committee and any successful petition candidate. The Voting Ballots will be counted under the direction of the MMA President Linda Cohen (Mayor, City of South Portland) on Friday, August 17, 2018.

If you have any questions or would like additional information regarding the nomination, petition and election process, please visit the MMA website at www.memun.org or contact Theresa Chavarie, Manager of Member Relations & Executive Office, at 1-800-452-8786 ext. 2211 or by e-mail at tchavarie@memun.org.

**TOWN OF LISBON
FEDERAL DOT
ALCOHOL AND CONTROLLED SUBSTANCES TESTING POLICY**

STATEMENT OF POLICY;

The safety and well-being of our drivers, employees and the general public, requires that our Drivers perform their duties free from the effects of alcohol and/or drugs. A drug-free workplace is especially important to the transportation industry. A driver who uses or abuses alcohol and/or drugs is a hazard to this company, the general public, other employees and him/herself.

Designated Employer Representative (DER)/Program Administrator

This company as the alcohol/drug testing program administrator has designated the HR Assistant as the DER to oversee and administer this program. In this function, the HR Assistant will be responsible to answer any questions from the drivers, administrators, or the public in general.

The DER/program administrator will handle all information on all tests of covered drivers as confidential. The DER/program administrator may provide such information as necessary to the supervisor to enable him/her to take proper disciplinary action as warranted. The DER/program administrator may also release test information to this company's substance abuse professional to use to evaluate and recommend appropriate follow-up.

DRIVERS SUBJECT TO TESTING;

All drivers who must have a commercial driver's license to perform their duties, which are considered as safety-sensitive, will be subject to the alcohol and/or drug testing as outlined in this policy and required by title code of federal regulations CFR Parts 40 and part 382.

DRIVERS COMPLIANCE WITH REGULATION;

All drivers subject to alcohol and drug testing must be in compliance with regulations and this policy at all times while in a working status for this company. This will include all time spent performing safety-sensitive functions or just before or just after performing safety-sensitive functions.

Safety-Sensitive Function means all time from the time the driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work. Safety-sensitive functions shall include:

- 1) All time at an employer or shipper plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty from employer;
- 2) All time inspecting equipment as required by Sect. 392.7 and 392.8 of 49 C.F.R. otherwise inspecting, servicing, or conditioning any commercial motor vehicles at any time;
- 3) All time spent at the driving controls of a commercial motor vehicle in operation;
- 4) All time, other than driving time, in or upon any commercial motor vehicle except time resting in a sleeper berth (a berth conforming to the requirements of section 393.76 of 49 C.R.F.
- 5) All time loading or unloading a commercial motor vehicle, supervising or assisting in the loading or unloading, attending a commercial motor vehicle being loaded or unloaded. Remaining in readiness to operate the commercial motor vehicle or in giving or receiving receipts of shipments loaded or unloaded.
- 6) All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

SUBSTANCES TESTED FOR;

The following substance will be tested to determine their presence:

- 1) Alcohol (Breath Alcohol Test)
- 2) Marijuana (THC)
- 3) Cocaine
- 4) Amphetamines
 1. Amphetamine
 2. Methamphetamine
 3. MDMA (Ecstasy)
 4. MDA
- 5) Opioids
 1. Codeine
 2. Morphine
 3. 6-AM (heroin)
 4. Hydrocodone
 5. Hydromorphone
 6. Oxycodone
 7. Oxymorphone
- 6) Phencyclidine (PCP)

PROHIBITED CONDUCT;

During the time that drivers are performing safety-sensitive functions, they shall not:

- 1) Report to and/or remain on duty with an alcohol concentration of 0.04 or greater;
- 2) Possess any alcohol;
- 3) Use any alcohol;
- 4) Perform safety-sensitive functions within four hours after using alcohol.
- 5) Use any alcohol for eight hours after an accident which will require the driver to be tested for alcohol or until tested.
- 6) Refuse to submit to a required alcohol and/or controlled substance test;
- 7) Report to or remain on duty when using any controlled substance, except when under physician's orders and the physician has informed the driver that the use will not affect the safe operations of a commercial vehicle;
- 8) Report to or remain on duty if he/she has tested positive for controlled substance.

TEST REQUIRED;

All drivers who are required to be tested for alcohol and/or controlled substances use or miss-use will be tested under the following circumstances;

- 1) **Pre-employment or pre-use.** All applicants for jobs requiring a commercial driver's license will be required to be tested for the use of controlled substances.
- 2) **Random:** All drivers are subject to random alcohol and controlled substance testing. Currently ten percent of all drivers will be selected to submit to unannounced random alcohol testing and 50% for controlled substances, which will be spread throughout the calendar year (unless the FMCSA announces another testing level). The company has entered into a consortium pool including drivers from other companies and the 10 and 50 percent levels will apply to the entire pool of drivers.
- 3) **Post Accident.** Drivers will be alcohol and controlled substance tested in all accidents involving a fatality. If the accident is one where one or more vehicles were towed from the scene of the accident or involves somebody being injured to the degree that the injury must be treated immediately away from the scene of the accident then the commercial vehicle driver must also receive a summons for a "moving traffic violation" as a result of the accident before a test will be directed.

- 4) **Reasonable suspicion.** All drivers who exhibit signs and/or symptoms of alcohol and/or controlled substance use or miss-use, which are observed by a trained company supervisor, while performing safety sensitive functions will be, required to submit to an alcohol and/or controlled substance test.
- 5) **Return to Work.** A driver, who previously tested positive for alcohol and/or controlled substance, must submit to a return to duty alcohol and/or controlled substance test, the result must be negative to be enabled to return to duty. Observed collections are required.
- 6) **Follow up.** A driver who previously tested positive and has returned to duty must submit to at least six alcohol and/or controlled substance tests during the first 12 months after returning to work. Follow-up tests will be announced and the collection of the urine specimen will follow the DOT procedures for direct observation. They may continue for up to sixty months after returning to work. Any additional over and above the required six follow up tests will be at the direction of the substance abuse professional. Observed collections are required.

TESTING PROCEDURES;

This company has contracted with Affiliated Drug Testing Services to administer/manage the alcohol testing and collection of the urine specimen(s) for controlled substance testing.

Once a driver has been directed to submit to an alcohol and/or controlled substance test, he/she will proceed immediately to the testing area. Drivers must comply with the lawful request to the technician doing the alcohol and/or controlled substance test.

The selected driver will be required to provide a urine specimen for controlled substance testing and/or a breath or saliva sample of analysis of alcohol concentration.

The driver will be required to provide photo identification prior to testing. The privacy will be ensured at the facility by means of voiding in private enclosure. A split sample will be procured and both samples will be sent to the lab.

Proper chain of custody procedures will be followed to ensure that the specimen submitted is indeed the specimen that belongs to the selected driver. The specimen will be sealed to prevent tampering during transport to the laboratory. Federal certified laboratories will be utilized for testing (drugs) and two separate methodologies will be performed to verify all specimens as positive prior to controlled substances reporting to the medical review officer.

All tests results are treated confidentially and no results will be released to outside parties without the drivers express consent or when required by law, rule or regulation or expressly authorized.

Only testing devices, which have been approved by the national highway traffic administration and conducted by trained breath alcohol technicians or trained screening test technicians will be accepted.

REQUIREMENT DRIVERS MUST SUBMIT TO TESTS:

All drivers who are required by FMCSA 49 CFR Parts 40 and 382 regulations and this policy to be subjected to alcohol and/or controlled substances tests must fulfill that requirement when so directed by the DER/program administrator or trained supervisor

REFUSAL TO TEST:

The following circumstances will be construed as refusing to submit to an alcohol and/or controlled substance test:

1. Failure to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer, consistent with applicable DOT agency regulations, after being directed to do so by the employer. This includes the failure of an employee (including an owner-operator) to appear for a test when called by a C/TPA;
2. Failure to remain at the testing site until the testing process is complete; provided that an employee who leaves the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test;
3. Failure to provide a urine specimen for any drug test required by this part of DOT agency regulations; provided that an employee who does not provide a urine specimen because he or she has left the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test;
4. In the case of a directly observed or monitored collection in a drug test, failure to permit the observation or monitoring of a specimen;
5. Failure to provide a sufficient amount of urine when directed and it has been determined through a required medical evaluation that there was no adequate medical explanation for the failure;
6. Failure or decline to take an additional drug test the employer or collector has directed you to take;
7. Failure to undergo a medical examination or evaluation as directed by the MRO as part of the verification process or as directed by the DER under 401.193. In the case of a pre-employment drug test, the employee is deemed to have refused to test on this basis only if the pre-employment test is conducted following a contingent offer of employment. If there was no contingent offer of employment, the MRO will cancel the test; or

8. Failure to cooperate with any part of the testing process (e.g., refuse to empty pockets when so directed by the collector, behave in a confrontational way that disrupts the collection process, failure to wash hands after being directed to do so by the collector);
9. For an observed collection, failure to follow the observer's instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process;
10. Possess or wear a prosthetic or other device that could be used to interfere with the collection process;
11. Admit to the collector or MRO that you adulterated or substituted the specimen;
12. Refusal to sign Step 2 of alcohol test form;

As an employee, if you refuse to take a drug or alcohol test, you incur the consequences specified under DOT agency regulations for a violation of those DOT agency regulations;

CONSEQUENCES FOR DRIVERS FOUND TO HAVE VIOLATED SUBPART B OF CFR PART 382:

- 1) Driver will be immediately removed from safety-sensitive functions and referred to a DOT qualified substance abuse professional (SAP).

NOTE: No driver who has engaged in conduct prohibited by subpart B of Part 382 shall perform safety-sensitive functions, including driving a commercial motor vehicle, unless the driver has met the requirements of part 40 subpart O.

SELF-IDENTIFICATION:

The Company encourages employees who recognize that they may have a problem with drugs and/or alcohol to seek assistance for resolving that problem before they have a DOT violation due to a positive test result or because they engaged in other DOT prohibited conduct.

An employee who admits to a drug and/or alcohol problem will not have a DOT violation. He/she will be given an opportunity to obtain a chemical use assessment from Company's Employee Assistance Program (EAP). Prior to the assessment, however, Company will require the employee to sign a release of information that will enable its DER to receive the

results of the assessment, and to receive subsequent reports related to the assessment, and the employee's successful completion of all recommendations for assistance.

The following conditions must apply to the employee's self-admission:

- The employee's admission cannot be made during his/her on-duty time. It must occur prior to the employee's reporting for duty on any particular day.
- The employee's admission cannot be made in an attempt to avoid a required DOT drug test.
- Under 49 CFR Part 382.121, DOT requires the Company to remove the driver from safety-sensitive functions, including driving.
- When the Company is satisfied that the driver has complied with the EAP's recommendations for assistance, it will return the employee to safety-sensitive functions provided that:
 - Prior to returning to safety-sensitive functions the employee will be required to provide a negative DOT drug and/or alcohol test result on a Return-To-Duty test, and
 - After being returned to safety-sensitive function, the employee will be subject to follow-up non-DOT testing, as permissible by the Company's policy for non-DOT drug and alcohol testing, under the laws of this state.
- An employee who self-identifies under this policy and who then fails to comply with the EAP's recommendations will be considered to have engaged in conduct prohibited by the DOT in 49 CFR Part 382, Subpart B, and will not be permitted to return to safety-sensitive functions until he/she has successfully complied with the SAP return-to-duty process.

DISCIPLINARY ACTION;

Any driver who violates either the FMCSA safety regulations or this policy may be subject to disciplinary action up to and including dismissal.

Any driver who tests positive for either alcohol and/or controlled substance for the first time will be offered an opportunity for rehabilitation as required under Maine law. This will not apply to job applicants.

Drivers who are found to have an alcohol concentration of 0.02 or greater but less than 0.04 will be taken out of duty for a minimum of 24 hours. It is the company's policy that such time out of duty will be without pay.

INFORMATION

This company will provide each driver subject to the federal motor carrier safety regulations a copy of this policy.

In addition, company will provide to each employee information concerning the effects of alcohol and controlled substances use on an individual's health, work and personal life; signs and symptoms of an alcohol or a controlled substances problem and available methods of intervening when an alcohol or a controlled substances problem is suspected, including confrontation, referral to any employee assistance program and/or referrals to management.

ACKNOWLEDGMENT;

I certify that I have received and read a copy of my company's alcohol and controlled substances testing policy,

Driver's Name Printed

Driver's Signature

Date

ALCOHOL & DRUG INFORMATION

What is a Drug?

A drug is any substance that contains chemicals which alter the brain and changes a person's behavior or functioning.

Drugs and alcohol alter the brain in different ways depending on the drug by:

1. Speeding it up
2. Slowing it down
3. Changing the pain center
4. Altering judgment ability
5. Putting it to sleep
6. Killing it (Overdose)

Employees under the influence may exhibit:

1. Greatly impaired ability to drive and or perform safety sensitive functions
2. Decreased coordination and reflex action
3. Slowed reaction times
4. Increased breaking distance
5. Drowsiness and or nod off
6. Impaired vision and an inability to track moving objects
7. Lack of judgment in time or space
8. Unsafe practices and/or risk taking actions
9. Erratic behavior and mood changes

Brain altering chemicals include:

1. Alcohol
2. Controlled substances
3. Designer Drugs (Hallucinogens)
4. Prescription Medicines
5. Over the Counter: Cough and Cold Medicines, Nyquil, Antihistamines, Decongestants,, Inhalants, Caffeine, , Energy Drinks, Pain relievers, Mouthwashes, Reducing aids,
6. Sleeping aids

More drug information is available at:

www.nida.nih.gov

www.health.org

www.dea.gov

Getting Help:

1. Alcoholics Anonymous (AA) Look in telephone directory or call 212-870-3400
2. American Council on Alcoholism Assisted Recovery 1-800-527-5344
3. National Council on Alcoholism and Drug Dependence Hopeline 1-800-622-2255
4. Cocaine Anonymous 1-800-347-8998
5. National Institute for Drug Abuse 1-800-622-4357

ALCOHOL (Booze)

1. Alcohol belongs to a class of chemicals known as sedative-hypnotics which depress the central nervous system, affecting all sensory-motor functions
2. Socially accepted, it is the most used and abused drug in the United States
3. Is considered a recreational beverage if consumed in moderation. Chronic consumption (3 or more servings per day) may over time cause health problems
4. Up to 10% of all people who drink become physically and/or mentally dependent on alcohol and can be termed "alcoholic"
5. Alcoholics are 15 times more like to commit suicide
6. Impaired reflexes and decreased muscle control, coordination can be objectively measured with as little as two drinks in the body
7. Profound impairment and decreased coordination at the .10 level is experienced in 100% of drinkers

ALCOHOL effects:

1. Alcohol first acts on the Outer Cortex of the brain; the thinking and judgment center. The first to go is judgment, logical thinking, inhibition, self-control and fine motor skills. Also affected is the drinker's perception of reality and he/she may take more risks. Vision is affected: Double, blurred, light fixation, distortion of distance estimation.
2. Next Affects on the Relay Center of the Brain. This center sends messages to the body to react and it controls gross motor skills, coordination and more sensory effects. If the relay center is dulled, reflexes are impaired and breaking time and reaction time will be lengthened, sensations may be dulled, muscle coordination may be impaired, self-control may be severely affected and aggressive behavior may result.
3. The last area of the brain affected is the Brain Stem that controls breathing and involuntary life functions. This is why you nod off and feel sleepy. May cause coma and death if concentration becomes higher than body can eliminate.
4. In the brain stem there is an area about the size of a pea sends electrical signals out to try to wake the brain. Alcohol has to wear off before signals can be sent out. Time is the only factor to sober a person. NOTE: In heavy drinker, signals are sent out all the time and as alcohol wears off, he/she gets withdrawal symptoms due to over stimulation.

Longer Lasting effects: Long term heavy used can lead to alcoholism and fatal cirrhosis of the liver, kidney disease and damage, heart disease, pancreatitis, spontaneous abortion and neonatal mortality, ulcers, birth defects, decreased sexual functioning, increased cancers of the mouth, tongue, pharynx, esophagus, rectum, breast, and malignant melanoma.

BARBITURATES
(Barbs, Goofballs, Amytal, Butisol, Seconal)

1. Prescription sedatives (downers) that act as central nervous system depressants or sleeping pills
2. Medically, barbiturates are prescribed for acute anxiety, tension and sleep disorders;
3. Sedate and cause relaxation, peacefulness, sleepiness
4. Swallowed as tablet, capsule or liquid solution, injected.
5. Can cause euphoria, pleasurable intoxication, dizziness
6. Dilated pupils.
7. High doses, cause impairment of memory, judgment and coordination, irritability, paranoia and suicide ideation.
8. Withdrawal, moods swings, depression

Longer Lasting effects: Chronic fatigue or insomnia. Long term use can lead to dependence and addiction. Tolerance leads to increased doses, risks of life-threatening complications and severe withdrawal symptoms. Death can come from stopped breathing. Can cause worsening of pre-existing emotional disorders

MARIJUANA
(Cannabis, Pot, Grass, Weed, Reefer, Acapulco Gold, Hash, Thai stick, Blunt, Boom, Dope, Herb, Jane, Skunk, Marinol, THC, Sinsemilla, Mary Jane, Hemp etc.)

1. From the hemp plant Cannabis sativa; leaves are dried, broken into small pieces and smoked. May be cooked in foods and eaten. Hashish is a concentrated form made from resins, compressed into cakes and smoked.
2. THC is the active chemical which reacts with the brain. THC is highly fat soluble and is slowly released in body. A regular smoker (1-3 x /week) is never free of the drug.
3. Marijuana is 25 times stronger today. 3-5 joints today are the equivalent of 15-40 joints in the 60-70's.

Marijuana effects:

1. To the mind: Distorts perception of reality; hallucinations
2. To the body: Increases heart rate, lowers blood pressure, and limits control of movement.
3. Feelings: tranquil, mellow, relaxed, "I don't care" attitude,
4. Bouts of laughter, continuous talking, and increased sensitivity to audio and visual effects. For some euphoria and lowered inhibitions
 - a. Confusion, disorientation, recent short term memory loss, reduced attention span and slowed reaction times; 1 joint reduces reaction time by 42% for 4-6 hr. 2 joints reduces it by 63%
5. Users may have difficulty tracking moving objects, lack of judgment in time & space
6. Reddened eyes, dazed eyes, irritating cough

Longer Lasting effects:

1. Can cause learning problems, hallucinations, toxic psychosis, delusions, panic attacks and depersonalization
2. Chronic fatigue, insomnia and lack of motivation
3. Greater risk of lung cancer and other lung diseases
4. Heart problems especially if undiagnosed conditions are present.
5. Lowers the immune system response making users more susceptible to infection.
6. THC concentrates in the ovaries and testes which can lead to decrease in fertility and temporary sterility, decrease in sperm count, increase in estrogen (female hormone) and decrease of testosterone (male hormone).
7. Pregnant women who are chronic smokers have higher than normal incidence of stillborn births, early termination of pregnancy and higher infant mortality rate.
8. Long term negatives effects on mental functions known as “acute brain syndrome, which is characterized by disorders of memory, cognitive function, sleep patterns and physical conditions.

BENZODIAZEPINES

(Tranks, Downers, Blues, Yellows, Mebaral, Quaaludes, Xana)

1. Prescription tranquilizers that depress the central nervous system
2. Librium, Valium, Dalmane, Tranxene, Diazepam, Xanax, Nembutal, Lorazepam, Ativan and others.
3. Benzodiazepines are prescribed for anxiety, acute stress reactions, and panic attacks.
4. Addicts utilize Valium in high doses to counter the excitatory effects of other drugs or as a means of inducing tranquil states.

Benzodiazepines effects:

1. Lower doses produce relaxation and calmness, drowsiness.
2. Higher doses have muscle-relaxing effects
3. Can cause mild euphoria, drowsiness, hostility, dizziness, depression, blurred and double vision, memory loss, confusion, hallucinations, nausea, rash, lack of coordination.

Longer Lasting effects: Long term use can lead to dependence and addiction. Can cause nightmares, loss of sexual function, mood swings, and tension and can cause coma and death.

COCAINE

(Blow, Snow, Coke, Toot, Flake, Nose Candy, White Lady, Free Base, Rock, Big C, Bump, speedball)

1. A central nervous system stimulant.
2. White crystalline powder from the Coca plant that is snorted, rubbed on gums or injected into veins. Crack cocaine, is a dried form mixed with baking soda or

ammonia in water. It is then heated and smoked as a vapor. The effect is felt in seven seconds.

3. Cocaine causes the strongest mental dependence of any known drug. Can occur with one "hit"
4. Treatment success rate is lower than other drugs.

Cocaine Effects:

1. Gives a quick orgasmic rush, then energetic alert with no need for food or sleep. Most powerful stimulant known. Gives a "rush" of euphoric feelings. Lasts 30 min-1 hour. The high is so fast and great people want more. The higher the HIGH, the lower the LOW (depression, fatigue, apathy).
2. Heightened feeling of confidence, strength, energy and endurance, insomnia
3. Rapid heartbeat, pulse and breathing; can cause heart failure and ruptured blood vessels, strokes and seizures; in rare cases sudden death with first use.
4. Dilated pupils, blurred and impaired vision
5. Anxiety, mood swings, paranoia, hallucinations
6. Tremors and convulsive movements
7. Running irritated nose, sense of bugs on skin
8. Wide mood swings and sometimes violent reactions
9. Sensations of insects crawling under the skin

Longer Lasting effects: Regular use may upset the chemical balance of the brain and destroy nasal tissue. IV use increases incident of infections; endocarditis, hepatitis, HIV and AIDS. Isolation is common. Addicts withdraw from friends. Addicts will avoid eating to use. Addicts will sell possessions and steal to support the habit. Overdose is common. Taken with depressants death due to overdose is rapid. Regular use can upset the chemical balance of the brain. It can cause irreparable damage to critical nerve cells and lead to CNS illnesses like Parkinson's disease. Can cause strokes, rupture vessels and cause heart attacks.

AMPHETAMINES

(Speed, Uppers, Dexies, Bennies, Black beauties, Rits, Crystal,)

1. Central Nervous System stimulants that speed up the mind, body and speech
2. Usually in pill form taken by mouth
3. Methamphetamine is a powder taken orally, injected or snorted
4. At lower doses gives a sense of alertness and increased energy.
5. Higher doses provide mental exhilaration and elevated moods giving user a false sense of mastery and control and increases risk taking

Amphetamine effects:

1. No sense of fatigue (Wide-eyed sleepy people)
2. Inability to sleep, restlessness, anxiety, mood swings, hyperactivity, talkativeness
3. Exaggerated reflexes, convulsions

Longer Lasting effects: Strong psychological can happen if used regularly. Can cause coma, heart attacks and strokes due to spiking blood pressure and increased heart rate, hallucinations, paranoia and/or panic attacks. Also can cause depression, loss of appetite, headaches, dizziness, rapid respiration, increased perspiration and profuse sweating. Toxic psychosis similar to schizophrenia in high doses can occur and may cause violent bizarre acts. Hangover affect is characterized by physical fatigue and exhaustion.

OPIATES

(Junk, Morpho, Big D, Emma, Juice, Codeine, Horse, Smack, China White, Opium, Dollies, Scag)

1. Narcotics that relieve pain, depress body functions and reactions, cause drowsiness and induce sleep.
2. Synthetics: Tylox, Percodan, Darvon, Demerol, Oximorphone, Percodan, Numorphan, Methadone, Oxicontin, Vicodin. Non-synthetics: Heroin, Opium, Morphine, Codeine
3. Narcotics have a legitimate medical use by prescription for pain relief and are given by pill or injection.
4. Illegal use: Pill forms may be crushed then injected, smoked, or snorted.
5. Heroin (Big H, Black Tar, Dope, Junk, Skunk, Smack) There are over 500,000 heroin addicts in the U.S. It accounts for 90% of the narcotic use in this country because it is now snortable and smoke able. This also makes experimentation more inviting. Gives user a full-on euphoria. Costs for heroin can reach hundreds of dollars/day.
6. Cheese: Starter heroin. Tylenol PM is crushed with a small amount of heroin. It looks like Parmesan cheese.

Opiate effects:

1. May give an immediate rush followed by peacefulness, a sense of well-being and short lived euphoria (particularly in higher doses)
2. Withdrawal is very bad and painful.
3. May cause mental and physical impairment
4. Constricted pupils, depression apathy, impaired coordination and mental functioning, fatigue and drowsiness, mood changes.

Longer Lasting effects: Tolerance leads to the ever-increasing need for more. Leads to strong mental and physical dependence and intense craving, anxiety, lack of appetite, inability to sleep. Constipation, slow breathing, gastrointestinal and respiratory disturbances. Repeated use develops tolerance to nausea and vomiting then tolerance to desired effects also develops requiring increased dosage. Drowsiness may progress to coma, irregular breathing and heartbeat, respiratory and cardiac arrest. Death from overdose can occur. IV users have high risk of contracting hepatitis, HIV and AIDS

PCP-PHENCYCLIDINE
(Angel Dust, Rocket Fuel, Super Kools, Killer Weed, Hog)

1. Was developed in late 1950's as a surgical anesthetic. Numbs the body to pain. Today it has no lawful use or legal manufacture. It was found to have unusual side effects and can cause coma and death with first use
2. Today PCP is prepared illegally as a crystalline powder or clear liquid
3. Often sprinkled on parsley or marijuana and eaten or smoked
4. Commercial cigarettes can be dipped in the liquid (If smoked it affects user within 5 minutes)

PCP- effects:

1. Muscle rigidity and numbness, body stiffens, "robotic-like" movements
2. Violent and erratic, unpredictable, bizarre behavior
3. Mental changes resembling a schizophrenic freak-outs or depression
4. Incredible hulk hallucinations and super human strength, animal-like behavior
5. Altered state of consciousness, sleepiness
6. Routine tasks like driving and walking may become difficult
7. Loss of concentration and memory
8. Visual disturbances and blank stare, jerky eye movements, dilated pupils
9. Disorientation and confusion - Delirium

Longer Lasting effects: Irreversible memory loss, personality changes and thought disorders. Coma, catatonia, toxic psychosis and suicide tendencies. Convulsions, brain hemorrhage, kidney failure, fatal accidents, ongoing speech problems, alternating high and low blood pressure. During toxic psychosis user may become aggressive and assaultive and commit murder, self-mutilation and suicide.

METHAQUALONE
(Ludes, Sopors, Qualudes, Stumble Cookies, Mandies, Luding Out, Mandrake, Mandrix, 714's, Lemmons, Furies, Quas, Quacks, Quads, Soaps, Super Soper)

1. **Methaqualone** is a sedative-hypnotic drug that is similar in effect to barbiturates. It is a general central nervous system depressant. It also possesses anti-convulsing, anti-spasmodic, local anesthetic, anti-tussive and weak antihistamine action.
2. Its use peaked in the 1960s and 1970s as a hypnotic, for the treatment of insomnia, and as a sedative and muscle relaxant.
3. In 1972 it was the sixth-best-selling sedative in the USA where it was legal under the brand name Quaalude; at that time "luding out" was a popular college pastime. This is the similar effect of an alcoholic blackout with no recollection of events.
4. It has been used illegally as a recreational drug, commonly known as Quaaludes.

Methaqualone effects:

1. Effects can include euphoria, drowsiness, reduced heart rate, reduced respiration, increased sexual arousal (aphrodisia), and paresthesias (numbness of the fingers and toes).
2. Larger doses can bring about respiratory depression, slurred speech, headache, and photophobia (a symptom of excessive sensitivity to light).

Longer Lasting effects: An overdose can cause delirium, convulsions, hypertonia, hyperreflexia, vomiting, renal insufficiency, coma, and death through cardiac or respiratory arrest. It resembles barbiturate poisoning but with increased motor difficulties and a lower incidence of cardiac or respiratory depression.

ECSTASY (E or X)

(Nike swoosh, Batmans, CK, Playboy bunnies, Adam, Bean, E, Roll, XTC)

1. **MDMA (3,4-Methylenedioxymethamphetamine)** – colloquially known as *Ecstasy* is a synthetic drug that in 1985 under the Controlled Substance Act was moved to Schedule 1 status with not accepted medical use.
2. It comes in tablet form and has characteristics of both stimulants and hallucinogens. It is usually ingested in tablet form but may be snorted. It can be, but is rarely injected.
3. MDMA was first synthesized and patented in Germany in the early 1900s as a psychotherapeutic drug to enhance communication in patient sessions.
4. In the mid-1980s MDMA was being used at all night club dance parties, now referred to as “raves” and electronic dance music. It is now one of the most widely used recreational drugs in the world despite the known negative consequences. Users take MDMA mainly for their stimulant effect because on it they can party and dance for extended periods. Peak levels are reached in about an hour.

MDMA can induce:

1. Euphoria, intense joy and delight, mood enhancement last for 3-6 hours (dose dependent)
2. Elevated self-confidence and energy
3. A sense of intimacy with others, empathy, loss of inhibitions
4. Diminished anxiety and depression
5. Fixation with sights and sounds, blurred vision, chills and /or sweating
6. Distorted time and perception.

Longer Lasting effects: Use in hot crowded night clubs coupled with extended dancing can lead to dehydration and hyperthermia. It can diminish the body's ability to regulate its own body temperature. MDMA increase in heart rate and blood pressure, hypertension, kidney failure and seizures are also possible. Repeated use of ecstasy ultimately may damage the cells that produce serotonin, which has an important role in the regulation of mood, appetite, pain, learning and memory. Depletion of serotonin may be long-term with lasting effects on

behavioral effects. There already is research suggesting ecstasy use can disrupt or interfere with memory and have long-lasting negative effects on the brain and damage brain cells. Visual and verbal memory can be impaired. Heavy and prolonged use has been linked to confusion, depression, sleep problems, persistent elevation of anxiety, aggressive and impulsive behavior. MDMA can be addictive.

METHAMPHETAMINE

(Chalk, Crank, Crystal, Fire, Glass, Meth, Speed, Beanies, Biker coffee, Christy, Elbows, Fast,)

Methamphetamine effects:

1. Methamphetamine is a very addictive stimulant that is closely related to amphetamine. It is long lasting and toxic to dopamine nerve terminals in the central nervous system.
2. It is a white, odorless, bitter-tasting powder taken orally or by snorting or injecting, or a rock "crystal" that is heated and smoked.
3. Methamphetamine increases wakefulness and physical activity, produces rapid heart rate, irregular heartbeat, and increased blood pressure and body temperature.

Longer Lasting effects: Long-term use can lead to mood disturbances, violent behavior, anxiety, confusion, insomnia, and severe dental problems. All users, but particularly those who inject the drug, risk infectious diseases such as HIV/AIDS and hepatitis. Chronic long term use or high doses can cause psychotic behavior including paranoia, delusions, hallucinations, delusions, violent behavior, insomnia and strokes. Can cause nervous physical activity, scabs and open sores, decreased appetite, inability to sleep. High potential for abuse and addiction, increasing crime and causing environmental harm

CRYSTAL METH (ICE)

1. Crystal Meth is a very pure, smoke able form of methamphetamine. It is a powerful and extremely addictive man-made stimulant. Its use can lead to severe physiological and psychological dependence.
2. Clear crystal chunks, similar in appearance to actual ice or glass. Crystal Meth is odorless and colorless.
3. Crystal Meth is usually smoked, but is sometimes snorted or injected. The drug is abused because of its euphoric effects.

Methamphetamine effects:

The drug's effects are similar to those of cocaine but longer lasting. Crystal Meth can cause erratic, violent behavior among its users. Effects include suppressed appetite, interference with sleeping behavior, mood swings and unpredictability, tremors and convulsions, increased blood pressure, irregular heart rate. Users may also experience homicidal or suicidal thoughts, prolonged anxiety, paranoia and insomnia. Crystal meth use by pregnant women can lead to premature birth or birth defects, including heart defects and cleft palate.

Longer Lasting effects: Long-term effects of Crystal Meth use can include brain damage (similar to the effects of Parkinson's disease or Alzheimer's disease), coma, stroke or death. Signs of chronic use include weight loss, tooth decay and cracked teeth ("Meth Mouth"), psychosis and hallucinations, sores on the body from picking at skin, and a sensation of "bugs crawling on skin."

METHADONE **(Dolly)**

1. A narcotic, opioid used as an analgesic or pain reliever similar to morphine. It is used to manage chronic pain owing to its long duration of action and very low cost. It is available in tablets, oral solutions or as an injection. Can cause euphoria and drowsiness
2. Under a physician's care it is administered with strict program conditions and guidelines. Methadone does not impair cognitive functions. It has no adverse effect on mental capability, intelligence or employability. It is not sedating or intoxicating, nor does it interfere with ordinary activities such as driving a car or operating machinery.
3. It binds competitively with morphine to receptors in the brain. It reduces craving and withdrawal symptoms associated with opiate or narcotic addiction. Administration to heroin addicts allows them to experience the effects of heroin, but in a modulated manner. It doesn't cause the "high" associated with the drug addiction. It is longer lasting than morphine-based drugs.

COUGH MEDICINE **(DEX, DXM, Red devils, Robo, Triple C, Tussin, Skittles, Syrup)**

1. Ingesting large amounts of cough medicine causes a trippy high with various plateaus. Unfortunately, information about using cough medicine to get high is easily available on web sites.
2. Terms used for using are Robo-ing, Robo-tripping, Skittling among others.
3. The high is from the common active ingredient dextromethorphan (DXM). When taken as directed DXM is safe.
4. Common side effects include confusion, disorientation, blurred vision, slurred speech, loss of coordination, abdominal pain, vomiting, rapid heartbeat, numbness of fingers and toes, hallucinations, "out of body" experiences, loss of motor control, liver damage and even death.
5. If used in combination with alcohol or other drugs, side effects are increased.

INHALANTS **(Whippets, Bagging, Huffing, Poppers, Snappers, Dusting, Sniffing, Giggle Gas)**

1. Common, easily found and obtained hydrocarbon solvents that are liquid or gas; gas, anti-freeze, windshield washer fluids, cleaning fluids, shoe polish, spot remover, nail polish remover with acetone, lacquer thinners, lighter fluid, model cements, airplane

glue, plastic cements, paint removers, paint brush cleaners, white out, liquid incense, room deodorizers, whipped cream aerosol (upright), Freon, Canned air for dust removing, general household cleaners and many more.

2. Inhaled through the nose or mouth from a balloon, paper or plastic bag, sniffing the vapor directly from container, placing cloth saturated with solvent over mouth and inhaling, spraying aerosol directly into mouth, heating and inhaling the vapor.

Inhalant effects:

1. Causes a cheap, 20-minutes high and dizzying rush, euphoria, weightlessness
2. Interrupts and increases heart rate and alters breathing
3. Distortion of senses and perceptions, delusions of grandeur, disassociation from environment. silliness, altered speech
4. Slowed reactions, altered judgment, sensitivity to light, double vision, dilated pupils, ringing in the ears.
5. Drowsiness, sleep, depression, hallucinations, delirium and disorientation.

Longer Lasting effects:

1. Chronic exposure can produce significant damage to the heart, lungs, liver and kidneys and can induce death.
2. "Sudden Sniffing Death" (SSD) a kill on first time use by stopping the heart. Fluorocarbons cause death by "airway freezing" and frostbite.
3. Toxic psychosis and bizarre behavior, fatigue, loss of appetite, bronchial tube spasms
4. Pains in chest, muscle joints, nosebleeds, glaucoma.
5. Amnesia, coma, seizures, brain damage, paranoia, nerve damage, liver and kidney damage, respiratory tract damage, accumulation of body lead levels, bone marrow deterioration, blood abnormalities, tremors, sleep disorders.
6. "Glue sniffers rash" (sores on nose and mouth)