AGENDA
COUNCIL MEETING
AUGUST 14, 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. Amendments to Article IV, Division 1, Section 50-261 thru 267 ATV Ordinance & Repeal ATV Trail Map
5. AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS
6. CONSENT AGENDA

2018-149 ORDER – A. Municipal Accounts Payable & Payroll Warrants -

#4	$429,828.08	#7	$141,860.90
#8	$7,608.75	#9	$209,137.36
#10	$18,074.16	#11	$222,006.68
#12	$24,640.80		

B. School Accounts Payable & Payroll Warrants -

#1	$383.48	#1000	$ 299,066.52
#1001	$14,586.21	#1002	$263,645.55
#1003	$10,195.53	#1071	$369,982.79
#1827	$180,571.58	#1004	$261,508.13
#1005	$10,195.53	#1828	$143,428.90

C. Council Meeting Minutes of July 10, 2018 & Special Meeting Minutes of July 26, 2018
D. Set Public Hearing on September 18 for Dangerous Building – Old Tavern
E. LACO Thank You Letter

7. COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

2018-150 ORDER – School Department Capital Reserve Request
2018-151 ORDER – Request to Solicit Bids for Police Cruiser
2018-152 ORDER – Asset Forfeiture Funds
2018-153 ORDER – Street Sweeper Repairs
2018-154 ORDER – Paving Bid
2018-155 ORDER – Award Bid for Paving Shoulder Work
2018-156 ORDER – Auctions International Contract
2018-157 ORDER – MTM Center - 15 Passenger Bus Purchase
2018-158 ORDINANCE – Amend Article IV, Division 1, Section 50-261 thru 267 ATV Ord & Repeal Map – First Reading
2018-159 ORDER – Marijuana Storefronts
2018-160 ORDER – Kelly Park St. Lights
2018-161 ORDER – MMA Ballot for Vice President and MMA Executive Board Members
2018-162 ORDER – Schedule Moxie Festival Workshop and Debriefing
2018-163 ORDER – Write-Off Taxes, Sewer, & Demolition Costs for 10 Union Street
2018-164 ORDER – Referendum Question & Timeline - Main Street MDOT Project
2018-165 ORDER – Discuss November 6, 2018 (Election Day) Council Meeting Date
2018-166 ORDER – Award Restoration Bid – Vault Project

8. OTHER BUSINESS

A. Council Committee Reports:

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

B. Town Manager's Report
C. Department Head Written Reports
D. Engine 7 Replacement Update
E. CDBG DR Grant Lisbon St./Village Street Scope of Work Update

9. APPOINTMENTS
   2018-167 ORDER – Recreation Committee – Two Members 3 Year Terms (1 Regular/1Alternate)
   2018-168 ORDER – Lisbon Development Committee – 1 Regular Member Term to 2020
10. COUNCIL COMMUNICATIONS
11. AUDIENCE PARTICIPATION & RESPONSE NEW ITEMS
12. EXECUTIVE SESSION
   2018-169 ORDER – 1 MRSA §405 (6) E Consultations with Legal Counsel
   2018-170 ORDER – 1 MRSA §405 (6) C Acquisition of Real Property or Economic Development
13. ADJOURNMENT
   2018-171 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 Chai
Norm Albert
Kris Crawford
Kasie Kolbe
Fernand Larochelle, Jr.
Mark Lunt

MEMO

To: Town Council

From: Diane Barnes, Town Manager

Subject: Recommendations

Date: August 14, 2018

Agenda Item 2018-150
School Department Capital Reserve Request

Rick Green, Superintendent of Schools would like Council permission to utilize $15,000 from the School's Capital Reserve Account to pay for the concept, design, and estimate to build a Performing Arts Center at L.H.S. in the former gymnasium. Superintendent Green mentioned the Capital Reserve Fund has allowed the Lisbon School Committee to use existing money for these projects without having to increase the taxpayer's local share. The current balance in the School's Capital Reserve Account is $55,000 and this request would utilize an amount not to exceed $15,000.

Recommendation

Authorize the Lisbon School Committee permission to expend an amount not to exceed $15,000 from the School's Capital Reserve Account to pay for the concept, design, and estimate to build a Performing Arts Center at L.H.S. in the former gymnasium.

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Agenda Item 2018-151
Request to Solicit Bids for Police Cruiser

Chief Hagan is requesting permission to solicit bids for one (1) new Ford Interceptor SUV that was approved in the current budget. His intent is to request bids for any leftover 2018 Ford SUV's if there are any available, rather than request 2019's which won't go into production for several months. If none are available then we would ask for bid proposals for 2019's.

The new cruiser will replace car #3, which is a 2015 Ford Explorer with over 90,000 miles on it. Included in his bid request would be an estimate for trade-in value on the 2015 Explorer unless the Town would prefer to keep this vehicle for use somewhere within the fleet.

Recommendation

Authorize the Police Chief to solicit bids for a new 2018 or 2019 Ford Interceptor SUV.

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Agenda Item 2018-152
Asset Forfeiture Funds

M.R.S. Title 29 § 158-Asset Forfeiture must be used for law enforcement equipment. Federal Forfeiture funds may also be used for law enforcement equipment including firearms. Recently, Council authorized up to $7,800 from unassigned fund balance to be used to purchase new rifles for the Police Department. We currently have a balance

of $20,758.34 in the Drug Forfeiture account (Maine Assets- $13,972.30, Federal Funds- $6,786.04). Council may want to use forfeiture funds to purchase the weapons instead of unassigned fund balance. Staff did not recommend the use of forfeiture funds since there is uncertainty in replenishing these funds now and in the future. These assets have been used for matching grant funds for law enforcement equipment.

Recommendation

Council discuss and decide on whether they want to change the funding source to purchase the weapons.

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Agenda Item 2018-154
Paving Bid

Given the lack of funds to complete the shoulder work associated with the 2017/2018 Paving Program, Mr. Martin would like to remove $34,000 worth of funds from this seasons paving budget to fund the recent Shoulder Rehabilitation Bid.

A recommendation at the last Council meeting was to award the Paving contract to All State Asphalt. An amendment was made to adjust the contract down to the $425,000 budget number. Given that All States number was nearly 10% lower, Mr. Martin would like to take advantage of that in the following way:

Award the Contract for $588,691.62 with the caveat that we do not expend more than $390,000 in this season's budget cycle. The contractor is willing to hold their prices into the next budget cycle. This gives us the opportunity to pave all the base that is ready under the current budget and we can pull the surface money to finish from next year's paving budget. We can then bid out the balance of the paving budget for 2019/2020 paving season.

Recommendation

To amend Votes 2018-143A and 2018-143B adopted at the July 10, 2018 meeting, by rescinding and replacing those Votes as follows: that the paving bid is awarded to All State Asphalt, Inc., in an amount not to exceed $588,691.62, and that the amount to be expended for the project in the FY19 budget cycle shall not exceed $390,000, with the remainder to be expended in FY20.

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Agenda Item 2018-155
Award Bid for Paving Shoulder Work

The Town of Lisbon requested proposals for Shoulder Rehabilitation Services on approximately 6 miles of newly paved roads. Scope of services to include all equipment, fuel, and labor associated with the following:

Shoulder grading:
- Pull in shoulder material where applicable and grade to pavement. Compact.
- Spread new shoulder material supplied by Town with shoulder machine. Compact.
- Remove excess material with Skid Steer/Loader

Lawn Grading:
- Pull in lawn material where applicable and grade to pavement. Compact.
- Spread new lawn material supplied by Town with shoulder machine. Compact.
- Remove excess material with skid steer.

Only one bid was received and publicly opened on August 6th at 2:00 p.m.:

Morin Excavation of Auburn $34,000 for 80 hours

This package will assist the Public Works department in regrading, rehabilitating, and rebuilding the shoulders on the roads in the road bond and last year's paving program. Mr. Martin recommends awarding the bid to Morin

Excavating Inc. and would like to remove $34,000 worth of funds from this seasons paving budget to fund the recent Shoulder Rehabilitation Bid.

Recommendation

Award the bid to Morin Excavating Inc. in an amount not to exceed $34,000 and allocate the funds from the FY 19 paving program.

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Agenda Item 2018-156
Auctions International, Inc. Contract

The Town of Lisbon is interested into entering into an agreement with Auctions International, Inc. for the sale of Town owned assets "As-Is, Where-Is, subject to our terms by online auction. This agreement will be in effect for two (2) years unless the seller wishes to terminate.

Recommendation

Authorize the Town Manager to enter into an agreement with Auctions International, Inc., to sell Town assets by online auction.

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Agenda Item 2018-157
MTM Center – 15 Passenger Bus Purchase

After our research to replace the current bus with an ADA 14 passenger bus, we found three possible used buses located in Long Island New York. Based on discussions with the company, we recommend negotiating the best price for the 2010 Ford E 450 with 33,984 miles listed for $27,900.

Recommendation

Authorize the purchase of a 2010 Ford E 450 with 33,984.00 in an amount not to exceed $27,900.00 from Authorized Resources LTD.

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Agenda Item 2018-160
Kelly Park Street Lights

Premier Development, LLC has requested that the Town Council accept the Street Lights located within the right-of-way known as "Premier Drive" and "Champagne Lane." The developer has provided information as requested by the Town Manager. The Planning Board voted at their regular Planning Board meeting on Thursday, August 9, 2018 to recommend that the Town Council accept the Street Lights as requested.

Recommendation

Accept the Street Lights within the right-of-way on Premier Drive and Champagne Lane and authorize the Town Manager to execute all documents to transfer the ownership.

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Agenda Item 2018-163
Write-Off Taxes, Sewer, & Demolition Costs for 10 Union Street

On June 15, 2018, a sewer lien matured on 10 Union Street. As a result of the foreclosure, we are recommending the Council write-off the bad debt as of August 14, 2018.

Tax as of 8/14/2018	Total Water/Sewer as of 8/14/2018	Demolition and Legal Fees	Grand Total
$ 1,895.75	$ 755.77	$ 17,940.00	$ 20,591.52

Recommendation

Authorize the Treasurer to Write-Off real estate taxes, sewer fees to include principal, interest, and lien costs, and demolition costs as of August 14, 2018 in the amount of $20,591.52 for 10 Union Street.

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Agenda Item 2018-166
Award Restoration Bid- Vault Project

The Town of Lisbon requested proposals for the Municipal Records Restoration Project. Bids were due on August 10 by 10 AM.

The following bid(s) were received:

Kofile Technologies for $ 9,955.00

Kofile Technologies Project Manager, William Stewart performed an on-site survey assessment of all Lisbon's records held in our vault. Kofile Technologies purchased Brown's River a few years ago, which was the previous restoration company the town used. William Stewart has worked with Lisbon for over 20 years. The Town Clerk recommends awarding the bid to Kofile Technologies in an amount not to exceed $9,955.

Recommendation

Award the Municipal Records Restoration Project to Kofile Technologies in an amount not to exceed $9,955.

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Agenda Item 2018-4A

TOWN OF LISBON

300 Lisbon Street, Lisbon, ME 04250

Twila D. Lycette, Town Clerk
Michelle Foss, Assistant

PUBLIC HEARING

Ordinance Amendments
Public Notice

Notice is hereby given that the Lisbon Town Council intends to hold a public hearing on August 14, 2018 at 7:00 PM in the Town Office Public Meeting Room to hear comments on amendments to the ATV Ordinance and ATV map. Copies of these amendments may be viewed or obtained at the Town Clerk's Office, 300 Lisbon Street, Lisbon or online at www.lisbonme.org on or after August 6, 2018.

The public is invited to attend.

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Twila Lycette, Town Clerk

TOWN COUNCIL MEETING MINUTES JULY 10, 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; Mark Stevens, Parks & Recreation Director; Tom Martin, Public Works/Solid Waste Director; Tracey Steuber, Economic Development Director; and approximately 10 citizens in the audience.

GOOD NEWS & RECOGNITION

Dorothy Fitzgerald thanked the Council for the lights in the garden at the corner of Route 196 and School Street. She said she learned that Councilor Crawford donated and his son installed those lights for a community project. She said what a wonderful Dad; that was wonderful news to hear and she thanked them both.

PUBLIC HEARING

A. ITINERANT VENDOR FOR TARMO TAPSI D/B/A DOOR TO DOOR SALES FOR SOUTHWESTERN ADVANTAGE

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

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS

Andrea Metayer requested the Council consider renaming Graziano's corner, Steven's Square. She said Mr. Stevens has done a whole lot for this community, rebuilding the MTM building into a nice facility for a thriving community center that serves the youth and seniors extremely well. She said our children and senior programs far exceeded our community's expectations and everyone is enjoying the center. You can learn how to quilt, play cards, put together puzzles, join in on day and week trips, get breakfast and or lunch there depending upon the week. They offer day summer camps for the children, along with quite a few sports for them to join. She said it would be awesome to see him get some recognition for his contributions to the community and encouraged the Council to consider her request.

CONSENT AGENDA

VOTE (2018-141) Councilor Larochelle, seconded by Councilor Kolbe moved to approve the following:

A. Municipal Accounts Payable & Payroll Warrants -

#144	$15,289.23	#145	$16,825.98
#146	$134,731.62	#147	$121,761.83
#1	$197,145.17	#2	$17,912.78

#3 $34,555.13

B. School Accounts Payable & Payroll Warrants -

#35	$1,008.27	#1069	$342,090.76
#1070	$12,294.15	#1825	$105,025.54
#1826	$184,531.86		

C. Special Council Meeting Minutes of June 26, 2018

D. Itinerant Vendor for Tarmo Tapsi d/b/a Door to Door Sales for Southwestern Advantage

Order passed - Vote 7-0.

COUNCIL ORDERS, ORDINANCES, & RESOLUTIONS

FISCAL YEAR 2018 CARRY FORWARD ACCOUNTS

VOTE (2018-142) Councilor Albert, seconded by Councilor Larochelle moved to approve the Fiscal Year 2018 Carry Forwards as follows:

BE IT HEREBY RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF LISBON AS FOLLOWS:

That the Town Council authorizes the carry forward of the following accounts and balances as of June 30, 2018:

General Ledger Accounts: 2017-2018 balances either credit or debit to be carried:

1-2026-02	Grants Match	5,000.00
1-2026-03	Buildings	24,926.00
1-2026-04	Assessor Svs.	6,860.00
1-2026-06	Rt 196/Davis Street	50,000.00
1-2027-00	MDOT Match	155,946.07
1-2029-00	ACO Carry Forward	14,683.86
1-2030-00	Library Summer Reading Grant	1,817.64
1-2031-00	Library Patrick Memorial	1,397.33
1-2032-00	Library Adult Programs	667.00
1-2033-00	E Smith Memorial	1,000.00
1-2041-00	PD-Rifles	7,800.00
1-2050-01	PD OUI 2016	316.72
1-2051-00	2017 HSGP	4,175.38
1-2051-01	2018 CIOT	800.00
1-2053-00	2017 CIOT	1,798.08
1-2054-00	2018 Distracted Driving	432.90
1-2055-00	2018 Impaired Driving	619.02
1-2060-05	DARE	7,616.48
1-2061-00	TC Book Restoration	10,000.00
1-2063-00	Computer Server Upgrade	14,837.19
1-2064-00	Generator Pad Reserve	20,000.00
1-2071-00	Fire Truck Replacement	261,100.83
1-2072-00	FD Insurance CF	9,586.10
1-2073-00	PD Forfeiture Funds	20,758.34
1-2074-00	FD Equip Reserve	50,000.00
1-2075-00	Technology	75,000.00
1-2077-00	Library Carpet	8,000.00
1-2080-00	Blake Cemetery	383.58
1-2085-00	Union Street Dangerous Building	17,940.00
1-2086-00	Congress Street Dangerous Building	12,039.70
1-2087-00	Zaymore Street Dangerous Building	12,415.51
1-2090-00	Accrued Leave Reserve	50,000.00

1-2091-00	Fire Donation	2,061.79
1-2092-00	Debt Reserve	323,274.00
1-2095-00	Playground Rec	1,876.31
1-2096-00	Giving Tree	3,278.86
1-2097-00	Heating Assistance	644.25
2-2060-00	Sewer Carry Forward	122,552.46

Expense Accounts: 2017-2018 balances to be carried:

E-01-110-5227	Grants Match	$ 5,000.00
E-01-140-5340	Repair & Maintenance of Buildings	$ 36,271.31
E-01-140-5400	Town Buildings	$ 9,359.16
E-01-145-5240	Assessing Mapping & Microfilming	$ 2,000.00
E-01-147-5258	Professional Services	$ 3,243.98
E-01-148-5240	Mapping	$ 1,000.00
E-02-205-5460	Fire Department Capital Project	$ 71,043.86
E-20-100-5425	Sewer Improvements	$ 25,498.85

ORDERED:

That the Town Council authorizes the following accounts to lapse into undesignated fund balance:

G-01-1198-00	Small Claims	$ 71.26
G-01-1199-00	Tax Lien Costs	$1,902.09

Order passed - Vote 7-0.

PAVING BID AWARD

INTRODUCTION: Mr. Martin reported the paving RFP's were advertised on June 4, 2018 on the Town's website. In addition, the RFP's were sent to the following vendors:

All States Asphalt, Inc.
Crooker
Pike Industries
Shaw Brothers Construction
Lane Construction

Lisbon received the attached bids for the paving projects with the overall total summarized below.

All States Asphalt Inc.	$588,691.62
Pike Industries	$659,738.00
Lane	$712,467.50
Crooker Construction, LLC	$738,921.96
Shaw Brothers Construction	No Bid

Mr. Martin explained he was working off from a bid that was from two years ago, that the overall total for the projects discussed will be $588,691.62, and that originally requested was $425,000 for paving this year. These roads for the most part, are streets being disturbed by the Sewer Replacement program. At the time of planning though, pavement was about 25% cheaper than it is today, which is the major factor in the price increase.

VOTE (2018-143A) Councilor Albert, seconded by Councilor Larochelle moved to award the paving bid to All State Asphalt, Inc. in an amount not to exceed $588,691.62.

Mr. Martin recommended awarding the paving bid to All States Paving. He suggested the Council push the surface paving into the next fiscal year; today's estimate would be approximately $209,000. He said All States Paving has been notified about the funding dilemma. He said he had not had a chance to discuss all the options with them though.

Mr. Martin explained the escalated clause in the contract. Councilor Ward mentioned change orders are unknown at this point, but some pieces of this project might come in less while others more. Mr. Martin said this would not be known until the project moves along. He estimated the town would get all of the base work done this year, but we might have to hold off on surface paving.

The Council discussed using undesignated. Councilor Ward recommended staying within the budget since Council has asked all departments to do that. He pointed out that the Council unfortunately set itself up for an unreasonable expectation, which it built into this budget. He estimated it would take about $200,000 more to complete the scope of work in the contract.

VOTE (2018-143B) Councilor Larochelle, seconded by Councilor Albert moved Amendment #1 not to exceed $425,000.00. **Amendment #1 passed - Vote 7-0.**

Main Motion as amended to award the paving bid to All State Asphalt, Inc. in an amount not to exceed $425,000. **Order passed with Amendment #1 – Vote 7-0.**

MTM CENTER BUS REPLACEMENT

INTRODUCTION: Mr. Stevens explained the Recreation Department purchased a used bus for the senior program for $10,000 from Stewart's Auto about 5 years ago. The funds used were monies raised from programming, which had been carried forward.

The Recreation Department started the Moxie Car Show the same year to raise funds so that the repairs and fuel costs for the bus would be covered by funds collected from this event.

Recently the Recreation Department budget lines were restructured so now the Moxie Car Show has a line item budget for expenses and the revenue collected goes into unassigned fund balance. Prior to this restructure, the revenue from the previous year was carried forward into expense line 5600, and the Recreation Department spent only what it was able to raise.

In June, the Public Work's Department and Don's Automotive told the department the bus was not fit for the road; frame repairs and other repairs total over $5,000. The Recreation Department would like to replace this bus for the Senior's. They average 3 to 4 trips a month and average around 200 to 250 miles per month. This bus is a 15-passenger wheel chair accessible bus. Renting vans for extended periods does not seem to be a viable option for the seniors because they have low ceilings, high steps, and constricted access to the back of these vans.

Mr. Stevens said he could find a used 15-passenger bus for about $20,000. He pointed out the Recreation Department collected a considerable amount more revenue this year because their programs grew again.

COUNCILOR COMMENTS: Councilor Ward said this was an unfortunate situation to happen at the first part of this fiscal year. He said the easier fix for this situation is to go back to the car show for help to pay for the first year lease purchase on a replacement van. Mr. Stevens said we told people in the past that these funds would go back into a project like this. Mrs. Barnes said there might be funds left over from the previously designated server upgrade that could go towards this.

Councilor Larochelle cautioned that if these vans cost $100,000 new and you are paying $20,000 for it used, then 80%of the vans life has already been used and this is where maintenance issues overwhelm the budget and where we sell ourselves short.

Councilor Larochelle said if the current van is not usable then put it out for sale and get the cash now. Councilor Ward said that would be his recommendation, also.

VOTE (2018-144) Councilor Larochelle, seconded by Councilor Kolbe moved to go out to bid for a replacement van. **Order passed - Vote 7-0.**

Councilor Ward asked Mr. Stevens to let the Council know what is available and what is will cost. The Council supported renting vans prior to the Council's next meeting if necessary. Councilor Larochelle requested Mr. Stevens send out a bid package that is compatible with what the department already has.

SET PUBLIC HEARING FOR DANGEROUS BUILDINGS - 428 & 430 RIDGE ROAD

INTRODUCTION: Mrs. Barnes reported this hearing is to determine whether the residential structure, located at 430 Ridge Road, Lisbon, Maine, identified as Lot 14 on Tax Map R09 of the Town of Lisbon Tax Maps (the "Structure"), and further described in a Deed recorded in the Androscoggin County Registry of Deeds at Book 4645, Page 1, is a dangerous building or nuisance within the meaning of 17 M.R.S. § 2851, and if so, what is the appropriate remedy. The location of the Structure is also known as 921 Middle Road, Sabattus, Maine, identified as Lot 26 on Tax Map 2 of the Town of Sabattus Tax Maps. It is expected that the Town of Sabattus Board of Selectmen will also hold a hearing pursuant to 17 M.R.S. § 2851, *et. seq.* at the same place and same or similar time.

Mrs. Barnes explained that if the Council finds that the Structure is dangerous or a nuisance, it may order the appropriate corrective action, including but not limited to, demolition and removal of the Structure. If the corrective action is not taken by the deadline established by the Town Council's order, and no appeal is taken, the Town may take the corrective action at the Town's expense. The Town may also recover all of its expenses, including reasonable attorney's fees and costs, by means of a special tax or civil action. She said Sabattus has agreed to split the demolition costs and revenues from the sale by percentage based on assessment. Ms. Malloy and Mr. Douglass will need to get together to determine which structures are on which side of the town line before the next meeting. Councilor Larochelle said he would like to know prior to the next meeting.

This hearing provides an opportunity to present evidence as to why the Structure is not dangerous or a nuisance and/or to oppose any corrective action ordered by the Town Council; failure to attend may result in the waiver of certain rights with regard to this property. This hearing is also to determine whether the Structure poses a serious threat to public health and safety, within the meaning of 17 M.R.S. § 2856, and must be secured. If the Town secures the Structure, it may then recover all of their expenses, including reasonable attorney's fees and costs, by means of a special tax or civil action.

VOTE (2018-145) Councilor Larochelle, seconded by Councilor Kolbe moved to authorize the Notice of Hearing for September 18, 2018 at 6:00 PM at the Lisbon Town Hall regarding the dangerous building located at 428 & 430 Ridge Road, Lisbon a/k/a 921 Middle Road, Sabattus. **Order passed - Vote 7-0.**

OTHER BUSINESS

A. COUNCIL COMMITTEE REPORTS

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

2. Planning: Councilor Ward said the Planning Board recently received a Subdivision Amendment from Johnson Wood Estates to include a new pedestrian right-of-way starting from Young Road and running between lot 8 and lot 9 and then along the property line to the river and set a public hearing on July 12. They also set a public hearing on July 12 to discuss a Subdivision Amendment from the Ricker Farm to add the addition of Lot 2C, which was originally part of Lot 2B. The two lots will share the current driveway used by Lot 2B.

3. Water Commission: Councilor Brunelle said he has been working with Shelly at the Water Department and that he would keep the Council informed of changes.

4. LDC: Councilor Larochelle reported they are moving forward.

5. Conservation Commission: Councilor Ward reported they have trimmed the Norway Maple and are getting ready to move forward with removing them.

6. Recreation: Councilor Kolbe reported about 200 kids attended Beaver Park today. She said 161 new registrants signed up for the Moxie 5k as compared to last year's 106.

7. County Budget: Councilor Ward said he had nothing to report until the end of August.

8. Library: Councilor Lunt said he had nothing to report.

B. TOWN MANAGER'S REPORT

Mrs. Barnes said she went out for fuel bids before the end of June. Propane came in about .10 cents higher, heating fuel is about .48 cents higher, and fixed pricing on diesel came in at 2.558 and gasoline fixed pricing is 2.2984. Last year gasoline was rack price. Diesel last year was 2.079, which is about .48 cents higher. She reported these prices were better than we she looked at it before; the fixed price maybe favorable for us.

C. NOMINATION PAPERS & ELECTION VACANCIES

The Town Clerk reported the upcoming vacancies on the November 6, 2018 ballot as follows:

Councilors (3-year terms)
At Large Position, District #1, & District #2

School Committee (3-year terms)
Two positions

Water Commission (3-year term)
One position

She said nomination papers are available starting July 30, 2018 at 8:30 AM and have to be returned to the Town Clerk's office by 4:30 PM September 7. You need 50 signatures, but not more than 75 signatures from registered voters in the District you run in.

APPOINTMENTS - NONE

COUNCILOR COMMUNICATIONS

Councilor Larochelle thanked the School Department for painting the flagpole and cleaning up the area there.

Councilor Larochelle reported the ATV club would like to address the Council for permission to access the downtown area differently by using Wing Street to come into the same location. He asked the Councilors if they had any thoughts. Councilor Albert asked if that meant they would be coming out from the pit on Wing Street and traveling down Route 9 to downtown. Councilor Larochelle said yes, but there should not be a question about traffic if it is done correctly. He indicated Chief Hagan had reviewed this request. Councilor Ward pointed out this happens from June 1 to October, sometime before hunting season begins. Mrs. Barnes said the Council would need to schedule a public hearing to discuss the ordinance changes and adopt a new ATV map. Councilor Lunt recommended Route 9 be posted with extra signage and warnings about ATV crossings.

VOTE (2018-145B) Councilor Larochelle, seconded by Councilor Albert moved to set a public hearing regarding ATV Ordinance and ATV Map changes on August 14, 2018. **Order passed - Vote 7-0.**

AUDIENCE PARTICIPATION FOR NEW ITEMS

Dot Fitzgerald requested the Council add a kiosk in the Route 196/School Street Garden. She requested the information about the wheels be displayed in the garden so visitors can read about our town heritage and where

these wheels came from (Worumbo Mill), etc. She suggested that Faye Brown who obtained the wheels and had them installed in the garden do the kiosk/informational dedication.

EXECUTIVE SESSION

VOTE (2018-146A) Councilor Kolbe, seconded by Councilor Crawford moved to take a 5 minute break at 8:03 PM and then go into Executive Session 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 8:35 PM and the meeting resumed.

VOTE (2018-146B) Councilor Crawford, seconded by Councilor Larochelle moved to approve up to $20,000 from the Business Façade Grant Program for applicants, Robert and Aline Strout, for 273 Lisbon Street contingent upon the sale of the property to the applicants.

It has been disclosed that Aline Strout works for the Parks & Recreation Department and that the Façade Grant will go to the building and that her position in the Parks & Recreation Department has no influence in the decision in the administration of the Façade Program.

Order passed – Vote 7-0.

ADJOURNMENT

VOTE (2018-147) Councilor Kolbe, seconded by Councilor Lunt moved to adjourn at 8:36 PM. **Order passed - Vote 7-0.**

_____

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

TOWN COUNCIL SPECIAL MEETING MINUTES JULY 26, 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, Councilor Ward, called the meeting to order, and waived pledge of allegiance to the flag at 6:00 PM.

ROLL CALL. Members present were Councilors Ward, Kolbe, Brunelle, and Crawford. Also present were Diane Barnes, Town Manager; and Slovak Catholic Association President Bruce Lavallee.

COUNCIL ORDERS, ORDINANCES, & RESOLUTIONS

OFF PREMISES CATERING PERMIT - SLOVAK CATHOLIC ASSOCIATION

Mr. Lavallee said the Slovak Catholic Association has had an annual Lobster Cook-Out for 50 years. This year the event will take place at the Knights of Columbus Picnic Area on August 11, 2018 between the hours of 8:00 AM and 5:00 PM. Mr. Lavallee said they are expecting about 150 people this year.

VOTE (2018-147B) Councilor Kolbe, seconded by Councilor Brunelle moved to accept the Slovak Catholic Association's application for an Off Premises Catering Permit. **Order passed - Vote 4-0.**

ADJOURNMENT

VOTE (2018-148) Councilor Kolbe, seconded by Councilor Brunelle moved to adjourn at 6:08 PM. **Order passed - Vote 4-0.**

Michelle Rene Foss, Assistant Town Clerk
Date Approved: August 14, 2018

Lisbon Area Christian Outreach

"LACO" – P.O. Box 281, Lisbon Falls, Maine 04252

Lisbon Area Christian Outreach
LACO
Food and Clothing Pantry

SERVING THE COMMUNITIES OF BOWDOIN DURHAM AND LISBON, MAINE

Member Churches:

Durham Congregational Church (UCC)

Durham Friends Meeting

Holy Trinity Roman Catholic Parish

Lisbon Falls Baptist Church

Lisbon United Methodist Church

Saint Matthew's Episcopal Church

Shiloh Chapel Durham

Streams of Life Anglican Church Lisbon

West Bowdoin Baptist Church

P. O. Box 281
Lisbon Falls, ME. .04252
July 30, 2018

Diane Barnes, Town Manager
Town of Lisbon
300 Lisbon Street
Lisbon, ME. .04250

Dear Ms. Barnes:

LACO would like to thank the Town of Lisbon for your donation of $1000.00. Your donation will help us to feed the 300+ families we serve each month. Our families appreciate your support as they struggle to meet their housing, utility, and food needs in the coming year. Our busiest time at the pantry is summer vacation when the children are not receiving free or reduced breakfasts, snacks, and lunches at school. Thanks to the Lisbon Community Federal Credit Union and other groups in our three towns, we were able to provide 89 families with 221 children bags of food to replace those school meals during the first month of the 2018 summer school vacation . In October, our board voted to give 2 visits to all of our families.

In 2017, we served 7687 individuals with a week's worth of food. We deliver food to 10-15 elderly people who are not able to come to the food pantry every two weeks. The donations we receive from the three towns we serve helps to food and clothing for families in our three communities. Thank you for your continued support to our families.

Sincerely yours,

Carol Day, co-director
assistant treasurer

OFFICE OF SUPERINTENDENT OF SCHOOLS

Richard A Green, Superintendent of Schools

LISBON SCHOOL DEPARTMENT

TO: Lisbon Town Council

FROM: Richard Green

DATE: August 7, 2018

RE: Capital Reserve Request

The Capital Reserve Fund was created in 2011 to allow the School Committee to use existing money to pay for maintenance and minor remodeling. Since 2011, money from the undesignated balance and unanticipated revenues has been transferred into the Capital Reserve Fund. As you know, using the Capital Reserve Fund has allowed the Lisbon School Committee to utilize existing money without having to increase the taxpayer's local share. The current balance of the Capital Reserve Fund is $55,550 and the following request is to utilize an amount not to exceed $15,000 to pay for the concept design and estimate to build a Performing Arts Center at L.H.S. in the former gymnasium.

On Monday, August 6, 2018, the Lisbon School Committee voted (4-0) to request authorization from the Town Council to utilize an amount not to exceed $15,000 from the Lisbon School Department's Capital Reserve Fund to pay for the concept design and estimate to build a Performing Arts Center at L.H.S. in the former gymnasium. Attached you will see a copy of the quote from Scott Simons Architects.

Please feel free to contact me if you have any questions or require any additional information prior to your next meeting. I thank you in advance for your consideration.

19 Gartley ST. - LISBON, ME 04250 -- TEL. 353-6711 ext. 1005, FAX. 353-3032
lrobitaille@lisbonschoolsme.org

scott simons architects

May 22, 2018

Richard Green, Superintendent
Lisbon School Department
19 Gartley Street
Lisbon, Maine 04250-6431

Re: Conceptual Design for the Renovation of the old Gymnasium

Dear Rick,

Thank you for the opportunity to submit a revised proposal for a concept design and cost estimate for the renovation of the former gymnasium. We understand the project includes studying adding raked seating, adding music rooms below the tiered seating, possibly adding a backstage addition, and studying the overall egress from the building. Our work would include structural evaluation to test of the viability of the design as well as a site analysis by Casco Bay Engineering, as well as a conceptual cost estimate. We are pleased that that you are moving forward with plans to continue the renovations at the Lisbon High School, and would enjoy working with you again.
I have outlined our proposed scope of work, schedule, and fee for your review. Please take a look and let me know if this is in line with your thinking.

PROPOSED SCOPE OF WORK

1 Programming
We will conduct a programming session with you and the committee in order to thoroughly understand how you envision using the space and what the requirements are.

2 Floor Plans
We will develop more detailed floor plans for the old gymnasium, showing the additional spaces mentioned above, to describe the general concept for development of the spaces.

3. Structural Evaluation
We will conduct a structural evaluation of the building and comment on the viability of the various conceptual designs.

4 Site analysis
We will analyze the site and prepare concept sketches for entry and egress to integrate with the new gymnasium and school entrance.

5. Conceptual Cost Estimate
We will engage a third-party cost estimator to provide a conceptual level cost estimate for the preliminary design.

6. Meetings
We will hold one programming session with the stakeholders and two design meetings to develop the renovation design. We will also hold one community meeting to present the design concept to the community and listen to their ideas and feedback. Their best and most appropriate ideas will be incorporated into the final design report.

scott simons architects

PROJECT MATERIALS

We will prepare concept level floor plans and a 3-D computer model for your review and approval. We will use the existing 3-D model we have from the gymnasium project to produce the base computer rendering for this project. We will also prepare an updated cost estimate for the renovation elements of the project.

PROPOSED SCHEDULE

We propose the following schedule for the work:

Week of June 11th:	Meeting with stakeholders on site to review space needs and further develop the SF program. Begin working on revised floor plans and 3-D model. Site and structural analysis begin.
Week of June 25th:	Present initial floor plan and conceptual 3-D model studies for LHS committee review.
Week of July 16th:	Present draft floor plans and 3-D model studies for LHS committee review.
Week of July 30th:	Complete and submit final floor plan and cost estimate.

PROPOSED FEE

We propose the following fee for the project: $15,000
One afternoon of meetings with the stakeholders, two meetings with the committee, and one community meeting are included in this scope of work. Our fee includes architectural, and preliminary structural and civil engineering. Our fee also includes a $1,000 allowance for the cost estimating.

Additional Service: we can prepare an interior rendering that can be used to communicate the project to the community to gain support if desired. We are imagining a "cut-away" view of the space, looking into the space from the side and showing the slope of the seating with the rehearsal room below it on the north end. Once the model is approved, we will render it as described above for your review and approval. The fee for the rendering is $2,000

Please call me when you have had a chance to review this proposal so we can discuss any questions or changes you might have. If this proposal is acceptable, please indicate your approval by signing both copies of this Agreement in the space provided and returning one for our records. I look forward to working together.

Sincerely,

Scott Simons, FAIA

Richard Green, Superintendent, Lisbon School Department Date

Agenda Item 2018-151

Lisbon Police Department

A Community Policing Agency

300 Lisbon St.
Lisbon, ME 04250

Marc R. Hagan
Chief of Police

To: Town Manager Barnes

From: Chief Hagan

Subject: Request to go to bid for 2018 Ford SUV cruisers

Date: 08/06/2018

I am requesting permission to open requests for bids for one (1) new Ford Interceptor SUV that was approved in the current budget. My intent is to request bids for any leftover 2018 Ford SUV's if there are any available, rather than request 2019's which won't go into production for several months. If none are available then we would ask for bid proposals for 2019's.

The new cruiser will replace car #3 which is a 2015 Ford Explorer with over 90,000 miles on it. Included in my bid request would be an estimate for trade-in value on the 2015 Explorer unless the Town would prefer to keep this vehicle for use somewhere within the fleet.

It is my intention to send the bid request to the following Ford dealerships:

- Casco Bay Ford (Yarmouth)
- Rowe Ford (Auburn)
- Hight Ford (Skowhegan)
- Quirk Ford (Augusta)
- Tucker Ford (Brunswick)

Thank you.

MEMORANDUM FROM THE PUBLIC WORKS DIRECTOR

TO: DIANE BARNES, TOWN MANAGER

FROM: TOM MARTIN

SUBJECT: SWEEPER OPTIONS

DATE: 8/10/2018

Diane,

With the sweeper in disrepair I have compiled a few options that we should discuss with Council. We are at a point where a decision should be made to reinvest in the department and upgrade this unit. This unit was on Capitol Replacement Program I found in the former Directors files to be replaced last year. It looks like during the last budget cycle it was pushed out 3 more years.

Given our ATRC affiliation and the regulations it causes us to fall under, I feel we should be proactive and upgrade to a unit that complies with air quality standards. Specifically in regards to Silica Dust. Silica dust is exacerbated during the sweeping process.

As I expressed earlier, I feel our sweeping program is far from what it should be. Some of that may fall on workload vs. available personnel, but it has a lot to do with equipment reliability.

It would be my recommendation to council to entertain the idea of upgrading this unit.

At the council's direction, we could explore options. There are several programs for purchase or lease packages. There are also Municipal Bid programs that we may be able to take advantage of. These can involve Federal Diesel initiatives to partnering with regional "Bid Consortiums" similar to what we do with AVCOG.

Another alternative is to outsource to Contractors. I only found one contractor that was interested or would return a call. Most contractors have sweepers for their own use and do not do it as a stand alone business. Some of the negatives associated with doing this is cost and availability.

Contracting with other towns is expensive, and done at overtime rates and outside of the hours of their sweeping programs. But can be done later into the season.

After our unit started failing this season, we explored a lot of these options. It would have been into the 10's of thousands of dollars to do. We did not have the budget for it.

The other alternative is to repair the machine we have. I have included the cost of repairs below. While still viable, I think it is setting us up for short term failure. It may however, give us a window of opportunity to get the rest of our sweeping program done.

Current Sweeper is a 2006.

Trade- in value as it sits: (Viking Cives Quote - $20,000)

Cost for parts to repair: (Viking Cives Quote- $24,000)

Cost to have Viking Cives to repair: (No Quote yet)

Sweeper Value after repairs: None given

Quoted Budget Numbers Outright Purchase: $245,000 – 285,000 (Bid process should reduce this)

Lease/Purchase : Budget $245,000 plus lease fees and interest (minus and programs we can take advantage of)

Municipal Lease Programs (Still need to research-but advantage is we can purchase/lease now with no payment due until next Fiscal year)

Best regards,

Tom

MEMORANDUM FROM THE PUBLIC WORKS DIRECTOR

TO: DIANE BARNES, TOWN MANAGER

FROM: TOM MARTIN

SUBJECT: 2018/2019 PAVING PROGRAM RECOMENDATIONS

DATE: 8/9/2018

I would like to request that the council reconsider their award of this seasons paving contract.

Given the lack of funds to complete the shoulder work associated with the 2017/2018 Paving Program, I would like to remove $34,000 worth of funds from this seasons paving budget to fund the recent Shoulder Rehabilitation Bid.

A recommendation at the last Council meeting was to award the Paving contract to All State Asphalt. An amendment was made to adjust the contract down to the $425,000 budget number. Given that All States number was nearly 10% lower, I would like to take advantage of that in the following way:

Award the Contract for $588,691.62 with the caveat that we do not expend more than $390,000 in this season's budget cycle. The contractor is willing to hold their prices into the next budget cycle. This gives us the opportunity to pave all the base that is ready under the current budget and we can pull the surface money to finish from next year's paving budget. We can then bid out the balance of the paving budget for 2019/2020 paving season.

Tom

MEMORANDUM FROM THE PUBLIC WORKS DIRECTOR

TO: DIANE BARNES, TOWN MANAGER

FROM: TOM MARTIN

SUBJECT: SHOULDER REHABILIATION BID

DATE: 8/9/2018

I received only one bid for the Shoulder Rehabilitation Bid package.

Morin Excavation of Auburn bid $34,000 for 80 hours of an equipment package

This package will assist the Public Works department in regrading, rehabilitating and rebuilding the shoulders on the roads in the road bond and last year's paving program.

I recommend awarding to Morin Excavating Inc.

Tom

TOWN OF LISBON

Lisbon and Lisbon Falls

Settled in 1628 -- Incorporated June 22, 1799

Town Offices – 300 Lisbon Street, Lisbon, Maine 04250

Telephone 353-3000 Fax 353-3007

Town Council

Allen Ward
Chair
Norm Albert
Christopher Brunelle
Fern Larochelle
Kris Crawford
Kasie Kolbe
Mark Lunt

Town Manager

Diane Barnes

July 26th, 2018

The Town of Lisbon is currently accepting proposals for Shoulder Rehabiliation Services on approximatelry 6 miles of newly paved roads. Scope of services to include all equipment, fuel and labor associated with the following:

Shoulder grading:

- Pull in shoulder material where applicable and grade to pavement. Compact.
- Spread new shoulder material supplied by Town with shoulder machine. Compact
- Remove excess material with Skid steer/Loader

Lawn Grading:

- Pull in lawn material where applicable and grade to pavement. Compact.
- Spread new lawn material supplied by Town with shoulder machine. Compact
- Remove excess material with skid steer.

Proof of Worker's Compensation and Insurances are required before performing any work.

NO Prebid will be held.
Please see Draft Contract for specifics required for bid. The Town of Lisbon reserves the right to reject any or all bids.

Bids to be submitted to the Town Office Attn: Tom Martin by August 6th, 2018 at 2:00 PM. I can be reached at 353-3000 ext. 116 or by e-mail at tmartin@lisbonme.org if you have any questions.

Sincerely,

Thomas Martin
Public Works Director

TOWN OF LISBON

Road Section	Treatment Option	Length/Ft		
Bowdoinham Rd	Both Sides of road- mostly needs gravel to bring up shoulders, lawns need loam. Pick up excess	32000		
Summer Street	Both Sides-50/50 lawns vs shoulders. Can pull gravel in for most spots, need loam on lawns. Pick up excess	22000		
Gould Road	Both Sides – mostly need gravel pulled in, lawns need loam. Pick up excess	14000		

Lisbon and Lisbon Falls

SCOPE OF WORK:

In most places, shoulder material is there and has to be pulled in with grader, graded and compacted on the shoulder. Exces material will be salvaged and be placed with a shoulder machine and compacted. Loam to be placed with shoulder machine, graded and lightly compacted. All aspects or scope should be able to be done simultaneously once project has started.

BASIS OF PAYMENT:

Contractor shall supply the following Equipment package: Grader, Small Roller, Skid Steer on tracks and Shoulder machine.

The Town will supply the Trucks, sweeper, Traffic Control and all the material as well as seed and mulch.

Payment shall be made per hour for the above combined equipment package.

BID FORM

Submit all bids to The Town of Lisbon by 2:00 PM, August 6th, 2018.

The Town reserves the right to reject any and all bids.

ITEM	Unit	Estimated Tons/ SY	Cost per Unit	Item Total $
Equipment Package-Grader, Shoulder machine, Roller, Tracked Skid Steer.	Hourly	80		
Dump Truck Wheeler	Hourly	TBD		N/A
Flaggers	Hourly	TBD		N/A
Loam -Delivered	CY	TBD		N/A
Reclaim-Delivered	CY	TBD		N/A
Shoulder Gravel-Crushed	CY	TBD		N/A
TOTAL				

_____ _____

Company Name **Company Address**

_____ _____

Company Representative

0205 Shoulder Rehabilitation List 2018

Street		Detail	Length (Ft)	Note
Rt 196		All	16000	Remove Shoulder/Both Sides
Hudon Road		River to Ferry	4000	Both Sides-Mostly gravel that can be pulled in.
Gayton Road			1800	Both Sides-50/50 lawns vs Shoulders
Keay Road			500	Mostly Lawns need loam
Crest Avenue		Rt 196 ALL	2530	Mostly Lawns need loam
Brook Street				N/A
Gartley Street				N/A
Huston Street				N/A
Farewell Street				N/A
Moody Road				N/A
Prince Street				N/A
Capital Avenue				N/A

SHOULDER CONTRACTOR LIST

Pratt & Sons
Reggie Pratt
PO Box 236
Mechanic Falls, Me 04256
O207-345-3311
F207-345-3313
art@prattandsons.net

Longchamps & Sons
15 Lisbon Street
Lisbon, Me 04250
O207-353-2349
F207-353-5814
deniselongchamps@gmail.com

St Laurent & Son
Gary St Laurent
20 Highland Spring Road
Lewiston, Me 04240
O207-784-7944
F207-784-6592
gary@stlaurentandson.com

Crooker Construction, LLC.
103 Lewiston Road
PO Box 5001
Topsham, ME 04086-5001
O207-729-5511
F207-725-4025
bmosley@crooker.com

Pike Industries
Larry Morin
95 Western Avenue
Fairfield, Me 04937
O207-756-9328
F207-
lmorin@pikeindustries.com

All States Asphalt Inc.
Shawn Bennett
6 Sabbady Point Road
Windham, Me 04062
O207-440-3915
F207-

sbennett@asmg.com

Lane Construction Company
Christine Webber
4 Gendron Drive, Unit 1
Lewiston, ME 04240
O207-751-0839
F207-
cmwebber@laneconstruct.com
mikeatherton@laneconstruct.com

Glidden Paving
Earl Glidden
326 New Portland Road
Gorham, Me 04038
O207-856-9990
F207-856-9998
steve@gliddenpaving.com

Gendron & Gendron
John Gendron
PO Box 1913
Lewiston, Me 04240
O207-782-7372
F 207-782-7308
johng@gendroncorp.com

J Pratt Construction
John Pratt
769 Paris Road
Hebron, Me 04238
O207-740-0630
F207-345-9217
Jprattinc@aol.com

Morin Excavating
Andrew Morin
8 Chasse Street
Auburn, Me 04210
O207-784-8293
F207-782-3175
amorinexc@roadrunner.com

CARL HUSTON EXCAVATING CONTRACTOR
162 MAIN STREET
LISBON FALLS, ME 04252

CRAFTS EXCAVATION LLC
8 HUSTON STREET
LISBON FALLS, ME 04252

RICK MASON EXCAVATION INC
312 RIDGE RD
LISBON FALLS, ME 04252

CARD'S EXC. & TRACTOR WORKS INC
170 DOUGHTY ROAD
BOWDOIN, ME 04287

RAY LABBE AND SONS, INC
4 HIGHLAND ROAD
BRUNSWICK, ME 04011

0205e Shoulder Rehabilitation List - Bond Roads

Street		Detail	Length (Ft)	Note
Bowdoinham Road		Main Street to Ridge Road	16000	Both Sides- Need gravel to bring up shoulders
Summer Street		Rt196 to Main Street	11000	Both Sides-50/50 lawns vs Shoulders
Gould		Ridge Road to Main Street	7000	Both Sides-Mostly gravel that can be pulled in.

ONLINE AUCTION CONTRACT - AGREEMENT FOR SALE OF GOVERNMENT ASSETS BY ONLINE AUCTION

This Agreement made on ___ / ___ / 20____, between _____, hereafter called "Seller", and Auctions International, Inc., 11167 Big Tree Road, East Aurora, NY 14052, hereafter called "Auctioneer":

The Auctioneer hereby agrees to use professional skills, knowledge, and experience to the best advantage of both parties in preparing for and conducting the sale. All auction items will be sold "As-Is, Where-Is", subject to the Seller's terms.

The Seller agrees to provide Titles, Keys and all other Proof of Ownership to customers who present a paid invoice from Auctions International, and release the purchased items once the Auctioneer has received full payment for the goods listed and described in detail on provided condition reports, and/or provided by electronic means to Auctioneer.

GOVERNMENT VEHICLES, MACHINERY, EQUIPMENT AND ALL OTHER SURPLUS ASSETS

The Seller agrees to provide merchantable title (with no liens or encumbrances) for motor vehicles, and agrees to write-in the purchase information on the back of any titles issued to purchasers (as required by law) . The Seller furthermore agrees not to sell listed merchandise before the term of the online auction is complete, under any circumstances.

The Auction is to be held online at www.AuctionsInternational.com, beginning and closing on mutually agreed dates and times. The terms and prices of this contract shall remain in effect for two (2) years after the agreement is executed, based on the needs of the Seller. Notwithstanding the foregoing, the Seller may terminate this contract at any time for convenience.

It is agreed that all listed merchandise be sold to the highest bidder, "as-is", "where-is", with no warranty expressed, implied or otherwise, and with the Government Seller retaining the right to reject any bids that are insufficient. Seller agrees to specify a minimum acceptable price on each rejected bid, which will be posted on the 'Past Prices' page of the Auctioneer's website.

Purchaser's will be required to pay a 4% buyer's premium for vehicles and equipment sold within two (2) years of the manufacture date, a 5% buyer's premium for vehicles and equipment within three (3) years of the manufacture date, or a 10% buyer's premium for all older equipment to be added to the successful high bid prices, which will constitute the Auctioneer's compensation for these services. There is NO commission charged to the seller.

The Auctioneer will conduct auction(s) at no-cost to the Seller, provided the Seller takes photos and descriptions of the merchandise, and provides this information to the Auctioneer's staff. The Auctioneer reserves the right to combine low-value merchandise into larger online auction lots as necessary, based on past experience with such items.

If requested by the Seller, the Auctioneer's staff will travel to the Seller's facilities to obtain photos and condition reports of the Seller's items, for the following listing fees: Thirty dollar ($30) fee for each motorized vehicle/equipment, and Five dollar ($5) fee for each auction lot that is not a motor vehicle. These listing fees will be deducted from the sale proceeds, before final payment is made to Seller.

The Auctioneer will mail a check to the Seller for all proceeds collected within fifteen (15) business days after the Seller approves the bids for the sale items and all monies are collected, along with an accounting summary. In the event of a bidder's refusal or failure to pay for their invoiced items, the Auctioneer will offer the unsold merchandise to the backup bidder, and the reneging bidder will be banned from future auctions. If the backup bidder does not take the merchandise for the backup bid price, then the merchandise will revert back to possession of the seller, after a reasonable time has been allowed for the backup bidder to get their payment to the Auctioneer. At the request of the Seller, any unsold merchandise can be re-listed in a future online auction. At no cost to the seller.

INDEPENDENT STATUS. That during the existence of this agreement, the Auctioneer shall remain an individual, independent contractor, retaining its separate identity and shall in no way be considered a division, department or agent of the Seller's agency or organization.

WAIVER. No waiver of any breach of any condition of the agreement shall be binding unless in writing and signed by the party waiving said breach. No such waiver shall in any way affect any other term or condition of this agreement or constitute a cause or excuse for a repetition of such or any other breach unless the waiver shall include the same.

ENTIRE AGREEMENT. This Agreement constitutes the entire agreement among the parties with respect to the subject matter of this Agreement, and supersedes any and all prior understandings and agreements, whether written or oral, and all prior dealings of the parties with respect to the subject matter of this Agreement.

(x)_____ _____ _____

Seller's Authorizing Signature | Printed Name and Agency Title | Telephone Number

(x)_____

Seller's Agency Payment Address (Check will be made out and mailed to Seller, from Auctioneer, for payments received)

(x)_____

Seller's E-Mail Address

(x)_____ _____ _____

Auctioneer's Signature | Auctioneer's Printed Name | Seller's County

Jan-'16

Agenda Item 2018-157

TOWN OF LISBON

Mark Stevens
Lisbon Parks & Recreation Director
18 School Street
Lisbon Falls, ME 04250
(207) 712-3208
mstevens@lisbonme.org

To: Diane Barnes; Town Manager

Date: August 10, 2018

Re: Sunshine Hill Senior's Bus replacement

After research for replacing the current bus with ADA and 14 passenger bus our results were the following:

**2010 Ford E450 Non-CDL Wheelchair Shuttle Bus

Church & Adult Medical Transport Mobility Handicapped

Stock #: A4934 **Miles:** 33,984

- **Engine:** 6.8L V10 Triton
- **Transmission:** 5 Spd Automatic
- **Miles:** 33,984
- **Exterior:** White
- **Stock #:** A4934
- **VIN #:** 1FDFE4FS2ADA37908
- 44 Photos

Asking Price

$27,900

2011 Ford E350 Non-CDL Wheelchair Shuttle Bus

Church Adult Medical Transport Mobility ADA Handicapped 14 Passenger

Stock #: A4929 **Miles:** 51,598

- **Engine:** 5.4L V8 Triton
- **Transmission:** 5 Spd Automatic
- **Miles:** 51,598

- **Exterior:** White
- **Stock #:** A4929
- **VIN #:** 1FDEE3FL4BDA29941
- 47 Photos

Asking Price

$31,900

2011 Ford E350 Diamond Non-CDL Wheelchair Shuttle Bus

For Adults Medical Transport Mobility ADA Handicapped

Stock #: A4935 **Miles:** 55,621

- **Engine:** 5.4L V8 Triton
- **Transmission:** 5 Spd Automatic
- **Miles:** 55,621
- **Exterior:** White
- **Stock #:** A4935
- **VIN #:** 1FDEE3FL3BDB00451
- 54 Photos

Asking Price

$26,900

These are from the same company that Bangor Maine is working with out of Long Island New York. They are offering a 5% discount or the price of delivery. My recommendation is to negotiate with the seller of the 2010 Ford E450 with 33,984 miles.

Thank You,

Mark Stevens

Lisbon Park and Recreation Director
18 School Street
Lisbon Falls, Maine 04252
(207)353-2289 W
(207)712-3208 C

ARTICLE IV. - RECREATION ACTIVITIES ON PUBLIC WAYS[3]

Footnotes:

--- (3) ---

Cross reference— Recreation and parks, ch. 30.

DIVISION 1. - GENERALLY [4]

Footnotes:

--- (4) ---

Editor's note— C.M. of 11-14-2017, V. 2017-281 , amended Div. 1 in its entirety to read as herein set out. Former Div. 1, § 50-261, pertained to similar subject matter and derived from T.M. of 8-1-2006, § 2006-19.

Sec. 50-261. - Purpose.

The purpose of this ordinance is to authorize the operation of ATVs on designated roadways in the Town of Lisbon.

(C.M. of 11-14-2017, V. 2017-281)

Sec. 50-262. - Definitions.

Accompanied by adult. "Accompanied by an adult" means, with respect to operation of an ATV, within visual and voice contact and under the effective control of a child's parent or guardian or another person 21 years of age or older.

All-terrain vehicle or ATV. "All-terrain vehicle" or "ATV" means a motor-driven, off-road, recreational vehicle capable of cross-country travel on land, snow, ice, marsh, swampland or other natural terrain. "All-terrain vehicle" or "ATV" includes, but is not limited to, a multitrack, multi-wheel or low-pressure tire vehicle; a motorcycle or related 2-wheel, 3-wheel or belt-driven vehicle; an amphibious machine; or other means of transportation deriving motive power from a source other than muscle or wind. For purposes of this subpart, "all-terrain vehicle" or "ATV" does not include an automobile as defined in 29-A M.R.S. § 101(7); an electric personal assistive mobility device as defined in 29-A M.R.S. § 101(22-A); a truck as defined in 29-A M.R.S. § 101(88); a snowmobile; an airmobile; a construction or logging vehicle used in performance of its common functions; a farm vehicle used for farming purposes; or a vehicle used exclusively for emergency, military, law enforcement or fire control purposes.

ATV access route. For the purpose of this ordinance, an ATV access route shall be defined as a public way maintained by the Town of Lisbon and designated by the Town Council as an ATV access route. ATV's are only to be used by the public on such designated public ways to gain access to the Lisbon ATV Trail System.

Lisbon ATV Trail System. A designated path commonly used and maintained for ATVs which is administered, in part, by the Town of Lisbon in association with a designated ATV Trail Organization.

Public way. "Public way" means a way, owned and maintained by the State, a county or a municipality, over which the general public has a right to pass.

(C.M. of 11-14-2017, V. 2017-281)

Sec. 50-263. - Use and operation of Lisbon ATV access routes.

(a) Operation of an ATV within the Town of Lisbon shall comply with 12 M.R.S. § 13157-A, Operation of ATVs.

(b) Use and operation of an ATV on a public way shall not obstruct or interfere with the use of the way by traffic or pedestrians.

(c) The Lisbon ATV access routes will be posted as OPEN from June 1st thru October 31st from sunrise to sunset. All other times/dates the ATV access routes will be posted as CLOSED.

(d) Each year, in the month of December, prior to the opening of the ATV access routes and Lisbon ATV Trail System, the designated ATV Committee shall be designated or re-designated by the Lisbon Town Council and an annual review of the ATV access routes and Lisbon ATV Trail system shall be conducted. The review will be performed by the Town Manager, Chief of Police or designated officer, Public Works Director, and a designated representative of the ATV Trail Committee.

(e) Operators under the age of 18 must have a valid driver's license and/or be accompanied by an adult age 21 or older.

(C.M. of 11-14-2017, V. 2017-281)

Sec. 50-264. - ATV access routes.

The town council does hereby designate the following portions of public ways as ATV access routes, with travel limited to the extreme right of the public way in the same direction as motor vehicle traffic. The posted speed limit for ATV's on ATV access routes shall be ten miles per hour and signs designating the ATV access route and the speed limit shall be conspicuously posted. ATV access routes have been established using guidelines under 12 M.R.S. § 13157-A § 6(H).

(1) Miller Road.

(2) Ferry Road (between Miller Rd. and Bretton Rd.).

~~(3) River Road.~~

~~(4)~~ (3) Wagg Road.

~~(5)~~ (4) County Road.

~~(6)~~ (5) Burrough Road (from Rte 125 to Bowdoin Town Line).

~~(7)~~ (6) Gould Road (from Rte 125 intersection westerly to #75 Gould Road).

(7) Wing Street (From #48 Wing Street to the Wing Street / Route 9 intersection)

(8) Route 9 (From intersection of Wing Street to Route 196)

(9) Lisbon Street/Route 196 (From intersection of Route 9 to #568 Lisbon Street/Route 196)

~~(8)~~ (10) Scottsdale Street.

~~(9)~~ (11) Huston Street (from intersection of Scottsdale Street westerly on Huston Street to end).

~~(10) Rte 196 (between #580 Lisbon Street and #610 Lisbon Street).~~

~~(11)~~ (12) Capital Avenue.

~~(12)~~ (13) Summer Street (from Main Street, Rte 125, to intersection of Edgecomb Road).

~~(13)~~ (14) Edgecomb Road (from intersection of Summer Street westerly to start of Transmission Line trail).

~~(14)~~ (15) Cotton Road.

~~(15)~~ (16) Pinewoods Road (from intersection of Cotton Road Southwesterly to the Pinewoods Road Recreational fields).

(C.M. of 11-14-2017, V. 2017-281)

Sec. 50-265. - Signs.

Designated ATV access routes shall be posted along the public ways to clearly define the approved access route. Posted signs shall include the 10 MPH speed limit and the designated ATV access route. The designated ATV Trail Organization shall be responsible for production, placement and overall maintenance of the signage. This shall be done in coordination with and approval of the Lisbon Public Works Department.

(C.M. of 11-14-2017, V. 2017-281)

Sec. 50-266. - Penalty for violation of division.

Penalties for violation of this division shall be as follows:

(1) On the occasion of the first violation, the individual violator will be issued a warning, which shall contain the name and address of the violator, the nature of the violation and the location of the violation.

(2) On the second and subsequent violations:

a. Second violation—$50.00 fine.

b. Third violation—$100.00 fine.

c. Fourth and subsequent violations—$200.00 fine.

(3) This ordinance shall be enforced by the Lisbon Police Department.

(C.M. of 11-14-2017, V. 2017-281)

Map To Be Repealed: ~~Sec. 50-267. - ATV Trail Map.~~[5]

~~The Lisbon ATV Trail Map is attached as part of this ordinance.~~

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(C.M. of 11-14-2017, V. 2017-281)

Footnotes:

--- (5) ---

Editor's note— This Route Map is inaccurate and is being revised. For now, please follow trail signs on the trails.

BRANN & ISAACSON
ATTORNEYS AND COUNSELORS AT LAW

DANIEL C. STOCKFORD | Partner
dstockford@brannlaw.com

MEMORANDUM

To: Lisbon Town Council
Diane Barnes, Town Manager
From: Daniel C. Stockford
Re: Town Authority to Authorize and Regulate Marijuana Establishments
Date: August 10, 2018

This memorandum summarizes the Town of Lisbon's options for authorizing and regulating both adult use (i.e., recreational) marijuana businesses and medical marijuana businesses, in light of recent legislative changes.

I. Adult Use (Recreational) Marijuana Businesses

In May, the Legislature adopted the Adult Use Marijuana Act, which amends and supersedes the citizen-initiated recreational marijuana law that voters approved in 2016. The law allows four different types of adult use establishments to be licensed by the State Department of Administrative and Financial Services:

1. *Marijuana stores* authorized to sell marijuana and marijuana products directly to consumers.

2. *Cultivation facilities* authorized to grow, prepare and package marijuana.

3. *Products manufacturing facilities* authorized to blend, infuse or extract components of the marijuana plant to make marijuana products such as ointments, tinctures or edibles, for sale to marijuana stores or other marijuana products manufacturing facilities.

4. *Testing facilities* authorized to conduct research, analysis and testing of marijuana and marijuana products for contamination, potency and safety.

The new law prohibits any of these adult use establishments from operating in a municipality unless and until the municipality has voted to authorize their operation. 28-B M.R.S. §402(1). The authority to determine whether one or more types of adult use marijuana

facilities will be allowed within the Town of Lisbon rests with the Town Council. The Town does not have authority to consider any applications for authorization of adult use marijuana establishments unless the Council votes to authorize such establishments.

The Town Council has three general options for its approach to regulating adult use marijuana businesses. First, the Council could choose not to authorize any type of adult use marijuana establishment, in which case none of these establishments would be allowed to operate in Lisbon. Second, the Town could adopt a simple ordinance authorizing the operation of some or all types of adult use marijuana establishments. This simple approach would leave the operation of authorized adult use marijuana establishments to be governed entirely by the State of Maine licensing process. Finally, the Town could take a more active role in regulating adult use marijuana establishments. The law provides that municipalities have broad home rule authority with respect to regulating adult use marijuana establishments, including, but not limited to, the authority to adopt the following types of regulations and restrictions:

1. General authorization or limitation of marijuana establishments, including the right to limit the number of any type of adult use marijuana establishment that may be authorized to operate within the Town;

2. Land use regulations, and

3. Municipal licensing requirements, including the adoption of municipal licensing fees.

28-B M.R.S. §401.

The threshold issue for consideration by the Council is whether the Council wishes to authorize one or more types of adult use marijuana establishments within the Town. If the Council does choose to authorize one or more types of adult use marijuana establishments, the Council should consider the following additional issues:

1. **Does the Council wish to consider limitations on the number of any of the authorized types of adult use marijuana establishments that may operate?** This limitation can be adopted in the ordinance authorizing one or more types of marijuana establishments.

2. **Does the Council wish to consider restrictions on the location of some or all of the authorized types of adult use marijuana establishments, or requiring performance standards for such establishments?** If so, the Council may request the Planning Board to propose amendments to the Zoning Ordinance, as permitted under Section 70-7(a) of the Zoning

Ordinance. The Council could develop either a new stand-alone ordinance governing the location and/or performance standards for such establishments, or the Council could adopt amendments to the existing Zoning Ordinance. If the Council were to consider amendments to the existing Zoning Ordinance that are not recommended by the Planning Board, current ordinance provides that such amendments must be approved by a two-thirds majority vote of the Council. Lisbon Code of Ordinances at §70-7(b). Any zoning regulations must be consistent with the Town's Comprehensive Plan, and must be adopted in accordance with the notice and hearing requirements of state law and local ordinance. *See* 30-A M.R.S. §4352.

3. **Does the Council wish to require that adult use marijuana establishments be licensed by the Town, either through existing business licensing ordinances or through marijuana-specific licensing requirements?** If so, state law requires that any licensing fees must reasonably reflect the Town's costs associated with the licensing procedure and licensing enforcement. 30-A M.R.S. §3702.

II. Medical Marijuana Businesses

Municipal regulation of medical marijuana businesses is governed by the Maine Medical Use of Marijuana Act. During the Second Special Session of the 218th Maine Legislature in June, the Legislature adopted two different bills that clarify the authority of municipalities to regulate medical marijuana facilities. While both of the bills were vetoed by Governor LePage, the Legislature overrode the vetoes of both bills on July 9, 2018.

L.D. 238, which was passed as emergency legislation and is now in effect, provides that municipalities have the authority to regulate the following types of medical marijuana businesses under their home rule authority, except that municipalities do not have the authority to prohibit or limit the number of registered primary caregivers:

1. *Registered primary caregivers* authorized to cultivate medical marijuana for qualifying patients.

2. *Registered dispensaries* authorized to cultivate and dispense medical marijuana to qualifying patients and caregivers.

3. *Marijuana testing facilities* authorized to test medical marijuana for contamination and potency.

4. *Manufacturing facilities* authorized to manufacture marijuana products and marijuana concentrate for medical use.

LD 1539, which was passed as nonemergency legislation, will become effective 90 days after adjournment of the Legislature's Second Special Session. This statute provides that municipalities have the authority to regulate the above listed types of medical marijuana businesses, as well as registered caregiver retail stores, under their home rule authority. The statute authorizes caregivers to operate one retail store to sell marijuana to qualifying patients for the patients' for medical use. While L.D. 1539 provides that municipalities do not have the authority to prohibit or limit the number of registered primary caregivers, the statute prohibits registered caregiver retail stores, registered dispensaries, marijuana testing facilities and manufacturing facilities not operating on the effective date of the legislation from beginning to operate in a municipality until the municipal legislative body has voted to adopt or amend an ordinance allowing such entities to operate. Municipalities are not authorized to prohibit such entities that are already operating with municipal approval prior to the effective date of L.D. 1539.

The effective date of L.D. 1539 will be no earlier than November, 90 days after the Second Special Session of the 218th Legislature is finally adjourned. Because L.D. 1539 has not yet taken effect and Lisbon does not have currently have any ordinances in effect that limit or regulate medical marijuana businesses, there is a possibility that new marijuana medical businesses could be established in Lisbon between now and the date that L.D. 1539 takes effect. Therefore, the Council may wish to consider whether to adopt an emergency moratorium on registered caregiver retail stores, registered dispensaries, medical marijuana testing facilities and medical marijuana manufacturing facilities, to allow time for the Town to decide whether or not to allow new businesses in these categories. The maximum time period for a moratorium would be 180 days. A moratorium could not apply to registered caregivers that do not operate a retail store, because current law provides that municipalities do not have authority to prohibit or limit the number of registered primary caregivers

Regardless of whether the Council decides to adopt a temporary moratorium on medical marijuana businesses until L.D. 1539 takes effect, the Council will need to determine whether to allow registered caregiver retail stores, registered dispensaries, marijuana testing facilities and manufacturing facilities once L.D. 1539 takes effect. As with adult use marijuana establishments, the Town Council has three general options for its approach to regulating these types of medical marijuana businesses. First, the Council could choose not to authorize any of these types of medical marijuana establishments, in which case none of these establishments would be allowed to operate in Lisbon once L.D. 1539 takes effect, unless they already were lawfully established. Second, the Town could adopt an ordinance that simply authorizes some or all types of these medical marijuana establishments. This simple approach would leave the operation of authorized medical marijuana establishments to be governed entirely by the State regime for regulation of

medical marijuana. Finally, the Town could take a more active role in regulating medical marijuana establishments.

Both L.D. 238 and L.D. 1539 provide that municipalities have home rule authority to regulate medical marijuana establishments. Although not specifically stated in these new laws, the home rule authority to regulate medical marijuana business likely includes authority to adopt (1) limitations on the number of any type of medical marijuana establishment that may be authorized to operate within the Town (except for registered primary caregivers which cannot be prohibited or limited by number); (2) land use regulations, including zoning and performance standards, applicable to medical marijuana businesses; and (3) licensing requirements including licensing fees applicable to medical marijuana establishments.

As with adult use marijuana businesses, the threshold issue for consideration by the Council is whether to authorize one or more types of the following medical marijuana establishments within the Town of Lisbon: registered caregiver retail stores, registered dispensaries, marijuana testing facilities or manufacturing facilities. If the Council does choose to authorize one or more types of these medical marijuana establishments, the Council should consider the following additional issues:

1. **Does the Council wish to consider limitations on the number of registered caregiver retail stores, registered dispensaries, marijuana testing facilities or manufacturing facilities that may operate?**

2. **Does the Council wish to consider restrictions on the location of some or all of the authorized types of medical marijuana establishments, or requiring performance standards for such establishments?**

3. **Does the Council wish to require that medical marijuana businesses be licensed by the Town, either through existing business licensing ordinances or through marijuana-specific licensing requirements?**

Depending on which direction the Council wishes to proceed on the issues summarized in this memo, I am available to assist with drafting and review of proposed ordinances.

DCS/lh

New Laws on Medical Marijuana Retail Stores

Many municipalities have been struggling with how to handle requests from registered caregivers to operate medical marijuana retail stores. Existing law has been completely silent on the legal status of these stores and unclear as to municipal authority to regulate them. These ambiguities have created a breeding ground of confusion – some towns have refused to permit them, others have permitted them on the assumption they must, and others have taken no action either way. Two new laws provide some clarity, but may also pose a problem before both laws finally become effective. Here's a summary:

On July 9, 2018 the Legislature enacted two amendments to the Maine Medical Use of Marijuana Act which recognize municipal home rule authority to regulate registered caregivers. The smaller of the two, PL 2017, c. 447 (LD 238), was enacted as an emergency and took effect immediately – municipalities may now, by ordinance, regulate registered caregivers.

The larger of the two, PL 2017, c. 452 (LD 1539), is a sweeping reform to the entire medical marijuana statute. One part authorizes registered caregivers to operate medical marijuana retail stores. However, caregivers may only do so if the municipality has voted to allow them generally. In other words, once this law takes effect, new medical marijuana retail stores are prohibited unless the municipal legislative body affirmatively votes to allow their operation. This is similar to the municipal "opt-in" requirement for adult use marijuana establishments under the Adult Use Marijuana Act.

But herein lies the rub: this opt-in requirement will not apply to medical marijuana retail stores until LD 1539 takes effect, which will not be until sometime in October 2018. In addition, LD 1539 expressly grandfathers stores "operating with municipal approval" prior to the law's effective date. This means medical marijuana retail stores will have a few months to become grandfathered before new stores are prohibited from operating without a municipal vote to "opt-in."

For municipalities that want to prohibit medical marijuana retail stores, or for municipalities that may want to allow them but need time to amend local ordinances to regulate them, we recommend adopting a moratorium ordinance. Since LD 238 is already in effect, there is no doubt that a moratorium applying to registered caregivers is now authorized.

Note that LD 238 also imposes new state registration requirements for medical marijuana manufacturing facilities. In addition LD 1539 will grandfather medical marijuana dispensaries, testing facilities and manufacturing facilities that are "operating with municipal approval" prior to the law's effective date (October 2018). Municipalities wanting to regulate or prohibit these establishments should consult with local counsel about including them in a moratorium ordinance.

For MMA Legal Services' Sample Moratorium Ordinance Regarding Medical Marijuana Retail Stores, see the following link:

https://memun.org/Documents?Command=Core_Download&EntryId=11969

Two New Laws Recognize Home Rule Authority to Regulate Medical Marijuana Operations
State and Federal Relations Department Update

Yesterday, the Legislature overrode Governor Lepage's veto of LD 238, *An Act To Amend the Maine Medical Use of Marijuana Act*, as well as his veto of LD 1539, *An Act To Amend Maine's Medical Marijuana Law*, finally enacting both proposals into law.

Each bill replaces the relatively limited local control authorizations in the pre-existing Medical Use of Marijuana Act, which had allowed for municipal school setback moratorium ordinances and regulation of dispensaries, with express recognition of the home rule authority to comprehensively regulate registered medical marijuana caregivers, dispensaries, and testing and manufacturing facilities. Two limitations are imposed on home rule: municipal prohibitions on registered caregivers, as well as limitations on the number of registered caregivers, are not allowed.

Descriptions of these newly enacted laws are found below. LD 238 is designated "emergency" and therefore became effective July 9, whereas LD 1539 becomes effective 90 days after the Legislature finally adjourns the second special session that is currently underway.

LD 238 - "An Act To Amend the Maine Medical Use of Marijuana Act"
Emergency Enacted, Public Law 2017 chapter 447 (July 9, 2018)

This bill provides for accredited third-party testing of medical marijuana, authorizes the manufacture of medical marijuana products using non-hazardous extraction and concentration processes, and requires processors who utilize hazardous substances to be certified as safe by a state-licensed professional engineer. The manufacture of medical marijuana products using non-hazardous extraction and concentration processes is authorized for all persons, subject to any forthcoming state rules, with "tier 1" processors authorized to possess up to 40 pounds of harvested marijuana, while "tier 2" processors are authorized to possess up to 200 pounds of harvested marijuana. The same is true for processing utilizing hazardous substances for extraction, provided the processors are certified as safe by a state-licensed professional engineer and have notified the state in advance of their intent to engage in marijuana extraction using inherently hazardous substances.

(Note: The term "primary caregiver" is replaced with "registered caregiver" in LD 1539).

LD 1539 – "An Act To Amend Maine's Medical Marijuana Law"
Enacted, Public Law 2017 chapter 452

This bill re-writes much of Maine's Medical Use of Marijuana Act. Amendments made to the Act as a result of this legislation include the following:

Local Control. The Act's pre-existing municipal school setback and dispensary regulation authorities are replaced with express recognition of the comprehensive home rule authority to regulate registered medical marijuana caregivers, dispensaries, and testing and manufacturing facilities. Two general limitations are imposed on home rule: municipal prohibitions on registered caregivers, as well as limitations on the number of registered caregivers, are not

allowed. Another limitation, described below, grandfathers caregiver retail stores operating on the effective date of this law while applying a municipal opt-in requirement to storefronts aiming to open after the effective date.

Qualifying Patients. Four key changes are made with respect to patient activities:

(1) Patients may now receive written prescription certifications to use medical marijuana for any medical condition their physician believes may be alleviated by the patient's use of marijuana;
(2) The maximum per-patient prescription limit is expanded from 2.5 ounces to up to 2 pounds, and the amount that may be possessed by patients is expanded from 2.5 ounces to up to 8 pounds;
(3) Each patient may grow a maximum of 6 mature plants, 12 immature plants, and unlimited seedlings;
(4) Patients may share seeds and plants with one another;
(5) Patients may use medical marijuana in certain assisted living and residential care facilities provided the use is consistent with facility policies; and
(6) Patients may designate multiple primary caregivers rather than only one caregiver.

Caregivers. Seven key changes are made with respect to caregiver activities:

(1) The term "primary caregiver" is replaced with a new distinction between un-registered and registered caregivers. Caregivers who only serve two household or family members are not required to register with the state. All other caregivers are required to register with the state and are referred to in the new law as "registered caregivers";
(2) Registered caregivers are authorized to operate retail stores;
(3) Each caregiver may grow a maximum of 30 mature plants, 60 immature plants, and unlimited seedlings;
(4) Caregivers are allowed to employ any number of assistants (under the pre-existing Act employees were capped at one person per designated patient served);
(5) Caregivers may transfer products between one another (under the pre-existing Act caregivers were only allowed to transfer products to dispensaries);
(6) Tracking and reporting on seed and plant sourcing and sales is required of registered caregivers and dispensaries;

Municipal Opt-in Requirement and Grandfathering. Registered caregiver retail stores, registered dispensaries, marijuana testing facilities and manufacturing facilities not operating on the effective date of the legislation are prohibited from beginning to operate in a municipality until its legislative body has voted to adopt or amend an ordinance or approve a warrant article allowing such entities to operate. Municipalities are not authorized by the terms of this law, however, to prohibit those entities already operating with municipal approval prior to the effective date.

Dispensaries. This law authorizes the state to issue six additional dispensary certifications (in addition to the existing eight) until 2021, after which time there will be no cap on the number of dispensary certificates issued statewide. The law also removes the previous requirement that dispensaries operate as non-profits.

State Verification For Code Enforcement. State officials are required to verify within two business days the validity of registration identification cards and conduct authorized pursuant to that registration upon the request of a code enforcement officer, and the location at which the conduct is authorized if necessary to verify the card to the code enforcement officer. The code enforcement officer, or other municipal officer in municipalities without code enforcement officers, are required to keep the information received confidential.

Inspections. State inspection authority is limited to registered caregivers, dispensaries, testing, and manufacturing facilities. Such inspection is authorized on demand of the Department of Health and Human Services, but is disallowed in areas where marijuana-related activities are not taking place and, in the case of registered caregivers, when the caregiver is not present. Two or more absences on the part of the caregiver are grounds for state revocation of their certification.

Immunity. The pre-existing immunity for dispensary employees and directors is extended to registered caregivers and their employees as well as to hospitals and long-term care facilities and their directors, employees or agents.

Testing. Accredited third-party testing of medical marijuana is authorized.

Extraction and Concentration. The same language included in LD 238, authorizing the manufacture of medical marijuana products using non-hazardous extraction and concentration processes for all persons, subject to any forthcoming state rules, is included in this legislation as well. "Tier 1" processors authorized to possess up to 40 pounds of harvested marijuana, while "tier 2" processors are authorized to possess up to 200 pounds of harvested marijuana. The same is true for processing utilizing hazardous substances for extraction, provided the processors are certified as safe by a state-licensed professional engineer and have notified the state in advance of their intent to engage in marijuana extraction using inherently hazardous substances.

MEMORANDUM FROM THE PUBLIC WORKS DIRECTOR

TO: DIANE BARNES, TOWN MANAGER

FROM: THOMAS MARTIN

SUBJECT: STREET LIGHTS IN KELLY PARK

DATE: AUGUST 6, 2018

Diane,

I met with Scott Kelly on site this morning to review anticipated acceptance of the Street Lighting system and his anticipated work to separate the Entrance Sign and Irrigation system from the Street Lighting system. There are 11- 25' poles and heads on Premier Drive and 6 – 20' poles and heads on Champagne Drive. The parking lots are fed from the Buildings.

All of the system appears to be in fine working order. Scott mentioned that we may want to convert the system to a photocell controller versus the timer that is currently in use.

I noted a discrepancy on the asbuilts and he is having them corrected immediately and sent to me. Scott has already sent me service information on the poles and heads.

It would be my recommendation to move forward with the process and send to the Planning board for the approval and submission to the Council for final acceptance.

I have included a list of work that will need to be done after final acceptance by the Council.

Kelly Park responsibility:

a) Install Meter socket and main power disconnect.
b) Separate the Sign and irrigation from the Lighting system.
c) Verification of Separation and power up of systems

Towns Responsibility:

a) Upon Council approval, call CMP for new service account and meter installation.

Best regards,

Tom Martin

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

Town of Lisbon

Diane Barnes

MEMO

To: Planning Board and Town Council

From: Diane Barnes, Town Manager

Date: August 9, 2018

Kelly Park Street Light Acceptance

Town of Lisbon is prepared to consider acceptance of the street lights constructed in Kelly Park. Because the street lighting plan was designed for an industrial rather than a residential use, and therefore is not consistent with all standards set forth in Town ordinance, the Council has amended the Town's street lighting ordinance to allow for Town acceptance. The revised ordinance, at Lisbon Code of Ordinances Section 46-167(d), was adopted by the Council on February 20, 2018, and provides as follows:

> There are many varied potential street lighting needs to be served in the Village Zone because it encompasses the most diverse areas of town in building style, density, setback variances and public infrastructure availability. If recommended by the planning board and approved by the town council, the town may accept a street lighting plan in the Village Zone that is not consistent with all standards in this article if the street lighting plan meets the overall intent of this article, seeks to maintain public safety and will provide an economic and aesthetic benefit to the town beyond its cost for maintenance.

In connection with the Town's consideration of the acceptance of responsibility for the street lights, Premier Development, LLC has provided the following:

1. A plot plan showing the as-built condition of the street lighting system, including
2. Historical costs of maintenance and operation of the street lights. Six months of electric bills ranging from $102.63-$271.49
3. Proposed deed for conveyance of street lighting system to Town
4. A petition requesting that the Town accept the street lighting plan

Everything is in order for the Planning Department move forward with their recommendation to the Town Council.

WARRANTY DEED

Premier Development, LLC, a Maine Limited Liability Company with a mailing address at 42 Capital Avenue, Lisbon Falls, Maine 04252, grants to the **Inhabitants of the Town of Lisbon**, a body politic having its principal offices in the Town of Lisbon, County of Androscoggin and State of Maine, with a mailing address at 639 Lisbon Street, Lisbon, Maine 04252, with **Warranty Covenants**, all street lights, lampposts, light bases, conduits, wiring, and lights (collectively the "Street Lights") located within the right of way known as "Premier Drive" and "Champagne Lane," forming part of the Kelly Park Subdivision as more fully described on the Amended Subdivision Plan, Kelly Park Residential Amendment prepared for Premier Development, LLC by Sitelines, P.A. dated December 23, 2016, as revised through March 6, 2017, as approved by the Town of Lisbon, Maine on March 9, 2017 recorded in the Androscoggin County Registry of Deeds at Plan Book 51, Page 177.

This conveyance is made together with all rights appurtenant thereto. The Grantee, by acceptance of this conveyance, agrees to maintain the Street Lights in a good and operable condition.

For Grantor's source of title, See Quitclaim Deed with Covenant from Dragon Products Company, LLC to Premier Development, LLC dated December 6, 2010, recorded in the Androscoggin County Registry of Deeds at Book 8070, Page 203, as amended pursuant to Confirmatory Release Deed from Dragon Products Company, LLC to Premier Development, LLC dated April 27, 2011 recorded in the said Registry of Deeds at Book 8169, Page 302.

In Witness Whereof, the undersigned has hereunto set its hand this _____ day of _____, 2018.

Witnesses:

_____

Premier Development, LLC

By:_____
Scott Kelly, Member/Manager

STATE OF MAINE
ANDROSCOGGIN, SS. _____, 2018

Then personally appeared the above-named **Scott Kelly** in his capacity as Member/Manager of **Premier Development, LLC,** and acknowledged the foregoing instrument to be his free act and deed and the free act and deed of said entity.

Before me,

_____
Notary Public/Attorney at Law
Print Name:_____
My Commission Expires:_____

Maine Municipal Association

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

TO: Key Municipal Officials of MMA Member Cities, Towns and Plantations

FROM: Stephen W. Gove, MMA Executive Director

DATE: July 11, 2018

SUBJECT: MMA Annual Election - Vice President and Executive Committee Members

Deadline: Friday, August 17, 2018 by 12:00 noon

Nomination Process – Each year member municipalities have an opportunity to vote on the election of the proposed MMA Vice President and municipal officials to serve on the MMA Executive Committee. A five-member Nominating Committee was appointed in March to review nominations submitted by municipal officials and conduct interviews with those municipal officials qualifying for and interested in serving as the MMA Vice President and Executive Committee. The MMA Nominating Committee completed its task in May and put forth a Proposed Slate of Nominees for 2018 to member municipalities.

Petition Process – As part of the May mailing, information was also provided on the MMA 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. The deadline for receipt of nominations by petition was Monday, July 9, by 4:30 pm. There were no municipal officials nominated by petition.

It is now time for each member municipality to cast its official vote.

Election Process – Enclosed you will find the MMA Voting Ballot which includes the proposed Slate of Nominees to serve on the MMA Executive Committee as selected by the MMA Nominating Committee. A brief biographical sketch on each nominee listed on the MMA Voting Ballot is enclosed for your reference. You will note that unlike municipal elections, MMA does not provide for "*Write-in Candidates*" since our process includes an opportunity to nominate a candidate by petition, as noted above.

The MMA Voting Ballot must be signed by a majority of the municipal officers **or** a municipal official designated by a majority of the municipal officers, and received by the Maine Municipal Association by 12:00 noon on Friday, August 17. We have enclosed a self-addressed self-stamped envelope for your convenience. The MMA Voting Ballots will be counted that afternoon and the election results confirmed under the direction of MMA President Linda C. Cohen, Mayor, City of South Portland.

Election results will be available by contacting the MMA Executive Office or by visiting the MMA website at www.memun.org on Monday, August 20. A formal announcement of the election results will be made at the MMA Annual Business Meeting being held *Wednesday, October 3, at 1:30 p.m. at the Augusta Civic Center.* Newly elected Executive Committee members will be introduced at the MMA Awards Luncheon as well as the MMA Annual Business Meeting and will officially take office on January 1, 2018.

If you have any questions on the Election Process, please contact me or Theresa Chavarie at 1-800-452-8786 or in the Augusta area at 623-8428, or by e-mail at tchavarie@memun.org. Thank you.

MAINE MUNICIPAL ASSOCIATION
BIOGRAPHICAL SKETCH OF
PROPOSED SLATE OF NOMINEES FOR 2019 EXECUTIVE COMMITTEE

MMA VICE PRESIDENT (1-Year Term)

CHRISTINE LANDES (Town Manager, Town of Bethel)

(Note: Ms. Landes will become the City Manager of Gardiner effective August 13, 2018)

Professional & Municipal Experience:

- Town Manager, Town of Bethel, Maine (November 2014 – present)
- Deputy Clerk, City of Brewer, Maine (December 2012 – May 2014)
- Deputy Clerk, Town of Veazie, Maine (September 2012 – December 2012)
- Deputy Tax Collector/Counter Clerk – Clay County Tax Collectors Office, Orange Park, Florida (July 2010 – September 2012)
- Town Clerk, Town of Warren, Maine – (August 1998 – June 2010)
- Branch Manager, The Waldoboro Bank, Maine (September 1990 – August 1998)

Other Experience, Committees and Affiliations:

- Member, Maine Municipal Association (MMA) Executive Committee (September 2016 – present)
- Member, MMA Strategic & Finance Committee (October 2016 – present)
- Chairperson, MMA Strategic & Finance Committee (2017 – 2018)
- Member, MMA Property & Casualty Pool Board of Directors (Sept 2016 – present)
- Member, MMA Workers Compensation Fund Board of Trustees (Sept 2016 – present)
- Member, Maine Service Centers Coalition Executive Committee (2016 – present); Treasurer (2017-2018)
- Member, Maine Town, City & County Management Association
- Member, Evaluation Committee for ICMA Annual Conference
- 2nd Vice President, Maine Welfare Directors Association
- Volunteer, Mahoosuc Heat & Soul Volunteer; Member, Hiring Team

Education:

- Master's Degree, Business Administration with concentration in Public Administration, Southern New Hampshire University
- Bachelor's Degree, Public Administration University of Maine at Augusta, /cum laude graduate
- Associate's Degree, Arts Program, Florida State College, Jacksonville

Awards and Certifications:

- Certified Maine Manager
- Recipient, Dr. Edward F. Dow Student Scholarship Award, Maine Town, City & County Management Association

MMA EXECUTIVE COMMITTEE MEMBERS (Three 3-Year Terms)

ELAINE ALOES (Chair of Selectboard, Town of Solon)

Professional & Municipal Experience:

- Chair of Selectboard, Assessor and Overseer of the Poor, Town of Solon, Maine (March 1998 – present)
- 2nd Selectman, Assessor and Overseer of the Poor, Town of Solon, Maine (March 1990 – March 1994)

- Auto Damage Appraiser, Bishop Adjustment Company (March 1990 – present)
- Owner/Operator, Mid Maine Adjustment Company (independent insurance adjusting company) (June 1987 – March 2005)
- Auto body repair businesses in Massachusetts and Maine (1972 – June 1987)
- Tax Preparer, H & R Block (1985 – 1992)
- Salesperson, Combined Insurance (health and accident insurance) (1985 – 1986)

Other Experience, Committees and Affiliations:

- Member, Maine Municipal Association (MMA) Legislative Policy Committee (1999 – present)
- Member, Somerset County Budget Committee (2001 – present); Vice Chair (2012 – 2016); Chair (2017 –2018)
- Member, MMA Executive Committee (2001 – 2003) and (Dec 2016 – present)
- Member, MMA Property & Casualty Pool Board of Directors (2001 – 2003) and (Dec 2016 – present)
- Member, MMA Workers Compensation Fund Board of Trustees, (2001 – 2003) and (Dec 2016 – present)
- Member, MMA Strategic & Finance Committee (2002 – 2003) and (2017 – present)
- President, Somerset County Municipal Association (2001 – present)
- Member, Maine Municipal's Rural/Service Center Committee (2002)
- Member, Somerset County Jail Planning Committee (2006 – 2008)
- Vice Chairman, Somerset County Charter Commission (2008 – 2010)
- Chair, Regional School Planning Committee for MSAD 74, MSAD 59, MSAD 12, MSAD 13 and several small towns (2007 – 2009)

Education:

- High school graduate, Medfield High School, Medfield, Massachusetts
- Kennebec Valley Technical College (courses in computers, accounting and supervisory management)
- Insurance Institute of America (Introduction to Claims)
- State of Maine (four part Property Tax Assessment course)
- Maine Municipal Association (many workshops and training on a wide variety of municipal topics such as budget preparation, finance management, personnel issues, right to know, town meetings, assessing)
- Maine Local Roads Center (variety of workshops on road issues and maintenance)

Awards and Certifications:

- State of Maine, All Lines Adjuster
- Maine Roads Scholar – Maine Local Roads (completed ten required road related workshops to earn award)

WILLIAM BRIDGEO (City Manager, City of Augusta)

Professional & Municipal Experience:

- City Manager, Augusta, Maine (1998 – present)
- Adjunct Professor, Government Program, University of Maine at Augusta (2009 – present)
- Adjunct Professor, MBA Leadership and Ethics Courses, Thomas College (2013 – present)
- City Manager, City of Canandaigua, New York (1987 – 1998)
- Assistant Director, Maine State Housing Authority (1985 – 1987)
- City Manager, City of Calais, Maine (1979 – 1985)
- Assistant Town Manager, Town of Killingly, Connecticut (1976 – 1979)

Other Experience, Committees and Affiliations:

- Member, Maine Municipal Association (MMA) Executive Committee, (2002 – 2004; July 2015 - present)
- Member, MMA Property & Casualty Pool Board of Directors, Member (2002 – 2004; July 2015 - present)

- Member, Workers Compensation Fund Board of Trustees, Member (2002 – 2004; July 2015 – present)
- Member, Maine Service Centers Coalition, Executive Committee (2002 – present); Chair (2004 – 2007; 2016 – present)
- Member, Ethics Committee, Maine Town, City & County Management Association (present)
- Member, Maine Service Centers Coalition, Steering Committee (2001)
- Member, Maine Town, City & County Management Association, (1979 – 1985) and (1998 – present)
- New York State Municipal Management Association, Member (1987 – 1998); President (1995)
- Charter Member, Board of Regents, International City/County Management Association (1990 – 1996)
- Ex-officio Member, Board of Directors, New York Conference of Mayors & Other Municipal Officials
- Member, Board of Directors, Maine Development Foundation (2000-2005)
- Member, Board of Directors, Augusta YMCA (2009 – present)

Education:

- Master's Degree, Public Administration, University of Hartford
- Bachelor's Degree, Political Service, St. Michael's College in Vermont

Awards and Certifications:

- Link Stackpole Manager of the Year Award, Maine Town, City & County Management Association

MELISSA DOANE (Town Manager, Town of Bradley)

Professional & Municipal Experience:

- Town Manager, Clerk, Treasurer, Tax Collector, General Assistance Administrator, Registrar of Voters and Road Commissions, Town of Bradley, Maine (2005 – present)
- Membership Coordinator, GrowSmart of Maine (2016 – present)
- Secretary/Administrative Assistant, Roy Associates, CPAs (2004 – 2005)
- Administrative Assistant/Town Agent, Town of Bradley, Maine (1998 – 2004)
- Coordinator Clinical Operations/Secretary/Patient Accounts/Patient Registrations, Neurology Associates, (1994 – 1998)
- Secretary/Receptionist, Dr. James Iannetta Medical Office (1991 – 1994)

Other Experience, Committees and Affiliations:

- Member, Executive Board, Maine Town, City & County Management Association (2016 – present)
- Co-Chair Membership Committee, Maine Town, City & County Management Association (2016 – present)
- President, Executive Board, Living History Museum, Maine Forest and Logging Museum

Education:

- Business Management Studies, Husson College
- Associate's Degree, Business Management, Beal College
- Associate Degree, Office Management, Beal College
- Associate College Preparation, Foxcroft Academy

Awards and Certifications:

- Rookie of the Year Award, Maine Town, City & County Management Association

MAINE MUNICIPAL ASSOCIATION
VOTING BALLOT

Election of MMA Vice President and Executive Committee Members

Deadline for Receipt of Voting Ballots – 12:00 noon on Friday, August 17, 2018

VICE-PRESIDENT - 1 YEAR TERM — **Vote for One**

Proposed by MMA Nominating Committee:

Christine Landes, Town Manager, Town of Bethel ☐
(Note: Ms. Landes will become the City Manager of Gardiner effective August 13, 2018)

EXECUTIVE COMMITTEE MEMBERS - 3 YEAR TERM — **Vote for Three**

Proposed by MMA Nominating Committee:

Elaine Aloes, Chair of Selectboard, Town of Solon ☐

William Bridgeo, City Manager, City of Augusta ☐

Melissa Doane, Town Manager, Town of Bradley ☐

Please note that unlike municipal elections, MMA does not provide for "Write-in Candidates" since our process includes an opportunity to nominate a candidate by petition.

The Voting Ballot may be cast by a majority of the municipal officers, or a municipal official designated by a majority of the municipal officers of each Municipal member.

Date: _____ **Municipality:** _____

Signed by a Municipal Official designated by a majority of Municipal Officers:

Print Name: _____ Signature: _____
Position: _____

OR Signed by a Majority of Municipal Officers **Current # of Municipal Officers:** _____

Print Names:	Signatures:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Return To:

MMA Annual Election
Maine Municipal Association
60 Community Drive
Augusta, Maine 04330
FAX: (207) 626-3358 or 626-5947
Email: tchavarie@memun.org

Sewer Foreclosure List August 14, 2018

Name	Address	Map/Lot	Assessed	Years Owed	Tax as of 9/14/2018	Total Water/Sewer as of 9/14/2018	Demolition and Legal Fees	Grand Total	Foreclosed	Account #
Cihlar, Linda	10 Union Street	U05-140	$37,800	2015-2018	$ 1,895.75	$ 755.77	$ 17,940.00	$ 20,591.52	6/15/2018	R1218, S203900

Timeline - Referendum Question for November 6, 2018 Ballot

Item #	Action	Legal Deadline	Recommended Date
1	**Introduce Timeline for Bond Referendum to Council**	**Council Meeting**	Tuesday, August 14, 2017
2	Council orders a warrant article for a bond question to be placed on the ballot and approves ballot language.	30 MRSA Sections 2528(5) & 2528(4) no later than 60 days prior to Election Day	Tuesday, September 4, 2018
3	Council Sets Public Hearing Date for October 16.	At least 17 days prior to Election Day Council posts notice of a public hearing on the article, which is posted in the same manner required for posting a town meeting warrant. See 30-A MRSA Sec 2528(5)	Tuesday, October 2, 2018
4	Absentee ballots available	Available 30 days prior to Election Day. See Title 21-A	Friday, October 5, 2018
5	Post Public Hearing Notice usual place at Town Office, Post Offices, Website, and send in ad to the newspaper although ad in paper is not required u/30-A MRSA.	Post in the same manner required for posting a town meeting warrant. 30A MRSA Sec 2528(5)	Wednesday, October 3, 2018
6	**Hold Public Hearing**	Must take place at least 10 days prior to Election Day 30A MRSA Sec 2528(5)	**Tuesday, October 16, 2018**
7	Council Votes on Recommendation on Warrant	Per Title 30-A Section 2528 (5) B	Tuesday, October 16, 2018
8	Council Approves Warrant	Council sets Polling Hrs, Location, & Registrar Hrs. See 30-A MRSA Sec 2523, 2528(3) & 2528(5)C, 21-A Sec 661	Tuesday, Ocober 16, 2018
9	Post Warrant specifying Polling Hours & Place etc and Specimen Ballot at Both Post Offices & Town Office Building and on Website	Warrant 7 Days Before Election Day See 30-A MRSA Sec 2523(3) and Specimen Ballot 4 Days Before Election Day 30-A MRSA Sec 2528(7)	On or before Monday, October 29, 2018
10	**Election Day**	See Above requirements	**Tuesday, November 6, 2018**

REQUEST FOR PROPOSAL
TOWN OF LISBON – MUNICIPAL RECORDS RESTORATION PROJECT

Dated: July 13, 2018

Requested Services: The Town of Lisbon is currently accepting bids for the restoration of municipal record books in the vault at the Lisbon Town Office, located at 300 Lisbon Street, Lisbon, Maine.

Scope of Work Performed: This includes testing the paper to determine acidity, which is the major cause of paper deterioration that must be dealt with if our records are to be preserved. De-acidification should be performed with non-aqueous magnesium oxide. All pressure sensitive material should be removed, mended using Japanese tissue, and reversible adhesives. Books are to be re-sewn with linen thread, and bound in leather, or other cover material of choice using acid-free materials, and easily reversible adhesives. Where appropriate, archival grade polyester envelope encapsulation should be used with placement of materials into custom post binders, replacing rebinding. Restoration of records should include the following:

- De-Acidification
- Mending
- Reinforcement of Paper
- Repair or Replacement of Index Tabs
- Resewing
- Rebinding or Archival Grade Polyester Encapsulation Where Appropriate

Timeline with Continued Access to Information: Please provide a timeline from start to finish for removing the materials onsite, method for pickup, method of delivery, duration of work performed, and a plan for access to the information while the materials are off site so we can continue to issue birth, death, and marriage certified copies. We would like this project completed by May 31, 2019.

Additional Information: Please provide three (3) references. Please list key personnel who will be working on this project. Proof of Worker's Compensation and General Liability insurance are required and the Town of Lisbon reserves the right to reject and any all bids. Bids will be awarded pending final approval by the Town Council.

Request for Proposal Deadline: Sealed Bids are to be submitted by email to tlycette@lisbonme.org or in person to Twila Lycette, Town Clerk at the Lisbon Town Office, 300 Lisbon Street, Lisbon, ME 04250 by August 10, 2018 at 10:00 AM.

Contact Information:

Project Contact Manager
Twila Lycette, Town Clerk
300 Lisbon Street
Lisbon, ME 04250
Direct Line (207) 344-1408
Fax Number (207) 353-3007
tlycette@lisbonme.org

Project Contact for Authorization
Diane Barnes, Town Manager
300 Lisbon Street
Lisbon, ME 04250
Phone (207) 353-3000 Ext "#104"
dbarnes@lisbonme.org

Project Contact for Billing
Lydia Colston, Finance Dir.
300 Lisbon Street
Lisbon, ME 04250
Phone (207) 353-3000 Ext "#116"
lcolston@lisbonme.org

_____
Twila D. Lycette, Town Clerk

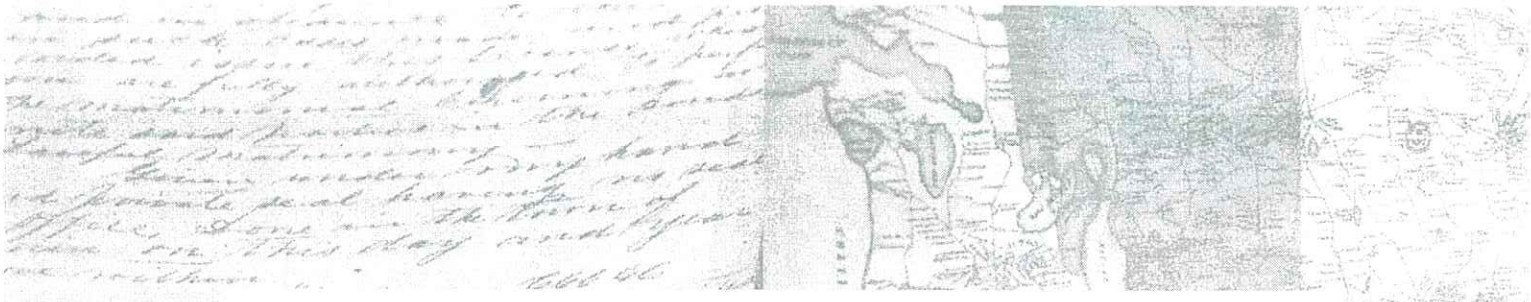
Restoration Project
YEAR 1

	Year	Description	#of Pages
Book 19-02	1901-1926	Marriages	254
Book 19-05	1926-1936	Marriages	206
Book 19-05A	1923-1935	Marriages Intentions	214
Book 19-06	1925-1930	Deaths	232
Book 19-08	1930-1935	Deaths	234
Book 19-9	1936-1938	Births, Deaths, Marriages	210
Book 19-10	1938-1940	Births, Deaths, Marriages	230
			1,580

KOFILE

PRESERVE | RESTORE | IMAGE | INDEX | MICROFILM | MANAGE

YOUR COMPLETE SOLUTION FOR RECORDS PRESERVATION.



TOWN OF LISBON, MAINE

REQUEST FOR PROPOSALS (RFP)

TOWN OF LISBON— MUNICIPAL RECORDS RESTORATION PROJECT

ELECTRONIC COPY

DUE: FRIDAY, AUGUST 10, 2018, 10:00 A.M. EDT

SUBMITTED BY:
KOFILE TECHNOLOGIES, INC.

6300 CEDAR SPRINGS ROAD
DALLAS, TEXAS 75235
214-351-4800

ONE ALLEN MARTIN DRIVE
ESSEX, VERMONT 05452
800-639-3027

1558 FORREST WAY
CARSON CITY, NEVADA 89706
855-767-8697

TRANSMITTAL LETTER

August 8, 2018

Honorable Twila Lycette, Town Clerk
Town of Lisbon
300 Lisbon Street
Lisbon, ME 04250

RE: Request for Proposal—Town of Lisbon—for Municipal Records Restoration Project

To Whom It May Concern:

Please find Kofile Technologies, Inc.'s response to RFP for the Town of Lisbon's Municipal Records Restoration Project following. Thank you for allowing us the opportunity to submit our completed proposal. I, John D. Woolf, am authorized to negotiate and contractually bind Kofile Technologies, Inc. (hereby Kofile).

I believe that Kofile is the most qualified Offeror to provide the services required. We are committed to implementing a solution that offers professional preservation standards, conforms to your key technical specifications, and, in terms of product quality and longevity, provides the highest rate of return on the Town's investment. We understand that quality and accuracy are mandatory elements in any project of this nature. Kofile is highly capable to meet the Town's required deadline for project completion by May 31, 2019.

We understand that your community's records are unique and serve as permanent links to the past. They document and verify—their survival is essential to protect life, liberty, and property. Every day, across the nation, historical papers are revisited for business, property, and genealogy searches. Without proper care, these irreplaceable records may be lost.

Please allow this letter to serve as a statement of acceptance of the terms and conditions of the contract resulting from this RFP. We take no exception to any of the proposed terms and conditions stated in this RFP.

We are committed to provide the services required by the Town Clerk. This offer is effective for (a) at least sixty (60) calendar days from the opening date of the proposals, (b) a contract is executed, or (c) this bid is cancelled, whichever of (a), (b), or (c) occurs first.

Sincerely,

John D. Woolf
CFO

PROJECT PRICING

All prices are inclusive of charges and expenses outlined in the RFP. Kofile's recommendations for the conservation of the Town's records include, as necessary, deacidification, mending, and reinforcement of paper. All pressure sensitive materials are removed. Mending is accomplished with Japanese tissue and reversible adhesives.

The collection's paper was tested with Chlorophenol Red and tested acidic (below 5 pH). The deacidification process is essential to halt the inevitable self destruction of acidic paper. Deacidification is performed with non-aqueous magnesium oxide (Bookkeepers™).

Services also include the repair or replacement of index tabs as necessary. Volumes receive resewing, rebinding, or archival grade polyester encapsulation, as appropriate.

- If noted in the table below, the volume is resewn with linen thread and bound in leather or other cover material of choice (using acid-free materials and easily reversible adhesives).
- If noted below, encapsulation via archival grade polyester envelope is recommended for the support and protection of fragile pages. With encapsulation, materials are placed into custom post binders. Volumes may return split due to the Mylar's added weight.

OPTIONAL SERVICE: Archival Imaging—*digital images delivered via CD.*
OPTIONAL SERVICE: Archival Microfilm—*digital images are captured to 16 mm microfilm as security backups.*

TOWN OF LISBON, MAINE RFP "TOWN OF LISBON—MUNICIPAL RECORDS RESTORATION PROJECT"									
						PRICE QUOTE			
RECORDS SERIES TITLE	VOLUME	DATE	PAGE COUNT	NOTES FOR LEVEL OF SERVICE	QTY. BINDERS RETURN	CONSERVATION	OPTIONAL IMAGING	OPTIONAL MICROFILM	LINE TOTAL
Marriages	19-02	1901-1926	254	*Encapsulate & bind in a post binder.*	1 vol.	$1,134.00	$130.00	$130.00	$1,394.00
Marriages	19-05	1926-1936	206	*No encapsulation; sewn binding.*	1 vol.	$855.00	$110.00	$110.00	$1,075.00
Marriage Intentions	19-05A	1923-1935	214	*No encapsulation; sewn binding.*	1 vol.	$840.00	$100.00	$100.00	$1,040.00
Deaths	19-06	1925-1930	232	*No encapsulation; sewn binding.*	1 vol.	$1,142.00	$145.00	$145.00	$1,432.00
Deaths	19-08	1930-1935	234	*Encapsulate & bind in a post binder.*	2 vols.	$2,052.00	$170.00	$170.00	$2,392.00
Birth, Deaths, Marriages	19-9	1936-1938	210	*Encapsulate & bind in a post binder.*	2 vols.	$2,048.00	$190.00	$190.00	$2,428.00
Birth, Deaths, Marriages	19-10	1938-1940	230	*Encapsulate & bind in a post binder.*	1 vol.	$1,884.00	$180.00	$180.00	$2,244.00
					SUBTOTAL	$9,955.00	$1,025.00	$1,025.00	$12,005.00
								SHIPPING COST	$160.00
								TOTAL	$12,165.00

Agenda Item 2018-8C

Code Enforcement

Dennis J. Douglass

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

Monthly Report for
JUNE 2018

Building permits issued - 10

- 1 Residential new home
- 1 Commercial project – Black Bear Ladder
- 2 Mobile homes
- 1 Garages
- 5 Misc.

Electrical permits issued - 15

- 1 Remodel
- 1 New home service
- 3 Commercial
- 4 Mobile homes
- 1 Upgrade service
- 2 Garages
- 3 Misc.

Plumbing permits issued - 4

- 1 Commercial plumbing
- 1 New HHE200
- 2 Mobile home hook-ups

Misc. permits issued - 3

- Demo / Roof shingles

Planning Board -

- Case 18-8 – Subdivision Amendment Application – Johnson Wood Estates
  - Add a walking trail Right of Way to the Androscoggin River waterfront from the approved subdivision lots in Johnson Wood Estates.

- Case 18-9 - Subdivision Amendment Application – Ricker Farm
  - Separate a lot from the approved subdivision of Ricker Farms.

Appeals Board - No cases to report.

Health Officer -

- Landlord/Tenant issues
- Health conditions in multi-family housing

TOWN OF LISBON

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

Economic & Community Development June-July Report

TO: Diane Barnes, Town Manager
FROM: Tracey Steuber, Economic & Community Development Director
DATE: August 7, 2018
RE: Monthly Department Report

LDC (Lisbon Development Committee): The LDC group met on June 21st where the group did a site walk in the Village Street area that was postponed in April. There will be more information about the scope of work for the Village area in the next couple of months.

Another project that was discuss with LDC was the purchasing of new benches for the downtown area to help as part of continued efforts to help with the appearance. Benches are now located at various places along Main Street. This project was funded through the Façade Grant.

Community Development Block Grant:

Downtown Revitalization Falls Streetscape Project: The new sidewalk project for the falls is almost completed and looking great.

The demolition and redevelopment of the Miller Block (Rusty's Lantern) project has begun. The new Rusty's Lantern will be another great addition as part of the downtown revitalization project.

Downtown Revitalization Lisbon Village Streetscape Project: The ECD Department received notification that once again Lisbon was successful in receiving grant monies to continue with the revitalization projects. The $300,000 dollars will be used for the streetscape project in the Lisbon Village area. The town also purchased the former Graziano's site as part of the Village Street revitalization.

Efficient Delivery of Local and Regional Services Grant: The ECD department has not received any notification yet on whether or not Lisbon/Bowdoin will receive any funds through this grant. The purpose of the grant was to help off-set the burden to taxpayers on a project that would not have normally been in the budget.

Ground-breaking Ceremony: Welcome Black Bear Ladder to Lisbon. Steve Martin with SME Corp., is the developer and constructing a 9,500 sq. ft. steel building.

L to R: Diane Barnes, Town Manager; Josh Smith, Paul Pete, Black Bear Ladder Inc.; Crystal Cordts, President Black Bear Ladder Inc.; John Cordts, Black Bear Ladder Inc.; Steve Martin, SME Corp

Black Bear Ladder is currently located in Lewiston and looking to consolidate two building locations to one. Black Bear will relocate later this fall.

Black Bear Ladder, Inc. is a family owned business that takes pride in providing the best service, best equipment and best price possible for the best value to their customers. Whether you need a single ladder or want a truckload of staging, they'll do everything possible to assure the customer has have chosen the right company to meet their needs.

Thank you Black Bear Ladder Inc., for choosing Lisbon has your new location and Welcome to Lisbon!

Other businesses that we celebrated during the months of June/July are Eastcraeft Boutique with their 4-year anniversary and expansion with more space on June 30th. Congratulations Maggie for your continued support in the downtown area. Maggie has also expanded into the world of tux rentals. If you have a wedding coming up or a special event where you need a tux, please visit Maggie and she will accommodate your needs.

Gentlemen's Quarters Barbershop held its first anniversary and grand-reopening on July 8th. Mick Owens, Master Barber/Owner is located on Union Street and has expanded his business from cutting hair to men's clothing. While you are waiting for the special trim, take advantage of having a men's retail section in the same storefront. Congratulations Mick and we wish you much success!

Moxie Festival 2018: The Moxie Festival Committee was held the weekend of July 13-15 and had great weather for all events. The committee received a lot of positive feedback and the thousands who attended enjoyed visiting and are looking forward to coming back next year.

The committee will schedule a workshop meeting with Council this fall to discuss the direction of the 2019 Moxie Festival.

To: Diane Barnes and the Town Council

From: Lydia Colston, CPA

Re: July 2018 Financials

I have compiled the July 2018 General Fund financial information for review.

Revenues are consistent with where they were last year.
Some revenue items do not have a budgeted amount yet, this will occur once taxes are committed.

Expenses are consistent with where they were last year as well.

Town of Lisbon
Schedule of Revenues- General Fund with Sewer Department
For the Period ended July 31, 2018
For management use only

	Final Budget	July Actual Amount	YTD Actual Amount	Collected (Uncollected) Balance-YTD	Percent of Budget Collected
Taxes:					
Property Taxes				-	#DIV/0!
Supplemental Tax				-	
Revenue in Lieu of Taxes				-	
Excise Taxes	1,579,000	133,972	133,972	(1,445,028)	8.48%
Registration Fees	27,000	2,765	2,765	(24,235)	10.24%
Interest and Cost on Taxes	28,000	1,579	1,579	(26,421)	5.64%
Licenses and Permits:					
Business permits and fees	5,000	630	630	(4,370)	12.60%
All other construction fees	18,400	1,305	1,305	(17,095)	7.09%
Town Clerk	20,300	1,152	1,152	(19,148)	5.67%
				-	
Intergovernmental:				-	
State Revenue Sharing	633,000	55,103	55,103	(577,897)	8.71%
General Assistance	17,500	-	-	(17,500)	0.00%
Tree Growth reimbursement	15,000	-	-	(15,000)	0.00%
BETE reimbursement	-	-	-	-	#DIV/0!
Homestead reimbursement	-	-	-	-	#DIV/0!
Urban rural incentive program	97,770	-	-	(97,770)	0.00%
Veteran reimbursement	10,000	-	-	(10,000)	0.00%
Miscellaneous State aid	15,792	-	-	(15,792)	0.00%
Sewer Department	1,216,960	81,230	81,230	(1,135,730)	6.67%
Sabattus Code Revenue	22,500	5,625	5,625	(16,875)	25.00%
Charges for Services:					
Police and Dispatch	124,533	20,928	20,928	(103,605)	16.81%
Fire Dept	-	330	330	330	0.00%
Public Services	326,098	71,567	71,567	(254,531)	21.95%
				-	
Investment Income	23,000	3,183	3,183	(19,817)	13.84%
				-	
Other revenues:				-	
TIF				-	#DIV/0!
Recycling	102,000	5,139	5,139	(96,861)	5.04%
Reimbursements	50,409	1,580	1,580	(48,829)	3.13%
Miscellaneous	400	(526)	(526)	(926)	-131.39%
Total Revenues	$ 4,332,662	$ 385,561	$ 385,561	$ (3,947,101)	

Town of Lisbon
Schedule of Departmental Operations- General Fund
For the Period ended July 31, 2018
For management use only

	Final Budget	July Actual	YTD Actual	Budget Variance Remaining (Overexpended)	Percent of Budget Spent
General Government:					
Elected Officials	21,851	1,468	1,468	20,383	6.72%
Town Manager	230,065	16,467	16,467	213,598	7.16%
Contingency / Grant match	-	-	-	-	#DIV/0!
Insurance	130,708	4,587	4,587	126,121	3.51%
Legal	40,000	-	-	40,000	0.00%
Technology	216,021	9,394	9,394	206,627	4.35%
Town Building	193,281	2,492	2,492	190,789	1.29%
Assessing	124,538	6,727	6,727	117,811	5.40%
Board of Appeals	1,703	58	58	1,645	3.41%
Planning Board	32,131	488	488	31,643	1.52%
Code Enforcement	120,940	8,920	8,920	112,020	7.38%
Finance	167,009	11,253	11,253	155,756	6.74%
Tax Collector	198,711	14,915	14,915	183,796	7.51%
Town Clerk/Elections	139,791	7,515	7,515	132,276	5.38%
Economic Development	105,197	6,031	6,031	99,166	5.73%
Total General Government	1,721,946	90,316	90,316	1,631,630	
Public Safety					
Police	1,696,128	108,050	108,050	1,588,078	6.37%
Animal Control	94,065	17,757	108,050	(13,985)	114.87%
Communications	345,246	30,522	30,522	314,724	8.84%
Fire	466,258	22,359	22,359	443,899	4.80%
Emergency	1,738	128	128	1,610	7.36%
Lisbon Emergency	127,885	31,971	31,971	95,914	25.00%

Total Public Safety	2,731,320	210,787	301,080	2,430,240	
Public Works:					
Public Works	1,515,815	55,216	55,216	1,460,599	3.64%
Winter Public Works	286,946	15	15	286,931	0.01%
Solid Waste	497,885	21,256	21,256	476,629	4.27%
Hydrant Rental	406,000	101,500	101,500	304,500	25.00%
Street & Traffic Lights	115,500	-	-	115,500	0.00%
Total Public Works	2,822,146	177,988	177,988	2,644,158	
Public Services:					
Parks & Recreation	641,484	82,201	82,201	559,283	12.81%
Lisbon Falls Library	300,362	20,920	20,920	279,442	6.96%
Health Officer	6,480	433	433	6,047	6.68%
Community Service	40,000	-	-	40,000	0.00%
Miscellaneous	13,000	-	-	13,000	0.00%
Total Public Services	1,001,326	103,554	103,554	897,772	
General Assistance	37,230	1,325	1,325	35,905	3.56%
Intergovernmental- County Tax	699,623	18,919	18,919	680,704	2.70%
Miscellaneous:					
Tax Increment Financing payments	-	-	-	-	#DIV/0!
Abatements	10,000	-	-	10,000	0.00%
Bad Debts	-	-	-	-	0.00%
Total Miscellaneous	10,000	-	-	10,000	
Debt Service - Town:	-	-	-	-	#DIV/0!
Capital Outlay: Town	534,917	-	-	534,917	0.00%
Sewer Department	1,129,216	18,566	18,566	1,110,650	1.64%

Total Expenditures	$ 10,687,724	$ 621,454	$ 711,747	$ 9,975,977	6.66%

Town of Lisbon

Fire Department
Nathan LeClair, Fire Chief

To: Town Council

In the month of June the Fire Department had 40 calls for service (includes inspections and various investigations, such as unpermitted burns). 6 of which were mutual aid calls. The Department responded to 10 First Responder (Medical) calls. We also responded to only 2 calls to assist Lisbon Emergency, with either lifting or as a driver.

During the month of June we responded to 3 fires within a structure in the Town of Lisbon. One located on Lisbon St, one on Donna Dr, and one on Village St. Two of which were small and were caught early with the significant fire on Lisbon St. The Lisbon St fire had the potential to be disastrous, with a large family living within the home with no smoke detectors. Thankfully, no one was injured.

Normally, the two different fire companies hold separate business meeting each month. For the month of June we held a department wide meeting, bringing both groups together. This is the first meeting like this in a few years. The plans are to do these or a regular basis.

Crews continue to train. This month they worked on hose deployments and hose loads. Newer members were able to get a feel for what it's like to handle these lines while under pressure.

The month of July was a little busier. Calls for service was at 48 calls for service. 8 were mutual aid calls. For First Responder calls, we responded to 6 calls. Only once did we go out to assist Lisbon Emergency.

On the 18th, we responded to a fire on Marc Drive. The fire displaced a family of 3. The call came in at 8 in the morning with personnel availability is low. We relied upon assistance from Lewiston, Durham, and Topsham at the scene. One person, a child, went to the hospital to be checked for smoke inhalation. No other injuries.

This month crews did Extrication training. Using vehicles provided by Gearheads, the crews practiced techniques necessary to remove victims that may be entangled in a vehicle after a crash. Some of the members had never used the tools before and it gave them a great introduction into this specialized area.

For the fiscal year of 2018 the total number for calls for service was 415. An analysis for the period of 07/01/2017 to 06/30/18 showed that the Department's busiest times are

from 8am to 6pm, with the busiest day of the week being Monday. Just as a note, the busiest times fall when the number of available firefighters are at the lowest.

A break down on the calls that the Fire Department responded to over the course of the month of June and July are attached. These break downs are how NIFRS (National Incident Reporting System) codes the calls and can be a little misleading. For example, a mutual aid call for a structure fire will still be coded as a building fire.

I have also attached a copy of the fiscal year Incident breakdown and of the incident numbers by time and day for your review.

Respectfully submitted

Nathan LeClair

Fire Chief

Incident Type Category Breakdown

Incident Type Category	Occurrences	Percentage
[100-199] Fire/Explosion	8	20.0
[200-299] Overpressure Rupture	0	0.0
[300-399] Rescue Call	5	12.5
[400-499] Hazardous Condition	3	7.5
[500-599] Service Call	7	17.5
[600-699] Good Intent Call	12	30.0
[700-799] False Call	5	12.5
[800-899] Severe Weather/Natural Disaster	0	0.0
[900-999] Special Type/Complaint	0	0.0
Undetermined	0	0.0
TOTAL	**40**	**100.0**

Incident Type

Incident Type	Occurrences	Percentage
Fire, other	2	5.0
Building fire	2	5.0
Fuel burner/boiler malfunction, fire confined	1	2.5
Forest, woods or wildland fire	1	2.5
Brush or brush-and-grass mixture fire	1	2.5
Outside rubbish, trash or waste fire	1	2.5
Medical assist, assist EMS crew	2	5.0
EMS call, excluding vehicle accident with injury	1	2.5
Motor vehicle accident with injuries	1	2.5
Motor vehicle accident with no injuries.	1	2.5
Power line down	2	5.0
CABLE LINE DOWN	1	2.5
Person in distress, other	1	2.5
Animal rescue	1	2.5
Public service	1	2.5
Unauthorized burning	3	7.5
Cover assignment, standby, moveup	1	2.5
Dispatched & canceled en route	5	12.5
Smoke scare, odor of smoke	1	2.5
EMS call, party transported by non-fire agency	6	15.0
Smoke detector activation due to malfunction	2	5.0
Alarm system sounded due to malfunction	1	2.5
Smoke detector activation, no fire - unintentional	1	2.5
Alarm system activation, no fire - unintentional	1	2.5
TOTAL	**40**	**100.0**

For Districts: All
For Situations: All
For Jurisdictions: All
For Street(s): All
For Location: All

Incident Type Category Breakdown

Incident Type Category	Occurrences	Percentage
[100-199] Fire/Explosion	6	12.5
[200-299] Overpressure Rupture	0	0.0
[300-399] Rescue Call	12	25.0
[400-499] Hazardous Condition	4	8.3
[500-599] Service Call	7	14.6
[600-699] Good Intent Call	7	14.6
[700-799] False Call	10	20.8
[800-899] Severe Weather/Natural Disaster	0	0.0
[900-999] Special Type/Complaint	0	0.0
Undetermined	2	4.2
TOTAL	**48**	**100.0**

Incident Type

Incident Type	Occurrences	Percentage
Not Reported	2	4.2
Building fire	3	6.3
Cooking fire, confined to container	1	2.1
Fire in mobile home used as fixed residence	1	2.1
Passenger vehicle fire	1	2.1
Medical assist, assist EMS crew	1	2.1
Emergency medical service incident, other	2	4.2
EMS call, excluding vehicle accident with injury	2	4.2
Motor vehicle accident with injuries	4	8.3
Motor vehicle accident with no injuries.	2	4.2
Water & ice-related rescue, other	1	2.1
Hazardous condition, Other	1	2.1
Power line down	3	6.3
Lock-out	1	2.1
Public service	2	4.2
Unauthorized burning	1	2.1
Cover assignment, standby, moveup	3	6.3
Good intent call, other	1	2.1
Dispatched & canceled en route	3	6.3
No incident found on arrival at dispatch address	1	2.1
EMS call, party transported by non-fire agency	2	4.2
Smoke detector activation due to malfunction	5	10.4
Alarm system sounded due to malfunction	4	8.3
Alarm system activation, no fire - unintentional	1	2.1
TOTAL	**48**	**100.0**

For Districts: All
For Situations: All
For Jurisdictions: All
For Street(s): All
For Location: All

Incidents By Time And Day

		SUN	MON	TUE	WED	THR	FRI	SAT	TOTALS
1	AM		1				1	1	3
2	AM		1			1		2	4
3	AM	1	1		2	1			5
4	AM	2			1	1			4
5	AM	1	10	1	2	1			15
6	AM	1	9	4	1	2			17
7	AM		7	1		1	2	1	12
8	AM	3	11	5	3	2	2	5	31
9	AM	2	9	1		4	3	5	24
10	AM	1	5	2	2	4	2	6	22
11	AM		9	5	4	3	7	3	31
12	PM	3	4	1	5	2	8	6	29
1	PM	2	2	3	3	6	1	5	22
2	PM	4	5	3	4	3	6	7	32
3	PM	5	8	2	5	1	2	1	24
4	PM	1	6	3	4	2	4	4	24
5	PM	1	4	7	4	1	2	4	23
6	PM	6	5	3	2	3	5	4	28
7	PM	5	6	3	1		1	3	19
8	PM	1	2	2	1	2	1	4	13
9	PM	3	3	3	2	1	1		13
10	PM	2		2	3	1	3		11
11	PM	2	1	2					5
12	AM	1	1		1			1	4
TOTALS		47	110	53	50	42	51	62	415

GRAND TOTAL: 415

For Districts: All
For Situations: All
For Jurisdictions: All
For Street(s): All
For Location: All

Incident Type

Incident Type	Occurrences	Percentage
Fire, other	4	1.0
Building fire	15	3.6
Cooking fire, confined to container	2	0.5
Chimney or flue fire, confined to chimney or flue	1	0.2
Fuel burner/boiler malfunction, fire confined	6	1.4
Trash or rubbish fire, contained	1	0.2
Fire in mobile home used as fixed residence	1	0.2
Mobile property (vehicle) fire, other	4	1.0
Passenger vehicle fire	1	0.2
Natural vegetation fire, other	2	0.5
Forest, woods or wildland fire	6	1.4
Brush or brush-and-grass mixture fire	3	0.7
Grass fire	1	0.2
Outside rubbish, trash or waste fire	2	0.5
Excessive heat, scorch burns with no ignition	1	0.2
Medical assist, assist EMS crew	26	6.3
Emergency medical service incident, other	5	1.2
EMS call, excluding vehicle accident with injury	12	2.9
Motor vehicle accident with injuries	16	3.9
Motor vehicle/pedestrian accident (MV Ped)	3	0.7
Motor vehicle accident with no injuries.	18	4.3
Lock-in (if lock out , use 511)	1	0.2
Search for person on land	1	0.2
Extrication of victim(s) from vehicle	1	0.2
Watercraft Rescue	1	0.2
Hazardous condition, Other	5	1.2
Gasoline or other flammable liquid spill	3	0.7
Gas leak (natural gas or LPG)	1	0.2
Oil or other combustible liquid spill	2	0.5
Carbon monoxide incident	3	0.7
Electrical wiring/equipment problem, other	4	1.0
Power line down	27	6.5
CABLE LINE DOWN	3	0.7
Arcing, shorted electrical equipment	6	1.4
TREE DOWN	11	2.7
Building or structure weakened or collapsed	1	0.2
Attempted burning, illegal action, other	1	0.2
Service Call, other	1	0.2
Person in distress, other	1	0.2
Water problem, other	1	0.2
Water evacuation	3	0.7
Water or steam leak	2	0.5
Animal rescue	2	0.5
Public service assistance, other	15	3.6
Assist police or other governmental agency	5	1.2
Police matter	1	0.2
Public service	12	2.9
Unauthorized burning	9	2.2
Cover assignment, standby, moveup	13	3.1
Good intent call, other	9	2.2
Dispatched & canceled en route	37	8.9
No incident found on arrival at dispatch address	3	0.7
Smoke scare, odor of smoke	6	1.4
EMS call, party transported by non-fire agency	35	8.4
HazMat release investigation w/no HazMat	2	0.5
False alarm or false call, other	1	0.2
Sprinkler activation due to malfunction	1	0.2
Smoke detector activation due to malfunction	10	2.4
Alarm system sounded due to malfunction	5	1.2

CO detector activation due to malfunction	2	0.5
Unintentional transmission of alarm, other	1	0.2
Smoke detector activation, no fire - unintentional	6	1.4
Detector activation, no fire - unintentional	2	0.5
Alarm system activation, no fire - unintentional	14	3.4
Carbon monoxide detector activation, no CO	5	1.2
Wind storm, tornado/hurricane assessment	8	1.9
Citizen complaint	2	0.5
TOTAL	**415**	**100.0**

For Districts: All
For Situations: All
For Jurisdictions: All
For Street(s): All
For Location: All

LIBRARY DEPARTMENT

TOWN COUNCIL /TOWN MANAGER MONTHLY REPORT

June & July 2018

CIRCULATION STATISTICS:

Adult Bks	2,567	Adult DVD's	674
Juv.Bks.	2,659	Juv. DVD's	396
Audio Bks.	165	Periodicals	331
ILL in	318	ILL Out	387
E-Readers Users	59	E-Reader Downloads	79
E-Audio Downloads	140	Gear/Kits	7
Steam Lab Science	NA	Juv. Audio Books	49
Legos Club	15	Patron Use Computers	936
Friday Art Club	NA	Friday Crafts	NA
Priv.School Visits	NA	Thurs.3:30 PM Storytime	37
Adult Room Count	3,473	Children Rom. Count	2,219
Sat. AM Storytime	10	Stop Motion Program	9
New Patrons	67	Playhouse Use	40

Summer Read Tues.Afternoon Program: 126
Summer Read Tues.Evening Program: 85
Summer Read Rec Dept. Program: 30

*Library closed July 4th & Moxie Saturday

The Library Department was very busy with the Summer Reading Programs throughout the months of June and July. Please note the circulation statistics listed above reflect the months of June and July.

Our Summer Reading kick off "Magic with Peter Boie" show on June 26th was very successful. 165 children including about 90 kids from the Recreation Department Summer Camp, was fun and educational for all. The collaboration between the Library Department and the Recreation Department continued throughout our 6-week reading program. Karen Durisko and her assistant walked to the library every Thursday morning with an average of 12 children to take part in their own Summer Reading

Program. We are very proud of the children of our community who met the challenge and surpassed the number of hours spent reading in 2017. This summer's readers have read 1,165 hours! We will celebrate their accomplishment with a party with cake and punch on 8/7/18. I will have a full report for Town Councilors and the Town Manager with next month's report.

The Children's Garden continues to be a popular place for families to visit. The Parks Department staff did a wonderful job removing the overgrown flowers and bushes on the outside of the fence on the Union St. side of the garden. The new mulch and low-growing bushes look beautiful. Dennis Douglas informed me he has hired someone to fix and paint the wooden fence that surrounds the garden. That will make a big difference as well.

The new window flower boxes that were purchased in memory of Linda S. Patrick are beautiful. The flowers that Landscape World chose for the boxes compliment the stained glass windows and our new outside light fixture. We have received many compliments on our "new look." The Library Department thanks all who donated to make this possible. We are excited to have the opportunity to keep the window boxes decorated throughout the seasons.

Our patrons continued to be pleased with the Inter Library Loan and "download" services that the MILS System offers. Patrons enjoy a variety of materials they order from area libraries. This includes not only books, but also DVD's, audio books and most recently a Play Station electronic game. The Maine InfoNet state committee that I am a member of met at Bowdoin College in July. I am excited to represent the MILS libraries on this very important committee that will push the future of Maine Libraries forward. We are scheduled to meet at UMO in September meet with James Sanborn and his InfoNet staff. I will keep the Town Manager and Town Councilors informed.

I am working with Dennis Douglass to move the carpet replacement project forward. We have met with and received 3 bids from carpet/flooring companies. I met with Blanchette and Bisson's Moving/Storage companies to get bids on the moving and storing of our 22,000 books and shelving units. Dennis and I are working together to ensure we can get the project done in September and get it done in a cost efficient way. I l keep the Town Manger informed as I receive information and will certainly keep the Town Council informed as well.

Library staff members will take well-deserved vacation time in August. That will ensure that all staff members will be on duty to box and move books throughout the carpet project replacement project. We will also "shift gears", and begin to plan and implement our fall adult and children's programs.

Respectfully submitted,
Diane I. Nadeau
Library Director

TOWN OF LISBON

Mark Stevens
Lisbon Parks & Recreation Director
18 School Street
Lisbon Falls, ME 04250
(207) 353-2289
mstevens@lisbonme.org

TO: Diane Barnes; Town Manager

SUBJECT: Monthly Report, June/July 2018

DATE: August 8, 2018

Months of planning go into action with day camps, sport camps along with other events and activities planned for the summer months. We have hired our summer park and camp staff and spent the days prior to camp training everyone in first aid/ CPR, town policies and department proceedures. We also spend a good amount of time training our staff on how to teach and play games, a skill most take for granted. All of this training creates a strong team and excellent leaders. These staff were fully responsible for 259 children this summer from 8 am to 5 pm Monday through Friday.

This year we planned two trips to Beaver Park for all our day campers. We have a perfect resource right here in our own community where people can hike, fish, swim and enjoy playing in the fields and on the beaches. Maine Wild Life Biologist showed up to demonsrate the importance for understanding and respecting wild life that live around us.

PW prepped the MTM Parking lot to be paved in June. We received a lot of positive comments about the improvement! Thank You Tom Martin for getting this project done for us!

The girls scout troop made reading stations for our after school rec program. Thank YOU!

Preparing for the Moxie Festival is a staple process for all of us at the Recreation Department in June and July.

The Moxie Car Show and 5K was well planned out and "ran" smoothly. Our volunteers return year after year, some over 20 years. Our volunteers are the reason for our success with these events! Many are friends of friends and family members. The Lisbon Class of 1982 has been a big part of making sure the car show is successful each year.

Who wouldn't want to run a tough "all hill" Moxie 5k with life's best friend then propose after you cross the finish line? Matt and Stephanie Lee got engaged

The girls from GS Troop 1445 painted the MTM Community Center in July.

Our "New" park maintenance crew of Wesley, Joe and Ben started the month off with a busy schedule. Gardens were planted, weeded, edged and mulched. Green space including the cemeteries were mowed and fences were repaired. Projects were worked on between the regular maintenance plans. We spent a couple of days at the Lisbon Library getting the grounds and gardens looking pretty. Pride is our motivation. We all want to make Lisbon the best looking town around.

The Community Garden volunteers have harvested 235 pounds of produce. Flux Restaurant continues to make good use of our herbs. Come by and check out the growth of our community Garden and say hello to a volunteer. South Street in Lisbon Falls.

Lisbon Police Department

A Community Policing Agency

300 Lisbon St.
Lisbon, ME 04250

Marc R. Hagan
Chief of Police

August Report to Council
Police Department

In the months of June and July the Lisbon Police Department received or responded to two thousand and forty three (2,043) calls for service. The calls for service ranged from arrests and traffic related summonses to checking on closed businesses, motor vehicle crashes, and other criminal investigations. Lisbon officers arrested or issued criminal/civil summonses to sixty two (62) persons, covered twenty eight (28) reportable motor vehicle crashes, conducted ninety six (96) investigations, and stopped four hundred and sixty four (464) traffic stops.

On June 30th Dan Turcotte resigned his position as a Communications Officer with the Lisbon Police Department after a twenty-year career with the agency. Dan will be sorely missed and the search for a full-time replacement is currently nearing its' conclusion.

In June, the Department released the 2018 series of police trading cards. Each officer has been issued a number of trading cards with their photograph and a brief biography on the back. There are also versions with the Lisbon PD cruiser and one specifically for canine Moxie. These cards are a great way for our officers to meet Lisbon area youth and start building positive relationships that will hopefully last a lifetime.

July saw the completion of another successful Moxie Days. All officers were called upon to work additional hours to ensure public safety throughout the Friday and Saturday events which was completed without complaint. This year the police department requested the assistance of the Androscoggin County Community Emergency Response Team (CERT) to assist with traffic direction and control during the parade. This assistance was greatly appreciated as it freed much needed personnel to address public safety concerns in other areas. Thank you again to Lisa Ward, Joanne Potvin, and all of the CERT volunteers for their part in making this a safe and happy event for the community.

On July 16th the Police Department was happy to welcome Nicholas Kauffman as this agencies newest law enforcement officer. Nicholas is a Bridgton native, member of the Maine Army National Guard and comes to us after serving as a Windham Correctional Officer for the last three years. Officer Kauffman, and Officer Chandler Field (hired in April) will be attending the Maine Criminal Justice Academy starting in August for 18 weeks of training to become certified law enforcement officers.

Thank you.
Marc Hagan

MEMORANDUM FROM THE SEWER SUPERINTENDENT

TO: DIANE BARNES, TOWN MANAGER

FROM: STEVE AIEVOLI

SUBJECT: JUNE 2018 MONTHLY REPORT

DATE: AUGUST 8, 2018

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

- Hydro excavated two holes on the sidewalk project
- Inspected and cleared the cross country sewer lines
- Repaired the screw auger at the Davis Street pump station
- Catch basin cleaning ongoing
- Unplugged the septage receiving pump numerous times
- Repaired one pump at the Lewiston Line pump station
- Annual sewer Cleaning Ongoing
- Septic tank cleaned and damaged diffusers in tank replaced
- Water line break in treatment plant administration building
- Mike Piela was on medical leave for the month

Please contact me if you have any questions.

MEMORANDUM FROM THE SEWER SUPERINTENDENT

TO: DIANE BARNES, TOWN MANAGER

FROM: STEVE AIEVOLI

SUBJECT: JULY 2018 MONTHLY REPORT

DATE: AUGUST 8, 2018

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

- Completed the annual sewer cleaning
- Repaired Pinewoods Road pump station pump #2
- Inspected the cross country sewer lines
- Mike Stewart worked the Moxie Festival
- Mike Piela returned from medical leave on July 16th
- Repaired the steel elbow on the vacuum portion of the Vactor truck
- Catch basin cleaning ongoing
- Boom/Bucket truck went to Messer Truck Equipment for annual safety inspection

Please contact me if you have any questions.

TOWN CLERK AND
ELECTION DEPARTMENT
JULY 2018

48 vital records were issued in June. 9 Marriage Licenses were completed in the State's DAVE program. The vital record report was mailed to Augusta, along with the $83.60 in State fees and the $2.00 online fee collected for an order.

12 dog were licensed in June. The dog report was mailed to Augusta, along with the $71 State fee.

The June 12, 2018 Election Results were filed with the state. The results were typed and put in our municipal record book. 1,766 ballots were cast. We completed the voter history project, which updates the voter's file indicating that they voted in the June Primary Election. 205 Absentee ballots were cast. 35 New voter registration cards were taken Election Day and entered into the computer, along with 145 party and address changes, and 25 removed from Lisbon, totaling 205 records updated. All of those cards have been scanned, but not filed yet. All the election bills have been paid and the school was billed for its share.

Information was posted on the Election Webpage for the annual municipal Election coming up on November 6. We are linked to the state's on-line absentee ballot request system so voters can request ballots on-line about mid-August. Nomination Papers will be available July 30 and have to be filed by 4:30 PM on September 7.

The following projects are underway:

1. Updating Boards and Committees
2. Business Filings Book V: Index updated
3. Code Book current to April 17, 2018. I send the recent updates to Municipal Code as well so changes will be posted on-line.
4. Annual renewal appointments we made by the Town Manager and those oaths are being administered by staff and Andrea Tapley.
5. Website: Council Agendas and documents along with Council Minutes are regularly posted to our town website. Final agendas are posted to the Live Streaming site.
6. The Annual Town Report has been posted online as well.
7. Vault Project: Developing an index is going well.
8. Restoration Project: RFP's will go out to our Website, MMA, Kofile, etc. for quotes and a work plan.

Renewal business licenses were processed, permits were mail, and original licenses were filed. We have one pending FOA request, which will need the Finance Director to conduct research before its completed.

LISBON WATER DEPARTMENT

639 Lisbon Road
Lisbon Falls, Maine 04252
Tel. (207) 353-3020 Fax (207) 353-3004
William G. Alexander Jr., Superintendent
Marie Hale, Chairman, Jim Lemieux & Roger Bickford Commissioners

Wednesday August 8, 2018

Communication from the Lisbon Water Department Superintendent

Current activities:

Mill Street Bridge: Reed and Reed are in the process of installing two new hydrants as part of the water main improvements. The new hydrants will enable us to maintain water quality on these dead ends until the main is completed later this fall. This is especially important as to prevent bacteriological growth and maintain dissolved iron concentrations below the maximum contaminate level per the Environmental Protection Agency Safe Drinking Water Act.

Route 196 Paving Improvements: Water Department Staff is working towards meeting MDOTs requirements in preparation of the paving project. We need to remove or lower 32 valve boxes prior to the mill and fill project. Restoration of the valve boxes will start when directed by MDOT.

Distribution Maintenance: Flushing is expected to start in the next few weeks. We will continue with the Uni-directional method. The uni-directional method was started in December of 2017 with excellent results.

Once flushing has been completed we will be rating all public hydrants for firefighting capacity. Hydrant color coding will change as appropriate. The Lisbon Fire Department will receive an update with the new data upon completion of the testing.

Winter maintenance of hydrants will start in mid to late October and will continue until the danger of freezing has passed in the spring.

Collaborate with the Sewer Dept.during their collection system improvements with regards to water infrastructure.

Plant maintenance: We are working on implementing a corrosion control program. Once approval is received from the Maine Division of Environmental Health final design and construction will be completed by our staff.

New Employees: The Water Dept. has hired two new water operators: Don Stevens, and Tim Schulz. Both operators bring many years of water experience with them.

Please contact me with any questions.

Sincerely,

CDBG Lisbon Village Project Timeline - Phase II

Agenda Item 2018-8E

Item #	Action	Legal Deadline	Recommended Date
1	**Introduce Timeline for CDBGDR Grant/Lisbon Village Project - Phase II**	**Council Meeting**	**Tuesday, August 14, 2018**
2	Post Public Hearing Notice at Town Office, Website, and send in ad to the newspaper	Post & Send Ad to Sun Journal	Wednesday, September 5, 2018
3	Planning Board Review	PB letter of Approval/Scope of Work	Thursday, September 6, 2018
4	Ad Runs in Newspaper		Saturday, September 8, 2018
5	AVCOG Approval	Regional Council Review	Friday, September 14, 2018
6	**Hold Public Hearing**	**10 Days Notice Prior to Council Approval**	**Tuesday, September 18, 2018**
7	Adopt Town Council Resolution	Approval By Legislative Body	Tuesday, September 18, 2018
8	State Historic Preservation Office Approval	Environmental Review Clearance	Friday, October 5, 2018
9	Final Cost Estimates	Based upon Final Scope of Work	Tuesday, October 16, 2018
10	**Phase II Submission Deadline**	**See Above requirements**	**Wednesday, November 21, 2018**

MEMORANDUM FROM THE PUBLIC WORKS DIRECTOR

TO: DIANE BARNES, TOWN MANAGER

FROM: TOM MARTIN

SUBJECT: SCOPE OF WORK FOR VILLAGE INTERSECTION

DATE: AUGUST 8, 2018

Dear Diane,

Here is a scope of work in succession that would need to be done to improve this intersection. I started at the Farewell mill entrance and measured along curbline to the Bridge. Jumped across to the Park and ride sidewalk. Measured that around on to Rt196 to the first Driveway. Jumped across to the South side of 196 by the first driveway. Measured all the way around past Walts to the end of Brick sidewalk on Spring St. Then jumped across Village street and measured from Bonafide Street all the way around onto Rt 196 and stopped at the end of Brick Sidewalk on other end of Bonafide Street.

As you can see by my initial estimate we do not have enough funds to complete the project right now. So my recommendation would be to start at Farewell Mill and do the Sidewalk around to the Bridge. (435') Bus Stop and possibly Sidewalk Lights/Street Light?
Then I would start at Bonafide Street on Rt 196 and go as far as we can around the corner onto Village Street. (500') Bus Stop and possibly Sidewalk lights/Street Lights. Bench's?

One thing I haven't confirmed yet is how much ADA adjustments we need to make.

Pedestrian Crossing upgrades should be done asap.

Note: If we convert to new street lights, we may not need as many. I have made that assumption in my estimate.

Best regards,

Tom

ROUTE 196 LISBON FALLS STREETSCAPE IMPROVEMENTS
TOWN OF LISBON, MAINE

BID TABULATION
August 22, 2017

I. BASIS for COST

Item No.	Item Description	Est. QTY	Unit	xxx Contracting Inc. Unit Price	xxx Contracting Inc. Total Price	xxx Inc. Unit Price	xxx Inc. Total Price
1	Traffic Control	1	LS	$ 40,000.00	$ 40,000.00	$ 45,750.00	$ 45,750.00
2	Site Clearing/Removals	1	LS	$ 30,000.00	$ 30,000.00	$ 34,800.00	$ 34,800.00
3	Existing Structures Modification	8	EA	$ 600.00	$ 4,800.00	$ 750.00	$ 6,000.00
4	Temporary Erosion Control	1	LS	$ 3,000.00	$ 3,000.00	$ 2,300.00	$ 2,300.00
5	4" Trench, Driveway, and Roadway Pavement	120	Tons	$ 150.00	$ 18,000.00	$ 220.00	$ 26,400.00
6	Remove and Reset Existing Granite Curb	2076	LF	$ 40.00	$ 83,040.00	$ 45.00	$ 93,420.00
7	Granite Curb, 5" x 17"	50	LF	$ 57.50	$ 2,875.00	$ 58.00	$ 2,900.00
8	Granite Curb, 5" x 17" Terminal	28	LF	$ 64.50	$ 1,806.00	$ 82.00	$ 2,296.00
9	Granite Curb, 5" x 17" Flush	100	LF	$ 50.50	$ 5,050.00	$ 65.00	$ 6,500.00
10	Pedestrian Xing Upgrades	1	EA	$ 11,000.00	$ 11,000.00	$ 6,750.00	$ 6,750.00
11	4" Concrete Sidewalk	1412	SY	$ 100.00	$ 141,200.00	$ 110.00	$ 155,320.00
12	6" Concrete Sidewalk (Driveways)	155	SY	$ 100.00	$ 15,500.00	$ 160.00	$ 24,800.00
13	Detectable Warning Plates	12	EA	$ 500.00	$ 6,000.00	$ 560.00	$ 6,720.00
14	Crosswalk Signs	3	EA	$ 3,000.00	$ 9,000.00	$ 3,000.00	$ 9,000.00
15	Crosswalk Ahead Signs	3	EA	$ 2,000.00	$ 6,000.00	$ 4,250.00	$ 12,750.00
16	Light Base, Pole, & Luminare	18	EA	$ 11,000.00	$ 198,000.00	$ 12,500.00	$ 225,000.00
17	Owner's Testing Allowance	1	AL	$ 1,000.00	$ 1,000.00	$ 1,000.00	$ 1,000.00
	TOTAL BASE BID				$ 576,271.00		$ 661,706.00

II. ALTERNATE BID NO. 1

Item No.	Item Description	Est. QTY	Unit	xxx Contracting Inc. Unit Price	xxx Contracting Inc. Total Price	xxx Inc. Unit Price	xxx Inc. Total Price
Alt. 1	Remove and reset Bricks in Island	1	LS	$ 2,000.00	$ 2,000.00	$ 7,500.00	$ -
	TOTAL ALTERNATE BID NO. 1				$ 2,000.00		$ -

III. ALTERNATE BID NO. 2

Item No.	Item Description	Est. QTY	Unit	xx Contracting Inc. Unit Price	xx Contracting Inc. Total Price	xx Inc. Unit Price	xx Inc. Total Price
Alt. 2	Bus Shelter	2	EA	$ 6,500.00	$ 10,000.00	$ 5,000.00	$ 10,000.00
	TOTAL ALTERNATE BID NO. 2				$ -		$ -
	TOTAL OF BASE BID PLUS ALTERNATES				$ 578,271.00		$ 661,706.00

Twila Lycette

From: Carrie Carville
Sent: Sunday, August 5, 2018 4:58 PM
To: Twila Lycette
Subject: Re: Recreation Committee

Twila,

As discussed in our phone conversation please have the Council reappoint me as a regular member on the Recreation Committee.
Please let me know if you have any questions or need more information.

Thanks, Tim

On Tue, Jul 31, 2018 at 4:26 PM Twila Lycette <TLycette@lisbonme.org> wrote:

Hi Tim,

I see your term expired June 30th. Would you like the Council to reappoint you a regular member on the Recreation Committee?

Twila

Twila Lycette, CCM/CMC/MMC

Lifetime Certified Clerk of Maine

State of Maine Archive Advisory Board Chairman

Lisbon Town Clerk

300 Lisbon Street

Lisbon, ME 04250

Direct Line (207)344-1408

Fax 207-353-3007

Twila Lycette

From: Heather
Sent: Tuesday, July 31, 2018 6:27 PM
To: Twila Lycette
Subject: Re: Recreation Committee

Yes please I would like to remain on the committee. Thank you

Heather

On Jul 31, 2018, at 4:18 PM, Twila Lycette <TLycette@lisbonme.org> wrote:

> Hi Heather,
>
> I see your term expired on June 30th. Would you like the Council to reappoint you an alternate on the Recreation Committee?

Twila

Twila Lycette, CCM/CMC/MMC
Lifetime Certified Clerk of Maine
State of Maine Archive Advisory Board Chairman
Lisbon Town Clerk
300 Lisbon Street
Lisbon, ME 04250
Direct Line (207)344-1408
Fax 207-353-3007

TOWN OF LISBON

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

APPLICATION FOR APPOINTMENT TO BOARD OR COMMITTEE

Please Check One:

- ☐ Board of Appeals
- ☐ Conservation Commission
- ☐ Ethics Panel
- ☐ Library Governing Board
- ☐ Board of Assessment Review
- ☐ Planning Board
- ☐ Recreation Committee
- ☐ Technology Committee
- ☐ Trail Commission
- ■ Other LDC

Application Date: 8-10-2018	
Name: Dean Willey	
Street Address: 30 Oak Street	
Mailing Address: same	
How long have you lived in Lisbon? 18 years	
Occupation: System Support Analyst	Employer: Trilliant inc.
Are you interested in other committees? List them in priority order.	
no.	
Have you attended any meetings of the Board for which you are applying?	
List Improvements you feel you can make to the committee:	
Yes. I've attended meetings.	
Email Address:	
Home Phone:	Cell Phone: