



**AGENDA**  
**COUNCIL MEETING**  
**SEPTEMBER 4, 2018**  
**LISBON TOWN OFFICE**  
**6:00 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. WORKSHOP – DISCUSS MOXIE FESTIVAL

4. GOOD NEWS & RECOGNITION

5. PUBLIC HEARINGS

6. AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS

7. CONSENT AGENDA

2018-172 ORDER–A. Municipal Accounts Payable & Payroll Warrants -

#16	\$ 897,754.20	#17	\$ 6,856.75
#18	\$ 146,857.83	#19	\$ 15,402.68

B. School Accounts Payable & Payroll Warrants -

# 4	\$ 1,907.26	#1007	\$ 253,770.86
# 1008	\$ 10,195.53	#1009	\$ 37,029.62
# 1010	\$ 10,009.20		

C. Minutes of August 14, 2018

D. Set polling hours, locations, registrar hours & absentee casting hours

E. Set public hearing for September 18 for Special Entertainment Permit for Lisbon Left Hand Club

8. COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

2018-173 ORDER – Authorize Issuance of up to \$294,000 in bonds-Rte 125/Huston St to Urban Compact Line MDOT Project

2018-174 ORDER – Notice & Order Public Hearing for Route 125/Huston Street to Urban Compact Line MDOT Project

2018-175 ORDER – Authorize Issuance of up to \$430,000 in bonds-Rte 125/Route 196 to Huston St MDOT Project

2018-176 ORDER – Notice & Order Public Hearing for Route 125/Route 196 to Huston Street MDOT Project

2018-177 ORDER – Authorize Issuance of up to \$675,000 in bonds-Fire Truck

2018-178 ORDER – Notice & Order Public Hearing on bonds for Fire Truck

2018-179 ORDER – Recommendations on Bond Questions on Warrant for November 6, 2018

2018-180 ORDER – Emergency Marijuana Moratorium

2018-181 ORDER – Authorization to Accept Prepayments on 2020 Tax Commitment

2018-182 ORDER – Police Cruiser Bid Award

2018-183 ORDER – Main Street Traffic Signal Upgrades

2018-184 ORDER – Pedestrian Signal Upgrades

2018-185 ORDER – Crack-Sealing Program

2018-186 ORDER – Request to Solicit Bids for New Public Works Truck

2018-187 ORDER – Request to Solicit Bids for Winter Sand

2018-188 ORDER – Façade Grant Bid Award

2018-189 ORDER – Durham Animal Control Officer Contract

9. OTHER BUSINESS

A. Council Committee Reports:

1. School (Councilor Albert)
2. Planning Board (Councilor Ward)
3. Water Department
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

10. APPOINTMENTS

2018-190 ORDER –Warden for November 6, 2018 Election

11. COUNCIL COMMUNICATIONS

12. AUDIENCE PARTICIPATION & RESPONSE NEW ITEMS

13. EXECUTIVE SESSION

14. ADJOURNMENT

2018-191 ORDER – To Adjourn

## SUMMARY OF LISBON COUNCIL MEETING RULES

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

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

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





# Town of Lisbon

Diane Barnes  
Town Manager

## Town Council

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

## MEMO

To: Town Council  
From: Diane Barnes, Town Manager  
Subject: Recommendations  
Date: September 4, 2018

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### Agenda Item 2018-181 Authorization to Accept Prepayments on 2020 Tax Commitment

The Tax Collector is seeking authorization to accept money prior to the date of the 2019 Tax Commitment in prepayment of taxes at 0% interest, and to issue receipts for the same.

#### 506. Prepayment of taxes

Municipalities at any properly called meeting may authorize their tax collectors or treasurers to accept prepayment of taxes not yet committed and to pay interest on these prepayments, if any is authorized, at a rate not exceeding 8% per year; municipalities are not obligated to authorize the payment of interest on taxes prepaid under this section. Any excess paid in over the amount finally committed must be repaid, with the interest due on the whole transaction, at the date that the tax finally committed is due and payable. [1993, c. 422, §2]

#### Recommendation

**Authorize the Tax Collector to accept prepayments on the 2020 Tax Commitment at 0% interest.**

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### Agenda Item 2018-182 Police Cruiser Bid Award

Initial attempts by the Police Chief to locate leftover 2018 Ford Interceptor's was unsuccessful. Therefore, bids were requested from the following Ford dealerships for a 2019 Ford AWD Interceptor's: Quirk Ford Augusta, Tucker Ford Brunswick, Rowe Ford Auburn, Casco Bay Ford Yarmouth, and Yankee Ford South Portland.

The bid process closed as of 5:00pm on August 29<sup>th</sup> with the following received:  
Yankee Ford – \$29,118

Rowe Auburn - \$27,890

Casco Bay Ford - \$27,499

Quirk Ford - \$27,434

We are requesting that the proposal from Quirk Ford be accepted and we move forward with ordering the vehicle immediately. *\*You will note that the Quirk bid has the vehicle in question listed as a 2018. I have also attached an e-mail where my point of contact clarifies that this was an error and the bid is in fact for a 2019. \**

#### Recommendation

**To award the bid for a new 2019 Police cruiser to Quirk Ford in an amount not to exceed \$27,434.00 for a new 2019 Ford Interceptor.**

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**Agenda Item 2018-183  
Main Street Traffic Signal Upgrades**

The Public Works Director has received a Quote from A&D Electric to install an upgrade package to the Traffic Signals at the Intersection of Rt196 and Main Street. (\$20,624) If we can use Police for Traffic Control it will save \$1000.00 off this price.

As you are aware, this intersection is infamous for its ability to back up traffic. The reason for this request is to allow us to change the Traffic Pattern at this intersection.

The Public Works Director has consulted with Region I MDOT about the change. They have given it their blessing as long as we can change the Traffic Lighting to accommodate the new pattern. The new pattern will require a six controller cabinet and we only have 4 controller cabinets. A&D is willing to give us some used ones to use for now. This Intersection is slated to be reconstructed in a few years by MDOT, including new lights.

As we all know, part of the new construction involves putting in a right hand only turning lane onto Main Street which will eliminate the street parking near the intersection. We are in hopes that if we can alleviate the congestion with this new pattern, we may be able to convince MDOT to do away with the turn lane and possibly save some significant money as well.

One of the Project Engineers for Region I lives here in town and gets caught in this traffic. He is ecstatic about the idea and has offered to help with the engineering of this change.

A & D Electric is providing some equipment that we are in hopes will still be viable to use when the project is constructed, or they may give us credit for usable parts when it is reconstructed. We may be able to have this funded through the ATRC.

Time is of the essence so we are recommending the change happen immediately using our MDOT Match fund. We can apply to the ATRC for the funding and press to be reimbursed though the overall project budget. The current balance in the MDOT Matching Funds reserve is \$155,946.

**Recommendation**

**Authorize the upgrades to the Traffic Signals at the Intersection of Rt. 196/Main Street in an amount not to exceed \$20,624 from the MDOT matching funds account.**

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**Agenda Item 2018-184  
Pedestrian Signal Upgrades**

The Public Works Director has received a Quote from A&D Electric to install new Pedestrian LED Heads on the existing poles in the Village and sync with the traffic system at the Intersection of Rt 196 and Village Street.

This is a busy intersection with a significant foot traffic issue given the unique placement of the traffic Island. We have received numerous calls and complaints that the system isn't working correctly, and that does have some merit but mostly the system is dated and weak.

We recommend completing this project using funds from the Downtown TIF Reserve, which has a current balance of \$97,470.00 to make it happen as soon as possible.

**Municipal Investments within the proposed TIF District:**

***Sidewalks and pedestrian safety improvements, including but not limited to crosswalks, pedestrian signals, safety and wayfinding or informational signage, and incidental curb or roadway treatments (Lisbon Downtown Plan, pp. 12, 19, 25) Title 30-A §5225-1 (A) (1)***



**Recommendation**

**Authorize the installation of new Pedestrian LED Heads on the existing poles at the intersection of RT 196/Village Street in an amount not to exceed \$10,749.00 from the Downtown TIF Reserve.**

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**Agenda Item 2018-185  
Crack Sealing Program**

Public Works would like to use the Paving program funding to start a yearly Crack Sealing Program. We anticipated starting with a 2 Ton bid this year with an approximate cost of \$10,000 installed.

Public Works has compiled a list to cycle the program, covering the last 5 years of paving and all the MDOT Roads inside of the urban compact area (Rt196, Rt125 and Rt9).

Once a road gets to the point that crack sealing is not a viable option, it is time for a mill and fill or other surface treatment option. We cannot repave every time this happens.

This program will allow the town to maintain the upgrades to our roads in a more efficient and cost effective manner. The harsh Maine weather will eventually cause them to crack. Cracks exacerbate deterioration of the road by allowing water to seep into the pavement thereby decreasing the road's lifetime of use. We cannot repave every time this happens. Once a road gets to this point, it is time for a mill and fill or other more expensive surface treatment option. The Crack Sealing method has proven to be effective, and used for years to keep water out of these cracks.

**Recommendation**

**Authorize Public Works to start a Crack Sealing Program utilizing funds from the Paving Program**

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**Agenda Item 2018-186  
Request to Solicit Bids for New PW Truck**

The Public Works Director would like permission to solicit bids for a new ¾ Ton Pickup Truck that was approved in our budget. Line item 03-5430. We have a budget for \$30,000 for this unit. We will be taking the plow off the 2004 pickup. The 2004 Pickup will be disposed of through our disposition process.

**Recommendation**

**Authorize the PW Director to solicit bids for a new ¾ Ton Pickup Truck.**

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**Agenda Item 2018-187  
Request to Solicit Bids for Winter Sand**

The Public Works Director would like permission to solicit bids for approximately 1500-2000 cubic yards of winter sand.

**Recommendation**

**Authorize the Public Works Director to solicit bids for Winter Sand.**

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**Agenda Item 2018-188  
Façade Grant Bid Award**

The following bid was advertised in the Sun Journal, Town website and sent to the following:

<u>Location</u>	<u>Bidder</u>	<u>Bid</u>
273 Lisbon Street	Fairbanks Roofing (Roofing)	*\$39,878.00
	Haggerty Contracting (Painting)	No Bid

\*There were no bids received on the deadline date/time of 8/8/2017, however after speaking with DECD, they have allowed us to seek a quote after the bid deadline. This bid has been accepted by the property owner as well as DECD.

**The Scope of Work consists of the following:**

**Roof Replacement:** Hip Roof and Bell Tower only (1<sup>st</sup> story back addition has been done recently). Roof to be stripped, clean and a 3' layer of Grace Ice and Water shield to be installed on 1<sup>st</sup> course and any valleys near bell tower. The remainder of roof will be covered with Synthetic Rino roof wrap. 8" Aluminum drip edge to be installed around edges of roof. A row of starter shingles and Certainteed Landmark Architectural roof shingles to be applied using the MGF suggested nailing pattern for this application. Nails to be used to apply shingles, no staples to be used. A matching Hip & Ridge to cap the hips on roof and bell tower. Any bad boards to be replaced with the issuance of an extra work order signed by building owner. Ground tarps to be laid down before the start of stripping roof. Grounds to be clean and magnetically swept upon completion.

After speaking with the owners the Economic & Community Development Director is requesting Council to award the one bid from Fairbanks Roofing in the amount of \$39,878.00 as part of the CDBG Façade Grant requirements. This award is contingent on the work being completed by the November 30, 2018 deadline. The applicant will be eligible to receive \$19,939.00 in Façade Grant funds.

**Recommendation**

**Award the Roof Replacement bid to Fairbanks Roofing in an amount not to exceed \$39,878.00.**

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**Agenda Item 2018-189  
Durham ACO Contract**

The Town of Durham has asked Lisbon to provide a quote for ACO services. Up until 3 years ago, Durham contracted with Lisbon for these services. I have provided them with an annual contract beginning January 1, 2019 for their consideration. Subsequent to this, they have asked me for a interim contract from now until December 31<sup>st</sup>.

Durham has also expressed their desire to leave Lisbon and have Androscoggin County dispatch their EMS and Fire calls. We have met with Kevin Nadeau, Selectmen Chair to discuss their desire to leave.

I would like permission from Council to negotiate and execute an interim contract with Durham for ACO services and to negotiate a 3-year ACO contract as well as a 3-year Dispatch contract as a package deal. The 3-year contracts would come back to Council for ratification.

**Recommendation**

**To authorize the Town Manager to negotiate and execute an interim ACO contract with Durham and to negotiate 3-year contracts for ACO and Dispatching as a package deal.**



### Moxie Festival Planning Timeline

Month	Task & Description	Person Responsible
<b>All Year</b>	Website Updates - The website is a year round task to make sure everything is current.	ECD
	Social Media Updates - This again needs to be year round to keep everything current and fresh.	ECD & Heather Cronin
	Press Releases - Are done throughout the year based on certain announcements (theme contest, event winners, etc.)	
<b>September</b>	First Planning Meeting - the committee begins its first festival meeting in September	ECD
	Draft Meeting Date Calendar - the committee sets dates/times for monthly meetings	ECD
	Choose a Festival Theme - the committee will opt to either choose its own theme or do a theme contest	Committee
<b>October</b>	Begin Sponsorship Letters - the committee will begin updating the sponsorship application in preparation to mail out.	Committee
<b>November</b>	Announce Festival Theme - this is a major press release to gear up for the logo design contest	Julie-Ann Baumer
	Send Out Sponsorship Letters - committee members will stuff envelopes to businesses requesting sponsorship	Committee
	Participate in LHS Craft Fair - for the past couple of years the committee has paid for a spot at this annual event in hopes to sell leftover festival items as well as continue to promote the Moxie Festival	Committee
<b>December</b>	Advertise for Logo Contest - advertise and open up the logo design contest to Moxie and artist enthusiast.	Julie-Ann Baumer
	Begin to update Applications - each committee chair is responsible to update their event applications.	Committee Chairs
	Secure Fireworks - fireworks are usually chosen in December as we get a better deal and larger show if chosen early.	ECD
<b>January</b>	Mail Parade Applications - mail out parade applications to previous parade participants	Committee Chair
	Mail Vendor Applications - mail out vendor applications to previous vendor participants	Committee Chair
	Start Planning Events: - each committee chair continues to update their event to the committee for potential input and brainstorming.	Committee
	1) Parade	
	2) Entertainment	
	3) Other Activities	

## Moxie Festival Planning Timeline

<b>February</b>	<p>Continue to work on Schedule - this is making sure that the schedule of events work throughout the weekend and is tweaked on a monthly basis right up until the festival weekend.</p> <p>Souvenir Ideas - the committee will brainstorm new ideas on what people are looking for as part of the Moxie Gear</p> <p>Follow-up with Sponsors - sponsorship monies begin to arrive so we keep an eye on what's come in and who do we need to follow-up with. Once a paid sponsor application comes their name is added on the website and facebook as an official festival sponsor.</p>	<p>Committee</p> <p>Committee</p> <p>Committee Chair Heather Cronin/ECD</p>
<b>March</b>	<p>Souvenir Quotes - this can be time consuming as when we get quotes we have an exact list of items we are looking for along with quantity. This process ensures we get the best deal.</p> <p>T-Shirt Quotes - this is the same process as souvenirs</p> <p>Each committee to work on Events - round table on where committees are for each event and where they need help</p> <ol style="list-style-type: none"> <li>1) Parade</li> <li>2) Vendors</li> <li>3) Recipe Contest</li> <li>4) Chug Challenge</li> <li>5) Entertainment</li> <li>6) Whoppie Pie Contest</li> <li>7) Talent Contest</li> </ol>	<p>ECD</p> <p>ECD</p> <p>Committee</p> <p>Carlton Barnes, Line-up</p> <p>Vacant</p> <p>Lisa Ward</p> <p>Julie-Ann Baumer</p> <p>Chair - Vacant</p> <p>Kasie Kolbe/Jonathan Jones</p> <p>ECD</p>
<b>April</b>	<p>Logistics:</p> <ol style="list-style-type: none"> <li>1) Tent &amp; Table Rental - call around for best prices and then secure</li> <li>2) Portable Toilets - get prices based on what is needed and book it. You must also include a map where they are to be placed. I have them call me so I can go around to make sure they are located in the proper spots...you can't move them once set up.</li> <li>3) Stage Rental - look for best pricing. Stage must be large enough for bands as well as it should have a canopy overhead.</li> <li>4) Facilities Use Form (School) - fill out form from school department for usage of the Lisbon High School parking lot - Friday night</li> <li>5) Mass- Gathering Permit -</li> <li>6) Book Audio Sound - this is important to have a sound engineer for the Main Street Stage and MTM. We do not have sound Friday night, this is usually provided through the entertainment hired for the block party (Friday night).</li> </ol> <p>Book Entertainment - many groups want to perform so this is done carefully with input from the committee and how it relates to the theme and events of the day.</p> <p>Each committee to work on Events - chair of each sub-committee reports out to the group as a whole</p> <p>Work w/ Sun Journal Special Tab - this is critical as we must coordinate with the Sun Journal on what we want in the special tab. This</p>	<p>ECD</p> <p>ECD</p> <p>ECD</p> <p>ECD</p> <p>ECD</p> <p>ECD</p> <p>Chair - Vacant</p> <p>Committee</p> <p>Julie-Ann Baumer/ECD</p>



## Moxie Festival Planning Timeline

<b>April Cont.</b>	paper comes out just before the festival to promote the events. There are featured stories, new events listed, complete schedule of events as well as a thank you ad to our sponsors. This is a good time to begin with stories as everything is due in July.	
<b>May</b>	<p>Update Banners - we update the major banner for across Rt. 196 with sponsor and date changes. We will also submit a banner form to the clerk's office for council approval. ECD</p> <p>Each committee to work on Events and Volunteers for the weekend festivities - report out on how each event is shaping up and who do they have for volunteers as well as volunteer t-shirt sizes Committee Chairs</p> <p>Logistics Mtg. w/ Staff - this is a mtg. with PD, FD, PW, P&amp;R, School to work out what is needed for signage, barricades, road closure, electrical, shuttle route etc. ECD</p> <p>Work w/ Sun Journal Special Tab - this is the opportunity to showcase all what is going on the weekend of the festival: vendors, map of events and schedule, new events, thank you to sponsors, special feature stories, etc. Julie-Ann Baumer</p> <p>Order T-Shirts - this process is done through the lowest quote as part of the town's purchasing policy ECD</p> <p>Order Souviners - this process is done through the lowest quote as part of the town's purchasing policy ECD</p> <p>Order Awards - we normally order awards where P&amp;R order ECD</p> <ul style="list-style-type: none"> <li>* Parade</li> <li>* Receipe Contest</li> <li>* Chug Challenge</li> <li>* Talent Contest</li> <li>* Other</li> </ul>	
<b>June</b>	<p>There may be 2-4 meetings during the month of June depending on what is left to be done. Committee</p> <p>Order committee and volunteer shirts ECD</p> <p>Road Closure Approval - first council meeting in June, present Moxie Festival Road Closure for Council Approval. ECD</p> <p>After approval, post road closure on the Town &amp; Moxie Websites as well as Facebook. ECD/Heather Cronin</p> <p>Order drink products from Coca-Cola (Moxie). Committee sells Moxie to help offset expenses. ECD</p> <p>Finalize the schedule of events. ECD</p> <p>Finalize all parade applications. Parade Chair - Vacant</p> <p>Finalize all vendor applications. Vendor Chair - Vacant</p> <p>Hang Banner across Rt. 196 Public Works</p> <p>Set-up Media Interviews to promote the festival as well as set-up a vendor booth at June Chamber Breakfast - This involves doing live radio and/or television interviews to talk about the festival. The June Chamber Breakfast - we do a table display as a Spotlighter to promote the festival. ECD</p>	

## Moxie Festival Planning Timeline

<b>June Cont.</b>	T-Shirts are delivered - committee to do inventory and sort shirts by sizes All other souvenirs arrive - committee to do inventory and boxes items T-Shirts/Souvenirs are sorted for two areas: 1) Main Street (80%) 2) MTM (20%) Do Moxie Festival Purchase Orders - this is done before the end of the fiscal year. Hold checks for parade participants, entertainment, audio as they are paid the day of festival. Send other checks out to vendors. Produce schedule of events poster - these are handed out to the various downtown businesses as well as throughout the mid-town area. Business appreciate this as their patrons always ask the question about what the day of events look like. This also keeps the business informed on what's going on during that time. Contact State Health Office to set-up vendor inspections (food - Friday night and Saturday morning)	Committee Moxie Gear Chair - Vacant  ECD  ECD & Committee  Vendor Chair - Vacant
<b>July</b>	<i><b>Week of Festival</b></i> If possible we try to have one last meeting to go over last minute items as well as celebrate a year of planning Coca-Cola delivers soda product and coolers - this is done the week of the festival. 2017 Soda was stored at LHS walkin. Coolers were delivered to PW. Coca-Cola also delivers any new banners - these are used for the parade category winners as well as Grand Marshal and sponsorship events: Friday night activities, Main Street Stage, MTM Stage (\$2,500 sponsors only). Last minute making sure everyone is all set with their assignments and distribute a phone list for committee chairs. This helps if there are any questions, everyone knows who to reach out to. Food Tent is set-up in parking lot - make sure you have owner permission and include a Certificate of Insurance for property owner This is usually done Friday. Portable Toilets are delivered - driver will call for someone to meet them on the different locations (Thursday/Friday) Main Street Stage is delivered - this is usually done on Friday night ATM is delivered and attached to light pole next to Sausage Kitchen - this is usually done on Friday Live television interviews - this is done early Friday morning throughout various areas around town. Coordinate a list of folks to be interviewed that morning. Channel 13 has asked for the interviews over the past three years. <i><b>Friday Night - Moxie Festival Block Party</b></i> Recipe Contest - this is the responsibility of the chair and restaurant (Chummy's has been the sponsor of this event)  Lisbon High School * Checks, Petty Cash and Cash boxes - need to make sure 1) Stage Delivered and set-up - this is for entertainment 2) Committee tent delivered and set-up	ECD ECD  ECD  ECD  ECD ECD ECD ECD  Committee Chair - Lisa Ward  ECD ECD Committee Chair



## Moxie Festival Planning Timeline

**July Cont.**

- 3) Trash Cans set-up
- 4) Barracades are set-up
- 5) Fireworks are set-up
- 6) Vendors to arrive and set-up
- 7) Touch - A- Truck
- 8) Entertainment
  - Alma-Lea's always perform Friday night - 5:00 - 7:00 p.m. performance
  - Band set-up - the band will set-up on the stage - 7:00 - 9:30 p.m. performance
  - Fireworks - 9:30
- 9) Breakdown after fireworks

Public Works  
Public Works  
Pyro Company  
Vendor Chair  
Safety Departments  
Committee Chair - Vacant

Committee/Public Works

### Saturday Activities

### 5K Race

Rec. Dept.

## Main Street &amp; MTM

- 1) Street Closure - 6:00 a.m
- 2) Barricades are at the different locations along with signs
- 3) Power boxes set up
- 4) Vendors begin to arrive
- 5) Delivery of Chairs - these are borrowed from the school department
- 6) Chairs and Table are set-up under tent
- 7) Merchandise & Soda tent set-up - Main Street
- 8) Soda tent set-up - Fire Station (this tent is borrowed from Lisbon Credit Union)
- 9) tables delivered to Main Street, Fire Station & MTM
- 10) Coolers and product delivered to Main Street, Fire Station & MTM
- 11) Set-up Shuttle Bus stop signs - Village, Town Office, Baptist Church & MTM
- 12) Wayfinder signs along Main Street to MTM - we need better signage to let people know where things are
- 13) Set-up trash bins and bottle return bins - along Main Street and MTM
- 14) Cash Boxes and petty cash
- 15) Break-down after event

PW/PD  
PW  
PW  
Vendor Chair  
PW  
PW  
Committee/PW  
Committee/PW  
PW  
PW  
PW  
PW  
PW  
Finance Director  
Committee/PW

### *Sunday Activities*

## Car Show

Rec. Dept.

## 2018 Moxie Festival Financials

Committee	Details	Budget	Total
<b>Parade Committee</b>		\$	3,419.97
	Parade Participates		
	*Kora Shrine Klowns	\$ 250.00	
	*Kora Crazy Cops	\$ 400.00	
	*Kora Cycle Corp	\$ 200.00	
	*Kora Highlanders Pipe & Drum	\$ 500.00	
	*Kora Oriental Band	\$ 200.00	
	*Kora Shrines Go Karts	\$ 300.00	
	*Kora Motor Corp.	\$ 200.00	
	*Kora Mini Racers	\$ 300.00	
	*Kora Moped	\$ 350.00	
	Mascot Hands/Feet	\$ 325.00	
	Cooling Vest	\$ 194.20	
	Awards	\$ 161.80	
	Envelopes	\$ 38.97	
<b>Vendors</b>		\$	1,040.00
	Food Court Tent/Tables	\$ 1,000.00	
	Best Window Display	\$ 40.00	
<b>Media</b>		\$	3,454.00
	Advertising:		
	*The Lisbon Ledger	\$ 1,200.00	
	*The Sun Journal	\$ 775.00	
	Banner Updates		
	*Carrot Signs	\$ 1,200.00	
	Krack Media (Hosting)	\$ 179.00	
	Theme Winner (Gift Basket):	\$ -	\$ 25.00 (value in merchandise)
	PTO Auction		\$ 50.00 (value in merchandise)
	Logo Winner (cash)	\$ 100.00	
<b>Entertainment</b>		\$	5,550.71
	Jessie & the Cruisers	\$ 550.00	
	Petting Zoo/Pony Rides	\$ 500.00	
	Clyde Bisbee/Dancers	\$ 950.00	
	Alma Lea's - Friday Night	\$ -	
	Lexi James (Sat)	\$ 500.00	
	Jason Tardy (Sat)	\$ 500.00	
	*Juggling Workshop	\$ 175.00	
	Sound	\$ 975.00	
	Stage	\$ 1,000.00	
	ASCAP (split w/ PCL \$357.16)	\$ 178.58	\$ 178.58
	SESAC (split w/ PCL \$423.26)	\$ 211.63	\$ 211.63
	Best Costume	\$ 10.50	



## 2018 Moxie Festival Financials

### Whoopie Pie Eating Contest

Sponsored by Sam's Restaurant \$ -

Moxie's Got Talent Contest \$ 38.85

Awards \$ 38.85

Best Moxie Window Display Contest \$ 40.00

Award \$ 40.00 \$ -

Chug Challenge \$ 10.75

Awards \$ 10.75

Recipe Contest 73.58

Awards 53.85

Paper Products (Reimb.T Steuber) 19.73

Sponsorship \$ 60.00

T-Shirts \$ 60.00

Logistics \$ 4,427.86

Signage \$ 1,200.00

Port-a-Potties \$ 2,280.00

Trash Bags \$ -

Volunteer T-Shirts Sponsor (ECP)

Committee Shirts Sponsor (ECP)

Emergency Services \$ 920.00

Aubuchon Hardware (supplies) \$ 19.60

Fastenal \$ 8.26

Fireworks Town

Product \$ 10,629.45

T-Shirts \$ 4,792.45 \$ 9,168.10 (t-shirt/Souviner Expense)

Coca-Cola Bottling Company \$ 252.00

Souviners

-Hats \$ 1,507.15

-Pens \$ 74.75

-Mugs \$ 249.00

-Slap Bracelets \$ 248.75

-Frisbee's \$ 142.50

- Small Flags \$ 470.00

- 2 x 3 Flags \$ 800.00

- Tote Bags \$ 232.50

- Popsocket \$ 399.00

Tent \$ 399.95

Storage Totes \$ 96.43

5.5% sales tax on Souvenirs \$ 853.65

5.5% sales tax on soda sales \$ 111.32

## 2018 Moxie Festival Financials

Misc.		\$	301.17	
	Craft Fair Booth Fee	\$	25.00	
	January Postage (2018)	\$	7.16	
	March Postage (2018)	\$	73.70	
	April Postage (2018)	\$	55.96	
	July Postage (2018)	\$	6.85	
	Coordinator Assistant	\$	132.50	
	Total Expense	\$	29,046.34	
Revenues Total - :	Sponsors	\$	18,725.00	
	Vendors		\$4,675.00	
	Soda	\$	2,024.00	
	Moxie Gear	\$	15,520.86	\$ 6,352.76 (T-Shirt/Souviner Profit)
	Roaming Train	\$	100.00	
	Face Painting	\$	115.74	
	ATM	\$	133.00	
	ECP Donate	\$	350.00	
	Net	\$	12,481.52	
2019 Beginning Balance:		\$	32,609.03	



**TOWN COUNCIL  
MEETING MINUTES  
AUGUST 14, 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, and Crawford.

**VOTE (2018-149B)** Councilor Ward, seconded by Councilor Brunelle moved to excuse Councilor Larochelle's absence. **Order passed - Vote 6-0.**

Also present were Diane Barnes, Town Manager; Tracey Steuber, Economic Development Director; Marc Hagan, Police Chief; Tom Martin, Jr., Public Works Director; Nate LeClair, Fire Chief; Miriam Alexander-Morgan, Assessment Review Board/Appeals Board Member; and approximately 30 citizens in the audience.

**GOOD NEWS & RECOGNITION - NONE**

**PUBLIC HEARING**

**A. AMENDMENTS TO ARTICLE IV, DIVISION 1  
SECTIONS 50-261 THRU 267 ATV ORDINANCE & REPEAL ATV TRAIL MAP**

Mrs. Barnes explained what the changes were. Roger Bickford mentioned the new access routes on Wing Street, Route 9, and Route 196. He said that the club would be putting signs up on the new access routes that would include the speed limit for town ways. He said Wing Street, Route 9, and Route 196 were the safest and easiest ways to get downtown for gas, food, and onto other trails. He mentioned that he would like the two ATV groups to get together to create an accurate ATV Trail Map.

Councilor Ward pointed out the Council's annual review is coming up in December. He advised the ATV clubs to get together to be ready for that as well.

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

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

**CONSENT AGENDA**

**VOTE (2018-149A)** Councilor Kolbe, seconded by Councilor Albert moved to approve the following:

**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	#13	\$2,749.50
#14	\$151,684.12	#15	\$17,977.12



## B. School Accounts Payable &amp; 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
#1006	\$313,665.18		

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. Acknowledge receipt of the Lisbon Area Christian Outreach's thank you letter

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

## COUNCIL ORDERS, ORDINANCES, & RESOLUTIONS

*Item taken out of order – no objection noted.*

### ORDINANCE – ADOPT AMENDMENTS TO ARTICLE IV, DIVISION 1, SECTIONS 50-261 THRU 267 ATV ORDINANCE & REPEAL ATV TRAIL MAP

#### *First Reading*

**VOTE (2018-158)** Councilor Brunelle, seconded by Councilor Kolbe moved to adopt the ATV Ordinance amendments as presented to Article IV, Division 1, Sections 50-261 through 267, which repeals the ATV Trail Map as follows:

#### ARTICLE IV. - RECREATION ACTIVITIES ON PUBLIC WAYS DIVISION 1. - GENERALLY

##### Sec. 50-261. - Purpose.

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

##### 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. ATVs 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.

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.

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 ATVs 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 Route 125 to Bowdoin Town Line).~~
- ~~(7) (6) Gould Road (from Route 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).~~



## 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.

## 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.

~~Sec. 50-267.—ATV Trail Map. Repealed (C.M. of 08-14-2018 V. 2018-158)~~

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

~~C:\Users\tlycette\AppData\Local\Packages\Microsoft.MicrosoftEdge\_8wekyb3d8bbwe\TempState\images\50-267.png~~

~~Footnotes:~~

~~—(5)—~~

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

**Roll Call Vote: Yeas – Albert, Lunt, Crawford, Ward, Kolbe, and Brunelle. Nays - None. Order passed - Vote 6-0.**

### SCHOOL DEPARTMENT CAPITAL RESERVE REQUEST

**INTRODUCTION:** Allen Ouellette, representing the School Department would like Council's 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.

**VOTE (2018-150)** Councilor Crawford, seconded by Councilor Albert moved to 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. **Order passed - Vote 6-0.**

### REQUEST TO GO OUT FOR CRUISER BIDS

**INTRODUCTION:** Chief Hagan requested permission to solicit bids for one (1) new Ford Interceptor SUV that the Council approved in the current budget. He indicated he would request bids for any leftover 2018 Ford SUV's if there were any available, rather than request 2019's, which won't go into production for several months. If none were available then he 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. He asked the Council if they would like to trade that in or transfer it to another department for their use.

COUNCILOR COMMENTS: Councilor Albert suggested passing this vehicle on to another department or replacing the one we previously handed down.

Mrs. Barnes said that would be a great idea. She recommended selling the old Crown Victoria out right. Councilor Ward suggested maybe using the Auctions International Contract to get rid of, if that helps.

**VOTE (2018-151)** Councilor Brunelle, seconded by Councilor Crawford moved to authorize the Police Chief permission to solicit bids for a new 2018 or 2019 Ford Interceptor SUV, to exchange the vehicle being replaced with the old Crown Victoria in the Sewer Department, and then sell the Crown Victoria. **Order passed - Vote 6-0.**

### ASSET FORFEITURE FUNDS

INTRODUCTION: Chief Hagan explained M.R.S. Title 29 § 158-Asset Forfeiture funds and how they must be used for law enforcement equipment, which does includes firearms. Recently, Council authorized spending up to \$7,800 from unassigned fund balance to purchase new rifles for the Police Department. There is \$20,758.34 in the Drug Forfeiture account. He asked the Council if they wanted to use forfeiture funds to purchase the weapons instead and explained that we currently do not have a staff person working with the drug enforcement agency so replenishment of forfeiture funds is uncertain. He reported Council has used these assets in the past for matching grant funds to purchase radar equipment, etc. for law enforcement purposes.

COUNCILOR COMMENTS: Councilor Ward said he had not even thought about using forfeiture funds for this purchase during budget deliberations. He asked Chief Hagan if there were adequate funds in the forfeiture account to cover this purchase. Chief Hagan said yes and that there should be a sufficient amount left after taking out the \$7,800 for weapons.

**VOTE (2018-152)** Councilor Brunelle, seconded by Councilor Albert moved to change the funding source from undesignated to forfeiture funds to purchase these weapons. **Order passed - Vote 6-0.**

### STREET SWEEPER REPAIRS

INTRODUCTION: Mr. Martin reported the town's street sweeper is in disrepair. He said we are at a point where we need to make a decision to reinvest or upgrade this unit. This unit was to be replaced last year according to the Capital Improvement Program; however, it appears during the last budget cycle this item was pushed out three more years.

Mr. Martin reported 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. He recommended the Council entertain the idea of repairing or upgrading this unit.

Mr. Martin reported they had explored a lot of options. Most sweepers were into the 10's of thousands of dollars to purchase and there is no budget for that. He mentioned the following:

- The trade- in value as it sits: Viking Cives Quote - \$20,000
- Cost for parts to repair everything: Viking Cives Quote- \$24,000-\$30,000
- Cost to repair belts and sockets in-house: \$5,700 with a 2yr warranty
- Sweeper Value after repairs: \$20,000-\$30,000

COUNCILOR COMMENTS: Councilor Ward suggested Viking Cives assist the town's mechanic at Public Works with the belt and socket repairs and that, while Viking Cives is on site, they provide the town a list including estimates for whatever else needs to be done to that unit. Councilor Brunelle pointed out that this would

not include the works for \$24,000, just the belt(s), socket(s), etc. for \$5,700 plus or minus. Councilor Ward said he was okay with doing those repairs and paying Viking Cives to assist Public Works as needed.

**VOTE (2018-153)** Councilor Brunelle, seconded by Councilor Albert moved to authorize the belt(s) and socket(s) repairs, assistance from Viking Cives as needed, and to obtain a list of whatever else needs to be done from Viking Cives including cost estimates for the street sweeper. **Order passed - Vote 6-0.**

## PAVING BID

**INTRODUCTION:** Mr. Martin requested Council reconsider their paving award for this season's paving contract. He also requested permission to remove \$34,000 from this season's paving budget to fund the Shoulder Rehabilitation Bid.

A recommendation at the last Council meeting was to award the paving contract to All States Asphalt. An amendment was made to adjust the contract down to \$425,000. Mr. Martin said the All States Asphalt bid numbers were nearly 10% lower. He suggested the town take advantage of that and amend their vote adopted July 10, 2018 to the \$588,691.62 with the understanding that the town would not expend more than \$390,000 this season and that the remainder of these funds would be expended in the Fiscal Year 2020.

Mr. Martin presented a copy of Lisbon's Paving Plan to the Council. He explained in detail the list of roads to do, pointing out that some coincide with sewer projects.

**COUNCILOR COMMENTS:** Councilor Ward said he would like to hold the line on paving and recommended changing their previous motion to \$130,000 to pave Warren Circle, Amalfi Drive, and Park Street. He proposed that Council could then consider Change Orders next spring as needed.

**VOTE (2018-154)** Councilor Ward, seconded by Councilor Kolbe moved a friendly amendment to Votes 2018-143A and 2018-143B adopted at the July 10, 2018 meeting replacing the amount not to exceed as "\$130,000" and adding "to pave Warren Circle, Amalfi Drive, and Park Street, and to consider Change Order next spring." **Amendment #1 voted - Order passed - Vote 6-0.**

## AWARD BID FOR PAVING BOND SHOULDER WORK

**INTRODUCTION:** Mr. Martin reported Lisbon requested proposals for Shoulder Rehabilitation work on approximately six (6) miles of newly paved roads. The scope of services included 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: Morin Excavation of Auburn for \$34,000 for 80 hours

Mr. Martin pointed out this package would assist Public Works with regrading, rehabilitating, and rebuilding the shoulders of the roads completed with road bond funds, plus those in last years' paving program. He recommended awarding the bid to Morin Excavating Inc. and requested authorization to remove \$34,000 from this seasons paving budget to fund the Shoulder Rehab bid.



**VOTE (2018-155)** Councilor Ward, seconded by Councilor Kolbe moved to award the bid to Morin Excavating Inc. in an amount not to exceed \$34,000 and to allocate these funds from the FY 19 paving program. **Order passed - Vote 6-0.**

#### AUCTION INTERNATIONAL CONTRACT

**INTRODUCTION:** 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.

**VOTE (2018-156)** Councilor Kolbe, seconded by Councilor Albert moved to authorize the Town Manager to enter into an agreement with Auctions International, Inc., to sell Town assets by online auction. **Order passed - Vote 6-0.**

#### MTM CENTER – 14 PASSENGER/1 DRIVER BUS PURCHASE

**INTRODUCTION:** Mr. Stevens reported there were passenger busses available from a facility in New York. This bus needs to have low mileage, be ADA compliant with a lift, and not require a CDL license to drive it. The issue is that vehicles become available and sell so quickly that the town does not get a chance to look at them and obtain Council permission in time to purchase them.

**COUNCILOR COMMENTS:** Councilor Ward suggested the town mechanic be allowed to drive out to review the vehicle since he would be the one to maintain it. He said if the town mechanic approves the vehicle, we purchase it right then. Mrs. Barnes said there is one additional option and that is to have another town's department mechanic nearby give us an opinion. Councilor Ward said he preferred this be someone on our payroll.

Councilor Ward asked how Mr. Stevens planned to pay for this bus. Mr. Stevens said he understood the Council and Town Manager would come up with that plan.

Mrs. Barnes reported \$7,800 is available in designated/undesignated funds since the firearm purchase is coming from forfeiture funds now, and that there is \$10,274 left over from the server upgrade, which Council could re-allocate along with another \$1,312.

Mr. Stevens pointed out the \$7,900 in revenue from the Moxie Car Show for consideration. He said he expected another check for \$300 to come in from the Moxie Car Show, also.

**VOTE (2018-157A)** Councilor Crawford, seconded by Councilor Brunelle moved to purchase a 14-passenger/1 driver bus/van with the town mechanics approval. **Order passed - Vote 6-0.**

**VOTE (2018-157B)** Councilor Brunelle, seconded by Councilor Crawford moved to allocate the following funds for the Recreation Department's bus purchase:

\$10,274.69 Left from Server Upgrade.  
\$ 1,312.00 Left from the prior server re-designation  
\$ 7,800.00 Rifle purchase from Forfeiture now/Re-designate  
\$19,386.00 Available

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

**VOTE (2018-157C)** Councilor Brunelle, seconded by Councilor Albert moved to use the proceeds from the Sunshine Hill group from the Moxie Car Show towards this purchase as well. **Order passed - Vote 6-0.**

Mr. Stevens pointed out this would total around \$27,000. Council suggested Mr. Stevens take the check and town mechanic to New York, have the town mechanic look it over, if it is okay, purchased it, and then drive it back. No objections were noted.



ORDINANCE – ADOPT AMENDMENTS TO ARTICLE IV, DIVISION 1,  
SECTIONS 50-261 THRU 267 ATV ORDINANCE & REPEAL ATV TRAIL MAP

*Item taken out of order – after public hearing above*

MARIJUANA STOREFRONTS

**INTRODUCTION:** Attorney Stockford pointed out his memo in the packet summarizes some of the recent changes to legislation for recreational or what is now called “adult use establishments” and medical marijuana establishments. He reported in order to allow either recreational or medical marijuana establishments within the town the Council would need to take an affirmative vote to authorize the particular type of marijuana establishment. He said it is clear under the law that the Council has quite a bit of discretion as far as regulating both types of establishments.

Attorney Stockford said the Council could not prohibit or limit the number of medical marijuana registered caregivers in town but could choose not to authorize registered caregiver storefronts (retail stores operated by registered caregivers). He said for each type of establishment, except registered medical caregivers, the Council can choose not to allow any, allow some, and for those the Council chooses to allow, the Council can decide whether to put them within a certain zone, to require performance standards, and/or implement a licensing requirement. The law now clarifies what was ambiguous before. He said the first threshold is to decide whether Lisbon will allow any of these types of businesses, setting aside registered medical caregivers that do not have storefronts. Then if the Council wanted to consider zoning or performance standards according to the town’s ordinance, the appropriate step would be to refer those issues to the Planning Board to come back with proposed ordinances regarding those.

Attorney Stockford said currently Lisbon does not have any regulation of medical marijuana establishments and because they are legal currently someone between now and when the Council makes its final decision on what Lisbon wants to allow could come in and open one and be effectively be grandfathered. The current moratorium has expired. Councilor Ward asked about the period for establishing a moratorium. Attorney Stockford said the earliest the law will go into effect (prohibition/opt in) is in November because the second session of the special legislature has not closed yet so the 90 days before the statute becomes effective has not started. He said it is worth considering a moratorium on medical marijuana establishments other than registered primary caregivers that do not have a retail storefront, until the Council can decide what to do.

**COUNCILOR COMMENTS:** Councilor Ward said a moratorium would ensure that we treat everyone the same. Councilor Ward asked if Mr. Stockford could prepare one for their next meeting. Attorney Stockford replied, yes. It would not take long to update the last one. Councilor Ward said from there the town can decide whether to opt in or not.

**ACTION TAKEN:** Seeing no objections, the Council unanimously directed Attorney Stockford to draft a moratorium for Council consideration at the next meeting.

KELLY PARK LIGHTS

**INTRODUCTION:** Mr. Martin said he spoke with Premier Development, LLC who requested the town 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.

Mr. Martin said the Planning Board voted at their regular Planning Board meeting on Thursday, August 9, 2018 to approve and recommend Town Council adopt these streetlights.

**VOTE (2018-160)** Councilor Albert, seconded by Councilor Crawford moved to 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. **Order passed - Vote 6-0.**

### MMA BALLOT FOR VICE PRESIDENT & MMA EXECUTIVE BOARD MEMBERS

**VOTE (2018-161)** Councilor Ward, seconded by Councilor Brunelle moved to cast the MMA ballot with the slate of officers as presented. **Order passed - Vote 6-0.**

### SCHEDULE MOXIE FESTIVAL WORKSHOP AND DEBRIEFING

**VOTE (2018-162)** Councilor Brunelle, seconded by Councilor Albert moved to schedule a Moxie Festival Workshop and debriefing for 6:00 PM on September 4, 2018. **Order passed - Vote 6-0.**

### WRITE-OFF TAXES, SEWER, & DEMOLITION COSTS FOR 10 UNION STREET

INTRODUCTION: On June 15, 2018, a sewer lien matured on 10 Union Street. As a result, of the foreclosure, we are recommending Council to 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

**VOTE (2018-163)** Councilor Albert, seconded by Councilor Crawford moved to 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 the above piece of land. **Order passed - Vote 6-0.**

### REFERENDUM QUESTION & TIMELINE FOR MAIN STREET MDOT PROJECT

INTRODUCTION: The timeline was presented for Council review. Any ballot questions will need to be ready for Council's approval on September 4 and any public discussion on the questions would take place on October 16 prior to Election Day.

### DISCUSS NOVEMBER 6, 2018 (ELECTION DAY) COUNCIL MEETING DATE

INTRODUCTION: The Town Clerk pointed out the Council meets on the first Tuesday in November, which is Election Day. The Council will need to decide if they would like to change the date for this regular meeting.

**VOTE (2018-166)** Councilor Albert, seconded by Councilor Brunelle moved to hold one Council meeting in November on Tuesday, November 13 and to cancel the November 20 meeting. **Order passed - Vote 6-0.**

### AWARD MUNICIPAL RECORDS RESTORATION BID

INTRODUCTION: Mrs. Lycette said request for proposals went out for the Municipal Records Restoration Project. Only one bid was received: Kofile Technologies for \$ 9,955.00

The 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.



**VOTE (2018-165)** Councilor Brunelle, seconded by Councilor Albert moved to award the Municipal Records Restoration Project to Kofile Technologies in an amount not to exceed \$9,955. **Order passed - Vote 6-0.**

## **OTHER BUSINESS**

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

1. School: Councilor Albert said the School Committee had a workshop and talked about the Performing Arts Center and getting design concepts created, the increases for milk, and discussed the Interim Principal position at the Middle School since they appointed that person to Principal recently.
2. Planning: Councilor Ward said they discussed Kelly Park and the 5<sup>th</sup> building, held a comprehensive plan workshop with the town planner, and preliminary discussed with Matt Laffley his application for a small engine repair shop on Village Street.
3. Water Commission: Councilor Ward mentioned Councilor Brunelle wanted to step down as Liaison. Councilor Ward said Mr. Alexander would be sending over updates for the Council until a new liaison comes forward.
4. LDC: Councilor Larochelle was not present.
5. Conservation Commission: Mr. Stevens reported the Norway Maples would be taken down tomorrow. Moxie went very well.
6. Recreation: Councilor Kolbe mentioned the summer recreation program ended.
7. County Budget: Councilor Ward said the first meeting begins in September.
8. Library: Councilor Lunt reported the Library is moving ahead with carpet replacement.

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

Mrs. Barnes reported the town was not successful in getting the local efficiency grant we applied for to help with Lisbon Emergency. The downtown lights are supposed to be installed this week.

Mrs. Barnes reported the Assessor completed the tax commitment today and the new rate is \$24.84, which is an increase of \$1.64 or around a 7% increase.

Mrs. Barnes said Durham notified the Lisbon Police Department that it would not be renewing its communications center agreement for dispatch services moving forward. It expires in December. She said they are trying to set up a meeting with the Durham Selectmen to discuss it before they make their final vote.

### **C. DEPARTMENT HEAD WRITTEN REPORTS**

Councilor Ward thanked the Water Department for adding theirs to the Council's monthly report program.

### **D. ENGINE 7 REPLACEMENT UPDATE**

Chief LeClair said he was advised by his Engine Replacement Planning Committee that they are ready to go to the next step, which is a referendum to vote to proceed to purchase the replacement for Engine 7. This vehicle was supposed to be done in 2019 according to the CIP. The cost for replacement is between \$650,000 and \$675,000. Councilor Ward said the Council needs to do whatever it needs to do to get this on the ballot for November. Mrs. Barnes said she would have Dan Pittman draw up the order, notice, and question for the ballot for November. Chief LeClair said that would be a good thing since the industry standard is a 3%-5% increase every year and there could be a major increase with the increase tariffs on steel and aluminum.

### **E. CDBG DOWNTOWN REVITALIZATION GRANT**



## LISBON STREET/VILLAGE STREET SCOPE OF WORK UPDATE

Mr. Martin explained the scope of work for this project and pointed out it would include granite curbs, sidewalks, brickwork, adding one bus shelter, and upgrading the other bus shelter for this first phase of the project.

Councilor Albert suggested concentrating on the Village Street portion first to make the biggest visual impact. Mr. Martin indicated the sidewalk on Webster from Farwell to the bridge was included to increase pedestrian safety at the intersection.

## APPOINTMENTS

### RECREATION COMMITTEE & LISBON DEVELOPMENT COMMITTEE

**VOTE (2018-167)** Councilor Lunt, seconded by Councilor Kolbe moved to reappoint Tim Carville a regular member on the Recreation Committee, reappoint Heather Curtis an alternate member on the Recreation Committee, and Dean Willey to the Lisbon Development Committee to 2020. **Order passed - Vote 6-0.**

## COUNCILOR COMMUNICATIONS

Councilor Ward asked Mrs. Barnes to start scheduling Department Heads Goal Updates to the Council so that they get completed prior to the Election and turnover on the Council.

Councilor Kolbe asked that agenda items be lumped together for presentation by the department heads at one time so they do not have to hang around until all their items are done.

Councilor Albert asked Ms. Steuber to obtain an update for the Council on lettering and logo's for our bus, the Lisbon Connection.

## AUDIENCE PARTICIPATION FOR NEW ITEMS

Chief LeClair said the Fire Department is 84 calls ahead of where it was last year at this time and that it is challenging from 8AM to 6PM when our town volunteers are at work.

## EXECUTIVE SESSION

**VOTE (2018-169&170)** Councilor Kolbe, seconded by Councilor Albert moved to go into Executive Session at 8:51 PM per 1 MRSA Section 405(6) (E) Consultations with Legal Counsel and 405 (6) (C) Acquisition or Disposition of Real Property or Economic Development. **Order passed – Vote 6-0.**

The Council came out of executive session at 9:40 PM and resumed the meeting.

**VOTE (2018-171A)** Councilor Crawford, seconded by Councilor Albert moved to award an additional \$92 of CDBG Façade Grant Funds to Michael Kolster owner of 5 Main Street for the completion of his façade work. This award is based on a change order and will not exceed the allowable maximum amount of \$20,000 and to award \$20,000 of CDBG Façade Grant Funds to Daniel & Michelle Thibeault owners of 14 Main Street the King Block; the scope of work will include brick work, window and door replacement and will be contingent on available funds. **Order passed – Vote 6-0.**

## ADJOURNMENT

**VOTE (2018-171B)** Councilor Kolbe, seconded by Councilor Albert moved to adjourn at 9:42 PM. **Order passed – Vote 6-0.**

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Twila D. Lycette, Council Secretary  
Town Clerk, Lifetime CCM/MMC  
Date Approved: September 4, 2018

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# MEMORANDUM FROM THE TOWN CLERK

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**TO:** Town Manager & Town Councilors

**FROM:** Town Clerk

**SUBJECT:** November 6, 2018 Annual Municipal & Bond Referendum and Gubernatorial Election

**DATE:** August 13, 2018

The Council should set the following items for the upcoming Annual Municipal & Bond Referendum & Gubernatorial Election.

Polling Hours:

7:00 AM to 8:00 PM

Polling Locations:

Ward/District 1 & 2: Lisbon High School, 2 Sugg Drive, Lisbon Falls

Registrar Hours:

October 30, 31, November 1, 2, and Nov 5 during regular office hours and on Election Day, November 6 during the polling hours

Casting Absentee Ballots on Election Day:

Tuesday, November 6 at 8AM, 10AM, 2PM, 4PM, 7PM, and 8PM on Election Day in accordance with M.R.S.A. Title 21A Section 759 (7).

NOTE: Nomination Papers are available and must be filed in the Town Clerk's office on or before Monday, **September 7 at 4:30 PM.**



Business Name: Lisbon Left Hand Club

### INSPECTION REQUIRED BELOW

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

Signature:  Date: 8/30/18


NOTE: State Liquor License Application must be completed and attached to this Special Entertainment Application

APPLICANT MUST HAVE COMPLETED TO HERE BEFORE FILING

### *For Office Use Only*

     *Public Records Check Completed.*

Notice of Compliance (By Council's Request): I, **Marc Hagan, Police Chief** hereby certify I have reviewed the application and public records check and recommend application for licensing.

Signature:  Date: 8/30/18

### INFORMATION

The Councilors are the Municipal Licensing Board. All Special Entertainment application requires a public hearing each time. Public records checks can take up to three or more weeks to process. Complete applications contain the CEO and Police Chief signatures. Councilors meet on the first and third Tuesdays of the month. Complete application and fees paid are required prior to the Council meeting. Meetings are held at the Town Hall at 7:00 PM in the conference room.

#### **SUGGESTED CONTACTS:**

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

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

Revised March 12, 2018

**ORDINANCE AUTHORIZING THE TOWN OF LISBON TO ISSUE UP TO \$294,000 IN BONDS TO FINANCE LISBON'S 10% SHARE OF THE COST OF RECONSTRUCTING STATE ROUTE 125 FROM HUSTON STREET TO THE URBAN COMPACT LINE.**

BE IT ORDAINED, pursuant to Articles 6.09 and 8.11(b)(2) of the Charter of the Town of Lisbon and section 5772 of Title 30-A of the Maine Revised Statutes,

- (1) that the Town of Lisbon (the "Town") be authorized to issue general obligation bonds in an amount not to exceed \$294,000 and notes in anticipation thereof (collectively, the "Bonds"), to fund Lisbon's 10% share of the costs of reconstruction of State Route 125 from the intersection of Huston Street to the Urban Compact Line (the "Project"), subject to approval of federal and state funding of approximately \$2,935,000 to finance remaining Project costs;
- (2) That the proceeds of the Bonds, including any investment earnings on the Bonds, be appropriated for the costs of the Project;
- (3) That the Finance Director be authorized to arrange for the sale of the Bonds at public or private sale to such parties as the Finance Director determines to be in the best interest, to execute and deliver loan agreements and other contracts, certificates and instruments as the Finance Director shall determine prudent in connection with the issuance and sale of the Bonds, to approve the date(s), maturity or maturities, denomination(s), interest rate(s), place(s) of payment, form(s) and other terms, provisions, and details of such Bonds, and to provide for the sale and delivery against payment thereof, to provide that the Bonds may be redeemable or callable, with or without premium, prior to their maturity, and to hire such financial advisors and other consultants, if any, as the Finance Director deems necessary to assist with the sale of the Bonds, all on such terms (not inconsistent with this Order) as the Finance Director shall approve;
- (4) That the Bonds be issued in registered form in the name of the Town, executed and delivered by the Finance Director and countersigned by the Chairman of the Town Council and the Town Manager under the official seal of the Town attested by the Town Clerk;
- (5) That the Municipal Officers, being the Town Council, Town Manager, Finance Director and Clerk of the Town of Lisbon are each authorized to do or cause to be done all such acts, including but not limited to the execution and delivery of any and all contracts, agreements, certificates and other documents as may be necessary or advisable in order to



carry out the provisions of this Ordinance in connection with the issuance and delivery by the Town of the Bonds;

- (6) That if any Municipal Officer whose signature may be required in connection with the issuance and sale of the Bonds is for any reason unavailable to approve and execute the required documents, the persons then acting in such capacity on behalf of such Municipal Officer, whether an assistant, a deputy or in some other capacity, is authorized to act on behalf of such Municipal Officer and to perform such acts themselves;
- (7) That if any of the Municipal Officers who have signed, attested, or sealed the Bonds shall cease to be such officers before the Bonds so signed, attested and sealed shall have been actually authenticated and delivered by the Town, such Bonds nevertheless may be authenticated, delivered and issued with the same force and effect as though the person or persons who signed, attested or sealed the Bonds had not ceased to be such Municipal Officer;
- (8) That it shall be a condition to the foregoing authority conferred by this Ordinance that the voters of the Town, pursuant to Article 8.11(b)(2) of the Town Charter, ratify the adoption of this Ordinance;
- (9) That the Town Clerk file an attested copy of this Ordinance with the minutes of this meeting and make attested copies of this Ordinance available to the public;
- (10) That a referendum election question regarding the ratification of this Ordinance be placed on the ballot for the November 6, 2018 municipal election, and that the Town Clerk is hereby authorized to take all actions required of the Town Clerk for that referendum question to be considered by the voters, and that a ballot title and referendum question in the following form appear in the warrant for and on the ballot at said election, accompanied by a statement of the Town's Finance Director with respect to said indebtedness in accordance with section 5772 of Maine Revised Statutes Title 30-A:

ORDINANCE AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION SECURITIES OF THE TOWN OF LISBON IN AN AMOUNT NOT TO EXCEED \$294,000 FOR THE PURPOSE OF FINANCING LISBON'S 10% SHARE OF THE COST OF RECONSTRUCTING STATE ROUTE 125 FROM HUSTON STREET TO THE URBAN COMPACT LINE.

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So ordered this \_\_\_\_ day of \_\_\_\_\_, 2018.

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Lisbon Town Council

## **ORDER FOR PUBLIC HEARING**

WHEREAS, the Municipal Officers of the Town of Lisbon have considered and approved in concept an ordinance calling for the issuance of notes or bonds of the Town in an amount not to exceed \$294,000 to finance Lisbon's 10% share of the cost of reconstructing State Route 125 from Huston Street to the Urban Compact Line; and

WHEREAS, pursuant to the Charter of the Town of Lisbon, a public hearing is required in order to authorize any such financing;

NOW, THEREFORE, BE IT ORDERED by the Town Council of the Town of Lisbon that a public hearing be held on Tuesday the 16th day of October at 7:00 p.m. o'clock in the Town of Lisbon, and be it further ordered by the Town Council that notice of the hearing be published in one or more newspapers of general circulation within the Town of Lisbon not less than seven nor more than fifteen days prior to such public hearing and the scheduled final action by the Council scheduled after the public hearing at its regular meeting on October 16, 2018.

## **NOTICE OF PUBLIC HEARING**

### **TOWN OF LISBON**

The Municipal Officers of the Town of Lisbon have considered and approved in concept appropriating an amount not to exceed \$294,000 to finance Lisbon's 10% share of the cost of reconstructing State Route 125 from Huston Street to the Urban Compact Line (the "Project"), and have determined that the most efficient way to finance that appropriation would be through the issuance of one or more bonds or notes of the Town in an amount not to exceed \$258,000, and the acceptance of federal and state funding in an amount not to exceed \$2,580,000 for the remaining portion.

Pursuant to the Charter of the Town of Lisbon (the "Charter"), approval of the financing of this Project requires that a public hearing be conducted prior to the enactment of an ordinance calling for a referendum. Therefore, pursuant to the authority conferred by Section 8.21(b), and the requirements of Sections 6.09 and 8.11(b)(2) of the Charter, a public hearing shall be held on Tuesday, October 16 at 7:00 p.m. o'clock at the Town Office, 300 Lisbon Street, for the purpose of hearing public comment on the Ordinance providing for the issuance of such notes and bonds in an amount not to exceed \$294,000 and securing the financing described above, intended to raise a total amount not to exceed \$2,935,000 for the Project.

Copies of the proposed text may be viewed or obtained at the Town Clerk's office, 300 Lisbon Street, Lisbon, or online at [www.lisbonme.org](http://www.lisbonme.org).



**ORDINANCE AUTHORIZING THE TOWN OF LISBON TO ISSUE UP TO \$430,000 IN BONDS TO FINANCE LISBON'S 10% SHARE OF THE COST OF RECONSTRUCTING STATE ROUTE 125 FROM STATE ROUTE 196 TO HUSTON STREET.**

BE IT ORDAINED, pursuant to Articles 6.09 and 8.11(b)(2) of the Charter of the Town of Lisbon and section 5772 of Title 30-A of the Maine Revised Statutes,

- (1) that the Town of Lisbon (the "Town") be authorized to issue general obligation bonds in an amount not to exceed \$430,000 and notes in anticipation thereof (collectively, the "Bonds"), to fund Lisbon's 10% share of the costs of reconstruction of State Route 125 from the intersection of State Route 196 to Huston Street (the "Project"), subject to approval of federal and state funding of approximately \$4,300,000 to finance remaining Project costs;
- (2) That the proceeds of the Bonds, including any investment earnings on the Bonds, be appropriated for the costs of the Project;
- (3) That the Finance Director be authorized to arrange for the sale of the Bonds at public or private sale to such parties as the Finance Director determines to be in the best interest, to execute and deliver loan agreements and other contracts, certificates and instruments as the Finance Director shall determine prudent in connection with the issuance and sale of the Bonds, to approve the date(s), maturity or maturities, denomination(s), interest rate(s), place(s) of payment, form(s) and other terms, provisions, and details of such Bonds, and to provide for the sale and delivery against payment thereof, to provide that the Bonds may be redeemable or callable, with or without premium, prior to their maturity, and to hire such financial advisors and other consultants, if any, as the Finance Director deems necessary to assist with the sale of the Bonds, all on such terms (not inconsistent with this Order) as the Finance Director shall approve;
- (4) That the Bonds be issued in registered form in the name of the Town, executed and delivered by the Finance Director and countersigned by the Chairman of the Town Council and the Town Manager under the official seal of the Town attested by the Town Clerk;
- (5) That the Municipal Officers, being the Town Council, Town Manager, Finance Director and Clerk of the Town of Lisbon are each authorized to do or cause to be done all such acts, including but not limited to the execution and delivery of any and all contracts, agreements, certificates and other documents as may be necessary or advisable in order to

carry out the provisions of this Ordinance in connection with the issuance and delivery by the Town of the Bonds;

- (6) That if any Municipal Officer whose signature may be required in connection with the issuance and sale of the Bonds is for any reason unavailable to approve and execute the required documents, the persons then acting in such capacity on behalf of such Municipal Officer, whether an assistant, a deputy or in some other capacity, is authorized to act on behalf of such Municipal Officer and to perform such acts themselves;
- (7) That if any of the Municipal Officers who have signed, attested, or sealed the Bonds shall cease to be such officers before the Bonds so signed, attested and sealed shall have been actually authenticated and delivered by the Town, such Bonds nevertheless may be authenticated, delivered and issued with the same force and effect as though the person or persons who signed, attested or sealed the Bonds had not ceased to be such Municipal Officer;
- (8) That it shall be a condition to the foregoing authority conferred by this Ordinance that the voters of the Town, pursuant to Article 8.11(b)(2) of the Town Charter, ratify the adoption of this Ordinance;
- (9) That the Town Clerk file an attested copy of this Ordinance with the minutes of this meeting and make attested copies of this Ordinance available to the public;
- (10) That a referendum election question regarding the ratification of this Ordinance be placed on the ballot for the November 6, 2018 municipal election, and that the Town Clerk is hereby authorized to take all actions required of the Town Clerk for that referendum question to be considered by the voters, and that a ballot title and referendum question in the following form appear in the warrant for and on the ballot at said election, accompanied by a statement of the Town's Finance Director with respect to said indebtedness in accordance with section 5772 of Maine Revised Statutes Title 30-A:

ORDINANCE AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION SECURITIES OF THE TOWN OF LISBON IN AN AMOUNT NOT TO EXCEED \$430,000 FOR THE PURPOSE OF FINANCING LISBON'S 10% SHARE OF THE COST OF RECONSTRUCTING STATE ROUTE 125 FROM STATE ROUTE 196 TO HUSTON STREET.

*[The remainder of this page is intentionally left blank]*

So ordered this \_\_\_\_ day of \_\_\_\_\_, 2018.

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Lisbon Town Council



## **ORDER FOR PUBLIC HEARING**

WHEREAS, the Municipal Officers of the Town of Lisbon have considered and approved in concept an ordinance calling for the issuance of notes or bonds of the Town in an amount not to exceed \$430,000 to finance Lisbon's 10% share of the cost of reconstructing State Route 125 from State Route 196 to Huston Street; and

WHEREAS, pursuant to the Charter of the Town of Lisbon, a public hearing is required in order to authorize any such financing;

NOW, THEREFORE, BE IT ORDERED by the Town Council of the Town of Lisbon that a public hearing be held on Tuesday the 16th day of October at 7:00 p.m. o'clock in the Town of Lisbon, and be it further ordered by the Town Council that notice of the hearing be published in one or more newspapers of general circulation within the Town of Lisbon not less than seven nor more than fifteen days prior to such public hearing and the scheduled final action by the Council scheduled after the public hearing at its regular meeting on October 16, 2018.

## **NOTICE OF PUBLIC HEARING**

### **TOWN OF LISBON**

The Municipal Officers of the Town of Lisbon have considered and approved in concept appropriating an amount not to exceed \$430,000 to finance Lisbon's 10% share of the cost of reconstructing State Route 125 from State Route 196 to Huston Street (the "Project"), and have determined that the most efficient way to finance that appropriation would be through the issuance of one or more bonds or notes of the Town in an amount not to exceed \$430,000, and the acceptance of federal and state funding in an amount not to exceed \$4,300,000 for the remaining portion.

Pursuant to the Charter of the Town of Lisbon (the "Charter"), approval of the financing of this Project requires that a public hearing be conducted prior to the enactment of an ordinance calling for a referendum. Therefore, pursuant to the authority conferred by Section 8.21(b), and the requirements of Sections 6.09 and 8.11(b)(2) of the Charter, a public hearing shall be held on Tuesday, October 16 at 7:00 p.m. o'clock at the Town Office, 300 Lisbon Street, for the purpose of hearing public comment on the Ordinance providing for the issuance of such notes and bonds in an amount not to exceed \$430,000 and securing the financing described above, intended to raise a total amount not to exceed \$4,300,000 for the Project.

Copies of the proposed text may be viewed or obtained at the Town Clerk's office, 300 Lisbon Street, Lisbon, or online at [www.lisbonme.org](http://www.lisbonme.org).

**ORDINANCE AUTHORIZING THE TOWN OF LISBON TO ISSUE UP TO \$675,000 IN BONDS TO FINANCE THE PURCHASE OF A FIRE ENGINE**

BE IT ORDAINED, pursuant to Articles 6.09 and 8.11(b)(2) of the Charter of the Town of Lisbon and section 5772 of Title 30-A of the Maine Revised Statutes,

- (1) that the Town of Lisbon (the “Town”) be authorized to issue general obligation bonds in an amount not to exceed \$675,000 and notes in anticipation thereof (collectively, the “Bonds”), to fund the purchase of a “pumper” fire engine;
- (2) That the proceeds of the Bonds, including any investment earnings on the Bonds, be appropriated for the costs of the Project;
- (3) That the Finance Director be authorized to arrange for the sale of the Bonds at public or private sale to such parties as the Finance Director determines to be in the best interest, to execute and deliver loan agreements and other contracts, certificates and instruments as the Finance Director shall determine prudent in connection with the issuance and sale of the Bonds, to approve the date(s), maturity or maturities, denomination(s), interest rate(s), place(s) of payment, form(s) and other terms, provisions, and details of such Bonds, and to provide for the sale and delivery against payment thereof, to provide that the Bonds may be redeemable or callable, with or without premium, prior to their maturity, and to hire such financial advisors and other consultants, if any, as the Finance Director deems necessary to assist with the sale of the Bonds, all on such terms (not inconsistent with this Order) as the Finance Director shall approve;
- (4) That the Bonds be issued in registered form in the name of the Town, executed and delivered by the Finance Director and countersigned by the Chairman of the Town Council and the Town Manager under the official seal of the Town attested by the Town Clerk;
- (5) That the Municipal Officers, being the Town Council, Town Manager, Finance Director and Clerk of the Town of Lisbon are each authorized to do or cause to be done all such acts, including but not limited to the execution and delivery of any and all contracts, agreements, certificates and other documents as may be necessary or advisable in order to carry out the provisions of this Ordinance in connection with the issuance and delivery by the Town of the Bonds;
- (6) That if any Municipal Officer whose signature may be required in connection with the issuance and sale of the Bonds is for any reason unavailable to approve and execute the required documents, the persons then acting in such capacity on behalf of such Municipal



Officer, whether an assistant, a deputy or in some other capacity, is authorized to act on behalf of such Municipal Officer and to perform such acts themselves;

- (7) That if any of the Municipal Officers who have signed, attested, or sealed the Bonds shall cease to be such officers before the Bonds so signed, attested and sealed shall have been actually authenticated and delivered by the Town, such Bonds nevertheless may be authenticated, delivered and issued with the same force and effect as though the person or persons who signed, attested or sealed the Bonds had not ceased to be such Municipal Officer;
- (8) That it shall be a condition to the foregoing authority conferred by this Ordinance that the voters of the Town, pursuant to Article 8.11(b)(2) of the Town Charter, ratify the adoption of this Ordinance;
- (9) That the Town Clerk file an attested copy of this Ordinance with the minutes of this meeting and make attested copies of this Ordinance available to the public;
- (10) That a referendum election question regarding the ratification of this Ordinance be placed on the ballot for the November 6, 2018 municipal election, and that the Town Clerk is hereby authorized to take all actions required of the Town Clerk for that referendum question to be considered by the voters, and that a ballot title and referendum question in the following form appear in the warrant for and on the ballot at said election, accompanied by a statement of the Town's Finance Director with respect to said indebtedness in accordance with section 5772 of Maine Revised Statutes Title 30-A:

ORDINANCE AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION  
SECURITIES OF THE TOWN OF LISBON IN AN AMOUNT NOT TO EXCEED \$675,000  
FOR THE PURPOSE OF FINANCING THE PURCHASE OF A "PUMPER" FIRE ENGINE.

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So ordered this \_\_\_\_ day of \_\_\_\_\_, 2018.

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Lisbon Town Council

## **ORDER FOR PUBLIC HEARING**

WHEREAS, the Municipal Officers of the Town of Lisbon have considered and approved in concept an ordinance calling for the issuance of notes or bonds of the Town in an amount not to exceed \$675,000 to finance the purchase of a “pumper” fire engine; and

WHEREAS, pursuant to the Charter of the Town of Lisbon, a public hearing is required in order to authorize any such financing;

NOW, THEREFORE, BE IT ORDERED by the Town Council of the Town of Lisbon that a public hearing be held on Tuesday the 16th day of October at 7:00pm o’clock in the Town of Lisbon, and be it further ordered by the Town Council that notice of the hearing be published in one or more newspapers of general circulation within the Town of Lisbon not less than seven nor more than fifteen days prior to such public hearing and the scheduled final action by the Council scheduled after the public hearing at its regular meeting on October 16, 2018.



## **NOTICE OF PUBLIC HEARING**

### **TOWN OF LISBON**

The Municipal Officers of the Town of Lisbon have considered and approved in concept appropriating an amount not to exceed \$675,000 to finance the purchase of a “pumper” fire engine (the “Project”), and have determined that the most efficient way to finance that appropriation would be through the issuance of one or more bonds or notes of the Town in an amount not to exceed \$675,000.

Pursuant to the Charter of the Town of Lisbon (the “Charter”), approval of the financing of this Project requires that a public hearing be conducted prior to the enactment of an ordinance calling for a referendum. Therefore, pursuant to the authority conferred by Section 8.21(b), and the requirements of Sections 6.09 and 8.11(b)(2) of the Charter, a public hearing shall be held on Tuesday, October 16 at 7:00pm at the Town Office, 300 Lisbon Street, for the purpose of hearing public comment on the Ordinance providing for the issuance of such notes and bonds in an amount not to exceed \$675,000.

Copies of the proposed text may be viewed or obtained at the Town Clerk’s office, 300 Lisbon Street, Lisbon, or online at [www.lisbonme.org](http://www.lisbonme.org).

**TOWN OF LISBON  
WARRANT  
November 6, 2018**

Androscoggin County, ss.

State of Maine

TO: Marc Hagan, Constable of the Town of Lisbon: You are hereby required in the name of the State of Maine to notify the voters of the Town of Lisbon of the Annual Municipal & Bond Referendum Election.

**TO THE VOTERS OF THE TOWN OF LISBON:**

You are hereby notified that an Annual Municipal & Bond Referendum Election will be held by secret ballot for both Districts 1 and 2 at the Lisbon High School Gymnasium, 2 Sugg Drive, polling location located within the Town of Lisbon on Tuesday, November 6, 2018.

The Annual Municipal and Bond Referendum Election will be held in accordance with and include details set out in an Order adopted by the Lisbon Town Council on September 4, 2018 copies of which are on file with and may be reviewed at the office of the Lisbon Town Clerk.

**THE FOLLOWING OFFICES WILL BE DETERMINED:**

- Councilor – At Large – (Vote for One) 3 Year Term
- Councilor – District 1 – (Vote for One) 3 Year Term
- Councilor – District 2 – (Vote for One) 3 Year Term
- School Committee – (Vote for Two) 3 Year Term
- Water Commission – (Vote for One) 3 Year Term

**BOND ORDER: BOND ORDINANCE – QUESTION 1**

**“SHALL A BOND ORDINANCE APPROVED BY THE TOWN COUNCIL AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION SECURITIES OF THE TOWN OF LISBON IN AN AMOUNT NOT TO EXCEED \$294,000 FOR THE PURPOSE OF FINANCING LISBON’S 10% SHARE OF THE COST OF RECONSTRUCTING STATE ROUTE 125 FROM HUSTON STREET TO THE URBAN COMPACT LINE BE APPROVED AND RATIFIED?”**

Town Council Recommends – \_\_\_\_\_

- YES
- NO

**FINANCE DIRECTOR’S CERTIFICATE**

Town of Lisbon

Financial Statement presented pursuant to 30-A MRSA 5772:

**1. Total Town Indebtedness**

Bonds outstanding and unpaid:	\$ 22,193,430
Bonds authorized but unissued:	\$ 0
Bonds proposed under this referendum:	\$ 294,000

**TOTAL if this question is approved: \$ 22,487,430**

**2. Costs**

Term in years:	10 YEARS
Estimated interest rate:	4.19%
Net estimated interest cost:	\$ 71,846
Principal:	\$294,000
Total debt service costs:	\$365,846

3. Validity

The validity of the bonds and the voters' ratification of the bonds may not be affected by any errors in the estimate made pursuant to paragraph 2. If the actual amount of the total debt service for the bond issue varies from the estimate, the ratification by the electors is nevertheless conclusive and the validity of the bond issue is not affected by reason of the variance.

\_\_\_\_\_  
Lydia Colston  
Finance Director  
Town of Lisbon

\_\_\_\_\_  
Date

BOND ORDER: BOND ORDINANCE – QUESTION 2

**“SHALL A BOND ORDINANCE APPROVED BY THE TOWN COUNCIL AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION SECURITIES OF THE TOWN OF LISBON IN AN AMOUNT NOT TO EXCEED \$430,000 FOR THE PURPOSE OF FINANCING LISBON’S 10% SHARE OF THE COST OF RECONSTRUCTING STATE ROUTE 125 FROM STATE ROUTE 196 TO HUSTON STREET BE APPROVED AND RATIFIED?”**

Town Council Recommends – \_\_\_\_\_

- ☐ YES
- ☐ NO

FINANCE DIRECTOR’S CERTIFICATE

Town of Lisbon

Financial Statement presented pursuant to 30-A MRSA 5772:

1. Total Town Indebtedness

Bonds outstanding and unpaid:	\$22,193,430
Bonds authorized but unissued:	\$ 0
Bonds proposed under this referendum:	\$ 430,000
<b>TOTAL if this question is approved:</b>	<b>\$22,623,430</b>

2. Costs

Term in years:	10 YEARS
Estimated interest rate:	4.19%
Net estimated interest cost:	\$105,261
Principal:	\$430,000
Total debt service costs:	\$535,261

3. Validity

The validity of the bonds and the voters' ratification of the bonds may not be affected by any errors in the estimate made pursuant to paragraph 2. If the actual amount of the total debt service for the bond



issue varies from the estimate, the ratification by the electors is nevertheless conclusive and the validity of the bond issue is not affected by reason of the variance.

\_\_\_\_\_  
Lydia Colston  
Finance Director  
Town of Lisbon

\_\_\_\_\_  
Date

**BOND ORDER: BOND ORDINANCE – QUESTION 3**

**FIRE TRUCK**

**“SHALL A BOND ORDINANCE APPROVED BY THE TOWN COUNCIL AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION SECURITIES OF THE TOWN OF LISBON IN AN AMOUNT NOT TO EXCEED \$675,000 FOR THE PURPOSE OF FINANCING THE PURCHASE OF A “PUMPER” FIRE ENGINE BE APPROVED AND RATIFIED?”**

Town Council Recommends – \_\_\_\_\_

- ☐ YES
- ☐ NO

**FINANCE DIRECTOR’S CERTIFICATE**

Town of Lisbon

Financial Statement presented pursuant to 30-A MRSA 5772:

**1. Total Town Indebtedness**

Bonds outstanding and unpaid:	\$22,193,430
Bonds authorized but unissued:	\$ 0
Bonds proposed under this referendum:	\$ 675,000
<b>TOTAL if this question is approved:</b>	<b>\$22,868,430</b>

**2. Costs**

Term in years:	10 YEARS
Estimated interest rate:	4.19%
Net estimated interest cost:	\$165,235
Principal:	\$675,000
Total debt service costs:	\$840,235

**3. Validity**

The validity of the bonds and the voters’ ratification of the bonds may not be affected by any errors in the estimate made pursuant to paragraph 2. If the actual amount of the total debt service for the bond issue varies from the estimate, the ratification by the electors is nevertheless conclusive and the validity of the bond issue is not affected by reason of the variance.

\_\_\_\_\_  
Lydia Colston  
Finance Director

\_\_\_\_\_  
Date

Town of Lisbon

**REGISTRAR HOURS:** October 29, 30, 31, and November 1, 2, and 5 during regular office hours at the Town Office and on Election Day, November 6, 2018 during the polling hours at the polling place.

**CASTING OF ABSENTEE BALLOTS:** You are hereby notified that the Town Clerk intends to process absentee ballots on Election Day, November 6, 2018 at 8:00 a.m., 10:00 a.m., 11:00 a.m., 12:00 p.m., 2:00 p.m., 4:00 p.m., 6:00 p.m., 7:00 p.m., and 8:00 p.m. in accordance with M.R.S.A. Title 21A Section 759 (7).

**POLLING HOURS:** The polls shall open at 7:00 a.m. and close at 8:00 p.m.

Given under our hands this 4<sup>th</sup> day of September A.D. 2018.

\_\_\_\_\_  
Allen Ward, Chairman

\_\_\_\_\_  
Chris Brunelle, Vice Chairman

\_\_\_\_\_  
Normand Albert

\_\_\_\_\_  
Kris Crawford

\_\_\_\_\_  
Kasie Kolbe

\_\_\_\_\_  
Fernand Larochelle, Jr.

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

A true Copy,

Attest: \_\_\_\_\_ (Clerk Signature & seal)

Municipal Clerk

Lisbon,

Constable's  
Return of Posting  
State of Maine

Androscoggin, ss.

I certify that I have notified the voters of the Town of Lisbon of the time and place of the Annual and Bond Referendum Election by posting an attested copy of the warrant as follows:

<u>DATE</u>	<u>TIME</u>	<u>LOCATIONS OF POSTINGS</u>
<u>          </u>	<u>          </u>	<u>Lisbon Town Office &amp; Lisbon Post Office, District 1</u>
<u>          </u>	<u>          </u>	<u>Lisbon Falls Post Office, District 2</u>

Being public and conspicuous places in said Town and being at least seven (7) days next prior to the date of the Annual and Bond Referendum Election.

Dated at the Town of Lisbon on \_\_\_\_\_, 20\_\_\_\_.

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

\_\_\_\_\_  
Constable, Town of Lisbon, Maine



**TOWN OF LISBON****EMERGENCY MORATORIUM ORDINANCE ON  
MEDICAL MARIJUANA REGISTERED CAREGIVER RETAIL STORES,  
REGISTERED DISPENSARIES, MARIJUANA TESTING FACILITIES, AND  
MANUFACTURING FACILITIES**

**WHEREAS**, the Maine Legislature recently adopted amendments to the Maine Medical Use of Marijuana Act, including P.L. 2017, chapter 447, An Act to Amend the Maine Medical Use of Marijuana Act (“Chapter 447”), and P.L. 2017, chapter 452, An Act to Amend Maine’s Medical Marijuana Law (“Chapter 452”), as well as amendments to the Marijuana Legalization Act governing “recreational” or “adult use” marijuana, including P.L. 2017, chapter 409, An Act to Implement a Regulatory Structure for Adult Use Marijuana (“Chapter 409”);

**WHEREAS**, these amendments help to clarify the authority of municipalities to regulate both adult use marijuana businesses and medical marijuana businesses under their home rule authority, and provide that, with the exception of medical marijuana caregivers that do not operate a retail store, both adult use and medical marijuana business are or will be prohibited from operating in a municipality unless the municipal legislative body affirmatively votes to allow such businesses;

**WHEREAS**, Chapter 452, which provides that medical marijuana businesses are prohibited from operating in a municipality unless the municipal legislative body affirmatively votes to allow such businesses, will not become effective until 90 days after adjournment of the Second Special Session of the 218<sup>th</sup> Maine Legislature, and the Town of Lisbon does not currently have ordinances in effect that specifically limit or regulate medical marijuana businesses;

**WHEREAS**, the Town needs time to consider whether to allow or limit both medical marijuana businesses and adult use marijuana businesses, and if so whether to develop reasonable ordinances governing the location and operations of such businesses;

**WHEREAS**, the Town Council, with the advice and assistance of the administration and police department, intends to study the issues to determine the land use and other regulatory implications of adult use marijuana businesses and medical marijuana businesses, and consider what locations, if any, and approval and performance standards, if any, might be appropriate for such uses; and

**WHEREAS**, it is anticipated that such a study, review, and development of recommended ordinance changes will take at least one hundred and eighty (180) days from the date the Town enacts this Moratorium Ordinance;



**NOW, THEREFORE**, be it ordained by the Town Council of the Town of Lisbon, that the following Moratorium Ordinance on medical marijuana Registered Caregiver Retail Stores, Registered Dispensaries, Marijuana Testing Facilities and Manufacturing Facilities (collectively “Medical Marijuana Businesses”) be, and hereby is, enacted, and, in furtherance thereof, the Town Council does hereby declare a moratorium on the location, operation or licensing of any such Medical Marijuana Businesses within the Town. For the purposes of this Moratorium Ordinance, a Registered Caregiver Retail Store is defined as a retail store for the sale of marijuana or marijuana products to Qualifying Patients, as defined by 22 M.R.S.A. §2422(9), that is operated by one or more Caregivers or Primary Caregivers as defined by 22 M.R.S.A. §2422(8-A); a Registered Dispensary is defined as an entity registered under state law that acquires, possesses, cultivates, manufactures, delivers, transfers, transports, sells, supplies or dispenses marijuana or related supplies and educational materials to Qualifying Patients and the Caregivers or Primary Caregivers of those patients, as defined by 22 M.R.S.A. §2422(6); a Marijuana Testing Facility is a public or private laboratory authorized to analyze contaminants in and the potency of cannabinoid profile of samples, as defined in 22 M.R.S.A. §2422(5-C); and a Manufacturing Facility is a registered tier 1 or tier 2 manufacturing facility or a person authorized to engage in marijuana extraction, as defined in 22 M.R.S. §2422(4-H).

This Moratorium Ordinance shall take effect once enacted by the Town Council, in accordance with the provisions of the Town Charter and, notwithstanding 1 M.R.S.A. §302, shall be applicable to Medical Marijuana Businesses for which applications are not pending or approved as of August 14, 2018. The moratorium shall expire one hundred eighty (180) days from the date of enactment, unless extended, repealed, or modified by the Town Council. The moratorium is for the express purpose of drafting an amendment or amendments to the Town’s current Code of Ordinances to protect the public from health and safety risks including, but not limited to, compatibility of Medical Marijuana Businesses with existing and permitted uses in residential, commercial and industrial zoning districts, the potential adverse health and safety effects of Medical Marijuana Businesses on the community if not properly regulated, and the adequacy of the Town’s infrastructure to accommodate the presence of Medical Marijuana Businesses in the Town.

**BE IT FURTHER ORDAINED**, that this Moratorium Ordinance shall apply to Medical Marijuana Businesses that may be proposed to be located within the Town after the enactment of this Ordinance; and

**BE IT FURTHER ORDAINED**, that no person or organization shall develop or operate a Medical Marijuana Business within the Town on or after the enactment date of this Moratorium Ordinance without complying with whatever ordinance amendment or amendments the Town Council may enact as a result of this Moratorium Ordinance; and

**BE IT FURTHER ORDAINED**, that during the time this Moratorium Ordinance is in effect, no officer, official, employee, office, administrative board or agency of the Town shall accept,

process, approve, deny, or in any other way act upon any application for a license, building permit or any other type of land use approval or permit and/or any other permits or licenses related to a Medical Marijuana Business unless the application under review was filed with the Town prior to the enactment date of this Ordinance; and

**BE IT FURTHER ORDAINED**, that those provisions of the Town's current Code of Ordinances that are inconsistent or conflicting with the provisions of this Ordinance, are hereby repealed to the extent that they are applicable for the duration of the moratorium hereby ordained, and as it may be extended as permitted by law, but not otherwise; and

**BE IT FURTHER ORDAINED**, that if Medical Marijuana Businesses are established in violation of this Moratorium Ordinance, each day of any continuing violation shall constitute a separate violation of this Moratorium Ordinance, and the Town shall be entitled to all rights available to it in law and equity, including, but not limited to, fines and penalties, injunctive relief, and its reasonable attorney's fees and costs in prosecuting any such violations; and

**BE IT FURTHER ORDAINED**, that should any section or provision of this Moratorium Ordinance be declared by any court of competent jurisdiction to be invalid, such a declaration shall not invalidate any other section or provision.

#### **Emergency Declaration**

The Town Council declares the existence of an emergency because the Code of Ordinances is insufficient to prevent serious public harm that could be caused by the unregulated development of Medical Marijuana Businesses, thereby necessitating a moratorium to provide an opportunity for the Town to review the potential impacts and harm that may be caused by such businesses, and to amend its Code of Ordinances to mitigate the potential impact and harm on the Town and its residents. In accordance with Section 2.08 of the Town Charter, this Moratorium shall be enacted as an emergency ordinance. It shall be effective immediately upon enactment and shall remain in effect for one hundred eighty (180) days from the date of enactment unless it is terminated or extended in accordance with this Ordinance.

Proposed: August 30, 2018

Approved: \_\_\_\_\_ (EMERGENCY)



So ordered this \_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Lisbon Town Council



# Lisbon Police Department

## A Community Policing Agency

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300 Lisbon St.  
Lisbon, ME 04250

Marc R. Hagan  
Chief of Police

**To:** Town Manger Barnes  
**From:** Chief Marc Hagan  
**Subject:** 2019 Cruiser Bid Process  
**Date:** 08/30/2018

Initial attempts by this department to locate leftover 2018 Ford Interceptor's was unsuccessful. Therefore, bids were requested from the following Ford dealerships for 2019 Ford AWD Interceptor's: Quirk Ford Augusta, Tucker Ford Brunswick, Rowe Ford Auburn, Casco Bay Ford Yarmouth, and Yankee Ford South Portland.

The bid process closed as of 5:00pm on August 29<sup>th</sup> with the following received:

Yankee Ford – \$29,118

Rowe Auburn - \$27,890

Casco Bay Ford - \$27,499

Quirk Ford - \$27,434

I am requesting that the proposal from Quirk Ford be accepted and we move forward with ordering the vehicle immediately. *\*You will note that the Quirk bid has the vehicle in question listed as a 2018. I have also attached an e-mail where my point of contact clarifies that this was an error and the bid is in fact for a 2019. \**

Thank you.

*Q-Maw*  
**SCOTT BONNEY**  
 Received 08/16/18  
 @ 12:34



**VIRTCDP** V4.00 34x2 EN

CNGP530

VEHICLE ORDER CONFIRMATION

08/16/18 12:15:08

==>

2019 EXPLORER 4-DOOR

Dealer: F11209

Page: 1 of 2

Order No: 0001 Priority: L1 Ord FIN: QX026 Order Type: 5B Price Level: 915  
 Ord Code: 500A Cust/Flt Name: LISBON P.D. PO Number:

	RETAIL	DLR INV		RETAIL	DLR INV
K8A ✓ 4DR AWD POLICE	\$33275	\$32110.00	59B ✓ KEY CODE 1284X	\$50	\$49.00
✓ .112.6" WB			60A ✓ GRILL WIRING	50	49.00
UM ✓ AGATE BLACK			60R ✓ NOISE SUPPRESS	100	95.00
9 ✓ CLTH BKTS/VNL R			68L ✓ RR DR HND INOP	35	33.00
W ✓ EBONY BLACK			794 ✓ PRICE CONCESSN		
500A ✓ EQUIP GRP			REMARKS TRAILER		
✓ PREMIUM AM/FM			86P ✓ FRT LMP HOUSING	125	119.00
99R ✓ 3.7L V6 TIVCT	NC	NC			
44C ✓ 6-SPD AUTO TRAN	NC	NC	TOTAL BASE AND OPTIONS	35330	33179.68
17T ✓ CARGO DOME LAMP	50	49.00	TOTAL	35330	33179.68
423 ✓ CAL EM NOT REQD			*THIS IS NOT AN INVOICE*		
43D ✓ COURTESY DISABL	20	19.00	*TOTAL PRICE EXCLUDES COMP PRICE ALLOW*		
51Y ✓ DRV SDE SPT LMP	215	204.00			
53M ✓ SYNC SYSTEM	295	280.00	* MORE ORDER INFO NEXT PAGE *		
549 ✓ PWR MIRR HTD	60	58.00	F8=Next		



**VIRTCDP** V4.00 34x2 EN

CNGP530

VEHICLE ORDER CONFIRMATION

08/16/18 12:15:14

==>

2019 EXPLORER 4-DOOR

Dealer: F11209

Page: 2 of 2

Order No: 0001 Priority: L1 Ord FIN: QX026 Order Type: 5B Price Level: 915  
 Ord Code: 500A Cust/Flt Name: LISBON P.D. PO Number:

	RETAIL	DLR INV
86T ✓ RR TAILLAMP HSG	\$60	\$58.00
87R ✓ RR VIEW MIR/CAM	NC	NC
936 ✓ CAL SER VEH EXP	NC	NC
✓ FLEX-FUEL		
153 ✓ FRT LICENSE BKT	NC	NC
SP FLT ACCT CR		(944.00)
FUEL CHARGE		5.68
DEST AND DELIV	995	995.00

*# 33,179 DLR INV.*  
*- <4061> GPC: HB*  
*BID: #29,118 EXCH UNIT.*

TOTAL BASE AND OPTIONS 35330 33179.68  
 TOTAL 35330 33179.68  
 \*THIS IS NOT AN INVOICE\*  
 \*TOTAL PRICE EXCLUDES COMP PRICE ALLOW\*



F1=Help

F2=Return to Order

F7=Prev

F4=Submit

F5=Add to Library

F3/F12=Veh Ord Menu

S099 - PRESS F4 TO SUBMIT

F9=View Trailers

QC00037

*Scott Bonney F.M.*  
*FLEET MANAGER*  
*HANKEE FORD SALES*  
*8/16/18*

V1DP0086

2,6





Rec'd 8/23/18  
12:34  
MRH

August 22, 2018

Marc P. Hagan  
Chief of Police  
Lisbon Police Department  
300 Lisbon Street  
Lisbon, Maine 04250

Re: 2019 Ford Police Interceptor Utility AWD

All Specifications Met

Price for One (1) 2019 Ford P/I Utility AWD is \$27,499.00

Attached is a communication from Ford highlighting that the last day to order is 09/21/2018 or sooner. If Ford does agree to build it, estimated delivery would be 90-120 days from the date of the order.

If you have any questions, please call.

Sincerely,

  
Joe Cook

**Marc Hagan**

*e-mail*

**From:** Tom Mooney <tmooney@roweauburn.com>  
**Sent:** Thursday, August 16, 2018 8:42 AM  
**To:** Marc Hagan  
**Subject:** RE: Lisbon PD 2019 cruiser bid request

*Received 08/16/18  
@ 08:42 AM*

Good morning Chief,

Per your request and specifications, Auburn Motor Sales submits for your approval the following,

2019 Ford Explorer Police Package, equipped with following order codes, k8A,99R,44C,500A,9W,936,423 ( or equivalent) 87R,549,153,86p,86t,51y,59b,68L,43D,17T,60A,60R,53M, and standard black wheels. This will be an ordered unit subject to availability, we are rapidly approaching end of 2019 model year, a "first come, first served" situation. Delivery is not guaranteed. Your price will be \$27890.00.

Respectfully,

Thomas Mooney  
Auburn Motor Sales

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**From:** Marc Hagan [mailto:MHagan@LisbonME.org]  
**Sent:** Thursday, August 16, 2018 8:03 AM  
**To:** Tom Mooney  
**Subject:** RE: Lisbon PD 2019 cruiser bid request

Tom,

I may be a little confused by your question but it's early in my day and that is the excuse I am using anyway. ☺ As long as the e-mail has all of the items a normal written/mailed proposal would have I don't see why you can't just send me an e-mail and I can't just print it out here and call it good.

Thank you.  
Marc

Please note my new e-mail address of [mhagan@lisbonme.org](mailto:mhagan@lisbonme.org) and update accordingly in your address book. Thank you.

**Marc Hagan**  
Chief of Police  
Lisbon Police Department  
300 Lisbon Street  
Lisbon, ME 04250  
207-353-2500

Prepared For:  
CHIEF MARC HAGAN  
LISBON POLICE DEPT  
300 LISBON STREET  
LISBON, ME 04250

Received 8/20/18

MRW

Prepared By:  
LEO CHICOINE  
QUIRK AUTO GROUP  
ME 04330  
Phone: (207) 430-1621  
Fax: (207) 991-5539  
Email: lchicoine@quirkauto.com

2018 Fleet/Non-Retail Ford Police Interceptor Utility AWD K8A

**WINDOW STICKER**

60R	NOISE SUPPRESSION BONDS (GROUND STRAPS)	\$100.00
<b>SUBTOTAL</b>		<b>\$33,955.00</b>
	Advert/Adjustments	\$0.00
	Destination Charge	\$945.00
<b>TOTAL PRICE</b>		<b>\$34,900.00</b>
Est City: 16.00 mpg		
Est Highway: 21.00 mpg		
Est Highway Cruising Range: 390.60 mi		

Backup Sensor  
7GR - \$261.00 ?

\$27,434.00

Leo Chicone  
Photo Mgr  
430-1621

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 538.0, Data updated 4/10/2018  
© Copyright 1986-2012 Chrome Data Solutions, LP. All rights reserved.

August 16, 2018 12:21:09 PM

Customer File:



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**Marc Hagan**

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**From:** Leo Chicoine <lchicoine@quirkauto.com>  
**Sent:** Thursday, August 23, 2018 9:26 AM  
**To:** Marc Hagan  
**Subject:** RE: Cruiser bid

Good Morning Chief

So about that. I used the 2018 model because our program has updated yet. It is on a 2019 K8A

Sorry about that.

Leo

---

**From:** Marc Hagan [mailto:MHagan@LisbonME.org]  
**Sent:** Thursday, August 23, 2018 8:28 AM  
**To:** Leo Chicoine  
**Subject:** Cruiser bid

Leo,

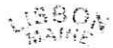
Good morning sir. I have been off for a few days and am going through my mail and have a cruiser bid from you. The bid states it is for a 2018 Ford Interceptor. Is this the cost of the 2018 leftover that you had or is that a typo and you are bidding on the 2019 request that I put out?

Thank you.  
Marc

Please note my new e-mail address of mhagan@lisbonme.org and update accordingly in your address book. Thank you.

**Marc Hagan**  
Chief of Police  
Lisbon Police Department  
300 Lisbon Street  
Lisbon, ME 04250  
207-353-2500

**Integrity**



**Respect**

POLICE

**Compassion**

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## MEMORANDUM FROM THE PUBLIC WORKS DIRECTOR

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**TO:** DIANE BARNES, TOWN MANAGER  
**FROM:** TOM MARTIN  
**SUBJECT:** MAIN STREET TRAFFIC SIGNAL UPGRADES  
**DATE:** 8/29/2018

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Dear Diane,

I have received a Quote from A&D Electric to install an upgrade package to the Traffic Signals at the Intersection of Rt196 and Main Street. (\$20,624) If we can use Police for Traffic Control it will save \$1000.00 off this price.

As you are aware, this intersection is infamous for its ability to back up traffic. The reason for this request is to allow us to change the Traffic Pattern at this intersection.

I have consulted with Region I MDOT about the change. They have given it their blessing as long as we can change the Traffic Lighting to accommodate the new pattern. The new pattern will require a six controller cabinet and we only have 4 controller cabinets. A&D is willing to give us some used ones to use for now. This Intersection is slated to be reconstructed in a few years by MDOT, including new lights.

Then why do the work you ask? Well part of the new construction involves putting in a right hand only turning lane onto Main Street which will eliminate the street parking near the intersection. I am in hopes that if we can alleviate the congestion with this new pattern, we may be able to convince MDOT to do away with the turn lane and possibly save some significant money as well.

One of the Project Engineers for Region I lives here in town and gets caught in this traffic. He is ecstatic about the idea and has offered to help with the engineering of this change.

Again, I only requested a quote from A&D. They are providing some equipment that I am in hopes will still be viable to use when the project is constructed, or they may give us credit for usable parts when it is reconstructed. We may be able to have this funded through the ATRC.

Time is of the essence so I am recommending the change happen immediately using our MDOT Match fund. We can apply to the ATRC for the funding and press to be reimbursed though the overall project budget.

Best regards,

Tom



PO BOX 1209

916 MIDDLE ROAD

SABATTUS, ME 04280

**P: (207) 375-8012 F: (207)375-8279**

**Email: [andy@adelectric.com](mailto:andy@adelectric.com)**

Public Works Director

300 Lisbon St.,Lisbon,Me. 04250

Thomas Martin (tmartin@lisbonme.org)

T-207-353-3000 x 116 / F-207-353-3007

M -207-692-6837

Date: 08/08/18

WIN#:

Project#:

ADE Job #:

Location: Lisbon, Me.

Rte.#196, Main St., & Canal St.

Quote Number ADEQ-8818-008

(a) Quote for signal modification as listed in this quote.

(1) Install a refurbished cabinet with all nessecary controls to operate the intersection as required.

(2) Install two (2) cameras to replace existing detection devices that are not functional.

(3) Install necessary signs, signals, LEDs, wiring to make system to work as required.

(4) No work will be performed on existing pedestrian signals.

(5) We have a thousand dollars for flaggers in this quote, if the city elects to use police there  
police details this amount may be deducted from the total price.

(b) Lump Sum Price-\$ 20,624,00 Twenty thousand six hundred twenty four dollars.

Andrew Deditch

Andrew Deditch



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## MEMORANDUM FROM THE PUBLIC WORKS DIRECTOR

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**TO:** DIANE BARNES, TOWN MANAGER  
**FROM:** TOM MARTIN  
**SUBJECT:** PEDESTRIAN SIGNAL UPGRADES  
**DATE:** 8/29/2018

---

Dear Diane,

I have received a Quote from A&D Electric to install new Pedestrian LED Heads on the existing poles in the Village and sync with the traffic system at the Intersection of Rt 196 and Village Street.

This is a busy intersection with a significant foot traffic issue given the unique placement of the traffic Island. I have received numerous calls and complaints that the system isn't working correctly, and that does have some merit but mostly the system is dated and weak.

I only requested a quote from A&D as they service the Town and know the nuances of our system. This is fair price for the work being done and to bring another contractor in would not be in the best interest of the Town.

I recommend an award and that we take funds from the TIF to make it happen as soon as possible.

Best regards,

Tom



PO BOX 1209  
916 MIDDLE ROAD  
SABATTUS, ME 04280  
P: (207) 375-8012 F: (207)375-8279  
Email: [andy@adelectric.com](mailto:andy@adelectric.com)

Public Works Director

300 Lisbon Street , Lisbon,Me.04250

Thomas Martin (tmartin@lisbonme.org)

T-207-353-3000 x 116 / F-207-353-3007

M-207-692-6837

Date: 08/08/18

WIN#:

Project#:

ADE Job #:

Location: Lisbon,Me.

Rte.# 196.,Main St.,Canal St.

Rte.# 196.,Main St., Webster St.

Quote Number ADEQ # 8818-007

(1) Quote For Work At Rte.#196.Main St., Webster Rd.

(a) Perform the following work on the pedestrian signals,

(1) Remove existing pedestrian signals,hardware,pushbuttons & signs.

(2) Install new pedestrian signal heads 16"x 18" and hardware.

(3) Install new countdown pedestrian LED indications.

(4) Install New pushbuttons and push button signs where required.

(b) Lump Sum Price \$ 10,749.00 Ten thousand seven hundred forty nine dollars.

Andrew Deditch

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## MEMORANDUM FROM THE PUBLIC WORKS DIRECTOR

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**TO:** DIANE BARNES, TOWN MANAGER  
**FROM:** TOM MARTIN  
**SUBJECT:** CRACK SEALING PROGRAM REQUEST  
**DATE:** 8/29/2018

---

Dear Diane,

I would like to request to council that we are allowed to use the Paving program funding to start a yearly crack sealing program. I anticipate starting with a 2 Ton bid this year. Approximate cost would be \$10,000 installed.

I have a list put together to cycle the program, covering the last 5 years of paving and all the MDOT Roads inside of compact. Rt 196, Rt125 and Rt9.

The benefit of this program is to keep our good roads good. Plain and simple. Once we invest in upgrading a road, mother nature will make them crack. We can't repave every time this happens. Crack sealing has been proven and used for years to keep water out of these cracks which exacerbates the deterioration. Once a road gets to the point that crack sealing isn't a viable option, it is time for a mill and fill or other surface treatment option.

Best regards,

Tom



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## MEMORANDUM FROM THE PUBLIC WORKS DIRECTOR

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**TO:** DIANE BARNES, TOWN MANAGER  
**FROM:** TOM MARTIN  
**SUBJECT:** PICKUP PURCHASE REQUEST  
**DATE:** 8/30/2018

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Dear Diane,

I would like to request to council that we are allowed to go out to bid for the  $\frac{3}{4}$  Ton Pickup Truck that was approved in our budget. Line item 03-5430. We have a budget for \$30,000 for this unit. We will be taking the plow off the 2004 pickup. The 2004 Pickup will be disposed of through our disposition process.

Best regards,

Tom

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## **MEMORANDUM FROM THE PUBLIC WORKS DIRECTOR**

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**TO:** DIANE BARNES  
**FROM:** TOM MARTIN  
**SUBJECT:** WINTER SAND BID  
**DATE:** 8/30/2018

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We request permission to advertise the attached RFP for Winter Sand.

Please contact me if you have any questions or require additional information.



# 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

Dillon Pesce  
*Chair*

Roger Bickford  
Christopher Brunelle  
Dale James Crafts  
Gregg Garrison  
Mark Lunt  
Eric Metivier

### Town Manager

Diane Barnes

September 4, 2018

The Town of Lisbon is currently accepting bids for approximately 1500-2000 cubic yards of winter sand which meets or exceeds the attached specifications.

The Town of Lisbon reserves the right to reject any and all bids when deemed to be in the best interest of the Town, and to waive any minor discrepancy or technicality in the bid specifications.

Sealed bids to be submitted to the Town Office Attn: Tom Martin by September 14th, 2018 at 10:00 AM. I can be reached at 353-3000 ext. 116 or by e-mail at [tmartin@lisbonme.org](mailto:tmartin@lisbonme.org) if you have any questions.

Sincerely,

Thomas Martin  
Public Works Director



**TOWN OF LISBON**  
**PUBLIC WORKS DEPARTMENT**

**300 Lisbon St.**

**Lisbon, ME 04250**

**(207) 353-3000 ext - 117**

**2018-2019 WINTER SAND BID**

## **1.01 INFORMATION FOR BIDDERS**

- A. Bids shall be submitted on the attached "Bid Proposal Forms" and shall be signed by an authorized person indicating full knowledge and acceptance of the specifications. The sealed bid shall be submitted to:

Town Office  
Attn: Thomas Martin  
300 Lisbon Street  
Lisbon, ME 04250

and the envelope shall be clearly marked with the name and address of the bidder and the specific contract for which the bid is being submitted.

- B. No bidder may withdraw their bid within thirty (30) days after opening of such bid.

## **1.02 CONTRACT PERIOD**

- A. The prices in this proposal shall be valid for the quantities ordered from the date of acceptance of the proposal until March 31, 2019

## **1.03 QUANTITIES**

- A. The quantity in the Bid Proposal is estimated only and the Town of Lisbon reserves the right to vary these quantities. No guarantee of actual quantities is expressed or implied in this proposal. The amount due under this contract shall be for the quantities actually ordered and received during the contract period.
- B. For this bid, the Bidder will be required to commence supplying the material within twenty-four (24) hours after the receipt of an order from the Director of Public Works Department.
- C. The quantity to be paid shall be based on the number of cubic yards, loose measure by truck load and truck tickets shall be furnished by the Town of Lisbon representative when material is picked up or when each delivery is made.

## **1.04 INSPECTION AND TESTING**

- A. The Town of Lisbon shall inspect and/or test any material delivered for compliance with these specifications. Any such testing shall be accomplished in conformance with ASTM procedure. All such testing shall be made at Owner's option and expense.
- B. Any material delivered not meeting the specifications shall be promptly removed from the delivery site by and at the Contractor's expense.

### **1.05 BASIS FOR AWARD**

- A.** The Town of Lisbon will award to the lowest responsible bid. Unit prices quoted shall govern in the event of a math error.
- B.** The Town of Lisbon reserves the right to accept or reject any or all proposals and/or waive all specifications that do not effect the validity of any bid or proposal.
- C.** The price quoted shall be the net amount and shall include all direct and incidental costs necessary to furnish and deliver the material to the Public Works Facility on Capitol Avenue. Any escalation clauses submitted by a bidder will be grounds for rejection of such bid.

### **1.06 PAYMENT**

- A.** The contractor may submit monthly payment requests for purchased material. Each payment request shall be accompanied with supporting data referencing the quantity of material, type material and relevant truck tickets.
- B.** The Owner will review and verify the request and if in order, process the request for payment within thirty (30) days.

### **2.01 SOURCE OF MATERIAL**

- A.** The source of the winter sand to be furnished under this bid shall be indicated on the Bid Schedule Form in the space indicated. The Town of Lisbon reserves the right to inspect the source at any time to test and verify the quality of material at the site. All material sources shall hold a valid mining permit as may be required by the Maine Department of Environmental Protection and/or operated in accordance with all State mining regulations. Where the material source is a pit “grandfathered” under DEP regulations, the bidder shall submit a certified affidavit evidencing compliance with DEP regulations.

### **2.02 SIEVE ANALYSIS SUBMITTAL**

- A.** Each bidder shall submit with the bid a sieve analysis of the winter sand to be furnished. The sieve test shall be performed by an independent testing agency in accordance with the ASTM procedure for such tests. The sampled material shall be representative of the winter sand to be supplied under the bid item.
- B.** The sieve test shall have been performed each gravel source within the past three months of the bid date. The sieve test shall include the percent retained on the following sieve sizes for each required bid item; 1”, ½”, 3/8”, ¼”, No. 4, No. 40, No. 50, No. 100 and No. 200.
- C.** Failure to submit a sieve test with the bid will be grounds for rejection of the bid.



## 2.03 MATERIAL

### A. Bid Item No. 1 (Winter Street Sand)

1. All material shall be free of organic or other weak or compressible materials, trash, vegetation or building rubble. The sand material shall consist of clean, hard, durable particles, free from lumps of clay, organics and all deleterious substances.
2. The winter sand shall comply with the following gradation:

<u>Sieve Size</u>	<u>Percent Passing By Weight</u>
1/2"	100
3/8"	95-100
No. 4	80-100
No. 50	0-35
No. 200	0-3

# WINTER SAND BID PROPOSAL FORM

**SUBMIT TO:** Town of Lisbon  
Attn: Thomas Martin  
300 Lisbon Street  
Lisbon, ME 04250

**BID DUE DATE:** Thursday September 14th, 2018 10:00 AM

The undersigned hereby certifies he/she has examined and fully comprehends the requirements of these specifications for winter sand material and offers to furnish it as specified herein for the following unit prices:

<u>Item No.</u>	<u>Estimated Quantity</u>	<u>Description</u>	<u>Unit Price</u>	<u>Est. Total Cost</u>
1.	1500-2000 c.y..	Winter Sand (Delivered)		

**ESTIMATED TOTAL COST:\$**\_\_\_\_\_

Estimated  
Total Cost: \_\_\_\_\_  
(In Words)

Source/Pit  
Location: \_\_\_\_\_  
(Item 1)

NAME AND ADDRESS OF FIRM:

**Authorized Signature:** \_\_\_\_\_

**Print name and Title:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Required Attachments:	1. Sieve analysis for Bid Item No. 1 2. Affidavit/Proof of DEP Mining Permit
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# TOWN OF LISBON

*Tracey Steuber*

Director Economic & Community Development

*tsteuber@lisbonme.org*

## CDBG Façade Grant Bids

The following bid was advertised in the Sun Journal, Town website and sent to the following:

<u>Location</u>	<u>Bidder</u>	<u>Bid</u>
273 Lisbon Street	Fairbanks Roofing (Roofing)	*\$39,878.00
	Haggerty Contracting (Painting)	No Bid

\*There were no bids received on the deadline date/time of 8/8/2017; however, after speaking with DECD, they have allowed us to seek a quote after the bid deadline. This bid has been accepted by the property owner as well as DECD.

### The Scope of Work consists of the following:

**Roof Replacement:** Hip Roof and Bell Tower only (1<sup>st</sup> story back addition has been done recently). Roof to be stripped, clean and a 3' layer of Grace Ice and Water shield to be installed on 1<sup>st</sup> course and any valleys near bell tower. The remainder of roof will be covered with Synthetic Rino roof wrap. 8" Aluminum drip edge to be installed around edges of roof. A row of starter shingles and Certaineed Landmark Architectural roof shingles to be applied using the MGF suggested nailing pattern for this application. Nails to be used to apply shingles, no staples to be used. A matching Hip & Ridge to cap the hips on roof and bell tower. Any bad boards to be replaced with the issuance of an extra work order signed by building owner. Ground tarps to be laid down before the start of stripping roof. Grounds to be clean and magnetically swept upon completion.

**Painting:** This is for the painting of the main building, Bell Tower and 1<sup>st</sup> floor addition to rear. Not included in this bid is the 20x30 unattached building to rear of property. Building to be cleaned (water will be accessible. Building to be scraped and caulked where needed. Sherwin Williams oil base primer "tinted" to match final coat, to be fully applied on building. All window trim and sill to be painted with Sherwin Williams Durations satin paint but not window sashed as they will be replaced. Building owner will repair any bad clapboards and trim. Trim will be a separate color than clapboards. Clapboards will be painted with Sherwin Williams Resilience flat paint. Overhead doors on the rear of building facing Gartley Street will be removed and replaced with a standard 36" door, so there will be more clapboards to be painted on that side. Clean worksite when painting is completed.

After speaking with the owners, the Economic & Community Development Director is requesting Council to award the one bid from Fairbanks Roofing in the amount of \$39,878.00 as part of the CDBG Façade Grant requirements. This award is contingent on the work being completed by the November 30, 2018 deadline.



## CONTRACTOR'S BID FORM

PROJECT IDENTIFICATION: 273 Lisbon Street

BID SUBMITTED TO: Town of Lisbon  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner, in the form included in the bid Documents. Bidder to perform and furnish all Work as specified or indicated in the bid Documents for the price and within the time indicated in this Bid, and in accordance with the other terms and conditions of the bid Documents.
2. Bidder accepts all of the terms and conditions of the Advertisement of Invitation to Bid and Instructions to Bidders, without limitation. The Bid will remain subject to acceptance for Thirty (30) days after the day of Bid opening. Bidder will sign and submit the Agreement and all documents required by the Bidding Requirements within Five (5) days after the date of Owner's Notice of Award.
3. In submitting this Bid, Bidder represents, as more fully set forth in the Agreement, that:
  - a. Bidder has examined copies of all bid Documents and of the following addenda (receipt of which is hereby acknowledged):

**DATE**

**NUMBER**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- b. Bidder has familiarized itself with the nature and extent of the bid Documents, work, site, locality, and all local conditions, laws and regulations that in any manner may affect cost, progress, performance or furnishing of the Work.
  - c. Bidder has studied carefully all applicable drawings included within or appended to the bid Documents.

- d. Bidder has obtained and carefully studied (or assumes responsibility for obtaining and carefully studying) all such examinations, investigations, explorations, tests and studies (in addition to or to supplement those in "c" above) which pertain to the physical conditions at the site or otherwise may affect the cost, progress, performance or furnishing of the Work as Bidder considers necessary for the performance or furnishing of the Work at the bid Price within the Time and in accordance with the other terms and conditions of the bid Documents; and no additional examinations, investigations, explorations, tests, reports or similar information or data are or will be required by Bidder for such purposes.
- e. Bidder has reviewed and checked all information and data shown or indicated on the bid Documents with respect to existing Facilities at or contiguous to the site, and assumes responsibility for the accurate location of said Facilities. No additional examinations, investigations, explorations, tests, reports or similar information or data in respect to said Facilities are or will be required by Bidder in order to perform and furnish the Work at the bid Price, within the Time and in accordance with the other terms and conditions of the bid Documents.
- f. Bidder has correlated the results of all such observations, examinations, investigations, explorations, tests, reports and studies with the terms and conditions of the bid Documents.
- g. Bidder has given Owner and Program Administrator written notice of all conflicts, errors or discrepancies that it has discovered in the Documents, and the written resolution thereof by Owner and Program Administrator is acceptable to Bidder.
- h. This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; Bidder has not directly or indirectly induced or solicited any person, firm or corporation to refrain from bidding; and Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or over Owner.
- i. Bidders certify that they are not on the Federal Government's Debarred Contractor List and will not employ subcontractors who are on the Federal Government's Debarred Contractor List.

4. Bidder will complete work in the following trades:

**NOTE: Refer to Rider A and applicable attachments (if any) for description of work.**

Cost for #273 Lisbon Street (Bidder fill in each column below completely)

Roof Replacement	<u>Thirty Nine Thousand &amp; Eight Hundred + Seventy eight</u>	\$ <u>39,878.</u> <sup>00</sup>
	Price in words	Price numerically

Painting	_____	\$ _____
	Price in words	Price numerically

Total Pricing for #273 Lisbon Street	<u>Thirty nine Thousand + eight hundred + seventy eight</u>	\$ <u>39,878.</u> <sup>00</sup>
	Price in words	Price numerically

(The above cost constitutes the true and accurate amount of the Bid.)

5. Bidder agrees that work will be substantially complete as follows:

November 30, 2018 as detailed.

6. Bidder accepts the provisions of the Agreement as to liquidated damages in the event of failure to complete the work on time.

7. Bidders agree to complete and sign all contractor/subcontractor certifications and other form required by this contract.

8. Communications concerning this Bid shall be addressed to:

Tracey Steuber, Program Administrator  
Town of Lisbon Façade Program  
300 Lisbon Street  
Lisbon, ME 04250



\_\_\_\_\_, Program Administrator  
Town of Lisbon Façade Program  
300 Lisbon Street  
Lisbon, ME 04250

9. Bid prices include paying contractor's workers as per Davis-Bacon Federal Wage Rates as included as an attachment to Rider B of the Agreement.
10. Bidders must submit with this Bid copies of all applicable current State Licenses necessary for furnishing the Work.

SUBMITTED ON 8-30-18, ~~2016~~ 2018

If Bidder is:

**AN INDIVIDUAL**

BY: KEN Fairbanks  
(Individual's Name)

Doing Business as: Fairbanks Roofing & Siding  
Business Address: 177 Ridge Road  
Lisbon Falls, Maine

Phone Number: 207-576-4237 SIGNATURE: [Signature]

**A PARTNERSHIP**

BY: \_\_\_\_\_ Phone Number: ( ) \_\_\_\_\_  
(Firm Name)

NAME OF GENERAL PARTNER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ TITLE: \_\_\_\_\_

Business Address: \_\_\_\_\_

**A CORPORATION**

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# MEMORANDUM FROM THE TOWN CLERK

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**TO:** Town Manager & Town Councilors

**FROM:** Town Clerk

**SUBJECT:** Appoint Warden for November 6, 2018 State Gubernatorial & Municipal and Bond  
Referendum Election

**DATE:** August 13, 2018

Rick Roberts is willing to accept the appointment of Warden for the November 6, 2018 Election.