

AGENDA
COUNCIL MEETING
NOVEMBER 13, 2018
LISBON TOWN OFFICE
7:00 P.M.

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

1. CALL TO ORDER & PLEDGE TO FLAG
2. ROLL CALL

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

Town Clerk reading of meeting rules

3. GOOD NEWS & RECOGNITION
4. PUBLIC HEARINGS

A. Special Entertainment Permit for the Slovak Catholic Association

5. AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS

6. CONSENT AGENDA

2018-243 ORDER- A. Municipal Accounts Payable & Payroll Warrants -

#10222018	\$6,551.50	#10302018	\$14,251.23
#34	\$194,917.87	#35	\$18,455.34
#11012018	\$6,771.56	#11062018	\$363,536.40
#36	\$188,502.65	#37	\$16,931.29

B. School Accounts Payable & Payroll Warrants -

#1019	\$338,963.28	#1020	\$ 11,130.64
#1021	\$326,679.97	#10	\$3,730.91
#11	\$6,800.72	#1022	\$359,175.43
#1023	\$11,260.78		

C. Workshop Meeting Minutes for October 30, 2018

D. Ratify November 6, 2018 Election Results

E. Special Entertainment & Liquor License for the Slovak Catholic Association

F. Set Public Hearing for Coombs-Mountfort Post #158 Special Entertainment – December 4

G. Set a Public Hearing for Walt's Place for Liquor License for December 4

7. COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

2018-244 ORDER – Audit Presentation

2018-245 ORDER – December 24th Office Closure

2018-246 ORDER – Durham ACO Contract

2018-247 ORDINANCE – Medical Marijuana Licensing-Emergency Ordinance

2018-248 ORDINANCE – Medical Marijuana Licensing-First Reading

2018-249 ORDER – Fee Schedule-Marijuana Licensing Fees

2018-250 ORDER – Authorize Land Use Action 1 Higgins Road

2015-251 ORDER– Underage Drinking Enforcement Grant

8. OTHER BUSINESS

A. Council Committee Reports:

1. School (Councilor Albert)

2. Planning Board (Councilor Ward)

3. LDC (Councilor Larochelle)

4. Conservation Commission (Councilor Ward)

5. Recreation (Councilor Kolbe)

6. County Budget (Councilor Ward)

7. Library (Councilor Lunt)

B. Town Manager's Report

C. Department Head Written Reports

D. Lisbon Emergency Quarterly Report

9. APPOINTMENTS

2018-252 ORDER - Planning Board Resignation – Eric Metivier

10. COUNCIL COMMUNICATIONS

11. AUDIENCE PARTICIPATION & RESPONSE NEW ITEMS

12. EXECUTIVE SESSION

13. ADJOURNMENT

2018-253 ORDER – To Adjourn

SUMMARY OF LISBON COUNCIL MEETING RULES

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

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

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



Town of Lisbon

Diane Barnes
Town Manager

Town Council

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

MEMO

To: Town Council
From: Diane Barnes, Town Manager
Subject: Recommendations
Date: November 6, 2018

Agenda Item 2018-246 Durham ACO Contract

The Town of Durham has asked Lisbon to provide ACO services beginning January 1, 2019. 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.

I would like permission from Council to negotiate and execute a 3-year ACO contract with the Town of Durham.

Recommendation

To authorize the Town Manager to negotiate and execute a 3-year ACO contract with the Town of Durham

Agenda Item 2018-247 Medical Marijuana Licensing-Emergency Ordinance First Reading

See Ordinance in Council Packet.

Recommendation

To adopt the Ordinance for Licensing of Medical Marijuana Establishments as an emergency ordinance, to take effect immediately upon adoption.

Agenda Item 2018-248 Medical Marijuana Licensing First Reading

See Ordinance in Council Packet.

Recommendation

To adopt the Ordinance for Licensing of Medical Marijuana Establishments as a regular ordinance (First Reading).

Agenda Item 2018-249
Fee Schedule- Marijuana Licensing Fees
First Reading

See Ordinance in Council Packet.

Recommendation

To amend the Fee Schedule adding Marijuana Licensing Fees as presented.

Agenda Item 2018-250
Authorize Land Use Action 1 Higgins Road

On September 17, 2018, Lisbon Code Enforcement Officer Dennis Douglass issued a Notice of Violation and Order of Correction ("Notice") to Walter Morse for an unpermitted used merchandise sale at the Premises. The Notice ordered Mr. Morse to bring the Premises into compliance with Town Code of Ordinances ("Lisbon Code") by October 19, 2018. Mr. Morse has not done so. We are prepared to recommend that the Town Councilors proceed with litigation to secure Mr. Morse's compliance with the Lisbon Code, and to seek for him to pay its attorneys' fees and costs and potentially a civil penalty

A used merchandise sale has been ongoing at the Premises, in violation of Lisbon Code §§ 70-614 (a) and 70-615(b).

Recommendation

Authorize the Town Manager and Code Enforcement Officer to institute an action against Mr. Morse for land use violations in the name of the Town in Maine District Court.

Agenda Item 2018-251
Underage Drinking Enforcement Grant

The Police Chief is requesting permission from the Town Council to apply for, accept, and spend the following grant monies should the Lisbon Police Department requests be approved:

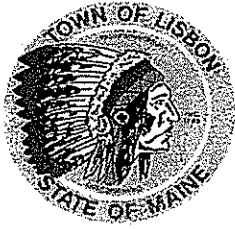
The Department of Health and Human Services/Center for Disease Control offers funding on an annual basis for the enforcement of Underage Drinking Laws. Dirigo Safety LLC. of Auburn has been contracted by DHHS to provide local administrative services and sub-grants for these enforcement details for the fiscal year 2019 (ending June 30, 2019).

The Lisbon Police Department is seeking a sub-grant of up to \$5,000 for which we would fund and conduct underage alcohol consumption enforcement details over school vacations, prom weekend, and on or about graduation. We would also use this funding to conduct compliance checks on local stores that sell alcohol.

The funding available through these sub-grants can be used for enforcement details and training only, and will not require any matching funds from the Town of Lisbon.

Recommendation

Authorize the Police Chief to apply for Underage Drinking Grant funds in an amount up to \$5,000, and to accept and spend if awarded.



TOWN OF LISBON

300 Lisbon Street, Lisbon, ME 04250

Agenda Item 4-A

Twila D. Lycette, Town Clerk

PUBLIC HEARING

Renewal Business License

The Lisbon Town Council will hold a public hearing on November 13, 2018 at 7:00 PM in the Town Office at 300 Lisbon Street in the Public Meeting Room to consider a renewal Special Entertainment Permit for:

*Slovak Catholic Association
26 Avery Street
Lisbon Falls, Maine*

The public is invited to attend.

*Twila Lycette, CMC/CCM
Lisbon Town Clerk*



**TOWN COUNCIL
WORKSHOP
MEETING MINUTES
OCTOBER 30, 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, Larochelle, Brunelle, Lunt, and Crawford. Also present were Diane Barnes, Town Manager; and approximately 10 citizens in the audience.

GOOD NEWS & RECOGNITION

Ray Schlotterbeck reported our Lisbon Cross-Country team placed 9th overall at states and that his son placed 6th overall.

PUBLIC HEARING

**A. CHAPTER 70 ZONING, DISTRICT IV DISTRICT REGS,
DISTRICT 13 DISTRICT USES, SECTION 70-530 LAND USES AMENDMENTS**

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

B. REPEAL EMERGENCY MARIJUANA MORATORIUM

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

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS - NONE

CONSENT AGENDA

VOTE (2018-237) Councilor Larochelle, seconded by Councilor Lunt moved to approve the minutes of October 2, 2018 & October 16, 2018 and to set a Public Hearing on Nov 13, 2018 for the Slovak Catholic Association's Special Entertainment Permit. Order passed - Vote 7-0.

COUNCIL ORDERS, ORDINANCES, & RESOLUTIONS

**TO AMEND CHAPTER 70 ZONING,
DISTRICT IV REGULATIONS, DISTRICT 13 DISTRICT USES,
SECTION 70-530 LAND USES
*Second Reading***

VOTE (2018-238) Councilor Larochelle, seconded by Councilor Crawford moved to adopt the Chapter 70 Zoning amendments as follows:

Sec. 70-530. Land uses.

All land use activities, as indicated Sec. 70-531 Table of Land Uses, shall conform to all of the applicable performance standards. The district designation for a particular site shall be determined from the Zoning Map of Lisbon, Maine.

Note: Businesses dealing with Adult Use (Recreational) or with Medical Use of Marijuana are included in the Commercial/Business Uses category and are specifically titled "Medical Marijuana Businesses" and "Adult Use (Recreational) Marijuana Businesses." No marijuana business shall be considered under any other section or sub-section of this Table of Land Uses.

(1) Key to Table of Land Uses:

P	Permitted by right if they comply with all applicable federal, state and town laws and regulations and the performance standards in article VI of this chapter. Uses may also require Subdivision and/or Site Plan Review approvals pursuant to other provisions of this Code.
C	Permitted upon authorization of a conditional use permit by the planning board in accordance with Article III of this Chapter. {May also require Site Plan Review and/or Subdivision approval}
No	Prohibited

(2) Abbreviations:

RP	Resource Protection
LR	Limited Residential
GR	General Residential
RO-I	Rural Open Space I
RO-II	Rural Open Space II
RR	Rural Residential
LRR	Limited Rural Residential
V	Village
C	Commercial
I	Industrial
DD	Diversified Development

Resource Based & Recreation Uses	RP	LR	GR	RO-I	RO-II	RR	LRR	V	C	I	DD ⁸
Conservation/recreation	P	P	P	P	P	P	P	P	P	P	P
Piers/Docks/Floats	P	C	P	C	P	C	C	C	C	C	C
Agriculture	P	P	P	P	P	P	P	P	P	P	P
Forest Management Activities	P	P	P	P	P	P	P	P	P	P	P
Timber Harvesting	P	P	P	P	P	P	P	P	P	P	P
Open Space Use	P	P	P	P	P	P	P	P	P	P	P
Boathouses	C	C	P	C	P	C	P	P	P	P	P
Public/Private Recreation Facilities	C	C	NO	C	P	C	C	P	C	NO	P
High Intensity Farming	NO	NO	NO	C	P	C	NO	NO	NO	NO	NO
Kennels & Animal Hospitals	NO	NO	NO	C	C	C	NO	NO	C	NO	NO
Accessory uses/structures	P	P/	P	P	P	P/	P	P	P	P	P
Residential Uses	RP	LR	GR	RO-I	RO-II	RR	LRR	V	C	I	DD ⁸
Single-family Dwelling	C	P	P	P	P	P	P	P	NO	NO	P1 ^o
Mobile Home	NO	NO	NO	P	P	P	NO	NO	NO	NO	NO

Two Family Dwelling	NO	P	P	P	P	P	P	P	NO	NO	PI ^o
Multifamily Dwelling	NO	NO	PC ⁶	PC ⁶	NO	P/	NO	P	NO ¹	NO ¹¹	PI ^o
Mobile Home Parks	NO	NO	P ³	NO	NO	P ⁴	NO	NO	NO	NO	NO
Home Occupations	P	P	P	P	P	P	P	P	P	NO	P
Planned Unit Development/Cluster	NO	C	C	C	NO	C	C	P	NO	NO	P ⁹
Raising of nondomestic animals	PI	P ¹³	P ¹³	P ¹³	P ¹³	P ¹³	P ¹³	P ¹³	P ¹³	P ¹³	P ¹³
Raising of Domestic Pets	P	P	P	P	P	P	P	P	P	P	P
Conversion of existing buildings which do not meet dimensional requirements or parking requirement to unit housing	NO	NO	C	NO	NO	NO	NO	C	NO	NO	NO
Dwelling Unit necessary to a business for owners or Employees or custodial purposes	NO	NO	NO	NO	NO	NO	NO	P	P	P	C
Accessory Uses & Structures	C	P/	P/C	P/C	P/C	P/	P/C	P	P	P	P
Public/Semi-Public Uses	RP	LR	GR	RO-I	RO-II	RR	LR R	V	C	I	DD 8
Utility/Public Works	C	C	C	C	NO	C	NO	P	P	P	P
Church/Place of Worship, Parish House, Rectory, Convent & Religious Institutions	NO	P	P	P	NO	P	P	P	NO	NO	P
Public, Private, Parochial Schools	NO	P	P	P	NO	P	P	P	NO	NO	C
Public Buildings	NO	P	P	P	NO	P	P	P	P	NO	P
Semipublic activities such as clubs not operated for private gain, fraternal org., charitable or education	NO	C	P	P	NO	P	C	P	NO	NO	C
Semipublic activities, clubs & institutions	NO	C	NO	NO	NO	P	NO	P	NO	NO	P
Parking Lot Public/Private	NO	NO	NO	NO	NO	NO	NO	P	P	P	C
Public Utilities	P	P	P	P	P	P	P	P	P	P	P
Public Garages and Storage Yards	NO	NO	NO	NO	NO	NO	NO	C	P	P	C
Public Facilities other than those permitted	NO	C	NO	NO	NO	NO	NO	P	P	NO	C
Public Utility Building	NO	NO	C	NO	NO	NO	NO	P	P	P	P
Accessory Uses & Structures	P	P	P	P	P	P	P	P	P	P	P
Commercial/Business Uses	RP	LR	GR¹²	RO-I	RO-II	RR	LR R	V	C	I	DD 8
Child day care in home/eight or fewer children	NO	C	C	C	C	C	NO	C	NO	NO	P
Children's Day Care Facility	NO	NO	C	C	NO	C	C	C	C	C	C
Nursery school	NO	P	C	P	NO	P	P	P	NO	NO	C
Offices/office buildings not exceeding 2,500 sq. ft.	NO	NO	P	NO	NO	NO	NO	P	P	P	P
Office Building greater than 2,500 sq. ft.	NO	NO	NO	NO	NO	NO	NO	P	P	P	P
Convalescent, rest, nursing, or boarding homes	NO	NO	C	C	NO	C	C	P	NO	NO	C
Business occupations by resident in detached buildings	NO	NO	C	NO	C	NO	NO	P	P	NO	NO
Small businesses, on individual lots/principal building not	NO	NO	C	NO	NO	NO	NO	P	P	NO	P
Campgrounds	NO	NO	NO	C	NO	C	NO	NO	NO	NO	NO
Hotel, motel, inn, tourist home	NO	NO	NO	NO	NO	NO	NO	P	P	NO	C
Medical/dental office or facility	NO	NO	NO	NO	NO	NO	NO	P	P	NO	P
Retail Store or outlet, such as grocery, drug, furniture	NO	NO	NO	NO	NO	NO	NO	P	P	NO	P
Medical Marijuana Businesses (See footnote 14 for definitions)	RP	LR	GR¹²	RO-I	ROII	RR	LR R	V	C	I	DD 8
Marijuana: Retail Store											
• <u>Registered Caregivers (+ Retail Stores)</u>	NO	NO	NO	NO	NO	NO	NO	C	C	NO	C
• <u>Registered Dispensaries</u>	NO	NO	NO	NO	NO	NO	NO	C	C	C	C
• <u>Marijuana Testing Facilities</u>	NO	NO	NO	NO	NO	NO	NO	C	C	C	C

• <u>Manufacturing Facilities</u>	NO	NO	NO	NO	NO	NO	NO	NO	C	C	C
Adult Use (Recreational) Marijuana Businesses (See footnote 15 for definitions)	RP	LR	GR12	RO-I	RO-II	RR	LR	V	C	I	DD
• <u>Marijuana Stores</u>	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO
• <u>Cultivation Facilities</u>	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO
• <u>Products Manufacturing Facilities</u>	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO
• <u>Testing Facilities</u>	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO
Service Establishment, such as barbershop, beauty parlor, cleaner	NO	NO	NO	NO	NO	NO	NO	P	P	NO	P
Lawn & garden equipment sales/service	NO	NO	NO	C	C	NO	NO	P	P	NO	C
Snowmobile, motorcycle, recreational vehicle, ATV, boat	NO	NO	NO	NO	NO	NO	NO	P	P	NO	P
Automobile sales, etc	NO	NO	NO	NO	NO	NO	NO	P	P	NO	P
Auto service station, auto repair, gasoline service establishment	NO	NO	NO	NO	NO	NO	NO	P	P	NO	NO
Bakery or Food Shop	NO	NO	NO	NO	NO	NO	NO	P	P	NO	P
Eating Place	NO	NO	NO	NO	NO	NO	NO	P	P	NO	P
Recreational use such as bowling, theaters, dance hall	NO	NO	NO	NO	NO	NO	NO	P	P	NO	NO
Funeral home	NO	NO	NO	NO	NO	NO	NO	P	P	NO	NO
Auditoriums, gymnasiums, places of amusement or places of	NO	NO	NO	NO	NO	NO	NO	P	P	NO	C
Self-storage facility	NO	NO	NO	NO	NO	NO	NO	P	P	P	C
Shop of painter, carpenter or other skilled worker	NO	NO	NO	NO	NO	NO	NO	P	P	NO	C
Wholesale establishment	NO	NO	NO	NO	NO	NO	NO	NO	P	P	NO
Warehouses	NO	NO	NO	NO	C	NO	NO	NO	P	P	P

Laboratory or research facility	NO	NO	NO	NO	NO	NO	NO	NO	P	P	NO
Laundry/dry cleaning	NO	NO	NO	NO	NO	NO	NO	P	P	P	NO
Retail sales of lumber/building supplies	NO	NO	NO	NO	NO	NO	NO	NO	P	P	NO
Yards of electrical, heating, painting, or roofing contractor	NO	NO	NO	NO	NO	NO	NO	NO	P ⁷	P	NO
Retail business or service involving manufacturing on the premises and not employing more than 10 people, the products of which are principally at sale at retail on the premises.	NO	NO	NO	NO	NO	NO	NO	NO	P ⁷	P	NO
Light manufacturing	NO	NO	NO	NO	NO	NO	NO	C	C	P	P
Business Office related directly to an industrial use on Premises	NO	NO	NO	NO	NO	NO	NO	NO	P	P	NO
Retail sales of products manufactured on premises	NO	NO	NO	NO	C	NO	NO	P	P	P	NO
Accessory Uses & Structures	NO	NO	P/C	P/C	P/C	P/C	C	P	P	P	P
Industrial Uses	RP	LR	GR	RO-I	RO-II	RR	LR	V	C	I	DD
Junkyards	NO	NO	NO	C	NO	C	NO	NO	NO	C	NO
Transmission facilities-radio, television, power, telephone	NO	NO	NO	C	C	C	C	NO	C	P	NO
Sawmills	NO	NO	NO	C	C	C	NO	NO	NO	P	NO
Truck Terminal	NO	NO	NO	NO	NO	NO	NO	NO	P	P	NO
Bottling & beverages	NO	NO	NO	NO	NO	NO	NO	NO	P	P	NO
Manufacturing, processing, assembly of products or Goods.	NO	NO	NO	NO	NO	NO	NO	NO	P	P	NO
Above ground storage of propane or flammable petroleum fuel products stored in accordance with rules promulgated by the state fire marshal	NO	NO	NO	NO	NO	NO	NO	C	C	P	NO

Commercial & industrial uses and facilities not meeting criteria for permitted uses	NO	NO	NO	NO	NO	NO	NO	NO	C	C	NO
Temporary construction, excavation, fabrication or Processing	NO	NO	NO	C	C	C	NO	NO	C	P	NO
Accessory Uses & Structures	NO	NO	NO	P	P	C	C	P	P	P	P
Signs	P	P	P/C	P	P	P	P	P	P	P	C

Notes:

1. Up to four dwelling units.
2. Home occupations, limited to 25 percent of the total floor area and employing no more than two outside employees.
3. Mobile home parks approved during the period June 29, 1971, through March 10, 1975, under the previous ordinance.
4. Mobile home parks, limited to area within 1,000 feet of a general residential district and where public water and sewer is available or is accessible.
5. Multifamily dwelling up to two dwelling units.
6. Multifamily dwellings containing more than four units.
7. Provided that where open storage is habitually involved, a solid, view-obstructing fence shall be erected between such storage and any adjoining residential district.
8. The planning board may allow to be located in the diversified development district certain uses which are not specifically listed by conducting a public hearing and approving by affirmative vote by a majority of its members.
9. A plan unit development or cluster development must contain a minimum of 15 dwelling units.
10. Must be in a planned unit development or cluster development.
11. Multifamily dwellings are permitted as an element of the revitalization of commercial and/or industrial structures.
12. Small businesses, on individual lots/principal building not exceeding 2,500 sq. ft. are a conditional use in the general residential district.
13. Minimum lot size must be 40,000 sf. to raise nondomestic animals.
14. **Medical Marijuana Businesses**
 - Registered caregivers retail stores – authorized to cultivate medical marijuana for qualifying patients, and operating a retail store to sell medical marijuana to qualifying patients.
 - Registered dispensaries – authorized to cultivate and dispense medical marijuana to qualifying patients and caregivers.
 - Marijuana testing Facilities – authorized to test medical marijuana for contamination, and potency and cannabinoid profile.
 - Manufacturing facilities – authorized to manufacture marijuana products and marijuana concentrate for medical use.
15. **Adult Use (Recreational) Marijuana Businesses**
 - Marijuana stores – authorized to sell marijuana, marijuana products, immature marijuana plants and seedlings directly to consumers.
 - Cultivation facilities – authorized to grow, prepare and package marijuana for sale to other marijuana businesses.

- Products manufacturing facilities – authorized to blend, infuse or extract components of the marijuana plant to make marijuana products such as ointments, tinctures or edibles, for sale to marijuana stores or other marijuana products manufacturing facilities.
- Testing facilities – authorized to conduct research, analysis and testing of marijuana and marijuana products for contamination, potency and safety.

Roll Call Vote: Yeas – Albert, Lunt, Crawford, Larochelle, Ward, and Kolbe. Nays - None. Abstained - Brunelle. Order passed - Vote 6-0-1.

REPEAL EMERGENCY MARIJUANA
MORATORIUM AS PRESENTED
Second Reading

VOTE (2018-239) Councilor Larochelle, seconded by Councilor Crawford moved to adopt the following:

AMENDMENT TO LISBON CODE OF ORDINANCES

Repeal of Emergency Moratorium Ordinance on Medical Marijuana Registered Caregiver Retail Stores, Registered Dispensaries, Marijuana Testing Facilities and Manufacturing Facilities (Adopted at Council Meeting of 9-4-2018, Council Vote 2018-180)

The Town Council hereby amends the Lisbon Code of Ordinances by repealing the Emergency Moratorium Ordinance on Medical Marijuana Registered Caregiver Retail Stores, Registered Dispensaries, Marijuana Testing Facilities and Manufacturing Facilities, which was adopted in Council Vote 2018-180 at the September 4, 2018 Council Meeting, effective November 20, 2018. It is the intent of the Council that this repeal amendment shall become effective at the same time as the amendment to the Land Use Chart, Lisbon Code of Ordinances Section 70-531, that addresses permitted locations for medical marijuana businesses, which in accordance with Section 2.08 of the Town Charter shall be effective 21 days after the Council's second reading on October 30, 2018.

Roll Call Vote: Yeas – Albert, Lunt, Crawford, Larochelle, Ward, and Kolbe. Nays - None. Abstained - Brunelle. Order passed - Vote 6-0-1.

PAVING BID CHANGE ORDER

INTRODUCTION: Mr. Martin said he scaled the contract back and that they have been making good progress. He said they can do two more streets and that he would like add Whitney and Madeline Streets to the paving Contract. These are two streets that St. Laurent was allowed to do under the Sewer contract this fall and he recommended the town pave them this fall. He indicated they were up against weather constraints, but want to be ready to move forward if weather permits.

Original 2018/2019 Paving Bid Amount:	\$588,691.62
Contractor: All States Paving	
Negotiated Contract Amount (Park Street, Pinewoods Road, Warren Circle and Amalfi St.)	\$130,000.00
Change Order #1 (Whitney and Madelyn Streets)	\$57,000.00
Total Contract to Date	\$187,000.00

VOTE (2018-240) Councilor Larochelle, seconded by Councilor Brunelle moved to approve the change order to add Whitney and Madeline Streets to the paving contract to have St. Laurent pave these this fall. **Order passed - Vote 7-0.**

FINANCE DEPARTMENT TEMPORARY STAFFING

INTRODUCTION: Mrs. Colston reported the financials (accounts payable) portion of MUNIS went live on October 1. She said in the 3 weeks since this time she had been kept extremely busy troubleshooting and monitoring the new system, as well as continuing to work on the other modules that still need to go live. This has resulted in very little time available for the day to day finance director duties. She said this would be the case until all modules are implemented and fully operational. She requested Council approve hiring someone to handle the bookkeeping and other daily requirements of her job so she could fully focus on the implementation of the new system. She reported the additional person would expedite the transition and help insure the integrity of the data. She estimated the position would last approximately 1 year.

Mrs. Colston reached out to a couple of temporary staffing firms to determine availability and cost for a temporary staff person. She presented two quotes from firms that responded, Kelly Services and Complete Labor and Staffing. Based on these quotes, She recommended Kelly services for a 40 hour a week position for 1 year for \$41,600; benefits for this position are paid for by the staffing company. She recommend funding this position from the \$75,000 previously set aside for MUNIS.

VOTE (2018-241A) Councilor Crawford, seconded by Councilor Larochelle moved to authorize the Town Manager permission to enter into a contract with Kelly Services for Finance Department temporary personnel for 1 year at \$41,600 and designate funds previously set aside for Munis to this position. **Order passed - Vote 7-0.**

OTHER BUSINESS

The Town Clerk asked the Council to add an item to the agenda. Seeing no objections, the Town Clerk asked the Council to set a Public Hearing on Nov 13, 2018 for the Slovak Catholic Association's Special Entertainment Permit.

VOTE (2018-241B) Councilor Larochelle, seconded by Councilor Albert moved to set a public hearing on November 13, 2018 for the Slovak Catholic Association's Special Entertainment Permit. **Order passed - Vote 7-0.**

APPOINTMENTS – NONE COUNCILOR COMMUNICATIONS - NONE AUDIENCE PARTICIPATION FOR NEW ITEMS

Mr. Fellows said the Planning Board reviewed and the Council approved the Land Use Ordinance amendments. The Council lifted the moratorium effective November 20. He inquired about a plan for an ordinance soon addressing that application process. Councilor Ward pointed out that ordinance is not ready yet and that it should be ready to be introduced at their November 13 meeting. The Council discussed the application process and possible application fee.

EXECUTIVE SESSION - NONE ADJOURNMENT

VOTE (2018-242) Councilor Brunelle, seconded by Councilor Albert moved to adjourn at 7:25 PM. **Order passed - Vote 7-0.**

Twila D. Lycette, Council Secretary
Town Clerk, Lifetime CCM/MMC
Date Approved: November 13, 2018

STATE OF MAINE RETURN OF VOTES CAST

MUNICIPALITY: LISBON - 1 (1-1)

UNITED STATES SENATOR

1,745 BRAKEY, ERIC L.
1,921 KING, ANGUS S. JR.
312 RINGELSTEIN, ZAK
0 RILEY, JAMES N. JR. (Declared Write-In)
42 BLANK

REP. TO CONGRESS (District 2)

283 BOND, TIFFANY L.
1,664 GOLDEN, JARED F.
75 HOAR, WILLIAM R.S.
1,933 POLIQUIN, BRUCE
65 BLANK

GOVERNOR

51 CARON, ALAN
325 HAYES, TERESEA M.
1,536 MILLS, JANET T.
2,060 MOODY, SHAWN H.
0 CAPRON, KENNETH A (Declared Write-In)
0 JENKINS, JOHN T. (Declared Write-In)
0 TRACY, MALON A. (Declared Write-In)
0 VACHON, J. MARTIN (Declared Write-In)
48 BLANK

STATE SENATOR (District 22)

1,599 KILBY-CHESLEY, LOIS E.
2,287 TIMBERLAKE, JEFFREY L.
134 BLANK

REP. TO THE LEGISLATURE (District 56)

2,385 MASON, RICHARD G.
1,554 POLIQUIN, MARTHA M. S.
81 BLANK

JUDGE OF PROBATE

3,250 DUBOIS, MICHAEL L.
770 BLANK

SHERIFF

3,106 SAMSON, ERIC G.
914 BLANK

DISTRICT ATTORNEY (District 3)

1,976 CAREY, S. THOMAS
1,792 ROBINSON, ANDREW S.
252 BLANK

Certified by the Municipal Clerk:



Signature of Clerk

11/7/18
Date

STATE OF MAINE RETURN OF VOTES CAST

MUNICIPALITY: LISBON - 1 (1-1)

QUESTION 1: CITIZEN INITIATIVE

1,462 YES

2,491 NO

60 BLANK

QUESTION 2: BOND ISSUE

1,971 YES

1,956 NO

86 BLANK

QUESTION 3: BOND ISSUE

2,339 YES

1,587 NO

87 BLANK

QUESTION 4: BOND ISSUE

1,768 YES

2,161 NO

84 BLANK

QUESTION 5: BOND ISSUE

2,231 YES

1,711 NO

71 BLANK

Certified by the Municipal Clerk:



Signature of Clerk

11/7/18

Date

ANNUAL MUNICIPAL & REFERENDUM ELECTION NOVEMBER 6, 2018

Box 1		Auxiliary	Cast
FOR COUNCIL MEMBER AT LARGE (Vote for One)			TOTAL
Normand Roland Albert, Jr	3268	1	3269
Blanks	749		749
FOR COUNCIL MEMBER District 1 (Vote for One)			TOTAL
Kasie Lyn Kolbe	1544		1544
Blanks	438		438
FOR COUNCIL MEMBER District 2 (Vote for One)			TOTAL
Allen Scott Ward	1646	1	1647
Blanks	389		389
FOR SCHOOL COMMITTEE (Vote for Two)			TOTAL
Kathi Louise Yergin	1943	1	1944
Kimberly Ann Labbe-Poisson	1607	1	1608
Herbert Leslie Reed	1302		1302
Blanks	3182		3182
FOR WATER COMMISSION (Vote for One)			TOTAL
Marie Alvina Hale	3289	1	3290
Blanks	728		728
BOND - \$294,000 Huston St to Compact Line			TOTAL
YES	2518	1	2519
NO	1315		1315
Blanks	184		184
BOND - \$430,000 Route 196 to Huston St			TOTAL
YES	2533	1	2534
NO	1330		1330
Blanks	154		154
BOND - \$675,000 Purchase Fire Truck			TOTAL
YES	2463	1	2464
NO	1412		1412
Blanks	142		142

Number of Registered Voters: 6,608

Number of Ballots Cast: 4,018

60.81%

Registrars Gwen Michel

Nina Hodgkins

Election Clerks Maryann Adams

Jule-Ann Baumer

Mel Cloutier

Linda Douglass

Don Fellows

Jane Fellows

Monique Gayton

Sheila Gray

Karen Hanlon

Victoria Baldwin-Wilson

Laura Jones

Robert Jordan

Jo-Jean Keller

Bert Levesque

Dan Michel

Cindy Roberts

Dona Stewart

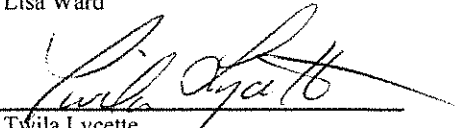
Elizabeth Sawyer

William Twigg

Lisa Ward

Warden Rick Roberts
Deputy Warden Jeanie Fournier

Attest:


Twila Lycette

MEMORANDUM FROM THE TOWN CLERK

TO: Town Councilors & Diane Barnes, Town Manager

FROM: Twila Lycette, Town Clerk

SUBJECT: Slovak Catholic Association – Liquor License and Special Entertainment Permit

DATE: November 3, 2018

Patrick Kelleher is requesting a renewal Special Entertainment Permit and Liquor License for the Slovak Catholic Association. A public hearing was scheduled and posted for November 13.

Per ordinance, inspections have been completed. The CEO and Police Chief approved, see certification attached. The application fee has been paid. The application is ready for your consideration.

BUREAU OF ALCOHOL BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT
8 STATE HOUSE STATION, AUGUSTA, ME 04333-0008
10 WATER STREET, HALLOWELL, ME 04347
TEL: (207) 624-7220 FAX: (207) 287-3434
EMAIL INQUIRIES: MAINELIQUOR@MAINE.GOV

DIVISION USE ONLY	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Cash Ck Mo:	

PRESENT LICENSE EXPIRES _____

NEW application: ☐ Yes ☒ No

If business is NEW or under new ownership, indicate starting date: _____

Requested inspection date: Soonest Business hours: Everyday Noon to 9 p.m.

INDICATE TYPE OF PRIVILEGE: ☐ MALT ☐ VINOUS ☐ SPIRITUOUS

INDICATE TYPE OF LICENSE:

- | | | |
|---|--|--|
| <input type="checkbox"/> RESTAURANT (Class I,II,III,IV) | <input type="checkbox"/> RESTAURANT/LOUNGE (Class XI) | <input type="checkbox"/> CLASS A LOUNGE (Class X) |
| <input type="checkbox"/> HOTEL (Class I,II,III,IV) | <input type="checkbox"/> HOTEL, FOOD OPTIONAL (Class I-A) | <input type="checkbox"/> BED & BREAKFAST (Class V) |
| <input type="checkbox"/> CLUB w/o Catering (Class V) | <input checked="" type="checkbox"/> CLUB with CATERING (Class I) | <input type="checkbox"/> GOLF COURSE (Class I,II,III,IV) |
| <input type="checkbox"/> TAVERN (Class IV) | <input type="checkbox"/> QUALIFIED CATERING | <input type="checkbox"/> OTHER: _____ |

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

Corporation Name: Slovak Catholic Association	Business Name (D/B/A)
APPLICANT(S) –(Sole Proprietor) <u>See attached list.</u> DOB:	Physical Location: 26 Avery Street
DOB:	City/Town Lisbon Falls State ME Zip Code 04252
Address P.O. Box 294	Mailing Address
City/Town Lisbon Falls State Maine Zip Code 04252	City/Town State Zip Code
Telephone Number 207-353-9606 Fax Number	Business Telephone Number Fax Number
Federal I.D. # 01-0192265	Seller Certificate #: 0017345 or Sales Tax #:
Email Address: SCA1894@GMAIL.COM Please Print	Website:

1. If premise is a Hotel or Bed & Breakfast, indicate number of rooms available for transient guests: N/A

2. State amount of gross income from period of last license: ROOMS :

3. Is applicant a corporation, limited liability company or limited part:

If Yes, please complete the Corporate Information required for Business Entities who are licensees.

4. Do you own or have any interest in any another Maine Liquor License? ☐ Yes ☒ No

If yes, please list License Number, Name, and physical location of any other Maine Liquor Licenses.

(Use an additional sheet(s) if necessary.)

License #	Name of Business

This application must be completed and signed by the Town or City and mailed to:
Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing and Enforcement
8 State House Station, Augusta, ME 04333-0008 (Regular address)
10 Water Street, Hallowell, ME 04347 (Overnight address)
Payments by check subject to penalty provided by Title 28A, MRS, Section 3-B.

TO STATE OF MAINE MUNICIPAL OFFICERS & COUNTY COMMISSIONERS:

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

Dated at: Lisbon, Maine Androscoggin
City/Town (County)
On: NOV. 13, 2018
Date

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

THIS APPROVAL EXPIRES IN 60 DAYS

NOTICE – SPECIAL ATTENTION

§653. Hearings; bureau review; appeal

1. Hearings. The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, may hold a public hearing for the consideration of applications for new on-premises licenses and applications for transfer of location of existing on-premises licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.

A. The bureau shall prepare and supply application forms. [1993, c. 730, §27 (AMD).]

B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located. [1995, c. 140, §4 (AMD).]

C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premises license or transfer of the location of an existing on-premises license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premises license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premises license that has been extended pending renewal within 120 days of the filing of the application. [2003, c. 213, §1 (AMD).]

D. If an application is approved by the municipal officers or the county commissioners but the bureau finds, after inspection of the premises and the records of the applicant, that the applicant does not qualify for the class of

Business Name: Slovak Catholic Assoc.

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: [Signature] Date: 11/5/18

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: [Signature] Date: 10/31/18

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.

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

Revised March 12, 2018

SERVICE AGREEMENT
ANIMAL CONTROL

Agenda Item 2018-246

WHEREAS, the Town of Lisbon has the capacity to provide animal control services;
and

WHEREAS, the Town of Durham is desirous of using Town of Lisbon resources to provide animal control services within the Town of Durham;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the Towns of Lisbon and Durham do hereby agree as follows:

1. Purpose: Recognizing that the Town of Durham has the responsibility to its citizens to provide animal control services within that municipality, it is the purpose of this Agreement to set forth the terms and conditions under which those services will be provided by the Town of Lisbon.

2. Term: Renewal: This Agreement shall be for a term of three (3) years commencing January 1, 2019 and running through December 31, 2021. This Agreement may be renewed for additional three (3) year terms by the Inhabitants of the Town of Durham and the Town Council of the Town of Lisbon.

3. Effective Date: The effective date of this Agreement shall be January 1, 2019.

4. Administration: The Town of Lisbon shall be responsible for administering animal control services during the term of this Agreement. The Town of Durham will be responsible for administering licensing of dogs in the Town of Durham.

5. Personnel: The Town of Lisbon shall provide animal control services on an as needed basis within the Town of Durham, using Lisbon personnel and equipment. Services will be provided on an independent contractor basis to the Town of Durham subject to the terms and conditions of this Agreement.

6. Animal Control Activities: Animal control activities to be provided shall be, but are not limited to, generally the following:

- A. To enforce all State Laws, Rules and Regulations and all municipal Ordinances with respect to each participating municipality, relating to animals and animal control.
- B. To assist the citizens of each Town with sick and injured domestic animals.
- C. To respond to domestic animal complaints arising in each Town.
- D. To maintain records of all complaints, animal pick-ups, dispositions, fees collected, summonses, warnings, animal bites, and animals taken to the animal shelter, and such other records as may be required, for each

participating municipality. To submit a quarterly report to the Town of Durham and assist with the animal control page in the Town's Annual Report.

- F. Transport animals to and from the animal shelter as may be necessary or directed.
- G. To rescue or aid in the rescue of trapped, wounded, sick or injured animals.
- H. To conduct public education sessions as may be required.
- I. To issue appropriate warnings or citations to animal owners and to act as each Town's representative on animal control matters within the Maine Court System, including, but not limited to, appearing as a witness.
- J. To perform such other tasks or duties relating to animals or animal control as may be assigned by the Board of Selectmen of Durham and the Town Council of Lisbon.

7. Certification: The person or persons who will provide animal control services to the Town of Durham will be certified as an Animal Control Officer and will maintain certification as required by applicable State and local Laws and Ordinances.

8. Financial Provision: The Town of Lisbon will develop an animal control budget to include services to be rendered to the Town of Durham under the terms and conditions of this Agreement (and to include any other Towns with which the Town of Lisbon may have an Animal Control Service Agreement). The cost to provide those services to the Town of Durham, including any administrative fees, shall be determined on a population and per call basis and allocated among all participating Towns accordingly, and for the fiscal year beginning January 1, 2019 shall be \$9,500.00. Allocations for the Town of Durham for the ensuing fiscal years shall be developed by the Town of Lisbon as part of its Budget process and allocated on a population and per call basis. The Town of Durham will be advised of their allocation during Lisbon's budget process.

Financial administration of all costs and expenses related to animal control will be provided by the Town of Lisbon. All billings shall be submitted to the Town of Lisbon and all payments for animal control will emanate from that Town. The Town will maintain records of disbursements and will provide records of those disbursements to the other participating municipalities as requested. Any funds remaining in the Town of Lisbon budgetary account shall be designated to be carried forward into the next budget year and shall not lapse into the Town of Lisbon's surplus account.

Should the Town of Durham disagree with its allocation, it will have the opportunity to opt out of this Agreement by providing notice to the Town of Lisbon, through the Town Manager's Office, within two (2) weeks of being notified of its yearly allocation.

9. Authority: While providing services in the Town of Durham, the person or persons acting as Animal Control Officer shall be responsible to the Durham Board of Selectmen.

10. Indemnity and Insurance: The Town of Lisbon shall indemnify and hold harmless the Inhabitants of the Town of Durham, its employees and board or committee members from claims, suits or liabilities resulting from negligence of the Town of Lisbon, its employees, councilors and agents in carrying out the terms of this Agreement.

The Inhabitants of the Town of Durham shall indemnify and hold harmless the Town of Lisbon, its employees, councilors and agents from claims, suits or liabilities resulting from negligence of the Inhabitants of the Town of Durham, its employees, agents and board or committee members in carrying out the terms of this Agreement.

For purposes of this section 10, the Animal Control Officer shall be considered an employee or agent of the Town of Lisbon while providing services in or for the Town of Lisbon, and the Animal Control Officer shall be considered an employee or agent of the Town of Durham while performing services in or for the Town of Durham.

The Town of Lisbon and Inhabitants of the Town of Durham shall share this agreement with their respective insurers to make certain that insurance coverage is adequate. Each Party agrees to execute any reasonable amendments to this agreement required by their insurers. Certificates of insurance will be made available upon request.

In the event of any litigation between the Parties with regard to the Agreement, each party shall be responsible for its own expenses, costs and attorney fees.

This section shall not be interpreted to waive the monetary limits or ~~sustentative~~ substantive areas of immunity under the Maine Torts Claims Act.

11. Non-appropriation: The Inhabitants of Durham are obligated only to pay costs to provide Animal Control services under this agreement as may be lawfully made from funds budgeted and appropriated for said purpose during Durham's current fiscal year. In the event sufficient funds will not be appropriated or are not otherwise legally available to pay for the services under this agreement, the Inhabitants of Durham will notify the Town of Lisbon in writing and be released from this agreement with a thirty (30) day notice. The Select Board of Durham is obligated to present a warrant article to the Town at the yearly Town meeting which seeks to appropriate sufficient funds to cover this agreement, unless the Town has notified the Town of Lisbon of its decision to terminate this Agreement as outlined in section ~~10~~12.

12. Termination: Either party may terminate its participation in this Agreement, on a yearly basis, by giving notice to the other member municipality on or before October 1st preceding the commencement of the January 1st calendar year.

If the Inhabitants of the Town of Durham fail to ratify this agreement by Town vote in April of 2019, the Town will give notice in writing and be released from this agreement with a thirty (30) day notice.

The invalidity or unenforceability of any particular provision or part thereof of this Agreement shall not affect the remainder of said provision or any other provisions, and this Agreement shall be construed in all respects as if such invalid or unenforceable provision

or part thereof had been omitted.

This Agreement is executed by the Selectmen or Town Council of the participating municipalities, to be duly authorized by action of the Town Meeting of each municipality as follows:

SIGNED, SEALED AND DELIVERED
IN PRESENCE OF

DATE:

INHABITANTS OF THE
TOWN OF LISBON

SIGNED, SEALED AND DELIVERED
IN PRESENCE OF

DATE:

INHABITANTS OF THE
TOWN OF DURHAM

**ORDINANCE FOR LICENSING OF
MEDICAL MARIJUANA ESTABLISHMENTS
[EMERGENCY ORDINANCE AND FIRST READING AS REGULAR ORDINANCE]**

LISBON CODE OF ORDINANCES

CHAPTER 10-BUSINESSES

ARTICLE XI. – MEDICAL MARIJUANA ESTABLISHMENTS

Sec. 10-601. - Authority.

This article is enacted pursuant to authority granted under 30-A M.R.S. § 3001, 22 M.R.S. § 2423-A(14) and 22 M.R.S. § 2429-D.

Sec. 10-602. - Purpose.

The purpose of this article is to provide procedures and standards relating to the operation of medical marijuana establishments and to require their annual licensing.

Sec. 10-603. - Definitions.

As used in this article, unless the context otherwise indicates, the following terms have the following meanings.

Registered caregiver retail store. "Registered caregiver retail store" means a registered caregiver authorized under state law to cultivate medical marijuana for qualifying patients that operates a retail store to sell medical marijuana to qualifying patients.

Registered dispensary. "Registered dispensary" means a dispensary authorized under state law to cultivate and dispense medical marijuana to qualifying patients and caregivers.

Marijuana testing facility. "Marijuana testing facility" means a public or private laboratory authorized under state law to test medical marijuana for contamination, potency or cannabinoid profile.

Manufacturing facility. "Manufacturing facility" means a manufacturing facility authorized under state law to manufacture marijuana products for medical use or to engage in marijuana extraction for medical use.

Medical marijuana establishment. "Medical marijuana establishment" means a registered caregiver retail store, registered dispensary, marijuana testing facility, or manufacturing facility.

State registration authority. "State registration authority" means the authority created or designated by the state for the purpose of regulating and controlling registration for medical marijuana establishments.

Disqualifying drug offense. "Disqualifying drug offense" means a conviction for a violation of a state or federal controlled substance law that is a crime punishable by imprisonment for one year or more, but does not include (1) An offense for which the sentence, including any term of probation, incarceration or supervised release, was completed 10 or more years earlier; or (2) An offense that consisted of conduct that would have been permitted under the Maine Medical Use of Marijuana Act.

Sec. 10-604. - License required.

No person shall operate a medical marijuana establishment, nor shall any property owner permit the use of his or her premises to be operated as a medical marijuana establishment, without a valid license issued by the town. Each license shall be for a period of one year from the date of its issuance. A license must be obtained prior to the opening of a medical marijuana establishment. Applications for renewal licenses shall be submitted at least ninety (90) days prior to expiration of the existing term. Any licensee that fails to submit a renewal application by the applicable deadline shall not have authority to operate until a license is granted.

Sec. 10-605. - Application.

Each applicant for a medical marijuana establishment license shall complete and file an application on the form provided by the town clerk, together with the applicable nonrefundable license fee, as well as the following supporting materials:

- (1) A copy of the applicant's state registration application and supporting documentation, as submitted to the state registration authority.
- (2) Evidence of all state approvals or conditional approvals required to operate a medical marijuana establishment, including, but not limited to, a state registry identification card or registration certificate.
- (3) If not included in the applicant's state registration application, a description of the form of ownership of the business enterprise together with attested copies of any articles of incorporation, bylaws, operating agreement, partnership agreement or articles of association that govern the entity that will own and/or operate the medical marijuana establishment.
- (4) If not included in the applicant's state registration application, an affidavit that identifies all owners, officers, members, managers or partners of the applicant, their ownership interests, and their places of residence at the time of the application and for the immediately preceding three (3) years. Supporting documents, including but not limited to motor vehicle operator's license, motor vehicle registration, voter registration or utility bills shall be provided.
- (5) A release for each applicant and for each officer, owner, member, manager or partner of the applicant seeking a license allowing the Town of Lisbon to obtain criminal records and other background information related to the individual.
- (6) A statement as to the precise nature of the business with a description of the nature of all products and services offered to its customers.
- (7) A description of the premises for which the license is sought, including a plan of the premises and a list of all equipment, parts and inventory used in the operation of the medical marijuana establishment.
- (8) Evidence of an interest in the premises in which the medical marijuana establishment will be located, together with the form of interest, along with the written consent of the owner of the premises for such use if the applicant is not the owner.

- (9) Evidence of all land use approvals or conditional land use approvals required to operate the medical marijuana establishment, or applications that have been filed and are pending for the required approvals, including but not limited to building permit, conditional or special use approval, change of use permit and/or certificate of occupancy.
- (10) Evidence of all other approvals or conditional approvals required to operate the medical marijuana establishment, including any applicable food or victualer's license.
- (11) Evidence of compliance with the requirements of sections 10-611 and evidence that the standards listed in section 10-610 have been met.

If the town clerk determines that a submitted application is not complete, the clerk shall notify the applicant within ten (10) business days of the additional information required to process the application. If such additional information is not submitted within thirty (30) days of the clerk's request, the application may be denied.

Sec. 10-606. - Investigation of applicant, officers, etc.

Upon receipt of an application or of a notice of a change of any of the individuals listed in subsection 10-605(4) above, the town shall provide copies of the completed application to the following staff members for purposes of conducting the investigations and issuing reports as listed below:

- (1) The building inspector shall verify that the premises at which the establishment will be located complies with all applicable town ordinances including, but not limited to, the building code, electrical code, and plumbing code, and shall report findings in writing to the town clerk.
- (2) The code officer shall inspect the location or the proposed location to determine whether the applicable ordinances relating to land use issues and building and safety codes issues have been satisfied and shall report findings in writing to the town clerk.
- (3) The health officer shall inspect the location or proposed location to determine whether all applicable ordinances relating to health and safety have been satisfied and shall report findings in writing to the town clerk.
- (4) The fire chief or his/her agent shall inspect the location or proposed location to determine if all town ordinances and any other applicable regulations concerning fire and safety have been satisfied and shall report findings in writing to the town clerk; and
- (5) The police chief or his/her agent shall investigate the application, including the criminal history record information authorized under subsection 10-605(5) and shall report findings in writing to the town clerk.

Sec. 10-607. - Action on application.

- (1) *Public hearing.* The town clerk upon receipt of a completed application and upon receipt of the reports required under section 10-606 above, shall schedule a public hearing at a regular or special meeting of the town council and shall arrange for public notice of the public hearing to appear in the newspaper of general circulation within the Town of Lisbon at least seven days prior to the date of the scheduled public hearing. Costs of the hearing notice shall be paid out of the license and processing fee.
- (2) *Town council action.* The council, after notice and public hearing, shall determine whether the applicant complies with the requirements of this article. Upon such determination by the council, the town clerk shall be authorized to issue the license.

Sec. 10-608. - Status of license—Display.

No license issued under this article may be assigned or transferred to another entity. Any change in ownership or change in the officers of an owner shall require a new license. Licenses are limited to the premises for which they are issued and are not transferable to another location. The license shall be displayed in a conspicuous place in the medical marijuana establishment for which the license is issued.

Sec. 10-609. - Duty to update information.

Any licensee issued a license under this article shall have the duty to maintain updated and accurate information regarding all of the information provided pursuant to the application process and as required in section 10-605 within ten days of any change of status. Failure to provide and maintain current and accurate information may result in revocation of the applicant's license.

Sec. 10-610. - Standards for approval, denial, revocation.

A license application for a medical marijuana establishment shall be denied by the town council, and an existing license may be suspended or revoked by the town council after notice and hearing, if the applicant, or any owner of the applicant or licensee:

- (1) Fails to meet the requirements of this ordinance.
- (2) Is not at least twenty-one (21) years of age.
- (3) Is not a resident of the state of Maine.
- (4) Has had a license for a marijuana establishment revoked by a municipality or by the state.
- (5) Has not acquired all necessary state and local approvals prior to issuance of the license.
- (6) Has been convicted of a disqualifying drug offense.
- (7) Has provided false or misleading information in connection with the license application.

Sec. 10-611. - Operating Requirements.

In order to obtain a license pursuant to this ordinance, the applicant shall demonstrate to the town council that the following requirements will be met. A licensee shall comply with all of these requirements during the term of the license.

(1) *Fixed location.*

All licensed premises shall be fixed, permanent locations. Licensees shall not be permitted to operate medical marijuana establishments in other than the licensed premises, such as at farmer's markets, farm stands or kiosks.

(2) *Security.*

(a) The licensed premises shall have lockable doors and windows and shall be served by an alarm system that includes automatic notification to the Lisbon Police Department.

(b) The licensed premises shall have video surveillance capable of covering the exterior and interior of the facility. The video surveillance system shall be operated with continuous recording twenty-four hours per day, seven days per week and video shall be retained for a minimum duration of thirty (30) days. Such records shall be made available to law enforcement agencies when investigating a criminal complaint.

(c) The licensed premises shall have exterior spot lights with motion sensors covering the full perimeter of the building(s).

(3) *Ventilation.*

(a) The licensed premises shall comply with all odor and air pollution standards established by ordinance.

(b) All medical marijuana establishments shall have an odor mitigation system installed that has been approved by a Maine licensed engineer, indicating that the system will provide odor control sufficient to ensure that no odors are perceptible off the premises.

(4) Loitering.

The facility owner/operator shall make adequate provisions to prevent patrons or other persons from loitering on the premises. It shall be the licensee's obligation to ensure that anyone found to be loitering or using marijuana or marijuana products in the parking lot or other outdoor areas of a licensed premises is ordered to leave.

(5) Compliance with requirements of state and local law.

A medical marijuana establishment shall meet all operating and other requirements of state and local law. To the extent the state has adopted or adopts in the future any law or regulation governing medical marijuana establishments that conflicts in any way with the provisions of this article, the more restrictive shall control.

Sec. 10-612. - Violations; penalties.

In addition to revocation or suspension of a medical marijuana establishment license as provided in this article, the violation of any provision of this article shall be punished by a fine of not less than \$500.00 nor more than \$2,500.00 for each offense. Each act of violation and every day upon which any such violation shall occur shall constitute a separate offense. In addition to such penalty, the town may enjoin or abate any violation of this article. All fines and penalties, together with costs of prosecution of violations, which shall include the town's cost and attorney's fees, shall inure to the benefit of the town. This section shall be enforced by the Lisbon police chief, the Lisbon codes enforcement officer, and/or their designees. Notice of violations by medical marijuana establishment licensees of other provisions of this Code shall be provided to the police chief, town officers, and town attorney.

Sec. 10-613. - License fee.

The annual license fees shall be as follows:

Registered caregiver retail store:	\$ 250
Registered dispensary:	\$ 250
Manufacturing facility:	\$ 250
Marijuana testing facility:	\$ 250

Sec. 10-614. - Severability.

If any section, phrase, sentence or portion of this article is for any reason held invalid by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

Sec. 10-615. - Appeals.

An appeal from any final decision of the town council under this article may be taken by any party to Superior Court within thirty (30) days of the decision being appealed in accordance with the provisions of Rule 80B of the Maine Rules of Civil Procedure.

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 business establishments, thereby necessitating an emergency ordinance to provide a licensing process for the Town to regulate such establishments. This ordinance shall be enacted as both an emergency ordinance under Section 2.08(b) of the Town Charter and as a regular ordinance under Section 2.08(a) of the Town Charter. It shall be effective as an emergency ordinance immediately upon enactment and shall remain in effect through the ninety-first (91st) day following the date on which it was adopted, unless finally adopted as a regular ordinance within that time.

Proposed: November 8, 2018

Approved: _____ (EMERGENCY)

LISBON CODE OF ORDINANCES

CHAPTER 10-BUSINESSES

ARTICLE XI. – MEDICAL MARIJUANA ESTABLISHMENTS

Sec. 10-601. - Authority.

This article is enacted pursuant to authority granted under 30-A M.R.S. § 3001, 22 M.R.S. § 2423-A(14) and 22 M.R.S. § 2429-D.

Sec. 10-602. - Purpose.

The purpose of this article is to provide procedures and standards relating to the operation of medical marijuana establishments and to require their annual licensing.

Sec. 10-603. - Definitions.

As used in this article, unless the context otherwise indicates, the following terms have the following meanings.

Registered caregiver retail store. "Registered caregiver retail store" means a registered caregiver authorized under state law to cultivate medical marijuana for qualifying patients that operates a retail store to sell medical marijuana to qualifying patients.

Registered dispensary. "Registered dispensary" means a dispensary authorized under state law to cultivate and dispense medical marijuana to qualifying patients and caregivers.

Marijuana testing facility. "Marijuana testing facility" means a public or private laboratory authorized under state law to test medical marijuana for contamination, potency or cannabinoid profile.

Manufacturing facility. "Manufacturing facility" means a manufacturing facility authorized under state law to manufacture marijuana products for medical use or to engage in marijuana extraction for medical use.

Medical marijuana establishment. "Medical marijuana establishment" means a registered caregiver retail store, registered dispensary, marijuana testing facility, or manufacturing facility.

State registration authority. "State registration authority" means the authority created or designated by the state for the purpose of regulating and controlling registration for medical marijuana establishments.

Disqualifying drug offense. "Disqualifying drug offense" means a conviction for a violation of a state or federal controlled substance law that is a crime punishable by imprisonment for one year or more, but does not include (1) An offense for which the sentence, including any term of probation, incarceration or supervised release, was completed 10 or more years earlier; or (2) An offense that consisted of conduct that would have been permitted under the Maine Medical Use of Marijuana Act.

Sec. 10-604. - License required.

No person shall operate a medical marijuana establishment, nor shall any property owner permit the use of his or her premises to be operated as a medical marijuana establishment, without a valid license issued by the town. Each license shall be for a period of one year from the date of its issuance. A license must be obtained prior to the opening of a medical marijuana establishment. Applications for renewal

licenses shall be submitted at least ninety (90) days prior to expiration of the existing term. Any licensee that fails to submit a renewal application by the applicable deadline shall not have authority to operate until a license is granted.

Sec. 10-605. - Application.

Each applicant for a medical marijuana establishment license shall complete and file an application on the form provided by the town clerk, together with the applicable nonrefundable license fee, as well as the following supporting materials:

- (1) A copy of the applicant's state registration application and supporting documentation, as submitted to the state registration authority.
- (2) Evidence of all state approvals or conditional approvals required to operate a medical marijuana establishment, including, but not limited to, a state registry identification card or registration certificate.
- (3) If not included in the applicant's state registration application, a description of the form of ownership of the business enterprise together with attested copies of any articles of incorporation, bylaws, operating agreement, partnership agreement or articles of association that govern the entity that will own and/or operate the medical marijuana establishment.
- (4) If not included in the applicant's state registration application, an affidavit that identifies all owners, officers, members, managers or partners of the applicant, their ownership interests, and their places of residence at the time of the application and for the immediately preceding three (3) years. Supporting documents, including but not limited to motor vehicle operator's license, motor vehicle registration, voter registration or utility bills shall be provided.
- (5) A release for each applicant and for each officer, owner, member, manager or partner of the applicant seeking a license allowing the Town of Lisbon to obtain criminal records and other background information related to the individual.
- (6) A statement as to the precise nature of the business with a description of the nature of all products and services offered to its customers.
- (7) A description of the premises for which the license is sought, including a plan of the premises and a list of all equipment, parts and inventory used in the operation of the medical marijuana establishment.
- (8) Evidence of an interest in the premises in which the medical marijuana establishment will be located, together with the form of interest, along with the written consent of the owner of the premises for such use if the applicant is not the owner.
- (9) Evidence of all land use approvals or conditional land use approvals required to operate the medical marijuana establishment, or applications that have been filed and are pending for the required approvals, including but not limited to building permit, conditional or special use approval, change of use permit and/or certificate of occupancy.
- (10) Evidence of all other approvals or conditional approvals required to operate the medical marijuana establishment, including any applicable food or victualer's license.

- (11) Evidence of compliance with the requirements of sections 10-611 and evidence that the standards listed in section 10-610 have been met.

If the town clerk determines that a submitted application is not complete, the clerk shall notify the applicant within ten (10) business days of the additional information required to process the application. If such additional information is not submitted within thirty (30) days of the clerk's request, the application may be denied.

Sec. 10-606. - Investigation of applicant, officers, etc.

Upon receipt of an application or of a notice of a change of any of the individuals listed in subsection 10-605(4) above, the town shall provide copies of the completed application to the following staff members for purposes of conducting the investigations and issuing reports as listed below:

- (1) The building inspector shall verify that the premises at which the establishment will be located complies with all applicable town ordinances including, but not limited to, the building code, electrical code, and plumbing code, and shall report findings in writing to the town clerk.
- (2) The code officer shall inspect the location or the proposed location to determine whether the applicable ordinances relating to land use issues and building and safety codes issues have been satisfied and shall report findings in writing to the town clerk.
- (3) The health officer shall inspect the location or proposed location to determine whether all applicable ordinances relating to health and safety have been satisfied and shall report findings in writing to the town clerk.
- (4) The fire chief or his/her agent shall inspect the location or proposed location to determine if all town ordinances and any other applicable regulations concerning fire and safety have been satisfied and shall report findings in writing to the town clerk; and
- (5) The police chief or his/her agent shall investigate the application, including the criminal history record information authorized under subsection 10-605(5) and shall report findings in writing to the town clerk.

Sec. 10-607. - Action on application.

- (1) *Public hearing.* The town clerk upon receipt of a completed application and upon receipt of the reports required under section 10-606 above, shall schedule a public hearing at a regular or special meeting of the town council and shall arrange for public notice of the public hearing to appear in the newspaper of general circulation within the Town of Lisbon at least seven days prior to the date of the scheduled public hearing. Costs of the hearing notice shall be paid out of the license and processing fee.
- (2) *Town council action.* The council, after notice and public hearing, shall determine whether the applicant complies with the requirements of this article. Upon such determination by the council, the town clerk shall be authorized to issue the license.

Sec. 10-608. - Status of license—Display.

No license issued under this article may be assigned or transferred to another entity. Any change in ownership or change in the officers of an owner shall require a new license. Licenses are limited to the premises for which they are issued and are not transferable to another location. The license shall be displayed in a conspicuous place in the medical marijuana establishment for which the license is issued.

Sec. 10-609. - Duty to update information.

Any licensee issued a license under this article shall have the duty to maintain updated and accurate information regarding all of the information provided pursuant to the application process and as required in section 10-605 within ten days of any change of status. Failure to provide and maintain current and accurate information may result in revocation of the applicant's license.

Sec. 10-610. - Standards for approval, denial, revocation.

A license application for a medical marijuana establishment shall be denied by the town council, and an existing license may be suspended or revoked by the town council after notice and hearing, if the applicant, or any owner of the applicant or licensee:

- (1) Fails to meet the requirements of this ordinance.
- (2) Is not at least twenty-one (21) years of age.
- (3) Is not a resident of the state of Maine.
- (4) Has had a license for a marijuana establishment revoked by a municipality or by the state.
- (5) Has not acquired all necessary state and local approvals prior to issuance of the license.
- (6) Has been convicted of a disqualifying drug offense.
- (7) Has provided false or misleading information in connection with the license application.

Sec. 10-611. - Operating Requirements.

In order to obtain a license pursuant to this ordinance, the applicant shall demonstrate to the town council that the following requirements will be met. A licensee shall comply with all of these requirements during the term of the license.

(1) *Fixed location.*

All licensed premises shall be fixed, permanent locations. Licensees shall not be permitted to operate medical marijuana establishments in other than the licensed premises, such as at farmer's markets, farm stands or kiosks.

(2) *Security.*

(a) The licensed premises shall have lockable doors and windows and shall be served by an alarm system that includes automatic notification to the Lisbon Police Department.

(b) The licensed premises shall have video surveillance capable of covering the exterior and interior of the facility. The video surveillance system shall be operated with continuous recording twenty-four hours per day, seven days per week and video shall be retained for a minimum duration of thirty (30) days. Such records shall be made available to law enforcement agencies when investigating a criminal complaint.

(c) The licensed premises shall have exterior spot lights with motion sensors covering the full perimeter of the building(s).

(3) *Ventilation.*

(a) The licensed premises shall comply with all odor and air pollution standards established by ordinance.

(b) All medical marijuana establishments shall have an odor mitigation system installed that has been approved by a Maine licensed engineer, indicating that the system will provide odor control sufficient to ensure that no odors are perceptible off the premises.

(4) *Loitering.*

The facility owner/operator shall make adequate provisions to prevent patrons or other persons from loitering on the premises. It shall be the licensee's obligation to ensure that anyone found to be

loitering or using marijuana or marijuana products in the parking lot or other outdoor areas of a licensed premises is ordered to leave.

(5) Compliance with requirements of state and local law.

A medical marijuana establishment shall meet all operating and other requirements of state and local law. To the extent the state has adopted or adopts in the future any law or regulation governing medical marijuana establishments that conflicts in any way with the provisions of this article, the more restrictive shall control.

Sec. 10-612. - Violations; penalties.

In addition to revocation or suspension of a medical marijuana establishment license as provided in this article, the violation of any provision of this article shall be punished by a fine of not less than \$500.00 nor more than \$2,500.00 for each offense. Each act of violation and every day upon which any such violation shall occur shall constitute a separate offense. In addition to such penalty, the town may enjoin or abate any violation of this article. All fines and penalties, together with costs of prosecution of violations, which shall include the town's cost and attorney's fees, shall inure to the benefit of the town. This section shall be enforced by the Lisbon police chief, the Lisbon codes enforcement officer, and/or their designees. Notice of violations by medical marijuana establishment licensees of other provisions of this Code shall be provided to the police chief, town officers, and town attorney.

Sec. 10-613. - License fee.

The annual license fees shall be as follows:

Registered caregiver retail store:	\$ 250
Registered dispensary:	\$ 250
Manufacturing facility:	\$ 250
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Sec. 10-614. - Severability.

If any section, phrase, sentence or portion of this article is for any reason held invalid by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

Sec. 10-615. - Appeals.

An appeal from any final decision of the town council under this article may be taken by any party to Superior Court within thirty (30) days of the decision being appealed in accordance with the provisions of Rule 80B of the Maine Rules of Civil Procedure.

APPENDIX C - FEE SCHEDULE⁽¹⁾

Section this Code	Description	Fee/Rate
BUSINESSES		
10-352(d)	Adult use establishment processing and licensing fee	250.00
10-352(d)	After-hours entertainment event licenses; nonrefundable processing fee	250.00*
	*In addition, the town may require a deposit to offset any costs or expenses expected to be incurred by the town in enforcing the terms and conditions of the license	
	Alcoholic Beverages:	
10-203	Annual license for bottle club	200.00
	Liquor license processing fee	100.00
	Late liquor license processing fee	50.00
	Games of chance processing fee	25.00
	Off premise catering processing fee	25.00
10-253	Itinerant vendors application fee:	
	Temporary stands (90 days or less)	75.00
	Six months itinerant vendor	100.00
	12 months itinerant vendor	150.00

One week carnivals and festivals	200.00
12-month outdoor flea market	100.00
12-month indoor flea market	200.00
Junkyard license \$50.00 fee for application and \$50.00 fee for advertising	100.00
Municipal organizations or agencies are exempt from fees in this section	
Moxie Festival Saturday Craft/Trade Vendor Fees:	
Lisbon Business or Lisbon Non-profit	\$75.00
After May 18	\$125.00
Out of Town or Out of Town Non-Profit	\$125.00
After May 18	\$175.00
Moxie Festival Saturday Food Vendor Fees:	
Lisbon Businesses	\$100.00
After May 18	\$150.00
Out of Town Businesses	\$175.00
After May 18	\$225.00
Electrical Fee Per Space for Saturday only	\$25.00
Friday Night All Vendors—No power available	\$100.00
Clean Up Fee (if area not left clean)	\$25.00
Art Vendor Non-Refundable Application Fee	\$35.00
After April 14	\$50.00

10-505	Pawnbroker	250.00
10-166	Special amusement permit application fee	100.00
82-51	Victualer establishment annual license fee:	
	Restaurants and all others, excluding itinerant vendors	100.00
	Itinerant vendors	50.00
	Reinspection by health officer or codes enforcement officer, per reinspection	150.00
<u>Marijuana</u>		
10-163	Registered caregiver retail store	250.00
	Registered dispensary	250.00
	Manufacturing facility	250.00
	Marijuana testing facility	250.00

(Sel. Ord. of 3-19-2002, § 5.171; Sel. Ord. of 4-2-2002, § 5.173(B); Sel. Ord. of 12-3-2002, § 5.121; Sel. Ord. of 11-1-2005, § 5.110; T.M. of 10-17-2006, § 2006-62; T.M. of 8-21-2007, § 2007-135; T.M. of 9-18-2007, § 2007-158; C.O. of 11-6-2008, § 2008-183; C.M. of 3-4-2014, V. 2014-33; C.M. of 7-1-2014, V. 2014-118; C.M. of 9-16-2014, V. 2014-187; C.M. of 2-3-2015, V. 2015-37 ; C.M. of 3-17-2015, V. 2015-72 ; C.M. of 4-7-2015, V. 2015-86 ; C.M. of 8-8-2015, V. 2015-237 ; C.M. of 9-15-2015, V. 2015-277 ; C.M. of 9-15-2015, V. 2015-278 ; C.M. of 2-16-2016, V. 2016-35 ; C.M. of 3-1-2016, V. 2016-55 ; C.M. of 3-21-2017, V. 2017-65 ; C.M. of 9-5-2017, V. 2017-216 ; C.M. of 12-5-2017, V. 2017-302 ; C.M. of 3-6-2018, V. 2018-48 ; C.M. of 3-20-2018, V. 2018-56 ; C.M. of 4-3-2018, V. 2018-65)

Footnotes:

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Cross reference— Businesses, ch. 10; Manufactured housing, mobile homes and trailers, ch. 22; recreation and parks, ch. 30; sanitary sewers, ch. 34; street excavations, ch. 47; traffic and vehicles, ch. 50; floods, ch. 58; site plans, ch. 62; subdivisions, ch. 66; animals, ch. 78; businesses, ch. 82; solid waste transfer and recycling, ch. 98.



Lisbon Police Department

A Community Policing Agency

Agenda Item 2018-251

300 Lisbon St.
Lisbon, ME 04250

Marc R. Hagan
Chief of Police

To: Town Manager Barnes

From: Chief Hagan

Subject: Grant application and acceptance request

Date: 11/06/2018

I am requesting permission from the Town Council to apply for, accept, and spend the following grant monies should the Lisbon Police Department requests be approved:

The Department of Health and Human Services/Center for Disease Control offers funding on an annual basis for the enforcement of Underage Drinking Laws. Dirigo Safety LLC. of Auburn has been contracted by DHHS to provide local administrative services and sub-grants for these enforcement details for the fiscal year 2019 (ending June 30, 2019).

The Lisbon Police Department is seeking a sub-grant of up to \$5,000 for which we would fund and conduct underage alcohol consumption enforcement details over school vacations, prom weekend, and on or about graduation. We would also use this funding to conduct compliance checks on local stores that sell alcohol.

The funding available through these sub-grants can be used for enforcement details and training only, and will not require any matching funds from the Town of Lisbon.

Thank you.

MEMO

TO: DIANE BARNES, TOWN MANAGER
FROM: KATHY MALLOY, ASSESSOR
DATE: NOVEMBER 6, 2018
RE: MONTHLY REPORT FOR OCTOBER

- The annual Municipal Valuation Return was completed and submitted to Maine Revenue Services.
- We took advantage of a few nice days to get some of our spring pick up work done. So far we have (12) new mobile homes, (1) commercial building and (2) single family homes for next year's tax commitment.
- 60 deeds have been processed.

April	13
May	27
June	20

Code Enforcement

Dennis J. Douglass

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

Monthly Report for October 2018

Building permits issued - 10

- 3 Residential Remodel
- 3 Mobile homes
- 1 new single family residential home
- 2 Storage sheds
- 1 Misc.

Electrical permits issued - 13

- 1 Remodel
- 1 Residential service
- 3 Commercial
- 3 Mobile home
- 1 Garage
- 4 Upgrade service

Plumbing permits issued - 3

- 3 Mobile home hook-ups

Misc. permits issued - 9

- 1 Demolition debris
- 8 Roof shingles

Planning Board -

Chapter 70. Zoning – Land Use Chart - Marijuana discussions – Ordinance work
Comprehensive Plan First Draft

Appeals Board - No cases to report.

Health Officer –

- Living condition inspections - 8 Merrill Avenue
- Landlord/Tenant issues – Heat and utility maintenance calls are coming in.

Code Enforcement –

- Have been putting an emphasis on the most severe property issues that have been on-going for a long time. Dangerous buildings, yard sales, junkyards...
- Political signs have been a joy!
- A lot of time has been spent on, Planning Board / Town Council / future applicants issues, in regards to the marijuana topic.

Building Maintenance –

- Completed the Library flooring project. With the help of the Public Works Department and the direction of Diane Nadeau, and her many volunteers, the project saved the town a huge amount of money over what was originally anticipated. Diane was also able to paint the interior prior to the new flooring. It came out very nice and the library has a new refreshed look.

- Completed the Library heating / storage issue – Installed a new wall mounted HWBB heater and eliminated the lower section of baseboard heat that went around the walls where the bookshelves were. By changing this Diane was able to replace the lower book shelves and gain that space back. She now has enough storage and should not have a freeze up problem.
- Working on HVAC system at the Town Office – On-going battle between cooling and heating and air balance.
- Recirc line has been installed for the locker room of the PD. They now have instant hot water.
- PD medical kits have been restocked and are now on a regular inspection schedule.
- Fire stations water supply lines have been converted so it will only meter their water usage for domestic lines and not the regular service and maintenance (washing) of the equipment.
- Work with Modern Pest to include Beaver Park cabin in normal maintenance plan. Removal of rat above Town Clerks office.
- Work with locksmith to add more keys to key storage.



TOWN OF LISBON

Economic & Community Development

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

Economic & Community Development October Report

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

The month of October was a busy month for training opportunities. The Maine Municipal Association held its annual convention on October 3-4. A few of the sessions I attended were, LED Street Lights: How, Why and What's Next, How to Bring Broadband to Your Community and Municipal Solutions for Community Solar. These were great sessions as we look at ways for communities to connect through technology. I also had the pleasure of attending a Solar Conference in relation to Brownfields sites. This conference was hosted by TRC, which is Lisbon's Brownfields consultant firm. They were able to match attendees with site developers and investors who are looking to do projects in the northeast. I hope to learn more and research the potential benefits for Lisbon the first of the year.

On October 10th, we held an Out and About with Local Government at the Furniture Superstore. Although there was just a few in attendance, we had some really good dialogue on upcoming projects in Lisbon along with the referendum questions for the November election. As a goal for the ECD department, I would like to continue to organize after hour's opportunities. If there is a business that would like to host an after hours event, please contact me at tsteuber@lisbonme.org or by calling (207) 353-3000 Ext. 122.

Speaking of goals, each department head was tasked with goal setting with Council and give an update in October. One goal in conjunction with other departments was to do a "Doing Business in Lisbon" guidebook. I am happy to report that the document is now uploaded on the Town of Lisbon's website under the doing business tab. We hope this guide will give those seeking to do business in Lisbon a more streamlined process from start to finish.

Community Development Block Grant:

Façade Grant Projects: The Façade Grant program is just about completed. The last grantee award is 14 Main Street, which is doing a window/door replacement and painting project. Those who have benefited from the façade grants are: Frank's Restaurant & Pub, Legendary Status, 5 Main Street, Haggerty Realty, 9-13 Union Street, MT Pools, 273 Lisbon Street and 14 Main Street. The goal now would be to seek more façade grant funds so others may take advantage of the program.

Downtown Revitalization Lisbon Village Streetscape Project: The ECD Department has just completed and submitted the Phase II documents to the State. Olver Associates is currently finalizing the scope of work and budget for this grant in the amount of \$300,000.

Moxie Festival 2019: The next Moxie Festival planning meeting is scheduled for January 2019.

LIBRARY DEPARTMENT

TOWN COUNCIL /TOWN MANAGER MONTHLY REPORT

October 2018

CIRCULATION STATISTICS:

Adult Bks	640	Adult DVD's	399
Juv.Bks.	512	Juv. DVD's	103
Audio Bks.	73	Periodicals	51
ILL in	67	ILL Out	72
E-Readers Users	45	E-Reader Downloads	34
E-Audio Downloads	29	Gear/Kits	4
Steam Lab Science	NA	Juv. Audio Books	7
Legos Club	14	Patron Use Computers	39
Priv.School Visits	NA	Thurs.3:30 PM Storytime	2
Adult Room Count	692	Children's Rm. Count	302
Sat. AM Storytime	7	Stop Motion Program	NA
New Patrons	5	Playhouse Use	CLOSED
Crafts w/Claudia	NA		

****PLEASE NOTE THE STATISTICS REPORTED ABOVE RELECT THE WEEK OF OCT.1-6 ONLY. THE LIBRARY WAS CLOSED FOR THE REMODEL PROJECT OCT.8-27TH.

I am happy and proud to report to the Town Councilors that our big remodel project went very well and was completed on time. Our new carpeting, freshly painted walls and new heating unit in the backroom are wonderful will serve our building and the community well for many years to come.

It was the right decision to replace the old carpeting with new carpet squares. They look great and will be easy to maintain. They make both rooms look bigger and more inviting for patrons. They did not have problems with the sub-floor in either room and that is always great news for an old building. The addition of a permanent "water hog" runner in the front of the circulation desk will make a big difference in the wear and tear of the rest of the carpeting. We have also placed plastic mats under the 3 patron use computers to help keep the squares clean and dry. Drew's Carpeting Services installers did an excellent job with the demo and installation.

We thank the Friends of the Library for funding the painting of all the walls in both first floor rooms and first floor bathroom. Roger Roy did an excellent job with this part of the project. We estimate that the

walls had not been painted in at least 15-17 years. The bright white walls make the rooms look clean and bright.

Patriot Mechanical Services took care of removing the old heating fixtures in the backroom that had cause all the problems last January. We have regained those 14 bottom shelves that we had lost due to the pipe problems. The new unit was installed on the back wall that faces the children's garden. This wall gets the most exposure to winter weather. The backroom, my office and bathroom now have heat and it is wonderful.

We could not have done this big project or completed it on time without the hard work and dedication of several of our patrons and volunteers. There were many tasks that had to be done to move this project to completion. Several patrons taped boxes for others to fill while several patrons loaded the boxes of books onto book trucks and into the two storage units. Other patrons helped with the cleanup and all returned to bring everything back into the library.

I would like to share with Town Councilors the names of these dedicated volunteers and thank them at this time: Dean & Marie Hall, Kathryn Haines, Dawn King, Jo-Jean Keller, Marie Hale, Barbara Kazimer, Stephen Bradford, Christine McFadden, Marilyn McCormick, Dale Koenig, Harold Engberd & Sue Doughty. We could not have completed this big project on time without them. I am honored and grateful to work in a community where its citizens give back by volunteering and caring about its library.

We thank the Public Works Department for all their help in disassembling all the metal shelving and assisting in moving those to the storage unit. They also assisted with the re-assembling all the units. They ensured the units were stable and secure for patron safety. I thank Dennis Douglass for his help with this project. He helped me make sure all three companies involved in this project got their work done on time.

The staff and I worked hard during the shutdown to clean, dust and wash everything on the first floor. We also had staff volunteer to paint the stairway to the Children's Room that was in need of a new coat of paint. We also painted the front area of the Children's Room. The bright yellow walls are inviting and pleasant for the children who visit the library.

Patrons have been so happy with the upgrades and changes. They feel the library is now bright and inviting with more room to browse the stacks and spend time in the reading area.

It was truly a community effort. I am happy and proud that our library building will serve our patrons and community well for many years to come.

We will now refocus our efforts to bring an adult program to the library before the holidays. The Children's Services Dept. will also begin to prepare for their holiday programs and parade along Main St. We are also all set to participate in this year's Merry Main St. event on December 1, 2018.



TOWN OF LISBON

Mark Stevens

Lisbon Parks & Recreation Director

18 School Street

Lisbon Falls, ME 04250

(207) 353-2289

mstevens@lisbonme.org

TO: Diane Barnes; Town Manager

SUBJECT: Monthly Report, October 2018

DATE: November 7, 2018

October is always a transition month for both programming and park maintenance for our department. We are wrapping up all the sports from the fall and preparing for the winter. We collect equipment, uniforms, take inventory and put away for the following year. We prune, clip and mow for the last time, and start to put our gardens to bed for the winter.



The Lisbon Water Department staff installed the much anticipated water line for the community garden just off South Street in October.

On October 28th, just a few days before our annual Halloween event the Positive Change Lisbon held the annual Harvest Festival at MTM. Another huge turn-out from business and community members.

October 31st. Halloween night we offered the town a place to gather for food, music, and fun at MTM. We estimated about 800 people attended our event and we served about 550 hotdogs. Thanks to PCL, Frank's as well as Lisbon DARE for sponsoring this event again. Thank you to our Lisbon Parks and Recreation Staff for turning out high performance to get everyone fed along with Diane Barnes, and Officer Renee Bernard, and Det. Sgt. Bill Tapley, Michelle Huston and Tish Cloutier. Chief Hagen also made his presence at our event.



Lisbon DARE competed against the New England Patriots in October to raise money to support DARE programs. Recreation Summer Staff member Tyler Halls was asked to play, and was very popular with the local kids!



Lisbon Police Department

A Community Policing Agency

300 Lisbon St.
Lisbon, ME 04250

Marc R. Hagan
Chief of Police

November Report to Council Police Department

October was another busy month for the men and women of the Lisbon Police Department. A few of the highlights include the following:

In the month of October, the Lisbon Police Department received or responded to one thousand and five (1,005) calls for service. The calls for service ranged from arrests and traffic related summonses to checking on closed businesses, and animal control requests. Lisbon officers arrested or issued criminal/civil summonses to eighteen (18) persons, investigated thirteen (13) reportable motor vehicle crashes, conducted sixty-eight (68) investigations, and conducted one hundred and sixty four (164) motor vehicle stops.

On October 17 Officer Glenn Darby became the second Lisbon Officer to save a life, using department issued Naloxone, since officers began carrying the drug in the spring of this year. Darby responded to a medical call for service to discover a twenty-six year old woman suffering from an opioid induced overdose. Darby administered the Naloxone, which counter affected the opioids previously taken, and allowed the woman to start breathing again. Credit also goes to Lisbon Emergency personnel who responded and continued the life-saving treatment initiated by Officer Darby.

On Saturday October 27, the Lisbon Police Department took part in the National Drug Take Back. A total of 228 pounds of unused medication was collected during the event, which was boxed and turned over to the Drug Enforcement Administration for incineration. A grand total of 27,156 pounds of medication was collected throughout the State of Maine during the take back event.

Officers were happy to close out the month by once again to take part in the annual Halloween event, sponsored by Positive Change Lisbon in conjunction with the Lisbon Recreation Department, at the MTM Center again this year handing out hundreds of glow sticks for safety purposes, police trading cards, and numerous other treats.

Thank you.

Marc Hagan
Chief of Police

MEMORANDUM FROM THE SEWER SUPERINTENDENT

TO: DIANE BARNES, TOWN MANAGER
FROM: STEVE AIEVOLI
SUBJECT: OCTOBER 2018 MONTHLY REPORT
DATE: NOVEMBER 5, 2018

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

- Sewer replacement completed on Park Street and Whitney Street
- Sewer replacement started on Madelyn Street
- F.C.I. Construction rebuilt the walls in the administration building and replaced the concrete step in front of the main entrance
- Started painting the administration building walls
- Cleaned catch basins
- Rebuilt one of the vacuum pumps at the Pinewoods Road pump station
- Rented a stump grinder and ground the three stumps just inside the main gate
- The treatment plant entrance gate was picked up and installed.
- Mike Piela has transitioned to PW for the winter. The move occurred three weeks early

Please contact me if you have any questions.



Town of Lisbon

Fire Department

Nathan LeClair, Fire Chief



To: Town Council

In the month of October the Fire Department had 34 calls for service (includes inspections and various investigations, such as unpermitted burns). 3 of which were mutual aid calls. The Department responded to 4 First Responder (Medical) calls. We also responded to 2 calls to assist Lisbon Emergency, with either lifting or as a driver.

The month of October is Fire Prevention Month. During the Fire Prevention Week firefighters put in full days to give out our message to over 600 kids at LCS. Firefighters also went to private schools and the Gartley St School as well. Our scheduled "open house" at Aubuchon's was canceled due to the nor'easter that came through that day.

As many of the responses that we go to involve some type of fuel or other hazards material (haz-mat) leaks that we may have to mitigate. Because of these responses firefighters are required to be Haz-Mat Operation level. In the month of October, we held a 16 hour Haz-Mat Operations level class. 14 members of department went through the program. The class was taught by Al Nygren of Training Technologies International, Inc and the class itself was funded through EMA.

I spent the week of the 21st down at the National Fire Academy, located at the National Emergency Training Center in Emmitsburg, Maryland. I had the opportunity to sit in a class with other new and upcoming chief's from around the country. This class cost nothing to Town and

On the 14th we sent 3 trucks to the Town of Mechanic Falls to assist with a warehouse fire. 2 crews spend over 12 hours on this call and one crew was there for 16. Many of these firefighters responded on this call on the tail end of completing the 16 hour class

Here is a break down on the calls that the Fire Department responded to over the course of the month of May.

Incident Type	Occurrences
Building Fire	1
Cooking fire, confined to container	1
Passenger vehicle fire	2
Medical Assist, assist EMS crew	2
Emergency medical service incident, other	1
EMS Call, excluding vehicle accident with injury	2
Motor vehicle accident with no injuries	1
Power line down	2



Town of Lisbon

Fire Department

Nathan LeClair, Fire Chief



Tree down	1
Public service	1
Unauthorized burning	2
Good intent call, other	2
Dispatched & canceled en route	4
No incident found on arrival	2
EMS call, party transported by non-fire agency	1
Motor vehicle/pedestrian accident (mv Ped)	1
Smoke scare/odor of smoke	1
Smoke detector activation due to malfunction	1
Heat detector activation due to malfunction	1
Smoke detector activation, no fire – unintentional	1
Carbon monoxide detector activation, no CO	2
Alarm system activation, no fire – unintentional	1
Citizen complaint	1
Total	34

Respectfully submitted

Nathan LeClair

Fire Chief

NOVEMBER 13, 2018
STATUS REPORT
TOWN CLERK & ELECTION DEPARTMENT

TOWN CLERK

Minutes of Council Meeting for October 3 and October 16 and October 30 were transcribed. Those approved were posted on the website. Several vital record requests were received and processed.

ELECTION

Voter registration cards are still coming in weekly from motor vehicle, along with the deletion notices from other towns. We received approximately 200 electronic absentee ballot requests. We have issued 1211 absentees and received 1,138 back. Added 139 voters to our list, changed 105 addresses, and cancelled 10 voters.

We entered into CVR 1,622 absentee ballot requests. Only 34 absentees not returned. I mailed numerous reports to the Secretary of State's Office in Augusta.

New Registrations/addr changes	549
Absentee Ballots	1,211
Total Ballots Cast	4,020

We sorted absentee ballots from A-Z, which took a lot of time and attached the application to the ballots when they were returned. Absentee ballots were verified against the voter list, and the town clerk reviewed and initialed each envelope before it was packed for Election Day. Lisbon hired 10 Election workers to process them on Election Day. We began at 8:00 am and were completely finished by 2:00 pm, having inserted all ballots into the tabulators.

The Town Clerk received State and Local ballots and verified the number received. Some ballots were removed and marked for testing. Absentee and regular ballots were tested. Supply boxes were stocked. The green and blue ballot transfer containers were emptied and previous ballots were packed into cardboard boxes for destruction according to the schedule. I printed two voting lists. Tally sheets were prepared for the wardens. I notified party chairs about our absentee processing times. Public Works delivered the materials; my staff and I sat up the polling place on Monday prior to Election Day and tore down the booths Election night. Public Works put the signs out on Election Day. Election Officials were sworn in that morning, the results tallied, and results were emailed to the media and those requesting them that night.

LICENSING

The 2018 ***Dog licenses*** are in and are being sold. A rabies clinic has been scheduled for December 8 from 12:30PM until done at a \$20.00 cost per shot.

The Coombs Mountfort Post and Slovak Catholic Association's renewal licenses are being processed. Walt's Place has filed a new Liquor License that is being processed. The monthly dog and vital reports are next up to complete along with the October 30 Council minutes.

MUNIS is working with me on the Business Licensing module, which is going well so far.

I will be attending the New England Town & City Clerks Association meeting in Boston, MA on November 14-16, a welcomed tradition for the past 30 years. Thank you. I will return and leave for vacation to a warmer climate the following week and will be back on November 27 to get the December 4 agenda and materials ready for Council's next meeting..



Lisbon Emergency, Inc.

501C3 Volunteer Ambulance Service for Over 40 Years

On behalf of the Officers and Members of Lisbon Emergency, I would like to thank the Lisbon Town Councilors and Bowdoin Selectmen for giving Lisbon Emergency the opportunity to present an update on November 13, 2018 .

One of the goals that Lisbon Emergency has set is to reduce the subsidy that Lisbon and Bowdoin provides Lisbon Emergency. Through strong financial planning and financial responsibility, Lisbon Emergency is currently on the way to meet this goal. Instead of purchasing a brand new ambulance to replace the 2001 Road Rescue ambulance, members spent many hours online to find a low mileage, used ambulance that would fit the needs of Lisbon Emergency. We have saved over a \$100,000 versus purchasing new and the life span is approximately two years shorter versus purchasing new. Lisbon Emergency is working very hard to find and apply for grants; we have applied for the Maine Emergency Management Agency grant which will be announced for recipients within the next few weeks. If Lisbon Emergency is awarded the grant, the savings to Lisbon Emergency will be \$4,500 for a new generator and \$3,500 for a new base radio.

Lisbon Emergency is looking to have a Capital Improvement fundraising event, the funds raised would go towards purchasing a "Power Stretcher Load System" for our ambulance 401. The Power Stretcher Load System would benefit Lisbon Emergency by increasing patient safety, securing the stretcher to the ambulance and reducing employee back injuries.

The officers will be working on up-dating the "Business Plan" within the next month, the revised "Business Plan" should be completed by mid-spring.

Lisbon Emergency still remains very active in the community; we have set a goal to train over 100 community members in Cardiopulmonary Resuscitation (CPR) at no cost or a much reduced rate. Currently Lisbon Emergency has trained or scheduled to train 86 +/- community members. The best emergency medical care that can be provided is prevention; we are planning, after the holiday season, on holding Blood Pressure/Information Clinics. Lisbon Emergency is working with Lisbon Police on educating young drivers on seat belt use and the dangers of texting while driving. This is a brief summary of Lisbon Emergency's recent and upcoming community service.

The biggest challenge facing Lisbon Emergency along with all Fire and EMS services in Maine is staffing; it has been a challenge to hire new providers, especially at the medic level. We have been able to hire six new providers since July and will continue to aggressively recruit in order to increase staffing.

Lisbon Emergency's board has transitioned to having two representatives appointed by the Lisbon Town Manager and one from Bowdoin. Lydia Colston, the Lisbon Finance Director, was appointed as treasurer



Lisbon Emergency, Inc.

501C3 Volunteer Ambulance Service for Over 40 Years

of our board. We are reporting financials monthly to our board budget committee, treasurer as well as to the towns of Lisbon and Bowdoin.

I have attached Lisbon Emergency's first quarter financial report. If any member of the Town Council or Bowdoin Selectmen would like to review Lisbon Emergency's 2017-2018 Federal Tax return please call the station.

In closing, I am sorry that I was unable to make this Town Council meeting and I would like to thank John Cordts for filling in for me. If you have a chance please visit Lisbon Emergency's web page at www.lisbonemergency.org Please remember that a Lisbon Emergency officer can be reached by calling the station at 207-353-5079 or email lems451@hotmail.com

8:39 PM
10/04/18
Cash Basis

Lisbon Emergency, Inc.
Profit & Loss Budget vs. Actual
July through September 2018

	<u>Jul - Sep 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
1001 · Ambulance Income	76,299.94	88,749.99	-12,450.05
1002 · Charitable Donations	0.00	50.01	-50.01
1003 · Interest Income	211.92	99.99	111.93
1004 · Event Coverage & CPR Classes	2,090.00	1,125.00	965.00
1005 · Fundraising Income	0.00	125.01	-125.01
1008 · Miscellaneous Income	0.00	0.00	0.00
1011 · Town of Bowdoin Income	10,497.19	10,497.19	0.00
1012 · Town of Lisbon Income	31,971.12	31,971.12	0.00
Total Income	<u>121,070.17</u>	<u>132,618.31</u>	<u>-11,548.14</u>
Gross Profit	121,070.17	132,618.31	-11,548.14
Expense			
2100 · 42 Village Expenses			
Repairs & Maintenance			
2110 · Building Supplies			
2110a · Bottle Water	71.91	96.00	-24.09
2110 · Building Supplies - Other	79.73	249.99	-170.26
Total 2110 · Building Supplies	<u>151.64</u>	<u>345.99</u>	<u>-194.35</u>
2121 · Building Service Contracts	0.00	150.00	-150.00
2123 · Building Repairs & Maintenance	3,546.33	1,125.00	2,421.33
2124 · Trash Removal	150.18	137.49	12.69
Repairs & Maintenance - Other	26.49		
Total Repairs & Maintenance	<u>3,874.64</u>	<u>1,758.48</u>	<u>2,116.16</u>
Utilities			
2131 · Cable TV, Internet, Telephone	377.16	500.01	-122.85
2132 · Electricity	732.16	450.00	282.15
2133 · Heating Oil	2,602.55	2,000.00	602.55
2134 · Propane	0.00	100.03	-100.03
2135 · Water & Sewer	124.07	181.31	-57.24
Total Utilities	<u>3,835.93</u>	<u>3,231.35</u>	<u>604.58</u>
Total 2100 · 42 Village Expenses	<u>7,710.57</u>	<u>4,989.83</u>	<u>2,720.74</u>
2150 · P.R. & Community Outreach	46.00	50.06	-4.06
2200 · Bank Fees			
2210 · Interest Expense	1,814.07		
2200 · Bank Fees - Other	36.00	11.25	24.75
Total 2200 · Bank Fees	<u>1,850.07</u>	<u>11.25</u>	<u>1,838.82</u>
2250 · Credit Card Fees	380.64		
2300 · Employee			
2310 · Education & Training	111.00	300.00	-189.00
2320 · Employee Benefits & Gifts	0.00	150.00	-150.00
2330 · Payroll			
2331 · Agency Payments	2,011.22		
2335 · Payroll Processing Fees	381.00		

8:39 PM
10/04/18
Cash Basis

Lisbon Emergency, Inc.
Profit & Loss Budget vs. Actual
July through September 2018

	<u>Jul - Sep 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>
2336 · Payroll Taxes	18,055.38		
2337 · Wages & Salaries	48,681.93		
2330 · Payroll - Other	0.00	82,814.25	-82,814.25
Total 2330 · Payroll	69,129.53	82,814.25	-13,684.72
2340 · Stipends			
2345 · Sport/Event Coverage	357.50		
2340 · Stipends - Other	60.00	187.50	-127.50
Total 2340 · Stipends	417.50	187.50	230.00
2360 · Uniforms	745.35	200.01	545.34
Total 2300 · Employee	70,403.38	83,651.76	-13,248.38
2360 · Infection Control	51.00	250.03	-199.03
2400 · EMS Operations			
2410 · ALS Intercept Fees	1,400.00	2,001.00	-601.00
2420 · Dispatching	1,250.00	1,375.03	-125.03
2430 · Medical Equipment			
2431 · Medical Equip PM & Service Con	467.72	343.74	123.98
2432 · EMS Equipment	163.25		
2433 · Ambulance Medication Cost	545.14	150.00	495.14
2430 · Medical Equipment - Other	242.94		
Total 2430 · Medical Equipment	1,520.05	493.74	1,026.31
2440 · Medical Supplies			
2441 · Medical Oxygen	403.68	475.03	-71.35
2442 · Medical Supplies	2,468.94	2,125.03	343.91
Total 2440 · Medical Supplies	2,872.62	2,600.06	272.56
2450 · Monthly Billing Fees	5,419.29	5,220.00	199.29
2460 · Radio's, Pager, & Equipment	0.00	150.00	-150.00
2470 · Vehicle expenses			
2471 · Registration & Inspection	0.00	343.78	-343.78
2472 · Vehicle Repair & Maintenance			
401 · 401 Repairs	2,611.49		
44 · 44 Repairs	1,109.32		
2472 · Vehicle Repair & Maintenance - Ot	7.98	2,749.97	-2,741.99
Total 2472 · Vehicle Repair & Maintenance	3,728.79	2,749.97	978.82
2473 · Vehicle Fuel			
F401 · 401 Fuel	399.94		
F403 · F44 - New Ambulance Fuel	1,605.62		
2473 · Vehicle Fuel - Other	0.00	2,149.97	-2,149.97
Total 2473 · Vehicle Fuel	2,005.56	2,149.97	-144.41
2470 · Vehicle expenses - Other	28.97		
Total 2470 · Vehicle expenses	5,763.32	5,243.72	519.60
Total 2400 · EMS Operations	18,225.28	17,083.55	1,141.73
2474 · Reimbursement for Mileage	0.00	175.03	-175.03
2500 · Office			
2510 · Computer	0.00	175.03	-175.03

8:39 PM
10/04/18
Cash Basis

Lisbon Emergency, Inc.
Profit & Loss Budget vs. Actual
July through September 2018

	<u>Jul - Sep 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>
2520 · Office Supplies	76.47	400.03	-323.56
2530 · Postage	0.00	46.22	-46.22
Total 2500 · Office	76.47	621.28	-544.81
2600 · Professional Fees			
2620 · Insurance Expense			
2621 · Business Auto Insurance	1,991.00	1,125.00	866.00
2622 · Liability Insurance	0.00	1,997.00	-1,997.00
2623 · Workman's Comp. Insurance	2,042.50	3,000.00	-957.50
Total 2620 · Insurance Expense	4,033.50	6,122.00	-2,088.50
2630 · Legal Fee	870.00	137.53	732.47
2640 · Licenses & Permits	395.00	400.03	-5.03
2650 · Service Licenses	48.57		
Total 2600 · Professional Fees	5,347.07	6,659.56	-1,312.49
2700 · Fundraiser Expenses			
2710 · Inside Fundraising Expense	0.00	124.97	-124.97
Total 2700 · Fundraiser Expenses	0.00	124.97	-124.97
2810 · Misc. Expense	-12.06		
Total Expense	104,078.42	113,617.32	-9,538.90
Net Ordinary Income	16,991.75	19,000.99	-2,009.24
Net Income	<u>16,991.75</u>	<u>19,000.99</u>	<u>-2,009.24</u>

8:39 PM
10/04/18
Cash Basis

Lisbon Emergency, Inc.
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2622 · Liability Insurance	0.00	1,997.00	-1,997.00
2623 · Workman's Comp. Insurance	2,042.50	3,000.00	-957.50
Total 2620 · Insurance Expense	4,033.50	6,122.00	-2,088.50
2630 · Legal Fee	870.00	137.53	732.47
2640 · Licenses & Permits	395.00	400.03	-5.03
2650 · Service Licenses	48.57		
Total 2600 · Professional Fees	5,347.07	6,659.56	-1,312.49
2700 · Fundraiser Expenses			
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Total 2700 · Fundraiser Expenses	0.00	124.97	-124.97
2810 · Misc. Expense	-12.06		
Total Expense	104,078.42	113,617.32	-9,538.90
Net Ordinary Income	16,991.75	19,000.99	-2,009.24
Net Income	<u>16,991.75</u>	<u>19,000.99</u>	<u>-2,009.24</u>

8:42 PM
10/04/18

Lisbon Emergency, Inc.
Statement of Cash Flows
July through September 2018
Jul - Sep 18

OPERATING ACTIVITIES	
Net Income	17,067.65
Adjustments to reconcile Net Income	
to net cash provided by operations:	
1200 - Accounts Receivable	-75.90
1401 - WEX	-634.92
1201 - Village Street Loan	-2,545.09
1205 - 401 Loan	-970.22
1206 - 44 Loan	-2,022.30
Net cash provided by Operating Activities	<u>10,819.22</u>
Net cash increase for period	10,819.22
Cash at beginning of period	108,451.17
Cash at end of period	<u><u>119,270.39</u></u>

8:41 PM
10/04/18
Cash Basis

Lisbon Emergency, Inc.
Balance Sheet
As of September 30, 2018
Sep 30, 18

ASSETS

Current Assets

Checking/Savings

1050 · TD Bank	2,707.88
1100 · LCCU Checking	0.01
1110 · LCCU Savings	1,980.07
1115 · LCCU Capital Savings	9,844.38
1120 · LCCU Money Market	73,174.73
1125 · LCCU CD	20,385.86
1150 · Androscoggin Bank	11,177.46

Total Checking/Savings 119,270.39

Other Current Assets

12100 · Inventory Asset	3.20
-------------------------	------

Total Other Current Assets 3.20

Total Current Assets 119,273.59

Fixed Assets

Accumulated

Accum Depr Building	-50,930.00
Accum Depr Leasehold Improvemen	-37,894.33
Accum Depr Machinery & Equipmen	-466,981.00
Accum Depr Motor Vehicles	-6,490.00

Total Accumulated -562,295.33

Fixed Assets

Building	218,267.00
Machinery and Equipment	547,955.51
Motor Vehicles	149,900.00
12500 · Medical Equipment	1,367.06

Total Fixed Assets 917,489.57

Leasehold Improvements 55,772.33

Total Fixed Assets 410,966.57

TOTAL ASSETS 530,240.16

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

1201 · Village Street Loan	92,213.58
1205 · 401 Loan	33,974.93
1206 · 44 Loan	62,977.70

Total Other Current Liabilities 189,166.21

Total Current Liabilities 189,166.21

Total Liabilities 189,166.21

Equity

32000 · Unrestricted Net Assets 324,082.20

Net Income 16,991.75

Total Equity 341,073.95

8:41 PM
10/04/18
Cash Basis

Lisbon Emergency, Inc.

Balance Sheet

As of September 30, 2018

Sep 30, 18

530,240.16

TOTAL LIABILITIES & EQUITY

Runs by Provider Impression July 2018 to Oct 2018

Situation Provider Primary Impression (eSituation.11)	Percent of Total Runs
Injury	15.07%
Behavioral	14.70%
Cardiac	10.05%
Pain	9.70%
Medical - Weakness	7.17%
Neuro - T.I.A.	5.03%
Respiratory	4.32%
Medical - Malais	4.30%
GI	3.60%
Adult - No findings or Complaints	2.51%
Medical - Syncope	1.79%
Not Applicable	1.79%
Medical - Dehydration	1.43%
Medical - Hypoglycemia - without coma	1.43%
Abd	1.08%
Enviro - Heat exhaustion	1.08%
Medical - Influenza or Influenza Like Illness	1.08%
Medical - Reduced Mobility (Z74.09)	1.08%
Medical - Sepsis (A41.9)	1.08%
Medical - Altered mental status (R41.82)	0.72%
Medical - Death (R99)	0.72%
Medical - Diabetic Ketoacidosis (E13.10)	0.72%
Skin - Cellulitis (L03.90)	0.72%
Medical - Anemia (D64.9)	0.36%
Medical - Cancer (D49)	0.36%
Medical - Common Cold (J00)	0.36%
Medical - Fever (R50.9)	0.36%
Medical - Headache (R51)	0.36%
Medical - Hyperglycemia (E13.65)	0.36%
Medical - Medical Device Failure (T82.519)	0.36%
Medical - Obesity (E66.9)	0.36%
Medical - Urinary tract infection (N39.0)	0.36%
OB/GYN - Miscarriage (O03.9)	0.36%
Shock - Anaphylactic (T78.2)	0.36%
Shock - Hypotension (I95.9)	0.36%
Skin - Edema - Localized (R60.0)	0.36%
Skin - Rash/nonspecific skin eruption (R21)	0.36%
Tox - Alcohol use - with intoxication	0.36%
Tox - Alcohol use (F10.9)	0.36%
Tox - Hallucinogen use (F16.9)	0.36%
Tox - Overdose/Drug Ingestion (Non Opioid) (itICD.047)	0.36%
Trauma - Epistaxis (R04.0)	0.36%
Trauma - Multiple injuries (T07)	0.36%
Vision - Disturbance (H53.9)	0.36%
Total: 100.00%	

Runs by Response Disposition July 2018 to Oct 2018

Disposition Incident Patient Disposition (eDisposition.12)	Percent of Total Runs
Treated - Transported by this EMS Unit	72.76%
Patient Refused Evaluation/Care (Without Transport)	7.89%
Patient Evaluated, No Treatment/Transport Required	6.09%
Canceled (Prior to Arrival At Scene)	3.94%
Patient Treated - Refused Transport	2.87%
Assist - Public	2.51%
No Patient Found/Contact	1.79%
Dead at Scene-No Resuscitation Attempted (Without Transport)	0.72%
Canceled (Prior to En Route)	0.36%
Dead at Scene-Resuscitation Attempted (Without Transport)	0.36%
Standby - Public Safety Support	0.36%
Treated, Transferred Care to Another EMS Unit	0.36%
Total:	100.00%