



AGENDA
COUNCIL MEETING
DECEMBER 4, 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

INAUGURATION OF ELECTED OFFICIALS

2018-254 ORDER – Election of Council Chairman

2018-255 ORDER – Vice Chairman

3. GOOD NEWS & RECOGNITION
4. PUBLIC HEARINGS

A. Liquor License for Walt's Place

B. Special Entertainment Permit Coombs Mountfort American Legion Post #158

5. AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS

6. CONSENT AGENDA

2018-256 ORDER--A. Municipal Accounts Payable & Payroll Warrants -

#11202018	\$255,666.79	#11152018	\$ 364,547.13
#38	\$ 182,101.87	#39	\$26,789.43
#11282018	\$16,081.37	#	\$

B. School Accounts Payable & Payroll Warrants -

#1904	\$81,550.62	#12	\$1,292.02
#1024	\$332,655.07	#1025	\$348,644.22
#1026	\$11,318.04	#1027	\$340,827.38
#1028	\$11,090.44	#13	\$697.79

C. Special Entertainment Permit and Liquor License for Coombs Mountfort American Legion Post #158

D. Liquor License for Walt's Place

E. Set Public Hearing on Dec 18 for Junkyard Permits for Campbell's Used Auto Parts & Huston's Auto Salvage

F. Set Public Hearings for December 18 for Medical Marijuana Establishment Licenses for Lisbon Cannabis Company

7. COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

2018-257 ORDER – Policy on Treasurer's Disbursement Warrants for Municipal Employee Wages, Benefits, & State Fees

2018-258 ORDER – Policy on Treasurer's Disbursement Warrants for School Employee Wages & Benefits

2018-259 ORDER – Council Working Rules

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. Review of Council's Achievements

C. Council Goal Setting

9. APPOINTMENTS

2018-261 ORDER- 2019 Council Committee Assignments

10. COUNCIL COMMUNICATIONS

11. AUDIENCE PARTICIPATION & RESPONSE NEW ITEMS

12. EXECUTIVE SESSION

13. ADJOURNMENT

2018- 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: December 4, 2018

Agenda Item 2018-257& 258 Disbursement Warrants Policies

Title 30-A M.R.S.A. § 5603 provides several ways in which disbursement of municipal and school funds for employees wages and benefits may be approved by less than a majority of the Town Council without a public meeting.

2. Duties. The treasurer shall:

A. Except as provided in subparagraphs (1) to (3), and except as otherwise provided by charter or ordinance, disburse money only on the authority of a warrant drawn for the purpose, affirmatively voted and signed by a majority of the municipal officers.

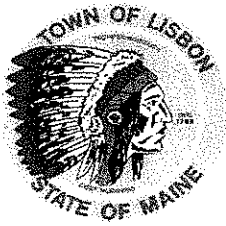
(1) The municipal officers may adopt a written policy to permit the disbursement of employees' wages and benefits when a disbursement warrant has been signed by one or more designated municipal officers. The policy must be filed with the town clerk and the municipal treasurer and renewed annually by vote of the municipal officers.

(2) The municipal officers may adopt a written policy to permit the disbursement of payments for municipal education costs when a disbursement warrant has been signed by the school superintendent and approved by a majority of the school board or by a finance committee appointed or duly elected by the school board. The policy must be filed with the town clerk and the municipal treasurer and renewed annually by vote of the municipal officers.

(3) The municipal officers may adopt a written policy to permit the disbursement of state fees when a disbursement warrant has been signed by one or more designated municipal officers. The policy must be filed with the town clerk and the municipal treasurer and renewed annually by vote of the municipal officers; [2009, c. 6, §1 (AMD).]

Recommendation

Approved and adopt the municipal and school policies as presented.



TOWN OF LISBON

300 Lisbon Street, Lisbon, ME 04250

Twila D. Lycette, Town Clerk

Agenda Item 2018-4A

Agenda Item 2018-4B

PUBLIC HEARING

Notice is hereby given that the Lisbon Town Council intends to hold a public hearing on December 4, 2018 at 7:00 PM in the Town Office Public Meeting Room to hear comments on a new Liquor License for the following:

*Walt's Place
13 Village Street
Lisbon, ME*

And a renewal Special Entertainment Permit for the following:

*Coombs-Mountfort American Legion Post 058
10 Webster Road
Lisbon, ME*

The public is invited to attend.

Twila Lycette, Town Clerk

MEMORANDUM FROM THE TOWN CLERK

TO: Town Councilors & Diane Barnes, Town Manager

FROM: Twila Lycette, Town Clerk

SUBJECT: Coombs Mountfort Post #158 – Liquor License and Special Entertainment Permit

DATE: November 3, 2018

Michelle Foss is requesting a renewal Special Entertainment Permit and Liquor License for the Coombs Mountfort Post #158. A public hearing was scheduled and posted for December 4.

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.

Business Name: LOOMBS-MOUNTFORT AMERICAN LEGION POST #158

INSPECTION REQUIRED BELOW

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

Signature:  Date: 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:  Date: 11/07/18

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

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

Pd 1000

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

PRESENT LICENSE EXPIRES DEC 31, 2018

NEW application: ☐ Yes ☒ No

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

Requested inspection date: _____ Business hours: _____

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 checked="" type="checkbox"/> CLUB w/o Catering (Class V) | <input 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:		Business Name (D/B/A) COOMBS-MOUNTFORT AMERICAN LEGION POST#158	
APPLICANT(S) --(Sole Proprietor)		DOB:	
		Physical Location: 10 WEBSTER RD	
		DOB:	
		City/Town	State Zip Code
		LISBON, MAINE 04250	
Address		Mailing Address P.O. BOX 575,	
City/Town	State Zip Code	City/Town	State Zip Code
		LISBON, MAINE 04250	
Telephone Number	Fax Number	Business Telephone Number	Fax Number
		207-353-8192	NONE
Federal I.D. # 01-0212178		Seller Certificate #: or Sales Tax #: 0023844	
Email Address: Please Print financepost158@outlook.com		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 \$ N/A F

3. Is applicant a corporation, limited liability company or limited partnership?

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

All applications for NEW or RENEWAL liquor licenses must contact their Municipal Officials or the County Commissioners in unincorporated places for approval and signatures for liquor licenses prior to submitting them to the bureau.

All fees must accompany application, make check payable to the Treasurer, State of Maine.

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: _____, Maine _____
City/Town (County)

On: _____
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 license applied for, the bureau shall

MEMORANDUM FROM THE TOWN CLERK

TO: Diane Barnes, Town Manager & Town Councilors

FROM: Twila Lycette, Town Clerk

SUBJECT: Liquor License for Walt's Place


DATE: March 13, 2018

Walter Morse is requesting his first liquor license for his place located at 13 Village Street in Lisbon. A public hearing was scheduled for December 4 and the required notice ran in the newspaper on November 25. Local fees have been paid, except that the advertising fee is still due. Inspections have been completed – see attached certificate of inspection. This application is ready for Council approval pending payment of advertising fee.

Business Name: Walt's Place

INSPECTION REQUIRED BELOW

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

Signature:  Date: 11/5/18

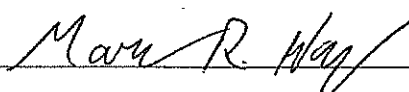
NOTE: State Liquor License Application must be completed and attached to this Special Entertainment Application

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:  Date: 11/13/18

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

BUREAU OF ALCOHOL BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT
8 STATE HOUSE STATION, AUGUSTA, ME 04333-0008 (Regular Mail)
10 WATER STREET, HALLOWELL, ME 04347 (Overnight Mail)
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:	
Good SOS & DBA: YES <input type="checkbox"/> NO <input type="checkbox"/>	

PRESENT LICENSE EXPIRES: _____

NEW application: ☒ Yes ☐ No

If business is NEW or under new ownership, indicate starting date: 3-31-18

Requested inspection (New Licensees/ Ownership Changes Only) Date: _____ Business hours: Friday + Sat 4-10
Sunday 12-6

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 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:			Business Name (D/B/A) <u>Walt's Place</u>		
APPLICANT(S) –(Sole Proprietor) <u>Walter Morse</u>		DOB: <u>6-06-70</u>	Physical Location: <u>13 Village St</u>		
Lori Campbell		DOB: <u>5-14-80</u>	City/Town <u>Lisbon</u>	State <u>ME</u>	Zip Code <u>04250</u>
Address <u>13 Village St</u>			Mailing Address		
City/Town <u>Lisbon</u>	State <u>ME</u>	Zip Code <u>04250</u>	City/Town	State	Zip Code
Telephone Number <u>2075042283</u>		Fax Number	Business Telephone Number <u>207-504-2283</u>		Fax Number
Federal I.D. #			Seller Certificate #: or Sales Tax #: <u>1188935</u>		
Email Address: Please Print <u>Walt'sPlace17@gmail.com</u>			Website:		

- If premise is a Hotel or Bed & Breakfast, indicate number of rooms available for transient guests: _____
- State amount of gross income from period of last license: ROOMS \$ _____ FOOD \$ _____ LIQUOR \$ _____
- Is applicant a corporation, limited liability company or limited partnership? YES ☒ NO ☐
If Yes, please complete the Corporate Information required for Business Entities who are licensees.
- Do you permit dancing or entertainment on the licensed premises? YES ☐ NO ☒
- Do you permit dancing or entertainment on the licensed premises? YES ☐ NO ☒

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: Dec 4, 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 license applied for, the bureau shall notify the applicant of that fact in writing. The bureau shall give the applicant 30 days to file an amended application for the appropriate class of license, accompanied by any additional license fee, with the municipal officers or county commissioners, as the case may be. If the applicant fails to file an amended application within 30 days, the original application must be denied by the bureau. The bureau shall notify

Town of Lisbon
Policy on Treasurer's Disbursement Warrants
for
Municipal Employee Wages, Benefits, & State Fees

Purpose: This policy allows designated municipal officers (councilors), acting on behalf of the full board of municipal officers, to review, approve, and sign municipal treasurer's disbursement warrants for wages, benefits, & state fees only.

Policy is additional to, not in lieu of, majority power. Nothing in this policy is intended to replace the authority of the full board of municipal officers, acting by majority vote, to act on any treasurer's warrant, including warrants for wages and benefits.

Delegation of authority. Pursuant to 30-A, M.R.S.A., Section 5603(2)(A)(1)(3), the following authority is granted with respect to treasurer's disbursement warrants for municipal employee wages, benefits, and state fees only:

Current municipal officers. The municipal officers in office at the time of execution of this policy are: Normand Albert, Christopher Brunelle, Kris Crawford, Kasie Kolbe, Fern Larochelle, Mark Lunt, and Allen Ward.

The Chair of the municipal officers designates any one of the municipal officers named above, acting alone, may review, approve, and sign such warrants.

Effective date. This policy becomes effective on December 4, 2018

Copies. The Chair of the municipal officers will furnish copies of this policy to the municipal clerk and to the municipal treasurer.

Lapse. This policy lapses one year after its effective date, if not sooner amended or canceled.

Renewal. This policy may be renewed at any time before its lapse. Thereafter, it may be readopted at any time. Any renewal is valid for one year from its effective date, unless a sooner date of expiration is specified.

Reminder. The treasurer shall remind the municipal officers to consider renewing this policy on or before the first Council meeting in December.

Original. The clerk will maintain the original copy of this policy on file.

Dated: _____

MUNICIPAL OFFIERS:

Normand Albert

Christopher Brunelle

Kris Crawford

Kasie Kolbe

Fern Larochelle

Mark Lunt

Allen Ward

Town of Lisbon
Policy on Treasurer's Disbursement Warrants
for
School Employee Wages and Benefits

Purpose: This policy allows designated municipal officers (councilors), acting on behalf of the full board of municipal officers, to review, approve, and sign school disbursement warrants for wages and benefits only.

Policy is additional to, not in lieu of, majority power. Nothing in this policy is intended to replace the authority of the full board of municipal officers, acting by majority vote, to act on any disbursement warrant, including warrants for wages and benefits.

Delegation of authority. Pursuant to 30-A, M.R.S.A., Section 5603(2)(A)(2), the following authority is granted with respect to disbursement warrants for school employee wages and benefits only when the treasurer has been presented with a disbursement warrant signed by the school superintendent and approved by the majority of the school board, and municipal officers delegated by the Chair:

Current municipal officers. The municipal officers in office at the time of execution of this policy are: Normand Albert, Christopher Brunelle, Kris Crawford, Kasie Kolbe, Fern Larochelle, Mark Lunt, and Allen Ward.

The Chair of the municipal officers designates any one of the municipal officers named above, acting alone, may review, approve, and sign such warrants.

Effective date. This policy becomes effective on December 4, 2018.

Copies. The Chair of the municipal officers will furnish copies of this policy to the municipal clerk and to the municipal treasurer.

Lapse. This policy lapses one year after its effective date, if not sooner amended or canceled.

Renewal. This policy may be renewed at any time before its lapse. Thereafter, it may be readopted at any time. Any renewal is valid for one year from its effective date, unless a sooner date of expiration is specified.

Reminder. The treasurer shall remind the municipal officers to consider renewing this policy on or before the first Council meeting in December.

Original. The clerk will maintain the original copy of this policy on file.

Dated: _____

MUNICIPAL OFFICERS:

Normand Albert

Christopher Brunelle

Kris Crawford

Kasie Kolbe

Fern Larochelle

Mark Lunt

Allen Ward

Sec. 74-201. - Working rules for town council.

- (a) *Purpose.* The purpose of these rules is to establish procedures for the conduct of town business before the council, pursuant to the authority of council under Section 2.06(b) of the Charter.
- (b) *Effective date/adoption/amendment.*
 - (1) *Effective date.* These rules shall be effective for the council year that runs from the organizational meeting on the first Tuesday after the first Monday in December to the next organizational meeting in the ensuing year. Should the council fail to adopt working rules at its organizational meeting, then the rules for the previous year shall remain in full force and effect.
 - (2) *Adoption.* The adoption of these working rules, or any amendment thereof, shall require four affirmative votes.
 - (3) *Amendment.* These working rules may be amended at any regular or special meeting of the town council. Any amendment proposed for these working rules shall be submitted in writing and shall be included in the agenda package for the meeting at which the amendment is to be considered.
- (c) *Agenda.*
 - (1) *Development.* The development of agendas for meetings of the Lisbon Town Council shall be in accordance with Section 2.04(a)(2) of the Charter.
 - (2) *Deadline.* For regular and special meetings of the council held at the designated time and place, all agenda items shall be provided to the manager's office by close of business on the Wednesday prior to the regular Tuesday meeting.

The agenda shall be provided online by the close of business on the Friday prior to the regular Tuesday meeting. Changes to the agenda will not normally be made after this time and documentation for all agenda items will be included with the agenda. Any missing documents will be addressed via memorandum from the Town Manager (i.e., fuel bids).

For special meetings not scheduled at the regular Tuesday meeting time, agenda items shall be provided by the town manager's office at least 48 hours before the scheduled time and date of the meeting.

When an emergency meeting is called, or changes to the regular meeting agenda are needed, agenda items shall be provided as much in advance as possible prior to the meeting, but may be presented at the meeting itself if circumstances so require.

In the event a councilor, resident and/or taxpayer of the Town of Lisbon, authorized representatives of such resident or taxpayer, or in the case of an organization, the authorized representative of that organization, wishes a matter to be considered at a council meeting, it shall be submitted to the town manager as far in advance of the meeting as possible, and prior to the Thursday deadline. The individual requesting the matter be considered shall explain the reason or necessity for consideration in order for the request to be considered by the council for inclusion on the agenda.

- (3) *Consent agenda.* Those items which in the opinion of the chair are considered routine matters not requiring debate, may be included on the agenda as a consent item. If so designated, it shall be listed on the agenda under "consent agent." Any councilor wishing to have any item so listed, removed from the consent agenda, shall have the unlimited right to do so at any time prior to the vote by council on the consent agenda. If such an item is removed from the consent agenda, it shall be considered as the next item of business after the consent agenda. In the case of items included as consent items, the motion to approve the item shall be considered to have been adopted by the town council as part of its vote to approve the consent agenda.
- (4) *Fiscal items.* If a proposal has a direct fiscal impact of \$10,000.00 or more and requires a council vote outside the annual budget process, the council may consider that proposal only after the finance department has provided the council with a written evaluation of the direct impact of the proposal on town revenues and expenditures during the current and following fiscal year. As used in this rule, "proposal" means a supplemental appropriation, a proposed contract, or a proposed grant. This rule does not preclude the council from considering a proposal's longer term impact on town revenues and expenditures.
- (5) *Order of business.* All regular meetings of the town council shall transact their business in the following order:

- a. Call to order and pledge to flag;
- b. Roll call;
- c. Reading of meeting rules;
- d. Good news, recognition;
- e. Public hearings;
- f. Audience participation and response;
- g. Consent agenda;
- h. Council orders, resolutions, and ordinances;
- i. Other business;
- j. Appointments;
- k. Councilor communication;
- l. Any business and council response;
- m. Executive session;
- n. Adjournment.

The town council shall have the right to change the agenda order and to take up any agenda item out of order.

- (6) *Non-agenda items.* In the event the town manager, town staff, or a councilor, wishes a matter to be considered at the current council meeting, that was not able to be submitted prior to the deadline and has not been included on the agenda, then that matter in proper form shall be submitted to the town council as far in advance of the meeting as possible, but it may be presented at the meeting. The councilman, the manager or staff requesting that the matter be considered, shall explain the reason for the necessity of immediate consideration at the current meeting. The council may vote to waive the rules to consider that item, and upon a majority vote of those councilors present, the item(s) shall be considered for action by council.

(d) *Meetings.*

- (1) *Generally.* Unless otherwise designated by the chair or by four members of council, and for good cause shown, meeting of the town council shall occur at the central meeting room in the town office building.

(2)

Attendance. Failure to attend 3 consecutive meetings of the Council without being excused by a vote of the Council will result in forfeiture of office. Acceptable excuses include, without limitation, illness, vacation, and family emergencies. A limit of seven (7) excused absences over a one year session shall trigger Council review.

- (3) *Meeting length*. All council meetings, workshops, or executive sessions shall be conducted, except in extraordinary circumstances, within 2½ hours of the time the meeting is called to order. At regularly scheduled meetings, this will call for adjournment on or before 9:30 p.m. The council may, by waiving these rules, agree to extend the time for meetings if it is deemed appropriate.
- (4) *Adjourned sessions*. Any session of the town council may be continued or adjourned from day to day, or for more than one day, but no adjournment shall be for a longer period than until the next regular meeting.
- (5) *Organizational meeting*. The council shall conduct an organizational meeting at 7:00 p.m. at its regular place of meeting, on the first Tuesday after the first Monday of December of each year. The meeting shall address the installation and oath of office of newly elected councilors, the election of a chair and vice chair, appropriate annual appointments as may be necessary, consideration and adoption of council working rules for the ensuing year, and such other organizational matters as may be deemed necessary and appropriate.
- (6) *Regular meetings*. The town council shall hold its regular meetings at 7:00 p.m. on the first and third Tuesdays of each month. If that Tuesday falls on a holiday, then the meeting shall be held on the next day. For good cause, the meeting date may be changed by the chair or by the vote of four councilors to another date and or time. If it is determined by the chair that there is no business to come before the town council, then he/she shall advise the town council accordingly and no meeting need be held.
- (7) *Special meetings*. Special meetings shall be held upon the call of the chair or four or more members of the council in accordance with the provisions of Section 2.06 of the Charter. The same notice requirements for a regular meeting shall pertain to the calling of a special meeting.
- (8)

Emergency meetings. Where circumstances justify and constitute a hazard to the health, safety and welfare of the inhabitants, that requires action by the town council, then an emergency meeting may be held. Notice shall be given in the best practical manner including telephonically. The press shall be given the same notice within the same time frame as the town councilors.

(e) *Conduct of meetings.*

- (1) *Rules of procedure.* Meetings shall be conducted in accordance with Robert's Rules of Order except as otherwise provided herein or required by the Charter.
- (2) *Decorum.* The chair shall preserve decorum and decide all questions of order and procedure subject to appeal to the town council. Anyone desiring to speak shall address the chair, and upon recognition by the chair, shall confine themselves to the question under debate and shall avoid all personal attacks and indecorous language. No person shall enter into any discussion either directly or indirectly or through a member of the town council without the permission of the chair. Any person making personal, impertinent, and slanderous remarks or who becomes boisterous while addressing the town council or while attending the town council meeting may be removed from the premises and such person shall be barred from further audience before the town council for the duration of the meeting. The chair may direct a police officer to remove such offenders from the premises and aggravated cases shall be prosecuted on appropriate complaint signed by the chair. Once recognized by the chair, persons desiring to address the town council shall state their name for the record, and shall limit their remarks to the matter under discussion. All remarks and questions addressed to the town council shall be addressed to the town council as a whole and not to any individual member thereof. All remarks and questions addressed to the administration of the town shall be addressed to the town manager and not to any individual town employee. No comment shall be allowed which has the effect of embarrassing or attacking the character of any individual, staff member, or councilor, and this rule shall be liberally construed and strictly enforced. No one, other than the individual having the floor, shall enter into any discussion either directly or indirectly without permission of the chair.

Councilors, staff, and the public shall preserve order and decorum and shall neither by conversation or otherwise delay or interrupt the proceedings nor refuse to obey the order of the chair or the rules of the town council. All members of the town council, staff and public shall accord the utmost courtesy to each other, to town employees and to the public members appearing before the town council and shall refrain at all times from rude and derogatory remarks, reflections as to integrity, abusive comments, and statements as to motives and personal attacks. Town councilors shall confine their questions as to the particular matters before the assembly and in debate shall confine their remarks to issues before the town council. Individuals shall be removed from the meeting for failure to comply with decisions of the chair or for continued violations of the rules of the town council. If the chair fails to act, any member may move to require the chair to enforce the rules and the affirmative vote of the majority of the town council shall require the chair to act.

- a. *Council.* During the town council meetings, a councilor, once recognized, shall not be interrupted while speaking unless called to order by the chair, unless a point of order is raised by another member or unless the speaker chooses to yield to questions from another member. If a councilor is called to order while speaking, the councilor shall cease speaking immediately until the question of order is determined. If ruled to be in order, the town councilor shall be permitted to proceed. If ruled to be not in order, the town councilor shall remain silent or shall alter the remarks so as to comply with rules of the town council.
- b. *Staff.* While the chair shall have the authority to preserve decorum in meetings as far as staff members and town employees are concerned, the town manager shall also be responsible for the orderly conduct and decorum of all town employees under the town manager's direction and control. The town manager shall take such disciplinary action as may be necessary to insure that such decorum is preserved at all times by town employees in town council meetings.
- c. *Public.* Unauthorized remarks from the audience, stamping of feet, whistles, yells, and similar demonstrations shall not be permitted and may result in removal of the offenders from the premises.

- (3) *Tabling motions.* Although tabling motions under Robert's Rules of Order are not designated as motions which are debatable, this council shall allow debate on a tabling motion. However, any such debate will be limited to the reasons for the tabling motions and shall not be a continuation of the merits of the motion or any amendments that may be offered to the motion.
- (4) *Chair-presiding officer.*
- a. *Presiding officer.* The chair shall be the presiding officer at all meetings and workshops of the Lisbon Town Council. In his/her absence, the vice chair shall assume the duties of presiding officer. If both the chair and the vice chair are absent, then those town council members present, if constituting a quorum, shall proceed to elect by majority vote of those present a chair pro tem to preside at that particular meeting. If the chair or vice chair appears at the meeting, then they shall assume the duties of presiding officer.
 - b. *Participation by presiding officer.* The presiding officer, whether the chair, vice chair or chair pro tem, shall have full and complete authority to fully participate in the meeting and all agenda items. Specifically, the presiding officer may move, second, declare by unanimous consent and debate from the chair subject only to those limitations of debate as are by these rules imposed on all council members, and shall not be deprived of any of the rights and privileges of a councilor by reason of acting as presiding officer.
- (5) *Public comment.*
- a. *General public comment.* During the time scheduled for public comment on the regular town council meeting agenda (audience participation), members of the public who are residents and/or taxpayers of the Town of Lisbon or authorized representatives of such resident or taxpayer, or in the case of an organization, the authorized representative of that organization, may address the town council regarding items or issues that are on the agenda for that meeting.
 - b.

Public comment on agenda items. After introduction of an agenda item, appropriate motions, and time for explanation and council questions, the public shall 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.

1. Any individual wishing to address council, after being recognized by the chair, will move to the lectern to address council, and shall give his or her name and address before beginning any remarks.
2. No individual shall be permitted to address the council more than twice on any subject or agenda item during a council meeting. The purpose of public comment is for the council to receive input from the general public on town matters. It is not intended, nor shall it be construed as an opportunity for debate.
3. Comments shall be limited to the items on the agenda and to a time period of three minutes or less and shall be directed through the chair.
4. Comments by the public shall be limited to the expression of opinions or concerns regarding the agenda item or direct questions pertaining to any factual question presented by the agenda item.
5. If, during time of public comment, a person seeks merely to reinforce a point made by another speaker, his or her remarks should simply note concurrence with the specific point.

(6) *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 the agenda item has been explained by its sponsor or the town manager or staff and clarified by any questioning, the discussion on the specific agenda item will remain with the council and additional public comment, prior to final council vote, will only be allowed at the chairman's discretion.

(7) *Voting.*

- a. *Affirmative votes.* In accordance with the provisions of Section 2.06(c) of the Charter, four affirmative votes shall be required for the adoption of any item by the town council.
- b. *Roll call votes.* Roll call votes where the vote of each individual councilor is solicited by the clerk, may be called for by the chair or by any individual member of the town council, with respect to any particular agenda item.
- c. *Abstentions.* All council members recognize the duty of each councilor to represent their constituents by participating in voting on all items that come before council in the conduct of the town's business. Therefore, abstentions on particular items will only be permitted where there is an expressed conflict of interest or other serious matter that precludes the councilor from participating in and voting on that item. Where the councilor intends to abstain from participation and voting on a particular item, he shall advise the other councilors present as soon as that item is placed on the floor, of his intent not to participate and to abstain from voting, and the reasons that the abstention is required. Once expressing the intent to abstain, the councilor shall have no further participation in that particular agenda item.

- (8) *New business.* During the time scheduled for public comment on the regular town council meeting agenda (New business), councilors, town employees, members of the public who are residents and/or taxpayers of the Town of

Lisbon or authorized representatives of such resident or taxpayer, or in the case of an organization, the authorized representative of that organization, may address the town council regarding items or issues that are not on the agenda for that meeting.

- a. 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.
 - b. The purpose of 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.
- (f) *Committees and appointments.* The council, from time to time, and where deemed necessary and appropriate to effectively and efficiently carry out the business of the town, may appoint such committees and make other individual appointments as may be required. Committees may be ad hoc or may be adopted as standing committees. Where the council elects to use an interview system, and receive recommendations from the interview panel, such recommendations shall be taken into consideration, but shall not be considered binding or requiring the appointment of a particular candidate.
- (g) *Executive sessions.* All motions for executive sessions shall state the nature of matters to be dealt with, with specific statutory references to the particular subject matter. No topic(s) other than these referred to in the motion shall be discussed during executive session. All matters discussed during executive session shall be held in strictest confidence by councilors and shall not be discussed with or divulged to any person other than a fellow councilor or persons in attendance at the executive session. Any violation of this confidentiality requirement shall be deemed to be malfeasance of office and shall subject the offending councilor to sanction by the council.
- (h) *Workshops.*
- (1) Workshop meetings shall be held when deemed appropriate and necessary.

- (2) Workshop meetings should be focused on the council's formulation of policy based upon general topic discussions of current issues or project orientated. They may be also held for the purpose of disseminating information for council enlightenment and evaluation or for the discussion or refinement of future agenda items.
 - (3) No binding vote shall be taken on any matter under discussion, but a non-binding vote on any matter under discussion may be taken.
 - (4) Citizens are welcome to attend workshops, however, citizens will not normally participate in workshop discussion unless invited to do so by the town manager or town council.
 - (5) Prior to the conclusion of a workshop, if time permits, the chair may allow questions from the public. Comments by the public shall be limited to no longer than two minutes per person and no debate or discussion of collateral issues shall be permitted. Comments shall be limited to the expression of opinions, questions or concerns pertaining to agenda items.
- (i) *Conflicts.*
- (1) *Financial interest.* A town councilor who has a financial interest in any contract with the town or in the sale, purchase or lease of any land, material, supplies or services to or from the town, shall disclose the interest and abstain from negotiating, voting upon or otherwise participating in decisions involving such contract, sale, purchase or lease, unless the contract, lease or sale is awarded through a competitive bidding process. Similarly, a councilor who has a financial interest in any matter for the town council shall disclose the interest and abstain from voting on any matter involving the interest. A copy of the disclosure and the abstention shall be recorded with the town clerk. A councilor has "financial interests" within the meaning of this section if the councilor owns at least a ten percent interest in the business or economic entity or ten percent or more of the stock of the corporation involved in the pending transaction or matter.
 - (2) *Relationship.* A town councilor is disqualified in any quasi-judicial matter before the town council, if the councilor is related to any of the parties within the sixth degree (second cousin). The councilor shall disclose the interest and abstain from voting unless all parties waive the disqualification in writing.
 - (3)

Appearance of conflict. A town councilor shall avoid the appearance of a conflict of interest, whether there is a technical conflict or not, by disclosure of the facts underlying the potential conflict, and where appropriate, be abstaining from voting on the matter. If, after disclosure, the councilor believes the interest will affect the councilor's ability to make a fair and impartial decision faithful to the public interest, the councilor shall abstain from voting.

(4) *Participation.* An abstaining councilor may but need not remain in the town council chamber during debate or votes on that issue.

(5) *Judgment of qualifications.* If there is any doubt as to whether a councilor has a conflict of interest in any matter, the chair shall determine the qualification of the challenged member by the vote of council. The decision of the town council shall be final.

(j) *Anonymous communications.* Anonymous communications submitted to council, the town manager or staff, shall not be considered before council nor shall it be made a part of the record of council proceedings.

(k) *Waiver.* Any of the rules contained herein or any portion of any rule may be waived for the purpose of any meeting or any portion thereof, by a majority vote of the councilors present.

(Sel. Ord. of 6-15-04, § 5.012; C.M. of 8-1-2006, §§ 1—11; C.M. of 12-15-2009, V. 2009-183; C.M. of 6-21-2011, V. 2011-111; C.M. of 12-17-2013, V. 2013-187; C.M. of 6-17-2014, V. 2014-104; C.M. of 12-16-2014, V. 2014-280; C.M. of 12-5-2017, V. 2017-300; C.M. of 12-5-2017, V. 2017-300B.)

January 1, 2018-December 4, 2018

During the 2018 calendar year, the Town Council made much progress on our list of goals we set for ourselves the coming year as well as addressed the items listed below.

- Council held several workshops and budget meetings including one meeting with Department Heads to improve communication with departments and to listen to their needs. These meetings resulted in a budget and an improved 5 year capital improvement plan that best addresses all departmental needs. Council also requested a list of goals from each Department and town committee and heard oral updates during the month of October.
- Council held many meetings and workshops with Lisbon Emergency and the Town of Bowdoin to consider options for continued local ambulance service that resulted in having the FY19 Budget include funding of Lisbon Emergency for the coming year and working directly with their Board of Directors for continued town support.
- As part of the 2018-2019 budget Council authorized the following fund balance allocations to reduce the tax rate.

Munis (Error in FY 18 Budgeting Technology)	\$ 26,125
Accrued Leave Payout	\$ 50,000
Book Restoration (Clerk's Office)	\$ 10,000
Fire Department Equipment	\$ 50,000
Carpet (Library)	\$ 8,000
Debt Service (FY 19 Debt)	\$195,438
Debt Service (FY 20 Debt)	\$ 99,297
Debt Service (FY 21 Debt)	\$ 28,539
MTM Bus	\$ 19,386
Moxie Car Show Revenue (MTM Bus)	\$ 8,000
Police Department Rifles (Drug Forfeiture)	\$ 7,800
Rt.196/Rt. 125 Traffic Pattern Change (MDOT Match)	\$ 3,000
Rt. 196/Village St. (Pedestrian Signal Upgrades (Downtown TIF Funds)	<u>\$ 10,749</u>
	\$516,334

- The Town was successful in obtaining a \$300,000 CDBG Downtown Revitalization Grant for the Rt 196/Village Streetscape Project. New sidewalks, decorative street lights, and bus shelters are being planned in Phase I of this project. The work is scheduled to begin in 2019.
- Extended the terms of the Dingley TIF & Credit Enhancement Agreements to reserve \$1.7 million in TIF funds over the next five years for public improvements in infrastructure. Council made changes to the Development Program to allow the use of TIF funds to help fund much needed infrastructure improvements, public safety needs, environmental improvement projects, revolving loan/grant investment program, and matching funds for State and Federal grant programs.
- Approved \$31,927 in CDBG Facade grant applications to four businesses investing in excess of \$480,000 locally for their business as well as first hand a revitalization of downtown Lisbon and Lisbon Falls in this past year. The Town also used some of these funds to purchase new park benches, trash receptacles, and decorative planters.

In addition to the above, the Town Council would like to thank the following business for their combined investment in our Town for their new, relocated, or expanded businesses. If I have forgotten anyone, I apologize but appreciate everyone who has come forward in the past year to be a part of something pretty cool to see and be proud of locally.

New/Relocated Businesses

Flux Restaurant & Bar

Liberte Auto Sales

Walt's Place – Family Entertainment

Haven Salon
Essentially Balanced Massage
FGS/CMT Inc.
Soul 2 Soul Childcare
Domino's Pizza
The Hair Loft - Relocated
Bill Stevens Auto Sales (has not opened – building completed)
Black Bear Ladder
Sweet Cakes Bakery

Home Businesses

Keepin it Green Cleaning Services
Dust Busters Cleaning Service
JD & Sons General Contracting
TLAR That Looks About Right
Spit & Shine Auto Detailing
Freedom Woodworking & Design
Cupcake Room & Crafts
Chirp Creek Farm
Lobster Buoy Co.

Under Construction/Planned Construction

Springworks Farms – Greenhouse expansion
Kieran Transport –
Rusty's Lantern –
BBB Pharmaceutical Alternatives

- Council amended the land use chart to authorize medical marijuana establishments upon a conditional use permit by the Planning Board. Council also enacted a medical marijuana licensing ordinance as an emergency measure until a permanent ordinance goes into effect.
- Approved and amended the Sewer ordinance
- Repealed or amended the following ordinances:

Winter Parking
Itinerant Vendor
Buildings and Building Regulations
Park Regulations
Street Lighting

- Council amended the ATV ordinance allowing the operation of ATV's on designated roadways in the Town of Lisbon.
- Council updated the 5-year Hazard Mitigation plan with the assistance of our EMA Director.
- Council is currently working with the Planning Board with the update of the Comprehensive Plan which should come back to Council in December timeframe.
- Council Good News and Recognition-Council recognized the following over this session:
Lisbon High School Cheerleaders- Class C State Champions
Lisbon Drama Club-Regional Champions, Placed 4th in the State competition
Spirit of America Award- Sylvia Doughty

Citizen Planner-Don Fellows

Phil Palmore-Recognition for his 33 years of service on the Fire Department

Staff Sergeant Thomas J. Field- 25th Anniversary

- Approved Loans in the amount of for the following businesses:
The Hair Loft
Flux Restaurant
Black Bear Ladder
- Purchased or sold the following properties:
385 Lisbon Street-Sale
Graziano lot-Purchased
1 Canal Street (Worumbo Mill Lot)-Purchase and Sale agreement with conditions
- Construction Projects:
Mill Street Bridge Replacement
Rt. 196 Mill & Fill
Rt. 196/Rt 9 Traffic Light Changes
Rt. 196/Rt 125 Traffic Light/Pattern Changes
Rt. 196/Village Street Pedestrian Crossing Signal Changes
Rt. 196/Union Street Sidewalk, Pedestrian Signal, & Decorative Lights
Phase I of the Sewer System Upgrades
Started Crack Sealing Program
- Projects:
Accepted Street Lights in Kelly Park
Vault Records Restoration
Library Carpet Replacement
Sewer project started
- November Referendum Questions: Voters approved
State Route 125 (Main St) from State Route 196 to Huston Street \$4,300,000, Town's 10% match \$430,000.
State Route 125(outer Main St) from Huston Street to Urban Compact line \$2,935,000, Town's 10% \$294,000.
Replacement of Engine 7 at cost of approximately \$675,000

Ad-Hoc Committee Name	Council Liaison(s)	Monthly Meeting	Location
Administration/Library	Councilor Lunt	Committee meets as needed	TBA
Public Safety	Councilor Crawford Councilor Larochelle	Committee meets as needed	TBA
Public Works/Parks & Recreation	Councilor Kolbe Councilor Albert	Committee meets as needed	TBA
School Facility Committee	Councilor Larchelle Councilor Brunelle	Committee meets as needed	TBA
School Committee	Councilor Albert Councilor Crawford Councilor Ward	2nd & 4th Monday of each month	Town Office
Planning Board	Councilor Ward	2nd & 4th Thursday of each month	Town Office
Water Department	Councilor Brunelle	2nd & 4th Monday of each month	Water Dept.
Lisbon Development Committee	Councilor Larochelle Councilor Albert	4th Thursday of each month	Town Office
Assessment Review Board	Councilor Larochelle	Committee meets as needed	
Voter Registration Appeals Board	Councilor Larochelle	Committee meets as needed	
Ethics Panel	Councilor Kolbe	Committee meets as needed	
Library Governing Board	Councilor Lunt	2nd Wednesday of each month	Library
Appeals Board	Councilor Crawford	3rd Monday of each month as needed	Town Office
Conservation Commission	Councilor Ward	2nd Tuesday of each month	Town Office
Recreation Committee	Councilor Kolbe Councilor Albert Councilor Crawford	1st Monday of each month	MTM Center