



AGENDA
COUNCIL MEETING
DECEMBER 18, 2018
LISBON TOWN OFFICE
7:00 P.M.

Town Council

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

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
2018-263 RESOLUTION – Community Markets Coalition
4. PUBLIC HEARINGS
 - A. Junkyard Permit for Huston's Auto Salvage
 - B. Junkyard Permit for Campbell's Used Auto Parts
 - C. Medical Marijuana Establishment License for Lisbon Cannabis Company
5. EXECUTIVE SESSION
2018-264 ORDER – Executive Session per 1 M.R.S.A. Section 405 (6) (A) Personnel Matters
6. AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS
7. CONSENT AGENDA
2018-265 ORDER – A. Municipal Accounts Payable & Payroll Warrants -

#12072018	\$14,940.61	#12132018	\$5,938.75
#12182018	\$250,939.60	#42	\$170,637.78
#43	\$18,196.74		

B. School Accounts Payable & Payroll Warrants -

#1029	\$348,275.46	#1030	\$11,274.01
#1031	\$54,461.48	#1032	\$369,430.91
#14	\$2,853.71	#	\$

C. Minutes of November 13 and December 4, 2018
D. Renewal Automobile Graveyard Permit for Campbells Used Autoparts
E. Renewal Automobile Graveyard Permit for Huston's Auto Salvage
F. Set public hearing for Jan. 15 for a Victualer's license for the Rusty Lantern
G. Municipal/County Agreement for PSAP & Dispatch Services
8. COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES
2018-266 ORDER – Bid for the Hydraulic Extrication Equipment
2018-267 ORDER – School Capital Reserve Expenditure
2018-268 ORDER – Set Workshop-ATV Ordinance
2018-269 ORDER – January Council Meetings
2018-270 ORDER – NIMS Resolution
2018-271 ORDER – Western Maine Transportation Alternative Shopping Destination
2018-272 ORDINANCE – Amendment to Emergency Medical Marijuana Establishment Ordinance
2018-273 ORDINANCE – Medical Marijuana Establishment – *First Reading*
2018-274 ORDER – Medical Marijuana Establishment License for Lisbon Cannabis Company
9. 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. Council Committee Liaisons
10. APPOINTMENTS
2018-275 ORDER – Planning Board Member – Associate Member/1 Seat Vacant
2018-276 ORDER – Conservation Commission Members – 3 Regular Seats Vacant (1 to 6/30/2020 / 2 to 6/30/2018)
11. COUNCIL COMMUNICATIONS
12. AUDIENCE PARTICIPATION & RESPONSE NEW ITEMS
13. EXECUTIVE SESSION
14. ADJOURNMENT
2018-277 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

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

MEMO

To: Town Council

From: Diane Barnes, Town Manager

Subject: Recommendations

Date: December 18, 2018

Agenda Item 2018-266 Bid for the Hydraulic Extrication Equipment

The Fire Chief is requesting permission to go out to bid for the hydraulic extrication equipment, which the Council approved \$18,000 through the undesignated fund balance.

Recommendation

To authorize the Fire Chief permission to go out to bid for the Hydraulic Extrication Equipment

Agenda Item 2018-267 School Capital Reserve Expenditure

The School's Capital Reserve Fund was created in 2011 to allow the School Committee to use existing money to pay for maintenance and minor remodeling. Since 2011, money from the undesignated balance and unanticipated revenues has been transferred into the Capital Reserve Fund. The current balance is \$67,675. The School Committee voted 5-0 to request Council permission to utilize an amount not to exceed \$56,000 to pay for the update of the phone system at the Lisbon Community School.

Recommendation

To authorize the Lisbon School Committee permission to utilize an amount not to exceed \$56,000 for updating the phone system at the Lisbon Community School.

Agenda Item 2018-270 NIMS Resolution

Between 2006 and 2008, the State of Maine, its sixteen counties and their respective municipalities adopted by resolution the Homeland Security Presidential Directive #5 (HSPD-5) which requires all state, tribal and local governments to adopt the National Incident Management System (NIMS) as a condition of receiving federal preparedness funds beginning in 2005. These funds include Homeland Security Grants, Firefighter Grants, Hazard Mitigation Grants, etc.... with the exception of federal disaster assistance under the Federal Robert T. Stafford Act. The local resolution states that all departments of that jurisdiction shall utilize and respond by the prescribed NIMS and local Incident Command System plans be updated as needed, that all covered by the NIMS requirements complete required training such as incident command training for emergency responders and incident command orientation for elected municipal officials (NIMS 402 training)

and that adoption of the resolution be made in a meeting open to the public (i.e. a regularly scheduled Board of Selectmen meeting). In 2006, Androscoggin County and all fourteen of its political subdivisions adopted and signed the NIMS Resolution.

That said, it is now time again for the State, its 16 counties and all of the counties' local jurisdictions to reaffirm adoption of the NIMS Resolution by reviewing and signing anew the NIMS Resolution for 2018.

Joanne G. Potvin, Director
Androscoggin Unified Emergency Management Agency

Recommendation

To adopt the NIMS resolution as presented.

Agenda Item 2018-271 Western Maine Transportation Alternative Shopping Destination

Western Maine Transportation contacted the Town to see if we would be receptive to having the Lisbon Connection Bus go to Topsham at least one Tuesday a month instead of Wal-Mart in Auburn for shoppers that usually ride the bus on Tuesdays. The driver polled the shopper riders and they thought this would be a good alternative.

Recommendation

Support the recommendation of WMTS to conduct a trial run to Topsham at least one Tuesday a month for the shoppers.

**Town of Lisbon, Androscoggin County, Maine
Community Markets Coalition Resolution**

WHEREAS, the Maine convenience store industry, with more than 1,000 stores, the State selling fuel, food and merchandise, more than 3 billion dollars in sales in each year;

WHEREAS, as part of the fabric of the community, convenience stores support local charities, from youth sports teams to food drives, they strengthen the communities that they serve;

WHEREAS, convenience stores are closely tied to their community; according to a National Association of Convenience Stores consumer survey, says 78% of National Association Convenience Store member companies support five or more charities in their communities, and 83% have been involved in charitable giving for more than 10 years and;

WHEREAS, the median charitable contribution per store is \$4,100 in direct contributions and \$2,500 in donations collected; this means that as an industry, convenience stores contribute or collect nearly \$1 billion dollars a year for charities;

WHEREAS, there are 1,028 convenience stores in Maine; no matter their location, they are designed to serve customers on the go, whether for fuel, drinks, and snacks, fill-in groceries, or ATMs;

WHEREAS, the average convenience store in Maine provides 15 jobs in the community totaling more than 16,000 across the state, split about equally between full and part-time workers;

WHEREAS, convenience store jobs also can help students successfully afford a higher education and increase their business success, no matter what career path they ultimately pursue;

WHEREAS, convenience stores are responsible retailers in the community, creating store-level sales practices for “age-sensitive products” like tobacco and alcohol such as “We Card Because We Care”;

WHEREAS, convenience stores conduct 4.5 million ID checks nationally for age restricted products every day, more than anyone in the country; by comparison, the Transportation Security Administration conducts about 2 million ID checks a day;

WHEREAS, convenience stores don’t just serve communities, they invest in them; on average, a convenience store operator invests \$4.27 million dollars to open a new store in a rural neighborhood; with this large investment, they have a stake in the community’s success and seek to enhance it;

WHEREAS, in rural areas, convenience stores are often the only place in town to buy grocery items, fuel, other products, or services; 81% of rural Americans say that a convenience store is within 10 minutes of their home;

WHEREAS, consumers agree that convenience stores represent the community’s values. More than two in three Americans (or 71%) say that convenience stores share their values and do business the right way; and more than three in four (or 77%) say they would be favorable to a new store being built or opened in their community;

THEREFORE, BE IT RESOLVED, That in recognition of outstanding contributions to and service to the Town of Lisbon, we hereby most highly commend the community markets that operate in Lisbon, Maine.

Adopted this 18th day of December 2018 by the Lisbon Town Council.

Normand Albert

Kris Crawford

Christopher Brunelle

Kasie Kolbe

Fernand Larochelle, Jr.

Mark Lunt

Allen Ward

A True Copy,

Attest: _____
Municipal Clerk

TOWN OF LISBON

PUBLIC HEARING

Automobile Graveyard Permits

*The Lisbon Town Council will hold a public hearing on **December 18, 2018 at 7:00 PM** at the Town Office at 300 Lisbon Street in the Public Meeting Room for the purpose of considering the following renewal Automobile Graveyard Permits:*

*Huston's Auto Salvage
9 Capital Ave
Lisbon Falls, ME*

And

*Campbell's Used Auto Parts
36 River Road
Lisbon, ME*

The public is invited to attend

Twila Lycette, Town Clerk



TOWN OF LISBON

300 Lisbon Street, Lisbon, ME 04250

Agenda Item 2018-4C

Twila D. Lycette, Town Clerk

PUBLIC HEARING

Notice is hereby given that the Lisbon Town Council intends to hold a public hearing on Tuesday, December 18, 2018 at 7:00 PM in the Town Office Public Meeting Room to hear comments on a new Medical Marijuana Establishment License for the following:

*Jason Smith d/b/a Lisbon Cannabis Company
60 Capital Avenue
Lisbon Falls, ME*

The public is invited to attend.

Twila Lycette, Town Clerk



**TOWN COUNCIL
MEETING MINUTES
NOVEMBER 13, 2018**

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

CALL TO ORDER. The Chairman, Councilor Ward, called the meeting to order and led the pledge of allegiance to the flag at 7:00 PM.

ROLL CALL. Members present were Councilors Ward, Albert, Kolbe, Brunelle, Lunt and Crawford. Councilor Larochelle was absent. Also present were Diane Barnes, Town Manager; Steve Aievoli, Treatment Plant Superintendent; Lydia Colston, Finance Director; Marc Hagan, Police Chief; Miriam Morgan-Alexander, Appeals Board/Assessment Review Board Member; and approximately 15 citizens in the audience.

VOTE (2018-243A) Councilor Albert, seconded by Councilor Lunt moved to excuse Councilor Larochelle's absence. **Order passed - Vote 6-0.**

GOOD NEWS & RECOGNITION

Ray Schlotterbeck brought in "Stanley" from the Flat Stanley Project to have his picture taken at the council meeting. Stanley's last destination was from a child's school in New York. He'll travel to a different destination soon and his travels are documented.

Councilor Brunelle congratulated those who re-ran and won their seats.

Councilor Ward commented on how well the Election ran and mentioned it had been a very good voter turnout. He thanked the voters for passing all of the bond questions. He, also, thanked the election workers. He thanked the voters for their support of his successful re-election.

PUBLIC HEARING

A. SPECIAL ENTERTAINMENT PERMIT FOR THE SLOVAK CATHOLIC ASSOCIATION

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 (2018-243B) Councilor Albert, seconded by Councilor Crawford moved to approve the following:

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
#11132018	\$36,329.37		

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 the November 6, 2018 Election Results****E. Approve the Special Entertainment & Liquor License for the Slovak Catholic Association****F. Set a Public Hearing on Dec 4 for the Coombs-Mountfort American Legion Post #158 for a Special Entertainment and;****G. Set a Public Hearing on December 4 for Walt's Place for a new Liquor License****Order passed - Vote 6-0.**

COUNCIL ORDERS, ORDINANCES, & RESOLUTIONS

AUDIT PRESENTATION

INTRODUCTION: Ron Smith from RHR Smith & Company spoke. He presented the Council with a 100-page summary of the Municipal Audit, which he condensed into about 8-pages. He stated that the process gets better every year, and this year is probably one of the better ones. The town's total financial position in 2017 was \$5.7 Million. This year it is down to \$4.5 Million, due to planned spending.

Mr. Smith said the unassigned fund balance went down to \$2.5 Million from \$3.5 Million because of planned commitments for the 2018-2019 Fiscal Year. The school's fund balance is up from \$600,000 to \$630,000 for this year. The School Department received a windfall in 2017/2018 of rebates totaling \$8.8 Million. The school's budget last year totaled \$8.4 Million. He said they used \$200,000 for the assessment. He said the school's fund balance is certainly strong and that the town is where it expected it to be and needs to be.

Mr. Smith said the Water Department fund is in financially good standing in their calendar year. He indicated he was not privy to where they are at this year.

Mr. Smith addressed many of the best practices for how the town handles its funds; he said issues were caught and addressed right away. He reported the School Department improved their process for Student Accounts, which has been a topic of conversation over the years. He indicated there were some new implementations put into place on Student Accounts and Food Service that he worked closely with them on to improve efficiencies.

Mr. Smith said, overall, the direction the town is going in points up. The Council is getting good business information so the Town Council can make good business decisions.

COUNCILOR COMMENTS: Councilor Ward asked if reconciliations had improved from last year. Mr. Smith commented that it has improved immensely. It now takes days instead of weeks to get it done. He said we have worked on other options to make things better in this process and we are talking about best practices now, not how the numbers are getting on the paper. Councilor Ward stated that he likes not dealing with extensions like they were a few years ago.

DECEMBER 24TH OFFICE CLOSURE

VOTE (2018-245) Councilor Brunelle, seconded by Councilor Crawford moved to close the Town Office, Recreation Department, Library, and Transfer Station on December 24, 2018, allowing employees to use accrued vacation, comp time, or leave for that day. **Order passed - Vote 6-0.**

DURHAM ACO CONTRACT

INTRODUCTION: Mrs. Barnes said 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.

Mrs. Barnes said she has provided them with an annual contract beginning January 1, 2019 for their consideration. She requested permission to negotiate and execute a 3-year ACO contract with the Town of Durham. Liability falls upon Durham while the ACO is in Durham

VOTE (2018-246) Councilor Albert, seconded by Councilor Kolbe moved to authorize the Town Manager to negotiate and execute a 3-year ACO contract with the Town of Durham. **Order passed - Vote 6-0**

ADOPTION OF MEDICAL MARIJUANA LICENSING
EMERGENCY ORDINANCE

INTRODUCTION: Mrs. Barnes explained the Council packet contained the proposed adoption of an emergency ordinance, first reading, and second reading.

COUNCILOR COMMENTS: Councilor Crawford said there is no need to redo the work that the State does, like background checks, certifications, and obtaining license information.

Councilor Kolbe said it is not over the top asking for officer's names, and so forth because this information should be disclosed.

Councilor Albert said he could get behind this Ordinance, knowing that this is an Emergency piece that can buy us some time before starting the first and second readings. He suggested tabling Agenda Item 248 the first reading for further revisions and to put that on a future agenda.

Mrs. Barnes asked for Council changes as soon as possible so she could get the paperwork done by the end of December so Council could do their first reading in January because the Emergency Ordinance will be good for only 90 days.

Councilor Crawford asked if the Town even needed written consent from the landowner for a Medical Marijuana Establishment or any other form of business. He recommended the town not get involved with that.

Mrs. Barnes said the Town would need written consent from the owner. She indicated the emergency ordinance would be in place so applications could come in while the final version is completed.

VOTE (2018-247) Councilor Lunt, seconded by Councilor Crawford moved to adopt the Ordinance for Licensing of Medical Marijuana Establishments as an emergency ordinance, to take effect immediately upon adoption as follows:

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 (7) 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 (10) 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 of 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 an emergency ordinance immediately upon enactment and shall remain in effect through the ninety-first (92st) 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)

Roll Call Vote: Yeas – Albert, Lunt, Crawford, Ward and Kolbe. Nays - None. Abstentions - Brunelle.
Order passed - Vote 5-0-1.

MEDICAL MARIJUANA LICENSING ORDINANCE

The Council consented 5-0-1 (abstaining: Brunelle) under Agenda Item 2018-257 to place this item on a future agenda when final revisions were complete.

FEE SCHEDULE – MARIJUANA LICENSING FEES

VOTE (2018-249) Councilor Crawford, seconded by Councilor Kolbe moved to amend the Fee Schedule adding Marijuana Licensing Fees as follows:

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

Order passed - Vote 5-0-1 (Abstained: Brunelle)

AUTHORIZE LAND USE ACTION 1 HIGGINS ROAD

INTRODUCTION: Mrs. Barnes reported on September 17, 2018, the 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.

Mrs. Barnes indicated she and the CEO were recommending Councilors proceed with litigation to secure Mr. Morse’s compliance with the Lisbon Codes and to seek for him to pay its attorneys’ fees, 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).

VOTE (2018-250) Councilor Albert seconded by Councilor Kolbe moved to 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. **Order passed - Vote 5-1 (Opposed: Brunelle)**

UNDERAGE DRINKING ENFORCEMENT GRANT

INTRODUCTION: The Police Chief requested permission from the Town Council to apply for, accept, and spend the following grant monies should the Lisbon Police Department's request 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 to fund and conduct underage alcohol consumption enforcement details over school vacations, prom weekend, and on or about graduation. The department would also use this funding to conduct compliance checks on local stores that sell alcohol.

Chief Hagan said 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.

VOTE (2018-251A) Councilor Brunelle, seconded by Councilor Crawford moved to 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. **Order passed – Vote 6-0.**

OTHER BUSINESS

A. COUNCIL COMMITTEE REPORTS

1. School: Councilor Albert said our student enrollment is good. He mentioned the CSPAN Bus that stopped in at the Lisbon High School, which delivered a nice presentation and good information to our children.
2. Planning: Councilor Ward said he had nothing to report.
3. Conservation Commission: Councilor Ward said he had nothing to report.
4. Recreation: Councilor Kolbe said she had nothing to report.
5. County Budget: Councilor Ward reported that insurance had gone up 5%, not the 10% expected. He said the Androscoggin County Manager is recommending approval.
6. Library: Councilor Lunt reported the new floor installed at the Library looks good. He said the newly painted areas look nice as well. He mentioned the volunteers and staff had done a lot of this work.

B. TOWN MANAGER'S REPORT

Mrs. Barnes reported she checked with insurance companies after the Moxie Festival for quotes on Event Cancellation insurance. She said it would be \$1,250 per year from Champoux Insurance and this policy would be date specific. She recommended spending this amount because the weather can be unpredictable, the festival runs on its revenues, and the festival cannot afford to continue without that annual income. Councilors requested more information regarding the history of this type of insurance and whether anyone else has ever collected on it before, how well did it work, etc. Councilor Kolbe requested the specifics on this policy.

Mrs. Barnes said this quote is good until December 23, which gives us time to double check on this. She indicated she would send out specifics and recommendations for this insurance electronically to Councilors prior to leaving on vacation.

VOTE (2018-251B) Councilors unanimously agreed that if all the information looked good and if Mrs. Barnes was comfortable with the Event Cancellation policy, then she could purchase it.

C. DEPARTMENT HEAD WRITTEN REPORTS

Councilor Lunt asked if Public Works intended to fix the trench on South Street in Lisbon Falls. Mr. Aievoli said he would make a note to remind them to follow up on that.

Mr. Aievoli presented Mr. Martin's Winter Operations Memo. He said circumstances had forced Mr. Martin to prepare himself for surgery tomorrow.

Mr. Aievoli said Mr. Martin wanted to express his sincere thanks to the crews at Public Works and the Transfer Station. They have been shorthanded for a length of time now and the crew should be commended for stepping up and keeping the level of service where it needed to be to keep the traveling public safe. He pointed out that the Transfer Station has also been shorthanded almost weekly and the need to perform their tasks, even under duress, has been the priority for the crew. He said construction season is ending, and the crew has done a fantastic job closing projects up even though at times they only had a fraction of their workforce available.

Mr. Aievoli reported the paving program is grinding to a close. The wet fall has crippled so many contractors, hoping to get projects finished for winter. He said they will only have binder on a couple roads going into the winter. He indicated Madelyn and Whitney Streets will be reclaimed and left gravel for the winter. The Crack-sealing Program will begin in the spring. Patching is our priority now and making sure all of our roads are secure to accept a snow plow. The Shoulder Program, which completed the Paving Bond Program, was almost complete until they started getting unending rainstorms. He said they would return to these shoulders in the spring to dress them up for seed and mulch.

Mr. Aievoli reported on the Winter Maintenance Plan and indicated they have stockpiled all of the materials (salt, sand, and liquid calcium). He indicated that trucks have all their headgear on, sanders and plows were ready. He mentioned they harnessed up our pickups with plows. He reported they reviewed the plow routes and made adjustments. The crew levels were replenished with transfers, new hires, and assistance from other departments.

Mr. Aievoli reported they were down two Mechanics. He said Mr. Martin wanted to thank Dunkin Daly, a former mechanic, for coming out of retirement to work three days a week to get us through this crisis. Almost every town in this area is looking for a mechanic.

D. LISBON EMERGENCY QUARTERLY REPORT

John Cordts, Caption from Lisbon Emergency, said the Chief was on vacation so he could not attend. He indicated one of their goals was to reduce the subsidy that Lisbon and Bowdoin provides Lisbon Emergency. He said through strong financial planning and financial responsibility, Lisbon Emergency is currently on the way to meeting 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 their needs. This saves \$100,000 versus buying new.

Mr. Cordts said they applied for a grant through the Maine Emergency Management Agency; they will announce recipients in a few weeks. If awarded, this would save \$4,500 on a new generator and \$3,500 on a new base radio.

Mr. Cordts said they are looking to hold a Capital Improvement fundraiser to help pay for a "Power Stretcher Load System" for ambulance 401. This will increase patient safety, better secure the stretcher to the ambulance, and reduce employee back injuries.

Mr. Cordts said they would be looking at holding community training sessions and blood pressure information clinics after the holiday season. He said the biggest challenge facing Lisbon Emergency along with all the other Fire and EMS services in Maine is staffing. It has been a challenge to hire new providers, especially at the medic level. They have hired six new providers since July and will continue to aggressively recruit in order to increase staffing.

Mr. Cordts said they provide financials monthly to their budget committee, treasurer (Lydia Colston), and to the towns of Lisbon and Bowdoin. He provided a copy to Councilors. He encouraged Councilors to visit their webpage at www.lisbonemergency.org, call the station at 207-353-5079, or email lems451@hotmail.com for more information if needed.

APPOINTMENTS

ASSOCIATE MEMBER - PLANNING BOARD RESIGNATION

VOTE (2018-251) Councilor Crawford seconded by Councilor Lunt moved to accept Eric Metivier's resignation on the Planning Board and to advertise the vacancy. **Order passed – Vote 6-0.**

Mrs. Barnes mentioned one application has been received so far and that she would advertise this position now.

COUNCILOR COMMUNICATIONS - NONE AUDIENCE PARTICIPATION FOR NEW ITEMS - NONE EXECUTIVE SESSION - NONE

ADJOURNMENT

VOTE (2018-253) Councilor Albert, seconded by Councilor Kolbe moved to adjourn at 8:05 PM. **Order passed - Vote 6-0.**

Twila D. Lycette, Council Secretary
Town Clerk, Lifetime CCM/MMC
Date Approved: December 18, 2018



TOWN COUNCIL MEETING MINUTES DECEMBER 4, 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 Town Clerk, Twila Lycette, called the meeting to order at 7:00 PM. The Town Clerk led the pledge of allegiance to the flag.

INAUGURATION OF ELECTED OFFICIALS

Mrs. Lycette welcomed everyone to the Town Council's 13th annual organizational meeting that's held on the first Tuesday after the first Monday in December. She said 4,020 ballots were cast on November 6 resulting in the following candidates being elected and sworn into office:

Council At Large: Norman Albert with 3,269 votes
Council District 1: Kasie Kolbe with 1,544 votes
Council District 2: Allen Ward with 1,647 votes

Two School Committee Members:
Kathi Yergin with 1,944 votes & Kimberly Labbe-Poisson with 1,608 votes

Water Commission Member: Marie Hale with 3,290 votes

ELECTION OF COUNCIL CHAIRMAN

(VOTE 2018-254) Councilor Ward nominated Councilor Albert for Chairman. Councilor Ward nominated Councilor Larochelle for Chairman. The Council voted by paper ballot. 4 votes were for Councilor Albert; 3 votes were for Councilor Larochelle. Councilor Albert was duly elected Chairman for the ensuing year.

Note for reference only: Term Limit. No member of the Town Council shall be eligible for election as Chair or Vice-Chair for more than two consecutive one-year terms. For purposes of this section, election to an unexpired term of less than six (6) months shall not be considered a term.

ELECTION OF COUNCIL VICE CHAIRMAN

(VOTE 2018-255A) Councilor Albert nominated Councilor Larochelle for Vice Chairman. Councilor Kolbe nominated Councilor Crawford for Vice Chairman. The Council voted by paper ballot. 4 votes were for Councilor Crawford. 3 votes were for Councilor Larochelle. Councilor Crawford was duly elected Vice Chairman for the ensuing year.

The Town Clerk passed the gavel to Councilor Ward, congratulated him, and thanked everyone for attending the Inauguration of Elected Officials portion of the meeting.

ROLL CALL. Members present were Councilors Ward, Albert, Kolbe, Brunelle, Lunt, Crawford, and Larochelle. Also present were Marc Hagan, Police Chief; and approximately 7 citizens in the audience.

GOOD NEWS & RECOGNITION

Councilor Larochelle said it was a very successful Merry Main Street this past weekend. There were a lot participating in this event this year. He thanked the businesses downtown on Main Street for being open and for

their participation. He thanked the community for supporting it and the department heads who attended. He said he saw Chief Hagan there. He thanked everyone who was involved. He mentioned this event would get bigger as time goes on.

Councilor Larochelle congratulated the Chair and Vice Chair and wished them well this year. Councilor Albert recognized the outgoing Chairman, Councilor Ward who has served most admirably along the way. He set some goals for the Council over the last two years, which is a testament to his leadership and strong guidance that the Council is where it is at right now. He said hats off to you Councilor Ward; nice work.

PUBLIC HEARING

A. LIQUOR LICENSE FOR WALT'S PLACE

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

B. SPECIAL ENTERTAINMENT PERMIT COOMBS MOUNTFORT AMERICAN LEGION POST #158

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 (2018-256) Councilor Larochelle, seconded by Councilor Crawford moved to approve the following:

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	#12042018	\$629,659.24
#40	\$186,223.93	#41	\$18,349.81

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
#1905	\$98,984.14		

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

D. And Liquor License for Walt's Place, plus

E. Set Public Hearings on December 18 for Junkyard Permits for Campbell's Used Auto Parts, Huston's Auto Salvage, and

F. for a Medical Marijuana Establishment License for Lisbon Cannabis Company

Order passed - Vote 7-0.

COUNCIL ORDERS, ORDINANCES, & RESOLUTIONS

POLICY ON TREASURER'S DISBURSEMENT WARRANTS FOR MUNICIPAL EMPLOYEE WAGES, BENEFITS, & STATE FEES AND

POLICY ON TREASURER'S DISBURSEMENT WARRANTS FOR SCHOOL EMPLOYEE WAGES & BENEFITS

VOTE (2018-257 & 258) Councilor Ward, seconded by Councilor Crawford moved to approve and adopt the municipal and school policies as presented. **Order passed - Vote 7-0.**

COUNCIL WORKING RULES

VOTE (2018-259) Councilor Ward, seconded by Councilor Crawford moved to adopt the Council Working Rules as presented. **Order passed - Vote 7-0.**

OTHER BUSINESS

A. COUNCIL COMMITTEE REPORTS

1. School: Councilor Albert said the School Committee and Superintendent are gearing up to work on their budget.
2. Planning: Councilor Ward said they met last Thursday and heard two cases. The Planning Board concluded that Lisbon Cannabis Company's application was complete and set a public hearing for December 13. The Planning Board concluded that the application for BBB Pharmaceutical Alternatives, LLC was incomplete.
3. LDC: Councilor Larochelle said he was not able to attend that meeting, but that they would be gearing up after the holidays to do more work.
4. Conservation Commission: Councilor Ward said he spoke with Mr. Stevens and that they are very involved with solar farms. He indicated upfront costs are scary at this point; however, they are exploring costs more. Composting is on the table for discussion and is being explored, too.
5. Recreation: Councilor Kolbe said she had nothing to report.
6. County Budget: Councilor Ward the Androscoggin County Budget Committee Chairman solicited feedback on this year's process in an effort to improve it for next year. He said he provided some information.
7. Library: Councilor Lunt said he had nothing to report.

B. REVIEW OF COUNCIL'S ACHIEVEMENTS

January 1, 2018-December 4, 2018

Councilor Ward said during the 2018 calendar year, the Town Council made much progress on their list of goals they set for themselves for 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, which included 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.

Councilor Ward said in addition to the above, the Town Council would like to thank the following businesses for their continued investment in our Town for their new, relocated, or expanded businesses. He said they appreciated 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 – Trucking Company
Rusty's Lantern – Gas Station & Store
BBB Pharmaceutical Alternatives, LLC – Marijuana Establishment Storefront

- 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 Recognized under Good News and Recognition 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 – To Sylvia Doughty
Citizen Planner- To Don Fellows
Phil Palmore - Recognition For His 33 Years Of Service On The Fire Department
Staff Sergeant Thomas J. Field – Being the 25th Anniversary

- Approved RLF Loans for the following businesses:

The Hair Loft
Flux Restaurant
Black Bear Ladder

- Purchased or sold the following properties:

385 Lisbon Street - Sale
Graziano's Lot - Purchased
1 Canal Street (Worumbo Mill Lot) – In the Process of a Purchase & Sale Agreement with Conditions

- Construction Projects:

Mill Street Bridge Replacement
Route. 196 Mill & Fill
Route 196/Route 9 Traffic Light Changes
Route 196/Route 125 Traffic Light/Pattern Changes
Rt. 196/Village Street Pedestrian Crossing Signal Changes
Route 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

- Council Placed on the November Ballot Referendum Questions: Voters approved the following:

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 For Approximately \$675,000

C. COUNCIL GOAL SETTING

Councilor Albert requested Council members send him their suggestions and ideas for discussion at the next Council meeting.

APPOINTMENTS

COUNCIL COMMITTEE LIASIONS

Councilor Ward suggested Council members send changes to Councilor Albert for discussion at the next Council meeting.

COUNCILOR COMMUNICATIONS

Councilor Albert thanked Councilor Ward and Councilor Brunelle for all their hard work and effort serving as Chair and Vice Chair this past year.

AUDIENCE PARTICIPATION FOR NEW ITEMS - NONE

EXECUTIVE SESSION - NONE

ADJOURNMENT

VOTE (2018-262) Councilor Kolbe, seconded by Councilor Crawford moved to adjourn at 7:28 PM. **Order passed - Vote 7-0.**

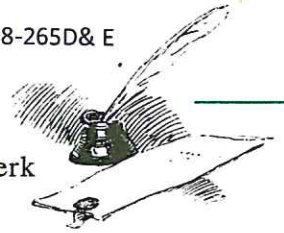
Twila D. Lycette, Council Secretary
Town Clerk, Lifetime CCM/MMC
Date Approved December 18, 2018



Town of Lisbon

Agenda Item 2018-265D& E

Twila Lycette, Town Clerk



TO: Town Council & Town Manager

FROM: Town Clerk

RE: For December 18 Council Agenda

DATE: November 9, 2018

SUBJECT: Junkyard Applications for
Campbell's Used Auto Parts &
Huston's Auto Salvage

Martin, Mark, and David Campbell are applying for a renewal Junkyard Permit for Campbell's Used Auto Parts. Carl Huston Jr. is applying for a renewal Junkyard Permit for Huston's Auto Salvage. Inspection certification forms have been completed by the CEO, Dennis Douglass and no objections were noted. The application fee has been paid. Each owner notified their abutters of this meeting (certificate of certified mailing on file) and the applicants have been invited to attend as well.

Permit To Be Displayed On Premises

CITY/TOWN LISBON COUNTY, ANDROSCOGGIN MAINE

Permit Number

Fee Paid \$..... 100.⁰⁰

Public Hearing held DECEMBER 18, 2018

Permit

To establish, operate or maintain an automobile graveyard or junkyard. Subject to existing rules, regulations and any amendments that may be made thereto, under the provisions of Title 30-A, Sections 3751 to 3760, and such additional standards as may be set forth in applicable local ordinances.

This permit is hereby granted upon condition that the automobile graveyard or junkyard does not violate any of the above Sections of Title 30-A, or any applicable local ordinance.

Owner's Name Carl Huston, Jr.

Business Name Huston's Auto Salvage

Street or Highway Number 9 Capital Avenue

P. O. Address

City/Town Lisbon Falls, ME 04252

This permit expires December 31, 2019 . unless sooner revoked by the Municipal Officials.

Dated at City/Town ...Lisbon..... this 18th..... day of December... 2018 ..

Municipal Officers:

.....
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.....
.....
.....
.....

Certified True Copy

.....
City/Town Clerk,

- 1 Copy to Applicant
- 1 Copy to Municipality
- 1 Copy to Department of Transportation
- 1 Copy to State Police

(over)

TOWN OF LISBON

JUNKYARD/AUTOMOBILE GRAVEYARD

INSPECTION COMPLIANCE CERTIFICATION

HUSTON'S AUTO SALVAGE
9 CAPITAL AVE
LISBON FALLS, ME

APPROVED: 
CEO Signature

DISAPPROVED: _____
CEO Signature

DATE: 11/9/18

COMMENTS: _____

.....
For Municipal Clerk's Use Only – Do Not Write Below This Line.

____ Application Signed
____ Paid \$50.00 fee
____ Inspection Certificate Completed
____ Set Public Hearing Date when required
____ Posted Public Hearing when required
____ Advertised Public Hearing when required
____ Copies of App to MDOT/ROW

____ Put on Agenda
____ Permit Mailed to Applicant
____ Computer Database Updated
____ Copies of Permit to MDOT/ROW
____ Notify abutters of application &
____ The date when Council will take it up

Permit To Be Displayed On Premises

CITY/TOWN LISBON COUNTY, ANDROSCOGGIN MAINE

Permit Number

Fee Paid \$.. 100.00

Public Hearing held DECEMBER 18 20 18

Permit

To establish, operate or maintain an automobile graveyard or junkyard. Subject to existing rules, regulations and any amendments that may be made thereto, under the provisions of Title 30-A, Sections 3751 to 3760, and such additional standards as may be set forth in applicable local ordinances.

This permit is hereby granted upon condition that the automobile graveyard or junkyard does not violate any of the above Sections of Title 30-A, or any applicable local ordinance.

Owner's Name MARK CAMPBELL, MARTIN CAMPBELL, AND DAVID CAMPBELL

Business Name CAMPBELL'S USED AUTO PARTS, INC.

Street or Highway Number 36 RIVER ROAD

P. O. Address

City/Town LISBON, ME 04250

This permit expires December 31, 20 19 unless sooner revoked by the Municipal Officials.

Dated at City/Town LISBON this 18th day of DECEMBER 20 18

Municipal Officers:

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.....
.....
.....
.....
.....

Certified True Copy

.....
City/Town Clerk,

- 1 Copy to Applicant
- 1 Copy to Municipality
- 1 Copy to Department of Transportation
- 1 Copy to State Police

(over)

TOWN OF LISBON
JUNKYARD/AUTOMOBILE GRAVEYARD
INSPECTION COMPLIANCE CERTIFICATION

CAMPBELL'S USED AUTO PARTS, INC.
RIVER ROAD, LISBON

APPROVED: 
CEO Signature

DISAPPROVED: _____
CEO Signature

DATE: 11/9/10

COMMENTS: _____

.....
For Municipal Clerk's Use Only – Do Not Write Below This Line.

<input type="checkbox"/> Application Signed	<input type="checkbox"/> Put on Agenda
<input type="checkbox"/> Paid \$50.00 fee	<input type="checkbox"/> Permit Mailed to Applicant
<input type="checkbox"/> Inspection Certificate Completed	<input type="checkbox"/> Computer Database Updated
<input type="checkbox"/> Set Public Hearing Date when required	<input type="checkbox"/> Copies of Permit to MDOT/ROW
<input type="checkbox"/> Posted Public Hearing when required	<input type="checkbox"/> Notify abutters of application &
<input type="checkbox"/> Advertised Public Hearing when required	the date when Council will take it up
<input type="checkbox"/> Copies of App to MDOT/ROW	

TOWN OF LISBON

MEDICAL MARIJUANA ESTABLISHMENTS APPLICATION

X Initial Application _____ Renewal Application

Non-refundable Fees

X Registered Caregiver Retail Store Fee: \$250.00 _____ Marijuana Testing Facility Fee: \$250.00
 _____ Registered Dispensary Fee: \$250.00 _____ Manufacturing Facility Fee: \$250.00

1. Owner: Jason Smith Home Phone: 207 522 0209
 Owner's Home Address: 52 Shiloh RD Durham ME 04222
 Residence(s) for last three years: 9 Pass Brooks RD Durham ME 04222
2. Name of Business: Lisbon Cannabis CO Business Phone: _____
 Location of Business: 60 Capital Ave Lisbon Falls Maine
3. List Owners/Members/Partners/Officers/Directors/Stockholders/Managers/Supervisory Personnel/
 or other participants:

Name: Jason Smith Phone Number: 207-522-0209
 Street Addr: 52 Shiloh RD Birth Date: _____
 Town/State/Zip: Durham ME 04222

Name: _____ Phone Number: _____
 Street Addr: _____ Birth Date: _____
 Town/State/Zip: _____

Name: _____ Phone Number: _____
 Street Addr: _____ Birth Date: _____
 Town/State/Zip: _____

Name: _____ Phone Number: _____
 Street Addr: _____ Birth Date: _____
 Town/State/Zip: _____

Name: _____ Phone Number: _____
 Street Addr: _____ Birth Date: _____
 Town/State/Zip: _____

TOWN OF LISBON
MEDICAL MARIJUANA ESTABLISHMENTS APPLICATION

Business Name: Lisbon Cannabis Company Page 2

☐ Check here if you have attached a list on a separate piece of paper of names or additional names that apply.

Attach information for the following as required by ordinance:

- ☒ A copy of the applicant's state registration application and supporting documentation, as submitted to the state registration authority.
- ☒ 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.
- ☒ 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.
- ☒ 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.
- ☒ 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.
- ☒ 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.
- ☒ 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.
- ☒ 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.
- ☒ 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.
- ☒ Evidence of all other approvals or conditional approvals required to operate the medical marijuana establishment, including any applicable food or victualer's license.
- ☒ Evidence of compliance with the requirements of sections 10-611 and evidence that the standards listed in section 10-610 have been met.

NOTE: If application is not complete, the Town Clerk will notify applicant w/in 10 days and applicant must submit additional information w/in 30 days of the request or the application may be denied.

I, Sason Smith (name) owner (title) is authorized to sign on behalf of said business, and further declare that the foregoing information is accurate and true to the best of my knowledge and belief, and that the applicant does hereby acknowledge and authorized a public records check to be conducted on all individuals listed under Questions 1 & 3 above.

Signature: [Signature] Date: 12-4-18

The Council is the Municipal Licensing Board. Applications require a public hearing and an ad to appear in newspaper 7-days prior to the scheduled Public Hearing, cost included in \$250 fee. Public records checks can take up to three weeks to process. Complete applications contain the Police & Fire Chiefs, CEO, Assessor, and Health Officer's signatures and attachments. The Council meets on the first and third Tuesdays of the month at 7PM at Town Hall. Application fees must be paid prior to the Council meeting. Other helpful contacts are:

353-3000 Ext 112... Town Clerk	287-2336State Sales Tax Division
353-3007..... Town Office Fax	287-4190.....Bureau of Corporations
353-3000 Ext 111... Dep. Code Enforcement Officer	624-8745.....Bureau of Alcohol Beverages
353-2500..... Police Department	287-3841.....Agriculture Dept- Bakery Licenses
353-3000 Ext 111 Health Officer	624-6550.....Marine Resources
287-5671..... Health Engineering Dept.	287-2338.....Dept of Labor (Seller's Certificates)

INSPECTIONS REQUIRED

I, Dennis Douglass, the **Building Inspector** have verified 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 have attached a report of findings in writing to the Town Clerk if applicable. check here if findings are to be attached.

Date: _____ Signature: _____

I, Dennis Douglass, the **Code Officer** have inspected 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 have attached a report of findings in writing to the Town Clerk if applicable. check here if findings are to be attached.

Date: _____ Signature: _____

I, Dennis Douglass, the **Health Officer** have inspected the location or proposed location to determine whether all applicable ordinances relating to health and safety have been satisfied and have attached a report of findings in writing to the Town Clerk if applicable. check here if findings are to be attached.

Date: _____ Signature: _____

I, Nate LeClair, the **Fire Chief** or his/her agent have inspected the location or proposed location to determine if all town ordinances and any other applicable regulations concerning fire and safety have been satisfied and have attached a report of findings in writing to the Town Clerk if applicable. check here if findings are to be attached.

Date: _____ Signature: _____

I, Marc Hagan, the **Police Chief** or his/her agent have investigated the application, including the criminal history record information required under subsection 10-505(b)(2) and have attached a report of findings in writing to the Town Clerk if applicable. check here if findings are to be attached.

Date: 12/05/18 Signature: Marc R. Hagan

**ANDROSCOGGIN COUNTY SHERIFF'S OFFICE
MUNICIPAL/COUNTY AGREEMENT FOR
PSAP and DISPATCH SERVICES**

JANUARY 1, 2019 TO DECEMBER 31, 2020

THIS AGREEMENT made and entered into this 1st day of **January 2019** by and for the **COUNTY of ANDROSCOGGIN**, hereinafter referred to as the "County" and the **INHABITANTS of TOWN OF LISBON** hereinafter referred to as the "Town."

WITNESSETH:

WHEREAS, the Town is desirous of entering into a contract with the County, for the provision of Public Safety Answering Point (PSAP) services hereinafter described within the limits of said Town.

WHEREAS, the County is agreeable through the Androscoggin County Commissioners and Office of the Sheriff to render and provide PSAP services on the terms and conditions hereinafter set forth:

I. STATEMENT OF AGREEMENT:

1. The County hereby agrees to provide PSAP services for the Town of **LISBON** hereinafter known as "The Town," through its County Sheriff's 9-1-1 Communication Center, hereinafter known as "County 9-1-1." The department agrees with and shall be subject to the terms of this agreement.

II. PSAP SERVICES DEFINED:

1. Service Area: The County 9-1-1 shall provide PSAP services to the Town at all times during the term of this Agreement.
2. The County 9-1-1 will provide:
 - a. Adequate facilities; equipment and personnel to carry out the purposes stated in the PSAP standards of the State of Maine.
 - b. Call answering, which shall include but not be limited to all emergency and non-emergency calls for service.
 - c. Notification to the Town's dispatch center for emergency and non-emergency calls for service.
 - d. All services in the most cost effective and efficient manner possible.
 - e. "Back-up" services to ensure that coverage for emergency services continues without interruption.
 - f. Transcripts of transferred 9-1-1 calls received in connection with the performance of

emergency communication services under this Agreement, upon the request of the Town.

- g. Copies of telephone and radio recordings received in connection with the performance of PSAP services under this Agreement, upon the request of the Town (for court and investigative purposes); and County 9-1-1 shall provide such documents only to those municipal officials or employees designated in writing by the Lisbon Administrator or Lisbon Fire/Rescue/Police Chief as authorized to receive such documents on behalf of Town of Lisbon.
3. Service Management: The operation of the County 9-1-1, including but not limited to the planning, organization, scheduling, direction, and supervision of the dispatch personnel, as well as matters incidental to the delivery of dispatching services to the Town, shall be determined by the Androscoggin County Sheriff's Office. The Androscoggin County Sheriff's Office shall retain exclusive authority over the activities of its personnel and operation.

III. DELIVERY OF SERVICES:

1. Requests with respect to services: The County 9-1-1 shall give prompt consideration to all requests of the Town regarding the delivery of their PSAP service; the County 9-1-1 will comply with these requests if they are judged consistent with the County 9-1-1 communications policies and procedures.
2. Resolution of operational disputes: Any conflict between the parties regarding the delivery of PSAP services by the County 9-1-1 will be thoroughly reviewed in a dialogue between the Communications Director of the Androscoggin County Sheriff's Office or his/her designated representative and the Lisbon Fire/Rescue/Police Chief or a designated representative of the Town. If an agreement cannot be reached between the parties, the matter shall be resolved between the Lisbon Board of Selectmen and the Sheriff of Androscoggin County. If a resolution cannot be reached between the Sheriff and the Board of Selectmen, the Select Board of the Town of Lisbon may vote to either defer to the Sheriff of Androscoggin County or the Town of Lisbon may withdraw from this contract in writing with a thirty (30) day notice.
3. Coordination: The Communications Director of the Androscoggin County Sheriff's Office or his designated representative and the Lisbon Fire/Rescue/Police Chief or a designated representative of the Town shall be the designated individuals to make or receive requests and confer upon matters concerning the delivery of PSAP services.

IV. FEES:

1. This contract is based on a per capita fee using a population taken from the 2010 U.S. Census. Said fees are as follows:

Service	Population	*CPC	Total
PSAP	9009	\$2.10	\$18,918.90
POLICE	--	\$6.15	\$0
FIRE/EMS	--	\$2.65	\$0
Total			\$18,918.90

*Cost Per Capita

2. Payment- The Town agrees to pay the full amount due of \$18,918.90 by **July 15, 2019**.
3. Fees for Service Payment Schedule- The Town agrees to pay the full amount due in subsequent renewal years as outlined in Section VII. 2. below directly to the County by **July 15**.

V. TERM:

1. This agreement shall take effect from the date of execution thereof.

VI. LEGAL:

1. The County of Androscoggin shall indemnify and hold harmless the Inhabitants of the Town of Lisbon, its employees and board or committee members from claims, suits or liabilities resulting from negligence of the County of Androscoggin, its employees, commissioners and agents.
2. The Inhabitants of the Town of Lisbon shall indemnify and hold harmless the County of Androscoggin, its employees, commissioners and agents from claims, suits or liabilities resulting from negligence of the Inhabitants of the Town of Lisbon, its employees and board or committee members.
3. The County of Androscoggin and Inhabitants of the Town of Lisbon 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.
4. 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.

5. 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.
6. The parties acknowledge that during performance of this Agreement they each may be exposed to or acquire confidential information. Subject to the requirements of Federal and State law, the parties agree to hold such information in strict confidence and not to copy, reproduce, sell, assign, license, market, transfer, give or otherwise disclose such information to third parties or to use such information for any purpose other than for the provision of services covered by this agreement. The parties shall advise each of their employees, agents and representatives of their obligations to keep such information confidential. The parties shall use reasonable efforts to assist each other in identifying and preventing any unauthorized use or disclosure of such information. Without limitation of the foregoing, the parties shall make reasonable efforts to advise each other immediately in the event that either learns or has reason to believe that any person who has had access to such information has violated or intends to violate either the terms of this Agreement, or applicable law and will reasonably cooperate in seeking injunctive relief against any such person. Nothing in this shall prohibit disclosure of public records or other information by either party when such disclosure is required by Maine's Freedom of Access law, 1 MRSA sec. 401 *et seq.*, the Criminal History Record Information Act, 16 MRSA secs. 611, *et seq.*, or by court order. The parties shall cooperate in responding to requests for public records related to this contract. The terms of this Section shall survive the expiration or termination of this Agreement.

VII. RENEWAL:

1. Unless terminated by a party giving written notice of termination not later than November 1st of each calendar year, this agreement shall be renewed yearly, subject to paragraph 2 below.
2. The County will notify the Town by September 1st of each calendar year of the County's fee schedule for the following calendar year, which will become the fee schedule for the following calendar year unless the Town gives notice of termination as provided in paragraph 1 above.
3. The Inhabitants of Lisbon are obligated only to pay costs to provide 9-1-1 services under this agreement as may be lawfully made from funds budgeted and appropriated for said purpose during Lisbon'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 Lisbon will notify the Sheriff of Androscoggin in writing and be released from this agreement with thirty (30) day notice. The Select Board of Lisbon 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 Sheriff of Androscoggin County of its decision to terminate this Agreement.

VIII. EXECUTION:

1. Signatories: The parties hereto have executed this agreement the day and year first written above by their duly authorized representatives, and this agreement is the binding and enforceable obligation of all parties.

IN WITNESS THEREOF, the Town of LISBON by approval of the Board of Selectmen has caused this agreement to be signed by its Board Chairman/Administrator attested by the Town Clerk, and the County of Androscoggin by resolution by the Board of Commissioners, has caused this agreement to be signed by the Sheriff, for the County of Androscoggin, the Chair of the Androscoggin Board of Commissioners, and attested by the County Administrator, on the ____ day of _____, _____.


TOWN OF LISBON

BY: _____
Board Chairman/Administrator

ATTEST:

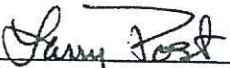
Town Clerk

COUNTY OF ANDROSCOGGIN

BY: 
Chairperson, County Commissioners

BY: 
Sheriff

ATTEST:


Administrator



Town of Lisbon

Agenda Item 2018-266

Fire Department

Nathan LeClair, Fire Chief



To: Diane Barnes

Ref: Request for Council Agenda

Date: December 10, 2018

I'm requesting to be put on the December 18th Council Agenda. This is to request permission to go out to bid for the hydraulic extrication equipment that was approved through the undesignated fund balance.

Nathan LeClair

A handwritten signature of Nathan LeClair in black ink.

Fire Chief

OFFICE OF SUPERINTENDENT OF SCHOOLS

Richard A Green, Superintendent of Schools

LISBON SCHOOL DEPARTMENT

TO: Lisbon Town Council

FROM: Richard Green 

DATE: December 11, 2018

RE: Capital Reserve Request

The Capital Reserve Fund was created in 2011 to allow the School Committee to use existing money to pay for maintenance and minor remodeling. Since 2011, money from the undesignated balance and unanticipated revenues has been transferred into the Capital Reserve Fund. As you know, using the Capital Reserve Fund has allowed the Lisbon School Committee to utilize existing money without having to increase the taxpayer's local share. The current balance of the Capital Reserve Fund is \$67,675 and the following request is to utilize an amount not to exceed \$56,000 to pay for the update of the phone system at the Lisbon Community School.

On Monday, December 10, 2018, the Lisbon School Committee voted (5-0) to request authorization from the Town Council to utilize an amount not to exceed \$56,000 from the Lisbon School Department's Capital Reserve Fund to pay for the update of the phone system at the Lisbon Community School. Attached you will see a copy of the quote from CTI Communication Technologies.

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



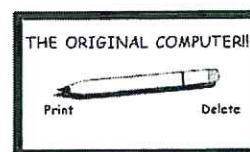
11 Blackstrap Road Falmouth ME 04105

Quote: Lisbon Community School
 Date: 9/24/2018
 Expiration Date: 10/24/2018
 Payment Terms: 25% due upon signing 60% due up delivery of equipment 15% due upon completion
 Comments: All phones require Cat5e or above.
 Customer provided items:
 Prepared for: James Churchill

Part Number	Quantity	Description	List Price	Price	Extended Price
SHO-29153	1	Connect ONSITE Software for Enterprise and SBE 100 customers.	\$ -	\$ -	\$ -
SHO-10564	1	Connect Small Business Edition Server (UC Server 30): Intel Xeon E3-1225 v5, 8GB RAM, 1TB HD. Ships with Microsoft Windows Server 2016	\$ 2,200.00	\$ 1,917.14	\$ 1,917.14
SHO-10523	1	Voice Switch ST50A, 1U half-width. Max Capacities- 50 IP Phones, 4 Analog Exts, 8 SIP Trunk, 4 LS Trks.	\$ 2,000.00	\$ 1,742.86	\$ 1,742.86
SHO-10581	1	Mitel Voice Switch ST100A	\$ 3,200.00	\$ 2,788.57	\$ 2,788.57
SHO-10576	7	Mitel IP Phone IP480	\$ 299.00	\$ 153.77	\$ 1,076.40
SHO-10573	77	Mitel IP Phone IP420	\$ 189.00	\$ 97.20	\$ 7,484.40
SHO-30147	84	Connect ONSITE Essentials license bundle. Includes Ext+Mbx, Connect desktop and mobile client, Connect Telephony for Microsoft and Connect for Chrome.	\$ 199.00	\$ 173.41	\$ 14,566.80
SHO-10223	2	Rack Mount Tray Kit for two half-width voice switches. Holds two 1U half-width ST or SG family voice switches.	\$ 65.00	\$ 92.86	\$ 185.71
SHO-94111	1	Partner Support (1 Year, No Phones)(US Only)	\$ 2,773.34	\$ 2,773.34	\$ 2,773.34
CTI	3	Adtran 1238 48 Port POE	\$ 1,495.00	\$ 1,495.00	\$ 4,485.00
CTI	1	Adtran 1335 24 Port POE	\$ 1,595.00	\$ 1,595.00	\$ 1,595.00
CTI	3	APC Battery Back-up	\$ 531.00	\$ 531.00	\$ 1,593.00
CTI	1	Installation Programming and Project Management	\$ 12,600.00	\$ 12,600.00	\$ 12,600.00
CTI	1	Data	\$ 2,160.00	\$ 2,160.00	\$ 2,160.00
0	0	Consumables and shipping	\$ 492.00	\$ 492.00	\$ 492.00

Total

\$ 55,460.23



Lisbon School Committee Meeting
December 10, 2018

Technology Report (presented by James Churchill)

The Lisbon Community School (LCS) is currently experiencing technology issues with their current phone system. The Lisbon School Department has contacted vendors for quotes to replace the phone system at LCS. We received four quotes back. The desire is to have the same phone system that is employed at the Central Office, the middle school and high school.

While reviewing the quotes, two of the quotes were not for the same phone system that we are currently using at the other three buildings. The remaining two proposals are for the same phone system used throughout the rest of the school department. One quote from CTI came in at approximately \$55,000. The other quote came in at \$52,000. While looking at the \$52,000 quote, we found that some necessary equipment was not included in the quote and that some of the licensing and support fees were not what we asked for. Factoring in the additional costs (for the equipment, and fees), the \$52,000 system would need approximately another five to six thousand dollars added to it.

With all that in mind, I have recommended that to Superintendent Green that we work with CTI's \$55,000 proposal for the new phone system. CTI is the vendor who did install the phone systems at LHS, PWS and the Central Office. Also, they currently provide support for those phone systems and have been outstanding to work with.

NIMS RESOLUTION FY 2018

The **Lisbon Town Council** met in regular session at the **Lisbon Town Hall** on this **18th** day of December 2018 with the following members present: **Town Councilors Norm Albert, Chair; Allen Ward, Chris Brunelle, Kris Crawford, Vice Chair; Mark Lunt; Kasie Kolbe; and Fern LaRochelle, Jr. (strike through if absent).**

Councilor _____, seconded by _____ made a motion to confirm adoption of the following NIMS Resolution:

RESOLUTION CONFIRMING ADOPTION OF THE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

WHEREAS, President Bush issued Homeland Security Presidential Directive (HSPD-5), *Management of Domestic Incidents*, on February 28, 2003, directing the Secretary of Homeland Security to develop, submit for review to the Homeland Security Council, and administer a National Incident Management System (NIMS); and

WHEREAS, NIMS will provide a consistent nationwide approach allowing federal, state, local and tribal governments to work effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents; and

WHEREAS, the Department of Homeland Security has sought extensive input on NIMS from state, local and tribal officials, the emergency response community, and the private sector and has incorporated the best practices currently in use by incident managers; and

WHEREAS, effective homeland security incident management involves new concepts, processes, and protocols that will require refinement over time. The collective input and guidance from all homeland security partners has been, and will continue to be, vital to the further development of an effective and comprehensive national incident management system; and

WHEREAS, NIMS was published by the Department of Homeland Security on March 1, 2004; and

WHEREAS, HSPD-5 and NIMS require all federal departments and agencies to adopt NIMS and use it in domestic incident management and emergency prevention, preparedness, response, recovery, and mitigation programs and activities, as well as to assist state, local, or tribal entities; and

WHEREAS, HSPD-5 and NIMS require federal departments and agencies to require state, tribal and local organizations to adopt NIMS as a condition for federal preparedness assistance beginning in federal FY 2005 and to confirm adoption of the NIMS Resolution in FY 2018.

NOW, THEREFORE, BE IT RESOLVED by the **Lisbon Town Council** as follows:

SECTION 1: That all departments of the Town of Lisbon, in Androscoggin County, shall utilize the National Incident Management System (NIMS) prescribed by the Department of Homeland Security.

SECTION 2: That the **Lisbon Town Council** directs all departments to train their personnel on the NIMS and to update the Town's Integrated Emergency Management Plan (formerly known as the Incident Command System Plan – an Addendum to the City's overall Emergency Operations Plan).

SECTION 3: That this **Town Council** hereby finds and determines that all formal actions relative to the passage of this Resolution were taken in an open meeting of this **Council**, and that all deliberations of this Council and of its Committees, if any, which resulted in formal action, were taken in meetings open to the public, in full compliance with applicable legal requirements.

SECTION 4: This Resolution shall take effect at the earliest period allowed by law.

Effective: **This _____ day of December in the Year of Our Lord 2018**

Councilor _____ seconded the motion to confirm adoption the NIMS Resolution. On the roll call being called the vote resulted as follows:

Councilor Norman Albert, Chair	Y / N	(sign)_____
Councilor Kris Crawford, Vice-chair	Y / N	(sign)_____
Councilor Chris Brunelle	Y / N	(sign)_____
Councilor Kasie Kolbe	Y / N	(sign)_____
Councilor Fern Larochelle, Jr.	Y / N	(sign)_____
Councilor Mark Lunt	Y / N	(sign)_____
Councilor Allen Ward	Y / N	(sign)_____

This Resolution is adopted _____, **December** _____, **2018**

ATTEST:

Twila Lycette, Town Clerk

Affix Town Seal here

CERTIFICATION

I, **Twila Lycette, Lisbon Town Clerk**, do hereby certify that the foregoing is taken and copied from the Record of the Proceedings of **Lisbon Town Council**; and that the same has been compared by me with the Resolution of said Record and that it is a true and correct copy thereof.

Twila Lycette, Town Clerk

**AMENDMENT TO EMERGENCY ORDINANCE FOR LICENSING OF
MEDICAL MARIJUANA ESTABLISHMENTS**

Section 10-611, Subsection 3 of the Emergency Ordinance for Licensing of Medical Marijuana Establishments adopted by the Council on November 13, 2018, is amended as follows:

(3) *Ventilation.*

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

(b) All medical marijuana establishments that cultivate, manufacture or extract marijuana 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.

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 amendment of the emergency ordinance adopted by the Council on November 13, 2018. This amendment shall be enacted as an emergency ordinance under Section 2.08(b) 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 the emergency ordinance that it amends was adopted, unless finally adopted as a regular ordinance within that time.

Proposed: December 14, 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, **if applicable.**
- (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 **that cultivate, manufacture or extract marijuana** 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.

MEMO

TO: DIANE BARNES, TOWN MANAGER
FROM: KATHY MALLOY, ASSESSOR
DATE: DECEMBER 12, 2018
RE: MONTHLY REPORT FOR NOVEMBER

- 72 Deeds were processed
36-July
36-August
- Work started on the Sales Analysis Return for Maine Revenue. The state requests sales information from 7-1-17 through 6-30-2018. This report compares sale price to assessed value, and is used to determine our certified ratio.
- We submitted the Tree Growth Roster to the Forestry Division. This report contains detailed information on all tree growth parcels in Lisbon and must be updated each November.

Code Enforcement

Dennis J. Douglass

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

Monthly Report for November 2018

Building permits issued - 7

- 4 Mobile homes
- 1 new single family residential home
- 2 Misc.

Electrical permits issued - 12

- 2 Remodel
- 4 Mobile home
- 1 Garage
- 3 Upgrade service
- 2 Generator

Plumbing permits issued - 6

- 4 Mobile home hook-ups
- 2 Replacement HHE200

Misc. permits issued - 1

- Sign permit

Planning Board -

Case #18-12 – Conditional Use application – Medical Marijuana Retail Store

Lisbon Cannabis Co., Jason Smith

60 Capital Ave., Lisbon Maine 04252

Tax Map U10 Lot 018

Retail storefront for the sale of medical marijuana products

Case #18-13 – Tier 2 Site Plan Review application - Medical Marijuana Retail Store

BBB Pharmaceutical Alternatives, LLC, Paul J. Brunelle

385 Lisbon Street, Lisbon Maine 04250

Tax Map U13 Lot 005

Retail storefront for the sale of medical marijuana products

Comprehensive Plan work

Appeals Board - No cases to report.

Health Officer –

- Living condition inspections - 8 Merrill Avenue
- Landlord/Tenant issues

Building Maintenance –

- Working on HVAC systems at Town Office and the MTM buildings. On-going issues.



TOWN OF LISBON

Economic & Community Development

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

Economic & Community Development November Report

TO: Diane Barnes, Town Manager
FROM: Tracey Steuber, Economic & Community Development Director
DATE: December 12, 2018
RE: Monthly Department Report



New Businesses: Black Bear Ladder held its grand opening on November 30th at 65 Lisbon Street. Due to schedule conflicts, an official town ribbon cutting ceremony will take place in the spring of 2019.

Black Bear Ladder was able to take advantage of the Town of Lisbon's Revolving Loan Program to assist in this expansion.

Welcome Crystal & John Cordts and Black Bear Ladder to Lisbon!

Lisbon residents have missed their local bakery....well not anymore, Sweet Cakes Bake Shop has opened in the former Benoit's Bakery and is offering many selections including soup of the day. Tara Kieger, pastry chef is ready to serve you and very excited to have a store front location.

Please stop in and visit our new businesses and welcome them to the Town of Lisbon and remember let's continue to keep the growth going and support our business by SHOPPING LOCAL!



Community Development Block Grant:

Façade Grant Projects: The Old Lisbon High School project is showing progress daily. They have a new roof as part of the façade program. Bob Strout continues to restore this historic building. You can follow the progress on their Facebook page, Old Yellow Schoolhouse. The Façade Grant program is scheduled to close in December.



Moxie Festival 2019: The Moxie Festival has a new coordinator Julie-Ann Baumer has accepted the position of coordinator and will work under the direction of Lisbon's Parks & Recreation. Julie-Ann has previously been a significant part of the planning committee and will do an outstanding job. Congratulations Julie-Ann!

12/12/2018 10:41
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Town of Lisbon
YEAR-TO-DATE BUDGET REPORT

P 1
glytdbud

FOR 2019 06

ACCOUNTS FOR: 1000 General Fund	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12020500 Elected Officials							
12020500 50108 Elected Officials	17,730	0	17,730	5,454.72	.00	12,275.28	30.8%
12020500 50202 Workers Comp Insura	64	0	64	17.12	.00	46.88	26.8%
12020500 50230 FICA Employer Costs	1,357	0	1,357	417.12	.00	939.88	30.7%
12020500 50302 Operating supplies	500	0	500	11.68	.00	488.32	2.3%
12020500 50306 Postage	100	0	100	.00	.00	100.00	.0%
12020500 50307 Advertising	1,000	0	1,000	37.69	459.06	503.25	49.7%
12020500 50308 Printing	100	0	100	.00	.00	100.00	.0%
12020500 50401 Professional Develo	1,000	0	1,000	196.00	.00	804.00	19.6%
TOTAL Elected Officials	21,851	0	21,851	6,134.33	459.06	15,257.61	30.2%
12021000 Town Manager							
12021000 50101 Town Manager	96,482	0	96,482	29,689.60	.00	66,792.40	30.8%
12021000 50107 Administrative	47,502	0	47,502	14,617.60	.00	32,884.40	30.8%
12021000 50140 Overtime wages	500	0	500	.00	.00	500.00	.0%
12021000 50201 Unemployment Costs	495	0	495	199.00	.00	296.00	40.2%
12021000 50202 Workers Comp Insura	2,576	0	2,576	426.56	.00	2,149.44	16.6%
12021000 50210 MEPEERS - Employer S	14,449	0	14,449	4,430.72	.00	10,018.28	30.7%
12021000 50220 Health Insurance	38,768	0	38,768	10,820.22	.00	27,947.78	27.9%
12021000 50230 FICA Employer Costs	11,053	0	11,053	3,178.95	.00	7,874.05	28.8%
12021000 50301 Office Supplies	600	0	600	283.59	-53.03	369.44	38.4%
12021000 50306 Postage	250	0	250	1,072.53	.00	-822.53	429.0%
12021000 50307 Advertising	1,000	0	1,000	179.50	.00	820.50	18.0%
12021000 50308 Printing	1,200	0	1,200	.00	.00	1,200.00	.0%
12021000 50352 Cell Phone/Allowanc	840	0	840	315.00	.00	525.00	37.5%
12021000 50401 Professional Develo	1,500	0	1,500	561.86	.00	938.14	37.5%
12021000 50412 Meals and Lodging	100	0	100	.00	.00	100.00	.0%
12021000 50413 Mileage/ travel rei	2,900	0	2,900	1,089.24	.00	1,810.76	37.6%
12021000 50452 Audit services	9,850	0	9,850	9,700.00	.00	150.00	98.5%
TOTAL Town Manager	230,065	0	230,065	76,564.37	-53.03	153,553.66	33.3%
12021500 Appeals Board							
12021500 50104 Non Supervisory	200	0	200	.00	.00	200.00	.0%

12/12/2018 10:41
49751colston

Town of Lisbon
YEAR-TO-DATE BUDGET REPORT

P 2
glytdbud

FOR 2019 06

ACCOUNTS FOR: 1000 General Fund	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12021500 50108 Elected Officials	751	0	751	227.11	.00	523.89	30.2%
12021500 50202 Workers Comp Insura	4	0	4	.51	.00	3.49	12.8%
12021500 50230 FICA Employer Costs	73	0	73	17.62	.00	55.38	24.1%
12021500 50301 Office Supplies	50	0	50	.00	.00	50.00	.0%
12021500 50306 Postage	50	0	50	.00	.00	50.00	.0%
12021500 50307 Advertising	375	0	375	.00	.00	375.00	.0%
12021500 50401 Professional Develo	200	0	200	.00	.00	200.00	.0%
TOTAL Appeals Board	1,703	0	1,703	245.24	.00	1,457.76	14.4%
12021600 Planning Board							
12021600 50104 Non Supervisory	1,000	0	1,000	138.46	.00	861.54	13.8%
12021600 50108 Elected Officials	5,000	0	5,000	1,031.24	.00	3,968.76	20.6%
12021600 50202 Workers Comp Insura	22	0	22	3.76	.00	18.24	17.1%
12021600 50230 FICA Employer Costs	459	0	459	89.41	.00	369.59	19.5%
12021600 50301 Office Supplies	400	0	400	10.49	.00	389.51	2.6%
12021600 50306 Postage	150	0	150	14.86	.00	135.14	9.9%
12021600 50307 Advertising	750	0	750	128.17	.00	621.83	17.1%
12021600 50401 Professional Develo	600	0	600	157.76	.00	442.24	26.3%
12021600 50451 Contracted Professi	21,250	0	21,250	7,083.32	.00	14,166.68	33.3%
12021600 50455 Profesional Service	2,500	0	2,500	.00	.00	2,500.00	.0%
TOTAL Planning Board	32,131	0	32,131	8,657.47	.00	23,473.53	26.9%
12022000 Legal							
12022000 50450 Legal expense	40,000	0	40,000	8,492.00	.00	31,508.00	21.2%
TOTAL Legal	40,000	0	40,000	8,492.00	.00	31,508.00	21.2%
12022500 Clerk							
12022500 50102 Department Head	56,560	0	56,560	17,401.60	.00	39,158.40	30.8%
12022500 50104 Non Supervisory	20,263	0	20,263	5,164.47	.00	15,098.53	25.5%
12022500 50130 Temporary/seasonal	5,500	0	5,500	30.00	.00	5,470.00	.5%
12022500 50201 Unemployment Costs	608	0	608	99.50	.00	508.50	16.4%
12022500 50202 Workers Comp Insura	297	0	297	52.24	.00	244.76	17.6%

12/12/2018 10:41
49751colston

Town of Lisbon
YEAR-TO-DATE BUDGET REPORT

P 3
glytdbud

FOR 2019 06

ACCOUNTS FOR: 1000 General Fund	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12022500 50210 MEPEERS - Employer S	5,656	0	5,656	1,740.16	.00	3,915.84	30.8%
12022500 50220 Health Insurance	16,644	0	16,644	4,645.34	.00	11,998.66	27.9%
12022500 50230 FICA Employer Costs	6,298	0	6,298	1,636.21	.00	4,661.79	26.0%
12022500 50301 Office Supplies	1,800	0	1,800	706.95	852.66	240.39	86.6%
12022500 50306 Postage	770	0	770	613.82	.00	156.18	79.7%
12022500 50307 Advertising	500	0	500	71.80	71.24	356.96	28.6%
12022500 50308 Printing	3,400	0	3,400	3,199.16	.00	200.84	94.1%
12022500 50352 Cell Phone/Allowanc	420	0	420	175.00	.00	245.00	41.7%
12022500 50360 Minor equipment	0	0	0	.00	1,178.00	-1,178.00	100.0%
12022500 50401 Professional Develo	1,480	0	1,480	416.00	50.00	1,014.00	31.5%
12022500 50402 Dues and Membership	600	0	600	95.00	30.00	475.00	20.8%
12022500 50412 Meals and Lodging	900	0	900	146.77	.00	753.23	16.3%
12022500 50413 Mileage/ travel rei	2,500	0	2,500	253.24	.00	2,246.76	10.1%
12022500 50451 Contracted Professi	600	0	600	.00	.00	600.00	.0%
12022500 50455 Professional Service	12,795	0	12,795	950.00	.00	11,845.00	7.4%
12022500 50536 R&M: Equipment	2,200	0	2,200	.00	.00	2,200.00	.0%
TOTAL Clerk	139,791	0	139,791	37,397.26	2,181.90	100,211.84	28.3%
12023000 Finance							
12023000 50102 Department Head	77,228	0	77,228	23,763.22	.00	53,464.78	30.8%
12023000 50104 Non Supervisory	28,011	0	28,011	8,620.80	.00	19,390.20	30.8%
12023000 50201 Unemployment Costs	495	0	495	99.50	.00	395.50	20.1%
12023000 50202 Workers Comp Insura	379	0	379	70.18	.00	308.82	18.5%
12023000 50210 MEPEERS - Employer S	10,524	0	10,524	2,376.32	.00	8,147.68	22.6%
12023000 50220 Health Insurance	33,081	0	33,081	6,386.07	.00	26,694.93	19.3%
12023000 50230 FICA Employer Costs	8,051	0	8,051	2,296.20	.00	5,754.80	28.5%
12023000 50301 Office Supplies	4,000	0	4,000	1,157.94	-131.53	2,973.59	25.7%
12023000 50306 Postage	1,500	0	1,500	-3,039.48	.00	4,539.48	-202.6%
12023000 50352 Cell Phone/Allowanc	420	0	420	210.00	.00	210.00	50.0%
12023000 50401 Professional Develo	2,000	0	2,000	193.71	.00	1,806.29	9.7%
12023000 50402 Dues and Membership	520	0	520	225.00	170.00	125.00	76.0%
12023000 50413 Mileage/ travel rei	800	0	800	.00	124.75	675.25	15.6%
TOTAL Finance	167,009	0	167,009	42,359.46	163.22	124,486.32	25.5%
12023500 Tax Collection							
12023500 50104 Non Supervisory	125,564	0	125,564	33,655.58	.00	91,908.42	26.8%

12/12/2018 10:41
49751colston

Town of Lisbon
YEAR-TO-DATE BUDGET REPORT

P
glytdbud 4

FOR 2019 06

ACCOUNTS FOR: 1000 General Fund	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12023500 50130 Temporary/seasonal	2,500	0	2,500	3,400.38	.00	-900.38	136.0%
12023500 50140 Overtime	1,500	0	1,500	561.95	.00	938.05	37.5%
12023500 50201 Unemployment Costs	1,072	0	1,072	398.00	.00	674.00	37.1%
12023500 50202 Workers Comp Insura	467	0	467	72.92	.00	394.08	15.6%
12023500 50210 MEPPERS - Employer S	12,642	0	12,642	4,210.11	.00	8,431.89	33.3%
12023500 50220 Health Insurance	31,504	0	31,504	7,266.96	.00	24,237.04	23.1%
12023500 50230 FICA Employer Costs	9,912	0	9,912	2,469.77	.00	7,442.23	24.9%
12023500 50301 Office Supplies	4,500	0	4,500	1,236.44	14.99	3,248.57	27.8%
12023500 50306 Postage	7,000	0	7,000	3,076.64	.00	3,923.36	44.0%
12023500 50401 Professional Develo	1,300	0	1,300	195.00	.00	1,105.00	15.0%
12023500 50402 Dues and Membership	0	0	0	.00	60.00	-60.00	100.0%
12023500 50412 Meals and Lodging	250	0	250	7.55	.00	242.45	3.0%
12023500 50413 Mileage/ travel rei	500	0	500	269.38	.00	230.62	53.9%
TOTAL Tax Collection	198,711	0	198,711	56,820.68	74.99	141,815.33	28.6%
12024000 Assessor							
12024000 50102 Department Head	59,452	0	59,452	18,291.20	.00	41,160.80	30.8%
12024000 50104 Non-supervisory wag	14,560	0	14,560	4,703.91	.00	9,856.09	32.3%
12024000 50201 Unemployment Costs	495	0	495	99.50	.00	395.50	20.1%
12024000 50202 Workers Comp Insura	1,533	0	1,533	244.52	.00	1,288.48	16.0%
12024000 50210 MEPPERS - Employer S	7,402	0	7,402	1,919.12	.00	5,482.88	25.9%
12024000 50220 Health Insurance	28,084	0	28,084	1,305.51	.00	26,778.49	4.6%
12024000 50230 FICA Employer Costs	5,662	0	5,662	1,368.45	.00	4,293.55	24.2%
12024000 50301 Office Supplies	400	0	400	121.96	.00	278.04	30.5%
12024000 50306 Postage	250	0	250	19.66	.00	230.34	7.9%
12024000 50308 Printing	300	0	300	.00	.00	300.00	.0%
12024000 50401 Professional Develo	400	0	400	.00	.00	400.00	.0%
12024000 50402 Dues and Membership	200	0	200	40.00	.00	160.00	20.0%
12024000 50413 Mileage/ travel rei	800	0	800	.00	227.88	572.12	28.5%
12024000 50451 Contracted Professi	3,000	0	3,000	.00	.00	3,000.00	.0%
12024000 50470 Registry Services	800	0	800	248.00	83.00	469.00	41.4%
12024000 50536 R&M: Equipment	200	0	200	.00	.00	200.00	.0%
12024000 50624 Mapping & Microfili	1,000	0	1,000	2,000.00	.00	-1,000.00	200.0%
TOTAL Assessor	124,538	0	124,538	30,361.83	310.88	93,865.29	24.6%
12024500 Code Enforcement							
12024500 50102 Department Head	77,777	0	77,777	23,929.60	.00	53,847.40	30.8%

12/12/2018 10:41
49751colston

Town of Lisbon
YEAR-TO-DATE BUDGET REPORT

5
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FOR 2019 06

ACCOUNTS FOR: 1000 General Fund	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12024500 50201 Unemployment Costs	248	0	248	99.50	.00	148.50	40.1%
12024500 50202 Workers Comp Insura	1,936	0	1,936	305.17	.00	1,630.83	15.8%
12024500 50210 MEPPRS - Employer S	7,778	0	7,778	2,554.64	.00	5,223.36	32.8%
12024500 50220 Health Insurance	22,881	0	22,881	6,386.07	.00	16,494.93	27.9%
12024500 50230 FICA Employer Costs	5,950	0	5,950	1,718.53	.00	4,231.47	28.9%
12024500 50301 Office Supplies	500	0	500	93.31	.00	406.69	18.7%
12024500 50306 Postage	100	0	100	28.34	.00	71.66	28.3%
12024500 50352 Cell Phone/Allowanc	420	0	420	175.00	.00	245.00	41.7%
12024500 50375 Gas	850	0	850	289.63	.00	560.37	34.1%
12024500 50401 Professional Develo	750	0	750	350.00	.00	400.00	46.7%
12024500 50402 Dues and Membership	250	0	250	.00	.00	250.00	.0%
12024500 50501 Vehicle Repairs	500	0	500	.00	.00	500.00	.0%
12024500 50624 Mapping & Microfili	1,000	0	1,000	.00	.00	1,000.00	.0%
TOTAL Code Enforcement	120,940	0	120,940	35,929.79	.00	85,010.21	29.7%
12025500 Liability Insurance							
12025500 50221 HRA Costs	41,650	0	41,650	5,797.40	.00	35,852.60	13.9%
12025500 50601 General Liability	8,455	0	8,455	4,218.50	.00	4,236.50	49.9%
12025500 50602 Vehicle Insurance	29,459	0	29,459	14,729.50	.00	14,729.50	50.0%
12025500 50603 Police Liability	15,812	0	15,812	7,906.00	.00	7,906.00	50.0%
12025500 50604 Property Insurance	18,934	0	18,934	9,467.00	.00	9,467.00	50.0%
12025500 50605 Fire Fighter Insura	1,118	0	1,118	559.00	.00	559.00	50.0%
12025500 50606 Crime Insurance	1,189	0	1,189	594.50	.00	594.50	50.0%
12025500 50607 Public Officials	3,860	0	3,860	1,930.00	.00	1,930.00	50.0%
12025500 50608 Employment Liabilit	8,651	0	8,651	4,437.50	.00	4,213.50	51.3%
12025500 50609 Public Officials Bo	1,580	0	1,580	1,580.00	.00	.00	100.0%
TOTAL Liability Insurance	130,708	0	130,708	51,219.40	.00	79,488.60	39.2%
12026500 Technology							
12026500 50360 Minor equipment	20,000	0	20,000	11,571.99	2,105.00	6,323.01	68.4%
12026500 50362 Computer software	175,021	0	175,021	857.00	.00	174,164.00	.5%
12026500 50451 Contracted Professi	0	0	0	79,469.28	.00	-79,469.28	100.0%
12026500 50454 Internet and websit	6,000	0	6,000	1,809.10	90.00	4,100.90	31.7%
12026500 50530 Software and Servic	0	0	0	37,514.32	4,668.19	-42,182.51	100.0%
12026500 50536 R&M: Equipment	15,000	0	15,000	3,195.57	.00	11,804.43	21.3%
TOTAL Technology	216,021	0	216,021	134,417.26	6,863.19	74,740.55	65.4%

12/12/2018 10:41
49751colston

Town of Lisbon
YEAR-TO-DATE BUDGET REPORT

P 7
glytdbud

FOR 2019 06

ACCOUNTS FOR: 1000 General Fund	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12090100 50901 Tax abatements	10,000	0	10,000	8,783.30	.00	1,216.70	87.8%
TOTAL Abatements	10,000	0	10,000	8,783.30	.00	1,216.70	87.8%
13030500 Health Officer							
13030500 50102 Department Head	0	5,268	5,268	1,616.64	.00	3,651.36	30.7%
13030500 50202 Workers Comp Insura	0	132	132	21.61	.00	110.39	16.4%
13030500 50210 MEPEERS - Employer S	0	527	527	.00	.00	527.00	.0%
13030500 50230 FICA Employer Costs	0	403	403	115.85	.00	287.15	28.7%
13030500 50301 Office Supplies	0	150	150	.00	.00	150.00	.0%
TOTAL Health Officer	0	6,480	6,480	1,754.10	.00	4,725.90	27.1%
13031000 General Assistance							
13031000 50102 Department Head	10,508	0	10,508	3,068.22	.00	7,439.78	29.2%
13031000 50201 Unemployment Costs	217	0	217	99.50	.00	117.50	45.9%
13031000 50202 Workers Comp Insura	38	0	38	7.08	.00	30.92	18.6%
13031000 50230 FICA Employer Costs	804	0	804	234.74	.00	569.26	29.2%
13031000 50301 Office Supplies	100	0	100	.00	.00	100.00	.0%
13031000 50306 Postage	200	0	200	18.01	.00	181.99	9.0%
13031000 50352 Cell Phone allowanc	363	0	363	139.40	.00	223.60	38.4%
13031000 50440 General Assistance	25,000	0	25,000	11,907.20	.00	13,092.80	47.6%
13031000 50510 Electricity	0	0	0	15.00	.00	-15.00	100.0%
TOTAL General Assistance	37,230	0	37,230	15,489.15	.00	21,740.85	41.6%
14040500 Police							
14040500 50102 Department Head	77,270	0	77,270	23,776.01	.00	53,493.99	30.8%
14040500 50104 Non Supervisory	716,056	0	716,056	201,455.82	.00	514,600.18	28.1%
14040500 50107 Administrative	38,572	0	38,572	10,781.01	.00	27,790.99	28.0%
14040500 50117 Misc. Police Detail	7,000	0	7,000	3,126.74	.00	3,873.26	44.7%
14040500 50130 Temporary/seasonal	25,000	0	25,000	4,510.63	.00	20,489.37	18.0%
14040500 50140 Overtime wages	31,350	0	31,350	9,317.36	.00	22,032.64	29.7%
14040500 50141 Holiday/Personal ti	101,277	0	101,277	5,794.84	.00	95,482.16	5.7%

12/12/2018 10:41
49751colston

Town of Lisbon
YEAR-TO-DATE BUDGET REPORT

IP 8
glytdbud

FOR 2019 06

ACCOUNTS 1000	FOR: General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
14040500	50143 Court time	9,000	0	9,000	2,581.91	.00	6,418.09	28.7%
14040500	50145 Replacement Wages	0	0	0	37,216.44	.00	-37,216.44	100.0%
14040500	50201 Unemployment Costs	4,470	0	4,470	1,193.97	.00	3,276.03	26.7%
14040500	50202 Workers Comp Insura	34,086	0	34,086	5,984.97	.00	28,101.03	17.6%
14040500	50210 MEPEERS - Employer S	100,887	0	100,887	29,035.85	.00	71,851.15	28.8%
14040500	50220 Health Insurance	305,913	0	305,913	82,089.48	.00	223,823.52	26.8%
14040500	50230 FICA Employer Costs	76,923	0	76,923	22,166.41	.00	54,756.59	28.8%
14040500	50260 Uniform cleaning	800	0	800	134.60	116.90	548.50	31.4%
14040500	50301 Office Supplies	3,250	0	3,250	954.25	167.89	2,127.86	34.5%
14040500	50302 Operating supplies	13,700	0	13,700	7,208.15	56.43	6,435.42	53.0%
14040500	50306 Postage	750	0	750	125.97	.00	624.03	16.8%
14040500	50307 Advertising	750	0	750	.00	.00	750.00	.0%
14040500	50308 Printing	3,500	0	3,500	.00	1,344.00	2,156.00	38.4%
14040500	50349 Recruitment Testing	2,500	0	2,500	825.00	.00	1,675.00	33.0%
14040500	50351 Clothing/Boot Allow	18,900	0	18,900	7,623.74	3,392.80	7,883.46	58.3%
14040500	50352 Cell Phone/Allowanc	5,670	0	5,670	2,342.74	.00	3,327.26	41.3%
14040500	50353 Physicals	200	0	200	247.00	.00	-47.00	123.5%
14040500	50375 Gas	26,250	0	26,250	10,107.14	.00	16,142.86	38.5%
14040500	50378 Tires Expense	4,200	0	4,200	1,012.83	.00	3,187.17	24.1%
14040500	50401 Professional Develo	14,420	0	14,420	8,026.51	1,039.00	5,354.49	62.9%
14040500	50413 Mileage/ travel rei	800	0	800	19.66	.00	780.34	2.5%
14040500	50415 Education Program	2,434	0	2,434	.00	.00	2,434.00	.0%
14040500	50501 Vehicle Repairs	10,000	0	10,000	3,910.80	.00	6,089.20	39.1%
14040500	50512 Telephone	10,000	0	10,000	3,982.91	577.37	5,439.72	45.6%
14040500	50532 R&M Office Equipmen	0	1,000	1,000	.00	.00	1,000.00	.0%
14040500	50536 R&M: Equipment	1,000	5,500	6,500	1,542.61	361.19	4,596.20	29.3%
14040500	50544 R & M: Radios	6,500	-6,500	0	986.60	.00	-986.60	100.0%
14040500	50710 Equipment	2,700	0	2,700	.00	.00	2,700.00	.0%
14040500	50720 Equipment - vehicle	0	40,000	40,000	.00	.00	40,000.00	.0%
14040500	50730 Equipment - furnitu	40,000	-40,000	0	.00	.00	.00	.0%
TOTAL Police		1,696,128	0	1,696,128	488,081.95	7,055.58	1,200,990.47	29.2%
14041500 Fire Department								
14041500	50102 Department Head	70,013	0	70,013	21,542.40	.00	48,470.60	30.8%
14041500	50104 Non Supervisory	150,000	0	150,000	34,281.20	.00	115,718.80	22.9%
14041500	50201 Unemployment Costs	247	0	247	99.50	.00	147.50	40.3%
14041500	50202 Workers Comp Insura	18,306	0	18,306	3,373.79	.00	14,932.21	18.4%
14041500	50210 MEPEERS - Employer S	7,001	0	7,001	2,154.24	.00	4,846.76	30.8%
14041500	50220 Health Insurance	22,881	0	22,881	6,386.06	.00	16,494.94	27.9%
14041500	50230 FICA Employer Costs	16,831	0	16,831	3,970.36	.00	12,860.64	23.6%

12/12/2018 10:41
49751colston

Town of Lisbon
YEAR-TO-DATE BUDGET REPORT

IP
lglytdbud 9

FOR 2019 06

ACCOUNTS FOR: 1000 General Fund	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
14041500 50301 Office Supplies	500	0	500	311.14	134.33	54.53	89.1%
14041500 50302 Operating supplies	10,000	0	10,000	1,975.38	95.61	7,929.01	20.7%
14041500 50306 Postage	50	0	50	14.48	.00	35.52	29.0%
14041500 50351 Clothing/Boot Allow	3,500	0	3,500	635.81	.00	2,864.19	18.2%
14041500 50352 Cell Phone/Allowanc	420	0	420	140.00	.00	280.00	33.3%
14041500 50353 Physicals	5,000	0	5,000	1,880.00	.00	3,120.00	37.6%
14041500 50370 Parts - Supplies	5,500	0	5,500	930.54	25.97	4,543.49	17.4%
14041500 50375 Gas	1,900	0	1,900	1,043.41	.00	856.59	54.9%
14041500 50377 Diesel	3,700	0	3,700	2,114.93	.00	1,585.07	57.2%
14041500 50378 Tires Expense	2,600	0	2,600	1,592.20	.00	1,007.80	61.2%
14041500 50401 Professional Develo	5,000	0	5,000	472.00	300.00	4,228.00	15.4%
14041500 50413 Mileage/ travel rei	300	0	300	120.70	.00	179.30	40.2%
14041500 50490 Capital Projects Re	75,000	0	75,000	.00	.00	75,000.00	.0%
14041500 50502 Vehicle Maintenance	0	0	0	50.00	.00	-50.00	100.0%
14041500 50511 Water Usage	2,395	0	2,395	1,034.05	.00	1,360.95	43.2%
14041500 50512 Telephone	2,600	0	2,600	1,025.24	84.10	1,490.66	42.7%
14041500 50513 Sewer Expense	214	0	214	147.84	.00	66.16	69.1%
14041500 50536 R&M: Equipment	24,000	0	24,000	32,824.41	3,132.63	-11,957.04	149.8%
14041500 50544 R & M: Radios	8,300	0	8,300	6,634.96	.00	1,665.04	79.9%
14041500 50560 Fire Fighting Foam	3,000	0	3,000	1,490.00	.00	1,510.00	49.7%
14041500 50561 EMS Supplies	1,500	0	1,500	38.70	.00	1,461.30	2.6%
14041500 50562 Personal Protective	20,500	0	20,500	486.91	.00	20,013.09	2.4%
14041500 50563 Hose Replacement	5,000	0	5,000	.00	.00	5,000.00	.0%
TOTAL Fire Department	466,258	0	466,258	126,770.25	3,772.64	335,715.11	28.0%
14043000 Emergency Management							
14043000 50100 LEMS Stipend	127,885	0	127,885	63,942.24	.00	63,942.76	50.0%
14043000 50104 Non Supervisory	1,546	0	1,546	475.60	.00	1,070.40	30.8%
14043000 50201 Unemployment Costs	32	0	32	.00	.00	32.00	.0%
14043000 50202 Workers Comp Insura	6	0	6	6.36	.00	-3.36	106.0%
14043000 50230 FICA Employer Costs	119	0	119	36.32	.00	82.68	30.5%
14043000 50402 Dues and Membership	35	0	35	.00	.00	35.00	.0%
TOTAL Emergency Management	129,623	0	129,623	64,460.52	.00	65,162.48	49.7%
14045000 Animal Control							
14045000 50104 Non Supervisory	41,606	0	41,606	12,640.20	.00	28,965.80	30.4%

12/12/2018 10:41
49751colston

Town of Lisbon
YEAR-TO-DATE BUDGET REPORT

P 10
glytbud

FOR 2019 06

ACCOUNTS FOR: 1000 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
14045000 50140 Overtime	2,400	0	2,400	677.59	.00	1,722.41	28.2%
14045000 50201 Unemployment Costs	397	0	397	99.50	.00	297.50	25.1%
14045000 50202 Workers Comp Insura	823	0	823	538.91	.00	284.09	65.5%
14045000 50210 MEPEERS - Employer S	3,918	0	3,918	1,259.23	.00	2,658.77	32.1%
14045000 50220 Health Insurance	22,881	0	22,881	6,386.07	.00	16,494.93	27.9%
14045000 50230 FICA Employer Costs	3,367	0	3,367	928.65	.00	2,438.35	27.6%
14045000 50302 Operating supplies	250	0	250	17.92	.00	232.08	7.2%
14045000 50351 Clothing/Boot Allow	600	0	600	.00	.00	600.00	.0%
14045000 50352 Cell Phone/Allowanc	626	0	626	377.29	.00	248.71	60.3%
14045000 50375 Gas	2,700	0	2,700	1,101.75	.00	1,598.25	40.8%
14045000 50378 Tires Expense	685	0	685	.00	.00	685.00	.0%
14045000 50401 Professional Develo	500	0	500	16.06	.00	483.94	3.2%
14045000 50451 Contracted Professi	500	0	500	.00	.00	500.00	.0%
14045000 50453 Animal Shelter Serv	11,712	0	11,712	11,711.70	.00	.30	100.0%
14045000 50501 Vehicle Repairs	0	0	0	680.04	.00	-680.04	100.0%
14045000 50536 R&M: Equipment	700	0	700	70.86	.00	629.14	10.1%
14045000 50710 Equipment	400	0	400	123.65	.00	276.35	30.9%
TOTAL Animal Control	94,065	0	94,065	36,629.42	.00	57,435.58	38.9%
14046000 Lisbon Communications Center							
14046000 50104 Non Supervisory	193,148	0	193,148	54,675.34	.00	138,472.66	28.3%
14046000 50130 Temporary/seasonal	20,425	0	20,425	6,191.46	.00	14,233.54	30.3%
14046000 50140 Overtime wages	2,250	0	2,250	16,439.61	.00	-14,189.61	730.6%
14046000 50141 Replacement Wages	37,493	0	37,493	582.00	.00	36,911.00	1.6%
14046000 50145 Replacement Wages	0	0	0	5,165.78	.00	-5,165.78	100.0%
14046000 50201 Unemployment Costs	1,410	0	1,410	398.00	.00	1,012.00	28.2%
14046000 50202 Workers Comp Insura	912	0	912	.00	.00	912.00	.0%
14046000 50210 MEPEERS - Employer S	23,367	0	23,367	4,615.70	.00	18,751.30	19.8%
14046000 50220 Health Insurance	37,667	0	37,667	14,199.35	.00	23,467.65	37.7%
14046000 50230 FICA Employer Costs	19,379	0	19,379	6,153.67	.00	13,225.33	31.8%
14046000 50301 Office Supplies	2,400	0	2,400	1,566.27	22.64	811.09	66.2%
14046000 50307 Advertising	120	0	120	.00	.00	120.00	.0%
14046000 50349 Recruitment Testing	500	0	500	250.00	.00	250.00	50.0%
14046000 50351 Clothing/Boot Allow	1,750	0	1,750	659.59	58.90	1,031.51	41.1%
14046000 50401 Professional Develo	1,400	0	1,400	578.76	122.50	698.74	50.1%
14046000 50413 Mileage/ travel rei	100	0	100	100.00	.00	.00	100.0%
14046000 50512 Telephone	1,800	0	1,800	691.84	.00	1,108.16	38.4%
14046000 50536 R&M: Equipment	1,125	0	1,125	.00	.00	1,125.00	.0%
TOTAL Lisbon Communications Center	345,246	0	345,246	112,267.37	204.04	232,774.59	32.6%

15050500 Department of Public Works

12/12/2018 10:41
49751colston

Town of Lisbon
YEAR-TO-DATE BUDGET REPORT

P 11
glytdbud

FOR 2019 06

ACCOUNTS 1000	FOR: General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
15050500	50102 Department Head	80,018	0	80,018	24,620.81	.00	55,397.19	30.8%
15050500	50104 Non-Supervisory	365,983	0	365,983	95,565.11	.00	270,417.89	26.1%
15050500	50107 Administrative	18,706	0	18,706	5,683.02	.00	13,022.98	30.4%
15050500	50140 Overtime wages	40,000	0	40,000	6,895.91	.00	33,104.09	17.2%
15050500	50201 Unemployment Costs	2,472	0	2,472	994.99	.00	1,477.01	40.3%
15050500	50202 Workers Comp Insura	28,586	0	28,586	5,642.48	.00	22,943.52	19.7%
15050500	50210 MEPEERS - Employer S	45,440	0	45,440	11,214.78	.00	34,225.22	24.7%
15050500	50220 Health Insurance	166,744	0	166,744	35,658.97	.00	131,085.03	21.4%
15050500	50230 FICA Employer Costs	38,610	0	38,610	9,407.88	.00	29,202.12	24.4%
15050500	50240 Medical testing	1,200	0	1,200	.00	.00	1,200.00	.0%
15050500	50301 Office Supplies	1,100	0	1,100	1,220.68	-130.98	10.30	99.1%
15050500	50302 Operating supplies	7,000	0	7,000	2,516.92	134.99	4,348.09	37.9%
15050500	50303 Other Supplies	1,350	0	1,350	17.98	.00	1,332.02	1.3%
15050500	50306 Postage	100	0	100	68.22	.00	31.78	68.2%
15050500	50307 Advertising	1,000	0	1,000	967.10	.00	32.90	96.7%
15050500	50310 Sand and Gravel	6,500	0	6,500	3,723.62	.00	2,776.38	57.3%
15050500	50330 Aggregates	0	0	0	160.00	64.00	-224.00	100.0%
15050500	50331 Asphalt - Hot Top	15,000	0	15,000	935.20	.00	14,064.80	6.2%
15050500	50351 Clothing/Boot Allow	10,000	0	10,000	4,012.36	.00	5,987.64	40.1%
15050500	50352 Cell Phone/Allowanc	1,146	0	1,146	617.81	35.00	493.19	57.0%
15050500	50360 Minor equipment	3,000	0	3,000	1,860.61	.00	1,139.39	62.0%
15050500	50363 Culverts	15,000	0	15,000	662.37	.00	14,337.63	4.4%
15050500	50366 Asphalt-Hot Top	0	0	0	1,388.71	.00	-1,388.71	100.0%
15050500	50367 Excavation Expense	5,000	0	5,000	.00	.00	5,000.00	.0%
15050500	50370 Parts - Supplies	40,000	0	40,000	26,207.19	5.06	13,787.75	65.5%
15050500	50371 Sand & Gravel	0	0	0	3,503.46	.00	-3,503.46	100.0%
15050500	50375 Gas	10,125	0	10,125	-652.05	.00	10,777.05	-6.4%
15050500	50376 Oils and lubricants	4,500	0	4,500	817.43	.00	3,682.57	18.2%
15050500	50377 Diesel	27,000	0	27,000	18,418.01	.00	8,581.99	68.2%
15050500	50378 Tires Expense	5,000	0	5,000	.00	.00	5,000.00	.0%
15050500	50401 Professional Develo	4,000	0	4,000	475.30	.00	3,524.70	11.9%
15050500	50413 Mileage/ travel rei	200	0	200	109.04	.00	90.96	54.5%
15050500	50430 Filing fees/license	1,200	0	1,200	275.00	.00	925.00	22.9%
15050500	50455 Professional Service	26,400	0	26,400	1,445.76	.00	24,954.24	5.5%
15050500	50511 Water Usage	375	0	375	75.02	53.00	246.98	34.1%
15050500	50512 Telephone	4,000	0	4,000	1,502.83	206.80	2,290.37	42.7%
15050500	50513 Sewer Expense	560	0	560	90.72	33.60	435.68	22.2%
15050500	50535 Rental of Equipment	30,000	0	30,000	9,695.85	.00	20,304.15	32.3%
15050500	50536 R&M: Equipment	8,000	0	8,000	2,626.74	.00	5,373.26	32.8%
15050500	50537 Equipment Painting	3,000	0	3,000	74.30	.00	2,925.70	2.5%
15050500	50538 Loam & Seed	1,500	0	1,500	3,276.89	.00	-1,776.89	218.5%
15050500	50539 R&M: Catch Basins &	5,000	0	5,000	4,738.77	.00	261.23	94.8%
15050500	50541 Ground repair and m	6,000	0	6,000	4,800.00	.00	1,200.00	80.0%

12/12/2018 10:41
49751colston

Town of Lisbon
YEAR-TO-DATE BUDGET REPORT

12
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FOR 2019 06

ACCOUNTS FOR: 1000 General Fund	ORIGINAL APPROP	TRANFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
15050500 50544 R & M: Radios	1,000	0	1,000	218.70	.00	781.30	21.9%
15050500 50545 R & M: TREE REMOVE	6,000	0	6,000	2,500.00	.00	3,500.00	41.7%
15050500 50547 R & M: SIGNS	3,000	0	3,000	757.62	.00	2,242.38	25.3%
15050500 50548 R & M: STREETS	20,000	0	20,000	15,419.36	.00	4,580.64	77.1%
15050500 50720 Equipment - vehicle	30,000	0	30,000	30,816.50	.00	-816.50	102.7%
15050500 50770 Infrastructure- Pav	425,000	0	425,000	28,844.85	.00	396,155.15	6.8%
TOTAL Department of Public Works	1,515,815	0	1,515,815	369,872.82	401.47	1,145,540.71	24.4%
15051000 Winter Operations							
15051000 50140 Overtime	65,000	0	65,000	23.30	.00	64,976.70	.0%
15051000 50201 Unemployment Costs	248	0	248	.00	.00	248.00	.0%
15051000 50202 Workers Comp Insura	4,901	0	4,901	931.05	.00	3,969.95	19.0%
15051000 50210 MEPPERS - Employer S	6,825	0	6,825	.00	.00	6,825.00	.0%
15051000 50230 FICA Employer Costs	4,972	0	4,972	.60	.00	4,971.40	.0%
15051000 50303 Other Supplies	140,000	0	140,000	30,550.40	.00	109,449.60	21.8%
15051000 50306 Postage	0	0	0	6.07	.00	-6.07	100.0%
15051000 50370 Parts - Supplies	15,000	0	15,000	.00	.00	15,000.00	.0%
15051000 50451 Contracted Professi	50,000	0	50,000	16,666.00	8,333.00	25,001.00	50.0%
TOTAL Winter Operations	286,946	0	286,946	48,177.42	8,333.00	230,435.58	19.7%
15051500 Town Buildings							
15051500 50302 Operating supplies	0	0	0	.00	183.98	-183.98	100.0%
15051500 50512 Telephone	0	0	0	.00	569.53	-569.53	100.0%
TOTAL Town Buildings	0	0	0	.00	753.51	-753.51	100.0%
15052000 Solid Waste							
15052000 50104 Non Supervisory	102,169	0	102,169	29,827.30	.00	72,341.70	29.2%
15052000 50201 Unemployment Costs	968	0	968	398.00	.00	570.00	41.1%
15052000 50202 Workers Comp Insura	4,915	0	4,915	1,047.95	.00	3,867.05	21.3%
15052000 50210 MEPPERS - Employer S	8,101	0	8,101	2,384.74	.00	5,716.26	29.4%
15052000 50220 Health Insurance	45,761	0	45,761	12,396.48	.00	33,364.52	27.1%
15052000 50230 FICA Employer Costs	7,816	0	7,816	2,020.67	.00	5,795.33	25.9%

12/12/2018 10:41
49751colston

Town of Lisbon
YEAR-TO-DATE BUDGET REPORT

P 13
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FOR 2019 06

ACCOUNTS FOR: 1000 General Fund	ORIGINAL APPROP	TRANFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
15052000 50240 Medical testing	250	0	250	.00	.00	250.00	.0%
15052000 50301 Office Supplies	500	0	500	14.01	.00	485.99	2.8%
15052000 50302 Operating supplies	3,000	0	3,000	2,182.54	65.21	752.25	74.9%
15052000 50306 Postage	60	0	60	22.18	.00	37.82	37.0%
15052000 50307 Advertising	100	0	100	71.80	.00	28.20	71.8%
15052000 50308 Printing	1,200	0	1,200	611.00	.00	589.00	50.9%
15052000 50351 Clothing/Boot Allow	1,800	0	1,800	468.46	.00	1,331.54	26.0%
15052000 50352 Cell Phone allowanc	420	0	420	175.00	.00	245.00	41.7%
15052000 50368 Hauling	10,800	0	10,800	2,479.50	.00	8,320.50	23.0%
15052000 50369 Land Fill	4,000	0	4,000	1,412.15	.00	2,587.85	35.3%
15052000 50370 Parts - Supplies	8,000	0	8,000	3,353.93	76.33	4,569.74	42.9%
15052000 50377 Diesel	8,325	0	8,325	3,488.73	.00	4,836.27	41.9%
15052000 50378 Tires Expense	4,000	0	4,000	.00	.00	4,000.00	.0%
15052000 50401 Professional Develop	250	0	250	.00	.00	250.00	.0%
15052000 50413 Mileage/ travel rel	250	0	250	.00	.00	250.00	.0%
15052000 50430 Filing fees/license	700	0	700	396.00	.00	304.00	56.6%
15052000 50511 Water usage fees	2,500	0	2,500	474.16	474.16	1,551.68	37.9%
15052000 50512 Telephone	1,500	0	1,500	593.53	122.35	784.12	47.7%
15052000 50513 Sewer Expense	500	0	500	94.08	94.08	311.84	37.6%
15052000 50536 R&M: Equipment	5,000	0	5,000	497.49	.00	4,502.51	9.9%
15052000 50535 Recycling curbside	275,000	0	275,000	104,868.67	.00	170,131.33	38.1%
TOTAL Solid Waste	497,885	0	497,885	169,278.37	832.13	327,774.50	34.2%
15053500 Other Public Works							
15053500 50510 Electricity	107,000	0	107,000	29,180.85	8,819.98	68,999.17	35.5%
15053500 50534 Hydrant Rental	406,000	0	406,000	203,000.00	.00	203,000.00	50.0%
15053500 50536 R&M: Equipment	8,500	0	8,500	1,975.00	.00	6,525.00	23.2%
TOTAL Other Public Works	521,500	0	521,500	234,155.85	8,819.98	278,524.17	46.6%
16030500 Health Officer							
16030500 50102 Department Head Wag	5,268	-5,268	0	.00	.00	.00	.0%
16030500 50202 Workers compensatio	132	-132	0	.00	.00	.00	.0%
16030500 50210 Maine State retirem	527	-527	0	.00	.00	.00	.0%
16030500 50230 FICA taxes	403	-403	0	.00	.00	.00	.0%
16030500 50301 Office supplies	150	-150	0	.00	.00	.00	.0%
TOTAL Health Officer	6,480	-6,480	0	.00	.00	.00	.0%

12/12/2018 10:41
49751colston

Town of Lisbon
YEAR-TO-DATE BUDGET REPORT

P 14
glytdbud

FOR 2019 06

ACCOUNTS 1000	FOR: General Fund	ORIGINAL APPROP	TRANSFRS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
16060500 Library								
16060500	50102 Department Head	54,089	0	54,089	16,640.00	134.78	37,314.22	31.0%
16060500	50104 Non Supervisory	99,049	0	99,049	30,291.84	.00	68,757.16	30.6%
16060500	50201 Unemployment Costs	1,508	0	1,508	597.00	.00	911.00	39.6%
16060500	50202 Workers Comp Insura	663	0	663	121.15	.00	541.85	18.3%
16060500	50210 MEPEERS - Employer S	12,394	0	12,394	3,812.96	.00	8,581.04	30.8%
16060500	50220 Health Insurance	70,173	0	70,173	19,461.60	.00	50,711.40	27.7%
16060500	50230 FICA Employer Costs	11,716	0	11,716	3,324.54	.00	8,391.46	28.4%
16060500	50301 Office Supplies	3,700	0	3,700	1,220.07	.00	2,479.93	33.0%
16060500	50302 Operating supplies	39,468	0	39,468	9,207.24	1,651.46	28,609.30	27.5%
16060500	50306 Postage	2,112	0	2,112	893.25	.00	1,218.75	42.3%
16060500	50308 Printing	550	0	550	.00	.00	550.00	.0%
16060500	50352 Cell Phone/Allowanc	420	0	420	175.00	.00	245.00	41.7%
16060500	50401 Professional Develo	550	0	550	.00	.00	550.00	.0%
16060500	50402 Dues and Membership	200	0	200	.00	.00	200.00	.0%
16060500	50413 Mileage/ travel rel	300	0	300	.00	.00	300.00	.0%
16060500	50511 Water usage fees	225	0	225	108.40	.00	116.60	48.2%
16060500	50512 Telephone	1,900	0	1,900	788.79	.00	1,111.21	41.5%
16060500	50513 Sewer Expense	145	0	145	67.20	.00	77.80	46.3%
16060500	50535 Rentals of Equipmen	550	0	550	126.25	.00	423.75	23.0%
16060500	50536 R&M: Equipment	650	0	650	590.43	.00	59.57	90.8%
TOTAL Library		300,362	0	300,362	87,425.72	1,786.24	211,150.04	29.7%
16061500 PARKS & RECREATION								
16061500	50102 Department Head	61,922	0	61,922	19,052.80	.00	42,869.20	30.8%
16061500	50104 Non Supervisory	163,453	0	163,453	54,426.52	.00	109,026.48	33.3%
16061500	50130 Temporary/seasonal	126,310	0	126,310	87,173.04	.00	39,136.96	69.0%
16061500	50140 Overtime	5,819	0	5,819	779.47	.00	5,039.53	13.4%
16061500	50201 Unemployment Costs	5,196	0	5,196	597.00	.00	4,599.00	11.5%
16061500	50202 Workers Comp Insura	16,267	0	16,267	2,295.71	.00	13,971.29	14.1%
16061500	50210 MEPEERS - Employer S	15,328	0	15,328	3,287.07	.00	12,040.93	21.4%
16061500	50220 Health Insurance	59,007	0	59,007	17,468.36	.00	41,538.64	29.6%
16061500	50230 FICA Employer Costs	27,350	0	27,350	12,154.57	.00	15,195.43	44.4%
16061500	50301 Office Supplies	1,200	0	1,200	154.15	26.33	1,019.52	15.0%
16061500	50302 Operating supplies	41,700	0	41,700	19,653.50	318.22	21,728.28	47.9%
16061500	50306 Postage	300	0	300	24.99	.00	275.01	8.3%
16061500	50307 Advertising	500	0	500	71.80	.00	428.20	14.4%

12/12/2018 10:41
49751colston

Town of Lisbon
YEAR-TO-DATE BUDGET REPORT

P 15
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FOR 2019 06

ACCOUNTS FOR: 1000 General Fund	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
16061500 50352 Cell Phone/Allowanc	420	0	420	175.00	.00	245.00	41.7%
16061500 50355 Co-Ed Softball/Fast	12,000	0	12,000	5,941.94	300.00	5,758.06	52.0%
16061500 50356 Summer Trips	36,000	0	36,000	16,014.13	.00	19,985.87	44.5%
16061500 50357 Sunshine Hill	3,000	0	3,000	2,415.38	.00	584.62	80.5%
16061500 50358 New Programs	8,000	0	8,000	3,905.04	2,360.00	1,734.96	78.3%
16061500 50359 Officials	3,400	0	3,400	2,715.54	.00	684.46	79.9%
16061500 50375 Gas	5,500	0	5,500	2,115.24	.00	3,384.76	38.5%
16061500 50376 Oil and lubricants	0	0	0	14.76	.00	-14.76	100.0%
16061500 50377 Diesel	1,400	0	1,400	809.95	.00	590.05	57.9%
16061500 50380 Uniforms/safety equ	500	0	500	.00	.00	500.00	.0%
16061500 50401 Professional Develop	1,200	0	1,200	167.85	.00	1,032.15	14.0%
16061500 50413 Mileage/ travel rel	400	0	400	.00	.00	400.00	.0%
16061500 50414 Senior Meals Expens	7,000	0	7,000	2,218.08	124.45	4,657.47	33.5%
16061500 50483 Security System Mai	360	0	360	90.00	.00	270.00	25.0%
16061500 50501 Vehicle Repairs	3,000	0	3,000	1,070.43	.00	1,929.57	35.7%
16061500 50502 Vehicle Maintenance	0	0	0	592.81	.00	-592.81	100.0%
16061500 50510 Electricity	300	0	300	95.10	133.31	71.59	76.1%
16061500 50511 Water Usage	1,312	0	1,312	272.63	272.63	766.74	41.6%
16061500 50512 Telephone	2,800	0	2,800	1,121.88	70.65	1,607.47	42.6%
16061500 50513 Sewer Expense	1,000	0	1,000	120.96	94.08	784.96	21.5%
16061500 50516 Trash Removal	0	0	0	.00	126.73	-126.73	100.0%
16061500 50522 Space Rental	2,200	0	2,200	1,168.32	.00	1,031.68	53.1%
16061500 50536 R&M: Equipment	5,000	0	5,000	1,501.06	.00	3,498.94	30.0%
16061500 50541 Grounds maintenance	11,500	0	11,500	5,374.26	771.20	5,354.54	53.4%
16061500 50542 River Trail maint a	5,000	0	5,000	2,079.03	.00	2,920.97	41.6%
16061500 50543 R&M: Green Thumb	4,690	0	4,690	1,437.57	44.95	3,207.48	31.6%
16061500 50556 Processing/disposal	1,150	0	1,150	553.12	.00	596.88	48.1%
TOTAL PARKS & RECREATION	641,484	0	641,484	269,109.06	4,642.55	367,732.39	42.7%
16062000 Public Services - Other							
16062000 50442 Transportation serv	40,000	0	40,000	20,000.00	.00	20,000.00	50.0%
16062000 50650 Historical Society	2,000	0	2,000	.00	.00	2,000.00	.0%
16062000 50651 LACO	1,000	0	1,000	.00	.00	1,000.00	.0%
16062000 50652 Memorial Day	1,500	0	1,500	.00	.00	1,500.00	.0%
16062000 50653 MMA	8,500	0	8,500	.00	.00	8,500.00	.0%
TOTAL Public Services - Other	53,000	0	53,000	20,000.00	.00	33,000.00	37.7%
17070500 Economic Development							
17070500 50102 Department Head	57,276	0	57,276	17,619.20	.00	39,656.80	30.8%

12/12/2018 10:41
49751colston

Town of Lisbon
YEAR-TO-DATE BUDGET REPORT

IP 16
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FOR 2019 06

ACCOUNTS FOR: 1000 General Fund	ORIGINAL APPROP	TRANFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
17070500 50201 Unemployment Costs	248	0	248	99.50	.00	148.50	40.1%
17070500 50202 Workers Comp Insura	207	0	207	36.86	.00	170.14	17.8%
17070500 50210 MEPPERS - Employer S	5,726	0	5,726	1,761.92	.00	3,964.08	30.8%
17070500 50220 Health Insurance	10,201	0	10,201	2,846.97	.00	7,354.03	27.9%
17070500 50230 FICA Employer Costs	4,381	0	4,381	1,296.32	.00	3,084.68	29.6%
17070500 50301 Office Supplies	450	0	450	9.83	.00	440.17	2.2%
17070500 50302 Operating supplies	3,000	0	3,000	1,287.20	50.00	1,662.80	44.6%
17070500 50306 Postage	300	0	300	21.21	.00	278.79	7.1%
17070500 50307 Advertising	1,000	0	1,000	105.53	.00	894.47	10.6%
17070500 50352 Cell Phone/Allowanc	420	0	420	140.00	35.00	245.00	41.7%
17070500 50401 Professional employ	3,500	0	3,500	488.00	.00	3,012.00	13.9%
17070500 50402 Dues and Membership	3,000	0	3,000	605.00	.00	2,395.00	20.2%
17070500 50406 AVCOG Dues	8,988	0	8,988	8,987.35	.00	.65	100.0%
17070500 50412 Meal allowance	500	0	500	.00	.00	500.00	.0%
17070500 50413 Mileage/ travel rei	1,000	0	1,000	197.50	.00	802.50	19.8%
17070500 50670 Moxie Festival Dona	5,000	0	5,000	611.90	.00	4,388.10	12.2%
TOTAL Economic Development	105,197	0	105,197	36,114.29	85.00	68,997.71	34.4%
18085000 County Tax							
18085000 50405 PSAP Fees	18,919	0	18,919	18,918.90	.00	.10	100.0%
18085000 50920 County tax	680,704	0	680,704	680,703.75	.00	.25	100.0%
TOTAL County Tax	699,623	0	699,623	699,622.65	.00	.35	100.0%
TOTAL General Fund	16,870,151	0	16,870,151	7,776,941.88	47,240.95	9,045,968.42	46.4%
TOTAL EXPENSES	16,870,151	0	16,870,151	7,776,941.88	47,240.95	9,045,968.42	



Town of Lisbon

Fire Department

Nathan LeClair, Fire Chief



To: Town Council

In the month of November the Fire Department had 30 calls for service (includes inspections and various investigations, such as unpermitted burns). 5 of which were mutual aid calls. The Department responded to 8 First Responder (Medical) calls and 2 calls to assist Lisbon Emergency, with either lifting or as a driver.

In 2017 the Fire Department responded to 355 calls for service. As of November 30th, the Fire Department was at 369 calls for service for 2018.

For training, the crews went over to St Anne St and simulated long distance drafting. This was a challenge that they were faced with at the Mechanic Falls fire and they brought back lessons learned and shared them with the rest of the department.

Also, during the month of November we conducted our annual required ladder testing. This is a NPFA and State requirement. All of our ground ladders and the aerial device on Truck 6 got tested. This is a two day event. One day for the ground ladders and one day for the aerial device. Lt Wrobel and Lt Theberge took time to help get this task completed.

I assisted the Police Department this year with their annual fire extinguisher training. This year, they were able to put actual hands on and actually discharge the extinguishers on an actual fire.

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

Incident Type	Occurrences
Fire, other	1
Chimney or flue fire, confined to chimney or flue	1
Fuel burner/boiler malfunction, fire confined	1
Medical Assist, assist EMS crew	2
Emergency medical service incident, other	2
EMS Call, excluding vehicle accident with injury	2
Motor vehicle accident with injuries	3
Motor vehicle accidents with no injuries	1
Carbon monoxide incident	1
Water problem, other	2
Water evacuation	1
Public service	1
Unauthorized burning	2



Town of Lisbon

Fire Department

Nathan LeClair, Fire Chief



Dispatched & canceled en route	1
No incident found on arrival	1
EMS call, party transported by non-fire agency	4
Smoke detector activation due to malfunction	1
CO detector activation due to malfunction	1
Smoke detector activation, no fire – unintentional	1
Alarm system activation, no fire – unintentional	1
Total	30

Respectfully submitted

Nathan LeClair

Fire Chief

LIBRARY DEPARTMENT

TOWN COUNCIL /TOWN MANAGER MONTHLY REPORT

November 2018

CIRCULATION STATISTICS:

Adult Bks	1,192	Adult DVD's	362
Juv.Bks.	832	Juv. DVD's	139
Audio Bks.	108	Periodicals	91
ILL in	127	ILL Out	124
E-Readers Users	47	E-Reader Downloads	39
E-Audio Downloads	67	Kits	5
Steam Lab Science	1	Juv.Audio Bks.	7
Legos Club	10	Patron Use Computers	309
Priv.School Visits	NA	Thurs.3:30 PM Storytime	29
Adult Room Count	1,313	Children's Rm. Count	579
Sat. AM Storytime	24	Stop Motion Program	3
Crafts/Claudia	3	New Patrons	22

Library was closed 11/12/18 Veterans Day, 11/22/18 & 11/23/18 Thanksgiving.

The Library Department continued to get back to "normal" in November after the big October remodel project. Patrons continue to be pleased with the upgrades and improvements and happy to have library services again. Our circulation statistics verify patron satisfaction.

Children's Services staff began to prepare for our holiday programs. We will continue our tradition of visiting Main St. businesses with our Friday afternoon program children. They will do some caroling and deliver bags of "goodies" to the businesses. The program will be held on Friday, December 14th at 3:30 PM. I will ensure we have Lisbon Police Department assistance in safely getting the children across Main St. because of the late afternoon visibility and Main St. traffic.

The Library is honored to host "Joe Graziano and the History of the Iconic Graziano's Casa Mia Restaurant "Program on Saturday, December 15th at 2:30 PM. Mary & Joe Grraziono, Jr. will reminisce about their father Joe Graziano and his well-known Lisbon restaurant. There is already lots of interest from the Lisbon community.

The Library also participated in the 12/1/18 Merry Main St. program. It was very successful with more than 350 people coming through the doors of the library to get their specialty Chex Mix snack bag.

The Library is all set for the upcoming winter season. The Recreation Department staff member is doing a great job with the shoveling of the necessary areas of the library. Everything in the garden has been stored on the book shed for the winter.

Dennis Douglass is working on getting the heating thermostats problem taken care of. We eliminated any mechanical problem and it is now truly a problem with the thermostats. We hope this is resolved soon to ensure the proper temperature in both first floor rooms as well as efficiency of furnace use.

Respectfully submitted,
Diane I. Nadeau
Library Director

MEMORANDUM FROM THE PUBLIC WORKS DIRECTOR

TO: DIANE BARNES, TOWN MANAGER
FROM: TOM MARTIN
SUBJECT: NOVEMBER 2018 MONTHLY REPORT
DATE: NOVEMBER 11TH, 2018

Public Works – November was a very busy month. Several unsavory storms, interrupted paving progress and resulted in the crew having to kick into Winter Maintenance Mode. We had several snowstorms that had to be addressed. The soft conditions with early snowstorms usually means lots of shoulder and road damage that will need to be addressed in the spring. Or immediately if it is warranted. The crew did a commendable job given still being a little short-handed. We are getting closer to being fully staffed. We are in need of two mechanics, but the process has been able to produce some much needed reserve plow drivers. The crew has been busy fixing potholes and shoulders between storms and also get caught up on some equipment maintenance. Graziano Square was not able to be finished because of the bad weather. We will finish up first thing in the spring. Park Street and Pinewoods Street has been reclaimed and graded and ready for paving in the spring. Whitney and Madelyn Streets have been left with gravel trenches for the winter. These streets will be reclaimed and paved in the spring as well. The crew removed all the new Benches and Trash barrels and has stored them at the Treatment plant for the winter. The downtown has been prepped for the Christmas Celebration on Main Street.

The public Works Director is out for a knee replacement as of November 14th. Steve Aievoli is assisting with the administrative Duties.

- Mill Street Bridge is open for traffic.
- Rt 196 Mill and Fill project is for all practical purposes complete. Some massaging of the timing of the traffic lights is still a work in progress.

Transfer Station - Below is a summary of the items shipped during the past month.

<u>Item</u>	<u>Tonnage</u>
Single Stream	6.72
Trash	235.75
Bulky Waste	36.15
Wood	41.46
Brush	9.89
Waste oil	55 gallons
Shingles	20.7
Compost	11.40
Freon	82 units

MEMORANDUM FROM THE SEWER SUPERINTENDENT

TO: DIANE BARNES, TOWN MANAGER
FROM: STEVE AIEVOLI
SUBJECT: NOVEMBER 2018 MONTHLY REPORT
DATE: DECEMBER 10, 2018

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

- Sewer replacement completed on Madelyn Street
- Completed the annual cleaning of the Davis Street pump station wetwell
- Painting of the administration building walls is on going
- Paved in manholes on Warren Circle
- Maine D.E.P. here to do a collection system inspection. Inspection went well
- Fall clean up completed on the treatment plant grounds and several pump station
- Plowed the treatment plant and pump stations during and after the storms
- Zach Breton plowed with Public Works during the storms we received

Please contact me if you have any questions.



Lisbon Police Department

A Community Policing Agency

300 Lisbon St.
Lisbon, ME 04250

Marc R. Hagan
Chief of Police

December Report to Council Police Department

In the month of November, the Lisbon Police Department received or responded to one thousand and four (1,004) 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 twenty-four (24) persons, investigated nine (9) reportable motor vehicle crashes, conducted forty-three (43) investigations, and conducted two hundred and twenty (220) motor vehicle stops.

The most notable change in the police department during November was the addition of facial hair on our officers. Officers were given the opportunity to ignore our standard operating procedures (SOP's) and grow facial hair in exchange for a donation to the Lisbon Area Christian Outreach (LACO). LACO assists roughly 300 families a month in Bowdoin, Durham, and Lisbon and we were hopeful to have a positive impact on the local community. The month-long event was so popular that it has carried over through to the end of December. A total of \$900 will be donated to LACO from the Lisbon Police Officers Association for the No Shave November/December project.

The focal point of law enforcement activity during November was with regard to crosswalks and ensuring that motorists obey Maine State Law by yielding to pedestrians in them. This directed activity was in response to a recent pedestrian involved crash, as well as a video that had appeared on social media showing a pedestrian attempting to safely cross Route 196 while numerous vehicles continued past the person. The increased focus on this particular violation helped lead to the additional 56 traffic stops as officers attempted to re-educate motorists on the issue.

The Lisbon Police Department's three-month run at full staffing came to an unfortunate end in November as Officer Andrew Levesque resigned his full-time duties to take a position with the Androscoggin Sheriff's Office. Officer Levesque has chosen to stay on as a Reserve Patrol Officer with the department however.

Thank you.

Marc Hagan
Chief of Police

**TOWN CLERK AND
ELECTION DEPARTMENT
NOVEMBER / DECEMBER 2018**

Dog Licenses: Dog tags for 2019 are being sold. 36 dogs were licensed in November. Remember you can register your dog on-line now at www.doglicensing.com. There is a link on the Town Clerk's web page if you need it. License(s) expire annually December 31 and late fees begin after January 31. Male/Female dogs are \$6.00 and Spayed/Neutered dogs are \$11. After January 31 you need to add the automatic late fee of \$25 per dog as well. We held a Rabies Clinic at the Lisbon Road Animal Hospital on December 1. The fee was \$20.

Vital Records: Vital record copies were scanned and attached to the Electronic Marriage Registration system database. Marriage licenses are electronically issued now and certificates are printed from the database. Deaths and births continue to be filed electronically through the State's Electronic Death Registration System.

Meetings & Workshops: The meeting minutes of the Town Council were transcribed and posted on-line. The Council Inauguration went well with a few citizens in the audience. Councilors Albert, Kolbe, and Ward were sworn into office, along with School Committee Members Kathi Yergin and Kimberly Labbe-Poisson. Councilor Albert was elected by his peers as Council Chairman and Councilor Crawford as Council Vice Chairman. The Planning Board meeting minutes were transcribed by Lisa Smith, Assistant Clerk and posted on-line by Dennis Douglass, CEO.

Election Update: 4,020 voted in the November 2016. Voter registration cards continue to arrive weekly from motor vehicle, along with deletion notices. 402 voter registration cards were processed. 118 Voters moved out of town. 207 moved into town. 77 Changes were received. All have been updated in the Central Voter Registration System. The Poliquin/Golden recount is taking place this week. The incoming voter list was okay to open so we begin the process of entering voter history into each voter's record indicating that the voter had voted on 11-06-2018. 2,11 Absentees were requested in 2016, compared to 1,211 Absentee Ballots requested, but only 1,138 were returned and cast. The wait lines in Lisbon were about 10-15 minutes long. Most voters reported having entered the polling place and departing within 15 minutes, while still talking to someone they knew on the way out. 492 voter registration cards were processed for the November (checking each voter's ID and residency), scanned, and filed.

Projects Update: The vital recorded are currently being restored by Kofile. Recent changes to the code book were sent to Municipal Code Corporation for codification, which should be completed sometime in February. All changes are posted online for quick reference pending codification.