



AGENDA
COUNCIL MEETING
MARCH 5, 2019
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

2019-41 ORDER – Lisbon High School Cheering Team Proclamation

4. PUBLIC HEARINGS

A. Special Entertainment Permit for the Flux Restaurant

B. Special Entertainment Permit for the Railroad Restaurant & Pub

5. AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS

6. CONSENT AGENDA

2019- 42 ORDER – A. Municipal Accounts Payable & Payroll Warrants -

# 2212019 \$	4,439.40	# 2222019 \$	100.00
#52	\$183,008.54	#53	\$ 17,706.81
#2282019 \$	14,717.00	#	\$

B. School Accounts Payable & Payroll Warrants -

#20	\$ 803.06	#1044	\$ 336,236.16
#1045	\$ 13,334.18	#	\$

C. Minutes of February 19, 2019

D. Special Entertainment Permit and Liquor License for the Flux Restaurant

E. Special Entertainment Permit and Liquor License for the Railroad Restaurant & Pub

F. Set Public Hearing for March 19 Medical Marijuana Est. for BBB Pharmaceutical Alternatives, LLC

G. CMP Pole Permit – Pole 49 for Bowdoinham Road & Pole at Ridge Rd & Wing St

7. COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

2019-43 ORDER – Fee Schedule Amendments

2019-44 ORDER – Emergency Generator Project Bid Award

2019-45 ORDER – Finance Department Assistant

2019-46 ORDER – Road Name Request – Moxie Lane (off Main Street between 117 & 121)

2019-47 ORDER – Set Charter Amendment Public Hearing for April 2, 2019 & Order for Special Municipal Election

8. OTHER BUSINESS

A. Council Committee Reports:

1. School (Councilor Albert)

2. Planning Board (Councilor Ward)

3. LDC (Councilor Larochelle)

4. Conservation Commission (Councilor Ward)

5. Recreation (Councilor Kolbe)

6. County Budget (Councilor Ward)

7. Library (Councilor Lunt)

8. Water Department (Councilor Crawford)

B. Town Manager's Report

C. Moxie Festival Update

9. APPOINTMENTS

2019-48 ORDER – Recreation Committee – Alternate Member – Christopher Cloutier

10. COUNCIL COMMUNICATIONS

11. AUDIENCE PARTICIPATION & RESPONSE NEW ITEMS

12. EXECUTIVE SESSION

13. ADJOURNMENT

2019-49 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: March 05, 2019

Agenda Item 2019-43 Fee Schedule

Mr. Stevens is recommending the Council adjust the fees for the Moxie Festival to encourage Lisbon non-profits (including school volunteer groups) and civic organizations to participate by making it more affordable and profitable for them. The proposed change to the summer day camps will add trip fees in with camp fees.

Recommendation

Adopt the Moxie Festival and Recreational Amendments as recommended to the Fee Schedule.

Agenda Item 2019-44 Emergency Generator Project Bid Award

Currently there is no public emergency shelter in Lisbon. After the completion of a new gym at the high school, the Town felt this was a feasible location for an emergency shelter. The need for a shelter was in mind during design and construction, including electrical and space requirements. Space was provided in the electrical room for a transfer switch. In 2016, the Town began applying for grant funds through the Department of Homeland Security to help pay for the generator and transfer switch. The Town was successful in receiving grant funds from HSGP over the past three years totaling \$33,625.89. Council also designated \$20,000 from unassigned fund balance to go towards the generator pad and infrastructure. We also have \$10,000 in a Grants Match reserve fund that has not been assigned.

We received the following two bids:

Electrical Systems of Maine	\$ 68,500.00
Regional Electric, LLC	\$127,000.00

Recommendation

To award the bid to Electrical Systems of Maine in the amount of \$68,500.00 and designate \$10,000 from the Grants Match reserve along with an additional \$4,874.11 from unassigned fund balance to complete this project.

Agenda Item 2019-45 Finance Department Assistant

The Finance Director is requesting the Council change the temporary Finance Department position into a full time town employee position as an Accounting Assistant. During the 2-months we have had this position we have been able to make substantial headway on the MUNIS conversion. Additionally, this position has been instrumental in the verification and review of the accounting records and other day-to-day operations. Currently the workload in the Finance Department requires that a majority of Mrs. Colston time is spent "in the weeds." She does not have the time to spend on review and oversight that as the Finance Director, she should be doing more regularly. Katie has proven to have excellent attention

to detail with good time management skills and would be an asset to the Town of Lisbon's finance team. Mrs. Colston has included this position in next year's budget as well, which she will present to the Council in the upcoming weeks.

Currently, we are paying for the temporary position out of the reserve set aside for MUNIS. Mrs. Colston recommends that if council approves the creation of the full time Accounting Assistant position for the Finance Department that the expense continue to come out of the reserve account for the remainder of the 2019 fiscal year.

Recommendation

Approve the creation of a full time Accounting Assistant position in the Finance Department and that the expense continue to come out of the reserve account for the remainder of the 2019 fiscal year.

Agenda Item 2019-46 Road Name Request – Moxie Lane

There is a new subdivision off Main Street, located between the address range of 117 and 221 Main Street. Two lots will be using a common drive, which requires a named road. The owner of the subdivision, John Crafts, has requested the name Moxie Lane. This road name meets E-911 standards and is compliance with the Town's road naming ordinance sec. 46-93.

Recommendation

Adopt the road name Moxie Lane for the common drive off Main Street between #117 Main Street and #221 Main Street.

Agenda Item 2019-47 Set Charter Amendment Public Hearing for April 2, 2019 & Order For Special Municipal Election

The Notice of Public Hearing for the Charter Amendment and Order for Special Municipal Election has been prepared by Attorney Stockford as requested by Council. A motion is required to set the public hearing for April 2, 2019 and to adopt the Order calling for the Special Municipal Election on June 11, 2019.

Recommendation

To set the Charter Amendment Public Hearing for April 2, 2019 and to adopt the Order for Special Election as presented.

**Agenda Item 2019-46
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Recommendation

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Recommendation

To set the Charter Amendment Public Hearing for April 2, 2019 and to adopt the Order for Special Election as presented.



TOWN OF LISBON

PROCLAMATION

WHEREAS, The Lisbon High School Cheering Team have made the Community proud as they finished first with a score of 62.6 while competing for the Mountain Valley Conference Championship, and

WHEREAS, The Lisbon High School Cheering Team went to the Class C Southern Regional Championship where they finished first with a score of 70.2 prevailing over their rivals Sacopee and Monmouth, and

WHEREAS, The Lisbon High School Cheering Team continued to prevail over their northern and southern rivals scoring a 72.6 at the State Championship.

WHEREAS, The Lisbon High School Cheering Team claimed its third state title with their performance at the State Championship, and

WHEREAS, The Lisbon High School Cheering Team also took home the Class C Southern Sportsmanship Award, and

NOW, THEREFORE, we, the Town Council of the Town of Lisbon wish to congratulate and thank the Lisbon High School Cheering Team for their fine representation of the Town of Lisbon while winning the Class C State Championship Title on February 9, 2019.

Dated: March 5, 2019

Normand Albert, Chairman

Kris Crawford, Vice Chairman

Chris Brunelle

Kasie Kolbe

Fernand Larochelle

A true Copy,

Mark Lunt

Attest: _____
Municipal Clerk

Allen Ward



TOWN OF LISBON

300 Lisbon Street, Lisbon, ME 04250

Twila D. Lycette, Town Clerk

PUBLIC HEARING

Notice is hereby given that the Lisbon Town Council intends to hold a public hearing on Tuesday, March 5, 2019 at 7:00 PM in the Town Office Public Meeting Room to hear comments on renewal Special Entertainment Permits for the following:

*Tyson LaVerdiere & Jason LaVerdiere d/b/a Flux Restaurant
10 Main Street
Lisbon Falls, ME*

And

*Sandra Harkins d/b/a Railroad Restaurant & Pub
695 Lisbon Street
Lisbon Falls, ME*

The public is invited to attend.

Twila Lycette, Town Clerk

*TO P.D.
2-21-19*



TOWN COUNCIL MEETING MINUTES FEBRUARY 19, 2019

Christopher Brunelle, At Large 2019
Mark Lunt, District 1 2019
Kris Crawford, District 2, 2019
Fern Larochelle, At Large 2020
Normand Albert, At Large 2021
Kasie Kolbe, District 1 2021
Allen Ward, District 2 2021

CALL TO ORDER. The Chairman, Normand Albert, called the workshop portion of the meeting to order and led the pledge of allegiance to the flag at 6:30 PM.

ROLL CALL. Members present were Councilors Ward, Albert, Kolbe, Brunelle, Lunt, Crawford, and Larochelle. Also present were Diane Barnes, Town Manager; Marc Hagan, Police Chief; Nate LeClair, Fire Chief; Karen Paradis, Planning Board Chairman; William Kuhl, Planning Board Member; and approximately 5 citizens in the audience.

WORKSHOP COMPREHENSIVE PLAN

Mrs. Paradis reported the Planning Board had been working on updating the Comprehensive Plan for the past 19 months. She said the update is a State requirement and we have to complete one every 10 years. The plan contains current statistics and future goals for the town. She indicated Ben Smith the contracted Town Planner is planning to attend the meeting tonight.

The plan is over 200 pages and contains an introduction at the beginning that captures the essence of the whole plan in the first 16 pages or so. She said this draft is on the web, is available at the Library in town, and here at the town office. Mr. Kuhl said there is a link on the Planning Board site to the document. Councilor Larochelle said it is on the town's main page under recent events if you scroll down, too.

Mrs. Paradis reported they scheduled a public hearing for February 28 at 7:00 PM at the Town Hall. They are looking for comments from residents and/or suggested changes. She said at this point, the Town Council would need to give the Council Chairman permission for them to send this draft to the State. Once the State certifies that it meets with their approval, the Council would hold a public hearing, then Mr. Smith would incorporate those last minute changes and the Council would approve the final version and submit a certified copy to the State.

Mrs. Paradis said there is lots of content and this plan is in a much nicer format than the last one. It is consumer friendly. She said Mr. Smith was a huge help with this project. She reported in a couple of month the Comprehensive Plan will be completed.

Councilor Larochelle said he sat through a few of these open public meetings. Mrs. Paradis said the surveys and discussions from the public meetings have all contributed to the plan. She said it is nice to have a set of guidelines to use that show Lisbon where we are planning and not planning for growth.

Councilor Ward asked if Mr. Smith forwarded it to Department Heads to review and submit changes. Mrs. Barnes said yes and that their changes would be included in the plan before the plan goes to the State.

Councilor Ward suggested individuals read at least the first 16 pages of this document, which is the easiest to read. He made a few suggestions:

1. Under Spotlight, Topic # 2, the last paragraph, first sentence should be rewritten
 - a. ...there is little available today for in Lisbon – take the “for” out of that sentence
2. Spotlight, Topic #3, the first sentence

- a. ...this spotlight is about showing the pride Lisbon – doesn't work so insert the word "for in that sentence and it should be fine
- b. The second paragraph about the commercial strip on the north end of Route 196 near Lewiston

Mrs. Paradis said the Planning Board is looking to begin the next step in the process, which is to obtain the Council Chairman's signature on the Comprehensive Plan document before sending it to the State once the comments from the public hearing were incorporated.

PLANNING BOARD GOALS

Mrs. Paradis said she was not prepared to present the Planning Board's goals, that Mr. Smith would be doing that when he arrives. Councilor Albert mentioned Mr. Smith would have a chance to update the Council later on in the meeting.

Next Item Take Out Of Order.

EXECUTIVE SESSION

INTRODUCTION: Councilor Albert suggested the Council go into Executive Session since there will be a break in the agenda. No objections noted.

VOTE (2019-38 & 39) Councilor Larochelle, seconded by Councilor Ward moved to go into Executive Session at 6:50 PM per 1 MRSA Section 405 (6) (A) Personnel Matters and 405 (6) (C) Acquisition Of Real Property Or Economic Development. **Order passed – Vote 7-0.**

The Council came out of executive session at 7:15 PM. The Chairman resumed the meeting.

GOOD NEWS & RECOGNITION

SPIRIT OF AMERICA RESOLUTION

VOTE (2019-27) Councilor Kolbe, seconded by Councilor Lunt moved to adopt the following Resolution:

The 2019 Lisbon, Maine Spirit of America Foundation Tribute honors Angela Shambarger for commendable community service.

Providing for: Recognition of Angela Shambarger's volunteerism and community service for over 50 years.

BE IT RESOLVED by the Town Council of the Town of Lisbon as follows:

WHEREAS, Angela is well known throughout Lisbon for her fifteen years of commitment and her dedication to so many Lisbon organizations benefitting the Lisbon School District.

WHEREAS, Angela was a member of the Lisbon Community School PTO for nine years, serving as its President from 2009 to 2014.

WHEREAS, She was a member of the Phillip W. Sugg Middle School Parent Action Group for six years and its President for four years. She was instrumental in creating a new fundraising process for the school and was part of the planning team, which forged the collaboration with the Ripple Effect Leadership Program for students.

WHEREAS, She was part of the planning team that received 501C3 non-profit status for the parent-teacher organizations and formed LCSPTO, Inc. allowing the individual groups to share the status and resources. The combined fundraising efforts of these organizations has raised tens of thousands of dollars to directly benefit the students of Lisbon. Under her leadership and the board, this group assumed the responsibility for training volunteers in the Lisbon School District.

WHEREAS, She was the volunteer Cross Country Travel Coach for the middle school for six years.

WHEREAS, She has been a member of the Lisbon School District Planning team since 2012.

WHEREAS, She is a founding member of the Lisbon Performing Arts Center Initiative and current president as it works with the Lisbon School District and community to renovate the Lisbon High School performing arts space.

WHEREAS, She is an active member in the Lisbon High School Athletic and Music Boosters and volunteers for other town initiatives as the need arises.

NOW THEREFORE, BE IT RESOLVED by the Town Council of the Town of Lisbon that Angela Shambarger be recognized for her admirable achievements and honors, which she has instilled upon this community receiving the 2019 Lisbon Spirit of America Foundation Tribute;

BE IT FURTHER RESOLVED that a copy of this resolution be framed and presented to Angela Shambarger for appropriate display.

Order passed - Vote 7-0.

PUBLIC HEARING – NONE

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS - NONE

CONSENT AGENDA

VOTE (2019-28) Councilor Larochelle, seconded by Councilor Kolbe moved to approve the following:

A. Municipal Accounts Payable & Payroll Warrants -

#262019	\$ 8,710.00	#50	\$ 185,017.37
#21419	\$ 8,976.32	#51	\$ 20,508.01
#2192019	\$ 190,397.58		

B. School Accounts Payable & Payroll Warrants -

#1919	\$ 85,411.50	#19	\$ 5,045.25
#1041	\$ 359,923.76	#1042	\$ 11,578.58
#1043	\$ 320,855.87	#1910	\$ 86,281.90

C. Minutes of February 5, 2019

D. Set public hearing for renewal Special Entertainment Permit for the Flux Restaurant on March 5 and

E. Set public hearing for renewal Special Entertainment Permit for the Railroad Restaurant & Pub

Order passed – Vote7-0.

Next Item Take Out Of Order.

OTHER BUSINESS

A. COUNCIL COMMITTEE REPORTS

4. Conservation Commission: Councilor Ward

Richard Main, the Conservation Commission Chairman, reported his committee had been talking with Mark King from the State of Maine about starting a composting program for residents. He said he wanted to let the Council know early enough so they could budget the \$3,000 needed for start-up if Council approved. Mark King is from the Maine Department of Environmental Protection. He is an Environmental Specialist in the Sustainability Unit. He joined the Maine Compost Team (a collaborative interagency group consisting of representative from the Maine DEP, Department of Agriculture, State Planning Office, and the University of Maine Cooperative Extension) in 1993 where he developed an expertise in composting. The team established a composting school. Mr. King is

currently the Director and actively participates as a faculty member. He invited Mr. King to address the Council to explain the process.

Mr. King said he looked forward to helping Lisbon residents start a local composting program. He said the program begins by showing residents how to collect food scraps and with helping them with determining their designated collection spot where food is converted into soil, which residents can use to strengthen their gardens, etc. He said each community has their own needs and wants. He would hold local seminars or workshops so individuals could learn how to compost. He indicated some communities have incorporated composting into their school systems. He said this works when the school is willing to collect scraps or bring scraps to give to others to help with their needs. He pointed out Farmington generated enough product to sell to citizens to fund itself. Skowhegan started with 20 participants and now has 100.

Councilor Larochelle said why pay to get rid of stuff we do not need to pay for. Mr. King said Yarmouth has a great program. The start-up costs include the containers owned by the Town of Lisbon, signage, training, and site set up in a secure place. These containers would have carbon in them to soak up the liquid, which helps to eliminate the moisture mitigating the odor. He said he helps troubleshoot the whole process. He indicated Lisbon could start with 25 residents and add more each year. He said this becomes a snowball effect, which reinforces a sense of community and enhances civic pride.

Councilor Ward said tipping fees at this facility are now in excess of \$220,000 and 20% to 30% of that is either compostable or recyclable so this is a start in the right direction. Mr. King said, in Portland, they have a garbage to garden kiosk loaded with lots of educational material so residents feel more compelled to participate. Councilor Albert said this sounds like Lisbon is moving in the right direction on this.

Councilor Larochelle asked Mrs. Barnes to add these start-up costs into the budget. Councilor Albert said it should go in the Public Works budget under the Transfer Station. Councilor Ward said he was okay with that. He said he wanted this done early enough to go through the budget process.

Mr. King offered to do a more formal presentation anytime because a better understanding of composting is the biggest piece. Its baby steps, slow, and steady; as it grows, success just breeds success.

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

MUNICIPAL BUDGET SCHEDULE 2018-2019 & SCHOOL BUDGET VALIDATION TIMELINE

INTRODUCTION: The Town Clerk reported this was an informational item only showing the Council the steps for adoption of the Municipal and School Budgets. Councilor Ward asked Mrs. Barnes to reach out to the Sewer, and Water Departments to join the Council for the CIP presentation.

VOTE (2019-29) Councilor Ward, seconded by Councilor Crawford moved to accept the timeline as presented. **Order passed - Vote 7-0.**

ATV ACCESS ROAD ORDINANCE

Item removed from agenda – No objections noted

TAX ACQUIRED PROPERTY DISPOSAL

INTRODUCTION: Mrs. Barnes said the Town of Lisbon foreclosed on the following properties on December 17, 2019 for non-payment of Real Estate Taxes. The 30-day redemption period has now expired after the taxpayers were notified by mail that they have 30 days to redeem their property by paying all outstanding taxes and fees owed before the Town takes steps to dispose of the tax acquired property. The properties below remain unpaid.

Name	Address	Total Owed as of 2/19/2019
Gendron & Gendron	Off Cross Street	\$ 3,191.12
Christine Smith	8 Whispering Pines	\$ 506.39

VOTE (2019-31) Councilor Larochelle, seconded by Councilor Kolbe moved to authorize the Town Manager to advertise the Off Cross Street the Tax Acquired property for sale by sealed bid with the amount due as a minimum bid and permission to negotiate with the Mobile Home Park owner the price for the property located at 8 Whispering Pines. **Order passed - Vote 7-0.**

TIMELINE FOR CHARTER AMENDMENT

INTRODUCTION: The Town Clerk reported this was an informational item only showing the Council the steps for adopting the proposed charter changes.

COUNCILOR COMMENTS: Councilor Albert said this language consolidates the Councilor positions from districts to all at-large. This saves money on ballot programming and printing. Councilor Lunt mentioned this would eliminate the confusion some have because they do not know what district they live in. The Town Clerk indicated they all vote at the same polling location now as well since consolidated. Councilor Brunelle said this simplifies the process all the way around.

VOTE (2019-32) Councilor Crawford, seconded by Councilor Brunelle moved to accept the timeline as presented. **Order passed - Vote 7-0.**

LISBON CANNABIS COMPANY MEDICAL MARIJUANA ESTABLISHMENT LICENSE

VOTE (2019-33) Councilor Brunelle, seconded by Councilor Crawford moved to approve the Medical Marijuana Establishment License for the Lisbon Cannabis Company. **Order passed - Vote 7-0.**

MEMORIAL DAY ROAD CLOSURE

INTRODUCTION: Heidi Baird and James Veilleux, Co-Chairman for the Coombs Mountfort American Legion Post 158 Lisbon Memorial Day Parade would like the Council to consider the following road closures from 9AM to completion for Lisbon's Memorial Day Parade from Lisbon High School down Route 196 to Main Street, Main Street to School Street, School Street to MTM Community Center. Mrs. Baird reported this year is the American Legion's 100th year anniversary nationwide. She indicated they would like to advertise the event as the Lisbon Memorial Day Parade this year and would like to place a banner over the road. It is shorter than in the past since it will start at the high school and will end with guest speakers and a ceremony at the MTM Center. Their theme this year will be "future generation." The goal is to get our youth involved so they understand the meaning behind it. We are memorializing those who gave the ultimate sacrifice for our country.

COUNCILOR COMMENTS: Councilor Albert suggested we use the Lisbon website to help advertise it as well when its time. Mrs. Baird said PCL is willing to help advertise it as well. Councilor Albert suggested incorporating the School Committee's help to find some way to get the word out too. Mrs. Baird said the banner would be similar to the Moxie Day parade banner. Mr. Veilleux said they plan to do a smaller ceremony at the bridge in Lisbon Village so maybe close the bridge as well. He said he had not worked out the details yet, but maybe around noon or 1'oclock there would be something there, just not a continuation of the parade.

VOTE (2019-34) Councilor Crawford, seconded by Councilor Brunelle moved to authorize the 2019 Lisbon Memorial Day Parade Road Closures from Lisbon High School on Route 196 to Main Street, Main Street to School Street, and School Street to the MTM Community Center from 9AM to completion and to advertise it as Lisbon's Memorial Day Parade. **Order passed – Vote 7-0.**

COMPREHENSIVE PLAN VOTE

INTRODUCTION: Ben Smith, contracted Town Planner said the idea here is that the Planning Board has been working on the Comp Plan update for the last year and half. She mentioned the changes best described in the first 16 pages of the working document. This is where you will find the themes from the public input, surveys, and core

values that kind of rose to the top. All of that paved the way for drafting the vision statement that was not included in the current version of the Comp Plan. That vision statement tells us where the community sees itself in the next 10 to 20 years. That has a direct impact on what follows in that first section of the plan where you will see the future land use map, which has been updated to reflect where the town would like to see growth focused or not focused in the future for development. He explained they grouped goals and policies into three topic areas they call spotlights. These have to do with focusing on the basics. One spotlight we called schools, roads, and infrastructure. The second spotlight we called boosting the value of public parks and public spaces, and finally, putting best face forward, which is about raising the bar for public and private investment in the community. The Planning Board has instituted design standards and adopted access management standards to address how and where development occurs. This addresses how to encourage good investments that are assets to the community and how to make public investments that will also look well in the community,

COUNCILOR COMMENTS: Councilor Albert asked if the Department Heads comments would be included prior to state submission. Mrs. Paradis mentioned the public hearing next week is open and they can continue it to another date so the public will have state comments prior to the Planning Board's public hearing.

Mr. Smith said the plan goes to the state and different state departments review it individually for comments. The town will likely receive some suggestions on things to update so it will be consistent with the State of Maine's Growth Management Act, which is the underlying statute describing the framework for all the municipal plans.

Mr. Smith explained typically the town would have comments back from the state and then it would go through the public hearing process, but the plan was not ready to go to the state as scheduled a couple of week ago. After the continued public hearing is over, the Planning Board can vote to recommend the plan to the Council for its adoption. Councilor Larochelle asked Mr. Smith could incorporate changes from that public hearing without state approval again. Mr. Smith explained, not if they were substantive, the 30-day notice for the public hearing helps to reduce those occurrences. The plan is not an official document until after the Council adopts it.

VOTE (2019-35) Councilor Larochelle, seconded by Councilor Ward moved to give the Council Chairman permission to sign the Comprehensive Plan Submittal Form. **Order passed - Vote 7-0.**

SOLICIT BIDS FOR TURNOUT GEAR

INTRODUCTION: The Fire Chief is requesting permission to go out to bid for structural firefighting turnout gear. The expected cost to purchase the gear is estimated to exceed \$10,000 for the 5 sets of gear. This was planned and funded in the current budget.

VOTE (2019-36) Councilor Brunelle, seconded by Councilor Crawford moved to authorize the Fire Chief to solicit bids for firefighting turnout gear. **Order passed - Vote 7-0.**

TEMPORARY ROAD POSTINGS

INTRODUCTION: Mr. Aievoli requested the Council adopt the State Rules found in Chapter 308 as authorized in Title 29-A (Chapter 21, Subchapter 3), Section 2395 for incorporation into Lisbon's Code to be applied to Lisbon's local roads and to temporarily post Lisbon's roads for weight limits as permitted and recommended.

VOTE (2019-37) Councilor Brunelle, seconded by Councilor Crawford moved to adopt the MDOT State Rules found in Chapter 308 to be applied to Lisbon's local roads and to authorize the Temporary Road Closures listed as follows:

SUMMARY: The following rules define the heavy load restrictions on posted State and State Aid Highways, to be applied to Lisbon's Local Roads, between November 15 to June 1, pursuant to the Department of Transportation's authority under Title 29-A M.R.S.A., Section 2395.

SECTION 1. DEFINITIONS

1. The definitions contained in Title 29-A, Section 101 of the Maine Revised Statutes Annotated are hereby included.

2. Limited Load Permit - A written permit issued by the Maine Department of Transportation authorizing the transport of certain commodities under certain specified circumstances as defined in this chapter.
3. Exemption Certificate – A permit that was issued by the Maine Department of Transportation prior to the establishment of Limited Load Permits and allows for a partial load defined by axle configuration.
4. Perishable Product – Any commodity (typically food items) that require expeditious transportation in a controlled atmosphere for protection against heat or cold to prevent deterioration.
5. Special mobile equipment. "Special mobile equipment" means a motor vehicle with permanently mounted equipment not designed or used primarily for the transportation of persons or property. "Special mobile equipment" includes, but is not limited to, road construction or maintenance machinery, ditch-digging apparatus, stone crushers, air compressors, power shovels, cranes, graders, rollers, trucks used only to plow snow and for other duties pertaining to winter maintenance, including sanding and salting, well drillers and wood-sawing equipment or similar types of equipment.
6. Special Commodity – Includes any of the following:
 - a) Home delivered heating fuel (oil, gas, coal, stove size wood that is less than 36" in length, propane and wood pellets);
 - b) Petroleum products;
 - c) Groceries;
 - d) Bulk milk;
 - e) Bulk feed;
 - f) Solid waste;
 - g) Animal bedding;
 - h) Returnable beverage containers;
 - i) Sewage from private septic tanks or porta-potties; or
 - j) Medical gases.

SECTION 2. DESIGNATED CLOSED WAYS

In order to prevent excessive damage to State and State-Aid Highways, the Maine Department of Transportation Commissioner (MaineDOT) may close all or part of a highway to heavy vehicles during any time from November 15 to June 1. No heavy vehicles shall travel over closed ways except those permitted by this rule.

SECTION 3. NOTICE

Notice shall be given by erecting an orange poster at each end of a closed highway indicating the following:

- (1) the date of the posting,
- (2) a description of the highway that is closed,
- (3) a summary of the vehicles exempt from the closing,
- (4) the name of the Department's Representative, and
- (5) the applicable statutory and regulatory references.

SECTION 4. EXEMPTION – FROZEN HIGHWAYS

This rule shall not apply to any closed highway which is frozen. The highway is considered "frozen" only when the air temperature is 32 degrees Fahrenheit or below and no water is showing in the cracks of the road. Both conditions must be met.

SECTION 5. EXEMPT VEHICLES

The following vehicles are exempt from this rule and do not require any type of permit from MaineDOT:

1. Any vehicle or combination of vehicles registered for a gross weight of 23,000 pounds or less.
2. Any vehicle or combination of vehicles registered for a gross weight in excess of 23,000 pounds and traveling without a load other than tools or equipment necessary for the proper operation of the vehicle. This exemption does not apply to special mobile equipment. It shall be a defense to a violation of this sub-section if the combined weight of any vehicle or combination of vehicles registered for a gross weight in excess of 23,000 pounds and its load is in fact less than 23,000 pounds.
3. MaineDOT vehicles or other vehicles authorized by MaineDOT to maintain the roads under their authority.
4. Authorized emergency vehicles as defined in 29-A MRSA §2054, school buses, a wrecker towing a disabled vehicle of legal weight from a posted highway, and vehicles with three axles or less under the direction of a public utility and engaged in utility infrastructure maintenance or repair.
5. Any two axle vehicles registered for a gross weight in excess of 23,000 pounds and less than or equal to 34,000 pounds that are carrying any of the Special Commodities defined herein may operate without a permit.

SECTION 6. ELIGIBILITY FOR LIMITED LOADS

A Limited Load Permit specifies a reduced weight for a truck based upon its axle configuration and tire width. Applications for a Limited Load Permit must include a copy of the vehicle registration and a certified weigh slip for the empty weight of the vehicle. Applications are located on MaineDOT's Posted Roads website found at www.mainedot.gov. A Limited Load Permit is valid for as long as it is used to transport the same commodity and is owned by the same owner.

1. A Limited Load Permit is available for vehicles with a Gross Vehicle Weight Rating over 34,000 pounds and carrying a Special Commodity (Vehicles with a GVW from 23,000 pounds and up to 34,000 pounds are covered in Section 5). These vehicles must be carrying a partial load and the total vehicle with load weight equal to or less than that indicated on the Limited Load Permit issued by MaineDOT. This permit shall accompany the vehicle at all times as shall weigh slips, delivery slips, or bills of lading for the load being carried.
2. "Exemption Permits" issued prior to the implementation of this rule remain valid as long as the vehicle owner and registration number on the permit are still consistent with the vehicle's registration.

SECTION 7. OBTAINING TRIP TICKETS TO HAUL BULK PERISHABLE PRODUCTS OVER SEASONALLY POSTED ROADS

Trip Tickets are used to move bulk perishable items one time. Entities interested in obtaining a Trip Ticket must use the following process:

1. Entities intending to haul bulk perishable products over seasonally closed ways must secure a Trip Ticket from MaineDOT through its applicable region office. Information regarding the MaineDOT regions, office locations and contact information may be found on the MaineDOT web site at www.mainedot.gov.

2. Upon receipt of information regarding the requested route, vehicle axle configuration, and commodity being moved, MaineDOT will have up to 72 hours to review the request and may charge a reasonable fee for its administration of Trip Tickets.
3. Any Trip Ticket issued will be valid for a single move by a 5 axle or more combination vehicle and will be limited to a combined maximum weight of 80,000 pounds. The Trip Ticket may be further limited by time, route, and/or weather conditions.
4. The trip ticket must be kept with load at all times.
5. Additional trip tickets will not be issued to shippers that are in violation of any of the required conditions and rules.
6. At its sole discretion, MaineDOT may close any posted road to the hauling of bulk perishable products.

SECTION 8. EXCEPTIONS

MaineDOT, in its sole discretion, may allow heavy loads over posted roadways during times of emergency or in such instances where singular, nonrecurring moves are deemed to be unique, essential, and reasonably unforeseen. Permission for such moves will be made in writing specifying the limitations, and shall accompany the vehicle at all times.

Statutory Authority: 29-A Mrs §2395; 23 Mrs §§ 52, 4206

Effective Date: December 18, 2016 – Filing 2016-225

And Roads Temporarily Posted from March 1, 2019 through May 1, 2019 are as follows:

Bowdoinham Road
Burrough Road
Edgecomb Road
Ferry Road
Fisher Road
Gould Road
Hudon Road
Keay Road

King Road
Littlefield Road
Mill Street
Moody Road
Pinewoods Road
River Road
Summer Street

Wing Street & Webster Road are posted year round

Franklin Street & Park Street will be posted this year
(only due to the current paving situation with Park Street and Pinewoods Road)

Order passed - Vote 7-0.

OTHER BUSINESS

B. COUNCIL COMMITTEE REPORTS

1. School: Councilor Albert said he had nothing to report.
2. Planning: Councilor Ward said he had nothing to report.
3. LDC: Councilor Larochelle said the proposed Park project in the Village has some budgetary items coming up for the Council to consider coming right up.
4. Conservation Commission: Councilor Ward said he had nothing to report.
5. Recreation: Councilor Kolbe said she had nothing to report.

6. County Budget: Councilor Ward said he had nothing to report.

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

8. Water Commission: Councilor Crawford reported there is a detailed report in the Council packet and it is available online on our website.

C. TOWN MANAGER'S REPORT

Mrs. Barnes said she was working on the Municipal Budget and Capital Improvement Plan.

D. WRITTEN WATER DEPARTMENT REPORT

See Attached Report – No Comments Noted

E. DEPARTMENT HEAD WRITTEN REPORTS

See Attached Reports – No Comments Noted

APPOINTMENTS – NONE

COUNCILOR COMMUNICATIONS

Councilor Brunelle said two weeks ago our Lisbon Cheerleaders took states. Councilor Albert said hopefully we will see them in the Council Chambers here soon. Mrs. Barnes said the presentation was moved to March 5 due to school vacation week.

Councilor Kolbe reported the Wrestling team also made it to states and came in [6th place] as runner up.

AUDIENCE PARTICIPATION FOR NEW ITEMS - NONE

EXECUTIVE SESSION

Council went into Executive Session at 6:50 PM and came out at 7:15 PM earlier in this meeting.

VOTE (2019-38) Councilor Crawford, seconded by Councilor Albert moved to confirm the Town Manager's appointment of Randy Cyr as the new Public Works Director with a starting salary of \$77,500 annually. **Order passed – Vote 7-0.**

VOTE (2019-39) Councilor Kolbe, seconded by Councilor Albert moved to sell 19 Bowdoin Street to William and Judy Rogers for a sum of \$500 plus legal fees. **Order passed – Vote 7-0.**

ADJOURNMENT

VOTE (2019-40) Councilor Kolbe, seconded by Councilor Brunelle moved to adjourn at 8:02 PM. **Order passed – Vote 7-0.**

Twila D. Lycette, Council Secretary
Town Clerk, Lifetime CCM/MMC
Date Approved: March 5, 2019

MEMORANDUM FROM THE TOWN CLERK

TO: Diane Barnes, Town Manager & Town Councilors

FROM: Twila Lycette, Town Clerk

SUBJECT: Special Entertainment Permit & Liquor License for the Flux Restaurant


DATE: March 1, 2019

Tyler LaVerdiere is requesting a renewal Special Entertainment Permit and Liquor License for his restaurant. A public hearing was not required and all local inspections and fees have been paid - see attached certificate. This application is ready for Council approval.

Business Name: Flux Restaurant

INSPECTION REQUIRED BELOW

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

Signature:  Date: 2/26/19

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

APPLICANT MUST HAVE COMPLETED TO HERE BEFORE FILING

For Office Use Only

☒ **Public Records Check Completed.**

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

Signature:  Date: 02/21/19

INFORMATION

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

SUGGESTED CONTACTS:

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

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

Revised March 12, 2018

MEMORANDUM FROM THE TOWN CLERK

TO: Diane Barnes, Town Manager & Town Councilors

FROM: Twila Lycette, Town Clerk

SUBJECT: Special Entertainment Permit & Liquor License for the Railroad Restaurant & Pub

DATE: March 1, 2019

Sandra Harkins is requesting a renewal Special Entertainment Permit and Liquor License for her restaurant. A public hearing was not required and all local inspections and fees have been paid - see attached certificate. This application is ready for Council approval.

Business Name: Railroad Restaurant & Pub

INSPECTION REQUIRED BELOW

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

Signature: [Signature] Date: 2/12/19

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

APPLICANT MUST HAVE COMPLETED TO HERE BEFORE FILING

For Office Use Only

☒ **Public Records Check Completed.**

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

Signature: Marc R. Hagan Date: 2/12/19

INFORMATION

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

SUGGESTED CONTACTS:

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

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

Revised March 12, 2018

LISBON POLE PERMIT INSPECTION REPORT

PERMIT REQUESTED BY: _____

LOCATION: _____

CODE ENFORCEMENT DEPARTMENT

I, DENNIS DOUGLASS have reviewed the application and find the pole to be

located in front of property of BOB FITZGERALD

and the physical address is POLE #49

Additional Comments: _____

Date: 2/25/19 Signed by: [Signature]

Recommendation: Deny permission for the following reason: _____

Date: _____ Signed by: _____

PLEASE FORWARD TO PUBLIC WORKS DEPARTMENT

PUBLIC WORKS DEPARTMENT

I, Elwood Beal, have visually inspected this location and find no reason to prohibit placing pole(s) where requested.

Comments: nothing to interfere. no utilities in ground

Date: 2/21/19 Signed by: Elwood Beal

Recommendation: Deny permission for the following reason: _____

Date: _____ Signed by: _____

PLEASE RETURN TO THE TOWN CLERK

Notification: 10300387998

Work Order: 801000219821

LOCATION PERMIT

Upon the Application of Center Maine Power Company and FairPoint New England
dated Dec 17, 2018, asking for permission, in accordance with law, to construct and
maintain poles, buried cables, conduits, and transformers, together with attached facilities and appurtenances
over, under, along or across certain highways and public roads in the location described in said application,
permission is hereby given to construct, reconstruct, maintain and relocate in substantially the same location,
said facilities and appurtenances in the City / Town of Ellsboro
approximately located as follows:

1. Starting Point: pole 49 third Class Road (Bowdoinham Road)
2. Road (State & CMP): Bowdoinham Road /Third Class Road
3. Direction: Northeast
4. Distance: 50 feet
5. Number of Poles: 1

Facilities shall consist of wood poles and appurtenances with a minimum of wire and cable not less than 18
feet over the public highway and/or buried cables or conduit and appurtenances placed a minimum depth of 36
inches under pavement and 30 inches elsewhere, all in a manner conforming to the National Electric Safety
Code.

By: _____

By: _____

By: _____

By: _____

By: _____

Municipal Officers

Office of the _____

Received and Recorded in Book _____, Page _____

Attest: _____

Clerk

Notification: 10300387998

Work Order: 801000219821

CENTRAL MAINE POWER COMPANY

APPLICATION FOR POLE LOCATION OR UNDERGROUND LOCATION

In the City/Town of: Lisbon, Maine

To the:

☐ City☒ Town☐ County of: Androscoggin, Maine☒ Central Maine Power hereby applies for permission to:☒ Construct and maintain poles together with attached facilities and appurtenances upon, along or across certain streets and highways in said City/Town as described below.☐ Construct and maintain buried cables, conduits, manholes and handholes, together with wire and cables, transformers, cutouts, and other equipment therein, under, along, and across certain streets and highways in said City/Town as described below.☒ Central Maine Power Company and

FairPoint New England

Jointly apply for permission to construct and maintain poles together with attached facilities and appurtenances upon, along or across certain streets and highways in said City/Town as described below.

1. Starting Point: pole 49 third Class Road (Bowdoinham Road)

2. Road (State & CMP): Bowdoinham Road /Third Class Road

3. Direction: Northeast

4. Distance: 50 feet

5. Number of Poles:

1

☒ Overhead wires shall have a minimum clearance of 18 feet over the public highway and be constructed to conform with the requirements of the National Electric Safety Code.☐ Buried cable facilities shall be placed at a minimum depth of 36 inches under pavement and 30 inches elsewhere and be constructed to conform with the requirements of the National Electric Safety Code.

Any person, firm, or corporation to be adversely affected by this proposed location shall file a written objection with the State Department of Transportation, City, Town or County stating the cause of said objection within fourteen (14) days after the publication of this notice or ninety (90) days after installation of facilities without publication.

☐ Public Notice of this application has been given by publishing the text of the same☒ Not Published

In:

On:

CENTRAL MAINE POWER COMPANY

FairPoint New England

By: Wayne Potvin

Date: Dec 17, 2018

By:

Date:

1/3/2019

JESS THERRIAULT - RIGHT OF WAY

10300387896

801000219821

Page of

Date: Dec 17, 2018

By: Wayne Potvin

Poles/ Pads are staked. For further information call: Wayne Polvin
Company tel: 207-242-9754 , Pole/Pad spans shown are approximate.

[illegible]

LISBON POLE PERMIT INSPECTION REPORT

PERMIT REQUESTED BY: _____

LOCATION: _____

CODE ENFORCEMENT DEPARTMENT

I, Dennis Douglass, have reviewed the application and find the pole is located in front of property owned by: Jess Theault

and the physical address of the property is Corner of Wing / Ridge

Additional Comments: _____

Approved Date: 3/1/19 Signed by: [Signature]

Deny permission for the following reason: _____

Date Denied: _____ Signed by: _____

PLEASE FORWARD TO PUBLIC WORKS DEPARTMENT

PUBLIC WORKS DEPARTMENT

I, Elwona Berni, have visually inspected this location and find no reason to prohibit placing pole(s) where requested.

Comments: no utilities in ground

Approved Date: 3/1/19 Signed by: Elwona Berni

Deny permission for the following reason: _____

Date Denied: _____ Signed by: _____

PLEASE RETURN TO THE TOWN CLERK

Notification: 10300607496

Work Order: 801000216204

LOCATION PERMIT

Upon the Application of Center Maine Power Company and Northern New England Telephone Operations LLC,
dated Jan 7, 2019, asking for permission, in accordance with law, to construct and
maintain poles, buried cables, conduits, and transformers, together with attached facilities and appurtenances
over, under, along or across certain highways and public roads in the location described in said application,
permission is hereby given to construct, reconstruct, maintain and relocate in substantially the same location,
said facilities and appurtenances in the City / Town of Lisbon
approximately located as follows:

1. Starting Point: Wing Street
2. Road (State & CMP): Ridge Road
3. Direction: North
4. Distance: 710' feet
5. Number of Poles: 1

Facilities shall consist of wood poles and appurtenances with a minimum of wire and cable not less than 18 feet over the public highway and/or buried cables or conduit and appurtenances placed a minimum depth of 36 inches under pavement and 30 inches elsewhere, all in a manner conforming to the National Electric Safety Code.

By: _____

By: _____

By: _____

By: _____

By: _____

Municipal Officers

Office of the _____

Received and Recorded in Book _____, Page _____

Attest: _____

Clerk

Notification: 10300507496

Work Order: 801000215204

CENTRAL MAINE POWER COMPANY

APPLICATION FOR POLE LOCATION OR UNDERGROUND LOCATION

In the City/Town of: Lisbon, Maine

To the:

☐ City☐ Town☐ County of: Androscoggin, Maine☒ Central Maine Power hereby applies for permission to:☒ Construct and maintain poles together with attached facilities and appurtenances upon, along or across certain streets and highways in said City/Town as described below.☐ Construct and maintain buried cables, conduits, manholes and handholes, together with wire and cables, transformers, cutouts, and other equipment therein, under, along, and across certain streets and highways in said City/Town as described below.☒ Central Maine Power Company and

Northern New England Telephone Operations LLC

Jointly apply for permission to construct and maintain poles together with attached facilities and appurtenances upon, along or across certain streets and highways in said City/Town as described below.

1. Starting Point: Wing Street

2. Road (State & CMP): Ridge Road

3. Direction: North

4. Distance: 710' feet

5. Number of Poles:

1

☒ Overhead wires shall have a minimum clearance of 18 feet over the public highway and be constructed to conform with the requirements of the National Electric Safety Code.☐ Buried cable facilities shall be placed at a minimum depth of 36 inches under pavement and 30 inches elsewhere and be constructed to conform with the requirements of the National Electric Safety Code.

Any person, firm, or corporation to be adversely affected by this proposed location shall file a written objection with the State Department of Transportation, City, Town or County stating the cause of said objection within fourteen (14) days after the publication of this notice or ninety (90) days after installation of facilities without publication.

☐ Public Notice of this application has been given by publishing the text of the same☒ Not Published

In:

On:

CENTRAL MAINE POWER COMPANY

Northern New England Telephone Operations LLC

By: Ben Simmons

Date: Jan 7, 2019

By:

Date:

1/8/2019

Kess Theriault - Right of Way

TOWN OF LISBON

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

To: Diane Barnes

From: Mark Stevens

Date: February 28, 2019

Re: Fee Schedule proposal

Please consider the following changes:

1.) Changes to the fee schedule for the Moxie Festival and the Summer day camps.

- One of the goal of this year's moxie festival is to create a greater connection to Lisbon non-profits and civic groups. By making these changes we believe it may inspire more to participate.
- Our proposed changes in the summer day camps will add the trip fees with the camp fee.

APPENDIX C - FEE SCHEDULE¹¹

Section this Code	Description	Fee/Rate
BUSINESSES		
...		
	Municipal organizations or agencies are exempt from fees in this section	
	Moxie Festival Saturday Craft/Trade Vendor Fees:	
	<u>Before May 17th</u>	
	<u>Lisbon Non-Profit/School Groups</u>	<u>Free</u>
	<u>Out of town Non-Profit School Groups Friday</u>	<u>\$25.00</u>
	<u>Saturday</u>	<u>\$50.00</u>
	<u>Lisbon Business/Craft/Food Vendor Friday</u>	<u>\$75.00</u>
	<u>Saturday</u>	<u>\$100.00</u>
	<u>Out of town Business/Craft/Food Friday</u>	<u>\$100.00</u>
	<u>Saturday</u>	<u>\$125.00</u>
	<u>After May 17th</u>	
	<u>Lisbon Non-Profit/School Groups Friday</u>	<u>\$25.00</u>
	<u>Saturday</u>	<u>\$50.00</u>
	<u>Out of town Non-Profit School Groups Friday</u>	<u>\$50.00</u>
	<u>Saturday</u>	<u>\$100.00</u>
	<u>Lisbon Business/Craft/Food Friday</u>	<u>\$100.00</u>
	<u>Saturday</u>	<u>\$150.00</u>
	<u>Out of town Business/Craft/Food Friday</u>	<u>\$125.00</u>
	<u>Saturday</u>	<u>\$175.00</u>
	<u>Electric Fee Per Space for Saturday Only</u>	<u>\$25.00</u>
	<u>2 day participation discount</u>	<u>\$25.00</u>
	<u>Lisbon Business or Lisbon Non-profit</u>	<u>\$75.00</u>
	<u>After May 18</u>	<u>\$125.00</u>
	<u>Out of Town or Out of Town Non Profit</u>	<u>\$125.00</u>
	<u>After May 18</u>	<u>\$175.00</u>
	<u>Moxie Festival Saturday Food Vendor Fees:</u>	
	<u>Lisbon Businesses</u>	<u>\$100.00</u>
	<u>After May 18</u>	<u>\$150.00</u>
	<u>Out of Town Businesses</u>	<u>\$175.00</u>
	<u>After May 18</u>	<u>\$225.00</u>
	Electrical Fee Per Space for Saturday only	\$25.00
	Friday Night All Vendors—No power available	\$100.00
	Clean Up Fee (if area not left clean)	\$25.00

	Art Vendor Non-Refundable Application Fee	\$35.00
	After April 14	\$50.00
	...	
PARKS AND RECREATION		
	Beaver Park fees:	
	Day use, per person per day:	
	Residents of Lisbon	2.00
	Non-residents	4.00
	Children three and under	Free
	Family pass, per family per year:	
	Residents of Lisbon	20.00
	Non-residents	35.00
	Sports teams, per season	35.00
	Per team practice, single game	5.00
	Lisbon School field trips	½ the fee the school collects
	Men's Adult Football League at Beaver Park	Season \$400.00
	Groups of 10 or more such as family reunions, company picnics, class reunions, nonresident schools, etc., will be charged \$2.00 per person regardless of resident or nonresident	2.00 per person
	Lone Pine Lodge and picnic shelter reservations	25.00 non-refundable deposit two weeks prior to event. 2.00 per person beyond the first 12 people attending
	Lisbon Fitness Center	15.00 per month
	a. Senior citizens (60 years and over)	10.00 per month
	Adult softball	
	a. Fall slow pitch	\$325.00 per team
	b. Women's fast pitch	\$425.00 per team
	c. Summer co-ed slow pitch	\$500.00 per team
	Summer day camps—7 week session	
	a. Resident	350.00 <u>450.00</u>
	b. Non-resident	375.00 <u>525.00</u>
	c. 1/2 time summer day camps	225.00 <u>275.00</u>
	d. Non-resident	250.00 <u>350.00</u>
	e. Sibling discount	-25.00
	...	

Added/Revised 3-5-19 10AM

2018 Prices

Before May 17th	Craft Vendors		Food Vendors	
	From Lisbon	Out of town	From Lisbon	Out of town
Friday Night	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
Saturday	\$ 75.00	\$ 125.00	\$ 100.00	\$ 175.00

May 17th or after	Craft Vendors		Business/Craft/Food Vendor	
	From Lisbon	Out of town	From Lisbon	Out of town
Friday Night	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
Saturday	\$ 125.00	\$ 175.00	\$ 150.00	\$ 225.00

\$25 Electrical Fee Per Space (Saturday only). This is in addition to your vendor fee.
--

1st Proposed in 2019

Before May 17th	Non-Profit/School Groups		Business/Craft/Food Vendor	
	From Lisbon	Out of town	From Lisbon	Out of town
Friday Night	Free	\$ 25.00	\$ 75.00	\$ 100.00
Saturday	Free	\$ 50.00	\$ 100.00	\$ 125.00

May 17th or after	Non-Profit/School Groups		Business/Craft/Food Vendor	
	From Lisbon	Out of town	From Lisbon	Out of town
Friday Night	\$ 25.00	\$ 50.00	\$ 100.00	\$ 125.00
Saturday	\$ 50.00	\$ 100.00	\$ 150.00	\$ 175.00

\$25 Electrical Fee Per Space (Saturday only). This is in addition to your vendor fee.
2 day participation discount -\$25.00 (before May 17th deadline)

Proposed after Moxie Meeting 3/5/19

Before May 17th	Non-Profit/School Groups	Craft Vendors		Food Vendors	
	From Lisbon Only	From Lisbon	Out of town	From Lisbon	Out of town
Friday Night	Free	\$ 75.00	\$ 100.00	\$ 100.00	\$ 125.00
Saturday	Free	\$ 75.00	\$ 125.00	\$ 100.00	\$ 175.00

May 17th or after	Non-Profit/School Groups	Craft Vendors		Food Vendors	
	From Lisbon Only	From Lisbon	Out of town	From Lisbon	Out of town
Friday Night	Free	\$ 100.00	\$ 125.00	\$ 125.00	\$ 150.00
Saturday	Free	\$ 125.00	\$ 175.00	\$ 150.00	\$ 225.00

\$25 Electrical Fee Per Space (Saturday only). This is in addition to your vendor fee.
2 day participation discount -\$25.00 (before May 17th deadline)



Town of Lisbon

Diane Barnes
Town Manager

Agenda Item 2019-44

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

Sir/Madam:

Sealed bids will be received in the office of the Town Manager on **Wednesday, February 27, 2019, until 2:00 p.m.** at which time they will be publicly opened and read aloud on the enclosed specifications for a **Generator/Transfer Switch for High School Gym**. A **pre-bid conference will be held on Thursday, February 14, 2019 at 10:00 AM**. The location will be Lisbon High School, 2 Sugg Drive, Lisbon Falls, ME 04252.

The Town Council reserves the right to accept or reject any and all proposals.

Please use a sealed clearly marked envelope with the bid name and number when submitting your bid. **Only sealed bids will be accepted. Faxed and electronic bids will not be considered.**

Sincerely,

Diane Barnes,
Town Manager



Town of Lisbon

Diane Barnes
Town Manager

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

INVITATION TO BID LISBON EMERGENCY SHELTER GENERATOR PROJECT

GENERATOR/TRANSFER SWITCH BACK-UP ELECTRICAL SYSTEM FOR HIGH SCHOOL GYM

The Town of Lisbon is seeking qualified bids from contractors to furnish and install a 200kw generator with enclosure outside at the High School, 2 Sugg Drive, Lisbon Falls, Maine.

Bidders will be required to submit bids for a Diesel and a Natural Gas generator

SCOPE OF WORK

Furnish and install the following:

- New up to 200 kw diesel generator & transfer switch with enclosure (or approved equal);
- New up to 200 kw natural gas generator & transfer switch with enclosure (or approved equal);
- Generator pad;
- Interconnection wiring between the generator & existing facility;
- Furnish & install annunciator;
- Installation to meet NEC, NFPA, and all other applicable standards;
- Venting as required;
- Startup & load bank testing;
- Provide guarantee/warranty information

TIME LINE

Pre-Bid:	Thursday, February 14, 2019 @10:00 a.m., Lisbon High School, 2 Sugg Drive,
Bids Due:	Wednesday, February 27, 2019 @ 2:00 p.m.
Bid Awarded:	Tuesday, March 5, 2019
Start date:	After receipt of the Notice to Proceed
Completion date:	Friday, June 28, 2019

The contractor will carry out all work necessary to complete this project. The contractor shall include all materials, equipment, tools, services and supervision necessary to furnish, deliver, unload, demolish, dispose, install and place into satisfactory operation the equipment as called for or hereinafter specified, including any incidental work not specified, but which can reasonably be inferred as part of this project.



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All work shall be performed by a licensed State of Maine electrician and be fully code compliant. A pre-bid conference will be held on Thursday, February 14, 2019 at 10:00 AM. The location will be Lisbon High School, 2 Sugg Drive, Lisbon Falls, Maine. All contractors who plan to submit a proposal may request access to the Lisbon High School before the bid due date during normal business hours.

Each bidder is required to state in his/her proposal, his/her name and place of residence and the names of all persons or parties interested as principals with him/her, and that the proposal is made without any connection with any other bidder making any proposal for the same work; and that no person acting for or employed by the Town of Lisbon is directly or indirectly interested in the proposal or in any contract which may be entered into to which the proposal relates, or in any portion of the profits therefrom, except as provided by the City Charter.

The proposal must be signed by the bidder with his/her full name and address and be enclosed in a sealed envelope. The sealed envelope shall be marked with the name and address of the bidder and entitled: "High School Generator Bid", and be addressed to: Diane Barnes, Town Manager, Town Of Lisbon, 300 Lisbon Street, Lisbon, ME 04250. All mailed proposals should be sent by registered mail to insure delivery.

No proposal will be considered unless accompanied by a bid security in the form of a bid bond or certified check in the amount of ten (10%) percent of the total bid price, made out in favor of the Town of Lisbon. Personal and business checks will not be accepted.

Any bidder may withdraw his/her proposal prior to the scheduled time for the opening of proposals upon presentation to the Town Manager of a request, in writing, to do so. Any bidder who withdraws his/her proposal within thirty (30) days after the actual opening thereof shall be considered to have abandoned his/her proposal. Any proposal received after the scheduled opening time will not be considered. The Town Council reserves the right to waive any formality and may consider as informal any proposal not prepared and submitted in accordance with these provisions. The Town Council reserves the right to accept any proposal or reject any or all proposals if it is deemed to be in the Town's best interest to do so.

All bid prices are to be net, FOB Lisbon High School, 2 Sugg Drive, Lisbon Falls, Maine 04240.

All materials and workmanship shall carry the manufacturer's standard guarantee. The bidder shall warrant to the buyer that the proposal conforms to these specifications without deviations.

Non Discrimination in Employment and Labor Standards

Bidders on this work will be required to comply with the President's Executive Order No. 11246 and amendments or supplements to that Order.



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Federal Requirements

The Contractor must comply with all Safety and Health Regulations (DFR29 part 1926 and all subsequent amendments) as promulgated by the US Department of Labor on June 24, 1974, the Department of Labor Regulations relating to Copeland "Anti-Kickback Act (18 U.S.C. 874) as supplemented by 29 CFR part 3, Contract Work Hours and Safety Standards Act (40 U.S.C.: 327-330) as supplemented by 29 CFR part 5, and Occupational Safety and Health Standards (OSHA) (29 CFR part 1910). The Contractor must comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S. C. 1857 (h)), Section 508 of the Clean Water Act (33 U.S.C. 1368), and Executive Order 11738. Contractors are required to become familiar with requirements of these Regulations.

This project is partially funded by a Department of Homeland Security grant. The successful bidder must also comply with Department of Homeland Security requirements.

This project is subject to Davis-Bacon Wage Rates.

Insurance:

The Contractor shall furnish proof of coverage with adequate insurance of the types and to the limits specified below naming the Town of Lisbon as additional insured. A certificate of such insurance shall be filed with the Town Manager within five (5) days after notification of bid award.

WORKERS COMPENSATION:

Worker's Compensation coverage with Statutory Limits and Employers Liability for all employees with limits of \$500,000 per incident; and in case of any work is sublet, the Contractor shall require the sub-contractor similarly to provide coverage for the latter's employees unless such employees are covered by the protection afforded the Contractor.

AUTOMOBILE LIABILITY INSURANCE:

Automotive Liability Insurance with minimum limits of liability for bodily injury in the amount of \$500,000 for each occurrence and minimum limits of liability for property damage in the amount of \$50,000/\$100,000 aggregate.

GENERAL LIABILITY INSURANCE:

General Liability Insurance with minimum limits of liability for bodily injury in the amount of \$500,000 for each occurrence and minimum limits of liability for property damage in the amount of \$50,000/\$100,000 aggregate, or a combined single limit of \$500,000 for each occurrence, including completed operations shall be required.



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PROPOSAL FORM: NATURAL GAS GENERATOR & TRANSFER SWITCH

The undersigned hereby declares that he has carefully examined the specifications & that he/she proposes & agrees, if this proposal is accepted, to provide the items identified in his/her proposal in accordance with the specifications listed; & that he/she will accept full payment therefor the following sum:

<u>Item</u>	<u>Description</u>	<u>Total</u>
1.	Generator Equipment to be provided – Qty 1	\$ <u>68,900.00</u>
	130kw ^{200kw} natural gas generator, 130kw ^{200kw} 3P 4w 277/480v Industrial generator	
a.	Engine to be 1800 rpm, natural gas configured	
b.	200 ⁴⁰⁰ amp, 100% rated thermal magnetic main line circuit breaker	
c.	Largest starting battery for engine	
d.	Engine block heater, 1500w	
e.	Emergency remote stop kit, surface mount	
f.	21 light annunciator	
g.	Flex fuel line	
h.	Generator load center 8 circuit	
i.	120 v gfci and 240v convenience receptacles	
j.	Extreme cold weather kit	
k.	Frequency and voltage regulation 0.25%	
l.	Permanent Magnet Excitation (PMG)	
m.	Weather proof enclosure, steel	
n.	Engine run relay	
o.	UL2200, EPA certified, NFPA 99, NFPA 110 compliant	
p.	Battery charger, 10 amp NFPA 110 compliant	
q.	2 year standard warranty	
r.	Factory certified technician to start and test system, provide 2 hour load bank test.	
s.	Provide 1 hour building load test	
t.		

Continued.....



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2. Transfer switch equipment to be provided – Qty - 1

\$ 3,600.00

- a. Industrial transfer switch ⁴⁰⁰~~200~~ amp, 3p 4w, 277/480v
- b. Nema 1 enclosure
- c. UL 1008 listed
- d. Microprocessor based control
- e. 2 line LCD display
- f. Mimic diagram with color led's
- g. 2 wire start capable
- h. Push button test, adjustable time delays, digital programmable plant exerciser
1,7,14,28 day intervals.
- i. In-phase transfer
- j. Transfer mechanism to be contactor based
- k. 2 year standard warranty

3. Installation

\$ 48,000.00

- a. Provide and install feed from generator to transfer switch
- b. Provide and install all required control wiring and communications wiring from the generator to the transfer switch and annunciator.
- c. Provide and install a 30 amp single phase 208v circuit from panel 2S1 to the generator load center
- d. Provide all required core drilling, fire stopping and sealing as required
- e. Install new transfer switch in electrical room
- f. Reconfigure electrical room to power panels 4S1, 4A1, RTU1, 2A1, 2S1 off the generator
- g. Move the circuit for the PA system from panel 2A2 to 2S1
- h. Install annunciator in the electric room next to the transfer switch
- i. Installation to meet NFPA 70 and 110
- j. Provide permit if required
- k. Provide all required rigging and freight
- l. Provide and install required black iron natural gas line, and regulator to feed the generator. Line to be sized to sufficiently handle the generator at 100% load.

4. Generator Pad – Qty – 1

\$ 6,500.00

- a. Provide and install generator concrete pad, size 11'x5'x6" provide all digging, trenching, and back fill as required

REGIONAL ELECTRIC
186 SUMNER ST
AUBURN, ME 04210

Total Project

\$ 127,000.00

[Signature]

Travis@REGIONALELECTRIC.COM



Town of Lisbon

Town Council

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Kris Crawford,
Vice Chairman
Chris Brunelle
Kasie Kolbe
Fern Larochelle
Mark Lunt
Allen Ward

Diane Barnes

Emergency Shelter Generator Project
Bid Opening
Wednesday, February, 27, 2019
2:00pm

Present:

Diane Barnes, Town Manager
Randy Cyr, Public Works Director
Matthey Tassinari, Industrial General Manager, Electrical Systems of Maine
Anna Morneau, Regional Electric, LLC

The following bids were received and publicly opened at 2:00pm:

Electrical Systems of Maine	\$68,500.00
P.O. Box 1395	
Auburn, ME 04211	

Regional Electric, LLC	\$127,000.00
186 Summer Street	
Auburn, ME 04210	



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PROPOSAL FORM: NATURAL GAS GENERATOR & TRANSFER SWITCH

The undersigned hereby declares that he has carefully examined the specifications & that he/she proposes & agrees, if this proposal is accepted, to provide the items identified in his/her proposal in accordance with the specifications listed; & that he/she will accept full payment therefor the following sum:

<u>Item</u>	<u>Description</u>	<u>Total</u>
1.	Generator Equipment to be provided – Qty 1	\$ <u>34,028.00</u>
a.	130 kw natural gas generator, 130 kw 3P 4w 277/480v Industrial generator	
b.	Engine to be 1800 rpm, natural gas configured	
c.	200 amp, 100% rated thermal magnetic main line circuit breaker	
d.	Largest starting battery for engine	
e.	Engine block heater, 1500w	
f.	Emergency remote stop kit, surface mount	
g.	21 light annunciator	
h.	Flex fuel line	
i.	Generator load center 8 circuit	
j.	120 v gfci and 240v convenience receptacles	
k.	Extreme cold weather kit	
l.	Frequency and voltage regulation 0.25%	
m.	Permanent Magnet Excitation (PMG)	
n.	Weather proof enclosure, steel	
o.	Engine run relay	
p.	UL2200, EPA certified, NFPA 99, NFPA 110 compliant	
q.	Battery charger, 10 amp NFPA 110 compliant	
r.	2 year standard warranty	
s.	Factory certified technician to start and test system, provide 2 hour load bank test.	
t.	Provide 1 hour building load test	

Continued.....



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2. Transfer switch equipment to be provided – Qty - 1

\$ 3160.00

- a. Industrial transfer switch 260 amp, 3p 4w, 277/480v
- b. Nema 1 enclosure
- c. UL 1008 listed
- d. Microprocessor based control
- e. 2 line LCD display
- f. Mimic diagram with color led's
- g. 2 wire start capable
- h. Push button test, adjustable time delays, digital programmable plant exerciser
1,7,14,28 day intervals.
- i. In-phase transfer
- j. Transfer mechanism to be contactor based
- k. 2 year standard warranty

3. Installation

\$ 26,312.00

- a. Provide and install feed from generator to transfer switch
- b. Provide and install all required control wiring and communications wiring from the generator to the transfer switch and annunciator.
- c. Provide and install a 30 amp single phase 208v circuit from panel 2S1 to the generator load center
- d. Provide all required core drilling, fire stopping and sealing as required
- e. Install new transfer switch in electrical room
- f. Reconfigure electrical room to power panels 4S1, 4A1, RTU1, 2A1, 2S1 off the generator
- g. Move the circuit for the PA system from panel 2A2 to 2S1
- h. Install annunciator in the electric room next to the transfer switch
- i. Installation to meet NFPA 70 and 110
- j. Provide permit if required
- k. Provide all required rigging and freight
- l. Provide and install required black iron natural gas line, and regulator to feed the generator. Line to be sized to sufficiently handle the generator at 100% load.

4. Generator Pad – Qty – 1

\$ 5000.00

- a. Provide and install generator concrete pad, size 11'x5'x6" provide all digging, trenching, and back fill as required

Total Project

\$ 68,500.00

Matthew Ryan - Electrical Systems of Maine
1200 Main St Ave
Auburn, ME 04210
300 Lisbon Street, Lisbon, ME 04250 | Phone: (207) 353-3000 | Fax: (207) 353-3007 | www.lisbonme.org



Electrical Systems
of Maine, Inc.



Date: 02/27/19

To: TOWN OF LISBON

Reference: Generator

Electrical Systems of Maine is your local Generac Industrial, Commercial, and Residential generator dealership and distributor. Our factory trained technicians are certified to install, start up, service, and perform warranty work on anything we sell. We are your one stop shop for generators, installation, service and support.

What we offer:

1. 24/7 support
2. Factory trained industrial, commercial, and residential generator technicians
3. Journeyman and master electricians licensed in the state of Maine
4. Service contracts
5. Service, warranty, and factory support
6. Turnkey installations
7. Load bank testing up to 600 KW
8. Project coordination, project management, and design.

Backup power generation should be part of your business plan. Reasons to invest in a Generac automatic standby generator system

1. Reduce lost revenue due to utility outages
2. Be able to serve your customers during natural disasters and regular utility outages
3. Eliminate the risk of losing product
4. Take advantage of the IRS 179 deduction (please consult your accountant)

We are pleased to offer the following quote for the procurement and installation a Generac Industrial 130KW 277/480v natural gas genset. Electrical Systems of Maine will provide the below:

1. Generator Equipment to be provided
 - a. 130 kw natural gas generator, 130 kw 3P 4w 277/480v Industrial generator
 - b. Engine to be 1800 rpm, natural gas configured
 - c. 200 amp, 100% rated thermal magnetic main line circuit breaker
 - d. Largest starting battery for engine
 - e. Engine block heater, 1500w
 - f. Emergency remote stop kit, surface mount
 - g. 21 light annunciator
 - h. Flex fuel line
 - i. Generator load center 8 circuit
 - j. 120 v gfci and 240v convenience receptacles
 - k. Extreme cold weather kit
 - l. Frequency and voltage regulation 0.25%
 - m. Permanent Magnet Excitation (PMG)
 - n. Weather proof enclosure, steel
 - o. Engine run relay
 - p. UL2200, EPA certified, NFPA 99, NFPA 110 compliant

- q. Battery charger, 10 amp NFPA 110 compliant
 - r. 2 year standard warranty
 - s. Factory certified technician to start and test system, provide 2 hour load bank test.
 - t. Provide 1 hour building load test
2. Transfer switch equipment to be provided
- a. Industrial transfer switch 260 amp, 3p 4w, 277/480v
 - b. Nema 1 enclosure
 - c. UL 1008 listed
 - d. Microprocessor based control
 - e. 2 line LCD display
 - f. Mimic diagram with color led's
 - g. 2 wire start capable
 - h. Push button test, adjustable time delays, digital programmable plant exerciser 1,7,14,28 day intervals.
 - i. In-phase transfer
 - j. Transfer mechanism to be contactor based
 - k. 2 year standard warranty
3. Installation
- a. Provide and install generator concrete pad, size per manufactures recommendation
 - b. Provide and install feed from generator to transfer switch
 - c. Provide and install all required control wiring and communications wiring from the generator to the transfer switch and annunciator.
 - d. Provide and install a 30 amp single phase 208v circuit from panel 2S1 to the generator load center
 - e. Provide all required core drilling, fire stopping and sealing as required
 - f. Install new transfer switch in electrical room
 - g. Reconfigure electrical room to power panels 4S1, 4A1, RTU1, 2A1,2S1 off the generator
 - h. Move the circuit for the PA system from panel 2A2 to 2S1
 - i. Install annunciator in the electric room next to the transfer switch
 - j. Installation to meet NFPA 70 and 110
 - k. Provide permit if required
 - l. Provide all required rigging and freight
 - m. Provide and install required black iron natural gas line, and regulator to feed the generator. Line to be sized to sufficiently handle the generator at 100% load.

Sincerely,

Matt Tassinari
General Manager
Electrical Systems of Maine
1200 Minot Ave,
Auburn, ME 04210
207-783-7126
matt@electricalsystemsofmaine.com

Matthew Tassinari - CFO/manager

Acceptance of Quote _____

Prior to ordering equipment or services, please sign and return as a confirmation of the above terms and conditions. Payment net 30 at completion of project.

Place of Residence
94 Pinnacle Dr
Auburn, ME 04210

Generac Power Systems 2 Year (2B) Limited Warranty for Industrial Standby Generators

For the period of warranty noted below, which begins upon the successful start-up and/or on-line activation of the unit, Generac Power Systems, Inc. "Generac" warrants that its Generator will be free from defects in material and workmanship for the items and period set forth below. Generac will, at its discretion, repair or replace any part(s) which, upon evaluation, inspection and testing by Generac or an Independent Authorized Service Dealer, is found to be defective. Any equipment that the purchaser/owner claims to be defective must be evaluated by the nearest Independent Authorized Service Dealer. Emissions components are excluded from coverage under this extended warranty. Emissions warranty coverage is detailed in a separate emissions warranty.

Warranty Coverage: Warranty coverage period is for Two (2) years or two-thousand (2,000) hours, whichever occurs first.

Warranty Coverage in Year(s): 1	Warranty Coverage in Year(s): 2
Parts, Labor and Limited Travel	Limited Parts Only

Limited Gearbox Coverage:

Year(s): 1-5 Coverage	Year(s): 6-10 Coverage
Limited Parts and Labor	Limited Parts Only

Guidelines:

1. Unit must be registered and proof of purchase available.
2. Any and all warranty repairs and/or concerns must be performed and/or addressed by an Independent Authorized Service Dealer, or branch thereof. Repairs or diagnostics performed by individuals other than Independent Authorized Service Dealers not authorized in writing by Generac will not be covered.
3. This Warranty is transferable between ownership of original install site.
4. Generac supplied engine coolant heaters (block-heaters), heater controls and circulating pumps are only covered during the first year of the warranty provision.
5. Generac may choose to repair, replace or refund a piece of equipment in its sole discretion.
6. Enclosures are warranted against rust for the first year of ownership only. Damage caused after receipt of generator is the responsibility of the owner and is not covered by this warranty. Nicks, scrapes, dents or scratches to the painted enclosure should be repaired promptly by the owner.
7. Warranty only applies to permanently wired and mounted units.
8. Damage to any covered components or consequential damages caused by the use of a non-OEM part will not be covered by the warranty.
9. Proof of performance of all required maintenance must be available.
10. Travel allowance is limited to 300 miles maximum and seven and one half (7.5) hours maximum (per occurrence, whichever is less) round trip from the nearest Independent Authorized Service Dealer. Any additional travel required will not be covered.
11. Engines, driven components and fuel tanks used in Generac's standby power products system can carry a separate manufacturer's (OEM) warranty (the "OEM Warranties"), unless otherwise expressly stated. OEM Warranties are in addition to this Warranty. All warranty claims for defects in material and/or workmanship on Generac product OEM components, may be directed through the OEM distributor/dealer network. OEM Warranties may vary and are subject to change. Generac shall have no liability under OEM warranties.

The following will NOT be covered by this warranty:

1. Costs of normal maintenance (i.e. tune-ups, associated part(s), adjustments, loose/leaking clamps, installation and start-up).
2. Damage/failures to the generator and/or transfer switch system caused by accidents, shipping, handling, or improper storage.
3. Damage/failures caused by operation with improper fuels, speeds, loads or installations other than what's recommended or specified by Generac Power Systems.
4. Damage to the generator and/or transfer switch due to the use of non-Generac parts and/or equipment, contaminated fuels, oils, coolants/antifreeze or lack of proper fuels, oil or coolants/antifreeze.
5. Failures due to normal wear and tear, accident, misuse, abuse, neglect, improper installation, improper sizing, or rodent, reptile, and/or insect infestation.
6. Rental equipment used while warranty repairs are being performed and/or any extraordinary equipment used for removal and/or reinstallation of generator (i.e. cranes, hoists, lifts, et. al.).
7. Planes, ferries, railroad, buses, helicopters, snowmobiles, snowcats, off-road vehicles or any other mode of transport deemed not standard by Generac.
8. Products that are modified or altered in a manner not authorized by Generac in writing.
9. Starting batteries, fuses, light bulbs, engine fluids and any related labor.
10. Steel enclosures that rust as a result of improper installation, location in a harsh or salt water environment, or are scratched where the integrity of applied paint is compromised.
11. Units sold, rated or used for "Prime Power", "Trailer Mounted" or "Rental Unit" applications as defined by Generac. Contact an Independent Authorized Service Dealer for definitions.
12. Shipping costs associated with expedited shipping.
13. Additional costs for overtime, holiday or emergency labor costs for repairs outside of normal business hours.
14. Any incidental, consequential or indirect damages caused by defects in materials or workmanship, or any delay in repair or replacement of the defective part(s).
15. Failures caused by any act of God or external cause including without limitation, fire, theft, freezing, war, lightning, earthquake, windstorm, hail, water, tornado, hurricane, or any other matters which are reasonably beyond the manufacturer's control.

THIS WARRANTY SUPERSEDES ALL OTHER WARRANTIES, EXPRESSED OR IMPLIED. SPECIFICALLY, GENERAC MAKES NO OTHER WARRANTIES AS TO THE MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. ANY IMPLIED WARRANTIES WHICH ARE ALLOWED BY LAW, SHALL BE LIMITED IN DURATION TO THE TERMS OF THE EXPRESS WARRANTY PROVIDED HEREIN. SOME JURISDICTIONS DO NOT ALLOW LIMITATIONS ON HOW LONG AN IMPLIED WARRANTY LASTS, SO THE ABOVE LIMITATION MAY NOT APPLY TO YOU. GENERAC'S ONLY LIABILITY SHALL BE THE REPAIR OR REPLACEMENT OF PART(S) AS STATED ABOVE. IN NO EVENT SHALL GENERAC BE LIABLE FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES, EVEN IF SUCH DAMAGES ARE A DIRECT RESULT OF GENERAC'S NEGLIGENCE. SOME JURISDICTIONS DO NOT ALLOW THE EXCLUSION OR LIMITATION OF INCIDENTAL OR CONSEQUENTIAL DAMAGES, SO THE ABOVE LIMITATION MAY NOT APPLY TO YOU. THIS WARRANTY GIVES YOU SPECIFIC LEGAL RIGHTS. YOU ALSO HAVE OTHER RIGHTS UNDER APPLICABLE LAW.

FOR AUSTRALIA ONLY: Our goods come with guarantees that cannot be excluded under the Australian Consumer Law. You are entitled to a replacement or refund for a major failure and for compensation for any other reasonably foreseeable loss or damage. You are also entitled to have the goods repaired or replaced if the goods fail to be of acceptable quality and the failure does not amount to a major failure.

FOR NEW ZEALAND ONLY: Nothing in this warranty statement excludes, restricts or modifies any condition, warranty right or remedy which pursuant to the New Zealand Legislation (Commonwealth or State) including the Fair Trading Practices Act of 1986 or the Consumer Guarantees Act 1993 ("CGA") applies to this limited warranty and may not be so excluded, restricted or modified. Nothing in this statement is intended to have the effect of contracting out of the provisions of the CGA, except to the extent permitted by that Act, and these terms are to be modified to the extent necessary to give effect to that intention. If you acquire goods from Generac Power Systems or any of its authorized resellers and distributors for the purposes of a business, then pursuant to section 43(2) of the CGA, it is agreed that the provisions of the CGA do not apply.

GENERAC POWER SYSTEMS, INC. • P.O. BOX 8 • Waukesha, WI, USA 53187
Ph: (888) GENERAC (436-3722) • Fax: (262) 544-4851

To locate the nearest Independent Authorized Service Dealer and to download schematics, exploded views and parts lists
visit our website: www.generac.com

Generac Power Systems 2 Year (2B) Limited Warranty for Industrial Transfer Switch Systems

For the period of warranty noted below, which begins upon the successful start-up and/or on-line activation of the unit, Generac Power Systems, Inc. "Generac" warrants that its transfer switch will be free from defects in material and workmanship for the items and period set forth below. Generac will, at its discretion, repair or replace any part(s) which, upon evaluation, inspection and testing by Generac or an Independent Authorized Service Dealer, is found to be defective. Any equipment that the purchaser/owner claims to be defective must be evaluated by the nearest Independent Authorized Service Dealer.

Warranty Coverage in Year(s): 1	Warranty Coverage in Year(s): 2
Parts, Labor and Limited Travel	Limited Parts Only

Guidelines:

- Unit must be registered and proof of purchase available.
- Any and all warranty repairs and/or concerns must be performed and/or addressed by an Independent Authorized Service Dealer, or branch thereof. Repairs or diagnostics performed by individuals other than Independent Authorized Service Dealers not authorized in writing by Generac will not be covered.
- Warranty is transferable between ownership of original installation site.
- Generac may choose to repair, replace or refund a piece of equipment in its sole discretion.
- Warranty only applies to permanently wired and mounted units.
- Enclosures are warranted for the first year of ownership only. Damage caused after receipt of generator is the responsibility of the owner and is not covered by this warranty. Nicks, scrapes, dents or scratches to the painted enclosure should be repaired promptly by the owner.
- Proof of performance of all required maintenance must be available.
- Travel allowance is limited to 300 miles maximum or seven and a half (7.5) hours maximum (per occurrence, whichever is less) round trip from the nearest Independent Authorized Service Dealer. Any additional travel required will not be covered.

The following will NOT be covered by this warranty:

- Costs of normal maintenance (i.e. associated part(s), adjustments, installation and start-up).
- Damage to the transfer switch system caused by accidents, shipping, handling or improper storage.
- Damage/failures caused by operation with loads or installations other than what's recommended or specified by Generac. Unauthorized modification/misapplication will not be warranted unless authorized by Generac in writing.
- Rental equipment used while warranty repairs are being performed and/or any extraordinary equipment used for removal and/or reinstallation of generator (i.e. cranes, hoists, lifts, et. al.).
- Planes, ferries, railroad, buses, helicopters, snowmobiles, snowcats, off-road vehicles or any other mode of transport deemed not standard by Generac.
- Failures due to normal wear and tear, accident, misuse, abuse, neglect, improper installation, or improper sizing.
- Damage to any covered components or consequential damages caused by the use of a non-OEM part will not be covered by this warranty.
- Damage related to rodent, reptile, and/or insect infestation.
- Repairs or diagnostics performed by individuals other than Independent Authorized Service Dealers not authorized in writing by Generac.
- Steel enclosures that rust as a result of improper installation, location in a harsh or salt water environment, or are scratched where the integrity of applied paint is compromised.
- Fuses, light bulbs and any related labor.
- Units sold, rated or used for "Prime Power", "Trailer Mounted" or "Rental Unit" applications as defined by Generac. Contact an Independent Authorized Service Dealer for definitions.
- Failures caused by any act of God or external cause including without limitation, fire, theft, freezing, war, lightning, earthquake, windstorm, hail, water, tornado, hurricane, or any other matters which are reasonably beyond the manufacturer's control.
- Shipping costs associated with expedited shipping.
- Any incidental, consequential or indirect damages caused by defects in materials or workmanship, or any delay in repair or replacement of the defective part(s).
- Any unit built/manufactured prior to 2014 models.
- Overtime, holiday or emergency labor.
- Living or travel expenses of person(s) performing service, except as specifically included within the terms of a specific unit warranty period.

THIS WARRANTY SUPERSEDES ALL OTHER WARRANTIES, EXPRESSED OR IMPLIED. SPECIFICALLY, GENERAC MAKES NO OTHER WARRANTIES AS TO MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. ANY IMPLIED WARRANTIES WHICH ARE ALLOWED BY LAW, SHALL BE LIMITED IN DURATION TO THE TERMS OF THE EXPRESS LIMITED WARRANTY PROVIDED HEREIN. SOME JURISDICTIONS DO NOT ALLOW LIMITATIONS ON HOW LONG AN IMPLIED WARRANTY LASTS, SO THE ABOVE LIMITATION MAY NOT APPLY TO YOU. GENERAC'S ONLY LIABILITY SHALL BE THE REPAIR OR REPLACEMENT OF PART(S) AS STATED ABOVE. IN NO EVENT SHALL GENERAC BE LIABLE FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES, EVEN IF SUCH DAMAGES ARE A DIRECT RESULT OF GENERAC'S NEGLIGENCE. SOME JURISDICTIONS DO NOT ALLOW THE EXCLUSION OR LIMITATION OF INCIDENTAL OR CONSEQUENTIAL DAMAGES, SO THE ABOVE LIMITATION MAY NOT APPLY TO YOU. THIS WARRANTY GIVES YOU SPECIFIC LEGAL RIGHTS. YOU COULD ALSO HAVE OTHER RIGHTS UNDER APPLICABLE LAW.

FOR AUSTRALIA ONLY: Our goods come with guarantees that cannot be excluded under the Australian Consumer Law. You are entitled to a replacement or refund for a major failure and for compensation for any other reasonably foreseeable loss or damage. You are also entitled to have the goods repaired or replaced if the goods fail to be of acceptable quality and the failure does not amount to a major failure.

FOR NEW ZEALAND ONLY: Nothing in this warranty statement excludes, restricts or modifies any condition, warranty right or remedy which pursuant to the New Zealand Legislation (Commonwealth or State) including the Fair Trading Practices Act of 1986 or the Consumer Guarantees Act 1993 ("CGA") applies to this limited warranty and may not be so excluded, restricted or modified. Nothing in this statement is intended to have the effect of contracting out of the provisions of the CGA, except to the extent permitted by that Act, and these terms are to be modified to the extent necessary to give effect to that intention. If you acquire goods from Generac Power Systems or any of its authorized resellers and distributors for the purposes of a business, then pursuant to section 43(2) of the CGA, it is agreed that the provisions of the CGA do not apply.

GENERAC POWER SYSTEMS, INC. • P.O. BOX 8 • Waukesha, WI, USA 53187

Ph: (888) GENERAC (436-3722) • Fax: (262) 544-4861

To locate the nearest Independent Authorized Service Dealer and to download schematics, exploded views and parts lists visit our website: www.generac.com

Part No. 0J4302

Revision G (2/16)



Generac Power Systems, Inc.
S45 W29290 Hwy. 59
Waukesha, Wisconsin 53189

P (262) 544-4811
F (262) 968-3791

Matthew Tassinari
General Manager
1200 Minot Ave.
Auburn, ME 04210

7 August 2017

Dear Matt:

I am pleased to confirm that Electrical Systems of Maine, Inc. (dealer #1014163) is an authorized dealer of Generac Industrial configured generator systems. They are factory authorized to perform start up, maintenance, and warranty service on Generac Industrial generators and automatic transfer switches.

Please convey to your service staff our appreciation for the excellent job they are doing maintaining the Generac generator systems supporting critical infrastructure, educational and medical institutions in Maine.

If there is anything else we can do to assist you, your sales or service teams, don't hesitate to ask.

Sincerely,

Jeffrey P. Slayton
Regional Business Manager - Northeast
Generac Industrial Power
S45 W29290 Hwy 59
Waukesha, WI 53189
Jeffrey.Slayton@Generac.com
(410) 458 8147
CC: file



FINANCE DIRECTOR'S MEMO

Lydia Colston, CPA, Finance Director

Diane Barnes, Town Manager

DATE: March 1, 2018
TO: Town Manager
Town Council
FROM: Lydia Colston, CPA, Finance Director

I would like to ask the council to change the temporary position to a full time Town employee as an accounting assistant. During the 2 months that we have had this position we have been able to make substantial headway on the MUNIS conversion. Additionally this position has been instrumental in the verification and review of the accounting records and other day to day operations. Currently the workload in the finance department requires that a majority of my time is spent "in the weeds". I do not have the time to spend on review and oversight that as the finance director, I should be doing more regularly. Katie has proven to have excellent attention to detail with good time management skills and would be an asset to the Town of Lisbon finance team.

I have included this position in my budget request that will be presented to council in the upcoming weeks. Currently we are paying for the temporary position out of the reserve set aside for MUNIS and I would recommend that if council approves the creation of the full time accounting assistant position that the expense continue to come out of the reserve account for the remainder of the 2019 fiscal year.

Respectfully,

Lydia A. Colston, CPA

MEMO

TO: LISBON TOWN COUNCIL
FROM: KATHY MALLOY, ADDRESSING OFFICER
DATE: MARCH 5, 2019
RE: ROAD NAME REQUEST

There is a new subdivision off Main Street, located between the address range of 117 and 121 Main Street. Two lots will be using a common drive, which requires a named road. The owner of the subdivision, John Crafts, has requested the name **Moxie Lane**.

This road name meets E-911 standards and is compliance with the Town's road naming ordinance sec. 46-93.

Please see attached Tax Map U03



Town Of
LISBON
Maine

Map of 2018
April 1, 2018



DISCLAIMER
For Assessment Purposes Only
Not For Property Line Purposes

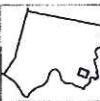
LEGEND

- Town Line
- Adjacent Towns
- Parcels
- Streams
- Flood Zones
- Zoning
- Easements
- Adjacent Maps
- Water
- Road ROW

Update 2018 Call For Map
Revisions To



For Use In 2018



U-3
TAX MAP

Scale: 1" = 100 Feet

Timeline - Charter Amendment

Item #	Action	Legal Deadline	Recommended Date
1	Introduce proposed order; Council orders public hearing to be held on proposed order.	Council Meeting	Tuesday, March 5, 2019
2	Notice of Public Hearing published in a local newspaper having general circulation in the town.	Per Title 30-A Section 2104 Subsection 5 paragraph A - at least 7 days prior to public hearing. Send ad to Sun Journal March 20	Sunday, March 24, 2019
3	PUBLIC HEARING	Not less than 7 days days after published notice.	Tuesday, April 2, 2019
4	Within 7 days after the hearing, Final Action of Council authorizing Order of proposed amendment. Election must be held at least 30 days after Order is passed.	Per Title 30-A Subsection 1	Tuesday, April 2, 2019
5	Council approves the Warrant calling for Referendum Election	Not less than 45 days prior to Election Day. See 30-A MRSA 2528	Tuesday, April 16, 2019
6	Post Referendum Warrant in each district	7 days before Election Day. See 21-A MRSA 621-A and 30-A MRSA 2523	On or before Monday, June 3, 2019
7	Absentee Ballots Available	30 days prior to Referendum	Friday, May 10, 2019
8	Referendum Election	See Above Requirements	Tuesday, June 11, 2019

ORDER FOR SPECIAL MUNICIPAL ELECTION
CHARTER AMENDMENT

WHEREAS, the Town Council of the Town of Lisbon has determined, pursuant to its authority under 30-A M.R.S.A. Section 2104, that a certain amendment to the Municipal Charter should be considered; and

WHEREAS, a public hearing on the proposed Charter Amendment has been held on April 2, 2019, after proper notice, pursuant to the requirements of 30-A M.R.S.A. Section 2104 (5) (A); and

WHEREAS, the Town Council has determined that the proposed amendment shall be placed on the ballot at a Special Municipal Election to be held in conjunction with the School Budget Validation Referendum on June 11, 2019.

NOW, THEREFORE, BE IT ORDERED by the Town Council of the Town of Lisbon that the following Charter Amendment Question 4 shall be placed on the ballot at a special municipal election to be held on June 11, 2019:

QUESTION 4

SHALL THE TOWN OF LISBON VOTE TO AMEND THE TOWN OF LISBON CHARTER, ARTICLE II, SECTIONS 2.01 AND 2.11, ARTICLE VII, SECTIONS 7.02, 7.03, 7.04 AND 7.06, AND ARTICLE VIII, SECTION 8.31, TO PROVIDE FOR ALL TOWN COUNCIL MEMBERS TO BE NOMINATED AND ELECTED AT LARGE?

Note: A copy of the proposed Charter Amendment is available for inspection and review in the Town Clerk's office during regular business hours.

PUBLIC HEARING NOTICE

CHARTER AMENDMENT

Pursuant to order of the Town Council, the public is hereby notified of a public hearing to be held on Tuesday, April 2, 2019 at 7:00 PM in the Council Meeting Room at the Lisbon Town Office, 300 Lisbon Street, Lisbon, Maine, for the purpose of receiving public input on Charter Amendment Question 4. Charter Amendment Question 4, containing a summary of the charter amendment, and the complete text of the charter amendment are as follows:

QUESTION 4.

SHALL THE TOWN OF LISBON VOTE TO AMEND THE TOWN OF LISBON CHARTER, ARTICLE II, SECTIONS 2.01 AND 2.11, ARTICLE VII, SECTIONS 7.02, 7.03, 7.04 AND 7.06, AND ARTICLE VIII, SECTION 8.31, TO PROVIDE FOR ALL TOWN COUNCIL MEMBERS TO BE NOMINATED AND ELECTED AT LARGE?

Note: A copy of the proposed Charter Amendment is available for inspection and review in the Town Clerk's office during regular business hours.

PROPOSED AMENDMENTS TO CHARTER OF TOWN OF LISBON

ARTICLE II. - TOWN COUNCIL

Sec. 2.01. - Composition, Eligibility, Election and Terms.

- (a) *Composition.* There shall be a Town Council of seven (7) members. Each member of the Council shall be ~~elected by the registered voters of the Town. Three members shall be nominated and elected by the qualified voters of the Town at large and two Councilors shall be nominated and elected by the qualified voters of each of the two Voting Districts as provided for in Section 7.03.~~ Each Councilor shall also be a Sewer Commissioner.
- (b) *Eligibility.* Only qualified voters of the Town who reside in the Town shall be eligible to be nominated, to be elected, and to hold the office of Councilor, and each Councilor shall be sworn in the manner hereinafter prescribed. ~~District Councilors shall reside in the Voting District from which they are elected and they shall establish such residence no later than the earliest date on which nomination petitions for the office may be circulated.~~
- (c) *Election, Terms.* Councilors shall be elected to serve staggered three-year terms as provided for in Article X.

Sec. 2.11. - Vacancies; Forfeiture of Office; Filling of Vacancies.

- (a) *Vacancies.* The office of Councilor shall become vacant upon a Councilor's nonacceptance, death, resignation, failure to qualify for the office within ten days after written demand of the Council, forfeiture of office, or failure of the municipality to elect a person to the office.
- (b) *Forfeiture of Office.* A councilor may forfeit the office if the Councilor (1) lacks at any time during his or her term of office any qualifications for the office prescribed by this Charter or by law, (2) knowingly and willfully violates any express prohibition or other provision of this Charter, of the terms of their oath of office, the Town's Ethics Policy, or any other Town provision relating to the conduct of a Councilor, including violation

of confidentiality requirements (3) is convicted of any crime or offense which is reasonably related to his or her ability to serve as councilor, (4) fails to attend three consecutive regular meetings of the Council without being excused by the Council, (5) malfeasance of office, (6) failure to carry out the duties of the office, or (7) misappropriation of funds.

In its review of a Council member, the Council shall have the authority to issue a public reprimand, to cause a reduction or elimination of salary, to suspend the member for a specific period of time, or to cause removal of a Council member which shall result in the seat being declared vacant. A Councilor charged with conduct constituting grounds for forfeiture of office shall be entitled to a public hearing on demand of that Councilor. Notice of such hearing shall be published in one or more newspapers of general circulation in the municipality at least one (1) week in advance of the hearing.

- (c) *Filling of Vacancies.* If a seat on the Town Council becomes vacant more than six (6) months prior to the next regular Town election, the vacancy shall be filled for the unexpired term by a special election. The Town Council shall follow the time frames for the availability, and filing of nomination petitions and the date of the special election in Section 7.02 of this Charter except that shorter time frames may be prescribed by Council where it can be assured that the time frames for circulating nomination petitions and for the Town Clerk to prepare ballots is adequate. If a seat on the Town Council becomes vacant within six (6) months prior to the next regular Town election, the Council shall appoint a qualified person to fill the vacancy. ~~If the vacancy is a seat of a District Councilor, the person elected or appointed to fill the vacancy shall be a resident of the applicable Voting District. Should a Councilor who is elected from a particular District change their residence from that District to another District within the Town of Lisbon, that Councilor shall be allowed to serve out that portion of their term until the next election during which Councilors are elected. At that time, the seat shall be declared vacant for the remainder of that Councilor's term and a new Councilor qualified from that District shall be elected to fulfill the remainder of the term. If by virtue of a change in District lines, a Councilor elected from a particular District, without having physically moved the Councilor's residence, is nevertheless located in a District other than that from which they were elected, they shall be permitted to serve out the remainder of the term but shall not be eligible for reelection as a Councilor from the original District.~~

ARTICLE VII. - NOMINATIONS AND ELECTIONS

Sec. 7.02. - Nomination by Petition.

- (a) *Petitions.* Candidates for Town Council, School Committee, and Water Commission shall be nominated by petition. Any qualified voter of the Town may be nominated for election as a Council member-at-large, School Committee member, or Water Commissioner-at-large by not less than 50 nor more than 75 qualified voters of the Town by signing a nomination petition. ~~Any qualified voter may be nominated for election as a Council member from the district in which he or she resides by not less than 50 nor more than 75 qualified voters of the district by signing a nomination petition.~~ Nomination petitions shall be filed on forms provided by the Town Clerk. Each petition shall clearly indicate the office to which nomination is sought ~~and, if for Town Council, whether the seat is at-large or for a specified district.~~ No nomination petitions shall be issued by the Clerk more than forty (40) days prior to the earliest date upon which a completed petition could legally be accepted by the Clerk. The signatures on a nominating petition need not all be affixed to the same paper, but an affidavit which has been executed by the circulator shall be attached to each separate sheet of the petition. The circulator shall state in the affidavit the number of signatures on the paper, that each signature was affixed in the circulator's presence, and that the circulator believes it to be the genuine signature of the person whose name it purports to be. The petitioners shall sign their names in ink. Each signer shall indicate his or her street address next to his or her signature. The name and address of the signers and of the candidates do not have to be identical in form to the voting registration list as long as their identity can be clearly determined from the information provided. There is no limit on the number of petitions which may be signed by any one voter.
- (b) *Filing and Acceptance.* All separate papers comprising a nominating petition shall be assembled and filed with the Town Clerk as a single document not earlier than one hundred (100) days nor later than sixty (60) days before the scheduled date of the election. If the 60th day falls on a Saturday, Sunday, a day recognized by the State of Maine as a legal holiday, or a day that the Lisbon Town Office is closed for business, the final filing

date shall be the next regular business day. The Council may, on the recommendation of the Town Clerk, set a shorter time for filing nomination petitions in the case of special elections but under no conditions shall the time for circulating nominating petitions be less than ten (10) days nor the last filing day be less than fourteen (14) days before the day of the election. The Clerk shall note the time and date when each nominating petition is filed. No petition shall be accepted unless accompanied by a signed acceptance of the nomination by the candidate.

- (c) *Certification of Validity.* Within five (5) business days after the filing of a nominating petition, the Clerk shall notify the candidate and the petition circulator whether or not the petition satisfies the requirements of this Article. If a petition is found to be insufficient, the Clerk shall immediately return it to the person who filed it together with a statement as to why it is insufficient. Within the regular time for filing petitions such a petition may be amended and filed again. The Clerk shall keep on file each petition found to be valid at least until the expiration of that calendar year.

Sec. 7.03. - Voting ~~Districts and~~ Places.

~~The Town shall be divided into two Council districts. Each district shall contain as nearly as practicable the same number of inhabitants. Each district shall be as compact as is reasonably practicable. At least once in every ten (10) years after the adoption of this Charter, the Council shall review the boundaries of the existing voting districts, and after public hearing thereon, shall by ordinance alter, change and establish the boundaries of each district so that each, as nearly as practicable, shall contain an equal number of voters. The lines of each voting district shall remain as established in this Charter until changed by ordinance.~~ The Council may, by ordinance, divide the town into wards for the purpose of establishing convenient voting places. The voting places established for municipal elections shall be the same as those established for state elections.

Sec. 7.04. - Names on Ballots.

- (a) *At Large Candidates.* The full names and addresses of all candidates for Council member ~~at large~~, for School Committee, and for Water Commissioner, except any who has died, withdrawn, or become ineligible, shall be printed on the ballot without party designation under the heading "For Council Member ~~at Large~~", "For School Committee Member", or "For Water Commission." The name of any candidate as it appears on the ballot need not be identical with the list of registered voters as long as the identity of the candidate can be clearly determined.
- ~~(b) *District Candidates.* The full names of each Council member candidate by district except any who has died, withdrawn, or become ineligible, shall be printed on the ballot without party designation under the heading "For District Council Member." The name of the candidate as it appears on the ballot need not be identical with the list of registered voters as long as the identity of the candidate can be clearly determined.~~

Sec. 7.06. - Determination of Election Results.

- (a) *Number of Votes.* Each voter shall be entitled to vote for as many at large candidates as there are vacancies to be filled. ~~A voter may vote only for a district Council member who resides in the district in which that voter resides.~~
- (b) *Plurality.* Elections shall be determined by plurality vote. In case of a tie, a run-off shall be held between the candidates having an equal number of votes. The run-off election shall be held no later than thirty (30) days after the tie is officially declared.

ARTICLE VIII. - INITIATIVE, REFERENDUM, RECALL AND SPECIAL TOWN MEETING

Sec. 8.31. - [Generally.]

- (a) *Commencement of Proceedings; Recall Committee; Affidavit* . Any five or more qualified voters may commence recall proceedings by filing with the Clerk an affidavit stating that they will constitute the recall committee and be responsible for circulating the recall petition and filing it in proper form, stating their names and street addresses, specifying the mailing address to which all notices to the committee are to be sent and setting out in full the name, address and office of the Town Councilor, School Committee Member, or Water Commissioner sought to be recalled and a statement detailing the reason or reasons therefor.
- (1) *Basis for Petition* . The required statement detailing the reason or reasons for the recall as stated on the affidavit shall be directly related to the requirements, duties and obligations of the position for which the recall is sought. The reasons for removal shall constitute acts which are in and of themselves contrary to law or to a specific requirement or obligation of the office, the improper and/or unlawful execution of some action where the action itself is not unlawful or improper, or the failure to perform some action which is officially required as a requirement or obligation of the office.
 - (2) *External Review* . Within five (5) working days of being advised by the Town Clerk of the filing of a recall affidavit, the official who has been proposed to be recalled, may request the Town Council that the Town Council, by majority vote, shall appoint an independent third-party examiner who is not a property owner, business owner, taxpayer, or resident of the Town of Lisbon and who has experience in municipal matters and in mediation, arbitration or legal proceedings, to review the affidavit stating the reasons for recall, in order to determine the sufficiency of those reasons in accordance with the standards set forth in Subsection (1) above. This appointment shall occur at the next scheduled meeting of the Town Council or the Town Council may elect to call a special meeting to make the appointment. The examiner shall have full authority to conduct such investigation as is deemed appropriate to determine the sufficiency of the reasons stated in the recall affidavit. The examiner shall submit a written report to the Town Council and Town Clerk with copies to the official proposed for recall and the recall committee stating whether or not the petition meets the criteria and if it is determined that the criteria are not met, the petition will go no further and have no further effect. The written report shall be submitted within twenty-one (21) days of appointment unless another time is designated by Council. Any time frame for the submission of the report may be extended by Council.
 - (3) *Appeal* . If the officer or official being proposed for recall or the recall committee is aggrieved by the report and decision of the examiner, then each shall have the right to appeal the examiner's decision to the Lisbon Ethics Panel. The Ethics Panel shall have the authority to conduct an independent investigation, hold hearings, take evidence, or do whatever it deems to be necessary and appropriate to determine whether the decision of the examiner is correct. If the result of the appeal is that sufficient cause is found to move forward, then the Clerk shall issue the circulation petitions to the Recall Committee. If the Ethics Panel determines that there is no cause for recall, then the matter shall be ended and shall go forward no further.
 - (4) *Issuance of Petitions* . If there is no challenge to the recall affidavit or the independent examiner and/or the Ethics Panel find that there is sufficient reason to support the recall, then the Clerk shall promptly issue the appropriate petition blanks to the Recall Committee.
 - (5) *Further Appeal* . The determination by the independent examiner or the Ethics Panel may be appealed to the Superior Court, Androscoggin County. Such appeal shall not stay the time frames for the petition and subsequent proceedings under the provisions of this section unless ordered by the Court.
- (b) *Petitions*.
- (1) *Number of Signatures*. Recall petitions must be signed by qualified voters of the Town at least equal in number to 15 percent of the total number of qualified voters who cast votes for Governor in the most recent gubernatorial election ~~or, in the case of a recall of a Councilor elected from a district, signed by~~

~~qualified voters of the district equal in number to at least 15 percent of the total number of qualified voters from that district who cast votes for Governor in the most recent gubernatorial election.~~

- (2) *Form and Content.* All papers of a petition shall be uniform in size and style and shall be assembled as one document for filing. Each signature shall be executed in ink and shall be followed by the street address of the person signing. Petitions shall contain or have attached thereto throughout their circulation the full name, address and office of the person sought to be recalled and a statement detailing the reason or reasons therefor.
 - (3) *Affidavit of Circulator.* Each paper of a petition shall have attached to it when filed an affidavit which has been executed by the circulator. The circulator shall state in the affidavit that the circulator personally circulated the paper, the number of signatures thereon, that each signature was affixed in the circulator's presence, that the circulator believes it to be the genuine signature of the person whose name it purports to be, and that each signer had an opportunity before signing to read the full name, address and office of the person sought to be recalled and the statement detailing the reason or reasons therefor. At any time prior to the issuance of the Clerk's certificate, a signer may have his or her name removed from the petition by filing a signed written request that this be done.
 - (4) *Time for Filing Recall Petition.* A recall petition must be filed within 30 days of the issuance of the petition blanks to the recall committee.
- (c) *Procedure after Filing.*
- (1) *Certificate of Clerk; Amendment.* Within 20 days after the circulated petition has been filed, the Clerk shall complete a certificate as to its sufficiency, specifying, if it is insufficient, why it is defective. The Clerk shall promptly send a copy of the certificate to the recall committee by mail. A petition certified as insufficient for lack of the required number of valid signatures may be amended once if the recall committee files a notice of intention to amend it with the Clerk within two days after receiving the copy of the Clerk's certificate and files a supplementary petition upon additional papers within ten days after receiving the copy of such certificate. Such supplementary petition shall comply with the requirements of subsections (b)(2) and (b)(3) of section 8.31. Within five days after it is filed, the Clerk shall complete a certificate as to the sufficiency of the petition as amended and promptly send a copy of such certificate to the recall committee by mail as in the case of an original petition. If a petition or amended petition is certified as sufficient, or if a petition or amended petition is certified as insufficient, and the recall committee does not elect to amend or request Council review under subsection (2) of this section within the time required, the Clerk shall promptly present the certificate to the Council and the certificate shall then be a final determination as to the sufficiency of the petition.
 - (2) *Council Review.* If a petition or amended petition has been certified as being insufficient, the recall committee may, within two days after receiving the copy of such certificate, file a request that it be reviewed by the Council. The Council shall review the certificate at its next meeting following the filing of such request and approve or disapprove it. The Council's determination shall then be a final determination as to the sufficiency of the petition.
 - (3) *Public Hearing .* Subsequent to Council's determination of sufficiency, the Council shall convene a public hearing in order to allow the members of the public to attend and have an opportunity to discuss the recall petition and the basis and criteria for the recall. If the matter has been referred to an independent examiner, then, if possible, the independent examiner will chair the public hearing. If no independent examiner has been appointed or is available, then the chair of the Town Council shall appoint another individual to chair the public hearing.
 - (4) *Court Review; New Petition.* A final determination as to the sufficiency of a petition shall be subject to court review. A final determination of insufficiency, even if sustained upon court review, shall not prejudice the filing of a new petition for the same purpose.
- (d) *Actions on Petitions.* The Council shall, within 30 days following a final determination that the recall petition is sufficient, hold a municipal election for the purpose of submitting the question of recall to a vote of the qualified voters of the Town ~~or, in the case of recall of a Council member elected from a district, the qualified voters of that district.~~ Pending the outcome of the election, the elected official who is the subject of the recall petition shall continue to exercise all of the privileges of his or her office. An official shall be recalled when a

majority of those voting thereon shall have voted in the affirmative so long as the total number of votes cast for and against recall is at least equal to 30% of the total number of qualified voters who cast votes for Governor in the most recent gubernatorial election. Where the voters have recalled an official, the Council shall fill the vacancy thus created in accordance with the provisions of Section 2.11 of this Charter.

- (e) *Candidacy of Incumbent.* An official who is recalled by the voters shall be allowed to seek re-election at the special election called for the purpose of filling the vacancy created by the recall by filing a notice with the Town Clerk that he or she wishes to have his or her name appear on the ballot. The request shall be filed no later than the fifteenth day preceding the election. The official shall not be required to circulate a nomination petition. Other qualified voters who seek to fill the vacancy created by the recall shall have until the fifteenth day preceding the election to file with the Town Clerk a petition as required by the Charter for a regular municipal election.
- (f) *Recall Ballot.* The ballot for recall shall contain the following question: "Shall (name of person being subjected to recall) be recalled from the office of (name of office)?" Immediately below such question shall appear in the following order the words "yes" and "no" and to the left of each, a square in which the voter may indicate his or her vote.