



AGENDA
COUNCIL MEETING
APRIL 16, 2019
LISBON TOWN OFFICE
7:00 P.M.

Town Council
Norm Albert, Chairman
Kasie Kolbe, Vice Chair
Christopher Brunelle
Fernand Larochelle, Jr.
Mark Lunt
Allen Ward
Vacant

1. CALL TO ORDER & PLEDGE TO FLAG
2. ROLL CALL
 - ___ Councilor Albert ___ Councilor Brunelle ___ Vacant ___ Councilor Kolbe
 - ___ Councilor Larochelle ___ Councilor Lunt ___ Councilor WardTown Clerk reading of meeting rules
3. GOOD NEWS & RECOGNITION
2019-76 PROCLAMATION – National Community Development Week
4. PUBLIC HEARINGS
 - A. Victualer's License for Grazi To Go
5. AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS
6. CONSENT AGENDA
 - 2019-77 ORDER– A. Municipal Accounts Payable & Payroll Warrants -

#442019	\$17,593.31	#482019	\$ 3,111.36
#4102019	\$10,997.58	#	\$
#	\$		

 - B. School Accounts Payable & Payroll Warrants -

#	\$	#	\$
#	\$	#	\$
 - C. Workshop Minutes of March 26, 2019 & Regular Minutes of April 2, 2019
 - D. Set School Budget/School CIP Public Hearing for May 7, 2019
 - E. Victualer's License for Grazi To Go
 - F. Annual Renewal Mobile Home Park Licenses
7. COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES
 - 2019-78 ORDER – Set up Reserve Account “MTM Senior Programs”
 - 2019-79 ORDER – Solicit Bids for Fuel
 - 2019-80 ORDER – Audit Engagement Letter Fiscal Year 2019
 - 2019-81 ORDER – Quit Claim Deed/Write-Off Taxes for 8 Whispering Pines
 - 2019-82 ORDER – Public Works Bid Projects
 - 2019-83 ORDER – 2018 CDBG Downtown Revitalization Grant Lisbon Village Streetscape Project Bid Award
 - 2019-84 ORDER – Warrant for Municipal & School Budget Referendum 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)
 - B. Town Manager's Report
 - C. Department Heads Written Reports
9. APPOINTMENTS
 - 2019-85 ORDER – Warden for June 11, 2019 School Budget Validation Referendum & Special Municipal Election
10. COUNCIL COMMUNICATIONS
11. AUDIENCE PARTICIPATION & RESPONSE NEW ITEMS
12. EXECUTIVE SESSION
13. ADJOURNMENT
 - 2019-86 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
Kasie Kolbe, Vice Chair
Christopher Brunelle
Fernand Larochelle, Jr.
Mark Lunt
Allen Ward
Vacant

MEMO

To: Town Council
From: Diane Barnes, Town Manager
Subject: Recommendations
Date: April 16, 2019

Agenda Item 2019-78 MTM Senior Programs Reserve Account

We would like permission to start a reserve account for the MTM Senior Program by designating The Moxie Car Show net revenues after expenses and by accepting donations.

Recommendation

Authorize the Town Manager to establish a reserve account known as "MTM Senior Programs" and fund it annually with net revenues after expenses from the Moxie Car Show and donations.

Agenda Item 2019-79 Solicit Bids for Fuel

The Town of Lisbon requests to solicit sealed bids on the supply of fuel oil, propane, diesel, and gasoline from October 1, 2019 thru September 30, 2020 for applicable Town buildings.

Recommendation

Authorize the Town Manager to solicit fuel and to enter into a contract for the best pricing.

Agenda Item 2019-80 RHR Smith Audit Engagement Letter Fiscal Year 2019

The engagement letter from RHR Smith confirms the understanding and scope of services provided to the town during the annual audit. They will audit the financial statements of the governmental activities, business type activities, any aggregate discretely presented component units, each major fund, and any aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the Town of Lisbon for the fiscal year ending June 30, 2019.

Town	\$9,850
School Department	\$9,717
Sewer Department	\$2,550

Recommendation

Authorize the Town Manager to sign the engagement letter with RHR Smith for the annual audit

Agenda Item 2019-81
Quit-Claim Deed/Write-Off Taxes for 8 Whispering Pines

After speaking with the Mobile Home Park owner, the Park owner plans on removing the tax acquired trailer from the premises at their own expense. They feel the cost to remove/demolish the trailer is going to be more than the taxes owed on the property. We agree due to the condition of the trailer. The Assessor recently inspected the trailer and deemed it inhabitable.

Recommendation

Authorize the Town Manager to issue a Quit-Claim deed and write-off taxes in the amount of \$509.68.

Agenda Item 2019-82
Public Works Bid Projects

We request permission to advertise the following projects for bid.

Paving RFP - As a result of the FY 2019 funding shortfall for paving projects, we request permission to develop an RFP for paving projects for FY 20 based on an anticipated budgeted amount of \$262,000. The RFP will clearly state bids will be awarded contingent on final budget adoption.

Road Striping - We are requesting permission to advertise the annual center line and edge line road striping.

Road Salt - Each year AVCOG advertises a joint purchase of Road Salt and Liquid Calcium/Magnesium Chloride RFP. We are requesting permission to have our estimated 3000 tons of salt included as part of this process.

Recommendation

Authorize the Public Works Director to solicit bids for the above Public Works projects.

Agenda Item 2019-83
2018 CDBG Downtown Revitalization Grant Lisbon Village Streetscape Bid Award

On April 3, 2019, bids were opened for the Lisbon Village Streetscape Improvements project. The following three bids were received:

<u>CONTRACTOR</u>	<u>LOCATION</u>	<u>BASE BID</u>	<u>ALTERNATE BID</u>
L.P. Poirier & Sons Inc.	Lewiston, ME	\$184,865.00	\$62,467.00
J. Pratt Construction	Hebron, ME	\$201,180.76	\$72,989.30
Ray Labbe & Sons Inc.	Brunswick, ME	\$225,715.76	\$85,580.87

The overall budget for this work is \$300,000. If both the base bid and alternate are awarded, the contract award will be \$247,332. With engineering, administrative, legal, and contingency considered, there should be sufficient funds to award both the base bid and alternate scope of work. Please note that there was a mathematical error on this bid so that the total on the base bid was incorrect. The bid tabulation and the figures above reflect the correct bid amounts.

Recommendation

Award the contract to L.P. Poirier in the amount of \$247,332 for the base bid and alternate.

TOWN OF LISBON

WHEREAS, the Community Development Block Grant (CDBG) program is a partnership of federal, state, and local government, as well as private sector, non-profit, and community efforts; and

WHEREAS, the Community Development Block Grant program has become the foundation of virtually all community and economic development occurring across the nation; and

WHEREAS, the Community Development Block Grant program's primary objective is the development of viable urban communities, by providing decent housing, suitable living environments, and expanded economic opportunities, principally for low and moderate income persons; and

WHEREAS, a week recognizing national community development will encourage the Town Council, non-profit organizations, and community residents throughout the Town to reaffirm the significance and diversity of their local community development program efforts toward meeting the need of persons of low and moderate income; and

WHEREAS, since 1983, the Town of Lisbon has received a total of \$3,654,546.00 in Community Development Block Grant Funds with \$770,000.00 awarded in the past five years; and

WHEREAS, the following activities have been funded: Housing Rehab, Planning Study for downtown, Career Service Center, Business Façade Improvements, Sidewalk Improvements for downtown and village areas; and

NOW, THEREFORE BE IT RESOLVED, that the Town Council designates the week of April 22-26, 2019 as **National Community Development Week** in support of these valuable programs that have made tremendous contributions to the viability of the housing stock, infrastructure, public services, and economic vitality of our community.

Dated April 16, 2019

Normand Albert, Chairman

Kasie Kolbe, Vice Chairman

Christopher Brunelle

Attest:

Fernand Larochelle

Mark Lunt

Municipal Clerk

Allen Ward



TOWN OF LISBON

300 Lisbon Street, Lisbon, ME 04250

Agenda Item 2019 - 4 A

Twila D. Lycette, Town Clerk

PUBLIC HEARING

Notice is hereby given that the Lisbon Town Council intends to hold a public hearing on April 16, 2019 at 7:00 PM in the Town Office Public Meeting Room to hear comments on a new Victualer's License for the following:

*Mary Richard d/b/a Grazi to Go
26 Village Street
Lisbon, ME*

The public is invited to attend.

Twila Lycette, Town Clerk



**TOWN COUNCIL
WORKSHOP
MEETING MINUTES
MARCH 26, 2019**

Christopher Brunelle, At Large 2019
Mark Lunt, District 1 2019
Vacant, District 2, 2019
Fern Larochelle, At Large 2020
Normand Albert, At Large 2021
Kasie Kolbe, District 1 2021
Mr. Ouellette Ward, District 2 2021

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

ROLL CALL. Members present were Councilors Ward, Albert, Kolbe, Brunelle, Lunt, and Larochelle. Also present were Diane Barnes, Town Manager, Marc Hagan, Police Chief; Nate LeClair, Fire Chief; Lydia Colston, Finance Director; Allen Ouellette, School Facilities Director; Dennis Douglass, Code Enforcement Officer; William Alexander, Water Superintendent; Randy Cyr, Public Works Director; Diane Nadeau, Library Director; Mark Stevens, Parks and Recreation Director; Karen Paradis, Planning Board Chairman; Don Fellows, Planning Board Member; Scott Hall, Planning Board Member; William Kolbe, Planning Board Member; Dan Leeman, Planning Board Member; and approximately six citizens in the audience.

Councilor Ward stated that Larry Fillmore had passed away over the weekend. He said he was actively engaged in Town Politics. He wanted everyone to be aware of it, that the information for his services is out there, and would be on Saturday.

BUDGET WORKSHOP

CAPITAL IMPROVEMENT PLAN

Mr. Ouellette spoke about the school department's 5-year plan for building, grounds, equipment and technology. He spoke about the items that they thought necessary for Capital Improvements over the next five years. He said the balance was \$11,675. He did not have the current balance as of today, but they are working on it. He went down a list of priorities and work completed at the schools. Councilor Larochelle asked if there was a plan for funding the replacement of the track surface this year and fixing the cracks in the new pavement at the High School. Mr. Ouellette said the track is not included since it will not need replacing for a while and he is currently speaking with someone about fixing the pavement at the Lisbon High School. Mr. Ouellette stated that the biggest priority would be the roofs. Councilor Ward stated it would be easier if the Council had a list of priorities by topic by dollar amount. Mr. Ouellette stated he would have that list at the next presentation. Councilor Ward asked if Siemens Plans and Performance Programs were running on task. Mr. Ouellette said they were doing very well and ahead of projection for the prior year. Councilor Ward complimented the school on work well done.

Bill Alexander, Water Superintendent, went through his 5-year Capital plan. He stated the biggest project would be Route 125. He stated if they take a 20-year bond out for that project, then rates would increase by 20%, which would be in two steps. He talked about fixing different streets due to a tough winter. Ages of pipelines and fatigue have cause problems and should be fixed. There are streets that need to be fixed, but it is not included in the plan. He said that for every \$500,000 of additional borrowed funds, the rates would increase by 3% with a 20-year term. The streets that would be candidates for fixing are Spring Street, Franklin Street, Main Street, Frederick Street, Merrill Avenue, Bonafide Street, Zamore Street, Patterson Street, Reid Street, and Beatly Street. He will look in the records to see the age of these streets. He is also requesting an additional four operators since there is a lot of work to be done and they are understaffed. He said that in 2024 and 2025 there would be two bonds coming off, which would allow them to use the funds for either water main infrastructure or a new standpipe. Councilor Ward stated that there is a 2-year gap in the Route 125 project and asked if it was expected to be finished in the 2-year plan as presented or is it for when they need to finance it. Mr. Alexander said he was waiting to get a time frame to be able to answer that. Councilor Ward asked how much does the Water operations budget put in for water main replacements on an annual basis. Mr. Alexander said that there is only money in the budget for valve replacement and hydro replacements. Councilor Ward asked if the Water Department would have to dig up any sections of Pinewoods Road at a later date. Mr. Alexander stated that the water line section from Ferry Road down to Spruce is

a section he would have liked to replace. The remaining section is fine. Councilor Ward asked if the time frame for bringing a referendum question to the Voters had sailed. Mr. Alexander said that is correct. Mrs. Barnes stated that on the debt service page, under loan and grant, it said that they do not quality, is it because the rates are so low. He said yes. Lisbon rates are about at the middle of the road.

Mrs. Colston went through the CIP plan by department. She brought it to their attention that there are three bonds coming off in the next two years and another one in the next four years, which will free up some revenue.

Mrs. Barnes stated that the Stecco trash trailer slated to be replaced in 2025 would not happen then because it needs to be replaced sooner. Mr. Cyr stated that it would not pass inspection this year. A new one would cost \$100,000. Their plan is to fix the issues with the current one, but that would only allow them to run it for another year. He suggested putting in an order for a trailer since the wait time for a new one is at least six months, and then keep the old one as a spare. Councilor Ward asked if it is going into the 2020 budget. Mrs. Barnes stated yes, that half of the expense is coming out of the budget and the other half is coming out of the undesignated fund balance. Mr. Cyr said that the 1999 4700 International would not take a sticker as well. Their thought is to send it to Parks and Rec for them to have for a good site truck. The new wheeler would be doing the 196 and 125 project with less stops to be refilled with salt and able to be out on the road longer. He talked about getting a spare truck, which might be around 10,000 to 15,000 at auction in the meantime since they will need one to plow with for the upcoming winter and it will take a while to get the new truck. Councilor Ward asked Mrs. Barnes if there was money in the budget for the spare truck and she said no. He asked Mrs. Barnes to make a note of this issue and put aside 20,000 to be able to have a discussion about it.

Councilor Ward requested the status of the bid for the purchase of a new Fire Truck, which voters approved in the November Election. He noticed in the paperwork it was listed as Lisbon Fire and Lisbon Falls Fire. He recommended that it should only be listed as Lisbon Fire. Chief LeClair stated that it was not sent out as a request for a bid, but as a request for pricing.

Councilor Ward asked the Public Works Director and Code Enforcement officer if there were any projects coming up in the next four years for construction and buildings. Mr. Douglass stated that he does not have any long term projects coming up. He talked about resolving building issues with the Town Office as a focus; one being the roof system in the back by the Police Department, which has snow and ice buildup after melting off the roof, and working on the HVAC system. Mr. Cyr stated that they have street and paving work coming up.

ISO DISCUSSION

Fire Chief LeClair spoke about the survey that was started back in 2017 to check the fire rating protection for the Community for Insurance Companies. These surveys are not done yearly, but every 10-20 years. The rating is based on three different areas; Communication Center, Fire Department and Water Supply. Lisbon's rating before that was a four and is now down to a six. An issue with the Water System is what changed the rating. Mr. Alexander stated that prior information given to the ISO was incorrect (water tank sizes, connection pipe sizes, and the capacity of the wells) The Fire Hydrant Inspection Report from ISO stated that the hydrants were not inspected yearly and that was incorrect, as they are inspected yearly. The Water Department is working on completing the Fire Flows to be able to give the ISO an accurate report. The Fire Chief stated that once the Fire Flow data was in, then they would put our rating back to four for the next 12 months, with the intention of Lisbon working on other issues to keep it at that rating.

LIBRARY BUDGET

Library Director Diane Nadeau presented the Library Budget. She highlighted the request that hours be increased for 2 part-time positions to full-time positions, due to expanding their services for the community and working on Social Media and Technology. Councilor Larochelle suggested that maybe the town office could share that Technology position since they do not have an official person hired. Mrs. Nadeau stated that the Capital Improvements that were done are wonderful and the Community is pleased as well.

PARKS & RECREATION BUDGET

Councilor Ward asked Mr. Stevens where the funds would come from to fund the part-time position set up for the Moxie Festival Coordinator. Mrs. Barnes stated that it should come out of the Dingley TIF. Mr. Stevens gave some updates on the preparation for the Moxie Festival. He said there is a lot of exciting surprises in the making.

He thanked the Council for trusting them with the Moxie Festival and the Parks Department. He will continue with his budget at the next meeting.

ADJOURNMENT

Seeing no further business and no objections, the Chairman adjourned the meeting at 8 p.m.

Lisa Smith, Assistant Town Clerk
Date Approved: April 16, 2019



TOWN COUNCIL MEETING MINUTES APRIL 2, 2019

Christopher Brunelle, At Large 2019
Mark Lunt, District 1 2019
Vacant, 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 meeting to order and led the pledge of allegiance to the flag at 7:00 PM.

ROLL CALL. Members present were Councilors Ward, Albert, Kolbe, Brunelle, Lunt, and Larochelle. Also present were Diane Barnes, Town Manager; and approximately ten citizens in the audience.

GOOD NEWS & RECOGNITION

PROCLAMATION FOR LISBON HIGH SCHOOL DRAMA CLUB

VOTE (2019-65) Councilor Kolbe, seconded by Councilor Larochelle moved to adopt the following Proclamation:

WHEREAS, The Lisbon High School Drama Club had a very dynamic and successful year! 44 students were involved in the production of "The Secret In the Wings" in November, which had three sold out performances. Theatre Arts classes and Independent Costuming Class began working on the one act production "Scenes from The White Snake" in September. After completing a formal analysis of the play and many hours of research, the 35-minute version was ready to be cast in December. Countless hours were spent in rehearsal, building and painting the set, and creating 37 Song Dynasty costumes, six elaborate puppets, as well as many detailed properties.

WHEREAS, On March 9 the LHS Drama Club won the regional competition at Thornton Academy. Regional Festival All Cast Awards were awarded to Ben Duquette, Ailiah French, and Geoffrey Shambarger. Special Judges Commendations were awarded to Kierra Bouchard for Puppet Design and Construction, Jenny Dong for Costume Design, LHS Costuming Class for Costume Construction, Liz Currie and Hunter McKellick for Drumming, Emily Chase and Leigh Walls for Choreography, and Nick Eastman for Projection.

WHEREAS, On March 23 the LHS Drama Club Won the Class B Maine Drama Festival State One Act competition in Ellsworth with a score of 296 out of a possible 300, and will represent Maine at the New England Theatre Festival in Cranston RI in April. State Festival All Cast Awards were awarded to Emily Chase, Kierra Bouchard, Cameron Goslin and Austin Lachapelle. Special Judges Commendations were awarded to Kierra Bouchard for Puppet Design and Construction, Emily Chase and Leigha Walls for Choreography, Geoffrey Shambarger, Ben Duquette and Ailiah French for Excellence in Narration, Xin Yi Jenny Dong for Costume Design/Dramaturgy, and Chris Roupe, Liz Currie and Hunter McKellick for Live Instrumentation.

NOW THEREFORE, We the Town Council of the Town of Lisbon, on this second day of April 2019, would like to congratulate these students for their outstanding achievement. Well Done!

Order passed - Vote 6-0.

PUBLIC HEARINGS

A. PROPOSED CHARTER AMENDMENT – CONSOLIDATE VOTING DISTRICTS

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

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS - NONE

CONSENT AGENDA

VOTE (2019-66) Councilor Larochelle, seconded by Councilor Kolbe moved to approve the following:

A. Municipal Accounts Payable & Payroll Warrants -

# 3202019	\$ 7,698.08	# 3202019A	\$ 27,434.00
#56	\$ 180,794.73	#57	\$ 18,225.14
#3272019	\$ 9,781.39	#422019	\$ 142,817.17

B. School Accounts Payable & Payroll Warrants -

#1048	\$ 329,824.70	#1049	\$ 339,454.90
#22	\$ 754.50	#1050	\$ 11,612.09
#1912	\$ 105,304.41		

- C. Workshop Minutes for March 12, 2019 and Regular Minutes for March 19, 2019, and
D. Set a Public Hearing on April 16 for a Victualer's License for Grazi To Go

Order passed - Vote 6-0.

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

SET JUNE 11, 2019 AS THE DATE FOR THE
SCHOOL BUDGET VALIDATION REFERENDUM ELECTION

INTRODUCTION: The School Department is requesting the Council set June 11, 2019 as the date for their School Budget Validation Referendum Election.

VOTE (2019-67) Councilor Ward, seconded by Councilor Kolbe moved to set June 11, 2019 for the School Budget Validation Referendum. **Order passed - Vote 6-0.**

SET PUBLIC HEARINGS ON MAY 7 FOR SCHOOL BUDGET & SCHOOL CIP

VOTE (2019-68) Councilor Lunt, seconded by Councilor Larochelle moved to set the Public Hearing on May 7 for the School Budget & School CIP. **Order passed - Vote 6-0.**

SET SCHOOL BUDGET ADOPTION DATE FOR MAY 14, 2019
& ORDER BALLOT PRINTING

INTRODUCTION: The proposed school budget timeline indicates the School Committee will be approving their final school budget on May 6 and the Council will hold its Public Hearing on May 7; therefore, the School's budget will be ready for Council's consideration and adoption on May 14.

VOTE (2019-69) Councilor Kolbe, seconded by Councilor Albert moved to set the School Budget Adoption date for May 14, 2019 and order ballot printing. **Order passed - Vote 6-0.**

ORDER FOR SPECIAL MUNICIPAL ELECTION - CHARTER AMENDMENT

INTRODUCTION: The Town Clerk pointed out that the Council has called a Special Election on June 11, 2019 to fill the District 2 vacancy in the office of Town Council. The Council requested a Charter

Amendment to consolidate Districts be considered by referendum as well. The public hearing was set for April 2 and the next step on the timeline is to place the Charter Amendment Question on the warrant for Council adoption on April 16.

VOTE (2019-70) Councilor Kolbe, seconded by Councilor Larochelle moved to adopt the Order for Special Municipal Election to place the Charter Amendment Question on the June 11, 2019 ballot. **Order passed - Vote 6-0.**

MMA EXECUTIVE COMMITTEE & VICE PRESIDENT OPENINGS -
SEEKING STATEMENTS OF INTEREST
No action taken

DINGLEY TIF EXPENDITURE DESIGNATION

INTRODUCTION: The Recreation Director is requesting authorization to pay for the Moxie Coordinator position out of the Dingley TIF funds.

VOTE (2019-72) Councilor Ward, seconded by Councilor Larochelle moved to authorize the Town Manager to designate an amount not to exceed \$20,000 from Dingley TIF funds to fund the Moxie Coordinator position. **Order passed – Vote 6-0.**

SUMMER COUNCIL MEETING SCHEDULE

INTRODUCTION: Last year the Town Council chose to meet once during the months of July and August. Mrs. Barnes recommended Councilors meet July 16 and August 13 to balance out the times in between meetings nicely.

VOTE (2019-73A) Councilor Larochelle, seconded by Councilor Ward moved to approve that the Council meet once during the months of July and August, and that those dates be on July 16, 2019 and August 13, 2019. **Order passed - Vote 6-0.**

OTHER BUSINESS

A. COUNCIL COMMITTEE REPORTS

1. School: Councilor Albert said he had nothing new to report.
2. Planning: Councilor Ward mentioned the Comprehensive Plan was moving through its final stages. He said Crystal Springs withdrew their application with plans to redo it, and that the Graziano Square project was moving ahead.
3. LDC: Councilor Larochelle indicated their meeting will be coming up this month, that the date and time would be posted, or call the Town Office to get that information. He said the Graziano Square project is moving along.
4. Conservation Commission: Councilor Ward reported the Conservation Commission would be meeting next week.
5. Recreation: Councilor Kolbe asked Mr. Stevens to give the board a quick update. Mr. Stevens said the Recreation Committee met last night and reviewed the budget. They decided to hold the Fishing Derby again since the State would be stocking our ponds this year. This will take place on *National Take Your Kids to the Park Day*, Sunday, May 19. He said they reviewed the Graziano Square plans, as well.
6. County Budget: Councilor Ward said he had nothing new to report.

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

B. TOWN MANAGER'S REPORT

Mrs. Barnes reported Maine PowerOptions has provided Lisbon with competitive pricing for smaller electrical accounts. Prices hover around .09 cents per kilowatt. Right now Lisbon is paying .08 cents a kilowatt and they are offering a fixed price of 06.5 cents per kilowatt, which is good through tomorrow morning hopefully. She said these opportunities do not open up very often, maybe three or four times a year.

VOTE (2019-73B) Councilor Ward, seconded by Councilor Larochelle moved to authorize the Town Manager to negotiate a contract with Maine PowerOptions for Lisbon's smaller electrical accounts. **Order passed – Vote 6-0.**

APPOINTMENTS – NONE

COUNCILOR COMMUNICATIONS

Councilor Ward indicated he would not be here next week, but that he would get his questions to the Town Manager ahead of time.

AUDIENCE PARTICIPATION FOR NEW ITEMS

EXECUTIVE SESSION - NONE

ADJOURNMENT

VOTE (2019-74A) Councilor Kolbe, seconded by Councilor Larochelle moved to adjourn to a budget workshop at 7:21 PM. **Order passed - Vote 6-0.**

BUDGET WORKSHOP

PARKS & RECREATION BUDGET

Mr. Stevens presented the Parks and Recreation Budget. He said there were not many changes in the budget this year. He explained the minimum wage increase impact to temporary wages and wages. He encouraged the Council to consider reviewing wages now that minimum wage is \$12 per hour. There are 95 seasonal and temporary employees in this department.

Mr. Stevens reviewed his goals for his department. He indicated they would be installing the pavers finishing the walkway around the MTM Park with the \$3,000 earmarked for it. He mentioned the new computer application for Beaver Park so individuals can now see by computer access where they are exactly in the park. This will tell you how far you have walked, etc. He said they would continue to stay on top of identifying and removing invasive species. He mentioned plans were being developed to level off and grass in the area out back of MTM. He reported the Miller Trail had fencing, which needs repairing. He said they would like to improve the beachfront at Beaver Park, restoring it back to the original way it looked. Right now, there is only about 15 feet of sand, when there used to be 30 feet or more. He indicated the bath houses needed renovating, too. He recommended creating a picnic area behind ETTI, which overlooks the Androscoggin River now that the parking area has been completed. He suggested introducing a disc golf course at Beaver Park, which could start around the time the timber harvesting is done, paving the way for creating one.

Councilor Ward recommended reducing line 5110 since the custodian position has been reduced. Mr. Stevens pointed out that the trash line would be divided between the town and LACO. The Council discussed the Sunshine Hill line 5682 and the car show funds. Recommendations were to put \$3,000 into a Reserve Account for the Senior Program. Mrs. Barnes reported this needs to be placed on an agenda to have the Council set this up.

Mr. Stevens explained that residents register over the internet through a provider who has been charging the town 4% on all transactions, totaling around \$8,000 in fees per year. The internet provider offered to reduce this fee to an annual charge of \$4,200 with no change in service. Mrs. Colston said this falls under the Technology budget.

Mr. Stevens pointed out that all the recreation programs pay for themselves. He reported the profit and loss on a couple programs, for instance: 1) The After School Program costs in salaries \$19,775 and the revenues to date are \$38,000, however at year-end Lisbon should see around a \$20,000 profit; and 2) Summer Day Camps last year totaled around \$63,000 in salaries, with \$66,000 in revenues.

MUNIS UPDATE

Mrs. Colston reported payroll will go live next week, running both TRIO and MUNIS until the switch over is complete. She said Animal Licensing, Business Licensing, and Tyler Cashiering have gone live as well. She indicated they are working on Central Property Tax. She said Utility Billing should be ready to go live in seven or eight months. Everything looks to be on track so far. The Council thanked Mrs. Colston.

Seeing no further business before the Council, Councilor Albert adjourned the workshop at 7:40 PM.

Twila D. Lycette, Council Secretary
Town Clerk, Lifetime CCM/MMC
Date Approved: April 16, 2019


Business Name: Grazi to Go

INSPECTION REQUIRED

Notice of Compliance (By Ordinance): I, **Dennis Douglass, Health Officer** for the Town of Lisbon hereby certify I have inspected the above establishment and found the premises meet all requirements under the Lisbon Code entitled Victualer and any applicable state regulations

Signature:  Date: 2/4/19

Notice of Compliance (By Ordinance): 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: 2/4/19

COMPLETE TO HERE BEFORE FILING

INFORMATION

The Councilors are the Municipal Licensing Board. The first Victualer application requires a public hearing, but renewals will not. Public records checks can take up to three or more weeks to process. Complete applications contain the CEO and Health Officer 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 7PM in the conference room.

Temporary permits can be granted by the Town Clerk, after meeting all the requirements of the ordinance, for no longer than 90 days.

SUGGESTED CONTACTS:

353-3000 Ext 112... Town Clerk
353-3007..... Town Office Fax
353-3000 Ext 111... Deputy Code Enforcement Officer
353-2500..... Police Department
353-3000 Ext 111....Health Officer
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

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Proven Expertise & Integrity

April 4, 2019

Ms. Diane Barnes
Town Manager
Town of Lisbon
300 Lisbon Street
Lisbon, ME 04250

Dear Ms. Barnes:

We are pleased to confirm our understanding of the services we are to provide the Town of Lisbon for the year ending June 30, 2019. We will audit the financial statements of the governmental activities, any business type activities, any aggregate discretely presented component units, any major fund, and any aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the Town of Lisbon as of and for the year ending June 30, 2019. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the basic financial statements of the Town of Lisbon. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. As part of our engagement, we will apply certain limited procedures to the Town of Lisbon's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis

We have also been engaged to report on supplementary information other than RSI that accompanies the Town of Lisbon's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

1. Schedule of expenditures of federal awards.

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with Government Auditing Standards.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).

The Government Auditing Standards report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinion. We will issue written reports upon completion of our single audit. Our reports will be addressed to the Board of Selectmen of the Town of Lisbon. We cannot provide assurance that unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the financial statements or the single audit compliance opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express opinion or issue reports, or we may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, Government Auditing Standards do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and Government Auditing Standards. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contract, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to Government Auditing Standards.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, Government Auditing Standards, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Town of Lisbon's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to Government Auditing Standards.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the OMB Compliance Supplement for the types of compliance requirements that could have a direct and material effect on each of the Town of Lisbon's major programs. The purpose of these procedures will be to express an opinion on the Town of Lisbon's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the draft financial statements that are based on management's chart of accounts and trial balance and any adjusting, correcting, and closing entries that have been approved by management; preparing draft Management's Discussion and Analysis, notes to the financial statements, Schedule of Expenditures of Federal Awards, Schedule of Expenditures of Department Agreements and Compilation of Agreement Settlement Forms based on information determined and approved by management; maintaining depreciation schedules for which management has determined the method of depreciation, rate of depreciation, and salvage value of the asset, all in conformity with U.S. generally accepted accounting principles, permissible nonattest services under the AICPA Code of Conduct and nonaudit services under Government Auditing Standards for attest/audit engagements, and Uniform Guidance. These nonaudit services do not constitute an audit under Government Auditing Standards and such services will not be conducted in accordance with Government Auditing Standards.

We will perform the nonattest/nonaudit services in accordance with applicable professional standards, including the Code of Conduct issued by the American Institute of Certified Public Accountants. These services are limited to the financial statements and depreciation schedule services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for (1) establishing and maintaining effective internal controls, including internal controls over federal awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements).

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected

misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Organization involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Organization received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and a corrective action plan) to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports nine months or after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

We will provide copies of our reports to the Organization; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of RHR Smith & Company and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to an oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government

Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of RHR Smith & Company personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by an oversight agency. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party (ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Ronald H.R. Smith is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$12,400, broken down as follows:

June 30, 2019 Audit: Town

\$12,400

Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

A copy of our most recent external peer review report and any subsequent reports received during the contract period accompanies this letter.

We appreciate the opportunity to be of service to the Town of Lisbon and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very Best,



RHR Smith & Company, CPAs
RHRS/18

RESPONSE:

This letter correctly sets forth the understanding of the Town of Lisbon.

Management signature: _____

Title: _____

Date: _____

D.E. Rodrigues & Company, Inc.

Certified Public Accountants

215 Pleasant St. Fl. 4 – PO Box 3634
Fall River, Massachusetts 02722

Tel: (508)679-6079 (508)999-0020
Fax: (508)672-4938

Report on the Firm's System of Quality Control

To RHR Smith & Company, CPAs and the Peer Review Committee of New England Peer Review:

We have reviewed the system of quality control for the accounting and auditing practice of RHR Smith & Company, CPAs (the Firm) in effect for the year ended September 30, 2017. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The Firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The Firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

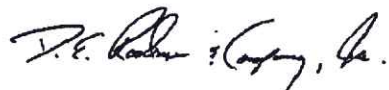
Our responsibility is to express an opinion on the design of the system of quality control and the Firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act. As a part of our peer review, we considered reviews by regulatory entities as communicated by the Firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of RHR Smith & Company, CPAs in effect for the year ended September 30, 2017, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency (ies)* or *fail*. RHR Smith & Company, CPAs has received a peer review rating of *pass*.



May 17, 2018

Where Your Financial Success Begins

Member: American Institute of Certified Public Accountants - Division for Firms
Web: WWW.Rodriguesaccounting.com Email: Doug@rodriguesaccounting.com

MEMORANDUM FROM THE INTERIM PUBLIC WORKS DIRECTOR

TO: DIANE BARNES, TOWN MANAGER

FROM: RANDY CYR PW DIRECTOR

SUBJECT: REQUEST TO BID PROJECTS

DATE: FEBRUARY 13, 2019

We request to advertise the following projects for bid.

Paving RFP – As a result of discussions at the Town Council CIP meeting On March 26, 2019 we request permission to develop an RFP for paving projects based on an anticipated budgeted amount of \$262,152.13. The RFP will clearly state bids will be awarded contingent on final budget adoption.

Road Striping – We are requesting permission to advertise the annual Center line and edge line road striping.

Road Salt- Each year AVCOG advertises a joint purchase of road salt and Liquid Calcium/Magnesium Chloride RFP. We are requesting permission to have our estimated 3500 tons of salt included as part of this process.

Please contact me if you have any questions.

OLVER ASSOCIATES INC.**ENVIRONMENTAL ENGINEERS**

April 8, 2019

Ms. Diane Barnes, Town Manager
Lisbon Town Office
300 Lisbon Street
Lisbon, Maine 04250

RE: Lisbon Center Streetscape Improvements Project

Dear Diane:

On April 3, 2019, bids were opened for the Lisbon Center Streetscape Improvements project. Three bids were received as follow:

CONTRACTOR	LOCATION	Base Bid	Alternate Bid
L.P. Poirier & Sons Inc.	Lewiston, Maine	\$184,865.00	\$62,467.00
J. Pratt Construction	Hebron, Maine	\$201,180.76	\$72,989.30
Ray Labbe & Sons Inc.	Brunswick, Maine	\$225,715.76	\$85,580.87

The low bidder is L.P. Poirier & Son Inc. Attached please find a copy of the bid tabulation and the low bid from Poirier.

The overall budget for this work is \$300,000. If both the base bid and alternate are awarded, the contract award will be \$247,332. With engineering, administrative, legal, and contingency considered, there should be sufficient funds to award both the base bid and alternate scope of work. Please note that there was a mathematical error on this bid so that the total on the base bid was incorrect. The bid tabulation and the figures above reflect the correct bid amounts. We therefore recommend award of the contract to L.P. Poirier in the amount of \$247,332.

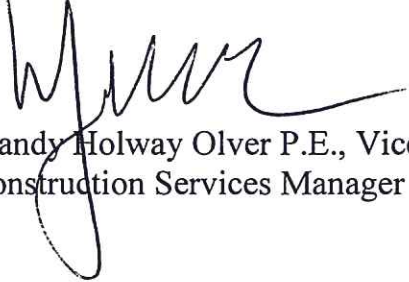
OLVER ASSOCIATES INC.

Ms. Diane Barnes, Town Manager
April 8, 2019
Page 2

Please let us know if you have any questions regarding this matter.

Very truly yours,

OLVER ASSOCIATES INC.



Mandy Holway Olver P.E., Vice-President
Construction Services Manager

MHO/sb

1318/090

CC: Mr. Terry Ann Holden, DECD

BID TABULATION
April 3, 2019

I. BASE BID									
Item No.	Item Description	Est. QTY	Unit	L.P. POIRIER & SON INC. UNIT PRICE	L.P. POIRIER & SON INC. TOTAL PRICE	J. PRATT CONSTRUCTION UNIT PRICE	J. PRATT CONSTRUCTION TOTAL PRICE	RAY LABBE & SONS INC. UNIT PRICE	RAY LABBE & SONS INC. TOTAL PRICE
1	Traffic Control	1	LS	\$ 8,200.00	\$ 8,200.00	\$ 30,150.00	\$ 30,150.00	\$ 32,270.00	\$ 32,270.00
2	Site Clearing/Removals	1	LS	\$ 38,250.00	\$ 38,250.00	\$ 19,260.00	\$ 19,260.00	\$ 16,896.50	\$ 16,896.50
3	Existing Structures Modification	8	EA	\$ 450.00	\$ 3,600.00	\$ 562.50	\$ 4,500.00	\$ 870.00	\$ 6,960.00
4	Temporary Erosion Control	1	LS	\$ 1,850.00	\$ 1,850.00	\$ 2,250.00	\$ 2,250.00	\$ 2,913.00	\$ 2,913.00
5	4" Trench/Repair Pavement	100	Tons	\$ 145.00	\$ 14,500.00	\$ 168.75	\$ 16,875.00	\$ 430.43	\$ 43,043.00
6	Remove and Reset Existing Granite Curb	1100	LF	\$ 26.50	\$ 29,150.00	\$ 21.87	\$ 24,057.00	\$ 24.93	\$ 27,423.00
7	Granite Curb, 5" x 17" Flush	10	LF	\$ 31.00	\$ 310.00	\$ 39.38	\$ 393.80	\$ 34.22	\$ 342.20
8	Granite Curb, 5" x 17" Radius Flush	40	LF	\$ 40.00	\$ 1,600.00	\$ 39.38	\$ 1,575.20	\$ 44.75	\$ 1,790.00
9	Granite Curb, 5" x 17" Terminal	100	LF	\$ 35.00	\$ 3,500.00	\$ 33.75	\$ 3,375.00	\$ 38.36	\$ 3,836.00
10	Granite Curb, 5" x 17" Radius Terminal	80	LF	\$ 45.00	\$ 3,600.00	\$ 45.00	\$ 3,600.00	\$ 48.89	\$ 3,911.20
11	4" Concrete Sidewalk	800	SY	\$ 57.10	\$ 45,680.00	\$ 83.81	\$ 67,048.00	\$ 76.96	\$ 61,568.00
12	6" Concrete Sidewalk (Driveways)	50	SY	\$ 47.50	\$ 2,375.00	\$ 101.25	\$ 5,062.50	\$ 115.17	\$ 5,758.50
13	Detectable Warning Plates	10	EA	\$ 1,100.00	\$ 11,000.00	\$ 1,296.00	\$ 12,960.00	\$ 166.75	\$ 1,667.50
14	Owner's Testing Allowance	1	AL	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
15	Bus Shelters	2	EA	\$ 5,200.00	\$ 10,400.00	\$ 4,537.13	\$ 9,074.26	\$ 4,154.68	\$ 8,309.36
16	Fence Removal/Guard Rail	1	LS	\$ 9,850.00	\$ 9,850.00	\$ -	\$ -	\$ 8,027.50	\$ 8,027.50
TOTAL BASE BID					\$ 184,865.00		\$ 201,180.76		\$ 225,715.76
II. ALTERNATE BID NO. 1									
Item No.	Item Description	Est. QTY	Unit	L.P. POIRIER & SON INC. UNIT PRICE	L.P. POIRIER & SON INC. TOTAL PRICE	J. PRATT CONSTRUCTION UNIT PRICE	J. PRATT CONSTRUCTION TOTAL PRICE	RAY LABBE & SONS INC. UNIT PRICE	RAY LABBE & SONS INC. TOTAL PRICE
1A	Traffic Control	1	LS	\$ 4,200.00	\$ 4,200.00	\$ 8,775.00	\$ 8,775.00	\$ 10,555.00	\$ 10,555.00
2A	Site Clearing/Removals	1	LS	\$ 16,500.00	\$ 16,500.00	\$ 9,517.50	\$ 9,517.50	\$ 9,453.00	\$ 9,453.00
3A	Existing Structures Modification	4	EA	\$ 450.00	\$ 1,800.00	\$ 562.50	\$ 2,250.00	\$ 545.25	\$ 2,181.00
4A	Temporary Erosion Control	1	LS	\$ 1,550.00	\$ 1,550.00	\$ 562.50	\$ 562.50	\$ 1,256.25	\$ 1,256.25
5A	4" Trench, Driveway, and Roadway Pavement	30	Tons	\$ 145.00	\$ 4,350.00	\$ 168.75	\$ 5,062.50	\$ 417.70	\$ 12,531.00
6A	Remove and Reset Existing Granite Curb	250	LF	\$ 26.50	\$ 6,625.00	\$ 21.87	\$ 5,467.50	\$ 29.68	\$ 7,420.00
7A	Granite Curb, 5" x 17" Flush	10	LF	\$ 31.00	\$ 310.00	\$ 39.38	\$ 393.80	\$ 34.22	\$ 342.20
8A	Granite Curb, 5" x 17" Radius Flush	10	LF	\$ 40.00	\$ 400.00	\$ 39.38	\$ 393.80	\$ 44.75	\$ 447.50
9A	Granite Curb, 5" x 17" Terminal	70	LF	\$ 35.00	\$ 2,450.00	\$ 33.75	\$ 2,362.50	\$ 38.36	\$ 2,685.20
10A	Granite Curb, Radius Terminal	28	LF	\$ 45.00	\$ 1,260.00	\$ 45.00	\$ 1,260.00	\$ 48.89	\$ 1,368.92
11A	4" Concrete Sidewalk	320	SY	\$ 57.10	\$ 18,272.00	\$ 83.81	\$ 26,819.20	\$ 74.39	\$ 23,804.80
12A	6" Concrete Sidewalk (Driveways)	100	SY	\$ 47.50	\$ 4,750.00	\$ 101.25	\$ 10,125.00	\$ 105.36	\$ 10,536.00
TOTAL ALTERNATE BID NO. 1					\$ 62,467.00		\$ 72,989.30		\$ 82,580.87
*BOLD ITEMS INDICATE MATHEMATICAL ERROR									

PROPOSAL

LISBON CENTER
STREETSCAPE IMPROVEMENTS
TOWN OF LISBON, MAINE

Town of Lisbon
300 Lisbon Street
Lisbon, Maine 04250

Greetings:

The undersigned, as Bidder on the above indicated Project, declares that the only persons or parties interested as principals in this Bid or in the Contract proposed to be taken, are named herein; that this Bidder has carefully examined the location of the proposed work, the Drawings and Specifications including the Invitation to Bid, Notice to Contractors, Proposal, Notice of Award, Contract, Notice to Proceed, General Conditions, Supplemental General Conditions and Technical Specifications; and proposes and agrees if this Bid is accepted that he/she will contract to provide all necessary and proper labor, machinery, equipment, facilities, and incidentals, and to do all the Work and furnish all labor and material necessary or proper to carry out the Contract in the manner and time therein set forth, and that he/she will do all other things required and incidental to the completion of the Work.

All entries in the entire proposal have been made clearly and in ink; total prices bid have been written in both words and figures. All items defined in the Contract Documents have been bid upon.

It is understood that this Bid may not be withdrawn within 90 days after the actual date of the opening thereof.

4/3/19

(Date)

Raymond A. Poirier

(Signed)

Name: Raymond A. Poirier

Title: President

Representing: L.P. Poirier & Son Inc.

Address: 1331 St. Georges St.

Lewiston ME. 04240

BID FORM

BIDDER agrees to perform all Work as described in these Contract Documents for the following unit prices for the payment items indicated:

ITEM	DESCRIPTION	APPROX. QUANTITY	UNITS	UNIT PRICE	TOTAL PRICE
<u>BASE BID</u>					
1.	Traffic Control	LS	LS	\$ <u>8,200.00</u>	\$ <u>8,200.00</u>
2.	Site Clearing/Removals	LS	LS	\$ <u>38,250.00</u>	\$ <u>38,250.00</u>
3.	Existing Structures Modification	8*	EA	\$ <u>450.00</u>	\$ <u>3,600.00</u>
4.	Temporary Erosion Control	LS	LS	\$ <u>1,850.00</u>	\$ <u>1,850.00</u>
5.	4" Trench/Repair Pavement	100	Tons	\$ <u>145.00</u>	\$ <u>14,500.00</u>
6.	Remove & Reset Existing Granite Curb	1,100	LF	\$ <u>26.50</u>	\$ <u>29,150.00</u>
7.	Granite Curb, 5" x 17", Flush	10	LF	\$ <u>31.00</u>	\$ <u>310.00</u>
8.	Granite Curb, 5" x 17" Radius Flush	40	LF	\$ <u>40.00</u>	\$ <u>1,600.00</u>
9.	Granite Curb, 5" x 17" Terminal	100	LF	\$ <u>35.00</u>	\$ <u>3,500.00</u>
10.	Granite Curb, 5" x 17" Radius Terminal	80	LF	\$ <u>45.00</u>	\$ <u>3,600.00</u>
11.	4" Concrete Sidewalk	800	SY	\$ <u>57.10</u>	\$ <u>45,680.00</u>
12.	6" Concrete Sidewalk (Driveways)	50	SY	\$ <u>47.50</u>	\$ <u>2,375.00</u>
13.	Detectable Warning Plates	10	EA	\$ <u>1,100.00</u>	\$ <u>11,000.00</u>
14.	Owner's Testing Allowance	AL	AL	\$ <u>1,000.00</u>	\$ <u>1,000.00</u>
15.	Bus Shelters	2	EA	\$ <u>5,200.00</u>	\$ <u>10,400.00</u>
16.	Fence Removal/Guard Rail	1	LS	\$ <u>9,850.00</u>	\$ <u>9,850.00</u>

TOTAL BASE BID (IN FIGURES):\$ 183,865.00

TOTAL BASE BID (IN WORDS): one hundred eighty three thousand eight hundred sixty five

Dollars

ITEM	DESCRIPTION	APPROX. QUANTITY	UNITS	UNIT PRICE	TOTAL PRICE
<u>ALTERNATE BID NO. 1</u>					
1A.	Traffic Control	LS	LS	\$ <u>4,200.00</u>	\$ <u>4,200.00</u>
2A.	Site Clearing/Removals	LS	LS	\$ <u>16,500.00</u>	\$ <u>16,500.00</u>
3A.	Existing Structures Modification	4	EA	\$ <u>450.00</u>	\$ <u>1,800.00</u>
4A.	Temporary Erosion Control	LS	LS	\$ <u>1,550.00</u>	\$ <u>1,550.00</u>

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5A. 4" Trench, Driveway, and Roadway Pavement	30	Tons	\$ <u>145.⁰⁰</u>	\$ <u>4,350.⁰⁰</u>
6A. Remove and Rest Existing Granite Curb	250	LF	\$ <u>26.⁵⁰</u>	\$ <u>6,625.⁰⁰</u>
7A. Granite Curb, 5" x 17", Flush	10	LF	\$ <u>31.⁰⁰</u>	\$ <u>310.⁰⁰</u>
8A. Granite Curb, 5" x 17" Radius Flush	10	LF	\$ <u>40.⁰⁰</u>	\$ <u>400.⁰⁰</u>
9A. Granite Curb, 5" x 17" Terminal	70	LF	\$ <u>35.⁰⁰</u>	\$ <u>2,450.⁰⁰</u>
10A. Granite Curb, Radius Terminal	28	LF	\$ <u>45.⁰⁰</u>	\$ <u>1,260.⁰⁰</u>
11A. 4" Concrete Sidewalk	320	SY	\$ <u>57.¹⁰</u>	\$ <u>18,272.⁰⁰</u>
12A. 6" Concrete Sidewalk (Driveways)	100	SY	\$ <u>47.⁵⁰</u>	\$ <u>4,750.⁰⁰</u>

TOTAL ALTERNATE BID NO. 1 (IN FIGURES):\$ 62,467.⁰⁰

TOTAL ALTERNATE BID NO. 1 (IN WORDS): Sixty two thousand
four hundred sixty seven Dollars

*Note: Asterisk indicates indeterminate quantity for bidding comparison.

The Low Base Bid is the Basis of Award for this Contract.

The undersigned agrees to furnish all required insurance certificates and bonds within 10 days after formal acceptance of the proposal by the Owner as signified by issuance of Notice of Award. All insurance certificates and bonds must be furnished before formal execution of the contract by the Owner.

The undersigned agrees to the following:

- To substantially complete the work within 75 calendar days and to complete the work within 90 calendar days of the formal Notice to Proceed. (An additional 30 days will be awarded if the alternate is awarded).
- That the Owner may retain liquidated damages of \$750 per day for each day in excess of those mentioned above that the work is not completed as indicated.

The undersigned has attached the following documents to their bid:

- Bid Bond.
- DECD/CDBG Compliance Forms for EEO, DBE Subcontractors, and Segregated Facilities (Attachment I to the Supplemental General Conditions).
- Non Discrimination form (Attachment K to the Supplemental General Conditions).
- DECD/CDBG Reporting Forms (Attachment J to the Supplemental General Conditions).
- Contractors DBE/Subcontractor Form (Attachment L to the Supplemental General Conditions).

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The undersigned acknowledges the receipt of the following Addenda:

#1 and #2
Date: 4/3/19
Signed: Raymond L. Poirier
Name: Raymond L. Poirier
Title: President
Representing: L. P. Poirier + Son Inc.
Address: 1331 S. 4th St.
Lewiston ME 04242
Telephone: 207-782-8617
Fax: 207-777-3911

(Seal - if Bid is by Corporation)
(Also attached Certificate of Authority
for signatory to execute contract)

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OA1318

CORPORATE CERTIFICATION

I, Michael L. Dubois, Clerk of L.P. Poirier & Sons, Inc., hereby certify that the following vote was taken at a duly called meeting of the Directors and Shareholders held at 588 Main Street, Lewiston, Maine, on April 9th 2009, at which a quorum was present and voting:

VOTED: To allow the transfer of Henriette Poirier's 38 ½ shares of stock in the Corporation to Raymond Poirier;

VOTED: To allow the transfer of Scott Poirier's 30 ¾ shares of stock in the Corporation to Raymond Poirier;

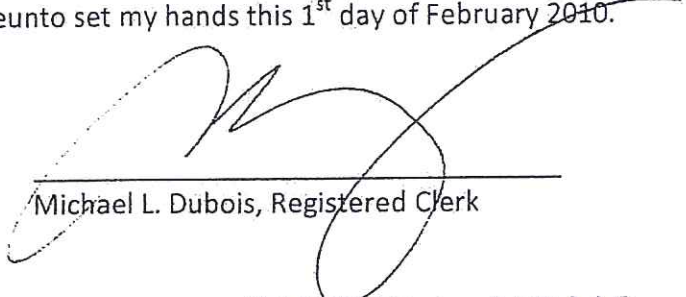
VOTED: To accept the resignation of Henriette Poirier as Treasurer of the Corporation, as Director of the Corporation and as an employee of the Corporation;

VOTED: To accept the resignation of Scott Poirier as Vice President of the Corporation, as Director of the Corporation and as an employee of the Corporation;

I further certify that the Resolution is still in full force and effect and is not contrary to any provisions of the Articles of Incorporation of said company.

I further certify that L.P. Poirier & Sons, Inc. is in good standing with the Secretary of State as of this date.

IN WITNESS WHEREOF, I have hereunto set my hands this 1st day of February 2010.


Michael L. Dubois, Registered Clerk

MICHAEL L. DUBOIS
ATTORNEY AT LAW
BAR # 3827



AIA Document A310™ – 2010

Bid Bond

CONTRACTOR:

(Name, legal status and address)

L.P. POIRIER & SON, INC.
1331 SABATTUS STREET
LEWISTON, ME 04240

SURETY:

(Name, legal status and principal place of business)

THE OHIO CASUALTY INSURANCE COMPANY
175 RUNNING HILL ROAD
SOUTH PORTLAND, ME 04106

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

OWNER:

(Name, legal status and address)

TOWN OF LISBON
300 Lisbon Street
Lisbon, ME 04250

BOND AMOUNT: FIVE PERCENT OF ATTACHED BID (5%)

BOND NUMBER: LPPOIRIER65

PROJECT: LISBON CENTER STREETScape IMPROVEMENTS, LISBON, ME, #OA1318


(Name, location or address, and Project number, if any)

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 3rd day of April, 2019.


(Witness)



(Witness)

L.P. POIRIER & SON, INC.
(Principal)

(Title)

THE OHIO CASUALTY INSURANCE COMPANY

(Surety)


(Title) NANCY L. CASTONGUAY, ATTORNEY-IN-FACT

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured

Init.

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company West American Insurance Company

POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Joline L. Binette; Melanie A. Bonnevie; Nancy L. Castonguay; Heidi Rodzen; Robert E. Shaw, Jr.

all of the city of Lewiston, state of ME each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 7th day of December, 2017.



STATE OF PENNSYLVANIA ss
COUNTY OF MONTGOMERY

The Ohio Casualty Insurance Company
Liberty Mutual Insurance Company
West American Insurance Company

By: David M. Carey
David M. Carey, Assistant Secretary

On this 7th day of December, 2017, before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at King of Prussia, Pennsylvania, on the day and year first above written.



COMMONWEALTH OF PENNSYLVANIA
Notarial Seal
Teresa Pastella, Notary Public
Upper Merion Twp., Montgomery County
My Commission Expires March 28, 2021
Member, Pennsylvania Association of Notaries

By: Teresa Pastella
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV – OFFICERS – Section 12. Power of Attorney. Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII – Execution of Contracts – SECTION 5. Surety Bonds and Undertakings. Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation – The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization – By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 3RD day of APRIL, 2019.



By: Renee C. Llewellyn
Renee C. Llewellyn, Assistant Secretary

currency rate, interest rate or residual value guarantees.

To confirm the validity of this Power of Attorney call

SKILLINGS - SHAW AND ASSOCIATES

103 PARK STREET, 2ND FLOOR
LEWISTON, ME 04240
207/753-7300
207/753-7310 FAX

BID BOND RESULTS

CONTRACTOR'S TRADE NAME: **L.P. POIRIER & SON, INC.**

BOND NO.: **LPPOIRIER65**

BID DATE: **4/03/2019**

OBLIGEE: **TOWN OF LISBON**

DESCRIPTION OF PROJECT: **LISBON CENTER STREETScape IMPROVEMENTS, LISBON, ME, PROJECT #OA1318**

PLEASE FILL IN FIRM NAME AND BID PRICES OF THREE LOWEST BIDDERS:

FIRM: _____ AMOUNT \$ _____

FIRM: _____ AMOUNT \$ _____

FIRM: _____ AMOUNT \$ _____

IF YOUR BID IS NOT LISTED ABOVE - WHAT WAS YOUR BID PRICE? \$ _____

COMMENTS: _____

Please fax this completed form to our agency as soon as possible.



DEPARTMENT OF ECONOMIC & COMMUNITY DEVELOPMENT
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
SECTION 3 INCOME WORKSHEET
TOWN OF LISBON

To be completed by all new employees residing in the county where the construction work is taking place. Completion of this worksheet is solely to determine if there is utilization of Section 3 employees on this construction project and should not be considered as a condition of employment.

Please place an "X" in the appropriate spaces pertaining to your family's size, annual income and makeup.

<u>FAMILY SIZE</u>		<u>INCOME</u>	
1	\$31,850	Above _____	Below _____
2	36,400	Above _____	Below _____
3	40,950	Above _____	Below _____
4	45,450	Above _____	Below _____
5	49,100	Above _____	Below _____
6	52,750	Above _____	Below _____
7	56,400	Above _____	Below _____
8	60,000	Above _____	Below _____

Read This Carefully

In determining total family income use your Total Adjusted Gross income for your household as reported on your most recent Federal Income Tax form.

If you use Form 1040 – use line 37

If you use Form 1040A – use line 21

If you use Form 1040EZ – use line 4

FOR USE BY PRIME CONTRACTOR ONLY

Name of Prime Contractor: LP Poirier + Sons Inc

Project Name: Village Center Streetscape Improvements

Is new employee Section 3 eligible? Yes ☐ No ☒

If yes, must be included in SECTION 3 UTILIZATION REPORT.

Job Title or Construction Trade that new Employee is hired for _____



DEPARTMENT OF ECONOMIC & COMMUNITY DEVELOPMENT
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

SECTION 3 UTILIZATION REPORT

(To be Completed for all Prime Contracts Exceeding \$100,000)

A. SECTION 3 EMPLOYEE INFORMATION

Name of CDBG Grantee: _____

Name of Project: Village Center Street Scope Improvements

CDBG Project Number: .1318 Wage Decision Number: _____

Number of Section 3 Employees Utilized on Project by Prime Contractor: 0

Number of Section 3 Employees Utilized on Project by Subcontractors: 0

Total Number of Section 3 Employees Utilized on Project: 0

B. CERTIFICATION OF PRIME CONTRACTOR

As officer and representative of: L. P. Poirier + Son Inc
Name of Prime Contractor

Address: 1331 Sabbathus St.
Lewiston ME. 04240

Telephone Number: 207-762-3617

On behalf of the Company, I hereby certify that the above information is true and accurate and is reported fully as required by the Section 3 Affirmative Action Plan as part of the contract for this CDBG assisted construction project. It is further understood that final payment from the State of Maine CDBG Program for this project cannot be made until this Report is submitted to the CDBG Grantee or authorized designee.

Raymond A Poirier President
Name and Title of Authorized Representative (print or type)

Raymond Poirier
Signature of Authorized Representative
Date 4/3/19



DEPARTMENT OF ECONOMIC & COMMUNITY DEVELOPMENT
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
CERTIFICATION OF SUBCONTRACTOR REGARDING
SEGREGATED FACILITIES
(For Prime Contracts exceeding \$10,000)


Name of Subcontractor: L. P. Poirier & Son Inc.

Project Name and Number: 1318

The undersigned hereby certifies that:

- (a) No segregated facilities will be maintained as required by Title VI of the Civil Rights Act of 1964.

Raymond A. Poirier President
Name and Title of Authorized Representative (print or type)


Signature of Authorized Representative

4/3/19
Date

(iii) Other Section 3 business concerns.

- H. To notify potential contractors about Section 3 requirements of this part, and incorporating the Section 3 clause in all solicitations and contracts.
- I. To facilitate the training and employment of Section 3 residents and the award of contracts to Section 3 business concerns undertaking activities to reach the numerical goal established by HLJD.
- J. To cooperate in obtaining the compliance of contractors and subcontractors with the requirements of Section 3.
- K. To submit reports to DECD and HUD on the results of actions taken to provide training, jobs and contracts to Section 3 residents and Section 3 business concerns.
- L. To appoint an executive official of the company or agency as Equal Employment Opportunity Officer to coordinate the implementation of this Section 3 Affirmative Action Plan.
- M. To document utilization of Section 3 Employees on the covered project by having new employees, (including those of all subcontractors) from the Section 3 Area, complete the Section 3 Income Worksheet as provided by DECD
- N. To complete a Section 3 Utilization Report and submit said report to DECD, HUD, or their designee prior to final payment for the covered project; This report will list all Section 3 Employees documented on the Section 3 Income Worksheets and be in the format provided by DECD.
- O. To maintain records, including copies of correspondence, income verification memoranda, etc., which document that all levels of the above affirmative action steps have been taken.

AFFIRMATION CERTIFICATION

As officers and representative of: L. P. Poirier & Son Inc.
(Name of Contractor)

On behalf of the Company, I have read and fully agree to the Section 3 Affirmative Action Plan, and become a party to the full implementation of this program.

Raymond A Poirier President.
Name and Title of the Authorized Representative (print or type)

Raymond Poirier
Signature of Authorized Representative

4/3/19
Date



**DEPARTMENT OF ECONOMIC & COMMUNITY DEVELOPMENT
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
SECTION 3 AFFIRMATIVE ACTION PLAN**

(Prime Contractor)

[For Prime Contracts that exceed \$100,000]

L.P. Poirier & Son Inc., Contractor, agrees to implement the following specific affirmative action steps directed at increasing the utilization of Section 3 Residents' and Section 3 Business Concerns within the Town/City/County of Androscoggin.

- A. To ascertain from the locality's CDBG Program official the exact boundaries of the Section 3 Covered Project Area and where advantageous, seek the assistance of local officials in preparing and implementing the affirmative action plan.
- B. To attempt to recruit from within the Town/City/County the necessary individuals to fill employment opportunities generated by Section 3 covered assistance through: local advertising media, signs placed at the proposed site for the project, and community organizations and public or private institutions operating within or serving the project area such as Service Employment and Redevelopment (SER), Opportunities Industrialization Center (OIC), Urban League, Concentrated Employment Program, Hometown Plan, or the U.S. Employment Service and providing preference for these opportunities in the following order:
 - (i) Section 3 Residents residing in the service area or neighborhood in which the Section 3 covered project is located;
 - (ii) Participants in HLJD Youthbuild Programs, and
 - (iii) Other Section 3 Residents.
- C. To maintain a list of all lower income area residents who have applied either on their own or on referral from any source, and to employ such persons, if otherwise eligible and a vacancy exists.
- D. To insert this Section 3 Affirmative Action Plan in all bid documents for contracts over \$100,000, and to require all bidders on subcontracts over \$100,000 to submit a Section 3 Affirmative Action Plan, including utilization goals and the specific steps planned to accomplish these goals.
- E. To insure that subcontracts over \$100,000 which are typically let on a negotiated rather than bid basis in areas other than Section 3 covered project areas, are also let on a negotiated basis, whenever feasible, when let in a Section 3 covered project area.
- F. To formally contact unions, subcontractors and trade associations to secure their cooperation for this program.
- G. To notify Section 3 residents and Section 3 business concerns about economic opportunities generated by Section 3 covered assistance and to award Section 3 covered contracts, to the greatest extent feasible, to Section 3 business concerns in the following order of preference:
 - (i) Section 3 business concerns that provide economic opportunities for Section 3 residents in the service area or neighborhood in which the Section 3 covered project is located;
 - (ii) Applicants selected to carry out HUD Youthbuild projects;

Revision # _____

CONTRACTOR'S DBE/SUBCONTRACTOR UTILIZATION FORM

All Bidders must furnish this form with their bid on Bid Opening day

Contractor: L. P. Poirier & Son Inc.

Telephone: 207-252-3617 Ext.

Contact Person: RAY POIRIER

Fax: 207-777-3911

E-mail: info@lpoirier.com

BID PRICE: \$ 246,332⁰⁰

BID DATE: 4 / 3 / 19

PROJECT # 1318

PROJECT LOCATION: Lisbon me.

TOTAL ANTICIPATED DBE 2 % PARTICIPATION FOR THIS SUBMISSION

[illegible]

NOTE: THIS INFORMATION IS USED TO TRACK AND REPORT ANTICIPATED DBE PARTICIPATION IN FEDERALLY FUNDED MAINE CDBG CONTRACTS. THE ANTICIPATED DBE AMOUNT IS VOLUNTARY AND WILL NOT BECOME A PART OF THE CONTRACTUAL TERMS.

Equal Opportunity Use:

Form received: / / Verified by: _____

cc: ☐ Contracts ☐ Other

For a complete list of certified firms and company designation (WBE/DBE) go to <http://www.maine.gov/mdot>

NOTICE TO LABOR UNIONS OR OTHER ORGANIZATIONS OF WORKERS

NONDISCRIMINATION IN EMPLOYMENT

To: L.P. Poirion + Son Inc.
(Name of union or organization of workers)

The undersigned currently holds contract(s) with Raymond Poirion
(Name of Applicant)

involving funds or credit of the U.S. Government of (a) subcontract(s) with a prime contractor holding such contract(s).

You are advised that under the provisions of the above contract(s) or subcontract(s) and in accordance with Executive Order 11246, dated September 24, 1965, the undersigned is obliged not to discriminate against any employee or applicant for employment because of race, color, creed, or national origin. This obligation not to discriminate in employment includes, but is not limited to, the following:

HIRING, PLACEMENT, UPGRADING, TRANSFER, OR DEMOTION
RECRUITMENT, ADVERTISING OR SOLICITATION FOR
EMPLOYMENT TRAINING DURING EMPLOYMENT, RATES OF
PAY OR OTHER FORMS OF COMPENSATION, SELECTION FOR
TRAINING INCLUDING APPRENTICESHIP, LAYOFF, OR
TERMINATION.

This notice is furnished you pursuant to the provisions of the above contract(s) of subcontract(s) and Executive Order 11246.

COPIES OF THIS NOTICE WILL BE POSTED BY THE UNDERSIGNED IN CONSPICUOUS PLACES AVAILABLE TO EMPLOYEES OR APPLICANT FOR EMPLOYMENT.

L.P. Poirion + Son Inc
1331 Sutherland St
Lewiston Me.
/s/ 010378422
(Contractor or subcontractor)
4/3/19
(Date)

**WARRANT
SCHOOL BUDGET VALIDATION REFERENDUM &
SPECIAL MUNICIPAL ELECTION
(20-A M.R.S.A. §§ 1486 and 2307)**

TOWN OF LISBON

Androscoggin County, ss.

State of Maine

TO: Marc Hagan, Constable of the Town of Lisbon: You are hereby required in the name of the State of Maine to notify the voters of the Town of Lisbon of the School Budget Validation Referendum election described in this warrant.

TO THE VOTERS OF THE TOWN OF LISBON:

You are hereby notified that a School Budget Validation Referendum and Municipal Referendum Election will be held at the Lisbon High School Gymnasium, 2 Sugg Drive, Lisbon Falls, Maine for Ward 1 and Ward 2 on Tuesday, June 11, 2019 for the purpose of determining the following questions:

QUESTION 1: DO YOU FAVOR APPROVING THE TOWN OF LISBON SCHOOL BUDGET FOR THE UPCOMING SCHOOL YEAR THAT WAS ADOPTED AT THE TOWN COUNCIL MEETING HELD TUESDAY, MAY 14, 2019? YES NO

QUESTION 2: THE FOLLOWING IS A NONBINDING EXPRESSION OF OPINION FOR THE CONSIDERATION OF THE TOWN COUNCIL AND SCHOOL COMMITTEE.

IF YOU VOTED NO WAS IT BECAUSE THE BUDGET WAS (PLEASE FILL IN ONE):
TOO LOW
TOO HIGH

QUESTION 3: DO YOU WISH TO CONTINUE THE SCHOOL BUDGET VALIDATION REFERENDUM PROCESS IN THE TOWN OF LISBON FOR AN ADDITIONAL THREE YEARS? YES NO

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? YES NO

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

And The Following Office Will Be Determined by Secret Ballot:

- COUNCILOR – DISTRICT 2 (VOTE FOR ONE) TERM TO 2019

The voting on the Questions shall be by secret ballot referendum at one polling location located within the Town of Lisbon, and the polls shall be opened at 7:00 a.m. and closed at 8:00 p.m.

The Registrar of Voters shall hold office hours while the polls are open to correct any error in, change a name, or address on the voting list; to accept the registration of any person eligible to vote and to accept new enrollments. A person who is not registered as a voter may not vote in any election.

Given under our hand this 16th day of April, 2019 at Lisbon, Maine.

Normand Albert, Chair

Kasie Kolbe, Vice Chair

Chris Brunelle

Fernand Larochelle, Jr.

Mark Lunt.

Allen Ward

Vacant

A true Copy of the warrant,

Attest: _____ (Clerk Signature & seal)
Municipal Clerk

INTENT/CONTENT SUMMARY

BALLOT QUESTION # 4

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? YES NO*

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

Here you will find some background information regarding consolidating Council Voting District 1 & District 2 in Lisbon.

Election consolidation started when voters approved consolidating the previous two polling places into one place located at the Lisbon High School in the gym. Lisbon has consolidated Elementary Schools, Libraries, and Polling Places. The Division of Elections called to ask if Lisbon wanted to consolidate its Ward 1 & Ward 2 designations since today the entire town votes on one single legislative seat, District 56, which passed.

This question asks voters if they would like to consolidate Districts for Council seats, making all seats at large, like the School Committee and Water Commission. Prior to 2006, Lisbon voters elected all Selectmen at large. This change if enacted will allow:

- All voters to vote for all Council candidates
- All voters to sign nomination papers for any Council candidate

In summary, all voters would be able to vote on all candidates for Council, Councilors could relocate anywhere within Lisbon's boarder, and any resident could run for any Council seat.

MEMO

TO: DIANE BARNES, TOWN MANAGER
FROM: KATHY MALLOY, ASSESSOR
DATE: APRIL 10, 2019
RE: MARCH MONTHLY REPORT

- Businesses have started filing their personal property declarations. We have processed several accounts, but most will be processed in May.
- We finalized processing homestead exemptions, approving 13 additional applications.
- With the second installment of tax payments due March 15th, we received lots of phone calls and taxpayer questions. Most of the inquiries are because of ownership changes, after April 1st of 2018. In accordance with Title 36 §502 –assessments are fixed as of April 1 each year. If you are the owner of record on April 1, the tax bill will remain in your name for the entire tax year. The proration of taxes is an agreement between buyer and seller.
- We spent approximately a week working on coding for the Munis conversion.
- Prepared the following reports and paperwork for the annual audit by Maine Revenue Services: commitment papers, commitment books, BETE applications, supplements, abatements, tree growth applications, homestead applications, and TIFs. The audit is scheduled for April 12th.

Code Enforcement

Dennis J. Douglass

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

Monthly Report for March 2019

Building permits issued - 12 – Here we go!

- 4 Mobile homes
- 6 New single family residential homes
- 1 Garage
- 1 Commercial remodel

Electrical permits issued – 6

- 2 Commercial Remodel
- 1 Garage
- 1 Upgrade service
- 1 Solar
- 1 Mobile home hook-up

Plumbing permits issued - 6

- 1 Replacement HHE200
- 1 Internal plumbing
- 3 Mobile home hook-ups
- 1 New HHE200

Misc. permits issued - 0

Planning Board :

Public Hearing - Comprehensive Plan

C.I.P - Approval sent to Town Council

Case #19-3 Site Plan Review Application

Crystal Spring Health Alternative

Michael Scalia

1 Upland Road, Lisbon Maine 04250

Tax Map U17 Lot 024

- Proposed Medical Marijuana manufacturing facility, processing facility and retail storefront.

Town Planner – Ordinance changes to our Daycare rules and definitions

Appeals Board - No cases to report.

Health Officer -

- Landlord/Tenant issues – Court cases, witness testimony, legal reports

Lisbon Development Committee - Graziano Square Park

- Finalize design work for Graziano Square
- Meetings with contractors, suppliers, trades...
- Formalize bid specs and contract terms
- Lay out site for Dig Safe, CMP, Water, Sewer, contractors...
- Material research, assigning tasks, General contracting work...

Town Buildings – On-going work on town building maintenance. Working with HVAC contractor for estimates on new HVAC system for the Town Office building, Library repairs, Fire department repairs...



TOWN OF LISBON

Economic & Community Development

300 Lisbon Street

Lisbon, ME 04250

(207) 353-3000, ext. 122

(207) 353-3007, fax

Economic & Community Development March Report

TO: Diane Barnes, Town Manager
FROM: Tracey Steuber, Economic & Community Development Director
DATE: April 9, 2019
RE: Monthly Department Report

During the month of March, I met with two individuals who are looking to either expand their current business or create a new business. I reviewed areas of interest as well as allowable zoning along with some available properties.

Monthly Meetings:

The Lisbon Development Committee met on March 13th and discussed the downtown CDBG DR project ending. Other projects discussed were the CDBG DR Village Streetscape project. Bids were going out with the bid opening scheduled for April 3. In reference to lights for the Village area that will be a separate project through CMP to transfer streetlights to LED's at no cost to the town.

Graziano Square Project – Dennis presented a conceptual plan for this area and what it could look like. This animated walk-thru was done with great detail and will gain momentum from the public for its completion. Thank you Dennis for your hard work and dedication on the design. The committee would also like to thank Cheryl Haggerty as she submitted a grant to NAR (National Association of Realtors) for \$2,600. These funds are earmarked for the Graziano Park project.

The Town Manager and I met with Carlene Tremblay from Senator Collins office to discuss all the new development in Lisbon as well as other resources available to Lisbon.

ATRC (Androscoggin Transportation Resource Center) I attended both the Technical Committee meeting and Policy Committee.

EDCM (Economic Development Council of Maine) held its annual Legislative and Policy Update meeting on March 19th. There were representatives from Maine State Chamber, MMA, State Senate and Representative offices, SBA, USDA and the new Commissioner for the Maine Department of Economic and Community Development.

MMA hosted a Local Housing Needs Forum and was very informative. With the aging population here in Maine, senior housing is a "hot topic" throughout the state in larger city areas as well as the smaller towns. There certainly can be a great partnership with a housing agency and landowner. This is something that I will be looking into further.

Other Projects: Working on a composting grant for Lisbon Parks & Recreation and Conservation Committee. If awarded this grant, we will be able to purchase composting materials needed for this pilot program. The goal is to have volunteers participate in the program with the potential for a town-wide program. The grant deadline is April 26.

Presented a grant opportunity for the Masonic building through the Historic Preservation & Energy Efficiency.

Another grant opportunity was the Northern Border Regional Commission Grant. This grant was discussed with the Water Department as a means to seek funds for their upcoming project. Bill Alexander will give updates on the status of this grant and progress moving forward.

The ECD department continues to review grant opportunities.

Business Visitations: Roger's Insurance, Maurice Bonneau Sausage Kitchen, Gentlemen's Quarters, Soul 2 Soul Childcare, Sippy Cup Consignment and EastCraeft Boutique.

I also visited the businesses in the Capital Avenue Park to see about updating the sign directory. There are a lot new businesses not listed on the directory as well as other signs that need replacing due to deterioration. Each business that would like to have a sign are responsible for purchasing it and the town does the installation. The EDC coordinates the signs through the businesses and Carrot Signs.

Community Development Block Grant:

2018 Village Streetscape Project: This project went out to bid and we held a pre-bid meeting for those interested in the project. Bids are due April 3. The bid award will go before council on April 16 and we are looking for work to begin in May. This project will coincide with the Graziano Park project.

2016 Falls Streetscape Project: We went out to bid for solar light installation along the sidewalk on Rusty Lantern side and once the ground is clear, we can finish this project.

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Town of Lisbon
YEAR-TO-DATE BUDGET REPORT

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FOR 2019 09

ACCOUNTS FOR:
1000 General Fund

ORIGINAL APPROP TRANSFRS/ADJUSTMTS REVISED BUDGET YTD ACTUAL ENCUMBRANCES AVAILABLE BUDGET PCT USED

12020000 General Government

12020000 40001	Real estate and	0	-13,034,199	-13,034,199	-13,022,142.90	.00	-12,055.91	99.9%
12020000 40004	Supplemental Real	0	0	0	-19,875.82	.00	19,875.82	100.0%
12020000 40020	Motor vehicle ex	-1,575,000	0	-1,575,000	-1,137,924.10	.00	-437,075.90	72.2%
12020000 40021	Boat excise tax	-4,000	0	-4,000	-1,551.40	.00	-2,448.60	38.8%
12020000 40030	Interest/Penalti	-28,000	0	-28,000	-22,427.96	.00	-5,572.04	80.1%
12020000 40160	Registration Fee	-27,000	0	-27,000	-19,459.00	.00	-7,541.00	72.1%
12020000 40226	State revenue sh	-633,000	0	-633,000	-435,162.65	.00	-197,837.35	68.7%
12020000 40227	Urban road initi	-97,770	0	-97,770	-97,724.00	.00	-46.00	100.0%
12020000 40230	Homestead exempt	-724,370	0	-724,370	-519,825.00	.00	-204,545.12	71.8%
12020000 40231	Veterans Reimbur	-10,000	0	-10,000	.00	.00	-10,000.00	.0%
12020000 40232	Tree Growth Reim	-15,000	0	-15,000	.00	.00	-15,000.00	.0%
12020000 40233	BETE Reimburseme	-409,760	0	-409,760	-409,760.00	.00	.00	100.0%
12020000 40235	State Road Reven	-15,792	0	-15,792	.00	.00	-15,792.00	.0%
12020000 40260	Fax Revenue	-400	250	-150	-271.50	.00	121.50	181.0%
12020000 40261	Copier Revenue	0	-250	-250	-91.00	.00	-159.00	36.4%
12020000 40262	NSF Fees	0	0	0	1,251.81	.00	-1,251.81	100.0%
12020000 40901	Sewer Dept Admin	-16,097	0	-16,097	.00	.00	-16,097.00	.0%
12020000 40902	Sewer Dept Benef	-6,308	0	-6,308	.00	.00	-6,308.00	.0%
12020000 40903	Water Dept Admin	-11,061	0	-11,061	-8,295.48	.00	-2,765.52	75.0%
12020000 40904	Water Dept Benef	-5,214	0	-5,214	-3,910.68	.00	-1,303.32	75.0%
12020000 40905	Water Dept IT Re	-2,500	0	-2,500	-1,874.97	.00	-625.03	75.0%
12020000 40906	Water Dept Insur	-9,229	0	-9,229	.00	.00	-9,229.00	.0%
12020000 40907	Water Dept HRA R	0	0	0	.00	.00	.00	.0%
12020000 40990	Misc. Fees	0	0	0	-24,792.20	.00	24,792.20	100.0%
12020000 40991	Misc Revenue	0	0	0	-70.82	.00	70.82	100.0%
12020000 44409	Investment earni	-23,000	0	-23,000	-39,618.07	.00	16,618.07	172.3%
12020000 44410	Cash Over/Short	0	0	0	-4,809.86	.00	4,809.86	100.0%
TOTAL General Government		-3,613,501	-13,034,199	-16,647,700	-15,768,335.60	.00	-879,364.65	94.7%

12020500 Elected Officials

12020500 50108	Elected Officials	17,730	0	17,730	13,582.00	.00	4,148.00	76.6%
12020500 50202	Workers Comp Ins	64	0	64	84.19	.00	-20.19	131.5%
12020500 50230	FICA Employer Co	1,357	0	1,357	1,038.61	.00	318.39	76.5%
12020500 50301	Office Supplies	0	500	500	149.32	.00	350.68	29.9%
12020500 50302	Operating suppli	500	-500	0	.00	.00	.00	.0%
12020500 50306	Postage	100	0	100	.00	.00	100.00	.0%

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Town of Lisbon
YEAR-TO-DATE BUDGET REPORT

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FOR 2019 09

ACCOUNTS FOR: 1000 General Fund	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12020500 50307 Advertising	1,000	0	1,000	574.02	.00	425.98	57.4%
12020500 50308 Printing	100	0	100	.00	.00	100.00	.0%
12020500 50401 Professional Dev	1,000	0	1,000	196.00	.00	804.00	19.6%
TOTAL Elected Officials	21,851	0	21,851	15,624.14	.00	6,226.86	71.5%
12021000 Town Manager							
12021000 50101 Town Manager	96,482	0	96,482	74,224.00	.00	22,258.00	76.9%
12021000 50107 Administrative	47,502	0	47,502	36,612.52	.00	10,889.48	77.1%
12021000 50140 Overtime wages	500	0	500	.00	.00	500.00	.0%
12021000 50201 Unemployment Cos	495	0	495	199.00	.00	296.00	40.2%
12021000 50202 Workers Comp Ins	2,576	0	2,576	3,130.97	.00	-554.97	121.5%
12021000 50210 MEPRS - Employee	14,449	0	14,449	11,104.33	.00	3,344.67	76.9%
12021000 50220 Health Insurance	38,768	0	38,768	28,135.53	.00	10,632.47	72.6%
12021000 50230 FICA Employer Co	11,053	0	11,053	7,951.70	.00	3,101.30	71.9%
12021000 50301 Office Supplies	600	0	600	508.40	-76.36	167.96	72.0%
12021000 50306 Postage	250	0	250	1,747.44	.00	-1,497.44	699.0%
12021000 50307 Advertising	1,000	0	1,000	538.50	.00	461.50	53.9%
12021000 50308 Printing	1,200	0	1,200	.00	.00	1,200.00	.0%
12021000 50352 Cell Phone/Allow	840	0	840	595.00	.00	245.00	70.8%
12021000 50401 Professional Dev	1,500	0	1,500	561.86	.00	938.14	37.5%
12021000 50412 Meals and Lodgin	100	0	100	.00	.00	100.00	.0%
12021000 50413 Mileage/ travel	2,900	0	2,900	1,889.24	.00	1,010.76	65.1%
12021000 50452 Audit services	9,850	0	9,850	9,850.00	.00	.00	100.0%
TOTAL Town Manager	230,065	0	230,065	177,048.49	-76.36	53,092.87	76.9%
12021500 Appeals Board							
12021500 50104 Non Supervisory	200	0	200	.00	.00	200.00	.0%
12021500 50108 Elected Official	751	0	751	562.00	.00	189.00	74.8%
12021500 50202 Workers Comp Ins	4	0	4	4.10	.00	.10	102.5%
12021500 50230 FICA Employer Co	73	0	73	43.57	.00	29.43	59.7%
12021500 50301 Office Supplies	50	0	50	.01	.00	49.99	.0%
12021500 50306 Postage	50	0	50	.00	.00	50.00	.0%
12021500 50307 Advertising	375	0	375	.00	.00	375.00	.0%
12021500 50401 Professional Dev	200	0	200	110.00	.00	90.00	55.0%
TOTAL Appeals Board	1,703	0	1,703	719.68	.00	983.32	42.3%
12021600 Planning Board							

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Town of Lisbon
YEAR-TO-DATE BUDGET REPORT

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FOR 2019 09

ACCOUNTS FOR: 1000 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12021600 40116 Code Enforcement	0	0	0	.00	.00	.00	.0%
12021600 40265 Planning/Appeals	-400	0	-400	-800.00	.00	400.00	200.0%
12021600 50104 Non Supervisory	1,000	0	1,000	359.12	.00	640.88	35.9%
12021600 50108 Elected Official	5,000	0	5,000	2,864.55	.00	2,135.45	57.3%
12021600 50202 Workers Comp Ins	22	0	22	26.46	.00	-4.46	120.3%
12021600 50230 FICA Employer Co	459	0	459	246.37	.00	212.63	53.7%
12021600 50301 Office Supplies	400	0	400	42.08	.00	357.92	10.5%
12021600 50306 Postage	150	0	150	30.03	.00	119.97	20.0%
12021600 50307 Advertising	750	0	750	530.20	.00	219.80	70.7%
12021600 50401 Professional Dev	600	0	600	157.76	.00	442.24	26.3%
12021600 50451 Contracted Profe	21,250	0	21,250	14,166.64	.00	7,083.36	66.7%
12021600 50455 Professional Serv	2,500	0	2,500	.00	.00	2,500.00	.0%
TOTAL Planning Board	31,731	0	31,731	17,623.21	.00	14,107.79	55.5%
12022000 Legal							
12022000 50450 Legal expense	40,000	0	40,000	40,392.41	.00	-392.41	101.0%
TOTAL Legal	40,000	0	40,000	40,392.41	.00	-392.41	101.0%
12022500 Clerk							
12022500 40100 Business license	0	0	0	-6,950.00	.00	6,950.00	100.0%
12022500 40110 Clerk Fees	-19,000	0	-19,000	-11,467.05	.00	-7,532.95	60.4%
12022500 40160 Registration Fee	0	0	0	80.00	.00	-80.00	100.0%
12022500 40263 Notary Fees	-400	0	-400	-650.00	.00	250.00	162.5%
12022500 40264 School Election	-900	0	-900	-1,599.58	.00	699.58	177.7%
12022500 50102 Department Head	56,560	0	56,560	43,504.02	.00	13,055.98	76.9%
12022500 50104 Non Supervisory	20,263	0	20,263	12,793.03	.00	7,469.97	63.1%
12022500 50130 Temporary/season	5,500	0	5,500	3,869.64	.00	1,630.36	70.4%
12022500 50201 Unemployment Cos	608	0	608	99.50	.00	508.50	16.4%
12022500 50202 Workers Comp Ins	297	0	297	363.69	.00	-66.69	122.5%
12022500 50210 MEPRS - Employee	5,656	0	5,656	4,350.40	.00	1,305.60	76.9%
12022500 50220 Health Insurance	16,644	0	16,644	12,157.52	.00	4,486.48	73.0%
12022500 50230 FICA Employer Co	6,298	0	6,298	4,073.29	.00	2,224.71	64.7%
12022500 50301 Office Supplies	1,800	0	1,800	1,822.90	.00	-22.90	101.3%
12022500 50306 Postage	770	0	770	876.24	.00	-106.24	113.8%
12022500 50307 Advertising	500	0	500	272.59	.00	227.41	54.5%

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Town of Lisbon
YEAR-TO-DATE BUDGET REPORT

FOR 2019 09

ACCOUNTS FOR:
1000 General Fund

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12022500 50308 Printing	3,400	0	3,400	3,300.16	.00	99.84	97.1%
12022500 50352 Cell Phone/Allow	420	0	420	315.00	.00	105.00	75.0%
12022500 50401 Professional Dev	1,480	0	1,480	1,231.00	.00	249.00	83.2%
12022500 50402 Dues and Members	600	0	600	404.00	.00	196.00	67.3%
12022500 50412 Meals and Lodgin	900	0	900	740.27	.00	159.73	82.3%
12022500 50413 Mileage/ travel	2,500	0	2,500	388.71	.00	2,111.29	15.5%
12022500 50451 Contracted Profe	600	0	600	258.57	.00	341.43	43.1%
12022500 50455 Professional Serv	12,795	0	12,795	5,495.07	.00	7,299.93	42.9%
12022500 50536 R&M: Equipment	2,200	0	2,200	1,353.00	.00	847.00	61.5%
TOTAL Clerk	119,491	0	119,491	77,081.97	.00	42,409.03	64.5%
12023000 Finance							
12023000 50102 Department Head	77,228	0	77,228	59,408.03	.00	17,819.97	76.9%
12023000 50104 Non Supervisory	28,011	0	28,011	21,552.00	.00	6,459.00	76.9%
12023000 50201 Unemployment Cos	495	0	495	99.50	.00	395.50	20.1%
12023000 50202 Workers Comp Ins	379	0	379	468.33	.00	-89.33	123.6%
12023000 50210 MEPRS - Employee	10,524	0	10,524	5,940.80	.00	4,583.20	56.5%
12023000 50220 Health Insurance	33,081	0	33,081	16,713.23	.00	16,367.77	50.5%
12023000 50230 FICA Employer Co	8,051	0	8,051	5,724.35	.00	2,326.65	71.1%
12023000 50301 Office Supplies	4,000	0	4,000	2,538.24	-134.30	1,596.06	60.1%
12023000 50306 Postage	1,500	0	1,500	-127.40	.00	1,627.40	-8.5%
12023000 50352 Cell Phone/Allow	420	0	420	350.00	.00	70.00	83.3%
12023000 50401 Professional Dev	2,000	0	2,000	850.71	.00	1,149.29	42.5%
12023000 50402 Dues and Members	520	0	520	225.00	.00	295.00	43.3%
12023000 50412 Meals and Lodgin	0	0	0	480.23	.00	-480.23	100.0%
12023000 50413 Mileage/ travel	800	0	800	124.75	.00	675.25	15.6%
TOTAL Finance	167,009	0	167,009	114,347.77	-134.30	52,795.53	68.4%
12023500 Tax Collection							
12023500 50104 Non Supervisory	125,564	0	125,564	90,501.01	.00	35,062.99	72.1%
12023500 50130 Temporary/season	2,500	0	2,500	3,400.38	.00	-900.38	136.0%
12023500 50140 Overtime	1,500	0	1,500	859.01	.00	640.99	57.3%
12023500 50201 Unemployment Cos	1,072	0	1,072	398.00	.00	674.00	37.1%
12023500 50202 Workers Comp Ins	467	0	467	560.62	.00	-93.62	120.0%
12023500 50210 MEPRS - Employee	12,642	0	12,642	11,220.50	.00	1,421.50	88.8%
12023500 50220 Health Insurance	31,504	0	31,504	21,294.49	.00	10,209.51	67.6%

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FOR 2019 09

ACCOUNTS FOR:
1000 General Fund

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12023500 50230 FICA Employer Co	9,912	0	9,912	6,671.35	.00	3,240.65	67.3%
12023500 50301 Office Supplies	4,500	0	4,500	2,121.37	.00	2,378.63	47.1%
12023500 50306 Postage	7,000	0	7,000	6,065.83	.00	934.17	86.7%
12023500 50401 Professional Dev	1,300	0	1,300	610.00	100.00	590.00	54.6%
12023500 50402 Dues and Members	0	0	0	60.00	.00	-60.00	100.0%
12023500 50412 Meals and Lodgin	250	0	250	523.19	.00	-273.19	209.3%
12023500 50413 Mileage/ travel	500	0	500	525.10	.00	-25.10	105.0%
TOTAL Tax Collection	198,711	0	198,711	144,810.85	100.00	53,800.15	72.9%
12024000 Assessor							
12024000 50102 Department Head	59,452	0	59,452	45,728.00	.00	13,724.00	76.9%
12024000 50104 Non-supervisory	14,560	0	14,560	11,933.91	.00	2,626.09	82.0%
12024000 50201 Unemployment Cos	495	0	495	99.50	.00	395.50	20.1%
12024000 50202 Workers Comp Ins	1,533	0	1,533	1,855.31	.00	-322.31	121.0%
12024000 50210 MEPRS - Employee	7,402	0	7,402	5,382.80	.00	2,019.20	72.7%
12024000 50220 Health Insurance	28,084	0	28,084	6,670.72	.00	21,413.28	23.8%
12024000 50230 FICA Employer Co	5,662	0	5,662	3,984.12	.00	1,677.88	70.4%
12024000 50301 Office Supplies	400	0	400	507.34	.00	-107.34	126.8%
12024000 50306 Postage	250	0	250	201.87	.00	48.13	80.7%
12024000 50308 Printing	300	0	300	.00	.00	300.00	.0%
12024000 50401 Professional Dev	400	0	400	280.00	.00	120.00	70.0%
12024000 50402 Dues and Members	200	0	200	70.00	.00	130.00	35.0%
12024000 50413 Mileage/ travel	800	0	800	227.88	.00	572.12	28.5%
12024000 50451 Contracted Profe	3,000	0	3,000	1,835.00	.00	1,165.00	61.2%
12024000 50470 Registry Service	800	0	800	423.00	.00	377.00	52.9%
12024000 50536 R&M: Equipment	200	0	200	.00	.00	200.00	.0%
12024000 50624 Mapping & Microf	1,000	0	1,000	2,000.00	.00	-1,000.00	200.0%
TOTAL Assessor	124,538	0	124,538	81,199.45	.00	43,338.55	65.2%
12024500 Code Enforcement							
12024500 40111 Construction Fee	-18,000	18,000	0	.00	.00	.00	.0%
12024500 40114 Plumbing permits	-5,000	0	-5,000	-2,017.50	.00	-2,982.50	40.4%
12024500 40266 Construction Fee	0	-18,000	-18,000	-8,486.00	.00	-9,514.00	47.1%
12024500 40267 Planning Fees	0	0	0	-1,470.00	.00	1,470.00	100.0%
12024500 40268 Sabattus Code Re	0	-22,500	-22,500	-16,875.00	.00	-5,625.00	75.0%
12024500 40350 Sabattus Code En	-22,500	22,500	0	.00	.00	.00	.0%

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ACCOUNTS FOR:
1000 General Fund

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12024500 50102 Department Head	77,777	0	77,777	59,824.00	.00	17,953.00	76.9%
12024500 50201 Unemployment Cos	248	0	248	99.50	.00	148.50	40.1%
12024500 50202 Workers Comp Ins	1,936	0	1,936	2,340.40	.00	-404.40	120.9%
12024500 50210 MEPRS - Employee	7,778	0	7,778	6,386.60	.00	1,391.40	82.1%
12024500 50220 Health Insurance	22,881	0	22,881	14,644.27	.00	8,236.73	64.0%
12024500 50230 FICA Employer Co	5,950	0	5,950	4,313.88	.00	1,636.12	72.5%
12024500 50301 Office Supplies	500	0	500	198.41	.00	301.59	39.7%
12024500 50306 Postage	100	0	100	65.66	.00	34.34	65.7%
12024500 50352 Cell Phone/Allow	420	0	420	315.00	.00	105.00	75.0%
12024500 50375 Gas	850	0	850	651.45	.00	198.55	76.6%
12024500 50401 Professional Dev	750	0	750	350.00	.00	400.00	46.7%
12024500 50402 Dues and Members	250	0	250	.00	.00	250.00	.0%
12024500 50501 Vehicle Repairs	500	0	500	.00	.00	500.00	.0%
12024500 50624 Mapping & Microf	1,000	0	1,000	.00	.00	1,000.00	.0%
TOTAL Code Enforcement	75,440	0	75,440	60,340.67	.00	15,099.33	80.0%
12025500 Liability Insurance							
12025500 50221 HRA Costs	41,650	0	41,650	23,940.13	.00	17,709.87	57.5%
12025500 50601 General Liabilit	8,455	0	8,455	6,323.25	.00	2,131.75	74.8%
12025500 50602 Vehicle Insuranc	29,459	0	29,459	22,389.25	.00	7,069.75	76.0%
12025500 50603 Police Liability	15,812	0	15,812	11,859.00	.00	3,953.00	75.0%
12025500 50604 Property Insuran	18,934	0	18,934	14,200.50	.00	4,733.50	75.0%
12025500 50605 Fire Fighter Ins	1,118	0	1,118	838.50	.00	279.50	75.0%
12025500 50606 Crime Insurance	1,189	0	1,189	891.75	.00	297.25	75.0%
12025500 50607 Public Officials	3,860	0	3,860	2,895.00	.00	965.00	75.0%
12025500 50608 Employment Liabi	8,651	0	8,651	6,600.25	.00	2,050.75	76.3%
12025500 50609 Public Officials	1,580	0	1,580	1,580.00	.00	.00	100.0%
TOTAL Liability Insurance	130,708	0	130,708	91,517.63	.00	39,190.37	70.0%
12026500 Technology							
12026500 50360 Minor equipment	20,000	0	20,000	15,416.43	2,520.02	2,063.55	89.7%
12026500 50362 Cold Patch	175,021	-175,021	0	.00	.00	.00	.0%
12026500 50451 Contracted Profe	0	0	0	4,360.00	.00	-4,360.00	100.0%
12026500 50454 Internet and web	6,000	0	6,000	5,352.12	-204.44	852.32	85.8%
12026500 50530 Software and Ser	0	175,021	175,021	155,955.62	.00	19,065.38	89.1%
12026500 50536 R&M: Equipment	15,000	0	15,000	4,456.87	640.00	9,903.13	34.0%

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ACCOUNTS FOR:
1000 General Fund

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL Technology	216,021	0	216,021	185,541.04	2,955.58	27,524.38	87.3%
12027500 Miscellaneous General Governme							
12027500 50930 Tax overlay	122,676	0	122,676	.00	.00	122,675.57	.0%
12027500 50935 TIF Payments	700,102	0	700,102	150,442.12	.00	549,659.56	21.5%
TOTAL Miscellaneous General Governme	822,777	0	822,777	150,442.12	.00	672,335.13	18.3%
12028000 School Required							
12028000 51300 Required Local S	4,533,277	0	4,533,277	3,777,730.80	.00	755,546.20	83.3%
12028000 51310 Add'l Local Shar	2,009,155	0	2,009,155	1,674,295.80	.00	334,859.20	83.3%
12028000 51320 Local Share Debt	467,075	0	467,075	389,229.20	.00	77,845.80	83.3%
12028000 51330 Local Share Adul	14,276	0	14,276	11,896.70	.00	2,379.30	83.3%
TOTAL School Required	7,023,783	0	7,023,783	5,853,152.50	.00	1,170,630.50	83.3%
12051500 Town Buildings							
12051500 50104 Non-supervisory	11,800	0	11,800	8,007.36	.00	3,792.64	67.9%
12051500 50201 Unemployment Cos	244	0	244	99.50	.00	144.50	40.8%
12051500 50202 Workers compensa	534	0	534	659.31	.00	-125.31	123.5%
12051500 50230 FICA taxes	903	0	903	612.61	.00	290.39	67.8%
12051500 50302 Operating suppli	6,100	0	6,100	4,703.11	.00	1,396.89	77.1%
12051500 50451 Contracted Profe	6,500	0	6,500	6,629.76	.00	-129.76	102.0%
12051500 50483 Security System	0	0	0	90.00	.00	-90.00	100.0%
12051500 50510 Electricity	48,000	0	48,000	34,978.87	.00	13,021.13	72.9%
12051500 50511 Water usage fees	2,000	0	2,000	1,464.47	.00	535.53	73.2%
12051500 50512 Telephone	7,600	0	7,600	5,726.23	.00	1,873.77	75.3%
12051500 50513 Sewer Expense	600	0	600	535.35	.00	64.65	89.2%
12051500 50514 Heating Fuel	12,000	0	12,000	13,164.49	.00	-1,164.49	109.7%
12051500 50515 Natural Gas	30,000	0	30,000	22,691.58	.00	7,308.42	75.6%
12051500 50520 Building Expense	20,000	0	20,000	1,338.00	.00	18,662.00	6.7%
12051500 50536 R&M: Equipment	30,000	0	30,000	13,206.74	.00	16,793.26	44.0%
12051500 50549 R & M Buildings	17,000	0	17,000	29,007.54	.00	-12,007.54	170.6%
12051500 50705 Buildings	0	0	0	2,295.18	.00	-2,295.18	100.0%

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ACCOUNTS FOR:
1000 General Fund

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL Town Buildings	193,281	0	193,281	145,210.10	.00	48,070.90	75.1%
12090100 Abatements							
12090100 50901 Tax abatements	10,000	0	10,000	14,562.11	.00	-4,562.11	145.6%
TOTAL Abatements	10,000	0	10,000	14,562.11	.00	-4,562.11	145.6%
13030500 Health Officer							
13030500 50102 Department Head	0	5,268	5,268	4,041.60	.00	1,226.40	76.7%
13030500 50202 Workers Comp Ins	0	132	132	159.09	.00	-27.09	120.5%
13030500 50210 EMPERS - Employee	0	527	527	.00	.00	527.00	.0%
13030500 50230 FICA Employer Co	0	403	403	290.93	.00	112.07	72.2%
13030500 50301 Office Supplies	0	150	150	.00	.00	150.00	.0%
TOTAL Health Officer	0	6,480	6,480	4,491.62	.00	1,988.38	69.3%
13031000 General Assistance							
13031000 40228 General assistan	-17,500	0	-17,500	-5,592.91	.00	-11,907.09	32.0%
13031000 50102 Department Head	10,508	0	10,508	7,242.80	.00	3,265.20	68.9%
13031000 50201 Unemployment Cos	217	0	217	99.50	.00	117.50	45.9%
13031000 50202 Workers Comp Ins	38	0	38	46.84	.00	-8.84	123.3%
13031000 50230 FICA Employer Co	804	0	804	554.08	.00	249.92	68.9%
13031000 50301 Office Supplies	100	0	100	.00	.00	100.00	.0%
13031000 50306 Postage	200	0	200	18.01	.00	181.99	9.0%
13031000 50352 Cell Phone allow	363	0	363	251.82	.00	111.18	69.4%
13031000 50401 Professional Dev	0	0	0	185.00	.00	-185.00	100.0%
13031000 50413 Mileage/ travel	0	0	0	41.72	.00	-41.72	100.0%
13031000 50440 General Assistan	25,000	0	25,000	26,016.90	-2,600.00	1,583.10	93.7%
TOTAL General Assistance	19,730	0	19,730	28,863.76	-2,600.00	-6,533.76	133.1%
14040500 Police							
14040500 40400 Court fines	-300	0	-300	-89.36	.00	-210.64	29.8%



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Town of Lisbon
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ACCOUNTS FOR:
1000 General Fund

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
14040500 40401 Parking Tickets	0	0	0	-120.00	.00	120.00	100.0%
14040500 40410 Police Report Fe	-1,500	0	-1,500	-1,391.00	.00	-109.00	92.7%
14040500 40411 Restitution	0	0	0	-35.00	.00	35.00	100.0%
14040500 40412 Concealed Weapon	0	0	0	-387.00	.00	387.00	100.0%
14040500 40420 SRO Reimbursemen	-60,873	0	-60,873	-41,651.42	.00	-19,221.58	68.4%
14040500 40421 School Detail	-11,750	0	-11,750	-1,434.51	.00	-10,315.49	12.2%
14040500 40430 Durham Dispatch	-11,890	11,890	0	.00	.00	.00	.0%
14040500 40431 Lisbon Emergency	-5,000	5,000	0	.00	.00	.00	.0%
14040500 40440 MCJ Academy Trai	-3,000	0	-3,000	-27,000.00	.00	24,000.00	900.0%
14040500 40991 Misc. Fees	0	0	0	-10.00	.00	10.00	100.0%
14040500 50102 Misc Revenue	-500	0	-500	-1,319.81	.00	819.81	264.0%
14040500 50104 Non Supervisory	77,270	0	77,270	59,440.03	.00	17,829.97	76.9%
14040500 50107 Administrative	716,056	0	716,056	510,837.55	.00	205,218.45	71.3%
14040500 50117 Misc. Police Det	38,572	0	38,572	28,272.68	.00	10,299.32	73.3%
14040500 50130 Temporary/season	7,000	0	7,000	4,790.22	.00	2,209.78	68.4%
14040500 50140 Overtime wages	25,000	0	25,000	11,843.13	.00	13,156.87	47.4%
14040500 50141 Holiday/Personal	31,350	0	31,350	17,659.35	.00	13,690.65	56.3%
14040500 50143 Court time	101,277	-101,277	0	.00	.00	.00	.0%
14040500 50145 Replacement Wage	9,000	0	9,000	4,174.62	.00	4,825.38	46.4%
14040500 50201 Unemployment Cos	101,277	101,277	101,277	102,196.29	.00	-919.29	100.9%
14040500 50202 Workers Comp Ins	4,470	0	4,470	1,193.97	.00	3,276.03	26.7%
14040500 50210 MEPRS - Employee	34,086	0	34,086	41,805.67	.00	-7,719.67	122.6%
14040500 50220 Health Insurance	100,887	0	100,887	70,301.97	.00	30,585.03	69.7%
14040500 50230 FICA Employer Co	305,913	0	305,913	194,401.44	.00	111,511.56	63.5%
14040500 50260 Uniform cleaning	76,923	0	76,923	53,727.11	.00	23,195.89	69.8%
14040500 50301 Office Supplies	800	0	800	362.20	.00	437.80	45.3%
14040500 50302 Operating suppli	3,250	0	3,250	2,052.83	.00	1,197.17	63.2%
14040500 50306 Postage	13,700	0	13,700	8,592.09	-50.63	5,158.54	62.3%
14040500 50307 Advertising	750	0	750	253.88	.00	496.12	33.9%
14040500 50308 Printing	750	0	750	119.65	.00	630.35	16.0%
14040500 50349 Recruitment Test	3,500	0	3,500	1,344.00	.00	2,156.00	38.4%
14040500 50351 Clothing/Boot Al	2,500	0	2,500	825.00	.00	1,675.00	33.0%
14040500 50352 Cell Phone/Allow	18,900	0	18,900	14,880.00	.00	4,020.00	78.7%
14040500 50353 Physicals	5,670	0	5,670	4,274.49	.00	1,395.51	75.4%
14040500 50375 Gas	200	0	200	247.00	.00	-47.00	123.5%
14040500 50378 Tires Expense	26,250	0	26,250	20,561.90	.00	5,688.10	78.3%
14040500 50401 Professional Dev	4,200	0	4,200	1,081.83	.00	3,118.17	25.8%
14040500 50413 Mileage/ travel	14,420	0	14,420	13,582.24	.00	837.76	94.2%
14040500 50415 Education Progra	800	0	800	212.46	.00	587.54	26.6%
14040500 50501 Vehicle Repairs	2,434	0	2,434	2,216.10	.00	217.90	91.0%
14040500 50512 Telephone	10,000	0	10,000	5,141.85	.00	4,858.15	51.4%
14040500 50532 R&M Office Equip	10,000	0	10,000	7,108.27	.00	2,891.73	71.1%
14040500 50536 R&M: Equipment	0	1,000	1,000	.00	.00	1,000.00	.0%
	1,000	5,500	6,500	6,532.55	.00	-32.55	100.5%

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ACCOUNTS FOR: 1000	General Fund	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
14040500	50544 R & M: Radios	6,500	-6,500	0	340.00	.00	-340.00	100.0%
14040500	50710 Equipment	2,700	0	2,700	3,325.00	.00	-625.00	123.1%
14040500	50720 Equipment - vehi	0	40,000	40,000	27,434.00	.00	12,566.00	68.6%
14040500	50730 Equipment - furn	40,000	-40,000	0	.00	.00	.00	.0%
TOTAL Police		1,601,315	16,890	1,618,205	1,147,693.27	-50.63	470,562.36	70.9%
14041500 Fire Department								
14041500	40411 Restitution	0	0	0	-977.37	.00	977.37	100.0%
14041500	40950 Donations	0	0	0	-54.68	.00	54.68	100.0%
14041500	40991 Misc Revenue	0	0	0	-24.00	.00	24.00	100.0%
14041500	50102 Department Head	70,013	0	70,013	53,856.00	.00	16,157.00	76.9%
14041500	50104 Non Supervisory	150,000	0	150,000	89,327.45	.00	60,672.55	59.6%
14041500	50201 Unemployment Cos	247	0	247	99.50	.00	147.50	40.3%
14041500	50202 Workers Comp Ins	18,306	0	18,306	22,610.68	.00	-4,304.68	123.5%
14041500	50210 MEPPERS - Employe	7,001	0	7,001	5,385.60	.00	1,615.40	76.9%
14041500	50220 Health Insurance	22,881	0	22,881	16,713.22	.00	6,167.78	73.0%
14041500	50230 FICA Employer Co	16,831	0	16,831	10,314.28	.00	6,516.72	61.3%
14041500	50301 Office Supplies	500	0	500	766.62	.00	-266.62	153.3%
14041500	50302 Operating suppli	10,000	0	10,000	4,322.83	.00	5,677.17	43.2%
14041500	50306 Postage	50	0	50	19.67	.00	30.33	39.3%
14041500	50351 Clothing/Boot Al	3,500	0	3,500	635.81	.00	2,864.19	18.2%
14041500	50352 Cell Phone/Allow	420	0	420	280.00	.00	140.00	66.7%
14041500	50353 Physicals	5,000	0	5,000	2,526.00	.00	2,474.00	50.5%
14041500	50370 Parts - Supplies	5,500	0	5,500	1,860.03	.00	3,639.97	33.8%
14041500	50375 Gas	1,900	0	1,900	1,824.29	.00	75.71	96.0%
14041500	50377 Diesel	3,700	0	3,700	3,567.41	.00	132.59	96.4%
14041500	50378 Tires Expense	2,600	0	2,600	1,642.20	.00	957.80	63.2%
14041500	50401 Professional Dev	5,000	0	5,000	3,802.00	.00	1,198.00	76.0%
14041500	50413 Mileage/ travel	300	0	300	120.70	.00	179.30	40.2%
14041500	50490 Capital Projects	75,000	0	75,000	.00	.00	75,000.00	.0%
14041500	50511 Water Usage	2,395	0	2,395	1,087.05	.00	1,307.95	45.4%
14041500	50512 Telephone	2,600	0	2,600	1,848.06	.00	751.94	71.1%
14041500	50513 Sewer Expense	214	0	214	147.84	.00	66.16	69.1%
14041500	50536 R&M: Equipment	24,000	0	24,000	18,759.38	.00	5,240.62	78.2%
14041500	50544 R & M: Radios	8,300	0	8,300	11,040.46	.00	-2,740.46	133.0%
14041500	50560 Fire Fighting Fo	3,000	0	3,000	1,490.00	.00	1,510.00	49.7%
14041500	50561 EMS Supplies	1,500	0	1,500	590.56	.00	909.44	39.4%
14041500	50562 Personal Protect	20,500	0	20,500	2,900.84	.00	17,599.16	14.2%
14041500	50563 Hose Replacement	5,000	0	5,000	.00	.00	5,000.00	.0%
TOTAL Fire Department		466,258	0	466,258	256,482.43	.00	209,775.57	55.0%

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ACCOUNTS FOR:
1000 General Fund

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
14043000 Emergency Management							
14043000 40430 Durham Dispatch	0	0	0	.00	.00	.00	.0%
14043000 40431 Lisbon Emergency	0	0	0	.00	.00	.00	.0%
14043000 50100 LEMS Stipend	127,885	0	127,885	95,913.36	.00	31,971.64	75.0%
14043000 50104 Non Supervisory	1,546	0	1,546	1,189.00	.00	357.00	76.9%
14043000 50201 Unemployment Cos	32	0	32	.00	.00	32.00	.0%
14043000 50202 Workers Comp Ins	6	0	6	12.20	.00	-6.20	203.3%
14043000 50230 FICA Employer Co	119	0	119	90.81	.00	28.19	76.3%
14043000 50402 Dues and Members	35	0	35	.00	.00	35.00	.0%
TOTAL Emergency Management	129,623	0	129,623	97,205.37	.00	32,417.63	75.0%
14045000 Animal Control							
14045000 40451 Sabattus ACO Rev	-21,455	0	-21,455	-21,455.00	.00	.00	100.0%
14045000 40452 Bowdoin ACO Reve	-8,265	0	-8,265	-8,265.00	.00	.00	100.0%
14045000 40453 Durham ACO Reven	0	0	0	-5,475.00	.00	5,475.00	100.0%
14045000 50104 Non Supervisory	41,606	0	41,606	29,954.25	.00	11,651.75	72.0%
14045000 50140 Overtime	2,400	0	2,400	1,804.69	.00	595.31	75.2%
14045000 50201 Unemployment Cos	397	0	397	99.50	.00	297.50	25.1%
14045000 50202 Workers Comp Ins	823	0	823	1,403.71	.00	-580.71	170.6%
14045000 50210 MEPRS - Employee	3,918	0	3,918	3,159.70	.00	758.30	80.6%
14045000 50220 Health Insurance	22,881	0	22,881	16,713.23	.00	6,167.77	73.0%
14045000 50230 FICA Employer Co	3,367	0	3,367	2,196.02	.00	1,170.98	65.2%
14045000 50302 Operating suppli	250	0	250	24.90	.00	225.10	10.0%
14045000 50351 Clothing/Boot Al	600	0	600	149.97	.00	450.03	25.0%
14045000 50352 Cell Phone/Allow	626	0	626	657.16	.00	-31.16	105.0%
14045000 50375 Gas	2,700	0	2,700	1,988.67	.00	711.33	73.7%
14045000 50378 Tires Expense	685	0	685	.00	.00	685.00	.0%
14045000 50401 Professional Dev	500	0	500	51.06	.00	448.94	10.2%
14045000 50451 Contracted Profe	500	0	500	.00	.00	500.00	.0%
14045000 50453 Animal Shelter S	11,712	0	11,712	11,711.70	.00	.30	100.0%
14045000 50456 Veterinary Servi	0	0	0	112.24	.00	-112.24	100.0%
14045000 50501 Vehicle Repairs	0	0	0	680.04	.00	-680.04	100.0%
14045000 50536 R&M: Equipment	700	0	700	70.86	.00	629.14	10.1%
14045000 50710 Equipment	400	0	400	277.74	.00	122.26	69.4%
TOTAL Animal Control	64,345	0	64,345	35,860.44	.00	28,484.56	55.7%
14046000 Lisbon Communications Center							
14046000 40430 Durham Dispatch	0	-11,890	-11,890	-5,945.00	.00	-5,945.00	50.0%

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ACCOUNTS FOR:
1000 General Fund

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
14046000 40431 Lisbon Emergency	0	-5,000	-5,000	-3,750.00	.00	-1,250.00	75.0%
14046000 50104 Non Supervisory	193,148	0	193,148	131,709.51	.00	61,438.49	68.2%
14046000 50130 Temporary/season	20,425	0	20,425	15,349.44	.00	5,075.56	75.2%
14046000 50140 Overtime wages	2,250	0	2,250	18,148.40	.00	-15,898.40	806.6%
14046000 50141 Replacement Wage	37,493	-37,493	0	.00	.00	.00	0%
14046000 50145 Replacement Wage	0	37,493	37,493	26,535.44	.00	10,957.56	70.8%
14046000 50201 Unemployment Cos	1,410	0	1,410	398.00	.00	1,012.00	28.2%
14046000 50202 Workers Comp Ins	912	0	912	958.35	.00	-46.35	105.1%
14046000 50210 MEPRS - Employee	23,367	0	23,367	11,962.59	.00	11,404.41	51.2%
14046000 50220 Health Insurance	37,667	0	37,667	43,385.79	.00	-5,718.79	115.2%
14046000 50230 FICA Employer Co	19,379	0	19,379	13,974.38	.00	5,404.62	72.1%
14046000 50301 Office Supplies	2,400	0	2,400	1,690.29	.00	709.71	70.4%
14046000 50307 Advertising	120	0	120	.00	.00	120.00	0%
14046000 50349 Recruitment Test	500	0	500	250.00	.00	250.00	50.0%
14046000 50351 Clothing/Boot Al	1,750	0	1,750	934.29	.00	815.71	53.4%
14046000 50401 Professional Dev	1,400	0	1,400	1,241.26	.00	158.74	88.7%
14046000 50413 Mileage/ travel	100	0	100	100.00	.00	.00	100.0%
14046000 50512 Telephone	1,800	0	1,800	1,249.04	.00	550.96	69.4%
14046000 50536 R&M: Equipment	1,125	0	1,125	.00	.00	1,125.00	0%
TOTAL Lisbon Communications Center	345,246	-16,890	328,356	258,191.78	.00	70,164.22	78.6%
15050500 Department of Public Works							
15050500 50102 Department Head	80,018	0	80,018	39,331.21	.00	40,686.79	49.2%
15050500 50104 Non Supervisory	365,983	0	365,983	250,483.29	.00	115,499.71	68.4%
15050500 50107 Administrative	18,706	0	18,706	13,171.37	.00	5,534.63	70.4%
15050500 50140 Overtime wages	40,000	0	40,000	26,045.81	.00	13,954.19	65.1%
15050500 50201 Unemployment Cos	2,472	0	2,472	994.99	.00	1,477.01	40.3%
15050500 50202 Workers Comp Ins	28,586	0	28,586	35,683.44	.00	-7,097.44	124.8%
15050500 50210 MEPRS - Employee	45,440	0	45,440	26,355.24	.00	19,084.76	58.0%
15050500 50220 Health Insurance	166,744	0	166,744	74,782.84	.00	91,961.16	44.8%
15050500 50230 FICA Employer Co	38,610	0	38,610	23,854.05	.00	14,755.95	61.8%
15050500 50240 Medical testing	1,200	0	1,200	1,002.19	.00	197.81	83.5%
15050500 50301 Office Supplies	1,100	0	1,100	1,497.91	-130.98	-266.93	124.3%
15050500 50302 Operating suppli	7,000	0	7,000	4,323.24	48.98	2,627.78	62.5%
15050500 50303 Other Supplies	1,350	0	1,350	29.98	.00	1,320.02	2.2%
15050500 50306 Postage	100	0	100	72.96	.00	27.04	73.0%
15050500 50307 Advertising	1,000	0	1,000	2,687.63	.00	-1,687.63	268.8%
15050500 50310 Grants Match	6,500	-6,500	0	.00	.00	.00	0%
15050500 50330 Drug Testing	0	0	0	591.00	.00	-591.00	100.0%
15050500 50331 Small Tools	15,000	-15,000	0	643.10	.00	-643.10	100.0%

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ACCOUNTS FOR: 1000 General Fund	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
15050500 50333 Signs	0	0	0	432.80	500.00	-932.80	100.0%
15050500 50351 Clothing/Boot Al	10,000	0	10,000	5,597.22	.00	4,402.78	56.0%
15050500 50352 Cell Phone/Allow	1,146	0	1,146	1,182.35	.00	-36.35	103.2%
15050500 50360 Minor equipment	3,000	0	3,000	2,203.32	.00	796.68	73.4%
15050500 50362 Cold Patch	0	0	0	.00	.00	.00	0.0%
15050500 50363 Culverts	15,000	0	15,000	662.37	.00	14,337.63	4.4%
15050500 50366 Asphalt-Hot Top	0	15,000	15,000	5,044.34	.00	9,955.66	33.6%
15050500 50367 Excavation Expen	5,000	0	5,000	.00	.00	5,000.00	0.0%
15050500 50370 Parts - Supplies	40,000	0	40,000	42,912.03	-77.42	-2,834.61	107.1%
15050500 50371 Sand & Gravel	0	6,500	6,500	13,748.32	.00	-7,248.32	211.5%
15050500 50375 Gas	10,125	0	10,125	-6,225.47	2,312.98	14,037.49	-38.6%
15050500 50376 Oils and lubrica	4,500	0	4,500	34,817.43	.00	3,682.57	18.2%
15050500 50377 Diesel	27,000	0	27,000	4,169.66	.00	-7,827.48	129.0%
15050500 50378 Tires Expense	5,000	0	5,000	4,475.30	.00	830.34	83.4%
15050500 50401 Professional Dev	4,000	0	4,000	585.00	.00	3,524.70	11.9%
15050500 50402 Dues and Members	0	0	0	52.08	.00	-52.08	100.0%
15050500 50412 Meals and Lodgin	200	0	200	332.48	.00	-132.48	166.2%
15050500 50413 Mileage/ travel	1,200	0	1,200	996.00	.00	204.00	83.0%
15050500 50430 Filing fees/lice	26,400	0	26,400	1,222.32	.00	25,177.68	4.6%
15050500 50455 Professional Serv	375	0	375	188.22	.00	186.78	50.2%
15050500 50511 Water Usage	4,000	0	4,000	2,692.85	.00	1,307.15	67.3%
15050500 50512 Telephone	560	0	560	178.08	.00	381.92	31.8%
15050500 50513 Sewer Expense	30,000	0	30,000	9,695.85	.00	20,304.15	32.3%
15050500 50535 Rental of Equipm	8,000	0	8,000	6,746.26	842.46	411.28	94.9%
15050500 50536 R&M: Equipment	3,000	0	3,000	74.30	.00	2,925.70	2.5%
15050500 50537 Equipment Painti	1,500	0	1,500	3,276.89	.00	-1,776.89	218.5%
15050500 50538 Loam & Seed	5,000	0	5,000	4,934.52	.00	65.48	98.7%
15050500 50539 R&M: Catch Basin	6,000	0	6,000	6,250.00	.00	-250.00	104.2%
15050500 50541 Ground repair an	1,000	0	1,000	218.70	.00	781.30	21.9%
15050500 50544 R & M: Radios	6,000	0	6,000	2,500.00	.00	3,500.00	41.7%
15050500 50545 R & M: TREE REM	3,000	0	3,000	1,098.06	.00	1,901.94	36.6%
15050500 50547 R & M: SIGNS	20,000	0	20,000	15,419.36	.00	4,580.64	77.1%
15050500 50548 R & M: STREETS	30,000	0	30,000	30,816.50	.00	-816.50	102.7%
15050500 50720 Equipment - vehi	425,000	0	425,000	42,295.04	.00	382,704.96	10.0%
15050500 50770 Infrastructure-							
TOTAL Department of Public Works	1,515,815	0	1,515,815	736,969.91	3,496.02	775,349.07	48.8%
15051000 Winter Operations							
15051000 50140 Overtime	65,000	0	65,000	47,162.54	.00	17,837.46	72.6%
15051000 50201 Unemployment Cos	248	0	248	.00	.00	248.00	.0%

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ACCOUNTS FOR: 1000 General Fund	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
15051000 50202 Workers Comp Ins	4,901	0	4,901	6,081.54	.00	-1,180.54	124.1%
15051000 50210 MEPRS - Employee	6,825	0	6,825	.00	.00	6,825.00	.0%
15051000 50230 FICA Employer Co	4,972	0	4,972	3,281.61	.00	1,690.39	66.0%
15051000 50301 Office Supplies	0	0	0	1.50	.00	-1.50	100.0%
15051000 50303 Other Supplies	140,000	0	140,000	204,725.46	.00	-64,725.46	146.2%
15051000 50370 Parts - Supplies	15,000	0	15,000	5,055.82	.00	9,944.18	33.7%
15051000 50451 Contracted Profe	50,000	0	50,000	51,568.00	.00	-1,568.00	103.1%
TOTAL Winter Operations	286,946	0	286,946	317,876.47	.00	-30,930.47	110.8%
15052000 Solid Waste							
15052000 40500 Solid Waste Perm	-35,000	0	-35,000	-30,517.00	.00	-4,483.00	87.2%
15052000 40501 Metal	-20,000	0	-20,000	-20,809.15	.00	809.15	104.0%
15052000 40502 Cardboard	-12,000	0	-12,000	-5,073.02	.00	-6,926.98	42.3%
15052000 40503 Mixed Paper	-3,000	0	-3,000	-543.00	.00	-2,457.00	18.1%
15052000 40504 Newspaper	-2,000	0	-2,000	.00	.00	-2,000.00	.0%
15052000 40505 Yard Items	-15,000	0	-15,000	-13,330.00	.00	-1,670.00	88.9%
15052000 40506 Tires	-1,000	0	-1,000	-1,052.00	.00	52.00	105.2%
15052000 40515 Universal Waste	-3,000	0	-3,000	-4,011.75	.00	1,011.75	133.7%
15052000 40520 Residential Dispo	0	0	0	-20.00	.00	20.00	100.0%
15052000 40521 Commercial Dispo	-9,000	0	-9,000	-10,845.01	.00	1,845.01	120.5%
15052000 40522 Excavation Reven	-2,000	0	-2,000	-1,855.00	.00	-145.00	92.8%
15052000 50104 Non Supervisory	102,169	0	102,169	75,950.45	.00	26,218.55	74.3%
15052000 50140 Overtime wages	0	0	0	338.42	.00	-338.42	100.0%
15052000 50201 Unemployment Cos	968	0	968	398.00	.00	570.00	41.1%
15052000 50202 Workers Comp Ins	4,915	0	4,915	6,212.41	.00	-1,297.41	126.4%
15052000 50210 MEPRS - Employee	8,101	0	8,101	8,226.28	.00	-125.28	101.5%
15052000 50220 Health Insurance	45,761	0	45,761	37,373.00	.00	8,388.00	81.7%
15052000 50230 FICA Employer Co	7,816	0	7,816	5,013.03	.00	2,802.97	64.1%
15052000 50240 Medical testing	250	0	250	.00	.00	250.00	.0%
15052000 50301 Office Supplies	500	0	500	133.47	.00	366.53	26.7%
15052000 50302 Operating suppli	3,000	0	3,000	3,281.42	.00	-281.42	109.4%
15052000 50306 Postage	60	0	60	39.71	.00	20.29	66.2%
15052000 50307 Advertising	100	0	100	71.80	.00	28.20	71.8%
15052000 50308 Printing	1,200	0	1,200	611.00	.00	589.00	50.9%
15052000 50351 Clothing/Boot Al	1,800	0	1,800	1,085.58	.00	714.42	60.3%
15052000 50352 Cell phone allow	420	0	420	315.00	.00	105.00	75.0%
15052000 50368 Hauling	10,800	0	10,800	2,479.50	.00	8,320.50	23.0%
15052000 50369 Land Fill	4,000	0	4,000	3,954.20	.00	45.80	98.9%
15052000 50370 Parts - Supplies	8,000	0	8,000	5,509.35	.00	2,779.95	96.5%
15052000 50377 Diesel	8,325	0	8,325	7,694.31	.00	630.69	92.4%
				2,212.70			

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ACCOUNTS FOR:
1000 General Fund

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
15052000 50378 Tires Expense	4,000	0	4,000	3,023.39	.00	976.61	75.6%
15052000 50401 Professional Dev	250	0	250	.00	.00	250.00	.0%
15052000 50413 Mileage/ travel	250	0	250	23.54	.00	226.46	9.4%
15052000 50430 Filing fees/lice	700	0	700	585.00	.00	115.00	83.6%
15052000 50511 Water usage fees	2,500	0	2,500	1,422.48	.00	1,077.52	56.9%
15052000 50512 Telephone	1,500	0	1,500	1,081.09	.00	418.91	72.1%
15052000 50513 Sewer Expense	5,000	0	5,000	302.40	.00	197.60	60.5%
15052000 50536 R&M: Equipment	0	0	0	4,318.18	.00	681.82	86.4%
15052000 50553 Hazardous waste	275,000	-275,000	0	240.00	.00	-240.00	100.0%
15052000 50555 Sludge Disposal	0	275,000	275,000	.00	.00	.00	.0%
15052000 50556 Trash Removal	0	275,000	275,000	192,686.55	.00	82,313.45	70.1%
TOTAL Solid Waste	395,885	0	395,885	274,313.63	2,212.70	119,358.67	69.9%
15053500 Other Public Works							
15053500 50510 Electricity	107,000	0	107,000	64,210.90	.00	42,789.10	60.0%
15053500 50534 Hydrant Rental	406,000	0	406,000	406,000.00	.00	.00	100.0%
15053500 50536 R&M: Equipment	8,500	0	8,500	11,172.40	.00	-2,672.40	131.4%
TOTAL Other Public Works	521,500	0	521,500	481,383.30	.00	40,116.70	92.3%
16030500 Health Officer							
16030500 50102 Department Head	5,268	-5,268	0	.00	.00	.00	.0%
16030500 50202 Workers compensa	132	-132	0	.00	.00	.00	.0%
16030500 50210 Maine State reti	527	-527	0	.00	.00	.00	.0%
16030500 50230 FICA taxes	403	-403	0	.00	.00	.00	.0%
16030500 50301 Office supplies	150	-150	0	.00	.00	.00	.0%
TOTAL Health Officer	6,480	-6,480	0	.00	.00	.00	.0%
16060500 Library							
16060500 40360 Library Non-Resi	-1,900	0	-1,900	-1,450.00	.00	-450.00	76.3%
16060500 40361 Library Fines	-2,000	0	-2,000	-1,209.11	.00	-790.89	60.5%
16060500 40362 Library Fax	-475	0	-475	-311.00	.00	-164.00	65.5%
16060500 40363 Damage/Lost Fee	-400	0	-400	-422.49	.00	22.49	105.6%

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Town of Lisbon
YEAR-TO-DATE BUDGET REPORT

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FOR 2019 09

ACCOUNTS FOR:
1000 General Fund

	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
16060500 40960 Restricted Donat	0	0	0	-1,653.21	.00	1,653.21	100.0%
16060500 50102 Department Head	54,089	0	54,089	41,734.78	.00	12,354.22	77.2%
16060500 50104 Non Supervisory	99,049	0	99,049	73,570.88	.00	25,478.12	74.3%
16060500 50201 Unemployment Cos	1,508	0	1,508	597.00	.00	911.00	39.6%
16060500 50202 Workers Comp Ins	663	0	663	817.61	.00	-154.61	123.3%
16060500 50210 MEPRS - Employee	12,394	0	12,394	9,545.08	.00	2,848.92	77.0%
16060500 50220 Health Insurance	70,173	0	70,173	50,823.99	.00	19,349.01	72.4%
16060500 50230 FICA Employer Co	11,716	0	11,716	8,114.80	.00	3,601.20	69.3%
16060500 50301 Office Supplies	3,700	0	3,700	1,546.39	.00	2,153.61	41.8%
16060500 50302 Operating suppli	39,468	0	39,468	18,424.80	628.23	20,414.97	48.3%
16060500 50303 Other Supplies	0	0	0	.00	.00	.00	0%
16060500 50305 Books and Period	0	0	0	973.62	.00	-973.62	100.0%
16060500 50306 Postage	2,112	0	2,112	893.25	.00	1,218.75	42.3%
16060500 50308 Printing	550	0	550	569.00	.00	-19.00	103.5%
16060500 50352 Cell Phone/Allow	420	0	420	385.00	.00	35.00	91.7%
16060500 50401 Professional Dev	550	0	550	.00	.00	550.00	0%
16060500 50402 Dues and Members	200	0	200	.00	.00	200.00	0%
16060500 50413 Mileage/ travel	300	0	300	.00	.00	300.00	0%
16060500 50511 Water usage fees	225	0	225	161.40	.00	63.60	71.7%
16060500 50512 Telephone	1,900	0	1,900	1,287.82	.00	612.18	67.8%
16060500 50513 Sewer Expense	145	0	145	100.80	.00	44.20	69.5%
16060500 50535 Rentals of Equip	550	0	550	239.25	.00	310.75	43.5%
16060500 50536 R&M: Equipment	650	0	650	590.43	.00	59.57	90.8%
TOTAL Library	295,587	0	295,587	205,330.09	628.23	89,628.68	69.7%

16061500 PARKS & RECREATION

16061500 40300 Before School	-92,000	0	-92,000	-51,364.94	.00	-40,635.06	55.8%
16061500 40301 Fitness Center	-18,000	0	-18,000	-12,605.75	.00	-5,394.25	70.0%
16061500 40302 Out of Town	-1,500	0	-1,500	-807.50	.00	-692.50	53.8%
16061500 40303 Playground	-35,000	0	-35,000	-16,522.82	.00	-18,477.18	47.2%
16061500 40304 Trekker	-44,000	0	-44,000	-21,499.35	.00	-22,500.65	48.9%
16061500 40305 Trips/Excursion	-30,000	0	-30,000	-19,257.27	.00	-10,742.73	64.2%
16061500 40306 Marlon T. Morse	-4,500	0	-4,500	-5,640.00	.00	1,140.00	125.3%
16061500 40307 Fitness Instruct	-12,000	0	-12,000	-8,320.00	.00	-3,680.00	69.3%
16061500 40308 Senior Meals	-7,000	0	-7,000	-4,158.41	.00	-2,841.59	59.4%
16061500 40309 New Programs	-8,000	0	-8,000	-7,893.09	.00	-106.91	98.7%
16061500 40310 Moxie 5-K	-9,500	0	-9,500	-8,672.50	.00	-827.50	91.3%
16061500 40311 Moxie Car Show	-9,000	0	-9,000	-8,449.00	.00	-551.00	93.9%
16061500 40320 Basketball 1-3	-1,210	0	-1,210	-1,742.00	.00	532.00	144.0%
16061500 40321 Basketball 4-6	-2,023	0	-2,023	-1,400.15	.00	-622.85	69.2%

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Town of Lisbon
YEAR-TO-DATE BUDGET REPORT

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FOR 2019 09

ACCOUNTS FOR: 1000 General Fund	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
16061500 40322 Winter/Spring Sw	-1,500	0	-1,500	-863.15	.00	-636.85	57.5%
16061500 40330 Summer Basketbal	-400	0	-400	-697.80	.00	297.80	174.5%
16061500 40332 Summer Football	-2,000	0	-2,000	-1,939.55	.00	-60.45	97.0%
16061500 40333 Summer Pee Wee F	-120	0	-120	-324.00	.00	204.00	270.0%
16061500 40334 Summer Soccer	-700	0	-700	-398.10	.00	-301.90	56.9%
16061500 40335 Summer Swim	-1,500	0	-1,500	-896.26	.00	-603.74	59.8%
16061500 40336 Co-ed Softball	-12,000	0	-12,000	-5,915.00	.00	-6,085.00	49.3%
16061500 40337 Summer Tennis	-250	0	-250	31.50	.00	-281.50	-12.6%
16061500 40340 Fall Field Hocke	-520	0	-520	-995.15	.00	475.15	191.4%
16061500 40341 Fall Soccer	-5,000	0	-5,000	-5,257.85	.00	257.85	105.2%
16061500 40342 Football Tackle	-3,300	0	-3,300	-3,605.60	.00	305.60	109.3%
16061500 40343 Football Tackle	-2,500	0	-2,500	-1,809.20	.00	-690.80	72.4%
16061500 40344 Track & Field	-3,000	0	-3,000	-3,322.75	.00	322.75	110.8%
16061500 40366 Playground	0	0	0	-933.35	.00	933.35	100.0%
16061500 40380 Park Cabin Rent	-4,800	0	-4,800	-4,000.00	.00	-800.00	83.3%
16061500 40381 Beaver Park Fees	-10,000	0	-10,000	-4,354.83	.00	-5,645.17	43.5%
16061500 40950 Donations	0	0	0	-454.25	.00	454.25	100.0%
16061500 50102 Department Head	61,922	0	61,922	47,632.00	.00	14,290.00	76.9%
16061500 50104 Non Supervisory	163,453	0	163,453	118,344.71	.00	45,108.29	72.4%
16061500 50130 Temporary/season	126,310	0	126,310	100,760.38	.00	25,549.62	79.8%
16061500 50140 Overtime	5,819	0	5,819	4,476.00	.00	1,343.00	76.9%
16061500 50201 Unemployment Cos	5,196	0	5,196	597.00	.00	4,599.00	11.5%
16061500 50202 Workers Comp Ins	16,267	0	16,267	19,390.17	.00	-3,123.17	119.2%
16061500 50210 MEPRS - Employee	15,328	0	15,328	8,484.20	.00	6,843.80	55.4%
16061500 50220 Health Insurance	59,007	0	59,007	45,340.14	.00	13,666.86	76.8%
16061500 50230 FICA Employer Co	27,350	0	27,350	20,182.55	.00	7,167.45	73.8%
16061500 50301 Office Supplies	1,200	0	1,200	868.46	.00	331.54	72.4%
16061500 50302 Operating suppli	41,700	0	41,700	23,130.18	.00	18,569.82	55.5%
16061500 50306 Postage	300	0	300	27.71	.00	272.29	9.2%
16061500 50307 Advertising	500	0	500	71.80	.00	428.20	14.4%
16061500 50352 Cell Phone/Allow	420	0	420	245.00	.00	175.00	58.3%
16061500 50355 Co-Ed Softball/F	12,000	0	12,000	6,291.94	.00	5,708.06	52.4%
16061500 50356 Summer Trips	36,000	0	36,000	20,639.13	.00	15,360.87	57.3%
16061500 50357 Sunshine Hill	3,000	0	3,000	2,665.38	.00	334.62	88.8%
16061500 50358 New Programs	8,000	0	8,000	7,888.14	.00	111.86	98.6%
16061500 50359 Officials	3,400	0	3,400	3,085.54	.00	314.46	90.8%
16061500 50375 Gas	5,500	0	5,500	3,505.26	.00	1,994.74	63.7%
16061500 50377 Diesel	1,400	0	1,400	979.53	.00	420.47	70.0%
16061500 50380 Uniforms/safety	500	0	500	.00	.00	500.00	.0%
16061500 50401 Professional Dev	1,200	0	1,200	347.85	.00	852.15	29.0%
16061500 50413 Mileage/ travel	1,400	0	1,400	.00	.00	400.00	.0%
16061500 50414 Senior Meals Exp	7,000	0	7,000	3,753.17	.00	3,246.83	53.6%
16061500 50483 Security System	360	0	360	180.00	.00	180.00	50.0%
16061500 50501 Vehicle Repairs	3,000	0	3,000	2,057.80	.00	942.20	68.6%

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Town of Lisbon
YEAR-TO-DATE BUDGET REPORT

FOR 2019 09

ACCOUNTS FOR:
1000 General Fund

	ORIGINAL APPROP	TRANSFRS/ ADJSTMNTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
16061500 50510 Electricity	300	0	300	172.85	.00	127.15	57.6%
16061500 50511 Water Usage	1,312	0	1,312	1,019.42	.00	292.58	77.7%
16061500 50512 Telephone	2,800	0	2,800	2,028.45	.00	771.55	72.4%
16061500 50513 Sewer Expense	1,000	0	1,000	658.56	.00	341.44	65.9%
16061500 50516 Do not use	0	0	0	.00	.00	.00	.0%
16061500 50522 Space Rental	2,200	0	2,200	2,158.32	.00	41.68	98.1%
16061500 50536 R&M: Equipment	5,000	0	5,000	1,525.03	.00	3,474.97	30.5%
16061500 50541 Grounds maintena	11,500	0	11,500	9,216.45	198.02	2,085.53	81.9%
16061500 50542 River Trail main	5,000	0	5,000	2,851.37	.00	2,148.63	57.0%
16061500 50543 R&M: Green Thumb	4,690	0	4,690	1,844.91	.00	2,845.09	39.3%
16061500 50556 Trash Removal	1,150	0	1,150	920.09	.00	229.91	80.0%
TOTAL PARKS & RECREATION	320,161	0	320,161	259,271.37	198.02	60,691.61	81.0%
16062000 Public Services - Other							
16062000 50442 Transportation s	40,000	0	40,000	30,000.00	.00	10,000.00	75.0%
16062000 50650 Historical Socie	2,000	0	2,000	.00	.00	2,000.00	.0%
16062000 50651 LACO	1,000	0	1,000	.00	.00	1,000.00	.0%
16062000 50652 Memorial Day	1,500	0	1,500	.00	.00	1,500.00	.0%
16062000 50653 MMA	8,500	0	8,500	7,875.00	.00	625.00	92.6%
TOTAL Public Services - Other	53,000	0	53,000	37,875.00	.00	15,125.00	71.5%
17070500 Economic Development							
17070500 40670 TIF Revenue	-105,197	0	-105,197	.00	.00	-105,197.00	.0%
17070500 50102 Department Head	57,276	0	57,276	44,048.00	.00	13,228.00	76.9%
17070500 50201 Unemployment Cos	248	0	248	99.50	.00	148.50	40.1%
17070500 50202 Workers Comp Ins	207	0	207	253.47	.00	-46.47	122.4%
17070500 50210 MEPRS - Employee	5,726	0	5,726	4,404.80	.00	1,321.20	76.9%
17070500 50220 Health Insurance	10,201	0	10,201	7,450.90	.00	2,750.10	73.0%
17070500 50230 FICA Employer Co	4,381	0	4,381	3,237.73	.00	1,143.27	73.9%
17070500 50301 Office Supplies	450	0	450	627.35	.00	-177.35	139.4%
17070500 50302 Operating suppli	3,000	0	3,000	1,620.18	.00	1,379.82	54.0%
17070500 50306 Postage	300	0	300	26.34	.00	273.66	8.8%
17070500 50307 Advertising	1,000	0	1,000	105.53	.00	894.47	10.6%
17070500 50352 Cell Phone/Allow	420	0	420	315.00	.00	105.00	75.0%
17070500 50401 Professional emp	3,500	0	3,500	590.00	.00	2,910.00	16.9%
17070500 50402 Dues and Members	3,000	0	3,000	1,730.00	.00	1,270.00	57.7%

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Town of Lisbon
YEAR-TO-DATE BUDGET REPORT

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FOR 2019 09

ACCOUNTS FOR:
1000 General Fund

	ORIGINAL APPROP	TRANFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
17070500 50406 AVCOG Dues	8,988	0	8,988	8,987.35	.00	.65	100.0%
17070500 50412 Meal allowance	500	0	500	.00	.00	500.00	.0%
17070500 50413 Mileage/ travel	1,000	0	1,000	407.49	.00	592.51	40.7%
17070500 50670 Moxie Festival D	5,000	0	5,000	.00	.00	5,000.00	.0%
TOTAL Economic Development	0	0	0	73,903.64	.00	-73,903.64	100.0%
18080500 Debt Service-Capital Leases							
18080500 40800 Interest Rebate	0	-15,840	-15,840	.00	.00	-15,840.00	.0%
18080500 53300 2016 Truck	0	0	0	324,833.07	.00	-324,833.07	100.0%
TOTAL Debt Service-Capital Leases	0	-15,840	-15,840	324,833.07	.00	-340,673.07	-2050.7%
18081000 Debt Service- Bonds							
18081000 53600 2005 Bond Intere	0	0	0	1,931.99	.00	-1,931.99	100.0%
18081000 53601 2006 Bond Intere	0	0	0	1,224.00	.00	-1,224.00	100.0%
18081000 53603 2010 Bond Intere	0	0	0	9,931.48	.00	-9,931.48	100.0%
18081000 53604 2011 Bond Intere	0	0	0	202.50	.00	-202.50	100.0%
18081000 53607 2017 Bond Intere	0	0	0	14,152.50	.00	-14,152.50	100.0%
TOTAL Debt Service- Bonds	0	0	0	27,442.47	.00	-27,442.47	100.0%
18085000 County Tax							
18085000 50405 PSAP Fees	18,919	0	18,919	18,918.90	.00	.10	100.0%
18085000 50920 County tax	680,704	0	680,704	680,703.75	.00	.25	100.0%
TOTAL County Tax	699,623	0	699,623	699,622.65	.00	.35	100.0%
19092000 Capital Projects							
19092000 45110 USDA-RD Loan/Gra	0	0	0	-238,487.22	.00	238,487.22	100.0%
19092000 53210 USDA-RD Loan/Gra	0	0	0	62,567.83	.00	-62,567.83	100.0%
TOTAL Capital Projects	0	0	0	-175,919.39	.00	175,919.39	100.0%

FOR 2019 09

ACCOUNTS FOR:
1000 General Fund

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL General Fund	12,515,122	-13,050,039	-534,917	-3,507,030.58	6,729.26	2,965,384.32	654.4%
TOTAL REVENUES	-4,355,029	-13,050,039	-17,405,068	-16,479,204.87		-925,863.38	
TOTAL EXPENSES	16,870,151	0	16,870,151	12,972,174.29	6,729.26	3,891,247.70	

LIBRARY DEPARTMENT

TOWN COUNCIL /TOWN MANAGER MONTHLY REPORT

March 2019

Adult Books	1,309	Adult DVD's	341
Juvenile Books	1,010	Juvenile DVD's	227
Audio Books	81	Periodicals	102
ILL In	159	ILL Out	218
E-Readers Users	38	E-Reader Downloads	137
Adult Room Count	1,371	Juvenile Room Count	759
Patron Use Computers	402	New Patrons	39
Sat AM Storytime	17	Thursday PM Storytime	35
Legos Club	10	Animation Stop Motion	16
Crafts/Claudia	10	Steam Lab Program	13

The Library Department continued to move forward with several projects in March. The Children's Librarian, Bill Meakin and I continued to assess the young readers' "picture book collection." Mrs. Medlen continues to make significant strides in her efforts to complete the re-barcoding and classifications upgrades with the adult non-fiction collection. She has now rounded the corner to the last big shelving unit and should meet the end of fiscal year goal.

The Library Department hosted Maine author, Jack Flowers, on March 16, 2019. He discussed his book "Rat Six" that describes his experience in the Vietnam War. Fourteen Lisbon residents attended this informative program. We were honored to have several military veterans in the audience and all were acknowledged that afternoon. We have begun to plan our next adult program scheduled for Saturday, May 18th. It will be our first craft class since we re-introduced adult programs to the community. We will host a "Succulent Terrarium & Weaving Workshop." Participants will build their own succulent mini terrarium and weave a plant coaster. We are excited to bring a fun craft to the community.

The Library Department staff continues to prepare for the upcoming 2019 Summer Reading Program. We have purchased and received the banners, bookmarks and other items to promote the program. We have scheduled our June 25th "Kick-Off Program" with the North-Star Planetarium. We will host two program at the MTM Center to ensure we can accommodate as many children as we can. These programs will be paid with funds from the Summer Reading Program fundraising account. We have the option to add a third program for the MTM Summer Camp participants if that works form Mark Stevens and the Recreation Department. The Library Department will be sending Summer Reading Support Fundraising letters to community businesses in early May. Local businesses have been very generous in the past years and we look forward to working with them again this summer.



Town of Lisbon

Fire Department

Nathan LeClair, Fire Chief



To: Lisbon Town Council
Department Monthly Report: March 2019

In the month of March the Fire Department responded to 26 calls for service (includes inspections and various investigations and complaints, such as unpermitted burns). This is a decrease of approximately 10 calls from last month. The Department responded to 8 First Responder (Medical) calls and this month we had no responses to assist Lisbon Emergency with lifting.

Three of our responses were mutual aid calls. All were to the Town of Sabattus. Two were working structure fires and a day time call for a vehicle fire next to a building.

We had a close call this month at Dollar General. A heating unit on the roof caught fire. Thankfully the store was open. The staff noticed a strange smell and called 911. Crews found the heating unit on the roof, on fire. It was quickly extinguished leaving the unit damaged and not the structure.



The required First Aid training for Public works was conducted on the 15th. The Sewer Department also took advantage of this opportunity. This completed all the requirements of the abatements needed for the Maine Labor inspection that was done in January.

The month of March, members conducted search and rescue training. This training was held at the Lisbon Village station. Lt. Theberge used pallets to construct a maze and obstacles for firefighters to maneuver through. I want to thank Lt. Theberge and FF McGrath for their time spent on setting up this training.

Deputy Robitaille and I attended the annual Maine Fire Chief's Convention, held at Sunday River. This is an event put on by the Maine Fire Chief's Association. They provide an opportunity for continuing education and networking with other Maine fire chiefs.

At the beginning of the month, the Fire Service suffered a loss with the line of duty death of Captain Barnes of Berwick. The first active line of duty death in 30 years. The Lisbon Fire Department was contacted and asked if we would participate in the funeral services. A contingent went and served as ushers, family support staff, and performed other tasks as



Town of Lisbon

Fire Department

Nathan LeClair, Fire Chief



asked. We were honored to be able provide this service to the family of Captain Barnes and to the member of the Berwick Fire Department.

Incident Type	Occurrences
Building Fire	3
Cooking fire, confined to container	1
Passenger vehicle fire	1
Excessive heat, scorch burns, no ignition	1
EMS Call, excluding vehicle accident with injuries	7
Motor vehicle accident with no injuries	2
Carbon Monoxide incident	1
Motor vehicle accident, general cleanup	1
Water evacuation	1
Public Service	1
Dispatched, canceled en route	2
No incident found on arrival at dispatch location	1
EMS call, party transported by non-fire agency	1
CO detection activation due to malfunction	1
Smoke detector activation, no fire-unintentional	2
Total:	26

Respectfully submitted

Nathan LeClair

Fire Chief



TOWN OF LISBON

Mark Stevens

Lisbon Parks & Recreation Director

18 School Street

Lisbon Falls, ME 04250

(207) 353-2289

mstevens@lisbonme.org

TO: Diane Barnes; Town Manager

SUBJECT: Monthly Report, March 2019

DATE: April 10th, 2019

Our Department is in the process of accepting applications for summer employment.

Our Parks and Recreation Program Guide is in the process of being created.

In March, Cherie was invited to the Gardiner Elementary School to present to the class her experiences while visiting Alaska. She showed pelts of wild animals, videos and photos of the Iditarod dog race. Her viewers were so impressed they sent many thank you letters, and welcomed her back next year.



We are planning the Fishing Derby at Beaver Park this year. Last year, we had to cancel the derby because our fish suppliers were depleted of their stock.

We began selling individual and family passes for Beaver Park in March.

The Recreation Committee met on the first Monday in March and reviewed the Parks and Recreation Budget.

Our Sunshine Hill Senior's enjoyed a St. Patrick day dinner comprised of Corned beef.

Our Swimming program held at the Lewiston YWCA was held in March.

Wesley has begun spring clean-up around town buildings, Parks and Trails. This season, we are starting 4 weeks earlier to have all the cemeteries, Parks, Trails, and Monuments in perfect shape prior to Memorial Day.



Lisbon Police Department

A Community Policing Agency

300 Lisbon St.
Lisbon, ME 04250

Marc R. Hagan
Chief of Police

April 2019 Report to Council Police Department

The month of March was active, from start to finish, for the men and women at the Lisbon Police Department. Department personnel received or responded to 1,050 calls for service in March, compared to 861 in February. A total of 82 investigations were initiated in March, compared to 50 in February. Thankfully the number of motor vehicle crashes stayed relatively the same with 10, versus 12 in February, and arrests and criminal summons remained exactly the same at 21.

Patrol officers continue to vary their locations of focused traffic enforcement, using the combination of citizen complaints, supervisory requests, and high traffic flow to determine the focal points of directed enforcement. Route 9, Huston Park, School Street, Main Street, Route 196, Village Street, Webster Street, Upland Road, and Ferry Road saw the majority of focused enforcement in March.

The month of March saw the rollout of another new Lisbon PD program where citizens and private businesses are given the opportunity to help law enforcement, and potentially their own neighbors and friends, solve crimes using personally owned security cameras. With the significant increase in the use of personal and commercial security cameras, there is the increased probability that people's private security cameras have captured video of a person or vehicle that has been involved in a crime without even knowing it. Due to privacy issues people often do not realize that a neighbor or nearby business may have been the victim of a crime. If the department is aware of residences and businesses that have exterior cameras we may be able to see or confirm information regarding a suspicious person or vehicle, or even confirm a particular suspect was in the area. Officers will only reach out to request permission to view video footage if a crime occurs in a particular area, and all information that citizens provide is kept confidential and not released publicly. Any persons interested have been directed to the Lisbon PD website to download and complete the below program form.

The recent additions of forms and programs to our website has also served to address two of the police department internal goals for 2019. Our primary goal is always to work towards and support our "Mission", which is to provide the highest quality of professional law enforcement services to all persons in our community. A second stated goal for the year was to make the Lisbon Police Department website more user friendly. We believe the recent changes and additions have significantly addressed both goals.

Thank you.
Marc R. Hagan
Chief of Police

MEMORANDUM FROM THE PUBLIC WORKS DIRECTOR

TO: DIANE BARNES, TOWN MANAGER
FROM: RANDY CYR
SUBJECT: MARCH 2019 MONTHLY REPORT
DATE: APRIL 9, 2019

Public Works – March was a month where we received a few storms. The staff spent a lot of time patching pot holes and regrading Park St and Pinewoods Rd. This left little time to work on other areas of concern. Besides their normal daily duties they were able to fit in a couple days to prep for and do snow removal. They also thawed some culverts where there were issues. Mechanics were very busy with trucks breaking down, repairs to police department cars, parks and rec needed repairs to both of their trucks for state inspection stickers.

We hired a new employee for the driver/laborer position Gerry. The staff of the Transfer Station and also two employees of the school department have been an enormous help with assisting with winter operations when they are called upon. We performed snow removal to Main St in the falls as well as School, Maple, and Union St without incident.

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

<u>Item</u>	<u>Tonnage</u>
Single Stream	5.7
Trash	220.4
Bulky Waste	30.66
Wood	14.18
Brush	4.52
Compost	0
Waste Gas	0 Gallons
Freon	32 units
Tires	0
Cardboard	0 @\$50/ton =\$ 0 Revenue
Mixed Paper	0 @ \$30/ton = \$ 0 Cost

MEMORANDUM FROM THE SEWER SUPERINTENDENT

TO: DIANE BARNES, TOWN MANAGER
FROM: STEVE AIEVOLI
SUBJECT: MARCH 2019 MONTHLY REPORT
DATE: APRIL 10, 2019

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

- Started preparing Vactor Truck for the upcoming sewer and catch basin cleaning season
- Staff attended first aid training at the Town Office
- Mike Stewart and Tom Webster attended a training class titled Maintenance of Rotating Equipment.
- Steve Aievoli and Zach Breton attended a training class called Activated Sludge Process Control
- D&B pump station #2 pump soft start issue. A new soft start has been ordered
- Unplugged pump #2 several times at the Summer Street pump station
- Plowed the treatment plant and pump stations during and after the storms
- Replaced the Vactor truck batteries.

Please contact me if you have any questions.

APRIL 2019
CLERK & ELECTION DEPARTMENT
STATUS REPORT

Council Meeting Minutes for March and April were transcribed and posted online along with the agendas and supporting documents. Renewal Victualer and Mobile Home Park applications were mailed and applications are coming in.

Monthly vital record report and fees were mailed to Augusta. The dog report was mailed to Augusta along with a check. The 2019 list of dogs and owners was prepared for the ACO and Police Department to use.

The Planning Board minutes and agendas were proofed to ensure everything was included in the binders for the year. Council meeting minutes and agendas were proofed to ensure all the minutes, agendas, and attachments were in the binders for 2019.

The Town Clerk attended the State of Maine Archive Advisory Board (AAB) meeting. Legislative changes were discussed at the Archives Advisory Board level to beef up the State's records management program. Final approval pending. Next meeting is scheduled for April 26 at 10AM.

The Town's annual report is finished, and waiting to be printed; we plan to order 200 copies in color. It will be available online after the Council makes it dedication presentation on May 7. Copies will be on the website to review or pick up at the Town Office after that date.

The Department processed central voter registration changes and certified around 25 petitions. We prepared the warrant and ordered programming and ballots from ESS for the Special Municipal Election on June 11, 2019. Memory sticks were sent to ESS. We sent the School Budget Validation Referendum Election questions to ESS for programing. The Town Clerk will schedule the Public Works crew to assist with setting up. The School's Warrant was completed, proofed, and place on the agenda for Council approval on April 16. Rick Roberts agreed to be Warden and the appointment was submitted to the Council.

The Town Clerk set up live streaming dates on our website so Council meetings can be recorded and viewed in real time online.

The Clerk and Election budget was prepared for Town Manager and the Finance Director's review. The list of annual appointments for the Town Manager for June was sent to the Police Chief for review and updating. Renewal letters will be sent by the end of the month to board and committee members with expiring terms.

Recently adopted town ordinances were codified so the online version is up to date. New copies for the Code Books were received and will need to be incorporated into our local books.

MEMORANDUM

TO: Diane Barnes, Town Manager

CC: Karin Paradis, Planning Board Chair
Don Fellows, Planning Board Vice Chair
Dennis Douglas, Code Enforcement Officer
Tracey Steuber, Director of Economic Development

From: Ben Smith, AICP, Community Planner, North Star Planning *BS*

RE: Planning Board Goals update, October – December 2018

Date: April 9, 2019

At a Town Council Workshop on February 19, Planning Board Chair Karin Paradis presented the Planning Board's goals for the 2019 calendar year. These goals were detailed in a memo from North Star Planning dated January 24, and are summarized here:

- Ordinance Goals
 - Address Child Care standards
 - Add standards to allow Accessory Dwelling Units
 - Add standards to allow Tiny Homes
 - Create a Land Use Ordinance through consolidation of Chapters 62, 66 and 70 (Site Plan, Subdivision, Zoning)
- Planning Goals
 - Complete Comprehensive Plan Update
 - Waterfront Area Planning (old Worumbo and Knight-Celotex sites)
 - Beaver Park Planning

Comprehensive Plan Update

After a Town Council workshop on February 19, and a Planning Board public hearing on February 28, the Comprehensive Plan was submitted for state review early March. The timeline for the state portion of the review is as follows:

Plan Accepted for Review	3/8
Comment Period (25 working days)	3/8 - 4/12
Completeness Review Period (max. 10 working days)	4/12 - 4/29
Consistency Review (max. 10 working days)	4/28 - 5/13

Once the state finding of consistency has been made, the Planning Board will have a final public hearing on the Plan, which is anticipated for the end of May or early June. The Plan will then go to the Town Council for review and adoption.

Child Care Ordinance Changes

The Planning Board has identified a need to update definitions for Child Care facilities to match the existing standards in the Land Use Table and to address an inconsistency between state and local thresholds between small and larger operations. We have drafted the updates that will address these issues and the Board will hold a public hearing on these changes as soon as possible.

Access Management Ordinance Changes

The existing standards apply to Route 196, Main Street north of Huston Street, Mill Street, Ridge Road, and Upland Road. These standards limiting new access points to those that meet spacing and sight distance requirements and establish design standards for new entrances. Note that this project does not appear on the list of 2019 priorities, but was a priority that should have been carried over from 2018.

The Board has found that these standards work reasonably well for the “highway sections” of Route 196 and the more rural roads, but is often put in a position of considering waiver requests in the more built-up portions of town and the Villages. We are reviewing these standards to see if more differentiation can be built into the requirements between rural and urban areas.

Level of Effort and Looking Ahead

In addition to the projects listed above, I have been supporting the Planning Board through attendance at the six (6) board meetings in January – March to provide advice and technical assistance in the review of applications and Board procedures.

The amount of time spent each month for Lisbon is tracked closely to ensure Lisbon’s value in contracted planning services. The following table presents time dedicated to Lisbon for the current fiscal year through the end of March and indicates that we are tracking slightly below where one might anticipate us to be 3/4th the way through the fiscal year.

	Jul - Sep	Oct-Dec	Jan-Mar	Apr-Jun
Hours	42.5	71.25	56.5	
Total Hours to Date	170.25			
Estimated Total Hours Contracted	250			
% hours used	68%			

I anticipate that the work to complete the Comprehensive Plan Update and ordinance changes related to Child Care, Access Management updates and Accessory Dwelling Units will have us close to the estimated number of hours envisioned for the current fiscal year.

At this point it makes sense for the Council and senior town staff to start thinking about implementation efforts related to the Comprehensive Plan or the next priority planning initiative, which is the waterfront planning effort for the sites in Lisbon Falls.

Lisbon Emergency's Average Time from Dispatch to On Scene

time are in minutes

	Bowdoin	Durham	Lewiston	Lisbon/Fall	Topsham	Sabattus	Auburn	Wales
Jul-18	17.22	12.30	17.00	10.30				
Aug-18	18.76	13.20	13.74	7.76		20.00		
Sep-18	17.37	12.00	17.99	8.47			12	
Oct-18	16.85	12.04	10.50	9.84	10.68	9.00		
Nov-18	16.87		9.60	8.26				
Dec-18	16.82		10.01	7.73		6.23		
Jan-19	20.12	12.50	16.59	8.42		12.00		
Feb-19	20.88	13.33	13.57	8.51		10.90		
Mar-19	20.50	12.50	19.33	8.28		12.00		18.00
Apr-19								
May-19								
Jun-19								

Call Volume by Towns

	Bowdoin	Durham	Lewiston	Lisbon/Fall	Topsham	Sabattus	Misc	Total
Jul-18	17	3	8	79		1	1	109
Aug-18	8	3	1	65		1		78
Sep-18	11	0	4	69	0	2	2	88
Oct-18	9	2	3	64	1	1	1	81
Nov-18	15	0	3	59	0	0	0	77
Dec-18	14	0	3	67	0	1	0	85
Jan-19	14	1	3	69			2	89
Feb-19	16	2	6	52		3		79
Mar-19	12	3	2	70		1	3	91
Apr-19								
May-19								
Jun-19								
Year Total								777

Budget is based on 1010 calls year; 84 calls month

+/- Call Volume

-21

Level of Care Staffed at

Month	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19
Paramedic	48	38	50			
Advanced	16	18	16			
EMT	0	0	0			

TRANSACTION JOURNAL SUMMARY

Transaction Date	07/01/2018
Transaction Date	03/31/2019
Company Code	LISBON EMERGENCY INC
Month Start	3/1/2019

AR Previous Balance:

\$209,940.03

Charges	Emergent	YTD	Non-Emer	YTD	Count	
	0.00	0.00	0.00	1,173.20	0	0.00
Attorney / In Care Of	0.00	7.25	0.00	0.00	0	0.00
Bluecross	3,443.80	46,330.40	0.00	0.00	4	3,443.80
Intercept	200.00	600.00	0.00	0.00	1	200.00
Medicare	18,866.00	326,709.00	0.00	3,734.40	20	18,866.00
Medicaid	8,104.80	90,523.20	1,284.00	6,125.40	10	9,388.80
Other / Commercial	7,451.80	83,459.20	15.00	791.00	7	7,466.80
Patient	1,763.60	44,584.20	0.00	175.00	2	1,763.60
WORKMANS COMP	0.00	1,382.00	0.00	0.00	0	0.00
	39,830.00	593,595.25	1,299.00	11,999.00	44	41,129.00
Payments	Emergent	YTD	Non-Emer	YTD		Total
Attorney / In Care Of	0.00	-7.25	0.00	0.00		0.00
Bluecross	0.00	-304.23	0.00	0.00		0.00
Bluecross	-403.97	-11,566.77	0.00	0.00		-403.97
Intercept	0.00	-400.00	0.00	0.00		0.00
Medicare	-9,894.45	-101,601.72	0.00	-1,281.52		-9,894.45
Medicaid	-5,734.40	-42,681.25	-259.44	-975.11		-5,993.84
Other / Commercial	-5,955.22	-49,322.59	-7.25	-693.72		-5,962.47
Patient	-2,748.96	-34,241.39	0.00	0.00		-2,748.96
WORKMANS COMP	0.00	-131.25	0.00	0.00		0.00
	-24,737.00	-240,256.45	-266.69	-2,950.35		-25,003.69
Refunds	Emergent	YTD	Non-Emer	YTD		Total
Medicare	0.00	44.90	0.00	0.00		0.00
Other / Commercial	0.00	264.52	0.00	0.00		0.00
Patient	0.00	667.19	0.00	0.00		0.00
	0.00	976.61	0.00	0.00		0.00
Adjustments	Emergent	YTD	Non-Emer	YTD		Total
Bluecross	0.00	-1.74	0.00	0.00		0.00
Bluecross	-1,056.10	-17,514.40	0.00	0.00		-1,056.10
Medicare	-17,180.48	-181,010.96	0.00	-2,126.59		-17,180.48
Medicaid	-8,587.56	-67,343.39	-663.56	-2,572.49		-9,251.12
Other / Commercial	-1,130.66	-5,436.94	-7.75	-426.13		-1,138.41
Patient	-2,037.00	-5,576.28	0.00	-644.00		-2,037.00
WORKMANS COMP	0.00	-43.75	0.00	0.00		0.00
	-29,991.80	-276,927.46	-671.31	-5,769.21		-30,663.11

03/29/19

TRANSACTION JOURNAL SUMMARY

Page 2 of 2

Collections Write Off	YTD	-91,092.02	Total	-59,125.91
Accounts Receivable Change				-73,663.71
AR Ending Balance:				\$136,276.32

LISBON EMERGENCY INC
AR Monthly Summary

Company Code	LISBON EMERGENCY INC
Entered Date	07/01/2018
Entered Date	03/31/2019

	Beginning Balance	Gross Charges	Contractual Obligations	Net Charges	Payments Received Provider	Payments Received Client	Refunds	Net Payments	Write-Offs	Adjustments	Ending Balance
Jul-18	\$146,700.95	\$63,966.05	(\$36,858.65)	\$27,107.40	(\$8,648.94)	(\$20,001.20)	\$0.00	(\$28,650.14)	\$0.00	\$1.00	\$145,159.21
Aug-18	\$145,159.21	\$69,671.20	(\$26,376.59)	\$43,294.51	(\$10,849.47)	(\$15,214.93)	\$175.00	(\$29,889.40)	\$0.00	\$47.26	\$158,611.58
Sep-18	\$158,611.58	\$52,153.80	(\$29,183.84)	\$22,969.96	(\$6,473.27)	(\$17,120.97)	\$367.19	(\$23,227.05)	\$0.00	\$6.40	\$158,360.89
Oct-18	\$158,360.89	\$109,970.80	(\$44,069.15)	\$65,901.65	(\$14,114.30)	(\$23,068.87)	\$344.90	(\$36,838.27)	(\$31,566.11)	\$322.95	\$155,780.81
Nov-18	\$155,780.81	\$67,179.40	(\$40,183.56)	\$26,995.74	(\$13,682.04)	(\$20,658.91)	\$89.52	(\$34,251.43)	\$0.00	\$747.05	\$149,272.17
Dec-18	\$149,272.17	\$73,178.00	(\$19,917.86)	\$13,260.14	(\$6,870.45)	(\$13,073.56)	\$0.00	(\$19,944.01)	\$0.00	\$0.00	\$142,588.30
Jan-19	\$142,588.30	\$104,790.20	(\$21,361.10)	\$83,429.10	(\$5,950.90)	(\$11,669.07)	\$0.00	(\$17,619.97)	\$0.00	\$348.40	\$208,745.03
Feb-19	\$208,745.03	\$33,555.80	(\$35,555.37)	\$28,000.43	(\$9,593.96)	(\$17,212.27)	\$0.00	(\$26,806.23)	\$0.00	\$0.00	\$208,940.03
Mar-19	\$209,940.03	\$41,129.00	(\$30,663.11)	\$10,465.89	(\$9,808.24)	(\$15,395.45)	\$0.00	(\$26,003.69)	(\$58,125.91)	\$0.00	\$136,276.32
		\$605,594.25	(\$284,189.43)	\$321,424.82	(\$85,791.57)	(\$157,415.23)	\$976.61	(\$242,230.19)	(\$91,092.02)	\$1,472.76	

3/29/2019

LISBON EMERGENCY INC MONTH END SUMMARY

Page 1 of 1

Transaction Date	03/01/2019
Transaction Date	03/31/2019
Company Code	LISBON EMERGENCY INC
System Transaction Type	Payment

Balance Forward

Payments by Type

Date	CHECK PAYMENT	CREDIT CARD	ERA/EFT IMPORTS	INSURANCE PAYMENT	Total
03/01/19		-45.00	-338.14		-383.14
03/04/19		-175.00			-175.00
03/06/19	-247.00			-1,337.20	-1,584.20
03/07/19		-25.00	-1,239.53		-1,264.53
03/08/19		-200.00			-200.00
03/12/19	-753.70	-50.00		-2,557.68	-3,361.38
03/14/19			-6,429.76		-6,429.76
03/15/19		-250.00	-380.56		-630.56
03/18/19		-325.77			-325.77
03/19/19	-360.00			-1,833.50	-2,193.50
03/21/19			-812.00		-812.00
03/22/19			-4,968.48		-4,968.48
03/26/19	-107.00		-282.32	-1,130.90	-1,520.22
03/27/19			-540.69		-540.69
03/28/19			-403.97		-403.97
03/29/19		-210.49			-210.49
Total	-1,467.70	-1,281.26	-15,395.45	-6,859.28	-25,003.69
Ending Balance					

-25,003.69

Lisbon Emergency, Inc.
Profit & Loss
January through March 2019

	Jan - Mar 19
Ordinary Income/Expense	
Income	
1001 · Ambulance Income	
1001b · Income from Collection Agency	652.45
1001 · Ambulance Income - Other	72,995.44
Total 1001 · Ambulance Income	73,647.89
1002 · Charitable Donations	50.00
1003 · Interest Income	293.58
1004 · Event Coverage & CPR Classes	-96.00
1011 · Town of Bowdoin Income	10,497.19
1012 · Town of Lisbon Income	31,971.12
Total Income	116,363.78
Gross Profit	116,363.78
Expense	
2100 · 42 Village Expenses	
Repairs & Maintenance	
2110 · Building Supplies	262.12
2121 · Building Service Contracts	69.09
2122 · Landscaping and Plowing	2,362.99
2123 · Building Repairs & Maintenance	99.79
2124 · Trash Removal	151.53
Repairs & Maintenance - Other	6.99
Total Repairs & Maintenance	2,952.51
Utilities	
2131 · Cable TV, Internet, Telephone	771.90
2132 · Electricity	532.00
2135 · Water & Sewer	159.56
Total Utilities	1,463.46
Total 2100 · 42 Village Expenses	4,415.97
2200 · Bank Fees	
2210 · Interest Expense	1,637.04
2200 · Bank Fees - Other	20.00
Total 2200 · Bank Fees	1,657.04
2250 · Credit Card Fees	583.70
2300 · Employee	
2310 · Education & Training	366.25
2330 · Payroll	
2331 · Agency Payments	1,030.23
2335 · Payroll Processing Fees	379.25
2336 · Payroll Taxes	20,036.72
2337 · Wages & Salaries	55,496.06
Total 2330 · Payroll	76,942.26
2340 · Stipends	
2345 · Sport/Event Coverage	45.00
2340 · Stipends - Other	99.00
Total 2340 · Stipends	144.00
2350 · Uniforms	369.25
Total 2300 · Employee	77,821.76
2400 · EMS Operations	
2410 · ALS Intercept Fees	1,000.00
2420 · Dispatching	1,250.00

2:08 PM

04/06/19

Cash Basis

Lisbon Emergency, Inc.
Profit & Loss
 January through March 2019

	Jan - Mar 19
2430 · Medical Equipment	
2432 · EMS Equipment	20.18
2433 · Ambulance Medication Cost	93.63
Total 2430 · Medical Equipment	113.81
2440 · Medical Supplies	
2441 · Medical Oxygen	402.73
2442 · Medical Supplies	639.14
2440 · Medical Supplies - Other	505.83
Total 2440 · Medical Supplies	1,547.70
2450 · Monthly Billing Fees	3,862.21
2460 · Radio's, Pager, & Equipment	1,592.82
2470 · Vehicle expenses	
2472 · Vehicle Repair & Maintenance	
401 · 401 Repairs	462.49
44 · 44 Repairs	59.84
Old 401 · Old 401 Repairs	0.00
2472 · Vehicle Repair & Maintenance - Other	12.45
Total 2472 · Vehicle Repair & Maintenance	534.78
2473 · Vehicle Fuel	
F401 · 401 Fuel	311.35
F403 · F44 - New Ambulance Fuel	1,106.30
Total 2473 · Vehicle Fuel	1,417.65
Total 2470 · Vehicle expenses	1,952.43
Total 2400 · EMS Operations	11,318.97
2500 · Office	
2510 · Computer	153.89
2515 · Hipaa compliance	175.00
2520 · Office Supplies	386.54
2530 · Postage	55.00
Total 2500 · Office	770.43
2600 · Professional Fees	
2620 · Insurance Expense	
2621 · Business Auto Insurance	1,058.00
2622 · Liability Insurance	1,853.00
2623 · Workman's Comp. Insurance	566.75
2620 · Insurance Expense - Other	1,058.00
Total 2620 · Insurance Expense	4,535.75
2630 · Legal Fee	450.00
Total 2600 · Professional Fees	4,985.75
2810 · Misc. Expense	9.64
66900 · *Reconciliation Discrepancies	98.81
Total Expense	101,662.07
Net Ordinary Income	14,701.71
Net Income	14,701.71



PROJECT STATUS REPORT: March, 2019

Tasks Accomplished	<ul style="list-style-type: none">• Confirmed Miss Moxie Pageant date of June 1, 2019 and location. LFBC, Jon Jones contact for now. Event coordinators are Shelby Cash and Rachel Bourgoin Torrey.• Finished Sponsorship mailing.• Sponsorships came in all month and we exceeded 2018 sponsorship revenues and participation• Launched Vendor Sign-up on website• Launched Art Walk and Street Painting event and sign up on website and with media outlets• Launched Moxie 5K sign up• Moxie Festival Coordinator appearance on the nationally syndicated "Bob & Sheri" radio show• Confirmed Five County Credit Union's sponsorship for Sunday including movie night and an original musical called "To Moxie with Love." Additional activities will make Sunday a full day of events• Parade applications came in, including the LL Bean Bootmobile and the Woodside One Wheelers, and Kora groups.• Continued thanking and promoting sponsors on social media
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MEMORANDUM FROM THE TOWN CLERK

TO: Town Manager & Town Councilors

FROM: Town Clerk

SUBJECT: Appoint Warden for June 11, 2019 Referendum Election

DATE: April 10, 2019

Rick Roberts is willing to accept the appointment of Warden for the June 11, 2019 Election.