



**AGENDA  
COUNCIL MEETING &  
WORKSHOP  
MAY 21, 2019  
LISBON TOWN OFFICE  
6:00 P.M.**

**Town Council**  
Norm Albert, Chairman  
Katie 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. WORKSHOP – Budget Discussion – Transfer Station Operations & Finances
4. GOOD NEWS & RECOGNITION
5. PUBLIC HEARINGS
  - A. Special Entertainment For Franks Restaurant & Pub
  - B. Snappy Dawgs Griddle – Mobile Unit at Riverside Flea Market
6. AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS
7. CONSENT AGENDA
  - 2019-107 ORDER – A. Municipal Accounts Payable & Payroll Warrants -

#592019	\$ 24,456.94	#5162019	\$ 8,945.12
#5212019	\$ 493,616.71	#	\$
#	\$		
  - B. School Accounts Payable & Payroll Warrants -

#1059	\$ 345,626.35	#1060	\$ 11,868.96
#1061	\$ 609.70	#1062	\$ 317,302.15
#27	\$1,382.10		
  - C. Workshop Minutes of April 30 & Regular Minutes of May 7 & Special Meeting Minutes of May 14
  - D. Renewal Victualer's Licenses, Riverside Dairy Bar, Snappy Dawgs Griddle, Smokin Phils Belly Bustin BBQ
  - E. Itinerant Vendor Permits for Lisbon Rec (Moxie 5K/Car Show etc) & Riverside Flea Market
  - F. Off Premise Catering Permit for Cooks Lobster & Ale House – Beer Garden
  - G. Special Entertainment and Liquor License for Franks Restaurant & Pub
  - H. Schedule public hearing for Chpt 70 Zoning Ordinance Amendment - Day Care Changes
  - I. Coastal Humane Society Contract Renewal
8. COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES
  - 2019-108 ORDER – School Safety Grant
  - 2019-109 ORDER – 2019 Homeland Security Grant - Police Department
  - 2019-110 ORDER – Moxie Day Road Closures
  - 2019-111 ORDER – 2019 Homeland Security Grant - Fire Department
  - 2019-112 ORDER – Fiscal Year 2020 Paving Bid
  - 2019-113 ORDER – Lisbon Library - Sale of Used Boxes
  - 2019-114 ORDER – Tax Acquired Property Sale
  - 2019-115 ORDER – Budget Discussion
  - 2019-116 ORDINANCE – Chpt 70 Art 1 Sec 70-1, Art IV, Div 13 Sec 70-530, & Sec 70-531 Day Care Changes–*First Reading*
9. OTHER BUSINESS
  - A. Council Committee Reports:
    1. School (Councilor Albert)
    2. Planning Board (Councilor Ward)
    3. LDC (Councilor Larochelle)
    4. Conservation Commission (Councilor Ward)
    5. Recreation (Councilor Kolbe)
    6. County Budget (Councilor Ward)
    7. Library (Councilor Lunt)
  - B. Town Manager's Report
  - C. Department Head Written Reports
10. APPOINTMENTS
  - 2019-117 ORDER – Two (2) Nominations for County Commissioner District #4 for County Budget Committee
11. COUNCIL COMMUNICATIONS
12. AUDIENCE PARTICIPATION & RESPONSE NEW ITEMS
13. EXECUTIVE SESSION
14. ADJOURNMENT
  - 2019-118 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](http://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").

Agenda  
Transfer Station Workshop

1. Proposed Changes to Fee Schedule
2. Commercial Haulers
3. Recycling Revenue
4. Additional Staff

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# MEMORANDUM FROM TOWN OF LISBON PUBLIC WORKS

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**TO:** DIANE BARNES, TOWN MANAGER  
**FROM:** RANDY CYR, PUBLIC WORKS DIRECTOR  
**SUBJECT:** PROPOSAL FOR CHANGE REGARDING COMMERCIAL HAULERS  
**DATE:** 05/21/2019

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I, Randy Cyr, have been reviewing the Code of Ordinances and in particular the Transfer Station sections and fees, along with review of historical financial data. By doing so, I have found a definite area of concern which leads to my proposal for change below.

The Town of Lisbon currently has three active Resident Haulers for waste disposal. All haulers charge their own individual fee schedule set forth in a contract by the resident and the hauler. A resident Hauler fee per year to the Town is **\$250.00**; and Non-resident Haulers fee per year is **\$750.00**. This fee schedule is outlined in Lisbon Ordinance Section 98-39 (Licenses and Sticker Administration) as well as in Appendix C (Fee Schedule)

Current Resident Haulers for the Town are:

1. Gary's Waste Removal
2. Nicks Recycling
3. Richard Plummer

Each of the three Resident Haulers above all pay the \$250.00 per year to dump their trash at our facility. All trash is emptied into the hopper and all paper/cardboard in its proper recyclable locations. Each hauler is also responsible for payment of any approved house hold waste types outlined in Lisbon Ordinance Section 98-38 (Disposal Fees), just as with any resident needing to rid of certain items.

Going forward all totals will be an average of the three Commercial Haulers with approximate dollar amounts for a fiscal year.

Based on Maine Waste Energy website, there are 4 categories for disposal fees.

1. Gate Rate: \$90.16 / ton
2. Commercial Haulers: \$86.34 / ton
3. Commercial Waste from Member Municipalities: \$64.66 / ton
4. Non-member Municipal Contracts: Negotiated Prices  
<https://www.maine-waste-energy.com/acceptable-waste-rates/>

While Resident Haulers do use Maine Waste Energy as an alternative when needed, their primary disposal location is the Lisbon Transfer Station.

The disposal fee for Lisbon with Maine Waste Energy is \$64.66 per ton. Per year, there is approximately 1,482 tons of trash being disposed of at the Lisbon Transfer Station by the Resident Haulers.

Based on the approximate tonnage 1,482, and multiplying by our municipal rate of \$64.66, Lisbon currently pays on average the amount of \$95,826.12 per year to dispose the waste that all haulers bring in to our facility each year, this does not include recyclables. This amount does not include total tonnage and cost for residents not using a commercial hauler.

Taking the \$95,826.12, less the \$250.00 commercial hauler yearly fee for each hauler, we are still responsible for paying \$95,076.12.

Based on my research above, my plan is to no longer allow Resident and Non-Resident Haulers to dispose at our facility. This will not shut down their business or operations as they also have the option to dump at Maine Waste Energy however, they will be charged at the Commercial Hauler rate of \$86.34 per ton.

By doing so we will gain approximately \$95,076.12 per fiscal year which could be used elsewhere in many needed projects.

34-44/34-156	Non-residential customers with estimated flows greater than 50,000 gallons per month or with wastes exceeding domestic-strength, the fee shall be negotiated with the Superintendent, taking into consideration the quantity and character of the wastewater and approved by the Town Council. (Strength of discharge expected to exceed that of typical domestic wastewater.)	The fee shall be negotiated with the Superintendent, taking into consideration the quantity and character of the wastewater and approved by the Town Council.
34-113	Wastewater discharge permit application fee—(Industrial, Commercial or Unusual Wastewaters)	\$100.00
34-207	Civil Penalties—Violations of order of Town and permit Limitations	\$100.00—\$1,000.00/each offense
34-208	Falsification of Information	\$1,000.00
34-219(1)	Appeals to the Board of Sewer Appeals	\$25.00

#### SITE PLANS

62-51	Application fee for site plan review for tier 1 developments	150.00
62-73	Application fee for site plan approval for tier 2 developments, plus \$10.00 per dwelling unit for residential projects or \$10.00 per 2,000 square feet of gross floor area for commercial, institutional and industrial projects	250.00

#### SOLID WASTE TRANSFER AND RECYCLING FACILITY

98-38	There shall be no fee for disposal of waste materials at the site except for the following:	
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	Household refrigerators, freezers/air conditioners; (Freon: R12-R22):	
	a. Residents Second Sticker Free	<del>10.00</del> 25.00
	b. Commercials Second Sticker Free	<del>15.00</del> 30.00
	c. Business Second Sticker Free	<del>15.00</del> 30.00
	Propane Bottles 20#:	
	a. Residents	3.00
	b. Commercials	5.00
	c. Business	5.00
	Will not accept 100# bottles	
	Tires:	
	a. 15"	3.00
	b. 16"—18"	5.00
	c. 18"—22"	10.00
	Off-the-road tires:	
	a. Small	50.00
	b. Medium	75.00
	c. Large	100.00
	Windows and doors:	
	a. Windows	2.00
	b. Doors	2.00

	Shingles:	
	a. Lisbon sticker and demo permit from CEO, per yard	25.00
	b. No demo permit, per yard	50.00
	Furniture and other miscellaneous items:	
	a. TV's and computers, each	5.00
	b. Carpets, 10' x 12'	10.00
	c. Mattresses, boxspring, each Twin & Full	5.00
	Queen & King	10.00
	d. Chairs and sofas, each	10.00
	e. Wood, per yard	5.00
	f. Brush:	
	1. Under four inches in diameter, per yard	5.00
	2. Over four inches in diameter, per yard	15.00
	g. Mix load—Other bulky waste (shingles, wood, drywall), per yard	60.00
	Note: References to yard(s) shall mean cubic yard(s). (See subsection 98-38(b))	
98-39(b)	Licenses and sticker for access to facility beginning Sept. 1 for one calendar year:	
	First sticker for vehicles one ton and under, annually	<del>10.00</del> 25.00
	Subsequent vehicles	<del>5.00</del> Free
	Vehicles over one-ton	<del>50.00</del> 75.00



	Resident hauler	250.00
	Nonresident hauler Dispose Directly to MWAC Commercial Hauler to pay Tipping Fee	750.00
98-39(c)	Local contractors, license and sticker issued with an agreement for weekly billing	<del>10.00</del> 30.00
	One-day permits for residents with proof of residency	<del>5.00</del> 10.00
	One-day permits for out of town contractors, with a valid demolition permit	<del>10.00</del> 30.00
STREET EXCAVATIONS		
47-4	Excavation permit	150.00
	Full year permits for town departments only	200.00
	Lisbon Water Department and Wastewater Treatment Plant shall have the option to pay a yearly fee for unlimited excavations	200.00
SUBDIVISIONS		
66-84	Filing of final plan, for the first 2½ acres and \$20.00 per additional acre or fraction of an acre	100.00
66-84	Filing fee for recording in county registry of deeds	200.00

05/21/2019 13:26  
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Town of Lisbon  
YEAR-TO-DATE BUDGET REPORT

P 1  
glytdbud

FOR 2019 11

ACCOUNTS FOR:  
1000 General Fund

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
15052000 Solid Waste							
15052000 40500 Solid Waste Perm	-35,000	0	-35,000	-31,911.00	.00	-3,089.00	91.2%*
15052000 40501 Metal	-20,000	0	-20,000	-22,841.65	.00	2,841.65	114.2%*
15052000 40502 Cardboard	-12,000	0	-12,000	-5,519.93	.00	-6,480.07	46.0%*
15052000 40503 Mixed Paper	-3,000	0	-3,000	-10.00	.00	-2,990.00	.3%*
15052000 40504 Newspaper	-2,000	0	-2,000	-543.00	.00	-1,457.00	27.2%*
15052000 40505 Yard Items	-15,000	0	-15,000	-16,872.50	.00	1,872.50	112.5%*
15052000 40506 Tires	-1,000	0	-1,000	-1,674.00	.00	674.00	167.4%*
15052000 40515 Universal Waste	-3,000	0	-3,000	-4,825.75	.00	1,825.75	160.9%*
15052000 40520 Residential Disp	0	0	0	-20.00	.00	20.00	100.0%*
15052000 40521 Commercial Dispo	-9,000	0	-9,000	-13,400.51	.00	4,400.51	148.9%*
15052000 40522 Excavation Reven	-2,000	0	-2,000	-2,165.00	.00	165.00	108.3%*
TOTAL Solid Waste	-102,000	0	-102,000	-99,783.34	.00	-2,216.66	97.8%*
TOTAL General Fund	-102,000	0	-102,000	-99,783.34	.00	-2,216.66	97.8%*
TOTAL REVENUES	-102,000	0	-102,000	-99,783.34	.00	-2,216.66	



# 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: May 21, 2019

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### Agenda Item 2019-108 School Safety Grant

The United States Department of Justice released the 2019 School Violence Prevention Program Grant. This grant improves security on school grounds. The police department, in partnership with the school department, would like to apply for this grant. If approved, they would also ask for permission to receive and spend all grant monies on the following projects:

- Seeking \$4,457: The police department would use these funds to send a firearms instructor to an advanced training. This training program exposes first responders to the tactical skills necessary to operate successfully in the unique and chaotic scenario of an active shooter. These incidents are not normal events, and thus standard firearms training does not prepare our responders for this type of response. Our instructor would then return to this agency and train the officers in the skills learned.
- Seeking \$796: The school department would use these funds to install panic alarms in each Lisbon school. These alarms would be monitored by a local security company on a daily basis.
- Seeking \$12,395: The third piece to the grant would be installing additional security cameras at two Lisbon Schools to monitor particular areas not currently visible on camera.

The grant requires a 25% match in funds from the requesting agency. The Lisbon Police Department would be required to allocate a total of \$1,114.25 out of its designated training funds budget to send an officer to training. The Lisbon School Department would allocate \$199 of their designated funds to address the panic alarms, and any further required funds in cost overrides and monthly security monitoring fees. The Lisbon School Department would also fund the \$3,099 match, and any other possible cost overrides to address these additional security cameras.

### Recommendation

**Authorize the Police Chief to apply for a School Safety Grant and to accept and spend if awarded.**

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### Agenda Item 2019-109 2019 Homeland Security Grant – Police Department

The police department has the opportunity to apply for Federal Funds through the 2019 Homeland Security Grant. This particular grant does not require any matching funds and has been used in recent years to purchase security cameras for the interior and exterior of the Police Department and Town Office building, desktop and

laptop computers, and infrared thermal cameras for nighttime searches. The amount of money that the Lisbon Police Department could possibly receive is currently unknown, however recent years allotments have been in the \$4,000 dollar range.

The police department would be requesting to use the money to purchase two mobile radios for our cruisers, and four portable radios for our officers. Our current radios are at the end of their useful life span and we need to move forward with their replacements in a timely manner. The current anticipated funding request will be approximately \$6,800.

The police department is requesting permission to apply for, accept, and spend any money amount allotted through this grant process towards the above purchases.

### **Recommendation**

**Authorize the Police Chief to apply for the 2019 Homeland Security Grant and to accept and spend if awarded.**

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### **Agenda Item 2019-110 Moxie Day Road Closures**

On behalf of the Moxie Festival Committee we request Town Council's authorization for following road closures and use of various municipal areas in connection with the 2019 Moxie Festival, to be held from Friday, July 12, 2018 through Sunday, July 14, 2019 (all closures are in Lisbon Falls, unless otherwise specified):

1. Closure of Main Street from Route 196 to the High Street intersection from 6:00 a.m. to 6:00 p.m. Saturday, July 13, 2019. (Parade and Festival Activities)
2. Closure of the Main Street municipal parking lot on Friday, July 12, 2019 beginning at 8:00 p.m. Continued barricade of this lot will continue through 6:00 p.m. Saturday, July 13, 2019. (Set up and Festival Activities)
3. Closure of Route 196 from 10:00 a.m. to 12:00 p.m. on Saturday, July 13, 2019. (Parade)
4. Closure of Main Street from Route 196 to North Street from 6:00 a.m. to 6:00 p.m. on Saturday, July 13, 2019. (Parade and Festival Activities)
5. Closure of Capital Avenue from 6:00 a.m. to 12:00 p.m. on Saturday, July 13, 2019. (Parade Line up and Staging)
6. Closure of School Street from Main Street to Vining Street from 6:00 a.m. to 6:00 p.m. on Saturday, July 13, 2019 from 6:00 a.m. to 6:00 p.m. (Festival Activities)
7. Closure of Addison Street to South Street from 6:00 a.m. to 6:00 p.m. on Saturday, July 13, 2019.
8. Closure of Campus Avenue from Noon to 9:00 p.m. on Saturday, July 13, 2019.
9. Closure of Maple Street from Main Street to Pine Street from 6:00 a.m. to 6:00 p.m. on Saturday, July 13, 2019. (Festival Activities)
10. Closure of Oak Street from Route 196 to Pine Street from 6:00 a.m. to 6:00 p.m. on Saturday, July 13, 2019.
11. Closure of Union Street from Main Street to Booker Street from 6:00 a.m. to 6:00 p.m. on Saturday, July 13, 2019. (Pedestrian use)

12. The additional ability to close any road or municipal area deemed necessary by the Police Chief for public safety.
13. Traffic alerts for the following areas on Saturday, July 13, 2019 during the 5k Moxie Run :
  - a. Route 9 from Wing Street, Higgins Street, Spear Street, Cross Street, Huston Street, Scottsdale Avenue, and Frost Hill Avenue.

In addition, the Moxie Festival Committee requests the following assistance from Public Works:

1. One dump truck, trash dumps, and bags in the municipal parking lot on Main Street from 8:00 p.m. on Friday, July 12, 2019 through 6:00 p.m. on Saturday, July 13, 2019, for the purpose of garbage collection.
2. Eight to ten trash barrels on Main Street during this same time period.
3. Six trash barrels at the MTM Center during this same time period.
4. A PW staff member available to empty trash bags into the dump truck as needed.
5. Placement of barricades for street and lot closings.
6. Barricades at both parking lot openings by 6:00 p.m. on Friday, July 12, 2019.

The Moxie Festival Committee wishes to thank everyone involved in advance, who make this festival a weekend of fun and community spirit for residents and visitors alike.

#### **Recommendation**

**Authorize the 2019 Moxie Festival Street Closures and municipal assistance as presented.**

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#### **Agenda Item 2019-111 2019 Homeland Security Grant – Fire Department**

Chief LeClair reports that the FEMA Homeland Security Grant, which is through the State and County EMA office is due on Friday, May 17, 2019 by the close of business. This year he is requesting funds, through the County level grant to purchase army style cots for the fire stations. During event such as blizzards, hurricanes, or other extended incidents the stations can be staffed, but personnel have nowhere to sleep. Firefighters have been known to sleep on or under tables. These funds would be able to purchase cots for both stations so when these events do occur personnel have places to rest.

Chief LeClair recommends Council approve applying for, accepting, and spending if received \$1,668 to purchase 12 cots (6 for each station). Any matching portions will be coming out of the Lisbon Fire Department's operational account.

#### **Recommendation**

**Authorize the Fire Chief to apply for the 2019 Homeland Security Grant and to accept and spend if awarded.**

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**Agenda Item 2019-112  
Fiscal Year 2020 Paving Bid**

Town of Lisbon Public Works Department sent out our 2019-2020 fiscal year Paving RFP on April 30, 2019, to all contractors wanting to place a bid this year. The cut off time for submission of all sealed bids to the town was May 07, 2019 @ 10:00 am. The following bids were received and publicly opened:

	Submitted	Corrected
Pike Industries 94 Western Ave. Fairfield, ME	\$356,978.50	\$271,478.50
Northeast Paving 953 Odlin Rd. Bangor, ME 04401	\$395,976.50	\$305,751.60
Crooker Construction, LLC 103 Lewiston Rd., P.O. Box 5001 Topsham, ME 04086	\$321,931.77	\$245,179.77
All-States Asphalt, Inc. 699 Main Street Richmond, ME 04357	\$324,432.80	\$239,656.40

There were changes that were made to the original RFP and upon the opening of all bids there were also several errors and corrections that needed to be addressed. These changes were as followed:

1. The original RFP sent April 30, 2019 had Wing Street listed to be paved however due to conflict with budgeting; Wing Street had to be deleted from the 2019-2020 Paving RFP. Along with the deletion of Wing Street from the RFP, all bid totals needed to be updated to reflect this change.

Each contractor's bid form was re-calculated and changed by Mr. Cyr, the Public Works Director. All changes were made on the same bid form to each contractors estimate where needed. Any area crossed out reflects the changes Mr. Cyr made with updated total/value in its place.

These changes consisted of totals for Surface work and linear footage of shoulder and rehabilitation.

2. There was also an error on the bid form submitted by All-State Asphalt. The totals reported in recording square yardage of reclaim were not correct in which totals were changed to match Northeast Paving and Crooker to come up with new totals.

After thorough review of all submitted bids by Pike Industries, Northeast Paving, Crooker Construction LLC and All-State Asphalt, Mr. Cyr recommends the winning bid go to All-State Asphalt as their total dollar amount is lowest among all bids submitted.

**Recommendation**

**Award the 2019-2020 Paving bid to All-State Asphalt in the amount of \$239,656.40 for paving.**

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**Agenda Item 2019-113  
Lisbon Library - Sale of Used Boxes**

Mrs. Nadeau seeks Town Council permission to sell the used 16" by 18" cardboard boxes that were purchased last October 2018 to move and store the books during the 3-week remodel project. Approximately 500 boxes had been purchased with funds set aside specifically for the remodel project. The total expenditure was under \$1,000. They seek permission to sell the boxes for \$1.00 per box. The proceeds will be deposited into the "Miscellaneous Revenue Account. "The boxes were offered to other departments for their use, but the larger size makes them too big for most other uses.

**Recommendation**

**Authorize the sale of cardboard boxes at the Library for \$1 each.**

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**Agenda Item 2019-114  
Tax Acquired Property Sale**

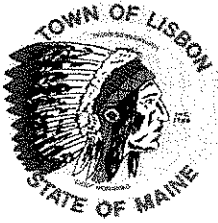
The Town of Lisbon foreclosed on the property listed below on December 17, 2018 for non-payment of Real Estate Taxes. The Town Manager sent out a notice of redemption granting an additional 30 days to redeem the property before Council takes action to dispose of the property. On February 19, 2019, Council authorized the sale of this property through sealed bid. After investigating the property further, it was determined to be unbuildable by the Code Enforcement Officer. I sent out letters to the abutters on April 25<sup>th</sup> and received one offer from Tony Quatrano in the amount of \$1,035.00.

Off Cross Street	\$3,250.27
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**Recommendation**

**To accept the offer of \$1,035.00 from Tony Quatrano, authorize the Town Manager to issue a quit-claim deed without covenants, and to write off the remaining balance due on the account in the amount of \$2,215.00.**

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## **TOWN OF LISBON**

300 Lisbon Street, Lisbon, ME 04250

Agenda Item 2019 - 5 A

*Twila D. Lycette, Town Clerk*

*Lisa B. Smith, Deputy Clerk*

*Nina Hodgkins, Assistant Clerk*

### ***PUBLIC HEARING***

*Notice is hereby given that the Lisbon Town Council intends to hold a public hearing on May 21, 2019 at 7:00 PM in the Town Office Public Meeting Room to hear comments on a Renewal Special Entertainment Permit for:*

*Frank's Restaurant & Pub in Lisbon*

*The public is invited to attend.*

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*Twila Lycette, Town Clerk*





**TOWN OF LISBON**  
300 Lisbon Street, Lisbon, ME 04250

Agenda Item 2019 - 5 B

*Twila D. Lycette, Town Clerk*

## ***PUBLIC HEARING***

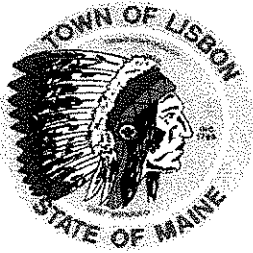
*Notice is hereby given that the Lisbon Town Council intends to hold a public hearing on May 21, 2019 at 7:00 PM in the Town Office Public Meeting Room to hear comments on a new Victualer's License for the following:*

*Stacie Butterfield d/b/a Snappy Dawgs Griddle  
Mobile Unit at 184 Lisbon Street (Riverside Flea Market)  
Lisbon, ME*

*The public is invited to attend.*

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*Twila Lycette, Town Clerk*



**TOWN COUNCIL  
WORKSHOP  
MEETING MINUTES  
APRIL 30, 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 at 6:00 PM.

**ROLL CALL.** Members present were Councilors Ward, Albert, Brunelle, Lunt, and Larochelle. Councilor Kolbe was excused. Also present were Diane Barnes, Town Manager; Randy Cyr, Public Works Director and Steve Aievoli, Sewer Superintendent and approximately one citizen in the audience.

**BUDGET WORKSHOP**

**A. TOWN MANAGER**

Mrs. Barnes presented her budget, stating that money came out of the printing line and moved to the Town Clerk's budget for the Town Report. She will get the numbers for the Advertising and Revenues to the Council by the end of the week.

**B. PUBLIC WORKS**

Mr. Cyr presented his budget. He stated that the wheeler would be more of a priority to replace than the salt shed. He suggested fixing the part of the roof that is damaged to get them by until they can build a new one. Councilor Ward suggested committing the \$10,000 towards fixing the roof. The council agreed to set aside that money.

Councilor Larochelle suggested they get a more detailed report of the costs of each repair to the buildings in the budget so they can stay on track. Mr. Cyr stated that the new wheeler would cost about \$210,000, which would not be available to use for this winter. He would like to buy a used one at auction for this winter, which will cost about \$12,000-\$18,000. Mrs. Barnes said she would add \$20,000 from the unassigned fund balance to the public works motor vehicle budget to cover it. Councilor Ward said he would get some quotes on a wheeler. The council agreed to discuss the purchase of the new wheeler at the next council meeting.

Mrs. Barnes will add \$2,500 to the gravel line item to cover gravel for next year.

Mr. Cyr talked about the need for a skid-steer to use at Public Works, on job sites, and at Parks and Recreation. They will take the money for this out of the undesignated fund balance.

The Council agreed to add a full time position to Public Works. Councilor Ward asked about the increase in the Professional Services line. Mrs. Barnes stated that is was an error and she will get more information for the Councilors about that. The Council will bring the Rental line down \$5,000. The Council will look closer at Repair and Maintenance and Catch Basins to make sure there is enough in the budget.

**C. TRANSFER STATION/SOLID WASTE**

Mrs. Barnes stated that the cost for the new solid waste truck would be \$100,000. She will divide that amount and take \$50,000 from operations and \$50,000 from unassigned fund balance.

**D. WASTEWATER TREATMENT PLANT**

Mr. Aievoli presented the budget. He stated that there would be a six percent rate increase this year. Councilor Albert stated that this increase is part of the recommendations from Oliver Associates to fix the infrastructure that has been long overdue.

### **ADJOURNMENT**

Seeing no further business, the Chairman closed the workshop at 7:55 PM.

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Lisa B. Smith, Deputy Clerk  
Date Approved: May 14, 2019



**TOWN COUNCIL  
MEETING MINUTES  
MAY 7, 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; Tracey Steuber, Economic Development Director; Marc Hagan, Police Chief; Nate LeClair, Fire Chief; Robert Robitaille, Deputy Fire Chief; Randy Cyr, Public Works Director; Steve Aievoli, Sewer Superintendent; Rick Green, Superintendent of Schools, Traci Austin, School Committee Chairman; Donald Fellows, Planning Board Member; Karin Paradis, Planning Board Chairman; Miriam Morgan-Alexander, Assessment Review/Appeals Board Member; and approximately 25 citizens in the audience.

**GOOD NEWS & RECOGNITION**

**PROCLAMATION 50<sup>th</sup> ANNIVERSARY OF MUNICIPAL CLERKS WEEK**

**VOTE (2019-87)** Councilor Albert, seconded by Councilor Larochelle moved to adopt the following Proclamation:

50TH ANNIVERSARY OF MUNICIPAL CLERKS WEEK  
MAY 5, 2019 through MAY 11, 2019

**WHEREAS,** The Office of the Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

**WHEREAS,** The Office of the Municipal Clerk is the oldest among public servants, and

**WHEREAS,** The Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

**WHEREAS,** Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.

**WHEREAS,** The Municipal Clerk serves as the information center on functions of local government and community.

**WHEREAS,** Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations.

**WHEREAS,** It is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk.

**NOW, THEREFORE,** We, the Lisbon Town Council, do recognize the week of May 5 through May 11, 2019, as Municipal Clerks Week, and further extend appreciation to our Municipal Clerk, Twila Lycette; Deputy Clerk, Lisa Smith; and Assistant Clerk, Nina Hodgkins and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

**Order passed - Vote 6-0.**

The Chairman recognized Lisa Smith and Nina Hodgkins in the audience and thanked them for doing a great job.

## PROCLAMATION KIDS TO PARKS DAY

**VOTE (2019-88)** Councilor Larochelle, seconded by Councilor Kolbe moved to adopt the following Proclamation:

### NATIONAL KIDS TO PARKS DAY

**WHEREAS**, May 18th, 2019 is the ninth Kids to Parks Day organized and launched by the National Park Trust, held annually on the third Saturday of May; and

**WHEREAS**, Kids to Parks Day empowers kids and encourages families to get outdoors and visit America's parks; and

**WHEREAS**, it is important to introduce a new generation to our nation's parks; and

**WHEREAS**, we should encourage children to lead a more active lifestyle to combat the issues of childhood obesity, diabetes, hypertension and hypercholesterolemia; and

**WHEREAS**, Kids to Parks Day is open to all children and adults across the country to encourage a large and diverse group of participants; and

**WHEREAS**, Kids to Parks Day will broaden children's appreciation for nature and outdoors; and

**WHEREAS**, The Lisbon Parks and Recreation Department invites all families to participate in the annual fishing derby at Beaver Park on this day; and

**NOW THEREFORE**, We, the Town Council of the Town of Lisbon do hereby proclaim to participate in Kids to Parks Day. We urge residents of Lisbon to make time May 18th, 2019 to take the children in their lives to a state or national park, Beaver Park, the Fishing Derby, Summer Street Park, MTM Park, or enjoy our beautiful walking paths; the one through the woods on the Miller Park Trail or by the water on the Androscoggin River Trail.

**Order passed – Vote 6-0.**

## TOWN REPORT DEDICATION

The Chairman asked Representative Rick Mason and his family to join the Town Clerk at the lectern to receive this year's first copy of the Lisbon Annual Town Report, which the town dedicated in memory of GINA MASON.

The Town Clerk said Gina served the citizens of Lisbon in many, many, different ways. She served as an Election Clerk in 2004. In 2006, Lisbon transitioned from a Selectmen/Town Manager form of government to a Council/Town Manager form of government. Gina ran for office, won, serving on Lisbon's first Town Council, and continued to serve until 2013. Gina then ran for School Committee in 2014 and won, serving on the school committee until her passing. Gina will be remembered for many things, but one of the roles she cherished most was volunteering on the Moxie Festival Committee. She started orchestrating the yearly Moxie Parade in 2010 and was involved in the parade in some form since its inception. In November 2016, she was elected to serve in the State Legislature representing the town she loved. Gina was particularly proud to be serving with her son, the then Senate Majority Leader Garrett Mason. Gina and Garrett made history serving as a mother son team in the Legislature from Lisbon. Gina never let a legislative day go by without first stopping by Garrett's office to give him a hug. We have all missed our truly great friend.

The Town Clerk presented the Mason family a copy of the report and asked that they accept this copy of the Annual Town Report put together with a Moxie Theme, as a token of our expression of appreciation for Gina's service from her community.

## **PUBLIC HEARINGS**

### **A. SCHOOL BUDGET**

The Chairman opened the public hearing. Superintendent Green presented the School Committee's approved School Department budget totaling \$16,838,035, which is 2.6% or \$425,988 higher than last year. The total local funding required will be \$7,410,216, which results in a 5.5% or \$386,434 increase in local taxes.

Dr. Green reported the total state and local contributions, including Adult Education and Revenues were for Revenues \$360,126, a -34% or \$184,361 decrease, state was \$9,056,649, a 2.2% or \$192,464 increase, and local was \$7,410,216, a 5.5% or \$386,434 increase for a total with Adult Ed of \$16,838,035, a 2.6% or \$425,988 increase.

Dr. Green reported the major contributing factors in their budget included the following items along with \$76,059 less in the Unassigned Fund Balance to offset the increase:

- Salaries & Benefits
- Maine State Retirement
- Nutrition Funding
- Gartley Street School (1 Teacher, 2 Ed Tech's)
- Revenue \$184,361 Decrease (Nutrition & Unassigned)

Nutrition, as required, was separated out of the budget to become its own operation, so now Nutrition Revenues have to be raised to offset the budget for Nutrition Expenses. Dr. Green explained the \$2,440,440 amount over Essential Programs and Services along with the expenses for Teachers, Guidance, Librarians, Health, Ed-Techs, Library Techs, and Clerical.

Dr. Green indicated State Subsidy is determined through a combination of funding formulas. The current state contribution is \$9,056,649, a 2.2% or \$192,464 increase. He reported the Capital Reserve Fund is at \$81,983 and that \$43,209 of that will go towards the Energy Performance Contract. He said variables could affect the budget both positively and negatively, so it can be expected that retirements, new hires, and insurance changes hopefully balance each other out. He said this is the budget expected to go to the voters at the referendum June 11, 2019.

Councilor Larochelle pointed out that there are uncontrollable costs each year, which increase this budget, in this case, it typically can be around \$365,000 to \$400,000 without changing anything, which is the increase being presented.

The Council discussed washing the salt and calcium off our buses to extend their life expectancy. Mrs. Austin said regionally we are discussing this topic at the school level and we believe it to be a worthwhile endeavor.

Seeing no further comments, the Chairman closed the public hearing.

### **B. SCHOOL CIP**

The Chairman opened the public hearing. Mrs. Austin reported the capital items have not changed much. The list identifies the areas on the watch list for improvements. One item is on the agenda tonight, which is the Athletic Field lights installation. She said they know what needs to be done, are attempting to do these items in phases, and are progressing nicely. Seeing no further comments, the Chairman closed the public hearing.

## **AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS - NONE**

### **CONSENT AGENDA**

**VOTE (2019-89)** Councilor Kolbe, seconded by Councilor Albert moved to adopt the following:

- A. Municipal Accounts Payable & Payroll Warrants -  
#4182019 \$ 9,955.38 #4252019 \$ 108,799.21

#522019	\$ 21,217.90	#572019	\$ 338,087.39
B. School Accounts Payable & Payroll Warrants -			
#25	\$ 1,627.22	#1054	\$ 320,360.39
#1055	\$ 337,162.41	#1056	\$ 11,799.32
#26	\$ 1,529.67	#1058	\$ 11,623.26
#1057	\$ 305,558.74	#1915	\$ 117,334.78
C. Workshop Minutes for April 9 & April 23 and Minutes for April 16, 2019			
D. Renewal Mobile Home Park License for Town & Country Park			
E. Set a Public Hearing on May 21, 2019 for Franks' Special Entertainment Permit & Snappy Dawgs Griddle- New Mobile Unit at Riverside Flea Market			
F. Set Voter Registration Hours for June 11, 2019 Election			
G. Renewal Victualer's Licenses for :			
Angelo's		Flux	
Aroma Joes		Food City	
Bootleggers		Franks	
Canton Pearl		Lisbon Gulf	
China Inn		Left Hand Club	
Chummy's		House of Pizza	
Big Apple		MacDaddy's	
Coombs Mountfort		McDonalds	
Dominos		Methodist Church	
Dunkin Donuts		Railroad Restaurant & Pub	
EZ Mart			
Rusty Lantern		Smiley's Ice Cream	
Sam's		Subway	
Slovak Catholic Association		Walt's Place	

and Itinerant Vendor Permits for:

MacDaddy's  
Positive Change Lisbon  
Moxie Festival

Order passed – Vote 6-0.

## COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

### CAPITAL RESERVE REQUEST SCHOOL COMMITTEE PHASE I INSTALLATION FOR ATHLETIC FIELD LIGHTS

**INTRODUCTION:** The Capital Reserve Fund was created in 2011 to allow the School Committee to use existing money to pay for maintenance and minor remodeling. Since 2011, money from the undesignated balance and unanticipated revenues has been transferred into the Capital Reserve Fund. The use of the Capital Reserve Fund has allowed the Lisbon School Committee to utilize existing money without having to increase the taxpayer's local share. The current balance of the Capital Reserve Fund is \$81,983 and the following request is to utilize an amount not to exceed \$30,000 to pay for Phase I Installation of the Athletic Field Lights.

On Monday, April 29, 2019, the Lisbon School Committee voted 5-0 to request authorization from the Town Council to utilize an amount not to exceed \$30,000 from the Lisbon School Department's Capital Reserve Fund to pay for the Phase I Installation of the Athletic Field Lights. A copy of the quote from Musco Lighting is in the Council's packet.

**COUNCILOR COMMENTS:** Councilor Ward mentioned donations were made to the Booster's upon his mother's passing and that they received approximately \$1,400.

**VOTE (2019-90)** Councilor Brunelle, seconded by Councilor Larochelle moved to authorize the School Committee permission to utilize an amount not to exceed \$30,000 for the Phase I installation of the Athletic Field Lights. **Order passed - Vote 6-0.**

### BUREAU OF JUSTICE 2019 BULLET PROOF VEST GRANT APPLICATION

**INTRODUCTION:** Chief Hagan explained the Federal Bureau of Justice Assistance awards money annually to various Federal, State, and Local law enforcement agencies to assist with the purchase of bulletproof vests. The current cost of vests purchased by the Town is approximately \$620, half of which would be reimbursed by the BJA if the grant request were accepted. The current grant between the Town of Lisbon and the BJA will expire in August. The new grant will not expire until August 31, of 2021. We are requesting the purchase of 10 vests over the two-year period due to current vests expirations and the potential of hiring new officers. This would cost roughly \$6,200, of which \$3,100 would be reimbursed through the grant. The difference will be funded through the Police Department operating budget.

Chief Hagan requested permission to apply for, accept, and spend any money provided to the Town of Lisbon through the 2019 Bureau of Justice Assistance "Bulletproof Vest Partnership".

**VOTE (2019-91)** Councilor Brunelle, seconded by Councilor Albert moved to authorize the Police Chief to apply for, accept, and spend any money provided to the Town of Lisbon from the 2019 Bureau of Justice Assistance "Bulletproof Vest Partnership" grant program. **Order passed - Vote 6-0.**

### MUTUAL AID AGREEMENT

**INTRODUCTION:** The current mutual aid agreement with the Sagadahoc Sheriff's Office has expired. A copy of the agreement is in the Council's packet and is a standard mutual aid agreement between neighboring law enforcement agencies that are occasionally called upon to assist one another due to various manpower needs in emergency situations. Chief Hagan is requesting the Council review and approve the proposed agreement.

**VOTE (2019-92)** Councilor Brunelle, seconded by Councilor Albert moved to approve and authorize the Town Manager to sign Sagadahoc Mutual Aid Agreement for Policing Services as presented. **Order passed - Vote 6-0.**

### FIRE TRUCK BID AWARD

**INTRODUCTION:** Chief LeClair reported that after many months of the committee evaluating the needs of the Fire Department, they came up with a specification for the new pumper. Pulling from the HGAC vendor list, they brought in two vendors that met the minimum requirements, which were a stainless steel body, galvanized frame rails, and available local service. These two vendors were MinuteMan Fire & Rescue Apparatus and Greenwood Emergency Vehicles (E-One). The results were as follows.

Dealer: MinuteMan Fire Rescue Apparatus, Inc  
Brand: Pierce  
Cost as proposed: \$697,956  
100% prepay option: -\$23,000  
100% pre-pay option: \$674,956  
Trade in allowance for current Engine 7: \$5000

Engine option to go with a 500 HP motor: +\$29,023  
Dealer: Greenwood Emergency Vehicles  
Brand: E-One  
Cost as proposed: \$685,000  
100% prepay option: -\$20,000  
Trade in allowance for current Engine 7: \$5000  
Option with smaller motor: -\$28,000

The specifications written by the committee requested a 500 HP engine. An option was requested for the same vehicle with a smaller (450 HP) motor. The proposal presented by MinuteMan was with the smaller motor, with an option to increase the size of the motor to a 500 HP for an additional \$29,023. Making the actual cost of the vehicle, as requested, to be at \$726,979. Taking advantage of the prepayment option, trade in, and smaller motor option the price break down would be:

Pierce:	\$669,956
E-ONE:	\$632,000



Both proposals meet the general specifications that were sent to the vendors. The proposals had some differences. Each having their own strong points and weak points. Either vehicle would work well for the Town of Lisbon; however, both would need to be refined prior to final approval for ordering.

The Committee is requesting that the Council award the bid to the MinuteMan Fire Rescue Apparatus, Inc. for the Pierce brand. In order to comply with the request, Council would need to accept the prepay option.

The Town manager has offered the following Financing options to consider:

Fire Truck Reserve Account Balance:	\$407,144.69
Dingley TIF Reserve	\$383,596.36

**Financing Option 1:** Use current Fire Truck Reserve and Dingley TIF Reserve to prepay new Fire Truck.

Pros: Save \$23,000 for prepaying early

Cons: Lose approximately \$17,000 in interest income over the course of a year (Investment rate)  
Possible cash flow problem before tax commitment

**Financing Option 2:** Finance Truck for 5 years at 2.81% with semiannual payments. Interest expense over 5 years is \$54,104.50. Interest expense for the first year would be \$18,385.57.

**Financing Option 3:** Finance Truck for 5 years and pay off debt on 11/2/2019. Interest expense would be approximately \$10,000

**Financing Option 4 (Pierce Brand):**

Current bid price	\$697,956
Trade in:	\$ - 5,000
Updated Prepay Discount	\$ -18,381
Total	\$674,575

Prepay: \$340,000 (Due 15 days from contract)  
Progress Payment: \$150,000 (Due October 10, 2019)  
Remaining Due upon delivery

**Financing Option 5:** Payment on delivery. This option would only apply to E-One as the Pierce bid would exceed \$675,000

**Financing Option 6 (E-One):**

Current Bid Price:	\$685,000	Prepay:	\$340,000 (Contract Signing)
Trade in:	\$ -5,000	Progress Payment:	\$150,000 (October 1, 2019)
Discount	\$ -12,790	Balance upon delivery	
Total	\$667,210		
Less Smaller Motor	\$ -28,000		
Total	\$639,210		

**COUNCILOR COMMENTS:** Councilor Albert asked to hear from the Chairman of the Fire Truck Committee. Robert Robitaille, Deputy Chief reported the committee prioritized safety and longevity of the truck to be the most important items to address. Previous vehicles had rotted from underneath the frame. He said they determined a galvanized frame would be better. He indicated the departments were already running two Pierces at the moment. He reported they found the E-One missing a number of items that were requested from the beginning. He said they followed up with vendors for explanations for the differences. The E-One dealer said they would provide these items without changing the cost. After much discussion, Deputy Chief Robitaille said along with safety, longevity, and standardization of the fleet, plus the fact that they listed all their items requested correctly in the beginning led his committee to conclude they would be recommending the Council choose Pierce. He said that personally he felt they have had less problems with their Pierce trucks to date. He indicated this process had begun three years ago and then over the past six months escalated with voter approval for purchase. Engine 7 is due for replacement this year.

Councilor Ward said this past November voters had approved the purchase and explained it takes ten months to build a truck and get it to the community. Councilor Albert pointed out that that gives Lisbon another budget cycle to put money aside. Councilors discussed financing options. Mrs. Barnes mentioned the Fire Truck Reserve Account was up to \$400,000 with this year's \$75,000 transfer.

Councilor Larochelle confirmed that the whole Fire Truck Committee had voted in favor of the Pierce truck. He pointed out that the Fire Truck Committee took their time to help the Council make a decision, that the Council should respect their time, and their bringing this information forward.

Chief LeClair said through the HGAC program the process is vetted and should Lisbon need something else, say in five years, we should be able to call them to get the best price for the product.

Councilor Larochelle asked about the truck color. Chief LeClair reported the fleet would be changing over to a standardized black and orange color as new trucks are purchased and/or repainted. He reported both fire companies were happy with this new color, black and orange.

**VOTE (2019-93)** Councilor Brunelle, seconded by Councilor Larochelle moved to award the bid to MinuteMan Fire Rescue Apparatus, Inc. as recommended by the Fire Truck Committee, using Option 4 financing (Fire Rescue Apparatus, Inc.) with the trade in for a total amount of \$674,575.00, with half coming from the Fire Truck Reserve Account and half from Dingley TIF funds. **Order passed - Vote 6-0.**

### VEHICLE LIFT PURCHASE

INTRODUCTION: Randy Cyr is requesting the purchase of new lifts for our trucks and equipment. The new lifts would greatly improve our efficiency and safety in the garage. He indicated this would be beneficial to our fleet of equipment since maintenance would be more thorough because of accessibility.

COUNCILOR COMMENTS: The Council discussed washing busses and fire trucks. Councilor Ward asked the Town Manager to obtain an estimate from Mr. Douglass for installing a drain and catch system in the new addition at the Public Works Department. He asked that the amount be included in the upcoming budget.

**VOTE (2019-94)** Councilor Brunelle, seconded by Councilor Larochelle moved to authorize the Town Manager to purchase new lifts for the Public Works Department for \$34,200, including high-rise stands for \$4,244. **Order passed - Vote 6-0.**

### PLANNING BOARD GOALS

INTRODUCTION: Karin Paradis, the Planning Board Chairman, said they sent the following Planning Board goals to the Council back in February:

- Address standards for Child Day Care in home and Children's Day Care Facilities
- Add standards to allow Accessory Dwelling Units
- Add standards to allow Tiny Homes
- Create a Land Use Ordinance through the consolidation of Chapter 62-Site Plans, Chapter 66-Subdivisions, and Chapter 70-Zoning

She reported they completed the Comprehensive Plan that is now in its final stages for adoption. They intend to work on the waterfront area planning and Beaver Park for site improvements, all of which makes retaining a contractor Town Planner a necessity. She reported the Town Planner is very involved when it comes to subdivisions, planning strategies, ordinances, and knowing what question(s) to ask is crucial.

COUNCILOR COMMENTS: Councilor Ward asked if the town knew what we were getting for that \$21,250. Councilor Larochelle said the Council needs to justify what tax dollars are being spent on what; there needs to be checks and balances. Moving forward as recommended, he said, there is still enough work that needs to be addressed requiring assistance, however, the town should be utilizing all its resources like AVCOG, etc.

Councilor Ward said the quarterly reports indicate Economic Development uses the Town Planner, along with the Lisbon Development Committee. What is the best use of our Town Planner's time, he asked? He suggested focusing on quarterlies and adding to the Planning Board's goals prior to the next budget discussion. He pointed out that there was nothing on their goals regarding Economic Development or LDC. He asked that departmental input be included, too.

The Council agreed to discuss this item during their budget discussions on May 21.

### BOOKKEEPER POSITION

**INTRODUCTION:** The Town Manager is requesting the Council fund a full time Accounting Assistant/Bookkeeper in the upcoming budget. This position is necessary due to the workload in the Finance Department. This position will also assist the Finance Director with daily bookkeeping duties, which will allow the Finance Director to spend more time on review and oversight that should be done on a more regular basis. Mrs. Barnes reported RHR Smith is able to provide help within the current contract with TRIO, MUNIS, Town, and School Reconciliations to keep us on track.

**COUNCILOR COMMENTS:** After much discussion, Councilor Larochelle said he supported advertising to see what candidates the town could get. Councilor Ward said, but if the town did not support it the following year, that would not be fair. Councilor Larochelle said one more person might not get us back to the three person staff we used to have, but it would be better to get back to a two person staff rather than none at all. Councilor Albert clarified the discussion by saying this position would not just be a bookkeeper, that it needs to be diverse and it should be made clear this is more than a Finance Assistant. Councilor Lunt said he would like to see a breakdown where this person will be used. Councilor Larochelle said the money is already there for a Finance Director and Finance Assistant. Councilor Albert mentioned that the town is going to want these people here and for a long time.

**VOTE (2019-96)** Councilor Brunelle, seconded by Councilor Kolbe moved to approve the creation of a full time Finance Assistant position in the Finance Department and that the expenses continue to come out of the MUNIS reserve account for the remainder of the 2019 fiscal year. **Order passed - Vote 6-0.**

### JULY 5<sup>TH</sup> OFFICE CLOSURE

**INTRODUCTION:** The Town Office, Recreation Department, Library, and Transfer Station are regularly open on Fridays, however, this year July 4th falls on a Thursday so we recommend Council close these departments on Friday, July 5, 2019 and require those employees to use accrued leave time if they wish to be compensated for the closure.

**VOTE (2019-97)** Councilor Brunelle, seconded by Councilor Kolbe moved to close the Town Office, Recreation Department, Library, and Transfer Station on July 5th allowing employees to use accrued leave for that day. **Order passed - Vote 6-0.**

### JUNE MEETING SCHEDULE - MOVE REGULAR JUNE 18 MEETING TO JUNE 25

**INTRODUCTION:** The process for getting the budget information into the new software is taking longer than expected, and the final figures may not be ready to meet the deadline for the municipal public hearing requirements for holding the Municipal Budget hearing at the Council's regular meeting on June 18. Therefore, one suggestion would be to have the Council change its regular meeting for June 18 to June 25. The additional time is needed to finalize budget figures this year.

**VOTE (2019-98)** Councilor Kolbe, seconded by Councilor Brunelle moved to change the Town Council's regular June 18 meeting to June 25, moving all agenda items including the Municipal Budget Public Hearing to June 25. **Order passed - Vote 6-0.**

### TOWN MANAGER TO SERVE IN ROLE OF AN APPOINTED OFFICER

**INTRODUCTION:** The Town's Attorney recommends that until a new Finance Director has been appointed, the Town Council should appoint the Town Manager to serve as the Town's Interim Finance Director, and should authorize and direct her to assume the duties attendant to the office of the Finance Director as set forth in the Town's charter and in its customary practice.

**VOTE (2019-99)** Councilor Kolbe, seconded by Councilor Larochelle moved to adopt the following:

BE IT HEREBY RESOLVED: That until a new Finance Director has been appointed, the Town Manager shall be and hereby is appointed to serve as the Town's Interim Finance Director, and is authorized and directed to assume the duties attendant to the office of the Finance Director as set forth in the Town's charter and in its customary practice. **Order passed - Vote 6-0.**

#### SET WORKSHOP TO DISCUSS TRANSFER STATION OPERATIONS AND FINANCES

**VOTE (2019-100)** Councilor Kolbe, seconded by Councilor Albert moved to meet to discuss the Transfer Station Operations and Finances at 6:00 PM on May 21. **Order passed - Vote 6-0.**

#### SOLICIT BIDS FOR PUBLIC WORKS WHEELER, BODY, & PLOW ATTACHMENTS

**INTRODUCTION:** Mr. Cyr requested permission to purchase a new wheeler dump truck with plow gear, and sand/salt spreader, with a calcium tank. We currently have a truck that is in need of too many repairs for what the truck is worth, the truck is a 1999 model year and needs replacement.

**VOTE (2019-101)** Councilor Larochelle, seconded by Councilor Brunelle moved to authorize the Public Works Director to solicit bids for a Wheeler dump truck with plow gear, sand/salt spreader, and a calcium tank. **Order passed - Vote 6-0.**

#### UNDERGROUND DIESEL TANK - ADDITIONAL WORK

**INTRODUCTION:** Mr. Aievoli said this item came up while he was Interim Public Works Director, that he will continue to be involved, and that on November 1, 2019 the certification for the underground diesel tank is due to expire. In order to do an extension of the tank it would need to be recertified within the six months prior to the expiration. In 2018, the town asked Simard and Sons to do a 10-year extension inspection at the same time they were here to do the annual inspection so we would know where we stood with getting the extension. Simard did the inspection and found several items that would need repair or replacement for the extension. He said Simard provided us with a quote to do the required work, which was approved at the September 18, 2018 Council meeting. However, the quote was not signed and returned to Simard so it was not done until December 26, 2018.

In the fall of 2018, Maine DEP did an inspection of the diesel tank and pointed out that in order for them to approve the 10-year extension an outside emergency shut off and signage would need to be installed. Due to the facility not being manned 24 hours a day the current inside emergency shut off is of no benefit after hours. The outside emergency shut off is an addition to the already approved work that needs to be approved. Simard has provided a rough estimate not to exceed \$2,500 and will do an actual time and materials quote when they do the other work.

Mr. Aievoli requested the Council approve having Simard install the outside emergency shut off and signage in an amount not to exceed \$2,500.

**VOTE (2019-102)** Councilor Larochelle, seconded by Councilor Brunelle moved to award the Underground Diesel Tank maintenance work to Simard and Sons for the installation of an outside emergency shut off and signage in an amount not to exceed \$2,500. **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 said they met on Thursday.
3. LDC: Councilor Larochelle said the committee is continuing on.
4. Conservation Commission: Councilor Ward said things are moving along and Mr. Main has a clean bill of health.
5. Recreation: Councilor Kolbe said they had a meeting last night.
6. County Budget: Councilor Ward said there is nothing new to report.
7. Library: Councilor Lunt said the new camera system has been installed so now they can monitor the front counter, downstairs, and the back room.

#### B. TOWN MANAGER'S REPORT

Mrs. Barnes reported she is waiting to hear whether the town will get MDEP approval to get out of the MS4 requirements. She announced that the town would be getting the Phase II report from Brownfield soon.

#### C. SLUDGE DISPOSAL UPDATE

Mr. Aievoli said on March 22, 2019, the Maine Department of Environmental Protection (MEDEP) notified all licensed facilities that generate, land apply or compost sludge must test for PFAS before any sludge material can be land applied and explained how this may affect our Treatment Plant in town.

Mr. Aievoli said the sludge generated at the treatment plant is sent to a third party (Casella Organics), this DEP requirement had an immediate impact on the operation of Casella's compost facility as it completely shut down the distribution side of their operation. Casella began the process of testing for PFAS in 2018 and submitted this data to the DEP for review to determine whether the sampling and testing methods satisfy DEP's criteria. We have been notified DEP has lifted the distribution ban. Casella scaled back application rates and some of their compost blends. They also scaled back their acceptance of sludge at the facility to reduce inventory buildup. The representative from Casella could not verify whether they are currently accepting our sludge into the facility or if it is being sent to the landfill.

Mr. Aievoli said this means Casella will require all facilities to test their sludge for PFAS individually and to submit the results to them for review. Depending on those results, Casella may need to reduce or cease accepting our sludge to remain in compliance with their operational guidelines. Casella has stated they will work to provide a landfill option to their customers if they cannot accept their sludge. He said the town completed a sampling and analysis plan, and a sludge sample was sent to the lab for testing on April 29th. Once we receive those results, we will know where we stand and whether Casella will accept our sludge. After researching other options for disposal, we found no other option other than the sludge going to a landfill. He said a copy of the Maine DEP press release is in the Council's packet.

Councilor Ward confirmed Casella could take it, but would add \$500 per load for testing or quarterly for them to take it to a landfill. Mr. Aievoli said Lisbon produces 50 to 70 tons per month. Perhaps the next step could be to identify what businesses are contributing to the issue. He agreed to keep the Council informed.

#### D. ONE ROOM SCHOOLHOUSE

Alfred Smith reported the yellow One Room Schoolhouse on Route 9/Ridge Road needs painting constantly. He said the backside right now looks terrible. He asked the Council for permission, because the town owns this building, to put vinyl siding on it at the Historical Society's expense. He said it is not on the Maine Historical Register, but that they would like to preserve it as much as possible.

The Council unanimously agreed to let the Historical Society put vinyl siding on the One Room Schoolhouse on Route 9/Ridge Road.

#### E. SHOULDER WORK

Mrs. Barnes reported that All-State Paving would like to get to work rehabbing shoulders and lawn work. She said they already have permission to use some of the \$425,000 to pave these roads, but this shoulder work would be an additional expense from what has already been approved.

**VOTE (2019-103)** Councilor Larochelle, seconded by Councilor Lunt moved to approve the shoulder work for All- State Paving in the amount of \$25,070. **Order passed – Vote 6-0.**

**APPOINTMENTS – NONE  
COUNCILOR COMMUNICATIONS – NONE**

**AUDIENCE PARTICIPATION FOR NEW ITEMS**

Councilor Ward announced he would be more than willing to purchase additional flags to be placed on poles like the ones from Main Street to Route 9. Mr. Cyr said there are 2 poles before Frost Hill and 16 to Lewiston. Councilor Ward said he would donate 20 more flags and requested the price to write the check to the Town of Lisbon. Mr. Cyr said Amazon has the best price. Councilor Ward said he would be looking to start a program for sponsors to “Donate a Flag for Veterans” next year. No objections were noted.

**EXECUTIVE SESSION**

**VOTE (2019-104A)** Councilor Kolbe, seconded by Councilor Larochelle moved to go into Executive Session at 9:35 PM per 1 MRSA Section 405405 (6) (C) Acquisition or Disposition of Real Property Or Economic Development. **Order passed – Vote 6-0.**

The Council came out of executive session at 9:40 PM. The meeting resumed at 9:40 PM.

**ADJOURNMENT**

**VOTE (2019-104B)** Councilor Larochelle, seconded by Councilor Ward moved to adjourn at 9:40 PM. **Order passed – Vote 6-0.**

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Twila D. Lycette, Council Secretary  
Town Clerk, Lifetime CCM/MMC  
Date Approved 05/21/2019



**TOWN COUNCIL  
MEETING MINUTES  
MAY 14, 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; Rick Green, School Superintendent; Traci Austin, School Committee Chairman; and approximately five citizens in the audience.

Councilor Albert said Councilor Larochelle was attending a required municipal training event this evening and could not be present.

**VOTE (2019-105)** Councilor Ward, seconded by Councilor Albert moved to excuse Councilor Larochelle's absence. **Order passed - Vote 5-0.**

**COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES**

**ADOPT 2019-2020 SCHOOL BUDGET WARRANT ARTICLES**

**ARTICLE 1 - PUBLIC FUNDING OF PRE-KINDERGARTEN TO GRADE 12  
AS DESCRIBED IN THE ESSENTIAL PROGRAMS & SERVICES FUNDING ACT**

To see what sum the Council will authorize the Lisbon School Department to appropriate for the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act (**Recommended \$ 13,148,750**) and to see what sum the Council will raise as the Town's contribution to the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services funding Act in accordance with the Maine Revised Statutes, Title 20-A, Section 15688.

*"Explanation: The Town's contribution to the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act is the amount of money determined by state law to be the minimum amount that a municipality must raise in order to receive the full amount of state dollars."*

**School Committee Recommends \$4,486,794**

**VOTE (2019-105A)** Councilor Ward, seconded by Councilor Albert moved for Article 1 the following:

**\$ 4,486,794**

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

**ARTICLE 2 – DEBT SERVICES**

To see what sum the Council will authorize the Lisbon School Department to raise and appropriate for the annual payments on debt service previously approved by the legislative body for non-state-funded school construction projects, or non-state-funded portions of school construction projects in addition to the funds appropriated as the local share of the school administrative unit's contribution to the total cost of funding public education from pre-kindergarten to grade 12.

*Explanation: Non-state-funded debt service is the amount of money needed for the annual payments on the municipality/district long-term debt for major capital school construction projects and minor capital renovation projects that is not approved for state subsidy. The bonding of this long-term debt was previously approved by the voters or other legislative body.*

**Amount Recommended \$ 460,409**

**VOTE (2019-105B)** Councilor Lunt, seconded by Councilor Brunelle moved for Article 2 the following:

**\$ 460,409**

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

### **ARTICLE 3 – FUNDS EXCEEDING THE STATE’S EPS ALLOCATION MODEL**

Shall the Town of Lisbon raise and appropriate **\$ 2,440,440** in additional local funds, which exceeds the State’s Essential Programs and Services allocation model by an additional **\$431,285** as required to fund the budget recommended by the School Committee.

The School Committee recommends **\$2,440,440** for additional local funds and gives the following reasons for exceeding the State’s Essential Programs and Services funding model by an additional **\$431,285**. This covers:

- 1) Co-curricular and Extra-curricular activities: The State only supports 20% of Lisbon’s total expenditures.
- 2) The Teacher Retirement portion that was previously paid by the state
- 3) Substitute Pay: The State Allocates half a day per student. This does not cover long-term absences where substitutes are paid at a higher rate.
- 4) Special Education: This additional amount is partly due to year old student information, summer school, scheduling and reduced financial support at the Federal and State levels.
- 5) Nutrition (lunch): The state does not provide any subsidy to cover the expenses in the general budget.

**School Committee Recommended \$2,440,440**

*Explanation: The additional local funds are those locally raised funds over and above the school administrative unit’s local contribution to the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act and local amounts raised for the annual payment on non-state funded debt service that will help achieve the Lisbon School Department’s budget for education programs.*

**VOTE (2019-105C)** Councilor Ward, seconded by Councilor Kolbe moved for Article 3 the following:

**\$ 2,440,440**

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

### **ARTICLE 4 – EXPEND FOR FY 2018-2019**

To see what sum the Council will authorize the Lisbon School Committee to expend for the fiscal year beginning **July 1, 2019** and ending **June 30, 2020** from the Town’s contribution to the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act, non-state – funded school construction projects, additional local funds for school purposes under the Maine Revised Statutes, Title 20-A, section 15690, unexpected balances, tuition receipts, state subsidy and other receipts for the support of school.

**School Committee Recommended \$ 16,804,417**

**VOTE (2019-105D)** Councilor Lunt, seconded by Councilor Ward moved for Article 4 the following:

**\$ 16,804,417**



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

**ARTICLE 5 – ADULT EDUCATION &  
RAISE FUNDS AS THE LOCAL SHARE**

To see if the Council will authorize the Lisbon School Department to appropriate **\$ 33,618** for Adult Education and raise **\$ 22,574** as the local share; with authorization to expend any additional, incidental, or miscellaneous receipts in the interest and for the well-being of the adult education program.

**School Committee Recommends YES**

**VOTE (2019-105E)** Councilor Brunelle, seconded by Councilor Albert moved for Article 5 the following:

**YES.**

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

**ARTICLE 6 – ADULT EDUCATION**

To see what sum the Council will authorize the Lisbon School Department to expend for Adult Education.

**School Committee Recommends \$ 33,618**

**VOTE (2019-105F)** Councilor Kolbe, seconded by Councilor Brunelle moved for Article 6 the following:

**\$ 33,618**

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

**ARTICLE 7 – FEDERAL & STATE GRANTS OR PROGRAMS**

In addition to amounts approved in the preceding articles, shall the Council authorize the School Committee to expend sums as may be received from federal or state grants or programs or other sources during the fiscal year for school purposes, provided that such grants, programs or other sources do not require the expenditure of other funds not previously appropriated?

**School Committee Recommends YES**

**VOTE (2019-105G)** Councilor Lunt, seconded by Councilor Albert moved for Article 7 the following:

**YES.**

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

**ADJOURNMENT**

**VOTE (2019-106)** Councilor Kolbe, seconded by Councilor Lunt moved to adjourn at 7:15 PM. **Order passed - Vote 5-0.**

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Twila D. Lycette, Council Secretary  
Town Clerk, Lifetime CCM/MMC  
Date Approved: May 21, 2019


Business Name: Riverside Dairy Bar

## 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: 5/15/19

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: 5/15/19

## 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.


624-9693 .....State 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

Business Name: Snappy Dawgs Griddle

## 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: 5/1/19

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: 5/1/19

## COMPLETE TO HERE BEFORE FILING

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## INFORMATION

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353-3000 Ext 111.... Health Officer  
287-5671..... State Health Inspection Dept.

624-9693 ..... State 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


Business Name: Smokin' Phil's Belly Bustin BBQ

## 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: 5/1/19

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: 5/1/19

## COMPLETE TO HERE BEFORE FILING

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353-3007..... Town Office Fax  
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353-2500..... Police Department  
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624-9693 ..... State 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

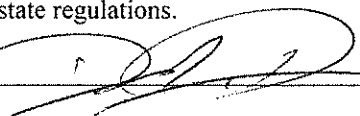
Revised March 12, 2018

Business Name: Lisbon Rec (12 month)

INSPECTION REQUIRED

☐ Yes, if preparing food (includes making coffee)  
☐ No, if prepackaged ice cream or food

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 and any applicable state regulations.

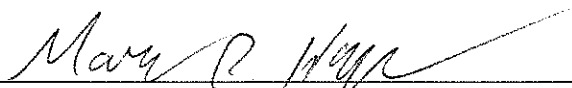
Signature:  Date: 5/15/19

COMPLETE TO HERE BEFORE FILING

For Office Use Only

☒ Public Records Check Completed.

Notice of Compliance (By Ordinance): I, **Marc Hagan, Police Chief** for the Town of Lisbon hereby certify I have reviewed this application and the vendor will not create safety problems for either traffic or pedestrians, and that information on file does not indicate the applicant is a person of bad moral character.

Signature:  Date: 05/15/19

INFORMATION

The Councilors are the Municipal Licensing Board. The first Itinerant Vendor application requires a public hearing, but renewals will not. Public records checks can take up to two 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 7:00 PM 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 118... Town Clerk  
 353-3000 Ext 111 ...Health Officer  
 353-3000 Ext 111... Code Enforcement Officer  
 353-2500..... Police Department  
 287-5671..... State Health Inspection Dept.

624-9693 .....State 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

Signature: Jim Carville Date: 5-3-2019

Business Name: RIVERSIDE FLEA MARKET

### INSPECTION REQUIRED

☐ Yes, if preparing food (includes making coffee)  
☐ No, if prepackaged ice cream or food

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 and any applicable state regulations.

Signature: [Signature] Date: 5/15/19

**COMPLETE TO HERE BEFORE FILING**

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### For Office Use Only

☒ Public Records Check Completed.

Notice of Compliance (By Ordinance): I, **Marc Hagan, Police Chief** for the Town of Lisbon hereby certify I have reviewed this application and the vendor will not create safety problems for either traffic or pedestrians, and that information on file does not indicate the applicant is a person of bad moral character.

Signature: Marc R. Hagan Date: 05/15/19

### INFORMATION

The Councilors are the Municipal Licensing Board. The first Itinerant Vendor application requires a public hearing, but renewals will not. Public records checks can take up to two 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 7:00 PM 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 118... Town Clerk  
353-3000 Ext 111 ...Health Officer  
353-3000 Ext 111... Code Enforcement Officer  
353-2500..... Police Department  
287-5671..... State Health Inspection Dept.

624-9693 .....State 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

Business Name: Cooks Lobster & Ale House

INSPECTION REQUIRED BELOW

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

Signature: [Signature] Date: 5/10/19  
\* ON-SITE INSPECTION

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

APPLICANT MUST HAVE COMPLETED TO HERE BEFORE FILING

*For Office Use Only*

☒ Public Records Check Completed.

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

Signature: [Signature] Date: 05/07/19

INFORMATION

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

**SUGGESTED CONTACTS:**

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

624-9693 .....State 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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# MEMORANDUM FROM THE TOWN CLERK

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**TO:** Diane Barnes, Town Manager & Town Councilors

**FROM:** Twila Lycette, Town Clerk

**SUBJECT:** Special Entertainment Permit & Liquor License for the Franks Restaurant

**DATE:** May 21, 2019

Peter Austin is requesting a renewal Special Entertainment Permit and Liquor License for his restaurant. A Special Entertainment public hearing was scheduled and all local inspections and fees have been paid - see attached certificate. This application is ready for Council approval.



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

DIVISION USE ONLY	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Cash Ck Mo:	
Good SOS & DBA: YES <input type="checkbox"/> NO <input type="checkbox"/>	

PRESENT LICENSE EXPIRES: June 25, 2019

NEW application: ☐ Yes ☒ No

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

Requested inspection (New Licensees/ Ownership Changes Only) Date : \_\_\_\_\_ Business hours: \_\_\_\_\_

INDICATE TYPE OF PRIVILEGE: ☒ MALT ☒ VINOUS ☒ SPIRITUOUS

INDICATE TYPE OF LICENSE:

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

(QUALIFIED CATERERS ONLY)

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

Corporation Name: LISBON MOXIE INC		Business Name (D/B/A) FRANK'S	
APPLICANT(S) –(Sole Proprietor) DOB:		Physical Location: 2 MAIN STREET	
DOB:		City/Town LISBON FALLS State ME Zip Code 04252	
Address 72 WEBSTER ROAD		Mailing Address Same As Above? YES	
City/Town LISBON State ME Zip Code 04250		City/Town State Zip Code	
Telephone Number 207-576-1603 Fax Number		Business Telephone Number 207-407-4606 Fax Number	
Federal I.D. # 82-1018637		Seller Certificate #: or Sales Tax #: 1184591	
Email Address: lisbonmoxieinc@gmail.com		Website: www.franksrestaurantpub.com	

- If premise is a Hotel or Bed & Breakfast, indicate number of rooms available for transient guests: 11/2
- State amount of gross income from period of last license:  
ROOMS \$ 0
- Is applicant a corporation, limited liability company or limited partnership? YES ☒ NO ☐  
If Yes, please complete the Corporate Information required for Business Entities who are licensees.
- Do you permit dancing or entertainment on the licensed premises? YES ☒ NO ☐

5-21-19  
agenda

## SPECIAL ENTERTAINMENT APPLICATION

License Type:

☒ \$100 Application Fee  
☐ \$80 Advertisement Fee For First Time Liquor License Applicants Only

**\*\*\*NOTE: Must Attach State Liquor License Application**

Owner: Lisbon Moxie Inc DBA Franks Home Phone: cell

Email Address: lisbonmoxieinc@gmail.com Cell Phone: 207 576 11603

Owner's Home Address: 72 Webster Rd Lisbon ME 04250

Residence(s) for last five years: yes

Name of Business: Franks Restaurant + Pub Business Phone: 207 407 4606

Location of Business: 2 Main St Lisbon Falls ME 04252

List Applicant / Partners / Corporate Officers:

Name: Peter Austin Name: Traci Austin Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_ Address: \_\_\_\_\_

Town/Sta \_\_\_\_\_ Town/S \_\_\_\_\_ Town/State: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Birthda \_\_\_\_\_ Birth date: \_\_\_\_\_

Has applicant's business license ever been revoked: no ?

If so, why? \_\_\_\_\_

Has any applicant / partner / corporate officer ever been convicted of a felony? no

If so, describe specific circumstances \_\_\_\_\_

Does the establishment have a valid liquor license? yes If so, when does it expire? 6-25-19


I, Traci Austin (name), Treasurer (title) is authorized to sign on behalf of said business, and further declare that the forgoing information is accurate and true to the best of my knowledge and belief, and that the applicant does hereby acknowledge a public records check may be conducted.

Signature: Traci Austin Date: 3-14-19

Business Name: Frank's Restaurant + Pub Special Entertainment/Liquor Lic.

### INSPECTION REQUIRED BELOW

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

Signature:  Date: 4/19/2019

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

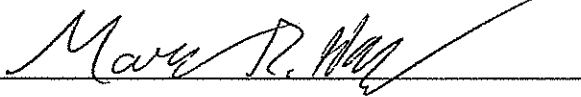
**APPLICANT MUST HAVE COMPLETED TO HERE BEFORE FILING**

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#### *For Office Use Only*

☒ **Public Records Check Completed.**

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

Signature:  Date: 04/19/19

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### INFORMATION

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

#### **SUGGESTED CONTACTS:**

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

624-9693 .....State 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



## ***TOWN OF LISBON***

300 Lisbon Street, Lisbon, ME 04250

**Agenda Item 2019-107H**

*Twila D. Lycette, Town Clerk*

*Michelle Foss, Assistant*

# ***PUBLIC HEARING***

## *Ordinance Amendments*

Notice is hereby given that the Lisbon Town Council intends to hold a public hearing on June 4, 2019 at 7:00 PM in the Town Office Public Meeting Room to hear comments on amendments to Chapter 70 Zoning, Article 1 Section 70-1 Definitions, and Article IV. District Regulations, District 13 District Uses, Section 70-530 Land Uses, and Section 70-531 Table of Land Uses regarding Day Cares. The public is invited to attend.

Copies of these amendments may be viewed or obtained at the Town Clerk's Office, 300 Lisbon Street, Lisbon or online at [www.lisbonme.org](http://www.lisbonme.org).

*The public is invited to attend.*

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*Twila Lycette, Town Clerk*



May 8, 2019

Town Of Lisbon  
Diane Barnes, Town Manager  
300 Lisbon Street  
Lisbon, ME 04250

Dear Ms. Barnes:

Please find enclosed two signed copies of the agreement for services between Midcoast Humane and the Town of Lisbon covering the period from July 1, 2019 to June 30, 2020. Please sign one copy and return it to me in the envelope provided. After we receive your signed agreement, we will generate an invoice.

I would like to call your attention to some updated language in the contract surrounding fees for animals seized for court cases. *The fees have not changed*, but we now describe how those fees are broken down on page five. We have also clarified that we are not responsible for animals that are not under our care but who have been seized by an Animal Control Officer.

I have included an updated W-9 with this letter for your records. As the form indicates, our organization has a new name: Midcoast Humane. In addition to this change, we also hired a new Executive Director, Trendy Stanchfield, in January of 2018. Although our leadership and name have changed, we are dedicated to maintaining the excellent care we provide to the animals in our shelters and to expanding the services we offer our community members.

I would welcome the opportunity to meet with you in the near future to discuss our relationship further or to answer any questions. Please feel free to contact me at any time.

Sincerely,

Kate Griffith  
Community Programs Manager  
kgriffith@midcoasthumane.org  
(207) 449-1366 x105



## Midcoast Humane and Town of Lisbon Agreement for Services

This agreement, made and entered into on May 13, 2019, by and between the Town of Lisbon, Maine, a municipal corporation hereinafter referred to as the Municipality, and Midcoast Humane, a non-profit corporation established under the laws of the State of Maine, hereinafter referred to as MH. This agreement will cover the contract period beginning July 1, 2019, and ending June 30, 2019.

MH and the Municipality, in consideration of the payments set forth in Section X below, agree as follows:

### **I. Services to be provided**

The services to be performed under this Agreement are for animal shelter management services in accordance with the terms, conditions and specifications contained or referenced herein.

1. MH will furnish, manage and operate animal shelter facilities located at 30 Range Road, in Brunswick, Maine. MH shall be responsible for the day-to-day custodial care of the shelter facility and grounds, including the removal of litter and debris from outdoor areas and for use of all utilities, including, without limitation, electric, gas, water, oil, sewage and telephone.
2. MH will provide adequate food, water, shelter, space, care, treatment and transportation for small domestic companion animals which come into its custody through the following:
  - A. Animals that are voluntarily surrendered by residents of the Municipality.
  - B. Stray animals and impounded animals that are apprehended by the Municipality's Animal Control Officer or authorized employees of the Municipality.
  - C. Stray animals that are found by residents of the Municipality and are brought to MH by such residents.
3. The Municipality is obligated to pick up stray dogs and stray cats and deliver those animals to MH. ("Stray cat" means a cat that is not under the obvious control of an individual, which is reported as being at large for at least two days, and which may appear not to be properly cared for.)
4. A duly authorized representative of the Municipality, customarily the Municipality's Animal Control Officer, hereinafter referred to as the Representative, will be furnished a

key to MH's isolation area for the purpose of delivering animals during hours when MH is not open to the public. During hours when MH is open to the public, the Representative shall deliver animals to the isolation area and shall, in both cases, complete all required paperwork. The Municipality shall at all times provide MH with the name of its Representative and contact information and shall notify MH of any changes. The Municipality shall be responsible for obtaining the key from any former Representative and providing such key to its current Representative.

5. In the event that the Representative delivers an animal to MH, the Municipality shall be responsible for notifying the animal's owner of such impoundment and disclosing the owner's name and address to MH. The Municipality shall be responsible for collecting all fines imposed upon the animal's owner by the Municipality for violation of animal welfare offenses. MH shall release the animal to its owner only upon proof of such payment of all fines and fees, as well as upon the payment by the Municipality or the animal's owner to MH of any fees assessed by MH, as stated below.
6. All animals that are brought to MH by a Representative shall not be removed from MH by a Representative other than upon the written authorization of MH.
7. Any Representative that picks up sick or injured animals must call MH to see if a veterinarian is on premises before bringing said animals to MH. If no veterinarian is at MH, the animals must be brought to a different veterinary clinic or like facility for care. If an MH veterinarian is on premises, the veterinarian will give his/her recommendation on whether MH is able to treat the animal or whether it needs to be transported to another veterinary clinic or like facility. The Municipality acknowledges that MH may be limited in its ability to treat all injuries due to limited space or lack of equipment (e.g., x-ray machine, etc.). MH, in its sole discretion may elect to refuse or accept delivery of sick or injured animals and procure the veterinary care it deems necessary and appropriate. Municipality agrees to reimburse MH for the costs of emergency and required veterinary care within ten (10) days from the receipt of an invoice. At no time will the Municipality deliver any injured animal to the shelter during hours other than regular business hours unless municipality has made prior arrangements with MH. The cost of transporting animals that cannot be treated at MH, as well as the cost of such treatment at another veterinary clinic, will be borne by the Municipality if such costs are incurred during the mandatory waiting periods as required by State of Maine statutes.
8. MH will be responsible for finding "forever homes" and placement for all animals in its care. Whenever the ownership of an animal is ascertained, MH shall make a reasonable effort to notify the owner of the animal within 24 hours of determining the animal's owner.
9. In the event that euthanasia is required for reasons for public safety or welfare or in satisfaction of any obligation of the Municipality, MH shall be responsible for the humane euthanasia of any animal in its care using methods approved by the State of Maine.
10. MH will maintain regularly scheduled business hours at the animal shelter for the convenience of the public and for the purpose of transacting business in connection with

the duties under this agreement and for the purpose of receiving animals or for accepting applications for the redemption of impounded animals. From time to time, MH may close due to weather conditions, staff training, or other unforeseeable circumstances. Notice of any closings will be provided to the public as far in advance as possible.

11. MH will appoint competent and qualified agents for the carrying out of the responsibilities under this agreement, such agents to be responsible to the MH Board of Directors.
12. MH contact personnel, available to the Municipality during regular MH business hours and on an emergency basis during non-business hours, are as follows:
  - Dr. Mandie Wehr, Director of Shelter Operations. Office: 207-449-1366
  - Kate Cochrane, Intake Manager. Office: 207-725-5051, ext. 22
  - Emergency Phone Number: 207-773-7377

In the event that either of these persons is no longer employed by MH, MH will notify the Municipality and furnish the Municipality with the contact information for their successors.

13. MH shall provide systems to monitor medical and other information on each shelter animal.
14. On request of a resident of the Municipality, MH shall provide a list of the names and telephone numbers of the Municipality's Animal Control Officer(s) and animal care providers who are available and on call for emergency services.
15. MH alone retains sole discretion to refuse delivery of one or more animals where such delivery renders MH unable to provide appropriate housing and/or disposition of delivered animals.

## **II. Ownership of dogs**

MH will adhere to the mandatory waiting periods and ownership requirements for uncontrolled dogs as articulated in Title 7 M.R.S.A. §3913 and any amendments thereto.

## **III. Ownership of cats**

MH will adhere to the mandatory waiting periods and ownership requirements for stray cats as articulated in Title 7 M.R.S.A. §3919 et seq. and any amendments thereto.

## **IV. Public service programs**

MH shall provide at its sole cost and expense the following services:

1. A reduced-cost spay-neuter program for any animal owned by a resident of the Municipality, except that, in the event that MH determines that it is no longer feasible to offer such spay/neuter program, MH shall no longer be under any obligation to do so.



2. A volunteer program to encourage support for MH and its operation of the shelter.
3. Events designed to promote animal adoptions and to educate the public about animal welfare and the benefits of sheltering in general.
4. An adoption program designed to ensure that MH identifies and secures humane, permanent homes for the animals under its care.
5. MH makes every effort to promote Trap, Neuter and Return (TNR) for feral cats, and return feral cats that are spayed or neutered, vaccinated and ear tipped to the originating location when possible, and promote caregiver volunteerism and guardianship. The Town of Lisbon agrees to work with MH and the community to permit and encourage TNR as the preferred method of dealing with feral cats. MH will accept confined stray cats, but recommends that cats believed to be strays be given a few days to return to their homes before they are fed or confined and considered to be lost or homeless.

#### **V. Adoption fees and recordkeeping**

1. MH will collect all adoption fees and shall keep proper financial records to account for same. MH will permit the Municipality, at all reasonable times, to inspect and audit such records and shall make such reports of funds received as required by statute or regulation.
2. MH shall keep full and accurate records of all animals taken into custody, showing the date, place, reason and manner whereby animals were brought into custody, with a description of the animal and a record of its final disposition.

#### **VI. Indemnification**

1. The Municipality shall indemnify and hold harmless MH, its employees, directors, officers and agents from all demands, claims, causes of action or judgments, and from all expenses that may be incurred in investigating or resisting the same, arising from, or growing out of, any act or neglect of the Municipality, its employees, contractors or agents, in connection with the seizure, transportation or maintenance of stray dogs and cats during the mandatory waiting periods prescribed in Title 7 M.R.S.A. §3913, 3919 and 3919-A.
2. MH will indemnify and hold harmless the Municipality, its employees, directors, officers and agents from all demands, claims, causes of action or judgments, and from all expenses that may be incurred in investigating or resisting the same, arising from, or growing out of, any act or neglect of MH, its employees, contractors or agents, in connection with the operation of MH.

#### **VII. Insurance**

MH shall procure and maintain during the term of this agreement comprehensive general liability coverage that shall protect MH from claims of damages for personal injury including accidental

and wrongful death, as well as claims arising from services rendered under this agreement, whether such services be by MH, by any subcontractor, or anyone employed directly or indirectly by either of them.

#### **VIII. Agreement not assignable**

MH shall not have the right, authority, or power to sell, mortgage, or assign this agreement or the powers granted to it, or any interest therein, nor any right, power or authority to allow or permit any other person or party to have any interest in the services outlined in this agreement without the written consent of the Municipality.

#### **IX. MH's independent capacity from Municipality**

MH, its officers, employees, directors, agents and volunteers shall act independently of Municipality and not as officers, employees, agents or volunteers of Municipality.

#### **X. Payment**

1. In compliance with the terms and conditions of this agreement, the Municipality shall agree to pay the following to MH for the performance of its obligations and responsibilities:

The annual agreed payment shall be computed on the basis of \$1.30 per capita of the human population of the Town of Lisbon. For purposes of this computation, MH has relied on the population count as reported in the most recent official census – 9,009 residents. Accordingly, based on the Town of Lisbon's 2010 census, the Municipality shall pay MH a flat annual fee of \$11,711.70.

2. Services NOT covered by the above computation that would result in additional payments to MH may include, but are not necessarily limited to:
  - A. An instance when any animal brought to MH by the Municipality appears to be infected with rabies. In such instances, the Municipality shall be responsible for any veterinary fees and for transporting laboratory specimens for testing.
  - B. Instances in which, because of a pending legal action, an animal is boarded at MH at the request of the Municipality for a period in excess of eight days, the Municipality shall pay MH a boarding fee of \$20.00 per dog, \$10.00 per cat, \$5.00 per small animal and \$5.00 per bird for each day over the eight days. These boarding fees include the State of Maine's fees as listed in Title 7 M.R.S.A §3919-C where compensation for a dog or cat is \$5 a day, compensation for a female cat or dog with a litter that has not been weaned is \$8 a day, compensation for a rabbit is \$2 a day and compensation for a bird is \$1 a day. The boarding fees collected by MH as listed above include the additional cost of staffing and observation borne by MH. MH reserves the right to refuse boarding of animals for any Municipality that intends to pay the fees listed in Title 7 M.R.S.A §3919-C alone.

- C. Animals that are legally impounded by the Municipality and boarded at MH. In these instances, MH shall be paid \$20.00 per dog per night, \$10.00 per cat per night, \$5.00 per small animal per night and \$5.00 per bird per night. These boarding fees include the State of Maine's fees as listed in Title 7 M.R.S.A §3919-C where compensation for a dog or cat is \$5 a day, compensation for a female cat or dog with a litter that has not been weaned is \$8 a day, compensation for a rabbit is \$2 a day and compensation for a bird is \$1 a day. The boarding fees collected by MH as listed above include the additional cost of staffing and observation borne by MH. MH reserves the right to refuse boarding of animals for any Municipality that intends to pay the fees listed in Title 7 M.R.S.A §3919-C alone.
- D. During the six-day waiting period as prescribed by Title 7 M.R.S.A. §3913 for dogs, the Municipality shall be responsible for the payment of all veterinary services furnished outside MH as described above in this agreement.
- E. During the waiting periods prescribed by Title 7 M.R.S.A. §3919 and 3919-A, for cats (with an ID), the 48-hour waiting period for unidentified cats and the 24-hour waiting period for feral cats, the Municipality shall be responsible for the payment of all veterinary services furnished outside of MH, as described above in this agreement.
- F. In the case of seizures due to cruelty and/or neglect, costs and fees for animal care are the Municipality's responsibility.
- G. MH has the capacity to provide veterinary support in cases of seizure due to cruelty and/or neglect, but these supports are only available for animals in its care. MH retains the right to place animals pending legal action into foster homes with established fosters, but will not provide medical care or assistance with case animals that the Municipality Representative chooses to manage and foster outside of MH.

## **XI. Agreement terms**

It is mutually understood and agreed by the parties hereto that this agreement shall continue in effect for a period of one year from the date hereof. However, it is fully agreed that this agreement may be terminated by either party upon 90 days written notice to the other party of an intention to terminate this agreement or enter into a new agreement.

It is mutually understood and agreed by the parties hereto that the Municipality will defend this agreement with all due and proper diligence should it be challenged by any action in law. This agreement is intended by the parties hereto as the final and exclusive expression of the provisions contained in this agreement, and it supersedes and replaces any and all prior or contemporaneous agreements and understandings, oral or written, in connection therewith, between the parties hereto. This agreement may be modified or changed only upon the written consent of the parties hereto.

In the performance of this agreement, the Municipality shall abide by all MH regulations as they presently exist and as they may hereafter be amended.

## **XII. Applicable law**

The parties hereto agree that this agreement shall be construed and governed by the laws of the State of Maine and that, in the event of a conflict between the provisions of this agreement and any State of Maine statute, the State of Maine law will control, with the exception that, in the event that any animal boarding rates contained herein are in excess of any State of Maine statutory rates, the rates contained herein will control. Boarding fees, as stated above, reflect the State of Maine's fees as listed in Title 7 M.R.S.A §3919-C in addition to the cost of staffing and observation borne by MH. MH reserves the right to refuse boarding of animals for any Municipality that intends to pay the fees listed in Title 7 M.R.S.A §3919-C alone.

MH agrees that all animal shelter management services performed for the Municipality shall be performed in full compliance with the applicable Federal and State of Maine laws, regulations and guidelines for such services.

It is understood and agreed by the Municipality and MH that, in the event the Municipality's animal control ordinances are revised in such a way as to cause a substantial increase in the level of services to be performed by MH under this agreement, then such revisions shall not be covered by this agreement and the parties shall enter into negotiations regarding amendments to this agreement to address such revisions.

In witness whereof, the parties signify their acceptance of this agreement by their execution below.

TOWN OF LISBON, MAINE

By: \_\_\_\_\_  
Authorized Representative

Date: \_\_\_\_\_

\_\_\_\_\_  
Print Name and Title

Date: \_\_\_\_\_

\_\_\_\_\_  
Witness Signature

Date: \_\_\_\_\_

MIDCOAST HUMANE

By: \_\_\_\_\_  
Kate Griffith, Community Programs Manager

Date: \_\_\_\_\_

\_\_\_\_\_  
Witness Signature

Date: \_\_\_\_\_



# Lisbon Police Department

A Community Policing Agency

Agenda Item 2019-108

300 Lisbon St.  
Lisbon, ME 04250

Marc R. Hagan  
Chief of Police

**To:** Town Manager Barnes

**From:** Chief of Police Marc Hagan

**Subject:** Grant Submittal Request

**Date:** 05/15/2019

The United States Department of Justice has released the 2019 School Violence Prevention Program Grant. This grant is designed to improve security on school grounds. The police department, in partnership with the school department, would like to apply for this grant. If approved, we would also ask for permission to receive and spend all grant monies on the following projects:

The police department would use the received funds to send a firearms instructor to an advanced training. This training program exposes first responders to the tactical skills necessary to operate successfully in the unique and chaotic scenario of an active shooter. These incidents are not normal events, and thus standard firearms training does not prepare our responders for this type of response. Our instructor would then return to this agency and train the officers in the skills learned. **\$4,457**

The school department would use received funds to install panic alarms in each Lisbon school. These alarms would be monitored by a local security company on a daily basis. **\$796**

The third piece to the grant would be installing additional security cameras at two Lisbon Schools to monitor particular areas not currently visible on camera. **\$12,395**

**Cost to Town of Lisbon:** The grant requires a 25% match in funds from the requesting agency. Police Department:

The police department would be required to allocate a total of \$1,114.25 out of its designated training funds budget to send an officer to training.

School Department:

The school department would allocate \$199 of their designated funds to address the panic alarms, and any further required funds in cost overrides and monthly security monitoring fees.

The school department would also fund the \$3,099 match, and any other possible cost overrides to address the additional security cameras.

Thank you.



# Lisbon Police Department

A Community Policing Agency

Agenda Item 2019-109

300 Lisbon St.  
Lisbon, ME 04250

Marc R. Hagan  
Chief of Police

**To:** Town Manager Barnes

**From:** Chief of Police Marc Hagan

**Subject:** 2019 Homeland Security Grant Request

**Date:** 05/15/2019

The police department has the opportunity to apply for Federal Funds through the 2019 Homeland Security Grant. This particular grant does not require any matching funds and has been used in recent years to purchase security cameras for the interior and exterior of the Police Department and Town Office building, desktop and laptop computers, and infrared thermal cameras for nighttime searches. The amount of money that the Lisbon Police Department could possibly receive is currently unknown, however recent years allotments have been in the \$4,000 dollar range.

The police department would be requesting to use the money to purchase two mobile radios for our cruisers, and four portable radios for our officers. Our current radios are at the end of their useful life span and we need to move forward with their replacements in a timely manner. The current anticipated funding request will be approximately \$6,800.

The police department is requesting permission to apply for, accept, and spend any money amount allotted through this grant process towards the above purchases. Thank you.



TO: Diane Barnes, Town Manager

FROM: Julie-Ann Baumer, Moxie Festival Coordinator  
Mark Stevens, Director of Lisbon Parks & Recreation

CC: Randy Cyr (Public Works), Chief Marc Hagan (Police), Chief Nate Leclair (Fire)

SUBJECT: Moxie Festival Road Closures and Usage of Municipal Areas

DATE: May 21, 2019

On behalf of the Moxie Festival Committee, we request the Lisbon Town Council's authorization for the following road closures and use of various municipal areas in connection with the 2019 Moxie Festival. The dates of the festival are July 12, 13, and 14, 2019.

All closures are in Lisbon Falls, unless otherwise specified.

1. Closure of Main Street from Route 196 to the High Street intersection from 6:00 a.m. to 6:00 p.m. Saturday, July 13, 2019. (Parade and Festival Activities)
2. Closure of the Main Street municipal parking lot on Friday, July 12, 2019 beginning at 8:00 p.m. Continued barricade of this lot will continue through 6:00 p.m. Saturday, July 13, 2019. (Set up and Festival Activities)
3. Closure of Route 196 from 10:00 a.m. to 12:00 p.m. on Saturday, July 13, 2019. (Parade)
4. Closure of Main Street from Route 196 to North Street from 6:00 a.m. to 6:00 p.m. on Saturday, July 13, 2019. (Parade and Festival Activities)
5. Closure of Capital Avenue from 6:00 a.m. to 12:00 p.m. on Saturday, July 13, 2019. (Parade Line up and Staging)
6. Closure of School Street from Main Street to Vining Street from 6:00 a.m. to 6:00 p.m. on Saturday, July 13, 2019 from 6:00 a.m. to 6:00 p.m. (Festival Activities)
7. Closure of Addison Street to South Street from 6:00 a.m. to 6:00 p.m. on Saturday, July 13, 2019.
8. Closure of Campus Avenue from Noon to 9:00 p.m. on Saturday, July 13, 2019.
9. Closure of Maple Street from Main Street to Pine Street from 6:00 a.m. to 6:00 p.m. on Saturday, July 13, 2019. (Festival Activities)
10. Closure of Oak Street from Route 196 to Pine Street from 6:00 a.m. to 6:00 p.m. on Saturday, July 13, 2019.
11. Closure of Union Street from Main Street to Booker Street from 6:00 a.m. to 6:00 p.m. on Saturday, July 13, 2019. (Pedestrian use)



12. The additional ability to close any road or municipal area deemed necessary by the Police Chief for public safety.
13. Traffic alerts for the following areas on Saturday, July 13, 2019 during the 5k :
  - a. Route 9 from Wing Street, Higgins Street, Spear Street, Cross Street, Huston Street, Scottsdale Avenue, and Frost Hill Avenue.

In addition, we request the following assistance from Public Works:

1. One dump truck, trash dumps, and bags in the municipal parking lot on Main Street from 8:00 p.m. on Friday, July 12, 2019 through 6:00 p.m. on Saturday, July 13, 2019, for the purpose of garbage collection.
2. Eight to ten trash barrels on Main Street during this same time period.
3. Six trash barrels at the MTM Center during this same time period.
4. A PW staff member available to empty trash bags into the dump truck as needed.
5. Placement of barricades for street and lot closings.
6. Barricades at both parking lot openings by 6:00 p.m. on Friday, July 12, 2019.

Thank you in advance to everyone involved who make this festival a weekend of fun and community spirit for residents and visitors alike.



## Town of Lisbon

## Fire Department

Nathan LeClair, Fire Chief



To: Diane Barnes, Town Manager

Ref: MEMA Homeland Security Grant

Date: May 16, 2019

The FEMA Homeland Security Grant, which is through the State and County EMA office is due on Friday, May 17, 2019 by the close of business. The grant period was late getting to me due to a clerical issue at the County level.

This year I am requesting funds, through the County level grant to purchase army style cots for the fire stations. During event such as blizzards, hurricanes, or other extended incidents the stations can be staffed. During these times personnel have nowhere to sleep. Firefighters have been known to sleep on or under tables. The idea would be able to place cots in both stations so when these events occur, personnel have places to rest.

I will be requesting the amount of \$1668 to purchase 12 cots (6 for each station). Any matching portions will be coming out of my operational account.

Nathan LeClair

Fire Chief

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## MEMORANDUM FROM THE PUBLIC WORKS DIRECTOR

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**TO:** DIANE BARNES, TOWN MANAGER  
**FROM:** RANDY CYR, PUBLIC WORKS DIRECTOR  
**SUBJECT:** 2019-2020 FISCAL YEAR PAVING RFP  
**DATE:** MAY 10, 2019

---

Town of Lisbon Public Works Department sent out our 2019-2020 fiscal year Paving RFP on April 30, 2019, to all contractors wanting to place a bid this year. The cut off time for submission of all sealed bids to the town was May 07, 2019 @ 10:00 am.

There were changes that were made to the original RFP and upon the opening of all bids there were also several errors and corrections that needed to be addressed. These changes are as followed:

1. The original RFP sent April 30, 2019 had Wing Street listed to be paved however due to conflict with budgeting, Wing Street had to be deleted from the 2019-2020 Paving RFP. Along with the deletion of Wing Street from the RFP, all bid totals needed to be updated to reflect this change.

Each contractor's bid form was re-calculated and changed by Randy Cyr, Public Works Director. All changes were made on the same bid form to each contractors estimate where needed. Any area crossed out reflects the changes Randy made with updated total/value in its place.

These changes consisted of totals for Surface work and linear footage of shoulder and rehabilitation.

2. There was also an error on the bid form submitted by All-State Asphalt. The totals reported in recording square yardage of reclaim were not correct in which totals were changed to match Northeast Paving and Crooker to come up with new totals.

After thorough review of all submitted bids by Pike Industries, Northeast Paving, Crooker Construction LLC and All-State Asphalt, I recommend that the winning bid go to All-State Asphalt as their total dollar amount is lowest among all bids submitted.

FY 20 Paving Bid Opening  
Tuesday, May 7, 2019  
Council Chambers  
10:00am

Present: Diane Barnes, Town Manager  
Randy Cyr, Public Works Director

The following bids were received and publicly opened:

	Submitted	Corrected
Pike Industries 94 Western Ave. Fairfield, ME	\$356,978.50	\$271,478.50
Northeast Paving 953 Odlin Rd. Bangor, ME 04401	\$395,976.50	\$305,751.60
Crooker Construction, LLC 103 Lewiston Rd., P.O. Box 5001 Topsham, ME 04086	\$321,931.77	\$245,179.77
All-States Asphalt, Inc. 699 Main Street Richmond, ME 04357	\$324,432.80	\$239,656.40

## 2019-2020 BID TOTALS

The following is an updated Bid Totals for 2019-2020 paving RFP. The changes in amount Wing Street from the original RFP that was sent out on April 30, 2019. Also, All-State / recording square yardage of reclaim which totals were changed to match Northeast Paving with new totals. Linear Footage off shoulder and rehab and totals on surface were due to  
Note: Crooker Construction estimate for shoulder lawn rehab only includes cost for

Pike Industries  
 95 Western Ave.  
 Fairfield, ME  
 POC: Robert Mowatt

Type	Mix Type	Estimated Tons / SY	Cost Per Tons / SY
HMA 2" Base	12.5 mm	795 / Tons	\$87.50
HMA 1.5" Surface	9.5 mm	922 / Tons	\$90
HMA Hand Placed	9.5 mm	75 / Tons	\$175
Milling	N/A	N/A	\$16,000 / Day
Reclaim and Fine Grading	N/A	1033 / Tons	\$2.85 / SY
Driveway Aprons, Prep, Grade & Pave 3" HMA	N/A	195 / Tons	\$175
Butt Joints	N/A	N/A	\$17.50 / SY
Shoulder / Lawn Rehabilitaion Gravel & Loam Included	N/A	10,256 / LF	\$5.00 / LF

Total:

Northeast Paving  
 953 Odlin Rd.  
 Bangor, ME 04401  
 POC: Brian Raymond

Type	Mix Type	Estimated Tons / SY	Cost Per Tons / SY
HMA 2" Base	12.5 mm	795 / Tons	\$101.00
HMA 1.5" Surface	9.5 mm	922 / Tons	\$97.00
HMA Hand Placed	9.5 mm	75 / Tons	\$280.00
Milling	N/A	N/A	N/A
Reclaim and Fine Grading	N/A	7161 / SY	\$4.60
Driveway Aprons, Prep, Grade & Pave 3" HMA	9.5 mm	195 / Tons	\$250.00
Butt Joints	N/A	N/A	\$24.00
Shoulder / Lawn Rehabilitaion Gravel & Loam Included	N/A	10,256	\$3.25

Total:

**Crooker Construction LLC**  
**103 Lewiston Rd., P.O. Box 5001**  
**Topsham, ME 04086**  
**POC: Robert Mosley**

Type	Mix Type	Estimated Tons / SY	Cost Per Tons / SY
HMA 2" Base	12.5 mm	795 / Tons	\$76.81
HMA 1.5" Surface	9.5 mm	922 / Tons	\$82.31
HMA Hand Placed	9.5 mm	75 / Tons	\$155.00
Milling	N/A	N/A	N/A
Reclaim and Fine Grading	N/A	7348 / SY	\$3.25
Driveway Aprons, Prep, Grade & Pave 3" HMA	N/A	195 / Tons	\$215.00
Butt Joints	N/A	N/A	\$13.50
Shoulder / Lawn Rehabilitaion Gravel & Loam not Included	N/A	10,256	\$3.00

**Total:**

**All-States Asphalt, Inc.**  
**699 Main Street**  
**Richmond, ME 04357**  
**POC: Peter Callahan**

Type	Mix Type	Estimated Tons / SY	Cost Per Tons / SY
HMA 2" Base	12.5 mm	795 / Tons	\$78.00
HMA 1.5" Surface	9.5 mm	1822 / Tons	\$79.00
HMA Hand Placed	9.5 mm	75 / Tons	\$145.00
Milling	N/A	7159.9	N/A
Reclaim and Fine Grading	N/A	12,226.65 / SY	\$1.98 / SY
Driveway Aprons, Prep, Grade & Pave 3" HMA	N/A	195 / Tons	\$196.00
Butt Joints	N/A	SY	\$13.00 / SY
Shoulder / Lawn Rehabilitaion Gravel & Loam Included	N/A	10256	\$4.05

**Total:**

its reflect the deletion of  
 Asphalt made errors in  
 ig and Crooker to come up  
 o deletion of Wing Street.  
excavation and labor

Item Total (\$)	
\$	69,562.50
\$	82,980.00
\$	13,125.00
\$	20,406.00
\$	34,125.00
\$	51,280.00
\$	271,478.50

Item Total (\$)	
\$	80,295.00
\$	89,434.00
\$	21,000.00
\$	32,940.60
\$	48,750.00
\$	33,332.00
\$	305,751.60

Item Total (\$)	
\$	61,063.95
\$	75,889.82
\$	11,625.00
\$	23,881.00
\$	41,925.00
\$	30,795.00
\$	245,179.77

**Note: Gravel and Loam are not included in estimate.**

Item Total (\$)	
\$	62,010.00
\$	72,838.00
\$	10,875.00
\$	14,176.60
\$	38,220.00
\$	41,536.80
\$	239,656.40

**Note: Gravel and Loam are included in estimate.**



## BID TOTALS

Submit all bids to The Town of Lisbon by 10:00 AM, May 07, 2019.

The Town reserves the right to reject any and all bids.

Totals	Mix type	Estimated Tons/ SY	Cost per Ton/SY	Item Total \$
HMA 2" Base	12.5 mm	795 / Tons	87.50	69,562.50
HMA 1.5" Surface	9.5 mm	1822 / Tons <del>900</del>	90.00	<del>163,980.00</del>
HMA Hand Placed	9.5 mm	75 / Tons	175.00	13,125.00
Milling		?	16,000/day	Provide Unit Costs
Reclaim and Fine Grading		1033 / Tons	2.85/sy	20,406.00
Driveway Aprons, prep, grade & pave 3" HMA		195 / Tons	175.00	34,125.00
Butt Joints		?	1750/sy	
Shoulder/Lawn Rehabilitation Gravel + 10cm Includ		11,156 / LF <del>900</del>	5.00/LF	<del>55,780.00</del>

82780.00

51,280

10756.

271,478.50

Pike Industries      95 Western Ave. Fairfield ME 04937

Company Name

Company Address

Robert Mowatt

R - n

Company Representative

Bidder SHALL submit mix design that meets HMA requirement with bid.

Bid Alternates	Size	Rate/Hour/LF		
Excavator Hourly	26000 lb	\$155.00/HR		Rubber Tire Preferred
Skid Steer	7000 lb	\$95.00/hr		
Dump Truck	Wheeler	\$90.00/hr		
Grader		\$165.00/hr		
Vibratory Roller	10000 lb	\$100.00/hr		
Bitumious Curb		\$20.00/FT		
MDOT Type A Gravel	CY	\$42.00/CY		

## BID TOTALS

Submit all bids to The Town of Lisbon by 10:00 AM, May 07, 2019.

The Town reserves the right to reject any and all bids.

Totals	Mix type	Estimated Tons/ SY	Cost per Ton/SY	Item Total \$
HMA 2" Base	12.5 mm	795 / Tons	\$101.00	80,295.00
HMA 1.5" Surface	9.5 mm	1822 / Tons <del>900</del> 1922	97.00	<del>176,734.00</del>
HMA Hand Placed	9.5 mm	75 / Tons	280.00	21,000.00
Milling	—	?	N/A	Provide Unit Costs
Reclaim and Fine Grading	—	1033 / Tons 7161 sy	4.60	32,940.60
Driveway Aprons, prep, grade & pave 3" HMA	9.5mm	195 / Tons	250.00	48,750.00
Butt Joints	—	?	24.00	?
Shoulder/Lawn Rehabilitation <i>Gravel 4' x 6" Includ</i>	—	11,156 / LF	3.25	<del>36,257.00</del>

89,434.00

33332.00

~~900~~  
10256

total

305751.60

NORTHEAST PAVING

953 ODWIN RD. BANGOR ME 04401

Company Name

Company Address



DIVISION MANAGER

BRIAN A. RAYMOND  
Company Representative

Bidder SHALL submit mix design that meets HMA requirement with bid.

Bid Alternates	Size	Rate/Hour/LF		
Excavator Hourly	26000 lb	195.00	hr.	Rubber Tire Preferred
Skid Steer	7000 lb	156.00	hr	
Dump Truck	Wheeler	156.00	hr	
Grader		195.00	hr	
Vibratory Roller	10000 lb	182.00	hr	
Bitumious Curb		18.00	LF	
MDOT Type A Gravel	CY	32.00	cy	

## BID TOTALS

Submit all bids to The Town of Lisbon by 10:00 AM, May 07, 2019.

The Town reserves the right to reject any and all bids.

Totals	Mix type	Estimated Tons/ SY	Cost per Ton/SY	Item Total \$
HMA 2" Base	12.5 mm	795 / Tons	\$ 76.81	\$ 61,063.95
HMA 1.5" Surface	9.5 mm	1822 / Tons <del>900 Ton</del>	\$ 82.31	\$ <del>149,968.82</del>
HMA Hand Placed	9.5 mm	75 / Tons	\$ 155.00	\$ 11,625.00
Milling		N/A		Provide Unit Costs
Reclaim and Fine Grading		1033 / Tons 7348 SY	\$ 3.25	\$ 23,881.00
Driveway Aprons, prep, grade & pave 3" HMA		195 / Tons	\$ 215.00	\$ 41,925.00
Butt Joints		?	\$ 13.50	
Shoulder/Lawn Rehabilitation <i>Gravel &amp; loam Not included</i>		11,156 / LF - 900	\$ 3.00	\$ 33,468.00 *Excavator & Laborer Only*

75889.82

30.795.

10756

245179.77

Crocker Construction, LLC

103 Lewiston Rd. P.O. Box 5001 Topsham, ME 04086

Company Name

Company Address

Robert Mosley

Paving Manager

Company Representative

Bidder SHALL submit mix design that meets HMA requirement with bid.

<b>Bid Alternates</b>	<b>Size</b>	<b>Rate/Hour/LF</b>		
Excavator Hourly	26000 lb	\$180.00/Hr		Rubber Tire Preferred
Skid Steer	7000 lb	\$110.00/Hr		
Dump Truck	Wheeler	\$70.00/Hr		
Grader		\$200.00/Hr		
Vibratory Roller	10000 lb	\$120.00/Hr		
Bitumious Curb		\$15.00/LF		
MDOT Type A Gravel	CY	\$22.50/cy		F.O.B. Topsnam Plant

## BID TOTALS

Submit all bids to The Town of Lisbon by 10:00 AM, May 07, 2019.

The Town reserves the right to reject any and all bids.

Totals	Mix type	Estimated Tons/ SY	Cost per Ton/SY	Item Total \$
HMA 2" Base	12.5 mm	795 / Tons	\$78.00	\$62,010.00
HMA 1.5" Surface	9.5 mm	1822 / Tons	\$79.00	<del>\$143,938.00</del>
HMA Hand Placed	9.5 mm	75 / Tons	\$145.00	\$10,875.00
Milling		?		Provide Unit Costs
Reclaim and Fine Grading		1033 / Tons 12,226.65 SY	\$1.98/SY	<del>\$24,208.77</del>
Driveway Aprons, prep, grade & pave 3" HMA		195 / Tons	\$196.00	\$38,220.00
Butt Joints		? SY	\$13.00/SY	
Shoulder/Lawn Rehabilitation <i>Gravel &amp; loam Included</i>		11,156 / LF	\$4.05	<del>\$45,181.80</del>

- 900 Tons  
72,538.00

41,176.60

41,536.80

- 900 LF  
10256

239,656.40

All-States Asphalt, Inc. 699 Main street Richmond, Me 04357

Company Name

Company Address

Peter Callahan



Company Representative

Bidder SHALL submit mix design that meets HMA requirement with bid.

Bid Alternates	Size	Rate/Hour/LF		
Excavator Hourly	26000 lb	\$165/hr		Rubber Tire Preferred
Skid Steer	7000 lb	\$65/hr		
Dump Truck	Wheeler	\$85/hr		
Grader		\$160/hr		
Vibratory Roller	10000 lb	\$75/hr		
Bitumious Curb		\$12/LF		
MDOT Type A Gravel	CY	\$20/cy		



MEMORANDUM FROM LISBON LIBRARY

TO: Town of Lisbon Council

SUBJECT: Permission to sell the used cardboard boxes purchased and used for the October 2018 Library remodel project.

DATE: May 13, 2019

After a discussion with the Town Manager, The Library Department seeks Town Council permission to sell the used 16 by 18 cardboard boxes that had been purchased last October 2018 to box, move and store the books during the 3-week remodel project. Approximately 500 boxes had been purchased with funds set aside specifically for the remodel project. The total expenditure was under \$1,000. We seek permission to sell the boxes for \$1.00 per box. The proceeds will be deposited into the "Miscellaneous Revenue Account." The boxes were offered to other departments for their use but the large size make them too big for most other uses.

Respectfully submitted,  
Diane I. Nadeau  
Library Director

## Chapter 70 - ZONING ORDINANCE

### ARTICLE I. - IN GENERAL

#### Sec. 70-1. - Definitions.

*Childcare, Center.* A house or other place in which a person or combination of persons, maintains or carries out a regular program, for consideration, for any part of a day providing care and protection for thirteen (13) or more children under thirteen (13) years of age, or any location or locations operated as a single childcare program or by a single person or persons when there are more than twelve (12) children being cared for.

*Childcare, Small Facility.* A house or other place in which a person or combination of persons, maintains or carries out a regular program, for consideration, for any part of a day providing care and protection for 3-12 children under 13 years of age.

~~*Childrens' day care facility.* A house or other place in which a person maintains or otherwise carries out a regular program, for consideration for any part of a day providing care and protection for three or more children under 13 years of age. "Day care center" does not include any facility operated as a nursery school, a home day care provider or summer camp established solely for recreational and educational purposes or formal public or private school in the nature of a kindergarten or elementary or secondary school approved by the Commissioner of Education in accordance with Title 20-A.~~

### ARTICLE IV. – DISTRICT REGULATIONS

#### DIVISION 13. - DISTRICT USES

#### Sec. 70-530. - Land uses.

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

##### (1) Key to Table of Land Uses:

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

##### (2) Abbreviations:

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

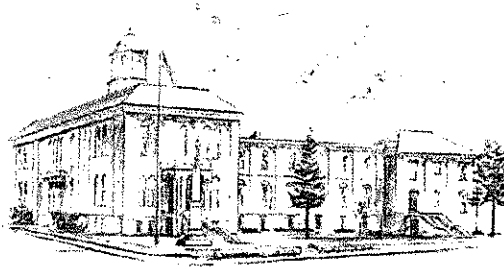
Sec. 70-531. - Table of land uses.

<i>Commercial/Business Uses</i>	RP	LR	GR <sub>12</sub>	RO-I	RO-II	RR	LRR	V	C	I	DD <sub>8</sub>
<del>Child day care in home/eight or fewer children</del> <u>Childcare, Small Facility</u>	NO	C	C	C	C	C	NO	C	NO	NO	<u>P-C</u>
<del>Children's Day Care Facility</del> <u>Childcare, Center</u>	NO	NO	C	C	NO	C	C	C	C	C	C

# ANDROSCOGGIN COUNTY

## COMMISSIONERS

Noel Madore, Chair  
Sally Christner, Vice-Chair  
John Butler Jr, Commissioner  
Isaiah Lary, Commissioner  
Brian Ames, Commissioner  
John Michael, Commissioner  
Terri Kelly, Commissioner



COUNTY ADMINISTRATOR  
Larry Post

Tel. No. (207) 753-2500  
Fax No. (207) 782-5367

May 9, 2019

To: Municipal Officers of Androscoggin County  
From: Office of County Commissioners

## Greetings:

As required in the Androscoggin County Charter, it is again time to caucus for the purpose of nominating Budget Committee members. All municipal officers are requested to meet at the County Building on Wednesday June 19, 2019 @ 6:00 p.m. for the purpose of nominating two residents of your Commissioner district for the County Budget Committee. At least one of the candidates must be a municipal official as defined in 30-A MRSA Sec 722 (2). Nominations shall be received from the floor, and require a majority vote of those municipal officers present to be approved.

Attached for your information is that portion of the charter regarding Budget Committee caucuses and elections. We look forward to seeing you.

After the public hearing, the Budget Committee shall approve a final proposed budget and transmit the same to the Board for its approval.

**5.5.4 Adoption of Budget; Tax Levy:** The Board has the authority to modify the proposed budget and the authority to adopt the final budget for the County. The Board shall act on the proposed budget in a timely fashion and, in any event, shall vote to adopt the final budget not later than 15 days prior to the end of the fiscal year. The budget as adopted shall be the final authorization for the assessment of county taxes which shall be apportioned and collected in accordance with 30-A M.R.S.A. § 706. A copy of the final approved budget shall be filed with the State Auditor as provided by law.

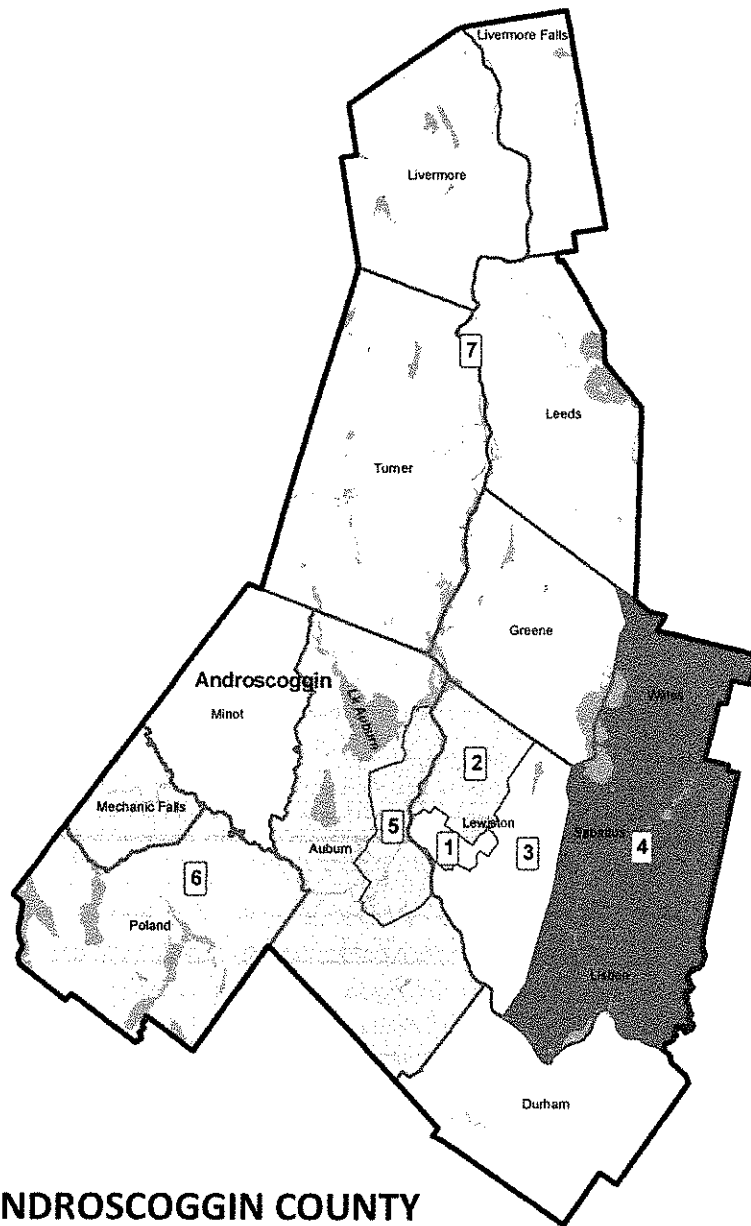
**5.5.5 Membership:** There shall be two Budget Committee members from each district whose terms will begin 120 days prior to the beginning of the fiscal year. A Budget Committee vacancy will occur when a representative no longer qualifies for membership.

**5.5.5.1 Nominating Caucus:** The Board shall notify all municipal officers in the County to caucus by County Commissioner District at a specified date, time, and place for the purpose of nominating two (2) residents of the district of voting age as candidates for the County Budget Committee. At least one (1) of the persons nominated must be a municipal official as defined in 30-A M.R.S.A. § 722(2). A County Commissioner shall serve as the nonvoting moderator for his or her district caucus. Nominations shall be received from the floor and require a majority vote of those present to be approved. The names of those duly nominated shall be recorded and forwarded to the Board to be placed on a written ballot.

**5.5.5.2** The Board shall have written ballots printed with the names of those candidates selected in each County Commissioner District. Each Commissioner District shall require a separate ballot and each ballot shall specify each candidate's full name and municipality. The Board shall distribute the appropriate ballots to each municipality within a Commissioner District. The municipal officers shall vote, as a board, for two (2) Budget Committee members from the candidates on the ballot. The municipal officers must vote for at least one (1) candidate who is a municipal official. After voting, the municipal officers shall return the ballot to the Board by a certain date.

**5.5.5.3** The ballots shall be counted at a regular meeting of the Board. Each municipality's vote shall be weighted according to the formula set out in appendix B to this Charter to ensure that each municipality's vote reflects its proportion of the Commissioner District's total population. The candidate with the highest vote total and who is a municipal official and the candidate with the otherwise highest vote total are elected to membership on the County Budget Committee for each district. The Board shall:

- Notify each municipality, in writing, of the election results;
- Certify the results to the Secretary of State.



## ANDROSCOGGIN COUNTY

### Seven County Commissioner Districts

Population:	107,702	
Ideal District:	15,386	
District 1:	15,257	-0.84%
District 2:	14,840	-3.55%
District 3:	14,693	-4.50%
District 4:	15,501	+0.75%
District 5:	15,666	+1.82%
District 6:	15,796	+2.66%
District 7:	15,949	+3.66%

# MEMO

TO: DIANE BARNES, TOWN MANAGER  
FROM: KATHY MALLOY, ASSESSOR  
DATE: MAY 14, 2019  
RE: APRIL MONTHLY REPORT

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- Approximately 70 %( 155) of the personal property declarations have been filed. 32 filed a BETE exemption application
- The pickup work for new construction continues, when the weather allows
- The deed processing is complete-272 processed from April 2, 2018 – April 1, 2019
- The mapping updates are ready to be sent to the mapping company
- A representative from Maine Revenue Services, Property Tax Division was here on April 11<sup>th</sup> for the annual audit. We will receive a report within the next few weeks.

# Code Enforcement

Dennis J. Douglass

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

## **Monthly Report for April 2019**

Building permits issued - 11 –

- 4 Remodels
- 1 New single family residential home
- 1 Garage
- 1 Commercial daycare facility
- 1 Storage shed
- 3 Misc.

Electrical permits issued – 2

- 2 new home wiring
- 1 Upgrade service

Plumbing permits issued - 7

- 2 Replacement HHE200
- 4 Internal plumbing
- 1 New HHE200

Misc. permits issued - 0



**Planning Board :**

**Public Hearing** - Proposed changes to Child Day Care in home / Daycare Facilities

- Chapter 70. Zoning Ordinance Section 70-1 Definitions & Section 70-530 Table of Land Uses.

Changes being proposed to Child Daycare in home / Child Daycare facilities.

Purpose of changes are to match local requirements with State licensing requirements.

**Town Planner** – Access management discussions, Zoning change discussion – 1 Upland Road Tax Map U17 Lot 024

**Appeals Board** - No cases to report.

**Health Officer -**

- DHHS Child Protective Services – On going work



# TOWN OF LISBON

Economic & Community Development

300 Lisbon Street

Lisbon, ME 04250

(207) 353-3000, ext. 122

(207) 353-3007, fax

## Economic & Community Development April Report

TO: Diane Barnes, Town Manager  
FROM: Tracey Steuber, Economic & Community Development Director  
DATE: May 13, 2019  
RE: Monthly Department Report

During the month of April, I met with another business professional seeking to open a business in Lisbon. I also reached out on two other potential businesses whom has interest in locating in Lisbon as well.

### Monthly Meetings:

The Lisbon Development Committee met on April 10<sup>th</sup> and discussed the following projects:

1. Completion of CDBG DR 2016 Grant – Closeout scheduled for 2019
2. CDBG DR 2018 Village Streetscape Project – Project is on track for spring construction.
3. Graziano Square Project – It was decided by the committee to go the red Maple trees for the park. There is also going to be a 100' long poured cement wall, specifically designed with a footing to accept a brick façade and a capstone, which would match the brick at Farwell Mill.

The National Association of Realtors grant will purchase a kiosk for the park. Thank you Cheryl Haggerty from Haggerty Realty who submitted this grant.

### Community Development Block Grant:

2018 Village Streetscape Project: Bids were received for the Village Street Streetscape Project from the following contractors:

1. LP Poirier & Sons Inc.	Base Bid: \$184,865.00	Alternate Bid: \$62,467.00
2. J. Pratt Construction	Base Bid: \$201,180.76	Alternate Bid: \$72,989.30
3. Ray Labbe & Sons Inc.	Base Bid: \$225,715.76	Alternate Bid: \$85,580.87

The overall budget for this work is \$300,000 and with the lowest base bid and alternate bid coming in at a total cost of \$247,332, this will allow us to do the complete engineered scope of work. Council awarded the Village Project to LP Poirier & Sons Inc from Lewiston for \$247,332.

In preparation of this project, I continue to reach out to the abutters in reference to signing construction easements for the new sidewalks. I will also be coordinating with Poirier on the timeline and make sure there is constant contact with the abutters so the necessary adjustments can be made without impact to their businesses.

2016 Falls Streetscape Project: Electrical Systems of Maine was awarded the bid to do the installation of the final three solar lights in the downtown area. 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.

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

EDCM (Economic Development Council of Maine) held a training session in Augusta on: Small Business Finances – Essentials for your Community. Because Lisbon has a revolving loan program, this was a great opportunity on how other communities set-up their programs and work with banks on projects.

Another training done was in the form of a webinar on “What Site Selectors Want ED Pros to know” This session covered the following topics: important trends in site selection, effective ways to communicate with site selectors, what they need from our online data tools, etc. The webinar was hosted by GIS Planning Inc. and was informative. They touched on qualities of communities that companies look for when locating a new business, which include schools, amenities, business friendly, workforce capabilities and logistics. They want a place they live, work and play!

**Other Projects:** Finalized the Waste Composting Grant and submitted it to the state on April 26<sup>th</sup>. We should receive notification sometime in May or early June.

The ECD department continues to review grant opportunities. Currently looking at a grant opportunity for the Parks & Recreation Department and will be collaborating with Mark Stevens as well as the Conservation Committee.

**Business Visitations:** Ribbon Cutting for two new businesses in Lisbon:



**BBB Pharmaceutical Alternatives – BBB** Pharmaceutical Alternatives LLC is a retail store, which offers medical marijuana products to its customers that, includes oil cartridges, vaporizer pens, flower oil and CBD projects. BBB Pharmaceutical Alternatives LLC also plan to expand their products to edibles.

If you would like to learn more about BBB Pharmaceutical Alternatives LLC and its products, please stop in or call (207) 407-4411 and they will gladly assist you for all your medicinal needs.

**Lisbon Cannabis** - Lisbon Cannabis Company offers quality Medicinal Marijuana for the people of Maine. Our mission as a caregiver storefront is to provide quality medicinal marijuana and to educate the people of Maine how to utilize the benefits of cannabis. Whether you are looking for THC or CBD products, we have them all. If you have any questions or would like to learn more about marijuana please feel free to contact Lisbon Cannabis by phone, email or swing by their store in the industrial park.





## Town of Lisbon

## Fire Department

Nathan LeClair, Fire Chief



To: Lisbon Town Council

Department Monthly Report: April 2019

In the month of April the Fire Department responded to 31 calls for service (includes inspections and various investigations and complaints, such as unpermitted burns). The Department responded to 3 First Responder (Medical) calls and this month we had 1 response to assist Lisbon Emergency with lifting.

Two of our responses were mutual aid calls. One was to the Town of Sabattus for a structure fire, which ended up being a fatal fire. The other was to the Town of Brunswick for a structure fire.

The fatal fire in Sabattus shows the importance of smoke detectors in the home. It also shows the dangers of hoarding situations. It presents a danger not only to the occupants but to the responders as well.

The Fire Department held its annual banquet in April. This year's award recipients were as follows:

Firefighter of the Year for ET Smith Hose Company: Leland Gamache

Firefighter of the Year for Lisbon Falls Fire Company: Alex Kazimer

Fire Officer of the Year for ET Smith Hose Company: Lt Joshua Dubois

Fire Officer of the Year for Lisbon Falls Fire Company: Lt Alex Theberge

Chief's Excellence Award: Alex Theberge

Captain Jim Beal and Lt Tom Wrobel were recognized as the top responders for 2018.



The Fire Department training schedule is usually done around certain hazards we face during certain times of the year. This past month, members trained on wild land fires. They went over the tools and techniques used in these types of calls. Tactics used in this area differs from that of structural firefighting. They also did a controlled training burn on King Road to reinforce these skills.



# Town of Lisbon

## Fire Department

Nathan LeClair, Fire Chief



Incident Type	Occurrences
Building Fire	2
Chimney or flue fire, contained to chimney or flue	1
Fuel burner/boiler, malfunction, fire contained	1
Trash or rubbish fire, contained	1
Medical assist, assist EMS crew	1
EMS Call, excluding vehicle accident with injuries	2
Motor vehicle accident with no injuries	2
Oil or other combustible liquid spill	2
Heat from short circuit (wiring), defective/worn	1
Power line down	2
Cable line down	1
Arcing, shorted electrical equipment	1
Public service assistance, other	1
Assist police or other governmental agency	2
Public service	1
Unauthorized burning	3
Cover assignment, standby, move-up	1
Dispatched, canceled en route	1
EMS call, party transported by non-fire agency	1
Smoke detector activation due to malfunction	1
CO detection activation due to malfunction	2
Carbon monoxide detector activation, no CO	1
<b>Total:</b>	<b>31</b>

Respectfully submitted

Nathan LeClair

Fire Chief

LIBRARY DEPARTMENT  
TOWN COUNCIL /TOWN MANAGER MONTHLY REPORT

April 2019

Adult Books	1,209	Adult DVD's	350
Juvenile Books	887	Juvenile DVD's	176
Audio Books	75	Periodicals	98
ILL In	162	ILL Out	256
E-Readers Users	37	E-Reader Downloads	129
Adult Room Count	1,425	Juvenile Room Count	659
Patron Use Computers	362	New Patrons	31
Sat AM Storytime	27	Thursday PM Storytime	23
Legos Club	8	Animation Stop Motion	7
Crafts/Claudia	6	Steam Lab Program	9

The circulation statistics show an increase in the number of children's books checked out to juvenile patrons last month. We have several families who visit the library a couple of times a week and go home with bags of books. We are happy to see that again! There was also a significant increase in the number of out-going Inter Library Loan materials last month. Libraries of all sizes throughout the state of Maine are requesting our materials to share with their patrons. Lisbon Library Department is honored to be part of a consortium that borrows and lends materials to all citizens of Maine.

Our Children's Department staff continued to prepare for the 2019 Summer Reading program scheduled to begin on June 25<sup>th</sup>. The Library will host two programs with the North Star Planetarium to ensure we can accommodate all the summer readers. This "kick-off" program will be held at the MTM gym because the inflatable dome requires that much space. Our weekly children's programs continue to be popular with the children.

Seacoast Security Co. successfully installed security cameras throughout the library building last week. There are 3 cameras on the first floor that handle the backroom and front desk area. There is one camera in the children's room that records the entryway and play area. We have posted signs throughout the building to let the patrons know we now have security cameras. Seacoast also installed panic buttons at each circulation desk and another in the Library Director's office. That alarm system will sound directly to the Lisbon Police Dispatch Center for our safety. The doors have been wired with security that now requires us to set the alarm as we leave the building each night and turn it off each morning. Staff and patrons will benefit from the added security.

The Lisbon Library is honored to be the recipient of the Malcolm George Huston Memorial Fund. The Huston family has chosen our library for this wonderful memorial fund. This Memorial will be a dedicated account within the department's budget to be expended per Huston Family wishes to ensure the funds are expended per their wishes.



# TOWN OF LISBON

*Mark Stevens*

Lisbon Parks & Recreation Director

18 School Street

Lisbon Falls, ME 04250

(207) 353-2289

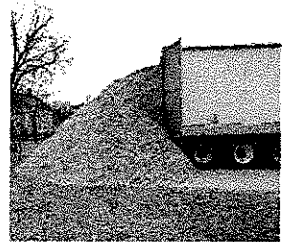
*mstevens@lisbonme.org*

TO: Diane Barnes; Town Manager

SUBJECT: Monthly Report, April 2019

DATE: May 15, 2019

Joe Bisson was rehired the first of April to work with Wesley Walton as a seasonal employee. Ben Le Clair will be returning and start in mid-May. We have had a lot of spring clean up to do since we got caught with an earlier than expected snow fall last November. We replaced the MTM playground woodchips in April.



Our Department accepted applications for summer employment for both the Parks and Recreation. We are pleased to know that almost every seasonal employee from 2018 will be returning.



The Lisbon Community Gardens has been constantly growing, thanks to several volunteers. Our water line has been connected and is ready for the 2019 growing season. The Children's Garden will be a show piece this summer thanks to the creative minds of our volunteers. We are excited to have Donna Watson and Lynette Carver take on the leadership role.

The access trail and parking lot next to Enterprise Electric just off Capital Ave. has been increasingly noticed by the public. We created a woodchip path from the ART with a sign showing parking and bathrooms.

Registration for our Summer programs began April 1<sup>st</sup>. Beaver Park Passes are being sold in April.

The Moxie Festival planning is going well. We have many committee members.

Senior trip to Scotland and Ireland filled up with 43 registered the 3<sup>rd</sup> week in April. This trip is scheduled September 2020.

## MOXIE REPORT:

For the month of April, I worked on a variety of “logistics” including confirmation of an ATM, portable toilets, the downtown tent and tables, staging, and Saturday’s sound system. Vendor agreements continue to come in. Entertainment booking is also in process for Saturday, including The Crown Vics as the feature band for the Saturday stage. This fun and hardworking rockabilly band are from the Ellsworth area and have played venues from Portland to Lubec. Also confirmed is Dail Martin, Native American flute player. Negotiations are in process with the Sandy River Ramblers. Work continues in subcommittee on the parade and the Moxie Recipe Contest. There will be a change in venue for the recipe contest due to the recent downsizing of Chummy’s Mid-Town Diner. This year’s recipe contest will be in the high school cafeteria. No change to Friday night time. We continue to thank and promote our sponsors and receive positive response from locals regarding the variety of sponsorships.

T-shirt quotes are in will be finalized this week. Gear quotes are also complete. Ordering of both will begin shortly.

Marketing efforts include working with Turner Publications for this year’s Moxie insert. Contact made with Sun Journal and have begun discussions on advertising with them.

Julie-Ann Baumer  
Curator, 2019 Moxie Festival  
July 12, 13, 14  
#moxiegoesartsy





# Lisbon Police Department

A Community Policing Agency

300 Lisbon St.  
Lisbon, ME 04250

Marc R. Hagan  
Chief of Police

## May 2019 Report to Council Police Department

In the month of April, the Lisbon Police Department received or responded to 959 calls for service. There were a total of 60 investigations initiated, and 9 motor vehicle crashes. 23 persons were arrested or charged with criminal violations.

The police department once again took part in the DEA sponsored Drug Take Back on April 27th. A total of 220 pounds was received at the Lisbon Police Department, and turned in for incineration. A grand total of 27,680 pounds was turned in statewide during this event. It bears noting that Drug Take Backs have been ongoing, twice annually, since September of 2010. During this period, a total of 404,698 pounds has been collected and destroyed in the State of Maine alone. It also bears noting that the State of Maine has had the largest collection weight, per capita, in the United States during each event.

In the month of April, the police department hired Kristopher Kauffman as its newest patrol officer. Kauffman, who will start with the department in May, replaces Officer Levesque who left our services late in 2018. Kristopher was hired away from the Windham Correctional Center where he has worked as a guard for the last several years. The name, and face when you see him, may also seem familiar, as Kristopher Kauffman is the brother of Officer Nicholas Kauffman who was hired in July of 2018. Kauffman will immediately begin field training, with an 18-week trip to the Maine Criminal Justice Academy in the near future.

The department also conducted a department-wide training during April focused on "Non-Fatal Strangulation". Evidence shows that the odds of being killed are 10 times higher in relationships where a partner has been the victim of strangulation by their partner, and is thus taken much more seriously, than ever before when domestic violence cases are investigated. The class was instructed by representatives from the District Attorney's Office, a local domestic violence victims advocate group, and a nurse specifically trained to investigate and treat victims of both sexual assault and strangulation injuries. Officers from nearby agencies were also invited to attend the training. Thank you.

Marc R. Hagan  
Chief of Police

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# MEMORANDUM FROM THE PUBLIC WORKS DIRECTOR

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**TO:** DIANE BARNES, TOWN MANAGER  
**FROM:** RANDY CYR  
**SUBJECT:** APRIL 2019 MONTHLY REPORT  
**DATE:** MAY 13, 2019

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**Public Works** – With snow removal and winter operations coming to an end and with all the rain we had in the month of April the employees spent a lot of time reacting to resident calls for drainage/run-off issues as well as continuing to patch pot holes throughout the town when time permitted. A major issue that arose from the rain was the flooding of Bartholomew Street. Public Works employees reacted quickly to mitigate flooding by filling low spots, fixing/replacing the culverts and continuing to keep an eye on beavers to ensure they don't block the culvert(s). Staff also spent time on the two paving locations on Park Street and Pinewoods Road. Mechanics were very busy with trucks breaking down and repairs to department vehicles.

Besides their normal daily duties, employees also covered down and assisted at the transfer station, several employees also attended flagger safety training course, prepped materials for upcoming projects.

We hired a new employee for the driver/laborer position Jon Westliegh. Starting May 6, 2019, all Public Work Staff will begin their seasonal schedule which is Monday through Thursday 6:00 am to 4:30 pm.

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

<u>Item</u>	<u>Tonnage</u>
Single Stream	5.02
Trash	233.15
Bulky Waste	31.9
Wood	28.98
Brush	8.83
Compost	0
Antifreeze	125 Gallons
Waste Gas	0 Gallons
Freon	0 units
Tires	0
Cardboard	20.37 @ \$35/ton = \$ 712.95 Revenue
Mixed Paper	0 @ \$30/ton = \$ 0 Cost
Newspaper	21.06 @ \$15/ton = \$ 315.90 Cost

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# MEMORANDUM FROM THE SEWER SUPERINTENDENT

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**TO:** DIANE BARNES, TOWN MANAGER  
**FROM:** STEVE AIEVOLI  
**SUBJECT:** APRIL 2019 MONTHLY REPORT  
**DATE:** MAY 17, 2019

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

- Repaired the main hydrant at the plant
- Did quarterly inspection of the cross country sewer lines
- Installed a new soft start on #2 pump at the D&B pump station
- Installed new fittings on the header for the chlorination system
- Performed the semi-annual greasing and maintenance on the Centrifuge
- Started the annual Sewer Cleaning
- Performed spring cleaning of the grounds at the treatment plant
- Cleaned the septage receiving tank
- Phase one of the sewer replacement project resumed. Work began on Andrea Street

Please contact me if you have any questions.

**MAY 2019**

**DEPARTMENTAL STATUS REPORT**

**TOWN CLERK/ELECTION OFFICE**

1. We completed the renewal process for Victualer's including processing applications, fees, inspections, Council approval, and filing,
2. We completed the renewal process for Mobile Home Parks including processing applications, fees, inspections, Council approval, and filing.
3. We transcribed Planning Board Minutes, Council's Regular Meeting Minutes and Workshop Meeting Minutes, and we posted them online.
4. We issued vital records, marriage licenses, and sent the monthly report and fees to Augusta.
5. We processed voter registration changes and additions in the Central Voter System and processed deletions for voters who moved. Mailed notices when needed.
6. We hired election workers, reserved the High School Gym, along with posting the Special Municipal & School Budget Validation Referendum Election Warrant for the June Election. Chief Hagan posted Specimen Ballots May 10. Warden Rick Roberts was hired to work at the June Election.
7. We are still licensing dogs. Letters were sent to dog owners who received rabies shots, but had not registered their dog. There were about 10 new dogs registered from this process this month. We have word the MUNIS dog conversion will take place two weeks sooner than anticipated.
8. The School Budget public hearing was held at Town Hall with approximately 30 in attendance. The Annual Town Report was completed and presented to the Mason family this year on May 7.
9. School and municipal June Ballots have arrived. I verified the amount of absentee ballots sent with what we ordered, organized them for distribution, set up the CVR system to track issuing/receiving, and at this point the School and Municipal absentee ballots will be released for voting after the Council votes on May 14. Voting machine testing will be done next week.
10. Storage binders for Council and Planning Board minutes were received and minutes were organized and put in them.
11. Codification updates were disseminated to those with Code Books. The latest update was just posted on line so your code book of ordinances is up to date.
12. The high density roller shelving is working wonderful. We removed approximately 10 boxes from the vault for destruction with the Town Manager's approval according to local ordinances and the State's Disposition of Municipal Records Schedule.

## 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	16.29	12.75	14.67	7.95		16.00		
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	9	4		69		2	1	85
May-19								
Jun-19								

Year Total 862

Budget is based on 1010 calls year; 84 calls month

+/- Call Volume -22

## Level of Care Staffed at

Month	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19
Paramedic	48	38	50	45		
Advanced	16	18	16	15		
EMT	0	0	0	0		

Lisbon Emergency, Inc.  
**Profit & Loss Budget vs. Actual**  
July 2018 through April 2019

	Jul '18 - Apr 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
1001 · Ambulance Income				
1001b · Income from Collection Agency	782.77			
1001 · Ambulance Income - Other	279,841.72	295,833.30	-15,991.58	94.59%
Total 1001 · Ambulance Income	280,624.49	295,833.30	-15,208.81	94.86%
1002 · Charitable Donations	54.00	166.70	-112.70	32.39%
1003 · Interest Income	845.21	333.30	511.91	263.59%
1004 · Event Coverage & CPR Classes	3,587.83	3,750.00	-162.17	95.68%
1005 · Fundraising Income	0.00	416.70	-416.70	0.0%
1008 · Miscellaneous Income	0.00	0.00	0.00	0.0%
1011 · Town of Bowdoin Income	31,491.57	41,988.76	-10,497.19	75.0%
1012 · Town of Lisbon Income	95,913.36	127,884.48	-31,971.12	75.0%
Total Income	412,516.46	470,373.24	-57,856.78	87.7%
Gross Profit	412,516.46	470,373.24	-57,856.78	87.7%
Expense				
2100 · 42 Village Expenses				
Repairs & Maintenance				
2110 · Building Supplies				
2110a · Bottle Water	114.65	320.00	-205.35	35.83%
2110 · Building Supplies - Other	516.74	833.30	-316.56	62.01%
Total 2110 · Building Supplies	631.39	1,153.30	-521.91	54.75%
2121 · Building Service Contracts	137.09	500.00	-362.91	27.42%
2122 · Landscaping and Plowing	2,912.99	3,200.00	-287.01	91.03%
2123 · Building Repairs & Maintenance	5,412.92	3,750.00	1,662.92	144.35%
2124 · Trash Removal	501.29	458.30	42.99	109.38%
Repairs & Maintenance - Other	53.75			
Total Repairs & Maintenance	9,649.43	9,061.60	587.83	106.49%
Utilities				
2131 · Cable TV, Internet, Telephone	1,715.24	1,666.70	48.54	102.91%
2132 · Electricity	1,962.93	1,500.00	462.93	130.86%

Lisbon Emergency, Inc.  
**Profit & Loss Budget vs. Actual**  
July 2018 through April 2019

	Jul '18 - Apr 19	Budget	\$ Over Budget	% of Budget
2133 · Heating Oil	2,603.63	2,000.00	603.63	130.18%
2134 · Propane	0.00	333.34	-333.34	0.0%
2135 · Water & Sewer	570.60	604.18	-33.58	94.44%
Total Utilities	6,852.40	6,104.22	748.18	112.26%
Total 2100 · 42 Village Expenses	16,501.83	15,165.82	1,336.01	108.81%
2150 · P.R. & Community Outreach	46.00	166.68	-120.68	27.6%
2200 · Bank Fees				
2210 · Interest Expense	5,749.66			
2200 · Bank Fees - Other	84.00	37.50	46.50	224.0%
Total 2200 · Bank Fees	5,833.66	37.50	5,796.16	15,556.43%
2250 · Credit Card Fees	1,411.72			
2300 · Employee				
2310 · Education & Training	1,582.88	1,000.00	582.88	158.29%
2320 · Employee Benefits & Gifts	761.75	500.00	261.75	152.35%
2330 · Payroll				
2331 · Agency Payments	5,264.48			
2335 · Payroll Processing Fees	1,545.70			
2336 · Payroll Taxes	64,867.98			
2337 · Wages & Salaries	180,898.88			
2330 · Payroll - Other	161.06	289,849.80	-289,688.74	0.06%
Total 2330 · Payroll	252,738.10	289,849.80	-37,111.70	87.2%
2340 · Stipends				
2345 · Sport/Event Coverage	402.50			
2340 · Stipends - Other	359.00	625.00	-266.00	57.44%
Total 2340 · Stipends	761.50	625.00	136.50	121.84%
2350 · Uniforms	1,011.52	666.66	344.86	151.73%
2300 · Employee - Other	122.00			
Total 2300 · Employee	256,977.75	292,641.46	-35,663.71	87.81%
2360 · Infection Control	51.00	833.34	-782.34	6.12%
2400 · EMS Operations				
2410 · ALS Intercept Fees	5,000.00	6,670.00	-1,670.00	74.96%
2420 · Dispatching	5,000.00	4,583.34	416.66	109.09%

Lisbon Emergency, Inc.  
**Profit & Loss Budget vs. Actual**  
July 2018 through April 2019

	Jul '18 - Apr 19	Budget	\$ Over Budget	% of Budget
2430 · Medical Equipment				
2431 · Medical Equip PM & Service Con	682.99	1,145.80	-462.81	59.61%
2432 · EMS Equipment	392.42			
2433 · Ambulance Medication Cost	262.84	500.00	-237.16	52.57%
2430 · Medical Equipment - Other	2,112.40			
Total 2430 · Medical Equipment	3,450.65	1,645.80	1,804.85	209.66%
2440 · Medical Supplies				
2441 · Medical Oxygen	2,081.03	1,583.34	497.69	131.43%
2442 · Medical Supplies	5,940.90	7,083.34	-1,142.44	83.87%
2440 · Medical Supplies - Other	941.79			
Total 2440 · Medical Supplies	8,963.72	8,666.68	297.04	103.43%
2450 · Monthly Billing Fees	16,440.73	17,400.00	-959.27	94.49%
2460 · Radio's, Pager, & Equipment	1,592.82	500.00	1,092.82	318.56%
2470 · Vehicle expenses				
2471 · Registration & Inspection	0.00	1,145.84	-1,145.84	0.0%
2472 · Vehicle Repair & Maintenance				
401 · 401 Repairs	3,899.16			
44 · 44 Repairs	1,413.15			
Old 401 · Old 401 Repairs	0.00			
2472 · Vehicle Repair & Maintenance - Other	53.00	9,166.66	-9,113.66	0.58%
Total 2472 · Vehicle Repair & Maintenance	5,365.31	9,166.66	-3,801.35	58.53%
2473 · Vehicle Fuel				
F401 · 401 Fuel	2,094.30			
F403 · F44 - New Ambulance Fuel	5,594.98			
2473 · Vehicle Fuel - Other	0.00	7,166.66	-7,166.66	0.0%
Total 2473 · Vehicle Fuel	7,689.28	7,166.66	522.62	107.29%
2470 · Vehicle expenses - Other	104.21			
Total 2470 · Vehicle expenses	13,158.80	17,479.16	-4,320.36	75.28%
Total 2400 · EMS Operations	53,606.72	56,944.98	-3,338.26	94.14%
2474 · Reimbursement for Mileage	37.67	583.34	-545.67	6.46%
2500 · Office				
2510 · Computer	1,377.62	583.34	794.28	236.16%



**Lisbon Emergency, Inc.**  
**Profit & Loss Budget vs. Actual**  
July 2018 through April 2019

	Jul '18 - Apr 19	Budget	\$ Over Budget	% of Budget
2515 · Hipaa compliance	175.00			
2520 · Office Supplies	636.19	1,333.34	-697.15	47.71%
2530 · Postage	105.00	154.16	-49.16	68.11%
Total 2500 · Office	2,293.81	2,070.84	222.97	110.77%
2600 · Professional Fees				
2610 · Accountant Fees	500.00	525.00	-25.00	95.24%
2620 · Insurance Expense				
2621 · Business Auto Insurance	5,608.00	3,750.00	1,858.00	149.55%
2622 · Liability Insurance	1,853.00	6,666.00	-4,813.00	27.8%
2623 · Workman's Comp. Insurance	4,562.00	10,000.00	-5,438.00	45.62%
2620 · Insurance Expense - Other	1,058.00			
Total 2620 · Insurance Expense	13,081.00	20,416.00	-7,335.00	54.07%
2630 · Legal Fee	1,545.00	458.34	1,086.66	337.09%
2640 · Licenses & Permits	545.00	1,333.34	-788.34	40.88%
2650 · Service Licenses	48.57			
Total 2600 · Professional Fees	15,719.57	22,732.68	-7,013.11	59.15%
2700 · Fundraiser Expenses				
2710 · Inside Fundraising Expense	0.00	416.66	-416.66	0.0%
Total 2700 · Fundraiser Expenses	0.00	416.66	-416.66	0.0%
2810 · Misc. Expense	-3.35			
66900 · *Reconciliation Discrepancies	98.81			
Total Expense	352,575.19	391,593.30	-39,018.11	90.04%
Net Ordinary Income	59,941.27	78,779.94	-18,838.67	76.09%
Other Income/Expense				
Other Income				
1014 · Sale of Fixed Asset	8,750.00			
Total Other Income	8,750.00	0.00	8,750.00	100.0%
Net Other Income	8,750.00			
Net Income	68,691.27	78,779.94	-10,088.67	87.19%

## TRANSACTION JOURNAL SUMMARY

Transaction Date	07/01/2019
Transaction Date	04/30/2019
Company Code	USBCN EMERGENCY INC
Month Start	4/1/2019

AR Previous Balance: \$136,276.32

Charges	Emergent	YTD	Non-Emer	YTD	Count	
	0.00	0.00	0.00	0.00	0	0.00
Attorney / In Care Of	0.00	7.25	0.00	0.00	0	0.00
Bluecross	0.00	45,441.40	0.00	0.00	0	0.00
Intercept	0.00	600.00	0.00	0.00	0	0.00
Medicare	47,303.60	375,030.60	0.00	4,907.60	16	47,303.60
Medicaid	5,081.40	98,760.00	0.00	6,125.40	5	5,081.40
Other / Commercial	12,439.60	94,708.00	0.00	791.00	16	12,439.60
Patient	5,088.60	47,579.20	0.00	175.00	5	5,088.60
WORKMANS COMP	0.00	1,382.00	0.00	0.00	0	0.00
	69,912.20	563,528.45	0.00	11,999.00	90	69,912.20
Payments	Emergent	YTD	Non-Emer	YTD		Total
Attorney / In Care Of	0.00	-7.25	0.00	0.00		-7.25
Bluecross	0.00	-304.23	0.00	0.00		-304.23
Bluecross	-1,956.69	-13,573.46	0.00	0.00		-1,956.69
Intercept	0.00	-400.00	0.00	0.00		-400.00
Medicare	12,382.46	-113,884.18	-198.95	-1,460.51		-12,581.46
Medicaid	-6,118.51	-48,799.26	-359.47	-1,354.53		-6,477.43
Other / Commercial	-8,992.56	-58,315.15	0.00	-693.72		-8,992.56
Patient	-3,245.56	-37,456.97	0.00	0.00		-3,245.56
WORKMANS COMP	0.00	-131.25	0.00	0.00		-131.25
	-32,695.30	-272,551.75	-558.41	-3,508.76		-33,253.71
Refunds	Emergent	YTD	Non-Emer	YTD		Total
Medicare	0.00	44.90	0.00	0.00		44.90
Other / Commercial	0.00	264.52	0.00	0.00		264.52
Patient	0.00	667.19	0.00	0.00		667.19
	0.00	976.61	0.00	0.00		976.61
Adjustments	Emergent	YTD	Non-Emer	YTD		Total
Bluecross	0.00	-1.74	0.00	0.00		-1.74
Bluecross	-3,577.55	-21,081.95	0.00	0.00		-3,577.55
Medicare	20,648.60	-201,959.56	-674.21	-2,800.60		-181,985.17
Medicaid	-8,725.45	-76,066.84	-954.58	-3,497.07		-8,777.90
Other / Commercial	-843.91	-5,260.85	0.00	-428.13		-843.91
Patient	-175.00	-5,151.28	0.00	-644.00		-175.00
WORKMANS COMP	0.00	-43.75	0.00	0.00		-43.75
	-34,270.51	-311,157.97	-1,628.79	-7,368.00		-35,866.30

04/30/19

# TRANSACTION JOURNAL SUMMARY

Page 2 of 2

Collections Write Off	YTD	-91,092.02	Total	0.00
Accounts Receivable Change				790.19
AR Ending Balance:				\$137,066.51

**LISBON EMERGENCY INC**  
**AR Monthly Summary**

Company Code	LISBON EMERGENCY INC
Entered Date	07/01/2019
Entered Date	04/01/2019

	Beginning Balance	Gross Charges	Contractual Obligations	Net Charges	Payments Received Provider	Payments Received Client	Refunds	Net Payments	W/In-Ord.	Adjustments	Ending Balance
12	\$146,780.21	\$83,862.55	(230,978.55)	\$27,187.40	(50,343.54)	(5,000.00)	\$0.00	(55,343.54)	\$0.00	\$7.00	\$146,169.21
18	\$146,169.21	\$98,021.70	(516,375.89)	\$43,294.51	(513,547.43)	(5,500.00)	\$175.00	(529,596.40)	\$0.00	\$47.00	\$138,611.62
01	\$138,611.62	\$52,141.45	(529,183.64)	\$32,999.89	(538,473.77)	(5,000.00)	\$567.10	(543,473.67)	\$0.00	\$0.00	\$138,350.88
19	\$138,350.88	\$105,220.27	(544,008.50)	\$56,361.45	(534,154.35)	(5,200.00)	\$216.50	(544,347.85)	(5,000.00)	\$327.00	\$138,780.61
08	\$138,780.61	\$67,175.40	(544,141.00)	\$26,295.74	(538,891.54)	(5,000.00)	\$0.00	(543,891.54)	\$0.00	\$127.00	\$138,272.17
16	\$138,272.17	\$10,122.00	(510,917.86)	\$13,260.14	(507,657.72)	(5,000.00)	\$0.00	(512,657.72)	\$0.00	\$0.00	\$142,588.30
09	\$142,588.30	\$104,280.70	(521,541.00)	\$83,429.10	(535,970.90)	(5,000.00)	\$0.00	(540,970.90)	\$0.00	\$125.00	\$138,745.83
19	\$138,745.83	\$69,111.40	(505,545.17)	\$39,580.43	(535,125.88)	(5,000.00)	\$0.00	(540,125.88)	\$0.00	\$0.00	\$138,940.03
03	\$138,940.03	\$11,129.82	(540,553.17)	\$10,465.59	(530,087.58)	(5,000.00)	\$0.00	(535,087.58)	(5,000.00)	\$80.00	\$138,270.32
09	\$138,270.32	\$66,473.27	(535,381.85)	\$34,321.64	(537,723.13)	(5,000.00)	\$0.00	(542,723.13)	\$0.00	\$127.00	\$137,068.69
	\$678,127.40		(3,071,550.20)	\$344,156.40	(3,425,706.80)	(35,000.00)	\$875.00	(3,475,482.80)	(35,000.00)	\$527.00	



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ACCOUNTS FOR:  
1000 General Fund

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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12020500 Elected Officials

12020500 50108 Elected Officials	17,730	0	17,730	15,463.12	.00	2,266.88	87.2%
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	1,182.46	.00	174.54	87.1%
12020500 50231 Medicare Employee	0	0	0	.00	.00	.00	0%
12020500 50301 Office Supplies	0	500	500	159.70	.00	340.30	31.9%
12020500 50302 Operating suppli	500	-500	0	.00	.00	100.00	0%
12020500 50306 Postage	100	0	100	.00	.00	100.00	0%
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	17,659.49	.00	4,191.51	80.8%
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12021000 Town Manager

12021000 50101 Town Manager	96,482	0	96,482	85,357.60	.00	11,124.40	88.5%
12021000 50107 Administrative	47,502	0	47,502	42,325.38	.00	5,176.62	89.1%
12021000 50140 Overtime wages	500	0	500	89.08	.00	410.92	17.8%
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	12,797.88	.00	1,651.12	88.6%
12021000 50220 Health Insurance	38,768	0	38,768	32,889.81	.00	5,878.19	84.8%
12021000 50230 FICA Employer Co	11,053	0	11,053	9,080.70	.00	1,972.30	82.2%
12021000 50231 Medicare Employee	0	0	0	74.75	.00	-74.75	100.0%*
12021000 50301 Office Supplies	600	0	600	848.72	10.24	-258.96	143.2%*
12021000 50306 Postage	250	0	250	250.00	.00	.00	100.0%
12021000 50307 Advertising	1,000	0	1,000	935.40	.00	64.60	93.5%
12021000 50308 Printing	1,200	0	1,200	819.00	.00	381.00	68.3%
12021000 50352 Cell Phone/Allow	840	0	840	665.00	.00	175.00	79.2%
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	2,089.24	.00	810.76	72.0%
12021000 50452 Audit services	9,850	0	9,850	15,263.95	.00	-5,413.95	155.0%*

TOTAL Town Manager

	230,065	0	230,065	207,378.34	10.24	22,676.42	90.1%
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12021500 Appeals Board

12021500 50104 Non Supervisory	200	0	200	.00	.00	200.00	0%
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ACCOUNTS FOR: 1000 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12021500 50108 Elected Official	751	0	751	648.61	.00	102.39	86.4%
12021500 50202 Workers Comp Ins	4	0	4	4.10	.00	102.5%	102.5%*
12021500 50230 FICA Employer Co	73	0	73	50.29	.00	22.71	68.9%
12021500 50231 Medicare Employee	0	0	0	.00	.00	.00	.0%
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	813.01	.00	889.99	47.7%
12021600 Planning Board							
12021600 50104 Non Supervisory	1,000	0	1,000	392.87	.00	607.13	39.3%
12021600 50108 Elected Official	5,000	0	5,000	3,218.71	.00	1,781.29	64.4%
12021600 50202 Workers Comp Ins	22	0	22	26.46	.00	-4.46	120.3%*
12021600 50230 FICA Employer Co	459	0	459	276.02	.00	182.98	60.1%
12021600 50301 Office Supplies	400	0	400	48.10	.00	351.90	12.0%
12021600 50306 Postage	150	0	150	30.58	.00	119.42	20.4%
12021600 50307 Advertising	750	0	750	673.41	.00	76.59	89.8%
12021600 50401 Professional Dev	600	0	600	157.76	.00	442.24	26.3%
12021600 50451 Contracted Profe	21,250	0	21,250	17,708.30	.00	3,541.70	83.3%
12021600 50455 Professional Serv	2,500	0	2,500	.00	.00	2,500.00	.0%
TOTAL Planning Board	32,131	0	32,131	22,532.21	.00	9,598.79	70.1%
12022000 Legal							
12022000 50450 Legal expense	40,000	0	40,000	39,811.91	.00	188.09	99.5%
TOTAL Legal	40,000	0	40,000	39,811.91	.00	188.09	99.5%
12022500 Clerk							
12022500 50102 Department Head	56,560	0	56,560	50,029.62	.00	6,530.38	88.5%
12022500 50104 Non Supervisory	20,263	0	20,263	14,633.53	.00	5,629.47	72.2%
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%

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ACCOUNTS FOR: 1000 General Fund	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12022500 50202 Workers Comp Ins	297	0	297	363.69	.00	-66.69	122.5%*
12022500 50210 MEPRS - Employee	5,656	0	5,656	5,002.96	.00	653.04	88.5%
12022500 50220 Health Insurance	16,644	0	16,644	14,228.03	.00	2,415.97	85.5%
12022500 50230 FICA Employer Co	6,298	0	6,298	4,678.16	.00	1,619.84	74.3%
12022500 50231 Medicare Employee	0	0	0	.00	.00	.00	.0%
12022500 50301 Office Supplies	1,800	0	1,800	1,854.18	86.60	-140.78	107.8%*
12022500 50306 Postage	770	0	770	912.82	.00	-142.82	118.5%*
12022500 50307 Advertising	500	0	500	415.06	71.24	13.70	97.3%
12022500 50308 Printing	3,400	0	3,400	3,669.92	.00	-269.92	107.9%*
12022500 50352 Cell Phone/Allow	420	0	420	350.00	.00	70.00	83.3%
12022500 50401 Professional Dev	1,480	0	1,480	1,291.00	.00	189.00	87.2%
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	492.05	.00	2,007.95	19.7%
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 Clerks	139,791	0	139,791	110,141.07	157.84	29,492.09	78.9%
12023000 Finance							
12023000 50102 Department Head	77,228	0	77,228	70,506.93	.00	6,721.07	91.3%
12023000 50104 Non Supervisory	28,011	0	28,011	24,775.82	.00	3,235.18	88.5%
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	7,373.07	.00	3,150.93	70.1%
12023000 50220 Health Insurance	33,081	0	33,081	18,930.96	.00	14,150.04	57.2%
12023000 50230 FICA Employer Co	8,051	0	8,051	6,778.30	.00	1,272.70	84.2%
12023000 50231 Medicare Employee	0	0	0	.00	.00	.00	.0%
12023000 50301 Office Supplies	4,000	0	4,000	3,453.24	-47.70	594.46	85.1%
12023000 50306 Postage	1,500	0	1,500	-568.10	.00	2,068.10	-37.5%
12023000 50352 Cell Phone/Allow	420	0	420	350.00	.00	70.00	83.3%
12023000 50401 Professional Dev	2,000	0	2,000	1,529.94	.00	470.06	76.5%
12023000 50402 Dues and Members	520	0	520	225.00	.00	295.00	43.3%
12023000 50412 Meals and Lodgin	0	0	0	.00	.00	.00	.0%
12023000 50413 Mileage/ travel	800	0	800	124.75	.00	675.25	15.6%
TOTAL Finance	167,009	0	167,009	134,047.74	-47.70	33,008.96	80.2%
12023500 Tax Collection							
12023500 50104 Non Supervisory	125,564	0	125,564	104,960.99	.00	20,603.01	83.6%



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ACCOUNTS FOR: 1000 General Fund	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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	12,666.50	.00	-24.50	100.2%*
12023500 50220 Health Insurance	31,504	0	31,504	23,966.08	.00	7,537.92	76.1%
12023500 50230 FICA Employer Co	9,912	0	9,912	7,727.48	.00	2,184.52	78.0%
12023500 50231 Medicare Employee	0	0	0	.00	.00	.00	.0%
12023500 50301 Office Supplies	4,500	0	4,500	3,062.23	86.60	1,351.17	70.0%
12023500 50306 Postage	7,000	0	7,000	6,371.99	.00	628.01	91.0%
12023500 50401 Professional Dev	1,300	0	1,300	973.19	100.00	226.81	82.6%
12023500 50402 Dues and Members	0	0	0	.00	.00	.00	.0%
12023500 50412 Meals and Lodging	250	0	250	250.00	.00	.00	.0%
12023500 50413 Mileage/ travel	500	0	500	721.66	.00	-221.66	144.3%*
TOTAL Tax Collection	198,711	0	198,711	165,918.13	186.60	32,606.27	83.6%
12024000 Assessor							
12024000 50102 Department Head	59,452	0	59,452	52,587.20	.00	6,864.80	88.5%
12024000 50104 Non-supervisory	14,560	0	14,560	13,726.41	.00	833.59	94.3%
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	6,247.97	.00	1,154.03	84.4%
12024000 50220 Health Insurance	28,084	0	28,084	8,115.34	.00	19,968.66	28.9%
12024000 50230 FICA Employer Co	5,662	0	5,662	4,632.42	.00	1,029.58	81.8%
12024000 50231 Medicare Employee	0	0	0	.00	.00	.00	.0%
12024000 50301 Office Supplies	400	0	400	539.47	86.60	-226.07	156.5%*
12024000 50306 Postage	250	0	250	227.25	.00	22.75	90.9%
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	532.00	.00	268.00	66.5%
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	92,975.75	86.60	31,475.65	74.7%
12024500 Code Enforcement							
12024500 50102 Department Head	77,777	0	77,777	68,999.68	.00	8,777.32	88.7%



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ACCOUNTS FOR: 1000 General Fund	ORIGINAL APPROP	TRANSFRS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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 MEPPERS - Employe	7,778	0	7,778	7,304.17	.00	473.83	93.9%
12024500 50220 Health Insurance	22,881	0	22,881	16,627.83	.00	6,253.17	72.7%
12024500 50230 FICA Employer Co	5,950	0	5,950	4,975.63	.00	974.37	83.6%
12024500 50231 Medicare Employe	0	0	0	.00	.00	.00	0%
12024500 50301 Office Supplies	500	0	500	215.88	86.60	197.52	60.5%
12024500 50306 Postage	100	0	100	76.70	.00	23.30	76.7%
12024500 50307 Advertising	0	0	0	50.22	.00	-50.22	100.0%*
12024500 50352 Cell Phone/Allow	420	0	420	350.00	.00	70.00	83.3%
12024500 50375 Gas	850	0	850	726.33	.00	123.67	85.1%
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	120,940	0	120,940	102,116.34	86.60	18,737.06	84.5%
12025500 Liability Insurance							
12025500 50221 HRA Costs	41,650	0	41,650	29,502.09	.00	12,147.91	70.8%
12025500 50601 General Liabilit	8,455	0	8,455	8,428.00	.00	27.00	99.7%
12025500 50602 Vehicle Insuranc	29,459	0	29,459	29,754.00	.00	-295.00	101.0%*
12025500 50603 Police Liability	15,812	0	15,812	15,812.00	.00	.00	100.0%
12025500 50604 Property Insuran	18,934	0	18,934	18,934.00	.00	.00	100.0%
12025500 50605 Fire Fighter Ins	1,118	0	1,118	1,118.00	.00	.00	100.0%
12025500 50606 Crime Insurance	1,189	0	1,189	1,189.00	.00	.00	100.0%
12025500 50607 Public Officials	3,860	0	3,860	3,860.00	.00	.00	100.0%
12025500 50608 Employment Liabi	8,651	0	8,651	8,763.00	.00	-112.00	101.3%*
12025500 50609 Public Officials	1,580	0	1,580	1,580.00	.00	.00	100.0%
TOTAL Liability Insurance	130,708	0	130,708	118,940.09	.00	11,767.91	91.0%
12026500 Technology							
12026500 50360 Minor equipment	20,000	0	20,000	15,689.71	2,730.00	1,580.29	92.1%
12026500 50362 Cold Patch	175,021	-175,021	0	.00	.00	.00	0%
12026500 50451 Contracted Profe	0	0	0	.00	.00	.00	0%
12026500 50454 Internet and web	6,000	0	6,000	5,981.56	-204.44	222.88	96.3%
12026500 50530 Software and Ser	0	175,021	175,021	177,375.25	.00	-2,354.25	101.3%*

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ACCOUNTS FOR: 1000 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12026500 50536 R&M: Equipment	15,000	0	15,000	8,599.62	640.00	5,760.38	61.6%
TOTAL Technology	216,021	0	216,021	207,646.14	3,165.56	5,209.30	97.6%
12027500 Miscellaneous General Governme							
12027500 50930 Tax Overlay	122,676	0	122,676		.00	122,675.57	0%
12027500 50935 TIF Payments	700,102	0	700,102	700,101.68	.00	.00	100.0%
TOTAL Miscellaneous General Governme	822,777	0	822,777	700,101.68	.00	122,675.57	85.1%
12028000 School Required							
12028000 51300 Required Local S	4,533,277	0	4,533,277	4,533,276.96	.00	.04	100.0%
12028000 51310 Add'l Local Shar	2,009,155	0	2,009,155	2,009,154.96	.00	.04	100.0%
12028000 51320 Local Share Debt	467,075	0	467,075	467,075.04	.00	-.04	100.0%
12028000 51330 Local Share Adul	14,276	0	14,276	14,276.04	.00	-.04	100.0%
TOTAL School Required	7,023,783	0	7,023,783	7,023,783.00	.00	.00	100.0%
12051500 Town Buildings							
12051500 50104 Non-supervisory	11,800	0	11,800	9,514.26	.00	2,285.74	80.6%
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	727.91	.00	175.09	80.6%
12051500 50302 Operating suppli	6,100	0	6,100	5,720.63	86.60	292.77	95.2%
12051500 50451 Contracted Profe	6,500	0	6,500	6,629.76	.00	-129.76	102.0%*
12051500 50510 Electricity	48,000	0	48,000	40,207.02	.00	7,792.98	83.8%
12051500 50511 Water usage fees	2,000	0	2,000	1,938.63	.00	61.37	96.9%
12051500 50512 Telephone	7,600	0	7,600	7,077.01	.00	522.99	93.1%
12051500 50513 Sewer Expense	600	0	600	703.35	.00	-103.35	117.2%*
12051500 50514 Heating Fuel	12,000	0	12,000	14,927.69	.00	-2,927.69	124.4%*
12051500 50515 Natural Gas	30,000	0	30,000	26,253.84	.00	3,746.16	87.5%
12051500 50520 Building Expense	20,000	0	20,000	18,205.67	.00	1,794.33	91.0%
12051500 50536 R&M: Equipment	30,000	0	30,000	21,390.74	.00	8,609.26	71.3%
12051500 50549 R & M Buildings	17,000	0	17,000	18,197.21	.00	-1,197.21	107.0%*
TOTAL Town Buildings	193,281	0	193,281	172,252.53	86.60	20,941.87	89.2%

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FOR 2019 11

ACCOUNTS FOR:  
1000 General Fund

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12090100 Abatements							
12090100 50901 Tax abatements	10,000	0	10,000	15,058.91	.00	-5,058.91	150.6%*
TOTAL Abatements	10,000	0	10,000	15,058.91	.00	-5,058.91	150.6%
13030500 Health Officer							
13030500 50102 Department Head	0	5,268	5,268	4,445.76	.00	822.24	84.4%
13030500 50202 Workers Comp Ins	0	132	132	159.09	.00	-27.09	120.5%*
13030500 50210 MEPRS - Employee	0	527	527	40.42	.00	486.58	7.7%
13030500 50220 Health Insurance	0	0	0	86.95	.00	-86.95	100.0%*
13030500 50230 FICA Employer Co	0	403	403	319.98	.00	83.02	79.4%
13030500 50301 Office Supplies	0	150	150	.00	.00	150.00	.0%
TOTAL Health Officer	0	6,480	6,480	5,052.20	.00	1,427.80	78.0%
13031000 General Assistance							
13031000 50102 Department Head	10,508	0	10,508	8,017.19	.00	2,490.81	76.3%
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	611.19	.00	192.81	76.0%
13031000 50231 Medicare Employee	0	0	0	.00	.00	.00	.0%
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 50412 Meals and Lodgin	0	0	0	98.39	.00	-98.39	100.0%*
13031000 50413 Mileage/ travel	0	0	0	164.92	.00	-164.92	100.0%*
13031000 50440 General Assistant	25,000	0	25,000	29,927.98	2,174.50	-7,102.48	128.4%*
TOTAL General Assistance	37,230	0	37,230	39,420.84	2,174.50	-4,365.34	111.7%
14040500 Police							
14040500 50102 Department Head	77,270	0	77,270	68,356.03	.00	8,913.97	88.5%

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ACCOUNTS FOR:		ORIGINAL	TRANFRS/ ADJSTMTS	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
1000	General Fund	APPROP		BUDGET			BUDGET	USED
14040500	50104 Non Supervisory	716,056	0	716,056	590,365.89	.00	125,690.11	82.4%
14040500	50107 Administrative	38,572	0	38,572	32,685.20	.00	5,886.80	84.7%
14040500	50117 Misc. Police Det	7,000	0	7,000	4,990.71	.00	2,009.29	71.3%
14040500	50120 Temporary/season	25,000	0	25,000	13,531.89	.00	11,468.11	54.1%
14040500	50140 Overtime wages	31,350	0	31,350	19,647.71	.00	11,702.29	62.7%
14040500	50141 Holiday/Personal	101,277	-101,277	0	.00	.00	.00	.0%
14040500	50143 Court Time	9,000	0	9,000	4,722.48	.00	4,277.52	52.5%
14040500	50145 Replacement Wage	0	101,277	101,277	113,064.67	.00	-11,787.67	111.6%*
14040500	50201 Unemployment Cos	4,470	0	4,470	1,193.97	.00	3,276.03	26.7%
14040500	50202 Workers Comp Ins	34,086	0	34,086	41,805.67	.00	-7,719.67	122.6%*
14040500	50210 MEPRS - Employee	100,887	0	100,887	80,330.88	.00	20,556.12	79.6%
14040500	50220 Health Insurance	305,913	0	305,913	228,479.89	.00	77,433.11	74.7%
14040500	50230 FICA Employer Co	76,923	0	76,923	61,429.86	.00	15,493.14	79.9%
14040500	50231 Medicare Employee	0	0	0	-111.00	.00	111.00	100.0%
14040500	50260 Uniform cleaning	800	0	800	501.35	.00	298.65	62.7%
14040500	50301 Office supplies	3,250	0	3,250	2,476.02	86.60	687.38	78.8%
14040500	50302 Operating suppli	13,700	0	13,700	9,025.63	-29.64	4,704.01	65.7%
14040500	50306 Postage	750	0	750	279.04	.00	470.96	37.2%
14040500	50307 Advertising	750	0	750	119.65	.00	630.35	16.0%
14040500	50308 Printing	3,500	0	3,500	1,463.00	.00	2,037.00	41.8%
14040500	50349 Recruitment Test	2,500	0	2,500	1,400.00	.00	1,100.00	56.0%
14040500	50351 Clothing/Boot Al	18,900	0	18,900	14,369.02	17.00	4,513.98	76.1%
14040500	50352 Cell Phone/Allow	5,670	0	5,670	4,784.48	.00	885.52	84.4%
14040500	50353 Physicals	200	0	200	440.00	.00	-240.00	220.0%*
14040500	50375 Gas	26,250	0	26,250	22,409.01	.00	3,840.99	85.4%
14040500	50378 Tires Expense	4,200	0	4,200	4,336.83	.00	-136.83	103.3%*
14040500	50401 Professional Dev	14,420	0	14,420	13,605.19	93.85	720.96	95.0%
14040500	50413 Mileage/ travel	800	0	800	497.63	.00	302.37	62.2%
14040500	50415 Education Progra	2,434	0	2,434	2,216.10	.00	217.90	91.0%
14040500	50501 Vehicle Repairs	10,000	0	10,000	8,404.65	.00	1,595.35	84.0%
14040500	50512 Telephone	10,000	0	10,000	8,487.07	.00	1,512.93	84.9%
14040500	50532 R&M Office Equip	0	1,000	1,000	1,438.69	.00	-438.69	143.9%*
14040500	50536 R&M: Equipment	1,000	5,500	6,500	7,205.79	.00	-705.79	110.9%*
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	35,417.02	.00	4,582.98	88.5%
14040500	50730 Equipment - furn	40,000	-40,000	0	.00	.00	.00	.0%
TOTAL Police		1,696,128	0	1,696,128	1,403,035.02	167.81	292,925.17	82.7%

14041500 Fire Department

14041500 50102 Department Head

.00 8,078.60 88.5%

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FOR 2019 11

ACCOUNTS FOR:  
1000 General Fund

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
14041500 50104 Non Supervisory	150,000	0	150,000	104,420.44	.00	45,579.56	69.6%
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 MEPRS - Employee	7,001	0	7,001	6,216.27	.00	784.73	88.8%
14041500 50220 Health Insurance	22,881	0	22,881	19,659.02	.00	3,221.98	85.9%
14041500 50230 FICA Employer Co	16,831	0	16,831	11,896.41	.00	4,934.59	70.7%
14041500 50231 Medicare Employee	0	0	0	111.00	.00	-111.00	100.0%*
14041500 50301 Office Supplies	500	0	500	768.60	86.60	-355.20	171.0%*
14041500 50302 Operating Suppli	10,000	0	10,000	6,386.41	.00	3,613.59	63.9%
14041500 50306 Postage	50	0	50	23.05	.00	26.95	46.1%
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	315.00	.00	105.00	75.0%
14041500 50353 Physicals	5,000	0	5,000	2,930.00	.00	2,070.00	58.6%
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	1,996.73	.00	-96.73	103.1%*
14041500 50377 Diesel	3,700	0	3,700	3,976.43	.00	-276.43	107.5%*
14041500 50378 Tires Expense	2,600	0	2,600	2,690.46	.00	-90.46	103.5%*
14041500 50401 Professional Dev	5,000	0	5,000	4,082.00	.00	918.00	81.6%
14041500 50413 Mileage/ travel	300	0	300	129.50	.00	170.50	43.2%
14041500 50490 Capital Projects	75,000	0	75,000	75,000.00	.00	.00	100.0%
14041500 50511 Telephone	2,395	0	2,395	1,193.05	.00	1,201.95	49.8%
14041500 50512 Telephone	2,600	0	2,600	2,137.28	.00	462.72	82.2%
14041500 50513 Sewer Expense	214	0	214	215.01	.00	-1.01	100.5%*
14041500 50536 R&M: Equipment	24,000	0	24,000	20,222.70	552.05	3,225.25	86.6%
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	756.33	153.11	89.8%
14041500 50562 Personal Protect	20,500	0	20,500	2,958.84	.00	17,541.16	14.4%
14041500 50563 Hose Replacement	5,000	0	5,000	.00	.00	5,000.00	.0%
TOTAL Fire Department	466,258	0	466,258	367,589.64	1,394.98	97,273.38	79.1%
14043000 Emergency Management							
14043000 50100 LEEMS Stipend	127,885	0	127,885	127,884.48	.00	.52	100.0%
14043000 50104 Non Supervisory	1,546	0	1,546	1,367.35	.00	178.65	88.4%
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	104.43	.00	14.57	87.8%
14043000 50231 Medicare Employee	0	0	0	.00	.00	.00	.0%
14043000 50402 Dues and Members	35	0	35	.00	.00	35.00	.0%
TOTAL Emergency Management	129,623	0	129,623	129,368.46	.00	254.54	99.8%



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FOR 2019 11

ACCOUNTS FOR:  
1000 General Fund

	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
14045000 Animal Control							
14045000 50104 Non Supervisory	41,606	0	41,606	34,522.01	.00	7,083.99	83.0%
14045000 50140 Overtime	2,400	0	2,400	1,963.81	.00	436.19	81.8%
14045000 50201 Unemployment Cos	397	0	397	1,99.50	.00	297.50	25.1%
14045000 50202 Workers Comp Ins	823	0	823	1,403.71	.00	-580.71	170.6%*
14045000 50210 MEPPERS - Employee	3,918	0	3,918	3,607.89	.00	310.11	92.1%
14045000 50220 Health Insurance	22,881	0	22,881	19,559.60	.00	3,321.40	85.5%
14045000 50230 FICA Employer Co	3,367	0	3,367	2,515.20	.00	851.80	74.7%
14045000 50231 Medicare Employee	0	0	0	.00	.00	.00	.0%
14045000 50302 Operating suppli	250	0	250	54.21	.00	195.79	21.7%
14045000 50351 Clothing/Boot Al	600	0	600	337.94	.00	262.06	55.3%
14045000 50352 Cell Phone/Allow	626	0	626	716.54	.00	-90.54	114.5%*
14045000 50375 Gas	2,700	0	2,700	2,258.66	.00	441.34	83.7%
14045000 50378 Tires Expense	685	0	685	579.36	.00	105.64	84.6%
14045000 50401 Professional Dev	500	0	500	176.06	.00	323.94	35.2%
14045000 50451 Contracted Profe	500	0	500	112.24	.00	387.76	22.4%
14045000 50453 Animal Shelter S	11,712	0	11,712	11,711.70	.00	.30	100.0%
14045000 50456 Veterinary Servi	0	0	0	.00	.00	.00	.0%
14045000 50501 Vehicle Repairs	0	0	0	.00	.00	.00	.0%
14045000 50536 R&M: Equipment	700	0	700	750.90	.00	-50.90	107.3%*
14045000 50710 Equipment	400	0	400	277.74	.00	122.26	69.4%
TOTAL Animal Control	94,065	0	94,065	80,647.07	.00	13,417.93	85.7%
14046000 Lisbon Communications Center							
14046000 50104 Non Supervisory	193,148	0	193,148	152,094.64	.00	41,053.36	78.7%
14046000 50130 Temporary/season	20,425	0	20,425	17,462.82	.00	2,962.18	85.5%
14046000 50140 Overtime wages	2,250	0	2,250	18,200.69	.00	-15,950.69	808.9%*
14046000 50141 Replacement Wage	37,493	-37,493	0	.00	.00	.00	.0%
14046000 50145 Replacement Wage	0	37,493	37,493	28,407.38	.00	9,085.62	75.8%
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 MEPPERS - Employee	23,367	0	23,367	13,543.47	.00	9,823.53	58.0%
14046000 50220 Health Insurance	37,667	0	37,667	50,103.02	.00	-12,436.02	133.0%*
14046000 50230 FICA Employer Co	19,379	0	19,379	15,696.97	.00	3,682.03	81.0%
14046000 50231 Medicare Employee	0	0	0	.00	.00	.00	.0%
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%

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ACCOUNTS FOR: 1000 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
14046000 50349 Recruitment Test	500	0	500	250.00	.00	250.00	50.0%
14046000 50351 Clothing/Boot Al	1,750	0	1,750	1,237.37	.00	512.63	70.7%
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	1,387.75	.00	412.25	77.1%
14046000 50536 R&M: Equipment	1,125	0	1,125	.00	.00	1,125.00	.0%
TOTAL Lisbon Communications Center	345,246	0	345,246	302,772.01	.00	42,473.99	87.7%
15050500 Department of Public Works							
15050500 50102 Department Head	80,018	0	80,018	48,273.61	.00	31,744.39	60.3%
15050500 50104 Non Supervisory	365,983	0	365,983	291,585.64	.00	74,397.36	79.7%
15050500 50107 Administrative	18,706	0	18,706	13,871.38	.00	4,834.62	74.2%
15050500 50140 Overtime wages	40,000	0	40,000	30,474.85	.00	9,525.15	76.2%
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	31,030.14	.00	14,409.86	68.3%
15050500 50220 Health Insurance	166,744	0	166,744	86,386.50	.00	80,357.50	51.8%
15050500 50230 FICA Employer Co	38,610	0	38,610	27,836.82	.00	10,773.18	72.1%
15050500 50231 Medical Employee	0	0	0	.00	.00	.00	.0%
15050500 50240 Medical testing	1,200	0	1,200	2,082.00	.00	-882.00	173.5%*
15050500 50301 Office Supplies	1,100	0	1,100	1,613.97	-44.38	-469.59	142.7%*
15050500 50302 Operating suppli	7,000	0	7,000	5,348.83	.00	1,651.17	76.4%
15050500 50303 Other Supplies	1,350	0	1,350	242.05	.00	1,107.95	17.9%
15050500 50306 Postage	100	0	100	75.17	.00	24.83	75.2%
15050500 50307 Advertising	1,000	0	1,000	3,439.25	.00	-2,439.25	343.9%*
15050500 50310 Grants Match	6,500	-6,500	0	.00	.00	.00	.0%
15050500 50330 Drug Testing	0	0	0	64.00	.00	-64.00	100.0%*
15050500 50331 Small Tools	15,000	-15,000	0	.00	.00	.00	.0%
15050500 50333 Signs	0	0	0	.00	.00	.00	.0%
15050500 50351 Clothing/Boot Al	10,000	0	10,000	5,966.44	.00	500.00	100.0%
15050500 50352 Cell Phone/Allow	1,146	0	1,146	1,323.23	.00	4,033.56	59.7%
15050500 50360 Minor equipment	3,000	0	3,000	2,846.42	.00	-177.23	115.5%*
15050500 50363 Culverts	15,000	0	15,000	4,902.37	38,444.00	-38,290.42	1376.3%*
15050500 50366 Asphalt-Hot Top	0	15,000	15,000	7,492.88	.00	10,097.63	32.7%
15050500 50367 Excavation Expen	5,000	0	5,000	.00	.00	7,507.12	50.0%
15050500 50370 Parts - Supplies	40,000	0	40,000	51,972.24	.00	5,000.00	.0%
15050500 50371 Sand & Gravel	0	6,500	6,500	18,339.89	.00	-11,839.89	282.2%*
15050500 50375 Gas	10,125	0	10,125	-2,167.74	.00	12,292.74	-21.4%
15050500 50376 Oils and lubrica	4,500	0	4,500	817.43	.00	3,682.57	18.2%
15050500 50377 Diesel	27,000	0	27,000	42,244.45	.00	-15,244.45	156.5%*

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ACCOUNTS FOR: 1000 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
15050500 50378 Tires Expense	5,000	0	5,000	4,169.66	.00	830.34	83.4%
15050500 50401 Professional Dev	4,000	0	4,000	1,227.38	.00	2,772.62	30.7%
15050500 50402 Dues and Members	0	0	0	.00	.00	.00	.0%
15050500 50412 Meals and Lodgin	0	0	0	.00	.00	.00	.0%
15050500 50413 Mileage/ travel	200	0	200	332.48	.00	-132.48	166.2%*
15050500 50430 Filing fees/lice	1,200	0	1,200	996.00	.00	204.00	83.0%
15050500 50455 Professional Serv	26,400	0	26,400	13,155.02	.00	13,244.98	49.8%
15050500 50511 Water Usage	375	0	375	188.22	.00	186.78	50.2%
15050500 50512 Telephone	4,000	0	4,000	3,219.07	.00	780.93	80.5%
15050500 50513 Sewer Expense	560	0	560	178.08	.00	381.92	31.8%
15050500 50535 Rental of Equipm	30,000	0	30,000	9,855.85	.00	20,144.15	32.9%
15050500 50536 R&M: Equipment	8,000	0	8,000	7,994.00	.00	6.00	99.9%
15050500 50537 Equipment Painti	3,000	0	3,000	1,007.10	.00	1,992.90	33.6%
15050500 50538 loam & Seed	1,500	0	1,500	3,276.89	.00	-1,776.89	218.5%*
15050500 50539 R&M: Catch Basin	5,000	0	5,000	4,934.52	.00	65.48	98.7%
15050500 50541 Ground repair an	6,000	0	6,000	6,250.00	.00	-250.00	104.2%*
15050500 50544 R & M: Radios	1,000	0	1,000	218.70	.00	781.30	21.9%
15050500 50545 R & M: TREE REM	6,000	0	6,000	2,500.00	.00	3,500.00	41.7%
15050500 50547 R & M: SIGNS	3,000	0	3,000	2,141.92	.00	858.08	71.4%
15050500 50548 R & M: STREETS	20,000	0	20,000	15,419.36	.00	4,580.64	77.1%
15050500 50720 Equipment - vehi	30,000	0	30,000	30,820.52	.00	-820.52	102.7%*
15050500 50770 Infrastructure-	425,000	0	425,000	42,305.12	.00	382,694.88	10.0%
TOTAL Department of Public Works	1,515,815	0	1,515,815	862,430.14	38,399.62	614,985.24	59.4%
15051000 Winter Operations							
15051000 50140 Overtime	65,000	0	65,000	50,044.94	.00	14,955.06	77.0%
15051000 50201 Unemployment Cos	248	0	248	.00	.00	248.00	.0%
15051000 50202 Workers Comp Ins	4,901	0	4,901	6,081.54	.00	-1,180.54	124.1%*
15051000 50210 MEPEERS - Employe	6,825	0	6,825	1,348.02	.00	5,476.98	19.8%
15051000 50230 FICA Employer Co	4,972	0	4,972	3,415.36	.00	1,556.64	68.7%
15051000 50301 Office Supplies	0	0	0	1.50	.00	-1.50	100.0%*
15051000 50303 Other Supplies	140,000	0	140,000	210,467.47	.00	-70,467.47	150.3%*
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	327,982.65	.00	-41,036.65	114.3%
15052000 Solid Waste							
15052000 50104 Non Supervisory	102,169	0	102,169	88,255.36	.00	13,913.64	86.4%



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ACCOUNTS FOR: 1000 General Fund	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
15052000 50140 Overtime wages	0	0	0	.00	.00	.00	.0%
15052000 50201 Unemployment Cos	968	0	968	398.00	.00	.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	8,101.00	.00	.00	100.0%
15052000 50220 Health Insurance	45,761	0	45,761	42,791.06	.00	2,969.94	93.5%
15052000 50230 FICA Employer Co	7,816	0	7,816	5,909.77	.00	1,906.23	75.6%
15052000 50231 Medicare Employee	0	0	0	.00	.00	.00	.0%
15052000 50240 Medical testing	250	0	250	.00	.00	250.00	.0%
15052000 50301 Office Supplies	500	0	500	136.10	86.60	277.30	44.5%
15052000 50302 Operating suppli	3,000	0	3,000	3,382.10	.00	-382.10	112.7%*
15052000 50306 Postage	60	0	60	43.19	.00	16.81	72.0%
15052000 50307 Advertising	100	0	100	71.80	.00	28.20	71.8%
15052000 50308 Printing	1,200	0	1,200	611.00	.00	589.00	50.9%
15052000 50351 Clothing/Boot Al	1,800	0	1,800	1,579.94	.00	220.06	87.8%
15052000 50352 Cell Phone allow	420	0	420	350.00	.00	70.00	83.3%
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	4,286.28	.00	-286.28	107.2%*
15052000 50370 Parts - Supplies	8,325	0	8,000	7,939.35	.00	60.65	99.2%
15052000 50377 Diesel	4,000	0	4,000	8,500.60	.00	-175.60	102.1%*
15052000 50378 Tires Expense	250	0	250	3,023.39	.00	976.61	75.6%
15052000 50401 Professional Dev	250	0	250	23.54	.00	226.46	.0%
15052000 50413 Mileage/ travel	700	0	700	1,065.00	.00	235.00	9.4%
15052000 50430 Filing fees/lice	2,500	0	2,500	1,422.48	.00	1,077.52	56.9%
15052000 50511 Water usage fees	1,500	0	1,500	1,315.30	.00	184.70	87.7%
15052000 50512 Telephones	500	0	500	302.40	.00	197.60	60.5%
15052000 50513 Sewer Expense	5,000	0	5,000	4,318.18	.00	681.82	86.4%
15052000 50536 R&M: Equipment	0	0	0	.00	.00	.00	.0%
15052000 50553 Hazardous waste	275,000	-275,000	0	-156.25	156.25	.00	.0%
15052000 50555 Sludge Disposal	0	275,000	275,000	206,370.73	16,432.42	52,196.85	81.0%
15052000 50556 Trash Removal	497,885	0	497,885	398,732.23	16,675.27	82,477.50	83.4%
TOTAL Solid Waste							
15053500 Other Public Works							
15053500 50510 Electricity	107,000	0	107,000	79,758.22	.00	27,241.78	74.5%
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	12,595.39	.00	-4,095.39	148.2%*
TOTAL Other Public Works	521,500	0	521,500	498,353.61	.00	23,146.39	95.6%
16030500 Health Officer							
16030500 50102 Department Head	5,268	-5,268	0	.00	.00	.00	.0%



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ACCOUNTS FOR:		ORIGINAL	TRANSFRS/ ADJSTMTS	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
1000	General Fund	APPROP		BUDGET			BUDGET	USED
16030500	50202 Workers compensa	132	-132	0	.00	.00	.00	.0%
16030500	50210 Maine State ret	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	50102 Department Head	54,089	0	54,089	47,974.78	.00	6,114.22	88.7%
16060500	50104 Non Supervisory	99,049	0	99,049	84,751.89	.00	14,297.11	85.6%
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	10,974.94	.00	1,419.06	88.6%
16060500	50220 Health Insurance	70,173	0	70,173	59,432.04	.00	10,740.96	84.7%
16060500	50230 FICA Employer Co	11,716	0	11,716	9,325.52	.00	2,390.48	79.6%
16060500	50231 Medicare Employee	0	0	0	.00	.00	.00	.0%
16060500	50301 Office Supplies	3,700	0	3,700	2,380.61	86.60	1,232.79	66.7%
16060500	50302 Operating suppli	39,468	0	39,468	23,794.09	628.23	15,045.68	61.9%
16060500	50305 Books and Period	0	0	0	.00	.00	.00	.0%
16060500	50306 Postage	2,112	0	2,112	941.17	.00	1,170.83	44.6%
16060500	50308 Printing	550	0	550	569.00	.00	-19.00	103.5%*
16060500	50352 Cell Phone/Allow	420	0	420	420.00	.00	.00	100.0%
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	214.40	.00	10.60	95.3%
16060500	50512 Telephone	1,900	0	1,900	1,604.17	.00	295.83	84.4%
16060500	50513 Sewer Expense	145	0	145	134.40	.00	10.60	92.7%
16060500	50535 Rentals of Equip	550	0	550	297.75	.00	252.25	54.1%
16060500	50536 R&M: Equipment	650	0	650	590.43	.00	59.57	90.8%
TOTAL Library		300,362	0	300,362	244,819.80	714.83	54,827.37	81.7%
16061500 PARKS & RECREATION								
16061500	50102 Department Head	61,922	0	61,922	54,776.80	.00	7,145.20	88.5%
16061500	50104 Non Supervisory	163,453	0	163,453	135,792.83	.00	27,660.17	83.1%
16061500	50130 Temporary/season	126,310	0	126,310	107,639.38	.00	18,670.62	85.2%
16061500	50140 Overtime	5,819	0	5,819	5,147.40	.00	671.60	88.5%

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ACCOUNTS FOR:  
1000 General Fund

ACCOUNTS FOR: 1000 General Fund	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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	9,716.57	.00	5,611.43	63.4%
16061500 50220 Health Insurance	59,007	0	59,007	53,471.89	.00	5,535.11	90.6%
16061500 50230 FICA Employer Co	27,350	0	27,350	22,464.34	.00	4,885.66	82.1%
16061500 50231 Medicare Employee	0	0	0	.00	.00	.00	0%
16061500 50301 Office Supplies	1,200	0	1,200	893.22	86.50	220.18	81.7%
16061500 50302 Operating suppli	41,700	0	41,700	26,659.84	-130.20	15,170.36	63.6%
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	280.00	.00	140.00	66.7%
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	3,160.54	.00	239.46	93.0%
16061500 50370 Parts - Supplies	0	0	0	.00	.00	.00	0%
16061500 50375 Gas	5,500	0	5,500	3,629.38	.00	1,870.62	66.0%
16061500 50377 Diesel	1,400	0	1,400	1,038.95	.00	361.05	74.2%
16061500 50380 Uniforms/safety	500	0	500	261.33	.00	238.67	52.3%
16061500 50401 Professional Dev	1,200	0	1,200	347.85	.00	852.15	29.0%
16061500 50413 Mileage/ travel	400	0	400	.00	.00	400.00	0%
16061500 50414 Senior Meals Exp	7,000	0	7,000	4,745.96	.00	2,254.04	67.8%
16061500 50483 Security System	360	0	360	360.00	.00	.00	100.0%
16061500 50501 Vehicle Repairs	3,000	0	3,000	2,602.26	.00	397.74	86.7%
16061500 50510 Electricity	300	0	300	190.79	.00	109.21	63.6%
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	2,476.67	.00	323.33	88.5%
16061500 50513 Sewer Expense	1,000	0	1,000	658.56	.00	341.44	65.9%
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	2,090.62	.00	2,909.38	41.8%
16061500 50541 Grounds maintena	11,500	0	11,500	13,024.32	-182.53	-1,341.79	111.7%*
16061500 50542 River Trail main	5,000	0	5,000	3,152.94	.00	1,847.06	63.1%
16061500 50543 R&M: Green Thumb	4,690	0	4,690	3,196.99	.00	1,493.01	68.2%
16061500 50556 Trash Removal	1,150	0	1,150	1,072.26	.00	77.74	93.2%
TOTAL PARKS & RECREATION	641,484	0	641,484	519,600.70	-226.13	122,109.43	81.0%

16062000 Public Services - Other

16062000 50442 Transportation s  
16062000 50650 Historical Socie

			40,000	40,000.00	.00	.00	100.0%
		0	2,000	2,000.00	.00	.00	100.0%



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ACCOUNTS FOR:

1000 General Fund

	ORIGINAL APPROP	TRANFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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16062000 50651 LACO	1,000	0	1,000	1,000.00	.00	.00	100.0%
16062000 50652 Memorial Day	1,500	0	1,500	701.13	.00	798.87	46.7%
16062000 50653 MMA	8,500	0	8,500	7,875.00	.00	625.00	92.6%

TOTAL Public Services - Other

53,000 51,576.13 .00 1,423.87 97.3%

17070500 Economic Development

17070500 50102 Department Head  
17070500 50201 Unemployment Cos  
17070500 50202 Workers Comp Ins  
17070500 50210 MEPPERS - Employee  
17070500 50220 Health Insurance  
17070500 50230 FICA Employer Co  
17070500 50231 Medicare Employee  
17070500 50301 Office Supplies  
17070500 50302 Operating suppli  
17070500 50306 Postage  
17070500 50307 Advertising  
17070500 50352 Cell Phone/Allow  
17070500 50401 Professional emp  
17070500 50402 Dues and Members  
17070500 50406 AVCOG Dues  
17070500 50412 Meal allowance  
17070500 50413 Mileage/travel  
17070500 50670 Moxie Festival D

57,276 248 207 5,726 10,201 4,381 0 450 3,000 1,000 420 3,500 3,000 8,988 500 1,000 5,000 105,197  
0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0  
57,276 248 207 5,726 10,201 4,381 0 450 3,000 1,000 420 3,500 3,000 8,988 500 1,000 5,000 105,197  
50,655.20 99.50 253.47 -46.47 5,065.52 8,719.84 3,720.43 .00 629.11 1,669.70 26.34 105.53 350.00 1,018.00 1,730.00 8,987.35 548.79 .00  
.00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00  
6,620.80 148.50 -46.47 660.48 1,481.16 660.57 .00 -179.11 1,243.70 273.66 894.47 70.00 2,482.00 1,270.00 .65 500.00 451.21 5,000.00  
88.4% 40.1% 122.4%\* 88.5% 85.5% 84.9% .0% 139.8%\* 58.5% 8.8% 10.6% 83.3% 29.1% 57.7% 100.0% .0% 54.9% .0%

TOTAL Economic Development

105,197 83,578.78 86.60 21,531.62 79.5%

18080500 Debt Service-Capital Leases

18080500 53300 2016 Truck

TOTAL Debt Service-Capital Leases

18081000 Debt Service- Bonds

18081000 53600 2005 Bond Intere

0 0 0 0 .00 .00 .00 .0%

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ACCOUNTS FOR:  
1000 General Fund

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
18081000 53601 2006 Bond Intere	0	0	0	.00	.00	.00	.0%
18081000 53603 2010 Bond Intere	0	0	0	.00	.00	.00	.0%
18081000 53604 2011 Bond Intere	0	0	0	.00	.00	.00	.0%
18081000 53607 2017 Bond Intere	0	0	0	.00	.00	.00	.0%
TOTAL Debt Service- Bonds	0	0	0	.00	.00	.00	.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 53210 USDA-RD Loan/Gra	0	0	0	99,567.83	.00	-99,567.83	100.0%*
TOTAL Capital Projects	0	0	0	99,567.83	.00	-99,567.83	100.0%
TOTAL General Fund	16,870,151	0	16,870,151	15,245,326.10	63,119.82	1,561,705.33	90.7%
TOTAL EXPENSES	16,870,151	0	16,870,151	15,245,326.10	63,119.82	1,561,705.33	



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ACCOUNTS FOR: 3000 Debt Service	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
38080500 Debt Service							
38080500 53300 2016 Truck	0	0	0	43,782.50	.00	-43,782.50	100.0%*
38080500 53303 Police K-9 Unit	0	0	0	5,951.73	.00	-5,951.73	100.0%*
38080500 53306 Heavy Machinery	0	0	0	6,687.05	.00	-6,687.05	100.0%*
38080500 53308 2015 Police Patr	0	0	0	10,353.90	.00	-10,353.90	100.0%*
38080500 53310 PW Trucks	0	0	0	18,544.97	.00	-18,544.97	100.0%*
38080500 53311 FD SCRA	0	0	0	107,796.22	.00	-107,796.22	100.0%*
38080500 53312 PW F550 2015	0	0	0	10,662.46	.00	-10,662.46	100.0%*
38080500 53313 2016 Police Patr	0	0	0	22,917.27	.00	-22,917.27	100.0%*
38080500 53314 2017 Case Truck	0	0	0	116,533.16	.00	-116,533.16	100.0%*
38080500 53405 2014 QECB Princi	0	0	0	.00	.00	.00	.0%
38080500 53605 2014 QECB Intere	0	0	0	.00	.00	.00	.0%
TOTAL Debt Service	0	0	0	343,229.26	.00	-343,229.26	100.0%
38081000 Debt Service-Bonds							
38081000 53400 2005 Bond Princi	29,964	0	29,964	29,964.00	.00	.00	100.0%
38081000 53401 2006 Bond Princi	36,000	0	36,000	36,000.00	.00	.00	100.0%
38081000 53402 2009 Bond Princi	131,086	0	131,086	131,086.00	.00	.00	100.0%
38081000 53403 2010 Bond Princi	53,500	0	53,500	53,404.00	.00	96.00	99.8%
38081000 53404 2011 Bond Princi	27,000	0	27,000	27,000.00	.00	.00	100.0%
38081000 53405 2014 QECB Princi	25,447	0	25,447	25,447.10	.00	-.10	100.0%*
38081000 53406 2017 Bond Princi	150,000	0	150,000	150,000.00	.00	.00	100.0%
38081000 53600 2005 Bond Intere	1,932	0	1,932	1,931.99	.00	.01	100.0%
38081000 53601 2006 Bond Intere	1,224	0	1,224	1,224.00	.00	.00	100.0%
38081000 53603 2010 Bond Intere	19,530	0	19,530	20,525.30	.00	-995.30	105.1%*
38081000 53604 2011 Bond Intere	646	0	646	645.17	.00	.83	99.9%
38081000 53605 2014 QECB Intere	29,338	0	29,338	29,337.72	.00	.28	100.0%
38081000 53607 2017 Bond Intere	29,250	0	29,250	29,250.00	.00	.00	100.0%
TOTAL Debt Service-Bonds	534,917	0	534,917	535,815.28	.00	-898.28	100.2%
TOTAL Debt Service	534,917	0	534,917	879,044.54	.00	-344,127.54	164.3%
TOTAL EXPENSES	534,917	0	534,917	879,044.54	.00	-344,127.54	

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ACCOUNTS FOR:  
6000 Sewer Fund

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
65052500 Treatment Plant							
65052500 50102 Department Head	82,717	0	82,717	73,211.83	.00	9,505.17	88.5%
65052500 50104 Non-Supervisory	168,875	0	168,875	141,778.72	.00	27,096.28	84.0%
65052500 50107 Admin Wages	23,000	0	23,000	13,897.00	.00	.00	100.0%
65052500 50140 Overtime wages	1,236	0	1,236	13,403.32	.00	9,596.68	58.3%
65052500 50201 Unemployment Cos	11,395	0	11,395	13,596.99	.00	639.01	48.3%
65052500 50202 Workers compensa	27,460	0	27,460	13,903.27	.00	-2,508.27	122.0%*
65052500 50210 Maine State retl	6,308	0	6,308	20,176.63	.00	7,283.37	73.5%
65052500 50215 Admin Benefits	62,052	0	62,052	6,308.00	.00	.00	100.0%
65052500 50220 Health insurance	3,157	0	3,157	47,059.43	.00	14,992.57	75.8%
65052500 50221 HRA Costs	21,007	0	21,007	1,378.27	.00	1,778.73	43.7%
65052500 50230 FICA taxes	2,500	0	2,500	17,205.41	.00	3,801.59	81.9%
65052500 50301 Office supplies	43,500	-43,500	0	1,313.30	86.60	1,100.10	56.0%
65052500 50302 Operating suppli	7,500	43,500	43,500	-6,026.50	6,026.50	.00	.0%
65052500 50303 Other Supplies	200	0	200	22,447.93	.00	21,052.07	51.6%
65052500 50306 Postage	2,500	0	2,500	2,351.20	.00	5,148.80	31.3%
65052500 50307 Advertising	4,500	0	4,500	.00	.00	200.00	.0%
65052500 50331 Small Tools	4,000	3,000	3,000	1,000.17	.00	1,999.83	33.3%
65052500 50351 Clothing/Boot Al	2,225	0	4,000	2,194.88	.00	1,805.12	54.9%
65052500 50352 Cell Phone allow	0	0	2,225	1,771.14	.00	453.86	79.6%
65052500 50360 Minor equipment	4,500	0	4,500	137.67	.00	-137.67	100.0%*
65052500 50375 Gas	14,500	0	4,500	4,679.47	.00	-179.47	104.0%*
65052500 50377 Diesel	300	0	4,500	1,407.02	.00	3,092.98	31.3%
65052500 50401 Professional emp	1,500	-12,500	2,000	735.00	.00	1,265.00	36.8%
65052500 50413 Mileage/Travel R	10,000	0	300	155.06	.00	144.94	51.7%
65052500 50430 Filing fees/lice	2,550	0	1,500	1,021.56	.00	478.44	68.1%
65052500 50450 Legal expense	10,000	0	1,000	1,000.00	.00	.00	100.0%
65052500 50451 Contracted Profe	2,550	-10,000	0	.00	.00	-1,191.94	146.7%*
65052500 50452 Audit services	1,800	12,500	12,500	3,741.94	.00	9,736.76	22.1%
65052500 50455 Professional Serv	97,000	0	1,800	2,763.24	.00	583.39	67.6%
65052500 50483 Security System	12,500	0	97,000	1,216.61	.00	15,595.38	83.9%
65052500 50510 Electricity	1,920	0	12,500	81,404.62	.00	-3,385.60	127.1%*
65052500 50511 Water usage fees	10,500	0	1,920	15,885.60	.00	214.83	88.8%
65052500 50512 Telephone	12,000	-3,000	7,500	7,789.54	.00	-289.54	103.9%*
65052500 50514 Heating Fuel	7,500	-12,000	0	.00	.00	.00	100.0%
65052500 50520 Building repairs	7,500	12,000	12,000	12,000.00	.00	.00	100.0%
65052500 50530 Software and Ser	70,000	0	7,500	199.92	.00	7,300.08	2.7%
65052500 50532 R&M: Catch Basin	10,000	0	70,000	62,236.53	307.98	7,455.49	89.3%
65052500 50546 R & M: SEWER	78,000	0	10,000	9,252.26	.00	747.74	92.5%
65052500 50550 Meter Read			78,000	62,891.20	.00	15,108.80	80.6%
65052500 50555 Sludge Disposal							

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Town of Lisbon  
YEAR-TO-DATE BUDGET REPORT

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FOR 2019 11

ACCOUNTS FOR:  
6000 Sewer Fund

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
65052500 50556 Trash Removal	1,200	0	1,200	1,497.97	.00	-297.97	124.8%
65052500 50557 CCTV & Cleaning	0	10,000	10,000	9,450.00	.00	550.00	94.5%
65052500 50601 General Liabilit	889	0	889	889.00	.00	.00	100.0%
65052500 50602 Vehicle Insuranc	1,292	0	1,292	1,292.00	.00	.00	100.0%
65052500 50604 Property Insuran	4,632	0	4,632	4,632.00	.00	.00	100.0%
65052500 50750 Improvements oth	190,000	0	190,000	.00	.00	190,000.00	.0%
65052500 50806 Bond Administrat	2,200	0	2,200	2,200.00	.00	.00	100.0%
65052500 53307 Vector Lease	37,350	0	37,350	37,312.94	.00	37.06	99.9%
65052500 53400 2005 Bond Princi	17,500	0	17,500	17,500.00	.00	.00	100.0%
65052500 53401 2006 Bond Princi	25,000	0	25,000	25,000.00	.00	.00	100.0%
65052500 53405 2014 OECB Princi	9,869	0	9,869	9,896.10	.00	-27.10	100.3%
65052500 53600 2005 Bond Intere	2,710	0	2,710	4,023.81	.00	-1,313.81	148.5%
65052500 53601 2006 Bond Intere	4,066	0	4,066	2,751.50	.00	1,314.50	67.7%
65052500 53605 2014 OECB Intere	11,409	0	11,409	11,409.11	.00	-.11	100.0%
TOTAL Treatment Plant	1,129,216	0	1,129,216	772,047.83	6,421.08	350,747.09	68.9%

65053000 Water Department

65053000 50230 FICA taxes

TOTAL Water Department

TOTAL Sewer Fund

TOTAL EXPENSES

65053000 50230 FICA taxes	0	0	0	-2,262.55	.00	2,262.55	100.0%
TOTAL Water Department	0	0	0	-2,262.55	.00	2,262.55	100.0%
TOTAL Sewer Fund	1,129,216	0	1,129,216	769,785.28	6,421.08	353,009.64	68.7%
TOTAL EXPENSES	1,129,216	0	1,129,216	769,785.28	6,421.08	353,009.64	