



AGENDA
COUNCIL MEETING
JUNE 04, 2019
LISBON TOWN OFFICE
7:00 P.M.

Town Council

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

1. CALL TO ORDER & PLEDGE TO FLAG
2. ROLL CALL
 - ___ Councilor Albert ___ Councilor Brunelle ___ Vacant ___ Councilor Kolbe
 - ___ Councilor Larochelle ___ Councilor Lunt ___ Councilor WardTown Clerk reading of meeting rules
3. GOOD NEWS & RECOGNITION
4. PUBLIC HEARINGS
 - A. Amend Chpt 70 Art 1, Sec 70-1 Definitions, & Art IV, Div 13, District Uses Sec 70-530 Land Uses, & Sec 70-531 Table of Land Uses regarding Day Cares
5. AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS
6. CONSENT AGENDA
 - 2019- 119 ORDER – A. Municipal Accounts Payable & Payroll Warrants -

#5222019	\$14,501.30	#5302019	\$12,069.55
#5312019	\$27,010.70	#	\$
 - B. School Accounts Payable & Payroll Warrants -

#1917	\$59,934.05	#1063	\$367,790.91
#1064	\$11,893.36	#29	\$435.36
#1065	\$44,426.26	#30	\$416.97
 - C. Minutes of May 21, 2019
 - D. Northstar Planning Contract Renewal
7. COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES
 - 2019-120 ORDER – Lafferly Easement
 - 2019-121 ORDER – Rural Communities Assistance Grant for Beaver Park
 - 2019-122 ORDER – Road Striping Bid Award
 - 2019-123 ORDER – Pinewoods Road Reconstruction
 - 2019-124 ORDINANCE–Amend Appendix C Fee Schedule - Solid Waste Transfer & Recycling Facility - *First Reading*
 - 2019-125 ORDINANCE –Amend Chpt 2 Art. IV, Div 14, Sec 2-450 & 451 Solid Waste Transfer & Recycling-*First Reading*
 - 2019-126 ORDINANCE–Amend Chpt 38 Solid Waste Transfer & Recycling Ordinance – *First Reading*
 - 2019-127 ORDINANCE–Amend Chpt 98 Solid Waste Transfer & Recycling – Rules, Regs, & Policies – *First Reading*
 - 2019-128 ORDINANCE–Amend Chpt 70 Art 1 Sec 70-1, Art IV, Div. 13 Sec 70-530, & Sec 70-531 Day Cares-*Second Reading*
8. OTHER BUSINESS
 - A. Council Committee Reports:
 1. School (Councilor Albert)
 2. Planning Board (Councilor Ward)
 3. LDC (Councilor Larochelle)
 4. Conservation Commission (Councilor Ward)
 5. Recreation (Councilor Kolbe)
 6. County Budget (Councilor Ward)
 7. Library (Councilor Lunt)
 - B. Town Manager's Report
 - C. MS4 Annual Training
9. APPOINTMENTS
 - 2019-129 ORDER – Planning Board Regular Member Resignation and Appointment to 2020
 - 2019-130 ORDER – Planning Board Alternate Member Resignation and Appointment to 6/30/2019
10. COUNCIL COMMUNICATIONS
11. AUDIENCE PARTICIPATION & RESPONSE NEW ITEMS
12. EXECUTIVE SESSION
 - 2019-131 ORDER – Per 1 MRSA Section 405(6)(C) Economic Development–Acquisition of Real Property or Economic Development
13. ADJOURNMENT
 - 2019-132 ORDER – To Adjourn

SUMMARY OF LISBON COUNCIL MEETING RULES

This summary is provided for guidance only. The complete council working rules may be found on the town website www.lisbonme.org on the Town Officials, Town Council page.

The meeting agenda is available from the town website under Council Agendas and Minutes.

1. Please note the order that agenda items may be acted upon by the Council, however, if necessary, the Council may elect to change the order of the agenda.
2. The Council Chairman presides over the meeting. When the Chairman is not present, the Vice Chairman serves that function. The chair shall preserve decorum and decide all questions of order and procedure subject to appeal to the town council.
3. Public comment is not typically allowed during Council workshops. There may be occasions where public comment may be recruited, but normally, workshops are reserved for Council members to discuss and educate themselves on a variety of issues facing the Town. Prior to the conclusion of a workshop, if time permits, the chair may allow questions from the public.
4. During audience participation, anyone wishing to address council will wait to be recognized by the chair before beginning any remarks. Audience members will move to the lectern to address council, and shall provide name and address prior to addressing the council.
5. Note that "Consent Agenda" items (if there are any) are acted upon first, voted upon as a group, and will most often be voted on without discussion as these items often involve "housekeeping" issues (such as minor parking changes). On occasion "Consent Agenda" items are separated out as stand-alone action items by the Council to allow for more discussion.
6. Public comment on agenda items. General comments on agenda items should be made during audience participation. After introduction of an agenda item, appropriate motions, and time for explanation and council questions, the public may be allowed to comment on that agenda item at the discretion of the chair. During that period of time, the public comment shall address only the agenda item before council.
7. Action on agenda items. As each item on the agenda for any meeting is brought to the floor for discussion:
 - a. The town clerk reads the agenda item and the action being requested of council.
 - b. The sponsor of each item or, if there is no council sponsor, the town manager, or town staff, shall first be allowed to present their initial comments for consideration by the public and councilors.
 - c. Following this introduction of the issue, there will be time devoted to any questions of the sponsor or the town manager or staff regarding the agenda item which any councilor may have which would help to clarify the question presented by the agenda item. The chair may allow questions from the public during this time however; no debate or discussion of collateral issues shall be permitted.
 - d. When authorized by the chair, any additional public comment shall be no longer than two minutes per person and must be to request or furnish new or undisclosed information or viewpoints only.
 - e. Once an agenda item has been explained and clarified by any questioning, the discussion on the specific agenda item will remain with the council. Additional public comment, prior to final council vote; will only be allowed at the chairman's discretion.
8. New business is for the council to receive input on town matters not on the agenda for that meeting. It is not intended, nor shall it be construed as an opportunity for debate of previous agenda items or reinforcement of a point made by another speaker. Comments shall be to furnish new or undisclosed information or viewpoints and limited to a time period of two minutes or less and shall be directed through the chair.
9. If an "Executive Session" is conducted by the Council, State Statute prohibits public attendance for any discussion of the action to be addressed by the Council. Any action taken by the Council on any "Executive Session" matter must be acted upon in a public meeting, and may occur at the end of the "Executive Session" (which has no time element relative to the length of the discussion involved in the "session").



Town of Lisbon

Diane Barnes
Town Manager

Town Council

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

MEMO

To: Town Council

From: Diane Barnes, Town Manager

Subject: Recommendations

Date: June 4, 2019

Agenda Item 2019-120 Laffely Easement

Ms. Steuber reports that Matthew Laffely would like the Council to grant him an easement from the Town of Lisbon for him to access the triangle section located behind his property at 12 Village Street, Map U16 Lot 018 so he could use this area to place his snow from his parking lot during the winter months. We are currently waiting for Mr. Laffely's attorney to provide us with the necessary easement for signing.

Recommendation

To authorize the Town Manager permission to sign the Laffely easement as prepared by Mr. Laffely's attorney after review and approval by the Town Manager and Town Attorney.

Agenda Item 2019-121 Rural Communities Assistance Grant for Beaver Park

Ms. Steuber reports on behalf of the Lisbon Recreation & Conservation Committee's that she would like permission from Council to submit an application to the EPA's Recreation Economy for a Rural Communities Assistance Grant to help develop strategies and an action plan for recreational improvements at Beaver Park. There will be eight communities chosen with the majority of the awards going to those states in the Northern Border Region (Maine, Vermont, New Hampshire, and New York).

Staff recommends the following:

1. Approval to submit the 2019 EPA Recreation Economy for Rural Communities Assistance Application. There is no required match from the town.

Recommendation

Authorize the Town Manager permission to submit and accept the 2019 EPA Recreation Economy for Rural Communities Assistance Application.

**Agenda Item 2019-122
Road Striping Bid Award**

Randy Cyr reports the Town of Lisbon Public Works Department sent out the 2019-2020 fiscal year Road Striping RFP via email on May 09, 2019, to all contractors wanting to place a bid this year. The cut off time for submission of all sealed bids was May 20, 2019 at 10:00 am.

A total of four contractors were sent the RFP. The contractors were Fine Line Pavement Striping, L & D Safety Marking, Zebra Striping and Lucas Striping. We received a bid from two contractors, Lucas Striping on 5/21/2019 at 9:13 AM and L & D Safety Marking on 5/23/2019 at 10:45 AM as follows:

Lucas Striping- \$19,251.67
L & D Safety Marking- \$33,705.41

Mr. Cyr recommends the winning bid go to Lucas Striping. This total dollar amount is within the road striping budget.

Recommendation

Award the FY 2019-2020 Road Striping Bid to Lucas Striping for \$19,251.67.

**Agenda Item 2019-123
Pinewoods Road Reconstruction**

Olver Associates prepared a preliminary opinion of cost for the reconstruction of Pinewoods Road. The scope of work starts at the end of the recently paved sewer replacement area and extends approximately 5,200 linear feet to the intersection of Pinewoods and Cotton Road. The existing roadway width varies between 20 and 25 feet along this stretch. For budgeting purposes, Olver Associates utilized a proposed road width of 24 feet, which includes two 12 foot wide lanes, plus two foot wide gravel shoulders on each side of the road.

The project scope would consist generally of the following:

- Mill off the existing pavement and have contractor deliver to Public Works for future use.
- Excavate and remove approximately 18" of existing aggregates. Depending on its condition, the Town may elect to stockpile this for future use or have the contractor dispose of it.
- Replace existing cross culverts and driveway culverts. A review of their current sizing and condition would occur during design, however for the purpose of pricing, we have assumed use of 24" cross culverts and 15 inch driveway culverts.
- Place geotextile fabric below roadway.
- Install 12" of subbase gravel aggregate and 6" of base gravel aggregate 28 feet wide.
- Install 4" of bituminous pavement 24 feet wide.

Olver Associates' preliminary opinion of cost is \$1,150,000.00. The breakdown of these costs is provided in your packet.

Mr. Cyr reports the town might want to pursue a less expensive option. Olver suggested retaining a geotechnical engineer to conduct some borings to sample the existing gravel so that it can be determined if the gravel base is structurally sufficient or if amending the soil by reclaiming the pavement into it will provide sufficient strength to support a new roadway. This preliminary opinion would cost about \$800,000.

Recommendation

Authorize the Town Manager to prepare the necessary paperwork to place this item on the November 5, 2019 Annual Municipal ballot.



TOWN OF LISBON

300 Lisbon Street, Lisbon, ME 04250

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.

The public is invited to attend.

Twila Lycette, Town Clerk



**TOWN COUNCIL
MEETING MINUTES
MAY 21, 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 Vice Chairman, Kasie Kolbe, called the meeting to order and led the pledge of allegiance to the flag at 6:00 PM.

ROLL CALL. Members present were Councilors Ward, Kolbe, Brunelle, Lunt, and Larochelle. Councilor Albert was absent.

VOTE (2019-107A) Councilor Kolbe declared Councilor Albert excused. Seeing no objections, **Order Passed - Vote 5-0.**

Also present were Diane Barnes, Town Manager; Randy Cyr, Public Works Director; Steve Aievoli, Sewer Superintendent; Dennis Douglass, Code Enforcement Officer; Nate LeClair, Fire Chief; Marc Hagan, Police Chief; Mark Stevens, Parks & Recreation Director and approximately five citizens in the audience.

WORKSHOP

BUDGET DISCUSSION

TRANSFER STATION OPERATIONS & FINANCE

Mr. Cyr presented his budget for the Transfer station. He recommended increasing commercial one day permits to \$10.00, local contractors weekly billing to \$30.00 and the sticker fees to \$25.00/year for residents (second vehicle being free) and no longer taking in Commercial Hauler's waste. Stopping the Commercial Waste would save the Town 95,076.12, since they come in with 1,482 tons of waste to the Transfer Station and pay \$250 per year, costing the city 95,826.12.

Mrs. Barnes stated that the new fees should be implemented by September when the new stickers are issued. The Council decided to hold an unofficial Public Hearing for community members to comment on in the future.

GOOD NEWS & RECOGNITION

Councilor Ward stated that Lisbon High School had their Sports Banquet. They gave out five golden L's to athletes.

PUBLIC HEARINGS

A. SPECIAL ENTERTAINMENT PERMIT FOR FRANKS RESTAURANT & PUB

The Vice Chairman opened the Public Hearing. There were no comments. The Vice Chairman closed the Public Hearing.

B. SNAPPY DAWGS GRIDDLE – MOBILE UNIT AT RIVERSIDE FLEA MARKET

The Vice Chairman opened the Public Hearing. There were no comments. The Vice Chairman closed the Public Hearing.

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS - NONE

CONSENT AGENDA

VOTE (2019-107B) Councilor Larochelle, seconded by Councilor Lunt, moved to approve the following:

- 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 and
- I. Coastal Humane Society Contract Renewal

Order passed - Vote 5-0.

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

SCHOOL SAFETY GRANT

INTRODUCTION: Chief Hagan said 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. The Chief said 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.

Chief Hagan said 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.

VOTE (2019-108) Councilor Brunelle, seconded by Councilor Kolbe moved to authorize the Police Chief to apply for a School Safety Grant and to accept and spend if awarded. **Order passed - Vote 5-0.**

2019 HOMELAND SECURITY GRANT – POLICE DEPARTMENT

INTRODUCTION: Chief Hagan said 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.

Chief Hagan said 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.

Chief Hagan requested permission to apply for, accept, and spend any money amount allotted through this grant process towards the above purchases.

VOTE (2019-109) Councilor Brunelle, seconded by Councilor Larochelle moved to authorize the Police Chief to apply for the 2019 Homeland Security Grant and to accept and spend if awarded. **Order passed - Vote 5-0.**

MOXIE DAY ROAD CLOSURES

INTRODUCTION: Mr. Stevens explained on behalf of the Moxie Festival Committee the Town Council authorization road closures as presented and the use of various municipal areas in connection with the 2019 Moxie Festival, to be held from Friday, July 12, 2019 through Sunday, July 14, 2019. He said all closures are in Lisbon Falls, unless otherwise specified.

Mr. Stevens said 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.

VOTE (2019-110) Councilor Larochelle, seconded by Councilor Brunelle moved to authorize the 2019 Moxie Festival Street Closures and municipal assistance as follows:

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.

Order passed - Vote 5-0.

HOMELAND SECURITY GRANT – FIRE DEPARTMENT

INTRODUCTION: Chief LeClair said 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.

Chief LeClair explained this year he would be requesting funds, through the County level grant to purchase army style cots for the fire stations. During events 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. He said the idea would be able to place cots in both stations when these events occur so personnel have places to rest.

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

VOTE (2019-111) Councilor Brunelle, seconded by Councilor Laroche moved to authorize the Fire Chief to apply for the 2019 Homeland Security Grant and to accept and spend if awarded. **Order passed – Vote 5-0.**

FISCAL YEAR 2020 PAVING BID

INTRODUCTION: Mr. Cyr said the 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 7, 2019 at 10:00 am.

Mr. Cyr explained 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 follows:

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.

Mr. Cyr said 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.

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

VOTE (2019-112) Councilor Brunelle, seconded by Councilor Larochelle moved to award the 2019-2020 Paving bid to All-State Asphalt, in the amount of \$239,656.40 for paving.

Order passed - Vote 5-0.

LISBON LIBRARY – SALE OF USED BOXES

INTRODUCTION: Mrs. Nadeau requested 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.

Mrs. Nadeau requested permission to sell the boxes for \$1.00 per box. She said 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.

COUNCILOR COMMENTS: Mr. Larochelle recommended that if Mrs. Nadeau is unable to sell them that it would be ok to just throw them out for recycling.

VOTE (2019-113) Councilor Brunelle, seconded by Councilor Larochelle moved to authorize the sale of cardboard boxes at the Library for \$1 each. **Order passed - Vote 5-0.**

TAX ACQUIRED PROPERTY SALE

INTRODUCTION: Mrs. Barnes reported the Town of Lisbon foreclosed on the property listed below on December 17, 2018 for non-payment of Real Estate Taxes. She said she 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.

Mrs. Barnes said she sent out letters to the abutters on April 25 and received one offer from Anthony Quatrano in the amount of \$1,035.00.

Off Cross Street

\$3,250.27

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

VOTE (2019-114) Councilor Ward, seconded by Councilor Brunelle moved to accept the offer of \$1,035.00 from Anthony 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. **Order passed - Vote 5-0.**

BUDGET DISCUSSION

Mrs. Barnes requested adding an additional five hours to a Library position, making it full time and changing a part-time position to full time. The Council agreed to add the additional five hours to one position and denied the part-time to full-time increase.

Mrs. Barnes requested an increase in EMA wages, which was denied by the Council.

Mrs. Barnes discussed the need for a new Police Department vehicle. They have \$62,000 in the budget for this year, and will then take \$22,000 from the unassigned fund balance. Councilor Ward asked if there were any bonds being retired this year. Mrs. Barnes stated that there is at least one, and she will get that information for them.

Mrs. Barnes requested adding two or three per diem positions to the Fire Department. The Council denied those positions. They will keep money in the budget for the Fire Department Equipment.

Mrs. Barnes requested an additional \$5,000 be added to the Technology Budget to help cover the cost of a new Police Department computer server. The Council agreed to add it for the FY19-20 year only.

Mrs. Barnes requested taking \$30,000 from the unassigned fund balance to help pay for the Town Office roof extension. Council agreed and requested this go out to bid as soon as possible.

Mrs. Barnes requested keeping the Contracted Town Planner on staff. Council agreed and suggested that the Town Planner be a resource for Economic Development as well as for the Planning Board.

AMENDMENTS TO CHAPTER 70 ARTICLE I SECTION 70-1, ARTICLE IV, DIVISION 13 SECTION 70-530, & SECTION 70-531 DAY CARE CHANGES

First Reading

INTRODUCTION: Mr. Douglass explained the changes. The town has been only allowing eight or fewer children per Day Care. The town will now allow up to 12 children per Day Care to match the State's requirements.

VOTE (2019-116) Councilor Brunelle, seconded by Councilor Larochelle moved to adopt the amendments to Chapter 70 Article I Section 70-1, Article IV, Division 13 Section 70-530, & Section 70-531 Day Care changes as follows:

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 ¹²	RO-I	RO-II	RR	LRR	V	C	I	DD ⁸
Child day care in home/eight or fewer children <u>Childcare, Small Facility</u>	NO	C	C	C	C	C	NO	C	NO	NO	<u>PC</u>
Children's Day Care Facility <u>Childcare, Center</u>	NO	NO	C	C	NO	C	C	C	C	C	C

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

OTHER BUSINESS

A. COUNCIL COMMITTEE REPORTS

1. Planning: Councilor Ward said that Dan Leeman had submitted his Resignation for the Planning Board.
2. LDC: Councilor Larochelle said that they did not have a meeting this month. He said the Route 196 project is progressing with landscaping being done at the Rusty Lantern and the boxes are in the ground for the solar lights.
3. Conservation Commission: Councilor Ward said he was not able to attend the meeting; he will update the Council next time. He expects the project will be done within the next month or so.
4. Recreation: Councilor Kolbe said that they are two weeks ahead of last year getting the parks, trails and gardens cleaned and mulched. Their summer brochure went out early. Registrations for summer programs are underway. The Recreation Committee selected the Beaver Park projects to be moved higher on their priority list.
5. County Budget: Councilor Ward said they need to nominate two people for County Commissioner District #4 for County Budget Committee. He wanted to point out that whomever they nominate will carry zone four because of population, it will oversee Sabattus and Greene. He nominated himself and Councilor Lunt, if Mr. Lunt is interested. He said that Norman Beauparlant would be stepping down from the Committee.
6. Library: Councilor Lunt said that the Summer Reading Program starts soon, so parents should sign their kids up.

B. TOWN MANAGER'S REPORT

Mrs. Barnes said that the solar lights will go up at the Rusty Lantern next week and that will finish the downtown project.

The Village Streetscape Project has started and is going well and everything is still on track for closing on the other piece of property on May 31.

C. DEPARTMENT HEAD WRITTEN REPORTS

No comments

APPOINTMENTS - NONE

NOMINATIONS FOR COUNTY BUDGET COMMITTEE DISTRICT #4 (LISBON/SABATTUS/GREENE)

COUNCILOR COMMENTS: Councilor Larochelle and Councilor Brunelle said that Councilor Lunt and Councilor Ward are both tenured for this position, so that benefits the Committee.

VOTE (2019-117) Councilor Larochelle nominated Councilor Lunt & Councilor Ward for the County Budget Committee District #4 (Lisbon/Sabattus/Greene) seats. **Order passed – Vote 5-0.**

COUNCILOR COMMUNICATIONS – NONE

AUDIENCE PARTICIPATION FOR NEW ITEMS

Roger Bickford wanted to make the Town aware that on June 1, the ATV access roads will open. They are open from June 1 to October 31. They would like the communities help in policing it. Cell phones are a great way to take pictures of any unusual activity. He wanted to remind people that the speed limit for the trails is 10 MPH and to remind people that the Ordinance states that 16 and 17 year olds, without a license, cannot ride on public roads. The State law requires that a child 17 or under cannot ride on public roads unless they are with someone who is at least 21 years old with a License.

Mr. Bickford wanted to thank the Hard Core Riders and area Business, including Councilor Larochelle's business, for the help in contributing towards the signs and posts for the trails. He said 10 or more prominent landowners stepped forward to help build these trails, including Jed Simard, who gave them permission to go through one field.

EXECUTIVE SESSION - NONE

ADJOURNMENT

VOTE (2019-118) Councilor Larochelle, seconded by Councilor Kolbe moved to adjourn at 7:50 PM. **Order passed - Vote 5-0.**

Lisa B. Smith, Deputy Clerk
Date Approved: June 4, 2019

**AGREEMENT BETWEEN
TOWN OF LISBON
AND
NORTH STAR PLANNING, LLC
FOR PROFESSIONAL PLANNING SERVICES**

This Independent Contractor Agreement ("Agreement") is made and entered into by and between NORTH STAR PLANNING, LLC ("Contractor"), and the Town of Lisbon ("Client").

1. Engagement of Services.

Contractor will provide Client with the following services:

- A) Staffing support for the Planning Board;
- B) Planning, implementation, and coordination associated with community planning initiatives in Lisbon; and
- C) Coordination and assistance to the Economic Development Director.

The scope of services under this Agreement is described in more detail below. The services described in A through C are intended to represent the general scope of services as contemplated by Contractor and Client, and does not require Contractor to be responsible for completing all of the listed services and products. Actual duties of the Contractor under this contract are to be mutually agreed upon, and within the parameters of Section (3) Compensation, below.

A) Staffing Support for the Planning Board (the "Board")

These efforts may include:

- ♦ Attendance at up to two Board meetings or workshops per month, schedule as agreed to by Board Chair, Code Enforcement Officer, and Contractor;
- ♦ Coordination with the Code Enforcement Officer and other town staff for planning board support and administration;
- ♦ Provision of administrative, procedural, and technical guidance;
- ♦ Provision of general planning guidance and input;
- ♦ Review, editing, and drafting of land use ordinances;
- ♦ Development and review of planning documents, such as the Comprehensive Plan;
- ♦ Facilitation of Board related workshops;
- ♦ Assistance to Board members as needed for routine Board activities; and
- ♦ Project/application review assistance.

B) Planning, implementation, and coordination associated with community planning initiatives in Lisbon

These efforts may include:

- ♦ Attendance at up to one Council meeting, Lisbon Development Committee meeting, or other public workshop per month, as coordinated with the Town Manager or staff and the Contractor;

- ♦ Providing planning input and guidance for, and providing assistance in coordinating the activities of the Lisbon Development Committee (or other community development and planning committee), including attendance at committee meetings, so long as the Contractor's total number of monthly meeting nights for the Town of Lisbon does not exceed three;
- ♦ Assistance and coordination efforts with town staff and appropriate agencies on the implementation of Lisbon planning documents;
- ♦ Development, updating or editing of land use and community planning documents for the Town of Lisbon, including but not limited to the Downtown Plan and the Route 196 Corridor Master Plan;
- ♦ Assistance with community outreach efforts in support of planning initiatives or their implementation; and
- ♦ Assistance with project funding and grants in support of planning initiatives or their implementation.

C) Assistance to the Economic Development Director

This may generally include work in support of economic development initiatives or projects generated by the Client, providing planning and design guidance on an as-needed basis for such projects and as determined by the Economic Development Director and Town Manager. Efforts may overlap with, or be in support of, planning initiatives (B, above).

2. Subcontractors.

The Contractor may engage subcontractors to fulfill the obligations and services outlined in this Agreement (1, above). The Contractor shall be responsible for the performance and duties of any subcontractor engaged in working with the Contractor to fulfill the obligations of this Agreement.

3. Compensation.

Client shall pay Contractor a not-to-exceed fee of \$21,250.00 as total compensation for the services described above. Contractor shall submit invoices for labor (work hours), expenses, and subcontractor invoices, and Client shall submit payments to the Contractor upon receipt of invoices. The total fee invoiced over the course of the contract period shall not exceed \$21,250.00 without prior authorization by the Client.

If Contractor or Client anticipate the need for additional work/scope or hours which would exceed the not-to-exceed fee or anticipated hours as stated above, Contractor shall conduct and bill for such services only as mutually agreed upon by Client and Contractor.

The Client may also need to engage third parties to complete tasks that are related to the general scope of land use planning but outside the scope of this Agreement, or that are for services not provided by the Contractor. In those instances, the Client shall oversee any third party contracts, and may request the Contractor to coordinate with a contracted third party.

4. Contract Term.

This Agreement shall be effective from July 1, 2019, until June 30, 2020, unless sooner terminated by either party in accordance with the terms and conditions of this Agreement ("Term"). This Agreement is terminable by either party at any time, with or without cause, effective seven (7) days after written notice to the other party. If the Client exercises its right to terminate the Agreement, any obligation it may otherwise have under this Agreement shall cease immediately, except that the Client shall be obligated to compensate the Contractor for work performed up to the time of termination. If the Contractor exercises its right to terminate the Agreement, any obligation it may otherwise have under this Agreement shall cease immediately, subject to payment for services rendered through the date of termination.

5. Independent Contractor Relationship.

The Contractor's relationship with the Client will be that of an independent contractor, and nothing in this Agreement is intended to, or should be construed to, create a partnership, agency, joint venture, or employment relationship. The Contractor will not be entitled under this Agreement to any of the benefits that the Client may make available to its employees, including but not limited to group health insurance, life insurance, profit-sharing, retirement benefits, paid vacation, holidays or sick leave, or workers' compensation insurance. No part of the Contractor's compensation will be subject to withholding by the Client for the payment of any social security, federal, state or any other employee payroll taxes. The Client will regularly report amounts paid to the Contractor by filing a Form 1099-MISC with the Internal Revenue Service as required by law. The Contractor may perform the services required by this Agreement at any place or location and at such times as the Contractor shall determine.

6. Ownership of Property.

The Contractor acknowledges and agrees that all documents produced by the Contractor, including but not limited to memoranda, research notes, correspondence, emails, plans, and reports in the course of work for the Client, shall be the property of the Client. However, Contractor shall have a non-exclusive license to possess copies of such materials except for those designated in writing by Client as confidential.

7. Severability.

If any provision of this Agreement shall be found invalid or unenforceable, the remainder of this Agreement shall be interpreted so as best to reasonably effect the intent of the parties.

Agreed to this _____ day of June, 2019.

Contractor

Client

Ben Smith, AICP
Principal, NORTH STAR PLANNING, LLC

Diane Barnes
Lisbon Town Manager



MEMORANDUM

TO: Diane Barnes, Town Manager
FROM: Tracey Steuber, Economic & Community Development Director
CC: Randy Cyr, Public Works Director
SUBJECT: Easement Request
DATE: May 30, 2019

Matthew Laffely has requested an easement from the Town of Lisbon to access the triangle section located behind his property at 12 Village Street, Map U16 Lot 018 and owned by the town. Mr. Laffely would like to use this area as a placement of snow from his parking lot during the winter months. We are currently waiting for Mr. Laffely's legal to provide us with the necessary easement.



MEMORANDUM

TO: Diane Barnes, Town Manager
FROM: Tracey Steuber, Economic & Community Development Director
CC: Mark Stevens, Parks & Recreation Director
SUBJECT: Approval to submit a Recreation Economy for Rural Communities Assistance Application
DATE: May 30, 2019

On behalf of the Lisbon Recreation & Conservation Committee's, I am requesting permission from Council to submit a grant application from EPA's Recreation Economy for Rural Communities assistance grant for strategies and an action plan for recreational improvements at Beaver Park.

There will be eight communities chosen with the majority of the awards going to those states in the Northern Border region (Maine, Vermont, New Hampshire, and New York)

Staff recommends the following:

1. Approval to submit the 2019 EPA Recreation Economy for Rural Communities Assistance Application. There is no required match from the town.

MEMORANDUM FROM THE PUBLIC WORKS DIRECTOR

TO: DIANE BARNES, TOWN MANAGER
FROM: RANDY CYR, PUBLIC WORKS DIRECTOR
SUBJECT: 2019-2020 FISCAL YEAR ROAD STRIPING RFP
DATE: MAY 24, 2019

Town of Lisbon Public Works Department sent our 2019-2020 fiscal year Road Striping RFP via email on May 09, 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 20, 2019 @ 10:00 am.

A total of four contractors were sent the RFP. The contractors were Fine Line Pavement Striping, L & D Safety Marking, Zebra Striping and Lucas Striping. We received a bid from two contractors, Lucas Striping on 5/21/2019 @ 9:13 am and L & D Safety Marking on 5/23/2019 @ 10:45 am.

After thorough review of both bids, I recommend that the winning bid go to Lucas Striping as their total dollar amount is within the road striping budget.

Lucas Striping- \$19,251.67
L & D Safety Marking- \$33,705.41

Rec'd 5/21/19 9:13 am

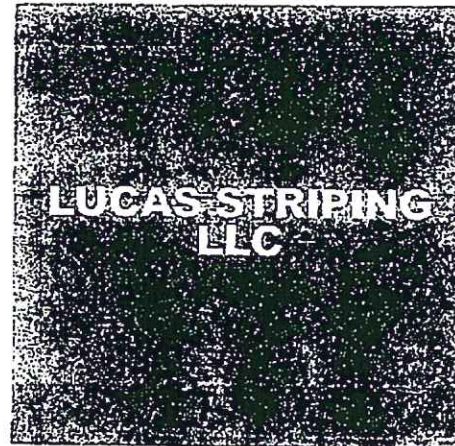
337 Maine Rd
Randolph ME 04955

Cell 207 215-2320

Office Fax 207 685-0018

deb@lucasstriping.com

steve@lucasstriping.com



Facsimile

To: Town of Lisbon From: Steve Lucas
FAX: 353-3007 Pages: 4
Date: 5-21-19
INVOICE #
ESTIMATE# 511

☐ Urgent ☐ For Review ☐ Please Comment ☐ Please Reply ☐ Please Recycle

Comments:

NOTE NEW ADDRESS AND PHONE &
FAX NUMBER ABOVE

Attn Randy Cyr

LUCAS STRIPING LLC

237 Plains Road
Readfield ME 04355-3123
Cell 207 215-2320

Estimate

Date	Estimate #
5/21/2019	511

Name / Address
Town of Lisbon & Lisbon Falls 300 Lisbon St. Lisbon, Me. 04250

			Project
Description	Qty	Rate	Total
4" Double Yellow Lines (Rn.ft.)	159,931.2	0.095	15,193.46
4" Single White Edge Line (Rn.ft.)	90,182.4	0.045	4,058.21
2019 Striping Program	Total		\$19,251.67

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. STEPHEN K LUCAS		
	2 Business name/disregarded entity name, if different from above LUCAS STRIPING LLC		
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) S Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) S		
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts established outside the U.S.)		
	5 Address (number, street, and apt. or suite no.) See instructions. 237 PLAINS ROAD		Requester's name and address (optional)
	6 City, state, and ZIP code READFIELD ME 04355-3123		
	7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
			-					
or								
Employer identification number								
2	6		-	2	8	9	1	8 6 5

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and

3. I am a U.S. citizen or other U.S. person (defined below); and

4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person **Stephen K. Lucas**

Date **01-01-2019**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
- If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



CERTIFICATE OF LIABILITY INSURANCE

LUCASTR-01

AJACKSON

DATE (MM/DD/YYYY)
4/2/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Varney Agency, Inc. 32 Oak St Bangor, ME 04401	CONTACT NAME: PHONE (A/C No, Ext): (207) 947-8637 FAX (A/C No): (207) 947-1243 E-MAIL ADDRESS:
INSURED Lucas Striping LLC 237 Plains Rd. Readfield, ME 04355	INSURER(S) AFFORDING COVERAGE INSURER A: Liberty Mutual Insurance Co. NAIC # 23515 INSURER B: Maine Employers Mutual 11149 INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR ISO WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	UNITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		BKA57121291	3/27/2019	3/27/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 300,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPO/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY		BAS57121291	3/27/2019	3/27/2020	COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0		USO57121291	3/27/2019	3/27/2020	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/OWNER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y N/A	1810110320	3/27/2019	3/27/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
As a member of this LLC, Stephen Lucas is automatically excluded from Workers Compensation coverage.

CERTIFICATE HOLDER

CANCELLATION

Lucas Striping LLC 237 Plains Rd. Readfield, ME 04355	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	---

ACORD 25 (2016/03)

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Quotation



Received 5/23/19 @ 10:45 AM

No. 11534

ATTN: Estimating

Project: Lisbon, ME - Town of 2019

Bid Date: May 20, 2019

<u>Items</u>	<u>Description</u>	<u>Quantity</u>	<u>Price</u>	<u>Extension</u>
900.0104	Retro Refl Paint PM 4"/100mm SSL	90,182.40 lf.	\$0.0900	\$8,116.42
900.0304y	Retro Refl Paint PM 4"/100mm DSLY	159,931.20 lf.	\$0.1600	\$25,588.99
Estimated Total:				\$33,705.41

Unless otherwise negotiated our payment terms are as follows: L and D is to be paid no later than 30 days after payment is received by the contractor with no retainage withheld. Interest will be charge on past due balances at a rate of 1 percent per month. L and D is to be paid at unit price and as per any stipulations for actual work done. This is not a lump sum bid, pavement markings as designated by the owner to be subsidiary shall be paid as per item number/linear foot.

Stipulations

- 1) Prices valid for 30 days and subject to mutually agreed upon contract terms.

MEMORANDUM FROM TOWN OF LISBON PUBLIC WORKS

TO: DIANE BARNES, TOWN MANAGER
FROM: RANDY CYR, PUBLIC WORKS DIRECTOR
SUBJECT: PINWOODS ROAD RECONSTRUCTION
DATE: 05/30/2019

The following information is from Olver Associates, Environmental Engineering who have created a preliminary opinion for road reconstruction of Pinewoods Road.

The area of road this covers is from the end of the recently paved sewer replacement area, and extend approximately 5,200 linear feet to the intersection of Pinewoods Road and Cotton Road. The existing road width varies from 20-25 feet however, for budgeting purposes, they used a proposed width of 24 feet which is two 12 foot wide lanes, plus 2 foot wide gravel shoulders on each side.

The project scope consists of the following:

1. Mill off existing pavement and hauled to Public Works for future use.
2. Excavation and remove approximately 18" of existing aggregates.
3. Replace existing cross and driveway culverts. Until further inspection of current sizes and for budgeting purposes, they used 24" cross culverts and 15" driveway culverts.
4. Place geotextile fabric below roadway.
5. Install 12" of subbase gravel aggregate and 6" of base gravel aggregate 24 feet wide.
6. Install 4" of bituminous pavement 24 feet wide.

Their preliminary opinion of cost is \$1,150,000.00

However, if the town wants to pursue a less expensive option, they suggest retaining a geotechnical engineer to conduct some borings to sample the existing gravel so that it can be determined if gravel base is structurally sufficient or if amending the soil by reclaiming the pavement into it will provide sufficient strength to support a new roadway.

Their preliminary opinion of cost is about \$800,00.00

OLVER ASSOCIATES INC.

ENVIRONMENTAL ENGINEERS

May 20, 2019

Mr. Randy Cyr, Public Works Director
Lisbon Town Office
300 Lisbon Street
Lisbon, Maine 04250

RE: Pinewoods Road Reconstruction

Dear Randy:

As requested, we have prepared a preliminary opinion of cost for the reconstruction of the Pinewoods Road. The work area would start at the end of the recently paved sewer replacement area, and extend approximately 5200 linear feet (LF) to the intersection of Pinewood and the Cotton Road. The existing roadway width varies between 20 and 25 feet along this area. For budgeting purposes, we have utilized a proposed road width of 24 feet which is two 12 foot wide lanes, plus two foot wide gravel shoulders on each side of the road.

The project scope would consist generally of the following:

- Mill off the existing pavement and have contractor deliver to Public Works for future use.
- Excavate and remove approximately 18" of existing aggregates. Depending on its condition, the Town may elect to stockpile this for future use or have the contractor dispose of it.
- Replace existing cross culverts and driveway culverts. A review of their current sizing and condition would occur during design, however for the purpose of pricing, we have assumed use of 24" cross culverts and 15 inch driveway culverts.
- Place geotextile fabric below roadway.

OLVER ASSOCIATES INC.

Mr. Randy Cyr, Public Works Director

May 20, 2019

Page 2

- Install 12" of subbase gravel aggregate and 6" of base gravel aggregate 28 feet wide.
- Install 4" of bituminous pavement 24 feet wide.

Our preliminary opinion of cost is \$1,150,000. The breakdown of the costs is provided below:

PRELIMINARY OPINION OF COST PINEWOOD ROAD RECONSTRUCTION

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	ESTIMATE
1	LS	Mobilization	\$ 20,000.00	\$ 20,000.00
1	LS	Traffic Control	\$ 25,000.00	\$ 25,000.00
9500	CY	Excavation	\$ 25.00	\$ 237,500.00
14000	SY	Milling	\$ 5.00	\$ 70,000.00
1800	CY	Roadway Aggregate Base	\$ 30.00	\$ 54,000.00
3000	CY	Roadway Aggregate Subbase	\$ 25.00	\$ 75,000.00
300	LF	15" SICPE drainage pipe	\$ 50.00	\$ 15,000.00
200	LF	24" SICPE drainage pipe	\$ 65.00	\$ 13,000.00
3100	TONS	Roadway pavement	\$ 120.00	\$ 372,000.00
200	TONS	Driveway pavement	\$ 18.00	\$ 3,600.00
1	LS	Loam & Seed	\$ 30,000.00	\$ 30,000.00
1	LS	Striping	\$ 2,000.00	\$ 2,000.00
Subtotal				\$ 917,100.00
Design				\$ 70,000.00
Inspection				\$ 70,000.00
Contingency(10%)				\$ 92,900.00
TOTAL				\$ 1,150,000.00

OLVER ASSOCIATES INC.

Mr. Randy Cyr, Public Works Director
May 20, 2019
Page 3

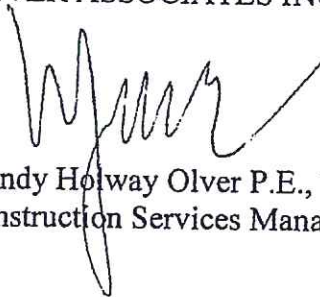
If the Town wants to pursue a less expensive option, we suggest retaining a geotechnical engineer to conduct some borings to sample the existing gravel so that it can be determined if the gravel base is structurally sufficient or if amending the soil by reclaiming the pavement into it will provide sufficient strength to support a new roadway without excessive frost susceptibility. If the road could be reclaimed and not rebuilt, the costs would be reduced to about \$800,000.

If you have any questions, or need additional information at this time, please let us know.



Very truly yours,

OLVER ASSOCIATES INC.


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

MHO/sb

1634/090

CC: Ms. Diane Barnes, Town Manager

APPENDIX C - FEE SCHEDULE^[1]

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:	
	Residential Permit	
	a. Residents <u>Second Sticker Free (Must be registered in the same name and same address)</u>	10.00 <u>25.00</u>
	b. Commercial	15.00
	eb. Business <u>Second Sticker Free (Must be registered in the same name and same address)</u>	15.00 <u>30.00</u>
	<u>Temporary Permits issued for no more than 6 months</u>	
	a. <u>Residents</u>	<u>15.00</u>
	b. <u>Non-Residents</u>	<u>15.00</u>
	Household refrigerators, freezers/air conditioners; (Freon: R12-R22):	
	a. Residents	10.00
	b. Commercial	15.00
	c. Business	15.00
	Propane Bottles 20#:	
	a. Residents	3.00
	b. Commercial	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	5.00
	<u>c. All boxsprings, each</u>	<u>5.00</u>

	c. <u>Mattress, twin and full</u>	<u>5.00</u>
	d. <u>Mattress, queen and larger</u>	<u>10.00</u>
	d. Chairs and sofas , each	10.00
	<u>e. sofas, each</u>	<u>20.00</u>
	ef. Wood, per yard	5.00
	fg. 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	10.00 <u>25.00</u>
	Subsequent vehicles (<u>Must be registered in the same name and same address</u>)	5.00 <u>Free</u>
	Vehicles over one-ton	50.00 <u>75.00</u>
	Resident hauler	250.00
	Nonresident hauler	750.00
98-39(c)	Local contractors, license and sticker issued with an agreement for weekly <u>monthly</u> billing	10.00 <u>30.00</u>
	One-day permits for residents with proof of residency	5.00 <u>15.00</u>

	One-day permits for out of town contractors, with a valid demolition permit	10.00 <u>30.00</u>
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(Sel. Ord. of 3-19-2002, § 5.171; Sel. Ord. of 4-2-2002, § 5.173(B); Sel. Ord. of 12-3-2002, § 5.121; Sel. Ord. of 11-1-2005, § 5.110; T.M. of 10-17-2006, § 2006-62; T.M. of 8-21-2007, § 2007-135; T.M. of 9-18-2007, § 2007-158; C.O. of 11-6-2008, § 2008-183; C.M. of 3-4-2014, V. 2014-33; C.M. of 7-1-2014, V. 2014-118; C.M. of 9-16-2014, V. 2014-187; [C.M. of 2-3-2015, V. 2015-37](#); [C.M. of 3-17-2015, V. 2015-72](#); [C.M. of 4-7-2015, V. 2015-86](#); [C.M. of 8-8-2015, V. 2015-237](#); [C.M. of 9-15-2015, V. 2015-277](#); [C.M. of 9-15-2015, V. 2015-278](#); [C.M. of 2-16-2016, V. 2016-35](#); [C.M. of 3-1-2016, V. 2016-55](#); [C.M. of 3-21-2017, V. 2017-65](#); C.M. of 9-5-2017, [V. 2017-216](#); C.M. of 12-5-2017, [V. 2017-302](#); [C.M. of 3-6-2018, V. 2018-48](#); [C.M. of 3-20-2018, V. 2018-56](#); [C.M. of 4-3-2018, V. 2018-65](#); [C.M. of 11-13-2018, V. 2018-249](#))

Footnotes:

--- (1) ---

Cross reference— Businesses, ch. 10; Manufactured housing, mobile homes and trailers, ch. 22; recreation and parks, ch. 30; sanitary sewers, ch. 34; street excavations, ch. 47; traffic and vehicles, ch. 50; floods, ch. 58; site plans, ch. 62; subdivisions, ch. 66; animals, ch. 78; businesses, ch. 82; solid waste transfer and recycling, ch. 98.

Chapter 2 - ADMINISTRATION

...

ARTICLE IV. - ADMINISTRATIVE ORGANIZATION AND DEPARTMENTS

...

DIVISION 14. - SOLID WASTE TRANSFER AND RECYCLING DEPARTMENT

Sec. 2-450. - Established; appointment.

There shall be established a solid waste, transfer and recycling department, the head of which shall be the ~~solid-waste~~ Public Works director who shall be appointed by the town manager.

(~~T.M. C. M.~~ of 4-3-2007, § 2007-39)

Sec. 2-451. - Duties of the director of ~~solid-waste~~ Public Works.

- (a) Administer all activities necessary and appropriate to the operation of the town's solid waste transfer facility and recycling facility in accordance with all town ordinance, applicable state laws, rules, regulations and standards.
- (b) Administer all solid waste and recycling matters within the Town of Lisbon in accordance with town ordinances and the provisions of state law and applicable rules, regulations, and standards.
- (c) Investigate and recommend fees for recycling items.
- (d) Prepare and submit annual to the town manager a budget relating to all solid waste operations.
- (e) Perform all other duties required by Town Charter, town ordinances, state law or as may from time to time be requested by the town manager and/or town council.

(~~T.M. C. M.~~ of 4-3-2007, § 2007-39)

Sec. 2-452. - Reserved.

Chapter 38 - SOLID WASTE TRANSFER AND RECYCLING^[1]

Footnotes:

--- (1) ---

Cross reference— Disposal of dead animals in public places, § 6-1; manufactured housing, mobile homes and trailers, ch. 22; littering prohibited in parks, § 30-84; buildings and building regulations, ch. 54; town council rules, regulations and policies for solid waste transfer and recycling, ch. 98.

ARTICLE I. - IN GENERAL

Secs. 38-1—38-30. - Reserved.

ARTICLE II. - ADMINISTRATION^[2]

Footnotes:

--- (2) ---

Cross reference— Administration, ch. 2; town council rules, regulations and policies for administration, ch. 74.

DIVISION 1. - GENERALLY

Secs. 38-31—38-50. - Reserved.

DIVISION 2. - SOLID WASTE DEPARTMENT^[3]

Footnotes:

--- (3) ---

Cross reference— Officers and employees, § 2-161 et seq.; departments, § 74-71 et seq.

Sec. 38-51. - Established.

A department of solid waste management is established for the town.

(T.M. of 5-18-1996, art. 45, § 12.501)

Sec. 38-52. - General duties.

The department of solid waste management shall be responsible for conducting all matters relating to the handling, transportation and disposition of all solid waste and recyclable materials handled by the town.

(T.M. of 5-18-1996, art. 45, § 12.502)

Sec. 38-53. - Director of ~~solid waste management~~ Public Works.

- (a) The director of ~~solid waste management~~ Public Works shall be the head of the department of solid waste management. It shall be the director's responsibility to attend to all solid waste and recycling aspects of town government and to supervise all solid waste and recycling activities within the town, subject to the direction of the town manager and the town council. The director of solid waste management shall specifically be responsible for the solid waste site and the handling of all solid waste and recyclable materials to their final destination.
- (b) The director shall operate under guidelines established by the town council and make periodic reports to the town council as to department activities and efficiencies. The director shall be responsible for preparing, under the direction of the town manager, an annual budget and for budget administration of the budget approved at the town meeting. The director shall perform all duties required of him under town ordinances and state law as may be requested of him by the town manager and/or the town council. In the exercise of these duties, he shall have all powers customarily exercised by department heads, including but not limited to the requisitioning of supplies and the ability to interact with and cooperate with other town departments.

(T.M. of 5-18-1996, art. 45, § 12.503)

Sec. 38-54. - Department activities.

It shall be the function of the department of solid waste management, under the direction of the director of ~~solid waste management~~ Public Works, subject to the supervision of the town manager, to:

- (1) *Solid waste site.* Administer all activities necessary and appropriate to the operation of the town's solid waste site/transfer station in accordance with applicable state law, town ordinances, rules, regulations, and standards. This shall specifically include maintenance and improvement of the site and its equipment.
- (2) *Solid waste.* Be responsible for the handling of all solid waste materials brought to the site in accordance with this chapter and all other applicable provisions of state law, town ordinances, rules, regulations or standards. This activity shall include not only the on-site handling of material but transportation of material and its final disposition. The department director, in exercising authority over these activities, shall have the right to determine the acceptability of any materials for handling and disposal and shall have the right to reject any materials found to be hazardous or not in accordance with operational procedures.
- (3) *Recyclables.* Administer activities for the collection, handling, sale, and disposition of all items deemed to be recyclable in accordance with applicable state law, town ordinances in consultation with the town manager, rules, regulations and standards. This shall specifically include the duty to promote recycling activities so as to minimize the amount of solid waste necessary for disposal and to maximize returns to the town.

(T.M. of 5-18-1996, art. 45, § 12.504)

Secs. 38-55—38-90. - Reserved.

ARTICLE III. - MUNICIPAL SOLID WASTE TRANSFER AND RECYCLING FACILITY

DIVISION 1. - GENERALLY

Sec. 38-91. - Purpose.

The purpose of this division is to regulate the use of the municipal solid waste transfer and recycling facility of the town.

(Code 1983, § 12-101)

Sec. 38-92. - Definitions.

Sec. 38-92. - Definitions.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Bulk waste means large items of refuse such as appliances, furniture, auto parts, stumps, branches and brush.

Business means a local company within town limits which provides goods or services to the local population.

Commercial Hauler means any person or business engaged in the collection, transportation and disposal of solid waste materials for residents for a fee or other compensation.

Contractor means a person or business who contracts to furnish supplies or perform work at a certain price or rate.

Cover means material placed over refuse for vector and fire control, aesthetics, prevention of odors, percolation of water, grading, support of vegetation, and other purposes.

Demolition wastes means lumber, pipes, bricks, masonry and other materials from razed structures.

Garbage means wastes from preparation, cooking and serving of food; market wastes; and wastes from handling, storage and sale of produce.

Local means residing or located within the Town of Lisbon limits

Non-Local means residing or located outside of the town of Lisbon limits

Non-local Contractor means any contractor not residing or located within the town of Lisbon limits, that is performing a service or work in which solid waste is produced from property located within Lisbon, and is being disposed of at the town of Lisbon solid waste facility.

Nonresident mean residents of any town other than Lisbon.

Persons means any individual, association, partnership, firm, corporation or other entity, or the agents or employees of any of them.

Proof of residency is any document that shows a valid town of Lisbon address to prove that a person or business reside in the town.

Refuse means putrescible or nonputrescible solid waste materials, consisting of all combustible and noncombustible solid wastes, including garbage and rubbish, but not including sewage.

Residency means that a person or business claims the town of Lisbon as the primary place that they live or operate a business and register their vehicle(s) in town.

Resident means any individual, association, partnership, firm or corporation who is a legal resident of the town.

Rubbish means combustible or noncombustible solid waste material except garbage and sewage, including but not limited to such materials as paper, rags, cartons, boxes, wood, excelsior, rubber, leather, tree branches, yard trimmings, grass clippings, tin cans, metals, mineral matter, glass, crockery, dust, ashes, construction wastes, street sweepings, bulky wastes, the residue from the burning of wood, coal, coke or other combustible materials, and other unwanted or discarded material.

Sewage means human or animal excrement and liquid waste containing animal, vegetable or mineral matter in suspension or solution, and shall include septage, sludge or agricultural wastes.

Solid waste means any unwanted or discarded rubbish or other solid material with insufficient liquid content to be free flowing, but shall not include septage, sludge or agricultural wastes.

Special wastes means special wastes and hazardous wastes as defined in chapter 400, section 6 (RP and GG) of the Solid Waste Management Regulations promulgated by the Department of Environmental Protection pursuant to 38 M.R.S.A. § 1304, effective November 2, 1998. Special wastes shall include agricultural wastes.

Sticker means a numbered permit issued by the Town of Lisbon to residents for access to the solid waste facility.

Temporary Permit means a permit issued to person(s) who own real estate but do not claim residency, tenants of rental properties that do not claim residency or non-residents who fall within a category outlined in section 38-93. This permit is valid for no more than six months at a time.

(Code 1983, § 12-102; T.M. of 8-22-1988, art. 3, § 12-102)

Cross reference— Definitions generally, § 1-2.

Sec. 38-93. - Categories of users.

- (a) Residents. Any person(s) who either has real estate and/or rents a dwelling in Lisbon and whom also has a vehicle(s) registered with the town of Lisbon. The municipal solid waste transfer and recycling facility hours shall be posted on the main gate at the facility. open at least six days per week only to the residents of the town. ~~Such disposal shall be in a manner consistent with the provisions of this division~~
- (b) Nonresidents. Residents of any other town with which the Town of Lisbon has ~~made an agreement~~ approved a temporary permit for the use of the Lisbon solid waste transfer and recycling facility site may use the landfill for the disposal of wastes generated ~~within that town~~ within the Town of Lisbon in the manner provided in this division.

1) Taxpayers who own real estate property but do not claim residency in the town of Lisbon including but not limited to landlords who need to cleanout properties.

2) Tenants of rental properties are encouraged to obtain a sticker permit for the year if they are residents of the town of Lisbon. If tenants of rental properties do not claim residency in the town of Lisbon they will need to show a valid vehicle registration as well as a lease agreement for the property they are renting to obtain a temporary permit.

3) Nonresidents who need access to the solid waste facility to dispose of solid waste for a Lisbon resident, such as a family member or estate clean up. All waste disposal brought to the solid waste facility must be generated within the Town of Lisbon. The solid waste facility cannot accept any waste that is brought in from another town. A valid vehicle registration of the vehicle

being used to haul the trash and proof of residency for the location of where the trash was generated is required to obtain the temporary permit.

(c) The town of Lisbon reserves the right to obtain including but not limited to a valid vehicle registration and/or proof of residency before approving or denying issuance of any temporary permit.

~~(c) *Hours; commercial users.* The hours during which the solid waste transfer and recycling facility will be open shall be established by the town council. The town council may issue permits to commercial users wishing to use the municipal solid waste transfer and recycling facility outside of regular hours, provided the users each post annually a \$500.00 bond to ensure their compliance with this division, or agree to engage the services of either an employee of the town's highway department or the contracted caretaker, as designated by the town manager, during the extraordinary dumping hours at the same or greater hourly rate of pay the employees or contractor normally receives from the town.~~

(Code 1983, § 12-103)

Sec. 38-94. - Disposal activities.

- (a) *Refuse separation.* No person shall place or cause to be placed at the municipal solid waste transfer and recycling facility any bulky or recyclable items such as automobile bodies, tires, kitchen appliances and other white goods, lawn and garden wastes, and construction debris, except in designated areas. All doors shall be removed from all appliances before depositing them at the solid waste transfer and recycling facility. Fuel tanks of all vehicles shall be removed or filled with water or sand before depositing them at the solid waste transfer and recycling facility. Toxic, flammable or explosive materials shall not be mixed in any way and only be disposed of only by the transfer station attendant.
- (b) *Sewage and special wastes.* Sewage and special wastes shall not be disposed of at the solid waste transfer and recycling facility, except as may be otherwise permitted by the state department of environmental protection.
- (c) *Demolition wastes.* Demolition wastes shall not be disposed of at the solid waste transfer and recycling facility without first obtaining a building demolition permit from the code enforcement officer. Before the permit may be issued, the town manager shall be notified so that appropriate dumping provisions may be arranged. On receipt of the permit and notification of the town manager, the holder may transport the debris to the solid waste transfer and recycling facility. He shall dump it according to direction from the attendant. The permit holder shall furnish all the necessary equipment to unload and pile the debris.
- (d) *Litter control.* No person shall place or cause to be placed at the solid waste transfer and recycling facility any refuse which, as a result of normal seasonal winds, might be blown away from the disposal area. All paper, cardboard, plastic and other loose lightweight materials shall be bound, boxed or bagged securely prior to being deposited at the site. Items such as leaves, sawdust, plaster and other potentially dusty debris shall be delivered to the site in covered containers or vehicles but are not required to be deposited in containers.

(Code 1983, § 12-104)

Sec. 38-95. - Prohibited activities.

- (a) *Salvage.* All materials deposited at the solid waste transfer and recycling facility shall become the property of the town. Any removal or salvage of materials is prohibited except with the express permission of the town council.

- (b) *Burning.* Burning at the solid waste transfer and recycling facility shall be strictly prohibited.
- (c) *Firearms.* No firearms shall be discharged within the limits of the solid waste transfer and recycling facility.

(Code 1983, § 12-105)

Sec. 38-96. - Penalty.

Any person violating the provisions of any section of this division shall be subject to a fine of not less than \$10.00 nor more than \$100.00 for each offense. Any fine recovered shall be for the use of the town.

(Code 1983, § 12-107)

Secs. 38-97—38-119. - Reserved.

DIVISION 2. - LICENSE PERMIT

Sec. 38-120. - Purpose.

The purpose of this article is to provide a licensing permit structure and fee schedule for access and use of the town municipal landfill facility.

(T.M. of 8-22-88, art. 3, § 12-301)

Sec. 38-121. - Required.

No person shall deposit, or dump or have access to the municipal solid waste transfer and recycling facility site without first obtaining a license permit. Such license permit shall be obtained from the town. It is understood that this license permit is for access to the site Lisbon Transfer Station only, and any license permit fee is in addition to any charges which may be imposed for the actual disposal of materials at the site.

(T.M. of 8-22-1988, art. 3, § 12-302)

Sec. 38-122. - License Permit fee schedule.

Licenses Permits for access to the municipal solid waste transfer and recycling facility shall be issued upon payment of the fees for the appropriate category as follows in the fee schedule, such fees to be established or adjusted by the town council ~~after public hearing:~~ at any time.

See Appendix C, Sec 98-38 – Fee Schedule

Category

(1)—Residential means:

a.—Residents of the town.

b.—Residents of other municipalities with which the town has made an agreement for use of the solid waste transfer and recycling facility site.

(2)—Commercial means:

a.—Any person who collects for compensation within the town.

~~b. — Any person who collects for compensation in any town with which the Town of Lisbon has made an agreement for use of the solid waste transfer and recycling facility site.~~

~~(3) — Businesses means:~~

~~a. — Businesses within the town who haul their own waste.~~

~~b. — Businesses in any other town with which the Town of Lisbon has an agreement for use of the solid waste transfer and recycling facility site who do not haul their own waste.~~

(T.M. of 8-22-1988, art. 3, § 12-303)

Sec. 38-123. - Issuance.

(a) The license permit required in this division shall be issued by the town office, in the form of a sticker, which shall be prominently displayed on the vehicle windshield. Failure to display the license permit shall result in denial of access to the facility and denial of the opportunity to deposit or dump materials.

~~(b) Residential and Temporary Permits will only be issued to residents, persons and businesses that meet the approval criteria outlined in section 38-93.~~

~~(c) Commercial Haulers are authorized to collect and transport all MSW from Town of Lisbon residents under their own individual contract(s) with the resident.~~

~~(d) No commercial hauler may dispose of any MSW at the municipal solid waste transfer and recycling facility.~~

(Sel. Ord. of 11-1-1988, § 12-303; Sel. Ord. of 1-18-1994, § 12-303)

Editor's note— Pursuant to section 38-122, a license shall be required for access to the facility. There shall be no fee assessed for the categories of licenses delineated in section 38-122.

Sec. 38-124. - Expiration date.

Licenses Permits issued under this division shall expire on the same date as the person's motor vehicle registration.

(T.M. of 8-22-1988, art. 3, § 12-304)

Sec. 38-125. - Suspension/revocation.

(a) *Suspension*. The town manager may suspend the license of any person for failure to comply with the provisions of this article. This suspension shall continue until that person has remedied the faults and evidences ability to comply with the provisions of this article, to the satisfaction of the town manager.

(b) *Revocation*. The town council, upon hearing after 24 hours' written notice to the licensee, may revoke the license of any person for failure to comply with the provisions of this article.

(T.M. of 8-22-1988, art. 3, § 12-305)

Secs. 38-126—38-150. - Reserved.

DIVISION 3. - DISPOSAL FEES⁴¹

Footnotes:

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Cross reference— Municipal finance, § 2-261 et seq.; town council rules, regulations and policies for financial matters, ch. 86.

Sec. 38-151. - Schedule.

Charges for the disposal of waste material at the municipal solid waste transfer and recycling facility shall be in accordance with a fee schedule for the appropriate category listed as follows, as adopted or adjusted by the town council after public hearing:

See Appendix C, Sec 98-38 – Fee Schedule

Category

(1) ~~Residential means:~~

a. ~~Residents of the town.~~

b. ~~Residents of other municipalities with which the town has made an agreement for use of the solid waste transfer and recycling facility site.~~

(2) ~~Commercial means:~~

a. ~~Any person who collects for compensation within the town.~~

b. ~~Any person who collects for compensation in any town with which the Town of Lisbon has made an agreement for use of the solid waste transfer and recycling facility site.~~

(3) ~~Businesses means:~~

a. ~~Businesses within the town who haul their own waste.~~

b. ~~Businesses in any other town with which the Town of Lisbon has an agreement for use of the solid waste transfer and recycling facility site who do not haul their own waste.~~

(T.M. of 8-22-1988, art. 3, § 12-306)

Sec. 38-152. - Nonpayment.

Failure to pay any fee assessed under this division shall constitute a violation of this division. Such failure shall result in refusal of access to the solid waste transfer and recycling facility and prohibition of any disposal of any material or any other use of the facility.

(T.M. of 8-22-1988, art. 3, § 12-307)

Sec. 38-153. - Penalties.

Any person violating any provision of this division shall be subject to a fine of up to \$100.00 for the first offense and up to \$500.00 for a second or any subsequent offense. All fines shall be for the sole and exclusive benefit of the town. In addition to any fine, the access license shall be suspended for a period of

up to 30 days for a first offense and for a period of up to six months for a second or any subsequent offense.

(T.M. of 8-22-1988, art. 3, § 12-308)

Secs. 38-154—38-180. - Reserved.

ARTICLE IV. - RECYCLING

Sec. 38-181. - Purpose.

In order to preserve natural resources, conserve energy, reduce the cost of waste disposal, and provide for a more efficient and effective means of disposing of waste materials, it is appropriate to exercise the police power in order to initiate a mandatory recycling program. Therefore, in order to reduce the volume of solid wastes and to encourage the effort to recover and reuse valuable resources, this mandatory recycling program is established.

(T.M. of 8-22-1988, art. 3, § 12-401)

Sec. 38-182. - Rules and regulations.

The town council, by promulgation of rules and regulations, shall establish by category items which it deems to be recyclable and which shall be separated and separately deposited from the normal waste stream. These categories of items may be amended, deleted or added to, as the program for recycling for the town is developed. In addition, these rules and regulations shall determine the proper preparation of recyclable commodities, method of disposal of these items, and their ultimate disposition. The rules and regulations are printed in part II, section 98-32 of this volume.

(T.M. of 8-22-1988, art. 3, § 12-402)

Sec. 38-183. - Separation of recyclable material.

Each person using the town municipal solid waste transfer and recycling facility, including all commercial haulers and businesses, shall be required to separate from the normal waste stream all items determined to be recyclable, by category, as determined by the rules and regulations of the town council in part II, section 98-35 of this volume. Each separate category of recyclable material shall be properly prepared and disposed of in accordance with the rules and regulations in that section.

(T.M. of 8-22-1988, art. 3, § 12-403)

Sec. 38-184. - Ownership of recyclable materials.

From the time of disposal of recyclable materials at the municipal solid waste transfer and recycling facility, such material shall become the sole and exclusive property of the town. It shall be a violation of this section for any person, without authority of the town, to collect, pick up, remove or cause to be collected, picked up or removed any recyclable material; and each such collection, pickup or removal shall constitute a separate and distinct offense.

(T.M. of 8-22-1988, art. 3, § 12-404)

Sec. 38-185. - Disposal fee waived.

The disposal fee designated in section 38-151 shall be waived with respect to all recyclable materials disposed of in a manner consistent with the rules and regulations regulating such disposal.

(T.M. of 8-22-1988, art. 3, § 12-405)

Sec. 38-186. - Failure to properly recycle.

Failure by any person to properly segregate, prepare or dispose of recyclable materials, so designated by the rules and regulations of the town council, shall cause the refusal of all material brought to the site by that person.

(T.M. of 8-22-1988, art. 3, § 12-406)

Sec. 38-187. - Penalties.

Penalties for violation of any of the terms of this article shall be the same as those imposed in section 38-153.

(T.M. of 8-22-1988, art. 3, § 12-407)

Secs. 38-188—38-220. - Reserved.

ARTICLE V. - PRIVATE SOLID WASTE FACILITY

Sec. 38-221. - Dumping without permission.

No person shall deposit refuse of any kind on land not his own, other than the municipal solid waste transfer and recycling facility without the consent of the owner or the public authority having custody or maintenance responsibility of such land.

(Code 1983, § 12-201)

Sec. 38-222. - Establishment of private solid waste facility.

No person shall establish or maintain a private solid waste facility for the deposit of refuse or rubbish within 100 feet of any public way, brook, stream or property line without the written permission of the abutters and the town council. Such private solid waste facility must meet the standards under the statutes of the state and shall be subject to the provisions of state law. The town council shall not approve or permit a private solid waste facility until the requirements of the state statutes have been met.

(Code 1983, § 12-202)

Sec. 38-223. - Exemption.

So-called compost piles of vegetable matter shall be exempt from the provisions of this article.

(Code 1983, § 12-203)

Sec. 38-224. - Penalty.

Any person violating the provisions of any section of this article shall be subject to a fine of not less than \$10.00 nor more than \$100.00, by imprisonment for not more than ten days, or by both, for each violation.

(Code 1983, § 12-204)

Chapter 98 - SOLID WASTE TRANSFER AND RECYCLING^[1]

Footnotes:

--- (1) ---

Cross reference— Manufactured housing, mobile homes and trailers, ch. 22; littering prohibited in parks, § 30-84; solid waste transfer and recycling, ch. 38; buildings and building regulations, ch. 54; fee schedule, app. C.

ARTICLE I. - IN GENERAL

Secs. 98-1—98-30. - Reserved.

ARTICLE II. - SOLID WASTE TRANSFER AND RECYCLING FACILITY

Sec. 98-31. - Authority.

The procedures, rules and regulations in this article are promulgated by the town council, subsequent to public hearing, and under the authority of section 98-32.

(Sel. Ord. of 11-1-1988(1), § 12-402)

Sec. 98-32. - Categories of recyclable material.

- (a) Each person utilizing the town solid waste transfer and recycling facilities shall be required to separate from the normal waste stream, for recycling purposes, the following items:
 - (1) Newspaper, printed or newspaper stock, clean, dry, and bagged or tied; magazines; and catalogs. No junk mail or cereal boxes may be recycled.
 - (2) Corrugated cardboard, completely flattened. No wax containers or gray paperboard may be recycled.
 - (3) Computer paper, including all computer-generated paper.
 - (4) Glass containers, rinsed with caps and rings removed. Paper labels are acceptable. No window glass, mirrors, lightbulbs, dishes or ceramics may be recycled.
 - (5) Tin cans, cleaned of foodstuffs. No paint cans, pressured cans, or cans with residual materials remaining may be recycled. Paper labels are accepted.
 - (6) HDPE #2 plastic containers completely emptied of contents, rinsed and caps removed.
 - (7) Wood, including all wood demolition materials and brush. Material must be free of metal, sheetrock, and insulation.
 - (8) Scrap metal.
 - (9) White goods, including all appliances.
 - (10) Motor oil, not mixed with any other substance.
 - (11) Tires, no rims accepted.
- (b) The items described in subsection (a) of this section shall be separated from the normal waste stream and disposed of at the municipal solid waste transfer and recycling facilities as indicated in section 38-183.

(Sel. Ord. of 11-1-1988(1), § 12-402; Sel. Ord. of 2-23-1993, § 12-402; Sel. Ord. of 9-7-1993, § 12-402; Sel. Ord. of 1-18-1994, § 12-402)

Sec. 98-33. - Effective date.

Mandatory recycling of the classifications of materials in section 98-32 shall become effective on January 1, 1989.

(Mo. of 11-1-1988(1), § 12-402)

Sec. 98-34. - Preparation of recyclable materials.

Prior to disposal at the solid waste transfer and recycling facility, all recyclable materials shall be collected into bundles or packages which shall not exceed 60 pounds in gross weight or four feet in any dimension. All such bundles or packages shall be securely tied so as to prevent their breaking apart. All other items which may be added to the list of recyclable materials, which do not lend themselves to bundling or packaging, shall be separated and containerized and in a clean and sanitary condition.

(Mo. of 11-1-1988(1), § 12-402)

Sec. 98-35. - Disposal.

Disposal of recyclable materials at the solid waste transfer and recycling facility shall be in areas designated for the receipt of such materials. Those utilizing the facility shall cause recyclable materials to be deposited only in approved and designated locations as indicated by signage or by the facility's personnel. Recyclable materials may not be included for disposal with other waste items.

User Fees shall be set by the Town Council and may be updated at any time. See fees listed in the Fee Schedule under Solid Waste Transfer & Recycling Facility.

(Mo. of 11-1-1988(1), § 12-402)

Sec. 98-36. - Amendments.

This article may be amended in accordance with the following procedures:

- (1) The town council shall cause to be drafted a proposed amendment to this article.
- (2) There will be a public hearing at least 30 days prior to the proposed effective date of any amendment.
- (3) The amendment shall then receive final approval by order of the town council, either as originally presented or with changes deemed appropriate by the town council after public hearing.
- (4) Emergency amendments to this article may be promulgated by order of the town council only in instances where the operation or licensing of the facilities are in jeopardy and immediate action is required. In such instances, the emergency rules and regulations shall be in effect for a period of 120 days, during which the normal amendment procedures shall be followed for permanent enactment of any amendment.

(Mo. of 11-1-1988)

Sec. 98-37. - Unacceptable waste.

- (a) The following waste shall not be accepted at the solid waste transfer and recycling facility:
- (1) Junk vehicles.
 - (2) Dead animals.
 - (3) Sewage/septage/sludge.
 - (4) Waste classified as hazardous.
 - (5) Waste classified as radioactive.
 - (6) Containers of liquid or solid waste that are sealed and/or closed.
 - (7) Any waste prohibited by state department of environmental protection regulations.
- (b) Attempted disposal or disposal of any of these types of waste may subject the person to refusal of access pursuant to section 38-152 and/or the penalties provided in section 38-153.

(Mo. of 11-1-1988(1), § 12-104(4); Mo. of 1-18-1994, § 12-104(4))

Sec. 98-38. - Disposal fees.

See Appendix C, Sec 98-38 – Fee Schedule

~~(a) There shall be no fee for disposal of waste materials at the site except for the following:~~

- ~~(1) _____ Household _____ refrigerators/
freezers/air _____ conditioners:
(Freon: R12-R22)~~

- ~~a. Residents \$ 10.00
b. Commercials 15.00
c. Business 15.00~~

~~(2) Propane Bottles 20#:~~

- ~~a. Residents 3.00
b. Commercials 5.00
c. Business 5.00~~

~~Will not accept 100# bottles.~~

~~(3) Tires:~~

- ~~a. 15" 3.00
b. 16"–18" 5.00
c. 18"–22" 10.00~~

~~(4) Off the road tires:~~

- ~~a. Small 50.00
b. Medium 75.00
c. Large 100.00~~

~~(5) Windows and doors:~~

- ~~a. Windows 2.00
b. Doors 2.00~~

(6) — Shingles:

- a. — Lisbon sticker and CEO slip, per yard 25.00
- b. — No slip, per yard 50.00

[(7) — Furniture and other miscellaneous items:]

- a. — TV's and computers, each 5.00
- b. — Carpets, per room 10.00
- c. — Mattresses, each 5.00
- d. — Chairs and sofas, each 10.00
- e. — Wood, per yard 10.00
- f. — Brush:
 - 1. — Four feet in length, per yard 10.00
 - 2. — Under four feet in length, per yard 5.00
 - 3. — Over four feet in length, 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).

- (b) Fees collected from ~~homeowners permit holders~~ for item disposal (televisions, mattresses, brush, etc.) will be collected at the solid waste facility at the time of disposal by a Transfer Station Attendant through a punch card system. ~~The card will be available for purchase at the town office, transfer station, and public works. No cash will be transferred in the yard for items, only punch cards. The card will be designed to show a receipt for each sale.~~

(Sel. Ord. of 11-1-1988; Sel. Ord. of 9-7-1993; Sel. Ord. of 8-19-1999; Sel Ord. of 11-21-2000, § 5.107; Sel. Ord. of 7-22-03, § 4.002; Sel. Ord. of 8-5-03, § 5.044)

Sec. 98-39. - Licenses Permit and sticker administration.

- (a) The licenses residential permits shall be issued by the front counter and/or Public Works Administrative Assistant at the town office, solid waste transfer station, or the public works department, in the form of a sticker, which shall be prominently displayed on the vehicle windshield. Failure to display the license sticker shall result in denial of access to the facility and denial of the opportunity to deposit or dump materials.

(1) Pursuant to this section, the permit period shall be for one calendar year, beginning September 1ST and expire on the August 31st each year, regardless of the date it was purchased.

- (b) Temporary permits shall be issued by the Public Works Administrative Assistant at the town office. The permit must be located on person and readily available for inspection. Failure to display the permit when requested shall result in denial of access to the facility and denial of the opportunity to deposit or dump materials.

~~(b) — Pursuant to this section, the license period shall be for one calendar year, beginning October 1 and there shall be a \$10.00 annual fee for the sticker for vehicles one ton and under, and \$50.00 for vehicles over one ton.~~

- (c) Local contractors ~~will~~ shall be issued a license permit and sticker ~~for \$10.00~~ with an agreement for billing. They will be billed ~~weekly~~ monthly through the ~~secretary at the public works office~~ Public Works and Solid Waste Administrative Assistant. All bills will be on a 30-day account or denied use of the facility.

~~-(d) — The following list describes additional fees and regulations:~~

- ~~(1) — Ten dollars for first sticker for one ton and under, \$5.00 for subsequent vehicles.~~
- ~~(2) — To receive a rebate for the sticker when vehicles are traded during the year the old sticker must be returned.~~
- ~~(3) — A \$5.00 fee will be charged for a one-day permit for Lisbon residents with proof of residency. This will be issued at the transfer station or public works office.~~
- ~~(4) — Out of town contractors doing work in Lisbon will be charged a one-day entrance fee of \$10.00 with a valid demolition permit.~~
- ~~(5) — The starting date will be October 1 for stickers and September 15 for fees.~~
- ~~(6) — Resident hauler fee is \$250.00; nonresident hauler fee is \$750.00.~~

(Sel. Ord. of 7-22-03, § 4.002; Sel. Ord. of 8-5-03, § 5.044; C.M. of 7-1-2014, V. 2014-118)

~~Sec. 98-40. — Solid waste disposal fee committee established.~~

~~There is hereby established a solid waste disposal fee committee, which will analyze and make recommendations to the town council regarding the disposal fees for the town.~~

(Sel. Ord. of 4-22-03, § 5.191)

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



PY6 MS4 STORMWATER PROGRAM UPDATE “STORMWATER 101”

LISBON TOWN COUNCIL AND PLANNING BOARD

Prepared by: Stillwater Environmental Engineering, Inc.





STORMWATER 101

Lisbon PY6 MS4
Program

May 2019

MDEP/EPA
Stormwater
Program

Lisbon is a regulated MS4 Community

The current Municipal Separated Storm Sewer System (MS4) Permit (issued in 2013) has been continued until at least June 30, 2020. Currently, the permit is in Permit Year Six (PY6).

Each regulated MS4 community has designated a priority watershed (see **attachment 2**) within their urbanized area (see **Attachment 1**), where they will focus much of their compliance efforts. The Town of Lisbon has designated the Alder Brook watershed.

Each MS4 Community was also required to create and implement a MS4 Stormwater Management Plan (SMP), which addresses each of six Minimum Control Measures (MCMs) (see **Section 2**). Lisbon is complying with the regional SMP developed for the Androscoggin Valley Stormwater Working Group (AVSWG) back in 2013.





EPA/MDEP MS4 Program Update

MDEP has worked closely with regulated MS4s over the past two years to develop a draft MS4 Permit that will become effective on July 1, 2020. The new MS4 permit will replace the current five-year permit that has been administratively continued by MDEP for two extra years.

MDEP recently held a stakeholder meeting in late April in Augusta to allow regulated MS4's to provide comment on what should and should not be in the proposed draft. MDEP has been very receptive to the regulated communities' concerns in developing a permit that the 30 regulated municipalities can live with. The permit has been taking a longer time to develop due to concerns from EPA as well as other third-party reviewers.

The next step in the review process is that the draft MDEP MS4 Permit will be issued for a formal 45-day comment period. Any interested parties can weigh in on the draft during this period. Once the 45-day window closes, MDEP will incorporate any final changes that they deem necessary before issuing the final permit.

Based on the latest draft, regulated MS4's will then have to submit a Notice of Intent (NOI) and Stormwater Management Plan (SMP) on or before April 1, 2020. Once the NOI has been received by MDEP, MS4's will have coverage under the new Permit and must comply with the terms of the Permit over the next five-year period (July 1, 2020 through June 30, 2025).



Stormwater Management Team

The Town continues to rely on an active stormwater team for the implementation of the SMP. Team members include:

Town Manager: Diane Barnes

Public Works Director/Stormwater Coordinator: Randy Cyr

Code Enforcement Officer: Dennis Douglass

WWTP Operations Manager: Steve Aievoli

Police Chief: Marc Hagan

Fire Chief: Nate LeClair

Environmental Consultant: Stillwater Environmental Engineering, Inc.



Minimum Control Measures

MCM 1 Public Education and Outreach

The Androscoggin Valley Stormwater Group (AVSWG) assists the Town with meeting the requirements of MCM1 of the MS4 permit. Group activities have included improved branding and messaging for permit compliance.

Additional education and outreach efforts which the Town is involved with include:

- Stormwater Awareness Plan (Statewide): A coordinated statewide effort to educate the public about stormwater pollution and preventative measures.
- Stormwater Behavior Change Plan (Regional): A regional effort, focused on lawn and garden care, and coordinated by the AVSWG, in order to educate the public about environmentally friendly lawn and garden practices.
- Municipal Outreach Plan (Town-specific): A Lisbon specific plan for educating municipal personnel and officials about stormwater pollution preventative measures.
- Targeted BMP Adoption Plan (Regional): A regional effort, focused on chloride reduction, in order to reduce the receiving water quality impacts from winter maintenance activities. Each municipality has developed and implemented a Town specific chloride reduction plan.



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MCM 2 Public Involvement and Participation

Public Events:

Lisbon has already participated or plans to participate in the following public events during the current permit year:

Moxie Festival - The Town participated in the Moxie Festival in July of 2018, providing an education booth, which informed the public about stormwater pollution issues, specifically proper lawn and garden care. Several methods were employed to advertise the popular event, including local media coverage, website and Facebook postings, listserve announcements, posters, and flyers. Stormwater informational handouts were provided to attendees that stopped by the booth. These handouts developed by the Yardscapers Program focused on lawn and garden care practices that minimize impacts to stormwater runoff. In addition to providing informational handouts, booth staff also spoke with many attendees about efforts that the Town, as well as AVSWG and other regulated MS4s, are undertaking to reduce stormwater pollution. This will continue in subsequent permit years, as the event attracts thousands of area residents.

Annual Stream Cleanup – Tentatively scheduled for June of 2019, in coordination with a local Boy Scout Troop. This event engages volunteers to pick up trash and debris that could pollute Lisbon’s waterways and assists with spreading public awareness of stormwater pollution prevention.

Storm Drain Stenciling – The Town also plans to host a stenciling event in June of 2019. The activity includes stenciling storm drains and placing door hangers which outline proper lawn care practices, in the Town’s priority watershed (Alder Brook). Stencils are used to inform residents that catch basins drain to nearby surface waters.





MCM 3 Illicit Discharge Detection and Elimination

Annual Storm Sewer System Inspections (June 2018 of PY5)

- 750 Catch Basins were inspected for sediment depth and subsequent maintenance;
- 14 Open Ditches were inspected for signs of illicit discharges (in the Town's priority watershed); and
- 75 Outfalls were inspected for signs of illicit discharges.

PY6 inspections are scheduled to be completed prior to June 30th of 2019.

Storm Sewer System Map

Storm sewer mapping updates occur using mobile data collectors. The Town continues to improve infrastructure maps, as necessary, which is required by the MS4 Permit. The Town relies on GIS based mapping for their stormwater system management.

IDDE Investigations

The Town conducted several IDDE investigations in PY4 and PY5, in response to the results of outfall inspections. These investigations included sampling and dye testing and resulted in identification of two potential illicit storm sewer connections. As of this update, Town staff have corrected both illicit connections. These outfalls will be retested during PY6 outfall inspections (June of 2019) in order to confirm that the illicit discharges have been eliminated.

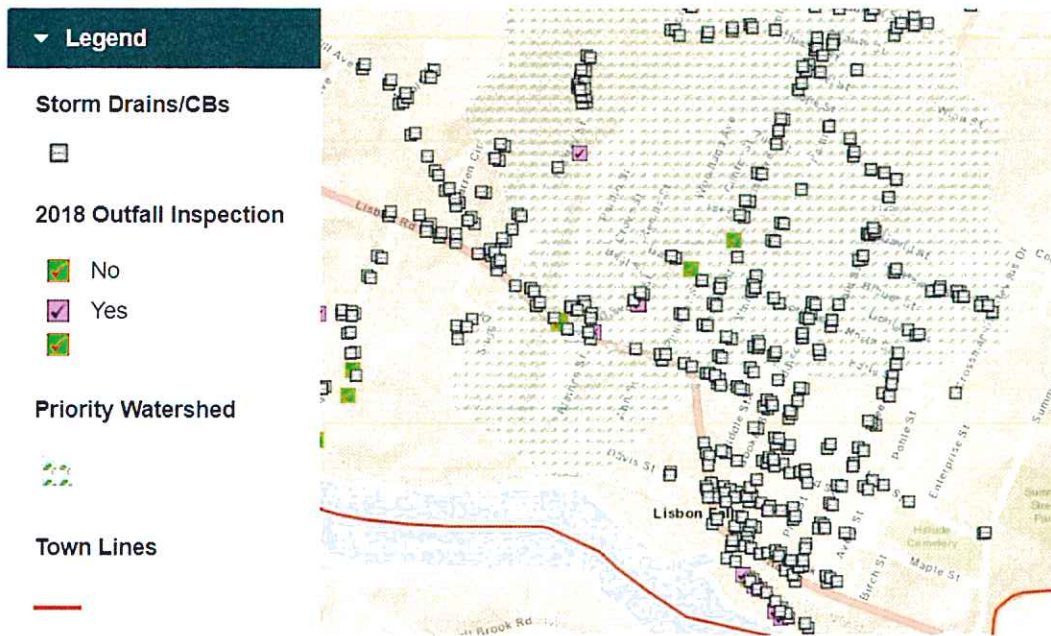
Hydrant Flushing

As required by the MS4 Permit, and in order to minimize environmental impacts from hydrant flushing activities, the Lisbon Water District (LWD) currently conducts the following practices during hydrant flushing operations:

- Dechlorination of all hydrant flushing waters prior to discharging to the Town's MS4 system or surface waters. This is accomplished by the use of dechlorination mats and hydrant mounted dechlorination units; and
- To prevent the erosion of soil, the LWD used flushing mats, hay bales, sandbags, catch basin socks, filter socks, or dewatering bags.

Electronic Data Management

The Town maintains all inspection results in their electronic data management system. An example of the Town's GIS viewer is shown on the next page.



MCM 4 Construction Site Stormwater Runoff Control

BMP Inspection and Maintenance

There are currently no construction projects within the Town's urbanized area that meet the requirements of MCM 4 (> one acre of disturbed area).

MCM 5 Post- Construction Stormwater Management

Post-Construction Discharge Inspections

Currently, only one site, the Lisbon Androscoggin River Trail, requires an annual post-construction inspection. The project was inspected in PY5 and found to be in good condition, with only routine maintenance items identified. These maintenance items will be completed prior to June 30th, 2019. As per MS4 Permit requirements, this project is inspected annually in order to identify any necessary maintenance issues.



MCM 6 Pollution Prevention/Good Housekeeping for Municipal Operations

Annual Trainings

SEE will provide Operations and Maintenance (O&M) trainings for Public Works staff before June 30th of 2019. This training focuses on stormwater pollution prevention best practices applicable to Public Works personnel.

Annual Cleaning Program Development and Implementation

Street Sweeping will be performed as soon as possible after snow melt and as needed thereafter, as required by the MS4 Permit.

Biannual Sediment Removal Development and Implementation

Catch basins are inspected for excess sediment accumulation on an annual basis, as required by the MS4 Permit. If noted during annual inspections, excess accumulated sediment (>50% of sump depth) is removed from catch basin sumps. This minimizes the potential for pipe clogging, and the discharge of excess sediment to nearby waterways. All catch basins identified for cleaning during PY5 inspections were cleaned in the fall of 2018 (PY6). PY6 (2019) catch basins inspections are currently scheduled for May and June of this year.

Repair and Upgrade Schedule Implementation

Town Public Works staff continues to repair the highest priority stormwater infrastructure, based on the results of annual inspections.





Pollution Prevention and Good Housekeeping BMPs:

The Town has developed and implemented an Operation and Maintenance (O&M) Plan for all municipal facilities and activities that have the potential to impact stormwater runoff. The following list includes a sample of O&M topics included in the plan:

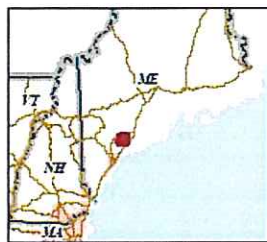
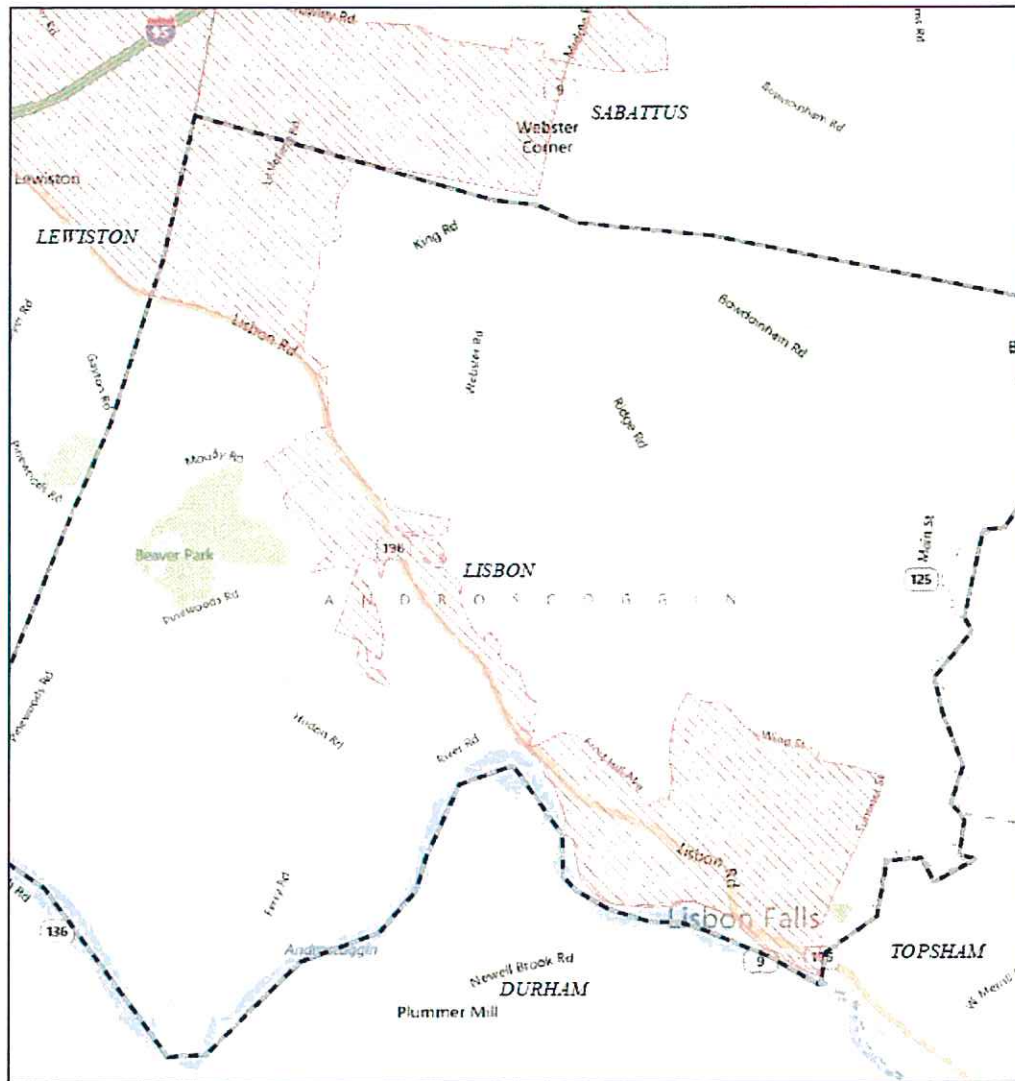
- Automobile Maintenance
- Hazmat Storage
- Parking Lot and Street Cleaning
- Storm Drain System Cleaning
- Spill Response and Prevention
- Vehicle Washing

Annual training for appropriate Town personnel reinforces best practices for the municipal activities listed above.



ATTACHMENT 1

LISBON URBANIZED AREA MAP



NPDES Phase II Stormwater Program
Automatically Designated MS4 Areas

Lisbon ME

Regulated Area (2000 + 2010 Urbanized Area)



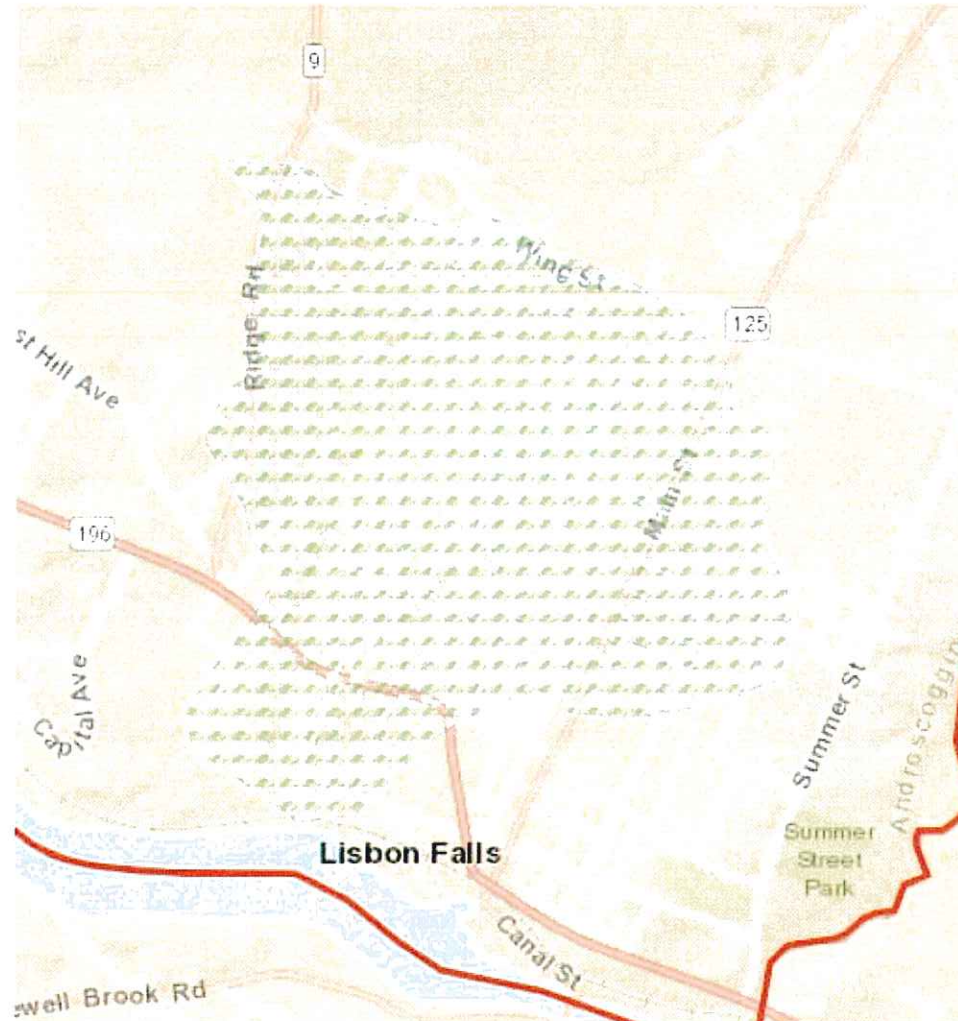
Town Population: **14333**
Regulated Population: **5528**
(Populations estimated from 2010 Census)



Urbanized Areas, Town Boundaries:
US Census (2000, 2010)
Base map © 2013 Microsoft Corporation
and its data suppliers

US EPA Region 1 GIS Center Map #8824, 11/19/2012

ATTACHMENT 2
LISBON PRIORITY WATERSHED MAP FOR ALDER BROOK





Municipal Stormwater Awareness Survey

1. Do you live in a watershed?
 - ☐ Yes
 - ☐ No
 - ☐ I don't know

2. Based on your current knowledge, do you think the overall water quality of the river, streams and lakes in your area are:
 - ☐ Poor
 - ☐ Fair
 - ☐ Good
 - ☐ Excellent

3. How concerned are you about water quality in your area?
 - ☐ Very concerned
 - ☐ Somewhat concerned
 - ☐ Not concerned

4. In your opinion, what is the most significant source of water pollution (check one):
 - ☐ Municipal sewer plant
 - ☐ Water flowing from yards, parking lots, and streets
 - ☐ Farm and agricultural activities
 - ☐ Soil erosion from construction sites
 - ☐ Lawn maintenance (chemical use)
 - ☐ Pet waste

5. Do you think pet waste is a significant source of water pollution?
 - ☐ Yes
 - ☐ No
 - ☐ Don't know



6. Do you think that wastewater from municipal sewer treatment plants is a significant source of water pollution?
- ☐ Yes
 - ☐ No
 - ☐ Don't know
7. Do you think that rainfall runoff from yards, parking lots, and streets is a significant source of water pollution?
- ☐ Yes
 - ☐ No
 - ☐ Don't know
8. Do you think that rainfall runoff from farms and agricultural operations is a significant source of water pollution?
- ☐ Yes
 - ☐ No
 - ☐ Don't know
9. Do you think that dirt eroding from construction sites is a significant source of water pollution?
- ☐ Yes
 - ☐ No
 - ☐ Don't know
10. Do you think lawn maintenance (clippings, fertilizer, pesticides etc.) is a significant source of water pollution?
- ☐ Yes
 - ☐ No
 - ☐ Don't know
11. In your opinion, what is the most significant source of water pollution (check one):
- ☐ Municipal sewer plant
 - ☐ Water flowing from yards, parking lots, and streets
 - ☐ Farm and agricultural activities
 - ☐ Soil erosion from construction sites
 - ☐ Lawn Maintenance (chemical use)
 - ☐ Pet waste
12. Presently, how do you dispose of common household products such as left over paint and paint thinner, unused gasoline, pesticides, cleaning products or solvents. (Check all that apply):
- ☐ Dump down drain or flush down toilet
 - ☐ Pour on ground
 - ☐ Pour down storm sewer/drain
 - ☐ Put in trash
 - ☐ Let air dry then put in trash
 - ☐ Drop off at household hazardous waste collection site



- ☐ Store it/hold on to it – for now
- ☐ Drop used or old motor oil at local garage
- ☐ Share or give left over product to friends or family
- ☐ Avoid purchasing hazardous household products

13. When you mow your grass, what do you do with the grass clippings? Do you.....

- ☐ Leave them in the yard
- ☐ Collect them and throw them in the garbage
- ☐ Rake or blow them into a drain
- ☐ Mulch or compost them
- ☐ Something else

14. Do you ever use fertilizer on your lawn?

- ☐ Yes
- ☐ No (skip to question 16)

15. About how often would you say you use fertilizer on your lawn? Would you say:

- ☐ Monthly
- ☐ Two or three times a year
- ☐ Once a year or less

16. Does anyone ever test the soil on your lawn to determine how much fertilizer is needed?

- ☐ Yes
- ☐ No

17. Do you have a car/truck or other vehicle?

- ☐ Yes
- ☐ No (skip to question 21)

18. Do you wash your vehicle at home, or do you take it to a car wash?

- ☐ At home
- ☐ Other, someone else washes it, or some other scenario
- ☐ Take to a car wash

19. When you wash your vehicle at home, does the soapy water flow into the grass, or onto the street?

- ☐ Into the grass, dirt or gravel
- ☐ Into the street or driveway
- ☐ Varies, sometimes one, sometimes another

20. Do you change the oil in your vehicle at home?

- ☐ Yes
- ☐ No (skip to question 21)



21. When you change your oil at home, how do you dispose of the used oil? Do you dispose of it....

- ☐ In a designated lawn area
- ☐ With other garbage (dumpster, placed in trash bags with other trash, etc.)
- ☐ Pour it down a storm drain
- ☐ Take it somewhere it can be recycled (recycle center, Jiffy Lube, gas station)
- ☐ Other

22. Do you walk your pet?

- ☐ Yes
- ☐ No
- ☐ No Pets (skip to question 23)

23. How often do you pick up their pet waste? Would you say. . . .

- ☐ Always
- ☐ Often
- ☐ Sometimes
- ☐ Rarely
- ☐ Never

24. Storm water is all the water that collects on streets and parking lots after a rain storm and then runs into storm drains in the Town of Lisbon. If you had to pick one of the following options for where storm water runoff goes once it enters a storm drain, would it be that it goes to....

- ☐ The Town's regular sewer treatment plant
- ☐ A separate special stormwater treatment plant
- ☐ Nearby fields and yards
- ☐ Androscoggin River or other Lisbon water body
- ☐ Drainage pond
- ☐ Almost all of the water soaks into the ground and does not leave the property
- ☐ I don't know where the rain water goes

25. Which of these categories best describes your age? Are you....

- ☐ 17-29
- ☐ 30-42
- ☐ 43-55
- ☐ 56-68
- ☐ Over 68

MEMORANDUM FROM THE TOWN CLERK

TO: Diane Barnes, Town Manager & Town Councilors

FROM: Twila Lycette, Town Clerk

SUBJECT: Planning Board Vacancies

DATE: May 31, 2019

Dan Leeman submitted his resignation as a Regular Member on the Planning Board to 2020.

William Kuhl indicated he would like to move from his Alternate seat on the Planning Board to 6/30/2019 into the Regular Member seat, leaving an automatic resignation from his current seat as Alternate to 6/30/2019.

Chris Huston applied recently for a seat on the Planning Board. We have a pending application on file and he is interested in accepting the Alternate seat, leaving an automatic resignation from his current seat on the Appeals Board expiring 6/30/2019. Renewal appointments take place at the next meeting so Chris's name will appear on the list of renewals we do annually.

ACTION REQUESTED:

VOTE 2019-129: Motion to accept Dan Leeman's resignation on the Planning Board, to appoint William Kuhl as a regular member to 2020, automatically accepting William Kuhl's resignation as an Alternate expiring 6/30/2019.

VOTE 2019-130: Motion to appoint Chris Huston as an Alternate Member on the Planning Board to 6/30/2019, automatically accepting his resignation on the Appeals Board expiring 6/30/2019.