



AGENDA
COUNCIL MEETING
SEPTEMBER 17, 2019
LISBON TOWN OFFICE
6:00 P.M. WORKSHOP – 7:00 PM MEETING

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. WORKSHOP - Solid Waste Discussion
4. GOOD NEWS & RECOGNITION
5. PUBLIC HEARINGS
 - A. Special Entertainment Permit for the Lisbon Left Hand Club
6. AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS
7. CONSENT AGENDA
 - 2019- 179 ORDER – A. Municipal Accounts Payable & Payroll Warrants -

#942019	\$ 8,979.93	#9042019	\$ 4,290.50
#190912	\$ 188,951.33	#1909W1	\$18,289.73
# 9112019	\$ 11,137.91		
 - B. School Accounts Payable & Payroll Warrants -

#1011	\$ 304,059.04	#1012	\$ 12,413.57
#8	\$ 14,959.88	#1013	\$ 319,231.96
#	\$	#	\$
 - C. Minutes of September 3, 2019
 - D. Liquor License and Special Entertainment Permit for the Lisbon Left Hand Club
8. COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES
 - 2019-180 ORDER – Photo Copier Maintenance Contracts
 - 2019-181 ORDER – Police Department Server Bid Award
 - 2019-182 ORDER – 2018 BYRNE JAG Grant
 - 2019-183 ORDER – Healthy Androscoggin Grant Acceptance
 - 2019-184 ORDER – Public Works Used Plow Truck
 - 2019-185 ORDER – Waiver of Bid Process to Purchase Firefighter Turnout gear
 - 2019-186 ORDER – Property Tax Abatement
 - 2019-187 ORDER – Draft Legislation for Finance Committee
 - 2019-188 ORDER – Road Name Requests – Hayfield Lane and Shady Lane
 - 2019-189 ORDINANCE – Bond Question for Municipal Road Construction & Improvements for \$1.5 million – Second Reading
 - 2019-190 ORDINANCE – Bond Question for Lisbon Water Department's Infrastructure for \$6 million – Second Reading
 - 2019-191 ORDER – Warrant for November 5, 2019 Election and Council Recommendations on Ballot Question 1 & 2
9. OTHER BUSINESS
 - A. Council Committee Reports:
 1. School (Councilor Albert)
 2. Planning Board (Councilor Ward)
 3. LDC (Councilor Larochelle)
 4. Conservation Commission (Councilor Ward)
 5. Recreation (Councilor Kolbe)
 6. County Budget (Councilor Ward)
 7. Library (Councilor Lunt)
 - B. Town Manager's Report
 - C. Department Heads Written Reports
 - D. Worumbo Mill Site Inspection Update-TRC
10. APPOINTMENTS
11. COUNCIL COMMUNICATIONS
12. AUDIENCE PARTICIPATION & RESPONSE NEW ITEMS
13. EXECUTIVE SESSION
14. ADJOURNMENT
 - 2019-192 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: September 17, 2019

Agenda Item 2019-180 Photo Copier Maintenance Contracts

The Town of Lisbon owns Five (5) photocopiers: four Kyocera copier machines and one Konica copier. We currently have a service contract with SymQuest to provide service for all five copiers, which includes the toner and needed parts to maintain operation of the copiers.

The service contracts on three (3) copiers is expiring on September 25, 2019. We met with a representative from Symquest to discuss the service and future service needs and they were working on a new proposal for service on the three copiers with expiring service contracts. In our meeting we were told to expect increases in the cost because after being bought out by Konica they are no longer able to be an authorized service company for Kyocera.

Based on this information the town sought a proposal from an authorized Kyocera company and have since received their copier service proposal. These plan details are as follows:

- Current **SymQuest** costs:
 - The average cost for black and white copies with **SymQuest** is from **\$0.0109 to \$0.0131** per copy on these copiers and **the color copies averages \$0.0659**. Our current contracts also had annual allowances and we have gone well under in black & white copies and well over in color copies skewing the cost up from original estimates.
- Kyocera of New England offers:
 - Two years on service to all Kyocera copiers **\$0.0065** for black and white copies. **This 40% below our current cost**. The proposal for color copies is **\$0.045** per page, which is **32% lower**.
- Symquest proposes the following:
 - Keeping the same equipment the new pricing would be: \$0.0121 per black & white page for the large copiers and \$0.0732 per color page. (These costs are nearly double the Kyocera costs)
 - They also proposed exchanging equipment to Konica copiers and by purchasing new machines we would have an on-going cost of \$0.0078 per black & white page for the large copiers and \$0.0491 per color page. (These costs are close to the Kyocera costs but still higher)

The Finance Assistant recommends the Council accept the new offer from Kyocera of New England. The existing copiers are running well and doing the job. Everyone seems quite pleased with the copiers. In accepting

the Kyocera proposal we will have a much lower costs for the next two years and can then look at whether it is time to replace existing copiers.

Recommendation

Authorize the Town Manager to sign a two-year contract with Kyocera of New England.

Agenda Item 2019-181 Police Department Server Bid

Lisbon solicited bids for a new server for the Police Department on August 23, 2019. Bids were sent to: Bizcompass, CMC Technology Group, Dell Inc., Roundtable Technology, BEK, Burgess Technology, Symquest, Systems Engineering, CDWG, PCCI, Working Group Technology Partners, Logically, and Connection. The public bid opening was held on September 10, 2019 at 10 AM at the Lisbon Town Office. The Town received the following bids:

<u>Name</u>	<u>Street Address</u>	<u>Town</u>	<u>Bid</u>
BEK, Inc	9 Industrial Parkway, Suite 1	Brunswick, ME 04011	\$17,601.00
PCCI (Kyocera Intelligence)	1 Jewell Drive	Wilmington, MA 01887	\$18,660.00
WGTech	207 Larrabee Road	Westbrook, ME 04092	\$15,356.95
Roundtable Technology	P.O. Box 2313	Lewiston, ME 04241	\$14,961.96

A bid from CDW-G was received after the deadline. Based on the estimates provided, we would like to use Roundtable Technology to complete this project. We carried forward \$15,000 from the prior year budget to fund this project.

Recommendation

Award the Police Department Server bid to Round Table Technology in the amount of \$14,961.96.

Agenda Item 2019-182 2018 BYRNE JAG Grant

The Lisbon Police Department has the opportunity to apply for Federal Funds through the FY 18 Byrne JAG Grant. The police department has been pre-allocated a total of \$3,023 in grant funding. This particular grant does not require any matching funds. If Council approves, the police department will use the funding to purchase a new mobile radio for one of our marked cruisers, and two 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 police departments stated goal for this year was to update their communications equipment, which this grant would assist in accomplishing. The police department is requesting permission to apply for, accept, and spend any funding amount allotted through this grant process towards the above purchases.

Recommendation

Authorize the Police Chief permission to apply for, accept, and spend any funding amount allotted through this grant process towards the above purchases.

**Agenda Item 2019-183
Healthy Androscoggin Grant**

The Lisbon Police Department has been given the opportunity to receive up to \$1,500 in funds, to complete underage drinking enforcement details and compliance checks, from the Central Maine Community Health Corporation (CMCHC), who is actually the fiscal agent and sponsor for "Healthy Androscoggin." Healthy Androscoggin is a local organization that promotes and encourages positive choices including but not limited to the prevention of youth tobacco and other substance use.

The funding, which must be used by September 25th, will pay for officers' overtime details. These details would be a combination of high visibility patrols as well as plain clothes details in unmarked vehicles enforcing underage drinking violations. All costs incurred would be submitted by invoice to the Central Maine Community Health Corporation for reimbursement. There are no matching fund requirements required.

Recommendation

Accept and spend the grant funds in the amount of \$1,500 from (CMCHC) Healthy Androscoggin.

**Agenda Item 2019-184
Public Works Used Plow Truck**

The Public Works Director is requesting approval to attend an auction on October 10, 2019, with a credit line of \$20,000 to purchase a plow truck with a dump body for the Public Works Department.

The primary purchase is a plow truck however, if the cost of the truck is lower than \$20,000 and the auction company has other equipment he would also like to place bids for attachment(s) for our newly purchased skid-steer not to exceed a total of \$20,000. There is a line item in the Public Works FY 20 budget to cover this purchase.

Recommendation

Authorize the Public Works Director to purchase a used truck with attachments not to exceed \$20,000 through an auction.

**Agenda Item 2019-185
Waiver of Bid Process to Purchase Turnout Gear**

The Fire Chief is requesting a waiver to take advantage of the pricing that was quoted earlier this calendar year for firefighting turnout gear. During the last budget season the town went out to bid for turnout gear. We received the following bids last year:

- Fire-Dex: \$12,310.00
- Morning Pride: \$12,140.00
- Globe: \$11,380.85 (plus \$2.77 per letter for last names)

That bid was awarded to Bergeron Protective Clothing with Globe brand gear on March 19th not to exceed \$11,600. Globe's was not only the lowest bidder, but pricing was also guaranteed through the end of the calendar year 2019.

The Town's purchasing policy allows the Town to waive the bid process by Council vote as follows:

86-34 Formal bidding, the Council may waive a formal bid process...

(g) *Purchases by competitive bidding—Waiver.* The requirement of competitive bidding may be waived by a vote of the council upon recommendation by the town manager when he/she determines that quality, expertise, time factors, or other important considerations outweigh the possible benefits of bidding or requesting proposals.

Chief Leclair is asking Council to waive the bid process so the Town can take advantage of the pricing that was quoted earlier this calendar year.

Recommendation

Waive the formal bid process to purchase the FY 2019-20 firefighting turnout gear from Bergeron Protective Clothing for Globe brand gear using last fiscal year's pricing.

Agenda Item 2019-186 Property Tax Abatement

A 2019 property tax was assessed to Roger Bowie's Account #758 in error. Since the error was just noticed and is more than one year from commitment, the Tax Assessor is not authorized to grant this abatement. The abatement will need to be granted by the Town Council. The property owner moved the trailer prior to April 1, 2018 and should never have been assessed a tax for FY 19.

Recommendation

Authorize the tax abatement of \$454.57 and write off interest of \$27.12 and costs of \$60.80 on Account #758 assessed to Roger Bowie.

MEMORANDUM FROM TOWN OF LISBON PUBLIC WORKS

TO: DIANE BARNES, TOWN MANAGER
FROM: RANDY CYR, PUBLIC WORKS DIRECTOR
SUBJECT: PROPOSAL FOR DISPOSAL FEE CHANGE
DATE: 09/11/2019

The Town of Lisbon recently went from charging residents for their Transfer Station Annual Permits from \$10.00 to \$25.00 for their first vehicle and \$5.00 to \$25.00 for each additional vehicle. The primary reason for the increased cost is due to rising costs to tipping rates and the drop in revenue the town receives for recycled plastics, papers and other materials. This economic change has not only effected Lisbon but is stretched throughout the State of Maine, the East Coast and across the US.

Municipalities all over are having to change the way residents are charged for disposal from household trash to bulky waste. Many municipalities have already implemented changes in their facilities rate schedule which in most cases these changes have greatly increased their serviceability and with steady stream income able to offer more disposal options to their residents while maintaining a safe and operable facility.

After thorough review of the towns Solid Waste expenses and revenues, town management proposes a change to move from a flat rate base permit of \$25.00 to a Pay-As-You-Throw (PAYT) program. The purpose for this proposed change is to:

- Increase the Town's recycling rate.
- Develop more cost-effective waste & recycling strategies.
- Develop waste management and recycling policies to serve the Town now and in the future.

A few benefits of switching to a PAYT program are:

- PAYT incentivizes recycling - the more you recycle, the less you pay.
- PAYT generates revenue to offset rising costs of waste disposal and recycling.
- Revenue for Transfer Station improvements which will improve traffic flow, safety and ease of use for residents and make operations more efficient.
- Allow more opportunities for recycling and composting.

- Allows those who already recycle to save more by using less bags while it hopefully forces others who currently don't recycle to start sorting. Meaning, you pay what you use and no longer will you pay for your neighbor's trash due to receiving a flat rate.

The biggest factor noted while reviewing town meeting minutes was the push-back from residents on having to pay more out of pocket. However, with any change this is always a concern and usually a cause for additional meetings and education on why these changes must be implemented before taking action.

The Environmental Protection Agency (EPA) has been working with and reviewing municipality's procedures since the 90's and will continue in the future with the ever changes of solid waste disposal fees and costs. One thing to note that the EPA has informed is not one way is perfect and each town may and will probably need to adjust any approach they go with before it becomes a set procedure or fee.

The town of Lisbon is proposing a PAYT program by use of pre-purchased bags. This seems to be the most effective and used program among the State of Maine which many towns have already adopted and or in trial stages. According to Natural Resources Council of Maine, these towns are as followed:

1	Abbot	48	Gouldsboro	95	Perham
2	Addison	49	Hammond	96	Portland
3	Amity	50	Hancock	97	Pownal
4	Appleton	51	Harmony	98	Prentice*
5	Arundel	52	Hersey	99	Presque Isle
6	Attean*	53	Holden	100	Raymond
7	Bald Mountain*	54	Holeb*	101	Rockport
8	Bath	55	Hope	102	Roque Bluffs
9	Brunswick	56	Howland	103	Sandy Bay*
10	Beals	57	Hudson	104	Sanford
11	Belfast	58	Island Falls	105	Searsmont
12	Biddeford	59	Islesboro	106	Searsport
13	Big Six*	60	Jackman	107	Sidney
14	Black Gore*	61	Jonesboro	108	Sorrento
15	Blanchard TWP*	62	Jonesport	109	South Berwick
16	Bowdoinham	63	Kenduskeag	110	Starks
17	Brewer	64	Kennebunk	111	Stockton Springs
18	Bucksport	65	Knox	112	Sullivan
19	Calais	66	Leeds	113	T5 R6*
20	Camden	67	Liberty	114	T5 R7*
21	Castine	68	Lincolnton	115	T7 R5*
22	Castle Hill	69	Long Pond	116	T7 R18*
23	Chapman	70	Machias	117	T7 R19*
24	Columbia	71	Madison	118	T11 R4*
25	Columbia Falls	72	Mapleton	119	Thorndike
26	Corinth	73	Mars Hill	120	Thorndike TWP
27	Crystal	74	Marshfield	121	Topsham
28	Cumberland	75	Mercer	122	Troy
29	Dennistown	76	Merrill	123	Union
30	Dixmont	77	Misery TWP*	124	Unity
31	Dresden	78	Monson	125	Upper Enchanted*
32	Durham	79	Monticello	126	Vinalhaven
33	Dyer Brook	80	Montville	127	Warren
34	Elliotsville TWP*	81	Moose River	128	Washington
35	Ellsworth	82	Moro Pkt.	129	Washburn
36	Eliot	83	Mount Chase	130	Waterville
37	Fairfield	84	New Limerick	131	Wade
38	Falmouth	85	New Vineyard	132	Wellington
39	Farmington	86	North Berwick	133	Wells
40	Forsyth*	87	North Haven	134	West Bath
41	Frankfort	88	North Yarmouth	135	Whitneyville
42	Franklin	89	Northport	136	Willimantic
43	Freedom	90	Ogunquit	137	Windsor
44	Freeport	91	Old Orchard Beach	138	Winter Harbor
45	Fryeburg	92	Old Town		*unorganized
46	Garland	93	Palermo		township
47	Gorham	94	Patten		

Lisbon's proposed changes are neither unique in approach nor a way to save more money as some may seem to believe. Each town appears to vary slightly in its approach. Some towns have all taxpayers fund the transfer station's operation through taxes, others charge for the stickers with disposal fees by weight, some are pay-per-bag or using tags and then there are other municipalities whom have incorporated several ways mentioned above into one program. However, going forward changes to disposal methods and fees is a must if we want to maintain and operate a Solid Waste Facility the way it should be used. For a better understanding on the facility changes in the costs and revenue, charts 1A below is a chart showing the difference from 2017 through current on the cost and revenue per ton for Cardboard, Newspaper and Mixed Paper. Keep in mind that these types of changes are happening across the board with all recycling.

***Note:** Any positive number represents revenue per ton and a negative number represents disposal cost per ton. This chart shows only the first and last month of the given year.*

1A.

MONTH / YEAR	CARBOARD (OCC)	NEWSPAPER	MIXED PAPER
JANUARY - 2017	\$125.00	\$80.00	\$57.50
DECEMBER - 2017	\$90.00	\$60.00	\$10.00
JANUARY - 2018	\$90.00	\$60.00	\$10.00
DECEMBER - 2018	\$60.00	\$25.00	-\$25.00
JANUARY - 2019	\$50.00	\$20.00	-\$30.00
AUGUST - 2019	\$20.00	\$30.00	-\$30.00

Chart 2A below shows revenue for the main sources at the facility.

2A.

REVENUES	2017	2018	2019
SOLID WASTE PERMITS	\$ 32,843.71	\$ 36,962.60	\$ 32,546.00
METAL	\$ 20,319.51	\$ 31,598.00	\$ 26,768.95
CARDBOARD	\$ 13,513.45	\$ 14,857.95	\$ 5,519.93
MIXED PAPER	\$ 7,308.23	\$ 4,461.83	\$ 10.00
NEWSPAPER	\$ -	\$ -	\$ 543.00
YARD ITEMS	\$ 11,680.00	\$ 15,713.00	\$ 19,573.50
TIRES	\$ 1,091.00	\$ 1,271.00	\$ 2,024.00
UNIVERSAL WASTE	\$ 2,787.00	\$ 4,966.00	\$ 5,436.75
EXCAVATION	\$ 2,755.00	\$ 2,480.00	\$ 2,170.00
TOTAL REVENUE	\$ 104,231.36	\$ 127,889.78	\$ 109,026.24

Of course revenue from these sources above are important and understanding that revenue is steadily decreasing from these sources and will continue for years to come according to the EPA. However, more importantly just as with any program we must start where the weakest area is and that's municipal solid waste (MSW).

By paying for individual bags and forcing residents to recycle, should increase our revenue lines above while decreasing the towns overall cost of disposal for MSW.

The town currently uses Maine Waste to Energy for disposal of MSW. The town is charged a municipality rate of \$66.60 per ton.

During fiscal year 2019 the town sent approximately 2,884 tons to Maine Waste to Energy for disposal. The cost for this disposal was roughly \$207,480.00.

The mix of trash was from residents, temporary permits and commercial haulers. Within the town, 3,000 permits were issued for \$10.00 each totaling \$30,000.00. The excess \$2,546.00 (see figure 2A) were for second vehicle and temporary permits.

A resident Hauler fee per year to the Town is \$250.00. Each hauler is also responsible for payment of any approved house hold waste types outlined in Lisbon Ordinance Section 98-38 (Disposal Fees). The town currently has three active haulers which equates to \$750.00 of revenue per fiscal year prior to 2019 as the current rate is now \$1,000 per year.

As stated above, the town has always used a flat rate fee which allowed anyone with an approved permit and or commercial haulers to dispose of all bags brought at the facility.

What that comes down to is residents who disposes of one bag a week is charged the same rate for a resident(s) disposing 5+ bags a week.

If the town moves to a PAYT program charging \$1.50 per bag, and if 3,000 permit holders dispose of one bag per week, at the end of the year that equates to revenue of \$234,000.

Additionally, if all residents whom currently utilize commercial haulers are also purchasing the same bags which will be needed, this dollar amount will greatly increase.

If we take our costs of disposal for the prior year of \$207,480.00, less our revenue \$109,026.24 we are in the negative \$98,453.76.

If we were to assume the same 3,000 permits were sold at \$25.00, this would make a total revenue for permits of \$75,000.00. By maintaining the same figures for the rest and adding in the new permit amount the town's revenue would be roughly \$137,046.13. Using the prior year end disposal cost of \$207,480.00, less our revenue \$137,046.13 we are still in the negative \$70,433.87.

In conclusion, the proposed changes are:

1. Start a Pay-As-You-Throw Program.
2. Permits are issued at no cost with all the same policies for approval.
3. Maintain a stock of bags at the town for purchase of \$1.50 per bag.
4. Commercial Haulers must ensure all customers are using approved pre-purchased bags.
5. Educate the public on all aspects of the PAYT program.

TOWN OF LISBON

PUBLIC HEARING

Business License

The Lisbon Town Council will hold a public hearing on September 17, 2019 at 7:00 PM at the Town Office at 300 Lisbon Street in the Public Meeting Room for the purpose of considering a Special Entertainment Permit for:

*Lisbon Left Hand Club
1 Left Hand Lane
Lisbon, Maine 04250*

The public is invited to attend.



*Twila Lycette, CMC/CCM
Lisbon Town Clerk*

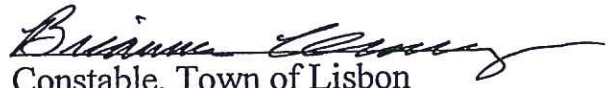
Constable's
Return Of Posting
State Of Maine

Lisbon,

Androscoggin, ss.

Pursuant to the within notice, I have posted said notice at the Lisbon Center Post Office and the Town Office Building, these being in District 1, and the Lisbon Falls Post Office, this being in District 2, all being conspicuous and public places within the Town of Lisbon.

Date: 9/5/19


Constable, Town of Lisbon

Date:

PD: 9-4-19

Lobby: 9-4-19

Webpage: 9-4-19

SunJournal ad: N/A



TOWN COUNCIL MEETING MINUTES SEPTEMBER 3, 2019

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

CALL TO ORDER. The Chairman, Normand Albert, called the meeting to order at 6:00 PM and waived the pledge of allegiance to the flag and waived Roll Call (Present were Councilors Ward, Albert, Kolbe, Lunt, and Larochelle).

WORKSHOP

ECONOMIC DEVELOPMENT DIRECTOR DISCUSSION

The Chairman asked Mrs. Barnes to go over the job description for the Economic and Community Development Director position. Mrs. Barnes said it encompasses involvement within the local community, interactions with local boards and committees, local groups, area chambers, state DECD office, and knowledgeable about various state programs, IRP loans, FAÇADE Program, Downtown Revitalization Programs, Brownfield Assessments, CDBG Grants and programs, TIF Programs, all of which spur Economic Development. She said our previous ECD individual was well versed in grant writing, which has been key to growing our economy in this area. This person would be working with local businesses and groups to promote events and/or expand businesses.

Councilor Ward mentioned that the Moxie Festival had been realigned with the Recreation Department in order to obtain the resources it needed to continue. He said community is a big part of this position. Councilor Albert said with that gone, what is left to promote. Mrs. Barnes pointed out that grants were the biggest part of this position, like obtaining the garbage to gardens grant that has residents composting garbage for gardens in Lisbon. Councilor Larochelle said there is always something going on in our community.

The Chairman said he received a letter from Angie D'Amours, President of Positive Change Lisbon (PCL), which he read into the record as follows:

First of all, thank you for the invitation to tonight's workshop. A number of members of Positive Change Lisbon have mentioned they are planning to attend this important meeting. Positive Change Lisbon has worked closely with previous Economic Development Directors to promote business ventures here in Lisbon, with some success. In the last few years, Lisbon has found itself in the middle of continuous positive change - with enhancements to public parks and thoroughfares, issuance of grant monies from various agencies, and development of new businesses. Finding the most suitable candidate to continue in this upward motion is a difficult task, to be sure. The members of Positive Change Lisbon are confident the administrators in our town government will work very hard towards efficiently filling this important position with a truly dynamic and capable person. During the last few weeks, members of Positive Change Lisbon have voiced their ideas concerning the ideal candidate, and some of these are shared below:

- *Someone who is "fair...looking out for ALL businesses."*
- *A candidate who is "creative in spreading the good word on what's happening in Lisbon".*
- *Someone who can "engage public works projects, with an eye for visual improvements". One who can effectively collaborate with various town entities to ensure our town is always looking great for potential investors.*
- *A person who would "pop in from time to time, just to have someone visible and interested".*
- *One who can demonstrate deep knowledge "on the various programs available.....(including) Revolving Loan Funds.....and sources such as AVOG, Coastal Enterprises, FAME, etc.....aware of grant money.....and a have history of successful grant writing".*

- *And first and foremost, someone to "attract new businesses to Lisbon.....by proactively working with the business community, and community based organizations (like Positive Change Lisbon) and maintaining an open dialog with all parties".*

As stated, the task you have in finding a candidate is a considerable one, but it's a great opportunity our town has at this juncture. On behalf of the members of Positive Change Lisbon, we wish you well in your search, and look forward to collaborating with, and supporting the Town of Lisbon to effect POSITIVE CHANGE for our hometown.

Scott Hall, also Chairman of the Lisbon Development Committee mentioned Lisbon has a Contract Town Planner, Members of the Planning Board, Lisbon Development Committee, and a Building & Code Enforcement officer who all share the same goals. This person should be the center of communication or the hub that everything evolves around; these meetings are all open to the public.

Don Fellows, Planning Board Chairman said the new ECD Director should be familiar with our Planning Board goals, the State Planning Department, and in contact with our Contracted Town Planner.

Richard Main of Libby Street said the most important skill needed is a real proficiency in grant writing. He pointed out that over the past 10 to 15 years most of our improvements have come from grant writing. We are working on a grant for Beaver Park currently and one should be done to address our forestry needs. Although there are a mired of different requirements, he encouraged the Council to seek individuals who can do that. He said there are many grants out there and Lisbon has been very fortunate to receive some. He said it is important to find someone who can continue this work.

Traci Austin, also the owner of Franks pointed out that they had benefited from obtaining grant funds to help with their façade work and that without it, Franks may not have happened. She said Lisbon needs someone who wants what is best for the town, who understands small towns, who is a planner and not afraid to ask for help. She said the ECD Director's role was critical for coordinating building code and licensing requirements. She said bridging those gaps was crucial since they had never been in business before. She pointed out that businesses look forward to holding promotional events within the community and seeing residents rally around in support. She said Lisbon needs more involvement around raffles, civic group events, organization's scholarship awards, and promoting the right things in our community. When we are always pushing out positives, it becomes hard to believe the negatives. She pointed out it would be nice to have someone willing to coordinate with Public Works on Main Street issues like making it look better from root maintenance on trees, removing weeds, to plantings. She said she did not have time to do the whole street. She said if Lisbon could not afford to hire that type of expertise, then maybe find an individual who is willing to train and learn what is needed; maybe we could find someone willing to work at those things. Councilor Albert said he could support that professional development to maintain the progress we have made at this point.

George Roy said he would like to see Lisbon continue with growth moving forward and that he agreed with pretty much everything said tonight. He encouraged the Council to not lose focus on Economic Development; we need someone with ears on the ground, in other words someone who will watch or listen for clues as to what is going to happen. We want businesses to relocate to Lisbon and/or who maybe offer employment for residents. We want to see our business tax base expand to help relieve some of the tax burden pressure placed on residents. This person should help develop businesses, attract businesses, and assist businesses with loans, connections with AVCOG, or whatever. He said the main thrust of this position should be on the promotion of businesses. Councilor Ward remarked that all of this is to be applied to both sides of our community; we are one community, whether it is Village Street or Main Street.

William Kuhl, representing PCL mentioned the University of Maine holds a 3-day grant-writing course. He pointed one of the biggest challenges will be selling Lisbon to Lisbon. He said there were many negative comments on Facebook. He said he moved here in 2003. He encouraged the Council to look for someone with the skillset to sell Lisbon itself to residents. He mentioned there were housing stabilization grants available. He said there are grants available to rehab older apartments to remove lead paint, but you have to be willing to work with the state. Councilor Albert pointed out there were many different avenues today that could be pursued to get our message out to the public.

Maggie Oliver, owner of Eastcreaft encouraged the Council to find someone who can connect businesses who want to do something in town, like events, with the right permits and to help with promoting events that bring people into town. She said other business owners are willing to join in, but we just do not know how to do this.

Seeing no further comments, the Chairman called for an informal recess at 6:30 PM to talk with members in the audience. There were no objections. The Chairman called the meeting back to order at 6:45 PM. The Chairman asked to take the Executive Sessions out of order. No objections were noted.

Item taken out of order

EXECUTIVE SESSION

VOTE (2019-175, 176, 177) Councilor Larochelle, seconded by Councilor Kolbe moved to go into Executive Session at 6:45 PM per 1 MRSA Section 405(6) (C) Acquisition of Real Property or Economic Development, (6) (A) Personnel Matters, and (6) (D) Labor Negotiations. **Order passed – Vote 5-0.**

The Council came out of executive session at 7:05 PM. The Council meeting resumed at 7:06 PM.

Item taken out of order

ROLL CALL. Members present were Councilors Ward, Albert, Kolbe, Lunt, and Larochelle. Also present were Diane Barnes, Town Manager; Randy Cyr, Public Works Director; Marc Hagan, Police Chief; Traci Austin, School Committee Chair; Ross Cunningham, School Committee Member; Bill Alexander, Water Department Manager; Marie Hale, Water Commissioner; Roger Bickford, Water Commissioner; James Lemieux, Water Commissioner; Donald Fellows, Planning Board Member; Scott Hall, Planning Board Member; William Kuhl, Recreation Committee; George Roy, CDBG Revolving Loan Committee Member; and approximately 6 other citizens in the audience.

VOTE (2019-167A) Councilor Larochelle, seconded by Councilor Albert moved to excuse Councilor Brunelle's absence. **Order passed – Vote 5-0.**

GOOD NEWS & RECOGNITION

Councilor Kolbe announced school has started. Councilor Albert wished the teachers well this school year.

PUBLIC HEARINGS

A. BOND QUESTION FOR MUNICIPAL ROAD CONSTRUCTION AND IMPROVEMENTS FOR \$ 1.5 MILLION

The Chairman opened the public hearing. Dorothy Fitzgerald said she knew we needed this road construction, but that it seemed like the town should have extra revenue from the new tax bills that went out. She said her taxes went up \$400 this year.

Mr. Cyr described the work to be accomplished on Pinewoods Road. The road was originally built for residential vehicles, but since the pit has been sold heavier vehicles with tri-axes or single axes are hauling 20 to 30 loads of gravel a day. He said the area of road this covers is from Spruce Street to Cotton Road. This should cover a 24-foot wide road with two-foot wide gravel shoulders on each side. The project costs \$1.5 million to do the following:

- Mill off existing pavement and haul it to Public Works for future use.
- Excavation and removal of approximately 18" of existing aggregates.
- Replace existing 24" cross culverts and 15" driveway culverts.
- Install 12" of gravel 28 feet wide.
- Install 4" of pavement 24 feet wide.

Councilor Albert asked how long this would last. Mr. Cyr said about 15 years. Councilor Ward said that is why we decided to go with a 10-year bond. Mrs. Barnes said this would be a 23-cent increase worst-case scenario, but the town had some retiring debt service so it may not even be 23 cents. Seeing no further comments, the Chairman closed the public hearing.

B. BOND QUESTION FOR LISBON WATER DEPARTMENT'S INFRASTRUCTURE FOR \$ 6 MILLION

The Chairman opened the public hearing. Dorothy Fitzgerald asked how this bond would affect the water bills. Mr. Alexander reported the Water Department has experienced 13 water main breaks in the past 12 months. These are costly. For instance, the water main break at the corner of Main and South and/or North Street back in February cost \$90,000 in the end to complete. Neighborhoods can experience damages. For instance, the driveway pavement at the old Kitty Korner was damaged during the repair, and water did enter some basements on South Street. He mentioned other water main breaks are happening more frequently because the infrastructure is way past due for replacing. Most of it was installed in 1909 in Lisbon Falls and 1912 to 1915 in Lisbon Village. The lines put in during the 1950 and 60's used a particular material which has a high failure rate as well. He mentioned the fire hydrant issue they recently dealt with was for a hydrant dating back to 1898.

Mr. Alexander said he had a list of streets determined to be top priority. He handed the Council their Potential Improvement Items and a proposal for Rate Increase Scenarios for Other Improvements (currently posted on the website). Councilor Albert mentioned tying new pipes into old pipes is an issue as well. Mr. Alexander said yes; he saw that on Pinewoods Road. Councilor Larochelle pointed out that all rate increases have to be justified with the PUC. Mr. Alexander said yes, and pointed out that there is the health aspect as well with water main breaks, especially with blowouts when contaminants can enter. He reported they collect and test samples after construction. Seeing no further comments, the Chairman closed the public hearing.

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS -NONE CONSENT AGENDA

VOTE (2019-167) Councilor Larochelle, seconded by Councilor Kolbe moved to approve the following:

A. Municipal Accounts Payable & Payroll Warrants -

#08152019	\$ 12,157.69	#8202019	\$ 859,181.15
#190829	\$ 143,857.24	#1908W3	\$ 14,813.47
#8282019	\$ 11,681.24	#932019	\$ 462,246.13

B. School Accounts Payable & Payroll Warrants -

#2002	\$ 100,838.70	#6	\$ 398.93
#1009	\$ 264,147.11	#1010	\$ 10,431.00
#2003	\$ 568,827.02		

C. Council Meeting Minutes of August 13, 2019

D. Set Public Hearing for Special Entertainment for Left Hand Club on Sept 17, 2019.

Order passed - Vote 5-0.

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

AWARD BID FOR POLICE CRUISERS

INTRODUCTION: Chief Hagan said the bidding process for two new 2020 Ford Interceptor's has been completed. Bids were received from four dealerships in Maine, and one in Massachusetts. He said Yankee Ford was the winning bid and he recommends the Town accept the bid, and include the trade-in offers from Yankee Ford. Mrs. Barnes said \$62,000 was budgeted in the FY 20 budget to fund the cost of the cruisers.

Yankee Ford
\$34,271 per vehicle = \$68,542
Trade for Ford SUV = \$9,500
Trade for Ford Fusion = \$3,500
Total Cost: \$55,542

Casco Bay Ford
\$32,800 per vehicle = \$65,600
Trade for Ford SUV = \$7,200
Trade for Ford Fusion = \$2,000
Total Cost: \$56,400

Quirk Auto
\$ 32,974 per vehicle = \$65,948
Trade for Ford SUV = \$4,500
Trade for Ford Fusion = \$1,500
Total Cost: \$59,948

CMG Colonial
\$33,189.35 per vehicle = \$66,378.70
Trade for Ford SUV = \$4,750
Trade for Ford Fusion = \$1,000
Total cost: \$60,628.70

Rowe Auburn
\$36,885 per vehicle = \$73,770
Trade for Ford SUV = \$7,500
Trade for Ford Fusion = \$2,500
Total Cost: \$63,770

COUNCILOR COMMENTS: Councilor Larochelle asked about hands free technology. Chief Hagan said these vehicles did come hands free equipped.

VOTE (2019-168) Councilor Larochelle, seconded by Councilor Kolbe moved to award the bid to Yankee Ford in the amount of \$55,542.00, which includes trade-in offers. **Order passed - Vote 5-0.**

USE OF FEDERAL FORFEITURE FUNDS

INTRODUCTION: Chief Hagan said the police department would like to use a portion of our Federal forfeiture monies to purchase a Taser for \$1,663, Less-lethal equipment for \$1,170, and Airsoft equipment for \$961. He said they currently have a total of \$6,786.04 in Federal Forfeited Assets and \$6,255.54 in State Forfeited Assets accounts.

VOTE (2019-169) Councilor Ward, seconded by Councilor Lunt moved to authorize the use of Federal Forfeiture Asset Funds in the amount of \$3,794.00 to purchase the following:

1. Taser: The police department is in need of a new Taser for use on patrol. The price, which includes a 4-year warranty and battery, is \$1,663.
2. Less-lethal equipment: The police department has removed shotguns from the cruisers due primarily to the annual costs of certifying officers and, the purchase of modern rifles in 2018. In addition, it was also our plan to convert these shotguns to carry less lethal "bean bag" rounds that could temporarily disable a dangerous person, allowing officers to take someone into custody without using deadly force: \$1,170.
3. Airsoft equipment: Airsoft is the most cost effective manner in which to conduct realistic training. It is more effective and cheaper than previous training systems and does not leave damaging marks on property where training. The airsoft weapons also fit into officer holsters and are approximately the same weight adding to realism in training: \$961.

Ordered Passed – Vote 5-0.

ACCEPT DONATIONS FOR WORUMBO MILL PARK

INTRODUCTION: Now that the Town has purchased 1 Canal Street (Former Worumbo Mill Site), there has been interest in the community to donate funds to assist with developing a parking lot and green space on the property. We would like to set up a reserve account to be known as "Worumbo Mill Park" and accept donations to be deposited in the account and funds to be used to create parking and green space.

COUNCILOR COMMENTS: Councilor Ward questioned setting up a reserve account when it could complicate redevelopment; he said he did not want to work against what we now have accepted. Councilor Larochelle said the Lisbon Development Committee recently went over the property to see what it could become and discovered that it is very limited for use. He said the town should not accept money until the town has a goal.

Councilor Albert said he was reluctant to do this too, but that the town wanted to control the destiny of that property. Although this is admirable, the town first needs a vision.

Councilor Larochelle said he would like to create this account, similar to what was done with Graziano Square so folks can donate towards the vision, but there needs to be a vision before funds are accepted. Mrs. Barnes said an account was set up to receive the Kelly Patrick donation for the Library for the Stain Glass Project, but that was after the vision had been developed. She said a few local contractors would like to donate materials or in kind services to help create a parking lot. Councilor Albert said he could support that.

VOTE (2019-170A) Councilor Larochelle, seconded by Councilor Kolbe moved to authorize the set-up of a reserve account for Worumbo Mill Park and accept donations.

VOTE (2019-170B) Councilor Lunt, seconded by Councilor Albert moved and amendment to delete "Worumbo Mill Park" and insert "1 Canal Street." **Amendment #1 passed - Vote 5-0.**

Main Motion as Amended... moved to authorize the set-up of a reserve account for 1 Canal Street and accept donations. **Main Motion as Amended – Vote 5-0.**

AWARD BID FOR LIBRARY FENCE

INTRODUCTION: Mrs. Barnes said the Town of Lisbon solicited bids for new fencing at the Lisbon Library located at 28 Main Street, Lisbon Falls on August 22, 2019. The public bid opening was held on August 28, 2019 at 10:00 am at the Lisbon Town Offices. The Town received one bid listed below. RFP's were also sent to Main Line Fence & Aroostook Fence. Both vendors were contacted prior to sending out the bid information.

Mrs. Barnes pointed out that the single bidder was Randy Cyr's company and that a conflict of interest must be disclosed to the Council and public. C.S.M of Maine is owned by Randy Cyr, the Public Works Director. She reported this employee will perform his procurement functions without actual or apparent bias or favoritism, and this bid award is in the best interest of the Town of Lisbon.

Mrs. Barnes explained that the Lisbon Town Council may grant a waiver of the conflict of interest provision after making a written determination that (1) The Financial interest of the town employee has been publicly disclosed, (2) The town employee will be able to perform his procurement functions without actual or apparent bias or favoritism, and that (3) The award will be in the best interest of the town.

Name	Address	Bid
C.S.M. of Maine	96 Frost Hill Ave, Lisbon Falls	\$8,129.00

Mrs. Barnes recommended, based on the estimate provided, the town use C.S.M. of Maine to complete the project. This project is funded through the 2016 CDBG Grant, which has a balance of \$14,271.00. The remaining balance of \$6,142.00 will be spent on gravel for the parking areas at either Canal or Union Street.

VOTE (2019-171A) Councilor Ward, seconded by Councilor Kolbe moved to grant a waiver of the conflict of interest provision because a written determination that (1) the Financial interest of the town employee has been publicly disclosed, (2) the town employee will be able to perform his procurement functions without actual or apparent bias or favoritism, and (3) this award will be in the best interest of the town. **Order passed - Vote 5-0.**

VOTE (2019-171A) Councilor Ward, seconded by Councilor Larochelle moved to award the bid to C.S.M of Maine in the amount of \$8,129.00. **Order passed - Vote 5-0.**

FINANCE COMMITTEE DISCUSSION

COUNCILOR COMMENTS: Councilor Larochelle said this would be a good tool for the council to use. He said members' need to work together and should be constructive. He pointed out that our Auditor has recommended the town create one. He said he was not sure if there were other examples out there, but this would be a great tool to help sell items to the community or to address items the Council may feel should be delayed. He recommended a Council Liaison and School Committee Liaison for this.

Councilor Albert suggested this committee's make up include professionals with financial backgrounds or individuals who know how to get the best result for the bottom dollar. He said they might find items that might not be on the Council's radar. They need members who have their fingers on the pulse of the community. This group should offer their expertise on ways to save taxpayers some money. He said he was a fan of this and would like to see the committee in place for next year's budget.

Councilor Ward indicated the last committee met quarterly, but recommended this committee meet monthly. He recommended they look at investment policies. He pointed out the recent benefits we saw from having conversations with the Town Manager, Public Works Director, and Water Department Manager and together they came up with the best way to resolve a situation so to pass this by a financial skill set would be good, too. He mentioned dealing with the town's budget could be their pivotal role. It is a great resource to vet purchases.

Councilor Albert asked Council members to submit their input for drafting legislation to adopt and requested the Town Manager add this to the next agenda.

BOND QUESTION FOR MUNICIPAL ROAD CONSTRUCTION AND IMPROVEMENTS FOR \$ 1.5 MILLION

First Reading

COUNCILOR COMMENTS: Councilor Ward asked the Water Commissioners present if they voted to recommend this project. Marie Hale, Chairman of the Water Commission said yes, it was a unanimous decision and they fully supported this project.

VOTE (2019-173) Councilor Larochelle, seconded by Councilor Albert moved to adopt the Ordinance Authorizing the Town of Lisbon to Issue Up to \$ 1.5 Million In Bonds to Finance Road Construction and Improvements on Pinewoods Road as follows:

BE IT ORDAINED, pursuant to Articles 6.09 and 8.11(b)(2) of the Charter of the Town of Lisbon and section 5772 of Title 30-A of the Maine Revised Statutes,

(1) that the Town of Lisbon (the "Town") be authorized to issue general obligation bonds in an amount not to exceed \$1,500,000 and notes in anticipation thereof (collectively, the "Bonds"), to fund road reconstruction and improvements to Pinewoods Road from the intersection of Cottonwood Road and Pinewoods Road to the end of the recently paved sewer replacement area;

(2) That the proceeds of the Bonds, including any investment earnings on the Bonds, be appropriated for the costs of the Project;

(3) That the Finance Director be authorized to arrange for the sale of the Bonds at public or private sale to such parties as the Finance Director determines to be in the best interest of the Town, to execute and deliver loan agreements and other contracts, certificates and instruments as the Finance Director shall determine prudent in connection with the issuance and sale of the Bonds, to approve the date(s), maturity or maturities, denomination(s), interest rate(s), place(s) of payment, form(s) and other terms, provisions, and details of such Bonds, and to provide for the sale and delivery against payment thereof, to provide that the Bonds may be redeemable or callable, with or without premium, prior to their maturity, and to hire such financial advisors and other consultants, if any, as the Finance

Director deems necessary to assist with the sale of the Bonds, all on such terms (not inconsistent with this Order) as the Finance Director shall approve;

(4) That the Bonds be issued in registered form in the name of the Town, executed and delivered by the Finance Director and countersigned by the Chairman of the Town Council and the Town Manager under the official seal of the Town attested by the Town Clerk;

(5) That the Municipal Officers, being the Town Council, Town Manager, Finance Director and Clerk of the Town of Lisbon are each authorized to do or cause to be done all such acts, including but not limited to the execution and delivery of any and all contracts, agreements, certificates and other documents as may be necessary or advisable in order to carry out the provisions of this Ordinance in connection with the issuance and delivery by the Town of the Bonds;

(6) That if any Municipal Officer whose signature may be required in connection with the issuance and sale of the Bonds is for any reason unavailable to approve and execute the required documents, the persons then acting in such capacity on behalf of such Municipal Officer, whether an assistant, a deputy or in some other capacity, is authorized to act on behalf of such Municipal Officer and to perform such acts themselves;

(7) That if any of the Municipal Officers who have signed, attested, or sealed the Bonds shall cease to be such officers before the Bonds so signed, attested and sealed shall have been actually authenticated and delivered by the Town, such Bonds nevertheless may be authenticated, delivered and issued with the same force and effect as though the person or persons who signed, attested or sealed the Bonds had not ceased to be such Municipal Officer;

(8) That it shall be a condition to the foregoing authority conferred by this Ordinance that the voters of the Town, pursuant to Article 8.11(b)(2) of the Town Charter, ratify the adoption of this Ordinance;

(9) That the Town Clerk file an attested copy of this Ordinance with the minutes of this meeting and make attested copies of this Ordinance available to the public;

(10) That a referendum election question regarding the ratification of this Ordinance be placed on the ballot for the November 5, 2019 municipal election, and that the Town Clerk is hereby authorized to take all actions required of the Town Clerk for that referendum question to be considered by the voters, and that a ballot title and referendum question in the following form appear in the warrant for and on the ballot at said election, accompanied by a statement of the Town's Finance Director with respect to said indebtedness in accordance with section 5772 of Maine Revised Statutes Title 30-A:

ORDINANCE AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION SECURITIES OF THE TOWN OF LISBON IN AN AMOUNT NOT TO EXCEED \$1,500,000 FOR THE PURPOSE OF FINANCING ROAD RECONSTRUCTION AND IMPROVEMENTS ON PINEWOODS ROAD BE APPROVED AND RATIFIED.

So ordered this 3rd day of September 2019.

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

**BOND QUESTION FOR LISBON WATER DEPARTMENT'S
INFRASTRUCTURE FOR \$6 MILLION**

First Reading

VOTE (2019-174) Councilor Larochelle, seconded by Councilor Lunt moved to adopt the Ordinance Authorizing the Town of Lisbon To Issue Up To \$6,000,000 In Bonds for the Lisbon Water Department as follows:

The following Ordinance authorizing the issuance of general obligation securities for the Town of Lisbon, in an amount up to but not to exceed \$6,000,000.00, for the Lisbon Water Department to replace all water department infrastructure to include mains, taps, services, curbs, valves and hydrants

located on and around Route 125, and for infrastructure improvements, including but not limited to main, valve and hydrant repairs and replacements throughout the town be and hereby is adopted by the Town Council of the Town of Lisbon in accordance with the following:

Section 1. That a sum of up to, but not to exceed, \$6,000,000.00, plus the sale premium of the bond/notes authorized in Section 2 below, is hereby appropriated for the Lisbon Water Department to replace all water department infrastructure to include mains, taps, services, curbs, valves and hydrants located on and around Route 125, and for infrastructure improvements, including but not limited to main, valve and hydrant repairs and replacements throughout the town.

Section 2. That, for the purpose of financing the aforesaid appropriation, authorization is hereby given to incur indebtedness by the issuance of general obligation securities in an amount up to, but not to exceed, \$6,000,000.00, pursuant to, and under the provisions of the Charter of the Town of Lisbon, Sections 6.09 and 8.11(b)(2).

Section 3. That any and all bonds, notes and other securities issued pursuant to this Ordinance may be payable in serial form in annual installments, which need not be equal, or under such payment terms or conditions as may be in the best interest of the Town, but which shall be calculated to extinguish the entire debt at maturity.

Section 4. That the term of any general obligation securities issued under the within Ordinance shall not exceed thirty (30) years.

Section 5. That the proceeds of any general obligation securities issued pursuant to this Ordinance shall be used only for those purposes specified in Section 1 above.

Section 6. That any proceeds of the general obligation securities issued and not used for the purposes specified in Section 1 shall be applied to repayment of the principal and/or interest of any such general obligation securities.

Section 7. That the Municipal Officers, being the Town Council of the Town of Lisbon, may borrow money temporarily by the issuance of notes in anticipation of the issuance of general obligation securities, subsequent to the authorization of the general obligation securities by the voters of the Town of Lisbon.

Section 8. That the Municipal Officers of the Town of Lisbon shall determine the date or dates, maturities, denominations, interest rate or rates, place of payment, form, or any other details of each of the securities and, if applicable, notes issued in anticipation of the issuance of the securities.

Section 9. That any and all general securities and/or notes issued by the Town pursuant to Section 6.09 of the Charter of the Town of Lisbon, shall be signed by the Town Finance Director and countersigned by the Chairman of the Town Council and the Town Manager.

Section 10. That pursuant to Section 10 of Chapter 34 of the Private & Special Law of 1955 relating to the Lisbon Water Department, said bonds shall be signed by the board of selectmen [Town Council] and by the Board of Water Commissioners of the Town and by the Treasurer of said Town, but the coupons, if any, need be signed by the Treasurer only, and shall be designated "The Lisbon Water Department Loan."

Section 11. That any and all general obligation securities and/or notes issued pursuant to this Ordinance and to Section 8.11(b)(2) of the Charter of the Town of Lisbon, shall be general obligation securities of said Town, backed by the full faith and credit and taxing power of the Town of Lisbon.

Section 12. That the Treasurer of the Town has prepared, signed and attached hereto, the Financial Statement required under the provisions of 30-A M.R.S.A. § 5772(2-A).

Section 13. That prior to the adoption of this Ordinance, and pursuant to the requirements of Section 6.09 of the Charter of the Town of Lisbon, the Town Council held a public hearing on this Bond Ordinance.

Section 14. That the Treasurer is authorized to do or to cause to be done any and all such acts, including but not limited to the execution and delivery of any and all contracts, agreements, certificates, and other documents as may be necessary or advisable including by way of example, an arbitrage and use of proceeds certificate and a continuing disclosure certificate, in order to carry out the provisions of this Ordinance in connection with the issuance and delivery by the Town of the bonds or notes in anticipation thereof.

Section 15. If the Treasurer or any other Town Official whose signature may be required for the issuance of the bonds or notes in anticipation thereof, authorized under this Ordinance, for any reason be unavailable to approve and execute the required documents, then the person or person then acting in such capacity either as an assistant, a deputy, or otherwise, is authorized to act for such official and perform such act themselves.

SO ORDERED AND ADOPTED by the Town Council of the Town of Lisbon this 3rd day of September, 2019, and be it FURTHER ORDERED by the Town Council of the Town of Lisbon that this Ordinance be submitted to the voters under the authority of the Town Council pursuant to the provisions of Section 8.21(b), and pursuant to the requirements of Section 8.11(b)(2) and Section 8.25(b), of said Charter, the submission to the voters to occur at the special election scheduled for November 5, 2019.

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

OTHER BUSINESS

A. COUNCIL COMMITTEE REPORTS

1. School: Councilor Albert said School is up and running good so far.
2. Planning: Councilor Ward said the Planning Board took up Case 19-7 a Tier 2 Site Plan Review for Crystal Spring Healing Alternatives at 1 Upland Road and Case 19-8 a Conditional Use Application for a Rear Lot and set a public hearing for the Access Management Ordinance.
3. LDC: Councilor Larochelle said LDC did a walk-through of the Worumbo site and that their next meeting will be posted soon.
4. Conservation Commission: Councilor Ward indicated the Garbage to Gardens composting program should start on September 1. They are working on a Recreation Grant for Beaver Park and will be receiving a report on invasive species.
5. Recreation: Councilor Kolbe said Beaver Park Plans are moving forward and that they will be holding their wrap up meeting for the Moxie Festival at their meeting on Monday.
6. County Budget: Councilor Ward said budgets are being reviewed at the department level and that their next meeting is at 5:15 PM.
7. Library: Councilor Lunt said he had nothing new to report.

B. TOWN MANAGER'S REPORT

Mrs. Barnes said Bill Alexander, Steve Aievoli, Randy Cyr, and she would be meeting with the Maine Department of Transportation on October 8, which is a good sign things may move forward. She said the MUNIS tax conversion starts on Friday.

C. NEIGHBORHOOD COMMUNITIES SOCIAL NETWORK

Melissa Carbajal and Dwayne Guay presented information to the Council on the Neighborhood Communities Social Network. Ms. Carbajal said she started this group three and a half years ago. She received a letter notifying her that a Neighborhood Communities Social Network did not exist in her neighborhood, although there were some in Lisbon. She said this group finds commonalities and creates a circle of friendship that would not otherwise exist perhaps. They share neighborhood information about safety issues, yard sales, and so on. They hold monthly meetings on a Sunday morning at a local coffee shop/restaurant like Franks, Railroad Restaurant & Pub, and the Rusty Lantern to mention only a few. They are holding a potluck on September 15 from 12:30 PM to 3:30 PM at MTM and invited the Council and town staff to join them; just bring food and drinks for yourself and/or to share. She encouraged the Council and staff to stop by and say hi; it is a great way to get acquainted.

D. SOLID WASTE AGENDA FOR WORKSHOP ON SEPTEMBER 17TH

The Council unanimously approved the agenda for the 6:00 PM workshop on September 17.

APPOINTMENTS - NONE

COUNCILOR COMMUNICATIONS

Councilor Albert said "Go Greyhounds" this Saturday and wished each of our fall sports teams the very best this season. He said we are very lucky to have so many skilled players.

AUDIENCE PARTICIPATION & RESPONSE FOR NEW ITEMS

Dorothy Fitzgerald said she experienced a horrific event on Saturday at 6:00 PM from her front porch while her two grandson's (8 year old/11 year old) along with other children were present in the neighborhood, she witnessed a couple of cars drag racing down School Street. She reported this to the Police Department who is looking into this, but that its very difficult to identify these drivers. This is on a residential street. She said this is not the only street this happens on; speeding is an epidemic.

Webster Brower, a resident at 45 Crest Avenue and backyard bounded by the Sabattus River said he was well acquainted and qualified to speak about the Sabattus River between the Farwell Dam and Mill Street Dam. He said he canoes this stretch regularly and frequently walks along the river's edge between Farwell Mill and Meadow Brook. This past winter, he walked its frozen surface down to Mill Street. He said he has floated from his property to its junction with the Androscoggin River. He mentioned that he was a keen observer of the wide variety of wildlife that frequents and calls this river home.

Mr. Brower said the decision to remove the Mill Street Dam is uncontestable, but his concern centers on what appears to be unaddressed problems that will or are very likely to emerge once the original watercourse is restored that could affect the river's health and the public's enjoyment of it. He said a recent Sun Journal article identified several commitments that DEP made that included the dam's removal, proper clean up and disposal of debris, disposal of pollutants, dredging of a 1,500 square foot area around the dam, and the creation of protective riverbank. He said in his estimation, this commitment is very limited in scope and does not recognize (or acknowledge) the consequences for the river upstream and downstream. He said there is no mention of an environmental impact study nor of a remediation plan for anticipated and unanticipated issues. He indicated a simple canoe trip and a walk along the entire length of the riverbank would provide DEP great insight to the river's needs. He said whatever happens, the health of the river and the wildlife it sustains along with the public's enjoyment all depends upon the wise stewardship on everyone's part to encompass the whole picture at once. He presented the Council with other written information, along with a demonstration of items that he had found in the river. He showed the Council a piece of the invasive plant that is overtaking sections along the river's edge. He said containments in the river and along the edge are now visible with the lowering of the water.

Mr. Brower said our good intentions, not necessarily bad intentions, when carried out hastily may prove to be counterproductive in the end. Conditions that developed over a great length of time are not easily remedied. He pointed out that funding available for this project now does not mean that funds would be available for problems that emerge for others to resolve in the years ahead.

Councilor Albert agreed that it would take a while to clean up the river from Sabattus to the Androscoggin; those impacted items were never in their scope of work to begin with. He said he was pleased to see this come to light and that he was glad Mr. Brower was encouraging others to get involved.

EXECUTIVE SESSION

UNION SIDEBAR LETTER

VOTE (2019-175) Councilor Kolbe, seconded by Councilor Larochelle moved to approve and authorize the Town Manager to sign a Memorandum of Understanding between the Town of Lisbon and the Maine Association of Police Unit ("MAP"). **Order passed – Vote 5-0.**

LISBON PROPERTY HOLDINGS LLC PARKING & SOLAR SIDEWALK LIGHTING EASEMENT

VOTE (2019-176) Councilor Kolbe, seconded by Councilor Larochelle moved to approve and authorize the Town Manager to sign a Parking and Lighting Easement Deed located on Davis Street behind Rusty Lantern ("Parking") and Rt. 196 in front of Rusty Lantern ("Solar Sidewalk Lighting") with Lisbon Property Holdings, LLC. **Order passed – Vote 5-0.**

FINANCE DIRECTOR APPOINTMENT

VOTE (2019-177) Councilor Kolbe, seconded by Councilor Ward moved to confirm the appointment of Kayla Tierney as Finance Director with a starting salary of \$68,000 and 2 weeks of vacation. **Order passed – Vote 5-0.**

ADJOURNMENT

VOTE (2019-178) Councilor Kolbe, seconded by Councilor Larochelle moved to adjourn at 9:16 PM. **Order passed - Vote 5-0.**

Twila D. Lycette, Council Secretary
Town Clerk, Lifetime CCM/MMC
Date Approved: September 17, 2019

Business Name: _____

Lisbon Left Hand Club

INSPECTION REQUIRED BELOW

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

Signature: _____



Date: _____

8/9/19

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

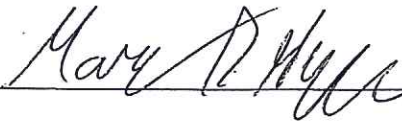
APPLICANT MUST HAVE COMPLETED TO HERE BEFORE FILING

For Office Use Only

____ *Public Records Check Completed.*

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

Signature: _____



Date: _____

08/09/19

INFORMATION

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

SUGGESTED CONTACTS:

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

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

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

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

PRESENT LICENSE EXPIRES: 10-9-2019

NEW application: ☐ Yes ☐ No

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

Requested inspection (New Licensees/ Ownership Changes Only) Date : _____ Business hours: M-W-F 5:30 to 8:30
S.S. 10-1:30 close

INDICATE TYPE OF PRIVILEGE: ☐ MALT ☐ VINOUS ☐ SPIRITUOUS

INDICATE TYPE OF LICENSE:

- ☐ RESTAURANT (Class I,II,III,IV) ☐ RESTAURANT/LOUNGE (Class XI) ☐ CLASS A LOUNGE (Class X)
☐ HOTEL (Class I,II,III,IV) ☐ HOTEL, FOOD OPTIONAL (Class I-A) ☐ BED & BREAKFAST (Class V)
☐ GOLF COURSE (Class I,II,III,IV) ☐ TAVERN (Class IV) ☐ QUALIFIED CATERING
☐ OTHER: Club with Catering Class I ☐ SELF-SPONSORED EVENTS
 (QUALIFIED CATERERS ONLY)

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

Corporation Name:			Business Name (D/B/A)		
APPLICANT(S) –(Sole Proprietor)			DOB:		
DOB:			Physical Location:		
Address			City/Town State Zip Code		
City/Town State Zip Code			Mailing Address Same As Above? <input type="checkbox"/>		
Telephone Number Fax Number			Business Telephone Number Fax Number		
Federal I.D. #			Seller Certificate #: or Sales Tax #: <u>0247636</u>		
Email Address:			Website:		

1. If premise is a Hotel or Bed & Breakfast, indicate number of rooms available for transient guests: N/A

2. State amount of gross income from period of last license:

ROOMS \$ _____ FOOD \$ _____

3. Is applicant a corporation, limited liability company or limited partnership? YES ☐ NO ☒

If Yes, please complete the Corporate Information required for Business Entities who are licensees.

4. Do you permit dancing or entertainment on the licensed premises? YES ☒ NO ☐

MEMO

To: Diane Barnes, Town Manager
From: Russell Giasson, Finance Assistant
Date: September 11, 2019
Re: Copier Service Agreement/Contract

The Town of Lisbon owns Five (5) photocopiers: four Kyocera copier machines and one Konica copier. We currently have a service contract with SymQuest to provide service for all five copiers, which includes the toner and needed parts to maintain operation of the copiers.

The service contracts on three (3) copiers is expiring on September 25, 2019. We met with a representative from Symquest to discuss the service and future service needs and they were working on a new proposal for service on the three copiers with expiring service contracts. In our meeting we were told to expect increases in the cost because after being bought out by Konica they are no longer able to be an authorized service company for Kyocera.

Based on this information we sought a proposal from an authorized Kyocera company and have since received their copier service proposal. The plan details are below.

Current costs: The average cost for black and white copies with **SymQuest** is from **\$0.0109 to \$0.0131** per copy on these copiers and **the color copies averages \$0.0659**. Our current contracts also had annual allowances and we have gone well under in black & white copies and well over in color copies skewing the cost up from original estimates.

The **Kyocera of New England** offer for two years on service to all Kyocera copiers will be at **\$0.0065** for black and white copies. **This 40% below our current cost**. The proposal for color copies is **\$0.045** per page, which is **32% lower cost**.

Following is the summary of the Symquest proposals:

Keeping the same equipment the new pricing would be: \$0.0121 per black & white page for the large copiers and \$0.0732 per color page. (These costs are nearly double the Kyocera costs)

They also proposed exchanging equipment to Konica copiers and by purchasing new machines we would have an on-going cost of \$0.0078 per black & white page for the large copiers and \$0.0491 per color page. (These costs are close to the Kyocera costs but still higher)

I think it makes the most sense to accept the new offer from Kyocera of New England. The existing copiers are running well and doing the job. Everyone seems quite pleased with the copiers. In accepting the Kyocera proposal we will have a much lower costs for the next two years and can then look at whether it is time to replace existing copiers.

MEMORANDUM

TO: DIANE BARNES
FROM: MEGAN LAVIGNE
SUBJECT: BID OPENING
DATE: SEPTEMBER 11, 2019

Police Department Server Bid Opening
September 10, 2019
10:00 am

In Attendance:

Diane Barnes, Town Manager
Megan Lavigne, Admin & HR Assistant

1) BEK, Inc	\$17,601.00
2) PCCI	\$18,660.00
3) WGTech	\$15,356.95
4) Roundtable Technology	\$14,961.96

Note: Receive a bid from CDW-G after the bid deadline.



Town of Lisbon

Diane Barnes

Town Council

Norm Albert, Chairman
Kasie Kolbe, Vice
Chairman
Chris Brunelle
Fern Larochelle
Mark Lunt
Allen Ward

August 22, 2019

The Town of Lisbon is soliciting proposals for the replacement of a server and network configuration.

- Supply and Install one server at the Lisbon Police Department per the attached specifications. All bidders will be required to bid the server and labor separately.

It is the intent and purpose of these specifications to provide the Town of Lisbon Police Department with new server infrastructure capable of supporting the Police Department's computer and software needs. All items appearing in the bidder's regular published specifications are assumed to be included in the bidder's proposal.

The attached specifications shall be the minimum requirements for the bid. Equipment and software should be the latest models from the manufacturers and not refurbished. The bid item must comply with all Federal and State of Maine laws currently in effect.

Additionally, the bidders shall be responsible for any charges incurred by the Town's current IT Support provider as a result of installation assistance and labor associated with replacement of networking equipment and peripheral hardware.

The Town of Lisbon reserves the right to reject any proposal when deemed to be in the best interest of the Town, and to waive any minor discrepancy or technicality in the bid specifications.

Sealed bids must be submitted to the Town Office, 300 Lisbon Street, Lisbon, ME no later than Tuesday, September 10, 2019 at 10:00am and clearly marked "Server Bid" to the attention of: Diane Barnes, Town Manager. Please direct all questions to Diane Barnes at dbarnes@lisbonme.org or Marc Hagan, Police Chief at mhagan@lisbonme.org. We will respond in writing to the entire bidders list.

Sincerely,

Diane Barnes
Town Manager



Town of Lisbon

Diane Barnes

Town Council

Norm Albert, Chairman
Kasie Kolbe, Vice
Chairman
Chris Brunelle
Fern Larochelle
Mark Lunt
Allen Ward

Town of Lisbon

Police Department Server RFP

Server

Qty	Hardware	Total
1	Dell PowerEdge Rack Server Dual CPU - Intel Xeon minimum 2.1Ghz, 12core 64GB RAM Raid Controller (minimum 2GB) 8x 600GB 10K SAS 12Gbps HDD iDRAC Enterprise Dual Port 1GBe NIC x 2 ISDM Card Reader 2x 16GB Flash Dual Power Supply - 750W minimum Rack Rails 5 Year NBD Warranty	
Total		



Town of Lisbon

Diane Barnes

Town Council

Norm Albert, Chairman
Kasie Kolbe, Vice
Chairman
Chris Brunelle
Fern Larochelelle
Mark Lunt
Allen Ward

Software

Qty		Total
48	Windows Server 2019 Core Licenses	
15	Windows Server 2019 Client Access Licenses (per user)	
1	VMWare Essentials	
Total		

Labor

Description	Total
Project Management	
Setup & Rack New Server	
Configure RAID Array	
Configure iDRAC	
Configure Networking	
Install VMWare	
Build New Windows 2019 AD Server	
Migrate AD Roles from Existing Domain	
Build New Windows 2019 File Server	
Migrate Data	
Build New Windows 2019 Database/App Server	
Migrate Applications & Data	
IMC (coordinated with Vendor)	
Total	

WHO WE ARE



A privately held company, BEK was founded in 1999 under the name BEK Inc. by Gil Buthlay. Gil is still actively involved in every aspect of the company's operations and leads our Sales, Project, MSP and Administrative Teams, ensuring that the company's mission is fully realized on a daily basis.

At BEK, we recognize that our responsibility is to know how to best meet the IT needs of your business. We are a full-service IT company with strong roots in Mid-coast Maine. Our flexibility and strong customer relationships allow us to create IT solutions that are tailored to the specific needs of your organization.

But who are we really? *We're a group of engineers and business men and women who think and act as an extension to our customer's businesses.* A team of people that aren't afraid to get creative when it comes to finding a flexible solution or roll up our sleeves when it comes to debugging that important server that keeps your production line moving.

We built our reputation on providing excellent technology support, innovative and creative solutions and second-to-none service and project management support services. We are excited to be working with you and your business, and to find out what we can achieve together.

BEK is please to provide the following response to your Request for Proposal. The following documents are included:

- Scope of Work
- Detailed Bill of Materials

If you have any questions or concerns, please do not hesitate to reach out to me directly. Look forward to hearing from you soon.

Thank You,

David Buthlay
Chief Operating Officer

-Developing Solutions to improve productivity, enhance efficiency, and sharpen your competitive edge



Microsoft Partner
Small and Midmarket Cloud Solutions

o: 207-729-7600 ext. 1012

d: 207 560 4545

f: 866-410-5670

9 Industrial Parkway Suite One
Brunswick ME, 04011

Welcome

Keeping and IT environment running smoothly requires constant attention and the availability of a highly skilled staff.

Our Contracted IT services will help free you from necessary, time-consuming tasks like patching, monitoring and management of your IT infrastructure.

Scope of Work-

"Police Department Server RFP"

Prepared for:

Town of Lisbon

300 Lisbon St Lisbon, ME 04250
207 353 3000

Dated: 8/29/2019

Created by:

David Buthlay, COO

BEK INC

9 Industrial Parkway, Suite 1

Brunswick, ME 04011

207 729 7600

david.buthlay@bekinc.net

Revision: 000_2019

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2. Introduction

Town of Lisbon Police Department is looking to have be provided with and have installed one server at the Lisbon Police Department per the below specifications (see 4. Bill of Materials)

3. Agreement

This Scope of Work is made and entered into between BEK Inc. at 9 Industrial Parkway Suite 1 Brunswick, ME 04011 and the Town of Lisbon Police Department

This Scope of Work consists of this Overview page, a signature page and the following Appendices:

- Appendix A – Standard Scope of Work Terms
- Appendix B – BEK Inc. and Customer Responsibilities
- Appendix C – BEK Inc. Project Team
- Appendix D – Backup Waiver
- Acceptance

4. Overview

The intent and purpose of the below specs is to provide the Town of Lisbon Police Department with a new server infrastructure capable of supporting the Police Departments computer software needs.

5. Bill of Materials – detailed BOM attached

Lisbon PD Systems	Equip/License/Software/Misc. Total	Project Pricing		
		Prof. Services & Installation	Monthly Recurring	Annual Recurring
Dell Rack Server	\$8,989	\$6,413	\$0	\$0
Windows Server 2019	\$1,224	\$0	\$0	\$0
Server 2019 User CALS	\$435	\$0	\$0	\$0
VMWare Essentials Kit	\$510	\$0	\$0	\$0
Tax	\$0	\$0	\$0	\$0
Shipping	\$30	\$0	\$0	\$0
Sub-Total Monthly and Annual Recurring Charges:			\$0	\$0
Recurring Managed Services costs associated with this project (if applicable)			\$0	
Grand Total: All systems, Prof Svcs, shipping, tax and first months charges (if applicable)				\$17,601.00

6. Installation Scope of Work required

1. BEK will hold a customer kick off meeting at a mutually agreed upon date and time
2. Once Project Document Package is executed AND down payment is received BEK will:
 - a. Purchase, receive, and document product(s).
3. Bench time will include:
 - a. Replacement Physical Server 1 – VMWare Host
 - i. Initial standard server configuration to include installing latest firmware
 - ii. Configure RAID-10 across 8 drives (8 x 600GB = 2.4TB usable)
 - iii. Configure iDRAC for: Remote Access
 - iv. Configure NIC's – Virtual Network
 - v. Install VMWare Essentials – ISDM Card Reader/ 2x16GB Flash Cards
 1. Build new Virtual Windows 2019 AD Server
 - a. Install, update and patch Server 2019 to Microsoft best practices
 2. Build new Virtual Windows 2019 File Server
 - a. Install, update and patch Server 2019 to Microsoft best practices
 3. Build new Virtual Windows 2019 Database/App Server
 - a. Install, update and patch Server 2019 to Microsoft best practices
 - vi. Document and label server
4. Onsite time includes:
 - a. Physical installation of Physical Server 1 – rails/4 post enclosed rack – 12U available
 - i. Virtual Windows 2019 AD Server
 1. Migrate AD roles from existing Domain
 2. Verify desktops, laptops, printers are accessible
 - ii. Virtual Windows 2019 File Server
 1. Migrate data
 2. Configure and verify – 3 network printers
 - iii. Virtual Windows 2019 Database/App Server
 1. Migrate application and data – coordinate with vendor – active support verified
 2. Verify desktops, laptops, printers are accessible
 - iv. Other:
 1. No encryption currently in use
 2. AV – client provided = Webroot
 - b. BEK Backup and Disaster Recovery
 - i. Current vendor will be performing this operation

7. Appendix A

Standard Scope of Work Terms

BEK Inc. will provide the services specified in the "Scope of Work requested" section of the Overview page. Services may be provided by BEK Inc. or individuals or organizations under contract with BEK Inc., at the discretion of BEK Inc.

In order to refuse acceptance of the Services performed, Customer must provide BEK Inc. with full details that show that Services do not conform to the Scope of Work. BEK Inc. shall address such non-conformance in a timely manner. BEK Inc. shall compile an action plan to correct any deficiencies and the process for acceptance detailed herein shall be repeated until such time as all deficiencies have been resolved and the services meet the requirements of the Scope of Work. *Acceptance may not be withheld due to defects in services that do not represent a material non-conformance with the requirements of the Scope of Work including, but not limited to, individual connectivity issues, individual e-mail inbox issues, individual printing issues, etc.*

BEK Inc. will invoice the Customer for all time and materials quoted. BEK Inc. will attempt to adhere to the number of estimated billable hours at the service rates outlined on the Overview page.

Final payment shall be due 30 days from the date of the invoice. Failure to pay in a timely manner will result in a 1.5% finance charge per month overdue.

The Customer's site shall be ready prior to the date scheduled for BEK to perform the services. Costs associated with Customer's failure to 1) make the site ready (as determined by BEK); or 2) meet any of the other responsibilities specified in this Scope of Work shall be billed at BEK's time and materials rate plus travel and other related expenses. Any additional costs incurred by Customer as a result of delays shall be the sole responsibility of the Customer. Unless specified otherwise, services shall be performed during normal business hours.

This Scope of Work defines exclusively the scope of the services and equipment which BEK Inc. shall provide to the Customer for this project. This Scope of Work shall not apply to any support or maintenance of the product purchased; the terms of which will be agreed upon under a separate agreement.

In the event that BEK Inc. is required to provide third-party materials under this Scope of Work (i.e. cables, racks, etc.), Customer shall be responsible for any maintenance and/or warranty obligations therein.

All issues directly related to the implementation of the Customer network are the responsibility of, and should be directed to, BEK's Project Team. These issues include anything within the scope of the signed Scope of Work. Please note that once the Customer has signed the Project Close form, any and all maintenance for the installed components of the new network is considered outside of this Scope of Work. The Project Close form is a separate document and will be presented to the Customer after the project has been completed.

8. Appendix B

Your Commitment to us:

All assumptions MUST be correct to validate this scope of work. If anything listed below is inaccurate contact BEK Inc immediately. Any inaccuracies will result in increased labor.

- Customer MUST provide BEK with a Primary Contact for this Scope of Work.
 - The Primary Contact will be someone who has the authority to act on all aspects of this Scope of Work.
- Customer MUST provide BEK with an Alternate Contact should the Primary Contact be unavailable.
 - The Alternate Contact will be someone who has equal authority to the Primary Contact in regard to this Scope of Work.
- Either the Primary or Alternate Contact MUST be available at the completion of the service call to test the systems and make sure that they are working as expected; then sign the service call completion documentation.
 - Failure to be on-site will result in a follow-up service call at BEK's earliest convenience and could result in Customer inconvenience the next business day. Any such follow-up service call will be considered outside the estimated hours in this Scope of Work.
- Customer shall provide BEK Inc. with access to all facilities and equipment as necessary to complete the services outline in this Scope of Work (e.g. Computers, workspace, servers, etc.)
- Customer shall provide BEK with access to any resources as required to enable BEK to comply with its obligations (e.g. Third-party software support expert, network administration contact, etc.)
- Customer shall respond within two (2) business days of BEK's request for documentation or information needed for the project.
- The server and workstations MUST be placed within 6 Feet of a 110-volt grounded outlet.
- The server and workstations MUST be placed within 10 Feet of a HUB or CAT5 Network drop location.
- There is connectivity between two buildings, if required.
- The server(s) and network equipment MUST be placed in a secure, well ventilated area.
- Internet access is REQUIRED for automatic Anti-Virus Updates
- Labor will be billed per man-hour plus travel.
- Customer MUST provide a list of all user permissions levels within the organization.
- Customer MUST provide a list of all software to be installed.
- Customer MUST be properly licensed for all software that will be installed.
- All software to be installed must be on premises on the day of installation, corresponding license keys and codes (if required) must also be available.
- Full time 24/7 network internet access is required to send and receive internet email. If the internet is not available, the customer will only be able to E-Mail within the WAN (between offices).
- If there is no rack system or hardware quoted, then all network electronics MUST be mounted on shelves or on the wall. Racking systems are available for an additional cost. Contact your sales rep if you are interested in this option.

If Customer Requirements are not met, then any items in this Scope of Work that are affected will either result in re-scheduling the service call or an automatic Change Order and will be outside the Scope of Work. If the service call is re-scheduled, then any time spent by BEK Inc, including travel time to Customer's site, will be considered outside of the estimated hours in this Scope of Work.

Our Commitment to you:

- BEK Inc. will work to best of ability, to work with expedience and accuracy to meet with the agreed upon expectations of the Scope of work and intent of this project.
- BEK Inc. will communicate appropriately to when unexpected circumstances arise, especially those requiring a "Change Order" to keep the project moving to meet with the Project Time Line Targets.
- BEK Inc. will apply industry best practices to all systems for appropriate system governance.
- BEK Inc. will provide Customer with a Primary Contact (Project Leader) for all issues relating to this Scope of Work.
- BEK Inc. will provide Customer with a list of all personnel involved in this Scope of Work.
- BEK Inc. will schedule to meet with Customer at any time during the performance of this Scope of Work at either Customer's or BEK Inc.'s request to discuss the status of the services.
- BEK Inc. will meet with Customer at the end of this Scope of Work to discuss the services provided.
- BEK Inc. will provide Customer with all network documentation upon request and/or completion of services outlined in this Scope of Work.

Services not covered under this Scope of Work:

- Ongoing support and maintenance of products.
- Unless otherwise specified, any customization of or labor to install software.
- Support or replacement of product that is altered, modified, mishandled, destroyed or damaged by natural causes or damaged due to a negligent or willful act or omission by Customer or a third party or use by Customer or a third party other than as specified in the applicable BEK-supplied documentation.
- Services to resolve software or hardware problems resulting from third-party equipment or services or problems beyond BEK's control.
- Services for software not installed by BEK on any product unless otherwise specified.
- Any hardware upgrade required to run new or updated software unless otherwise specified.

9. Appendix C

BEK Contact Info:

Project Team-

- Project Lead: Greg Stauff, greg.stauff@bekinc.net, 207 729 7600 x 1018
- Engineers: Scott Glasier, scott.glasier@bekinc.net, 207 729 7600 x 1037
- Escalation: David Buthlay, David.buthlay@bekinc.net, 207 729 7600 x 1012

Primary Customer Contact Info: TBD

Customer Instructions:

Please carefully review this document. The dispatched technicians will ONLY be authorized to perform work that is specifically listed in the above scope of work. Any additional work will need to be scheduled as a future service call by executing a Change Order. The customer is responsible for having access to all software currently installed or newly purchased. Failure to have CD's or Floppies can significantly increase the time spent onsite and could make completing the service call impossible. The customer should have access to all required hardware prior to the install date.

Change Orders: Any revisions to this Scope of Work must be recorded by execution of a Change Order. Change orders are facilitated either by BEK or the client. Once a change order has been identified an issue ticket is created in our system including estimated costs to complete the change order. Written approval from the client is required prior to any work being performed on the change order.

Current BEK Inc. Time and Material Labor Rates during business hours:

Onsite Network Service	\$135 / Hour
Onsite Desktop Service	\$115 / Hour
Documentation Rate	\$75 / Hour

Travel is billed both ways at current rate

Overtime rates apply outside of business hours unless scheduled.

Business Hours are Monday-Friday 8:00 a.m. to 5:00 p.m. (excluding holidays)

10. Appendix D

RELEASE AND WAIVER OF LIABILITY FOR BACKUPS - PLEASE READ THIS CAREFULLY

It affects any rights you may have if you or the computer network in use by your organization has incurs a loss of any form of electronic data. I, _____ (participant) _____ (hereinafter referred to as the "COMPANY") hereby release, waive, discharge and covenant not to sue BEK INC and any of their agents or employees (hereinafter referred to as the "RELEASEES") for any liability, claim and/or cause of action arising out of or related to any loss of data or irreparable damage that occurs as a result of

1. Company will be using another IT vendor for a backup solution
2. Utilizing another vendor - Use of backup hardware and/or software products that not recommended by RELEASEES;
3. The COMPANY taking responsibility for the management and maintenance of backup systems and routines. The COMPANY agrees to indemnify and hold harmless the RELEASEES whether data loss is caused by my negligence, the negligence of the RELEASEES or the negligence of a third party. The COMPANY further agrees that this Release and Waiver of Liability shall bind the COMPANY. The COMPANY hereby further agrees that this Release and Waiver of Liability shall be construed in accordance with the laws of the State of Maine.

By signing this Release and Waiver of Liability, I state that I have read and understand the conditions set forth in this Release and that I agree to all conditions set forth herein, and that I sign this voluntarily. (Please tick one or more of the following)

- ☐ On behalf of the above-entered company, my company will take full responsibility for the management and maintenance of backup systems for my company.
- ☐ On behalf of the above-entered company, we accept that we do not employ a backup solution inclusive of all hardware and software products which is recommended by BEK INC.

Printed Name and Date

Signature

11. Acceptance

To accept this scope of work, please sign & date below where indicated. Fax the Scope of Work document to (866)410-5670. To ensure quick response time, after faxing please call (207) 729-7600 x1012 and speak to the Project Lead. Reference the above scope of work number and ask to schedule a service call. At the completion of this scope of work, you will be asked to sign as to its completion. No additional service call can begin until this scope of work is complete. Please keep original at your location. The onsite technician will pick it up. At the completion of the scope of work, a copy will be attached to your invoice.

By signing below, you are agreeing to the terms and conditions listed in the scope of work above. No changes or additions to the scope of work will be accepted after the date of signature. Additional work **MUST** be scheduled as a separate service call by executing a Change Order.

Customer Signature Section (Signing this Section Schedules the Scope of Work):

Signature of Company Representative

Date

Print Name Print

Title




ESTIMATE

IMPORTANT INFORMATION

9 Industrial Parkway, Suite 1, Brunswick, ME 04011
t. 207-729-7600 f. 866-410-5670

Number BEKQ4622

Date Aug 28, 2019

Sold To	Ship To	Your Sales Rep
Town of Lisbon Diane Barnes 300 Lisbon St Lisbon, ME 04250 United States	Town of Lisbon Diane Barnes 300 Lisbon St Lisbon, ME 04250 United States	 Elizabeth Whitman 207-729-7600 ext 1023 elizabeth.whitman@bekinc.net

Phone (207) 353-3000
Fax (207) 353-3007

Phone (207) 353-3000
Fax (207) 353-3007

Line	Qty	Description	Unit Price	Ext. Price
1		This is a Time and Materials Estimate for: Police Department Server		
2		One Time Costs		
3		Solution - Server		
4	1	Dell Rack Mount Server * 2 x 12-Core Xeon 2.2GHz processors * 64GB memory * 8 x 600GB 10krpm SAS hard drives (RAID10) ~ 2.4TB usable storage * Remote Management Module * 4-port Gigabit NIC * IDSDM and Combo card reader * 2 x 16GB microSDHC/SDXC cards * 2 x 750W hot-plug, redundant power supplies * Static Rails for 2/4-post racks * 5 year Next Business Day hardware warranty from Dell	\$8,989.00	\$8,989.00
5	12	Microsoft Windows Server 2019 Standard - Local Government Volume License * Priced for every 2 processor cores ~ The proposed server has a total of 24 processor cores	\$102.00	\$1,224.00
6	15	Microsoft Windows Server 2019 user CAL - Local Government	\$29.00	\$435.00
7	1	VMware vSphere Essentials Kit - Included in Total * Server virtualization and consolidation with centralized management * 3 servers with up to 2 processors each * Includes ESXi hypervisor (Optional - SELECTED)	\$510.00	\$510.00
8	1	Shipping - Ground is our standard method. Faster options are available at additional cost	\$30.00	\$30.00
9	1	Professional Services: See accompanying Scope of Work	\$6,413.00	\$6,413.00

Line	Qty	Description	Unit Price	Ext. Price
------	-----	-------------	------------	------------

SubTotal	\$17,601.00
-----------------	-------------

Tax	\$0.00
------------	--------

Total	\$17,601.00
--------------	--------------------

Accepted By: _____

By accepting this estimate you acknowledge any recurring fees listed

Monthly Due	\$0.00
--------------------	--------

Annually Due	\$0.00
---------------------	--------

Title _____

Date _____

IMPORTANT INFORMATION

Please see Microsoft End of Support Information on last page of this quote

For BEK Managed Services Clients, qualified systems listed on this Estimate, with a selected Manufacturer Warranty, will be added to an existing MSP Agreement for monitoring and management at the standard rate for the remainder of the agreement term.

Please initial if you DO NOT wish to add the equipment on this Estimate added to your MSP Agreement

9 Industrial Parkway, Suite 1, Brunswick, ME 04011
t. 207-729-7600 f. 866-410-5670

Number BEKQ4622

Date Aug 28, 2019

TERMS OF PAYMENT:

Subject to credit approval.

100% Due for all hardware and software products

50% Due for professional services quoted

The remaining 50% is due upon completion & acceptance

Final payment is required for warranty coverage. Accounts not paid when due shall be subject to a late charge at the rate of 1.5% per month or 18% per annum.

RETURNS & EXCHANGES: Special order items are NOT returnable. Written permission must be obtained from BEK to return or exchange equipment. For standard orders, the service or exchange charge will vary depending on the cost of handling, turnover, etc. however, BEK reserves the right to assess a 25% restocking fee. All merchandise must be new, unopened and returned within 15 days. Transportation costs involved will be the responsibility of the BUYER.

LIMITED WARRANTY & EXCLUSIONS: Generally, all hardware components proposed above are covered under a limited manufacturer's warranty covering parts. BEK specifically disclaims any and all warranties, expressed or implied including but not limited to any implied warranties or with regard to any licensed products. BEK shall not be liable for any loss of profits, business goodwill, data, interruption of business nor any incidental or consequential merchantability or fitness of purpose, damages related to this agreement.

INSTALLATION NOTES & ASSUMPTIONS

Labor quoted represents BEK's BEST ESTIMATE & assumes installation during normal (8 to 5) business hours. All labor associated with this project will be documented & invoiced on a Time & Materials basis to reflect only actual time spent.

This quote represents pricing based upon the current conditions, configurations & promotions available to date. Pricing is subject to vary with changes to the configuration quoted. Any additional equipment, materials, cabling or labor necessary or requested for work outside of this scope of work will constitute a written change order. All change orders will require a cost estimate & signed customer approval prior to execution.

BEK reserves the right to update all quotes issued beyond 30 days.

BEK assumes use of existing L5e/L6 telephone station/premise cabling. BEK also assumes that any new cable drops have been properly tested, toned, tagged & certified to meet current published low voltage wiring standards. BEK can provide this service for an additional charge if required

On Going Support

On going support for the above items will be considered Time and Materials unless otherwise noted in an existing or new Managed Services agreement.

Please see your Account Manager with any questions regarding Managed Services offerings.

IMPORTANT INFORMATION

Windows 7, Office 2010 and Server 2008 will no longer be supported after January 2020

If you would like to get started on exploring options now please reach out via email at info@bekinc.net or call our office at 207-729-7600

Thank you for being a loyal customer. We will be reaching out shortly

Kyocera Document Solutions of New England Quote



From: John Glidden
Kyocera Document Solutions of New England
1 Jewel Drive
Wilmington, MA 01887
United States

jglidden@kyoceraintelligence.com

Prepared for: Diane Barnes
Town of Lisbon
300 Lisbon Street
Lisbon, ME 04250
United States
(207) 353-3000
dbarnes@lisbonme.org

Quantity	Description	Unit Price	Ext. Price
1.00	Dell PowerEdge R740 Server Hardware Rack Configuration Chassis with up to 16 x 2.5" Hot Plug Hard Drives Dual Intel® Xeon® Silver 2.1G, 12Core Processors 64GB RAM (2x32GB) RAID Controller, 8GB RAID 10 w/hot-spare 600GB 10K RPM SAS, Hot Plug Hard Drive (x10) iDRAC Enterprise Quad Port 1GbE NIC IDSDM and Combo Card Reader with 16GB VFlash SD 2x 16GB microSDHC/SDXC Card DVD+/-RW 6 Performance Fans for R740 2U Standard Bezel Dual, Hot-plug, Redundant Power Supply, 750W Sliding Rails With Cable Management Arm Keyboard and Optical Mouse, USB, Black, English Software No Software Included Warranty 5 Years (60 Months) Basic Hardware Warranty Repair: 5x10 HW-Only, 5x10 NBD Onsite	\$9,850.00	\$9,850.00
24.00	Windows Server 2019 - Two (2) Core Licenses	\$120.00	\$2,880.00
3.00	Windows Server 2019 Client Access Licences - 5 pack	\$235.00	\$705.00
1.00	VMware vSphere Essentials Kit - 3 Year This kit includes 6 CPU licenses of vSphere Essentials (for 3 servers with up to 2 processors each) and 1 license for vCenter Server Essentials. Includes: vSphere Hypervisor (ESXi) vCenter Server Essentials The vSphere Essentials Kit licenses are perpetual and do not have an end date. The support term includes updates and new releases of the selected product during the time frame selected.	\$850.00	\$850.00

35.00 Professional Services - Project Management	\$125.00	\$4,375.00
Setup & Rack New Server		
Configure RAID Array		
Configure iDRAC		
Configure Networking		
Install VMWare		
Build New Windows 2019 AD Server		
Migrate AD Roles from Existing Domain		
Build New Windows 2019 File Server		
Migrate Data		
Build New Windows 2019 Database/App Server		
IMC (coordinated with Vendor)		
	Subtotal:	\$18,660.00
	Sales Tax:	\$0.00
	Total:	\$18,660.00

By signing below, Customer agrees to purchase the products and/or services contained herein and agrees to be bound by the terms of this Quote.

Total liability of Kyocera for any damages to the Customer related to or arising out of this Quote shall not exceed an amount equal to the amount paid by Customer under this Quote. In addition, in no event is Kyocera or its owners, officers, directors, employees, agents, representatives, partners, contractors, consultants, suppliers, affiliates, insurers, or their respective successors and assigns, to be held liable to Customer or to any third party for any indirect, special, exemplary, punitive, consequential, or incidental damages, lost profits, impaired goodwill, intangible losses, delay, or business interruption, in connection with the supply of products or services under this Quote, regardless of whether Kyocera has been advised of the possibility of same.

The person signing below is an authorized representative of the Customer.

Signature: _____

Date: _____

WGTECH

We have prepared a quote for you

Server Bid

Quote # WG001911 Version 1

Prepared for

Town of Lisbon

Prepared by

Alyssa Mascolo

Server

Description	Price	Qty	Ext. Price
-------------	-------	-----	------------

We selected a R640 because of the 750W PSU, the R440 does not have an option for 750W PSU, largest PSU is 550W.

We selected the tailor made PE R640 as an option because it is cheaper with a better processor (16-core) than a standard PE R640 configuration with 12-core processor.

There's no dual port 1gb Network Daughter card option for PE R640, we selected a 4-port 1gb Network Daughter card.

Besides specified requests, other parts in build are set to default.

Please review the full spec sheet below to validate that no additional changes need to be made.

PowerEdge R640			
PowerEdge R640 Server	1		[210-AKWU]
<hr/>			
Motherboard			
PowerEdge R640 MLK Motherboard	1		[329-BEIJ]
<hr/>			
Trusted Platform Module			
No Trusted Platform Module	1		[461-AADZ]
<hr/>			
Chassis Configuration			
2.5" Chassis with up to 8 Hard Drives and 3PCIe slots	1		[321-BCQJ]
<hr/>			
Shipping			
PowerEdge R640 Shipping	1		[340-BKNE]
<hr/>			
Shipping Material			
PowerEdge R640 x8 Drive Shipping Material	1		[343-BBEV]
<hr/>			
Processor			
Intel Xeon Silver 4216 2.1G, 16C/32T, 9.6GT/s, 22M Cache, Turbo, HT (100W) DDR4-2400	1		[338-BSDO]
<hr/>			
Additional Processor			
Intel® Xeon® Silver 4216 2.1G, 16C/32T, 9.6GT/s, 22M Cache, Turbo, HT (100W) DDR4-2400	1		[338-BSDO][379-BDCO]
<hr/>			
Processor Thermal Configuration			
Standard Heatsink for 2 CPU	1		[370-ABWE][412-AAIQ][412-AAIQ]

Server

Description	Price	Qty	Ext. Price
Memory DIMM Type and Speed 2933MT/s RDIMMs		1	[370-AEPP]
Memory Configuration Type Performance Optimized		1	[370-AAIP]
Memory Capacity 16GB RDIMM, 2933MT/s, Dual Rank		4	[370-AEQF]
RAID Configuration C7, Unconfigured RAID for HDDs or SSDs (Mixed Drive Types Allowed)		1	[780-BCDS]
RAID/Internal Storage Controllers PERC H730P RAID Controller, 2GB NV Cache, Minicard		1	[405-AANT]
Hard Drives 600GB 10K RPM SAS 12Gbps 512n 2.5in Hot- plug Hard Drive		8	[400-ASGS]
Operating System No Operating System		1	[619-ABVR]
OS Media Kits No Media Required		1	[421-5736]
Embedded Systems Management iDRAC9,Enterprise		1	[385-BBKT]
Group Manager iDRAC Group Manager, Disabled		1	[379-BCQY]
Password iDRAC,Factory Generated Password		1	[379-BCSF]
PCIe Riser Riser Config 4, 2x16 LP		1	[330-BBGY]
Network Daughter Card Broadcom 5720 Quad Port 1GbE BASE-T, rNDC		1	[540-BBBW]



Server

Description	Price	Qty	Ext. Price
IDSDM and VFlash Card Reader IDSDM and Combo Card Reader		1	[385-BBLE]
Internal SD Module 2x 16GB microSDHC/SDXC Card		1	[385-BBCF][385-BBKG][385-BBKG]
Internal Optical Drive No Internal Optical Drive		1	[429-ABBF]
Fans 8 Standard Fans for R640		1	[384-BBQJ]
Power Supply Dual, Hot-plug, Redundant Power Supply (1+1), 750W		1	[450-ADWS]
Power Cords NEMA 5-15P to C13 Wall Plug, 125 Volt, 15 AMP, 10 Feet (3m), Power Cord, North America		2	[450-AALV]
Bezel No Bezel for x4 and x8 chassis		1	[350-BBBW][350-BBJS]
Quick Sync 2 (At-the-box mgmt) No Quick Sync		1	[350-BBKB]
BIOS and Advanced System Configuration Settings Performance BIOS Setting		1	[384-BBBL]
Advanced System Configurations UEFI BIOS Boot Mode with GPT Partition		1	[800-BBDM]
Rack Rails ReadyRails™ Sliding Rails Without Cable Management Arm		1	[770-BBBC]
System Documentation No Systems Documentation, No OpenManage		1	[631-AACK]

Server

Description	Price	Qty	Ext. Price
DVD Kit			
Remote Consulting Services Declined Remote Consulting Service	1	[973-2426]	
Dell Services: Hardware Support Basic Next Business Day 36Months, 36 Month(s)	1	[709-BBFM]	
Dell Services: Extended Service Next Business Day Onsite Service, 60 Month(s)	1	[865-BBNP]	
Deployment Services No Installation	1	[900-9997]	
Y051 DELL EMC SERVERS MEM FOR QUOTING ONLY	\$7,565.42	1	\$7,565.42
Subtotal:			\$7,565.42

Software

Description	Price	Qty	Ext. Price
9EM-00678 Microsoft Windows Server 2019 Standard - License - 16 Core - Microsoft Qualified, Volume, Local Government - Microsoft Open License for Government - English - PC	\$768.70	4	\$3,074.80
R18-05794 Microsoft Windows Server 2019 - License - 1 User CAL - Volume, Local Government - Microsoft Open License for Government - English - PC	\$26.86	15	\$402.90
VS6-ESSL-KIT- C VMware vSphere Essentials Kit v.6.0 - License - 3 Host (Up to 2 Processors Per Host) VMware vSphere Essentials Kit v.6.0 - License - 3 Host (Up to 2 Processors Per Host)	\$486.26	1	\$486.26
VS6-ESSL-SUB -C VMware vSphere Essentials Kit v.6.0 - Subscription License - 1 Year VMware vSphere Essentials Kit v.6.0 - Subscription License - 1 Year	\$67.57	1	\$67.57
Subtotal:			\$4,031.53



Services

Description		Price	Qty	Ext. Price
Project Management				
Setup & Rack New Server				
Configure RAID Array				
Configure iDRAC				
Configure Networking				
Install VMWare				
Build New Windows 2019 AD Server				
Migrate AD Roles from Existing Domain				
Build New Windows 2019 File Server				
Migrate Data				
Build New Windows 2019 Database/ App Server				
Migrate Applications & Data				
IMC (coordinated with Vendor)				
WTP-Svc-FP	Service - Fixed Fee	\$3,700.00	1	\$3,700.00
	Fixed fee labor for service work.			
			Subtotal:	\$3,700.00



Server Bid

Prepared by:

WGTEch

Alyssa Mascolo
207-856-5316
amascolo@wgtech.com

Prepared for:

Town of Lisbon

300 Lisbon Street
Lisbon, ME 04250
Diane Barnes
(207) 353-3000
dbarnes@lisbonme.org

Quote Information:

Quote #: WG001911

Version: 1

Delivery Date: 09/09/2019

Expiration Date: 10/07/2019

Quote Summary

Description	Amount
Server	\$7,565.42
Software	\$4,031.53
Services	\$3,700.00
Subtotal:	\$15,296.95
Shipping:	\$60.00
Total:	\$15,356.95

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

WGTEch

Town of Lisbon

Signature: _____

Alyssa Mascolo

Name: Alyssa Mascolo

Title: Inside Sales Rep

Date: 09/09/2019

Signature: _____

Name: Diane Barnes

Date: _____



Lead. Support. Empower.

September 10th, 2019

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

Re: Response to RFP for Police Department Server

Dear Diane,

We are pleased to submit RoundTable Technology's response to the Police Department Server RFP. The attached document outlines our pricing based on the RFP's minimum requirements.

We continue to enjoy the working relationship we have had with the Town since 2016. With our teams extensive knowledge of the Town Office and Police Department networks I am confident that our team will execute a project that will minimize downtime for the staff and most importantly the emergency services to the community. We will work closely with IMC as well as Arthur Frizzle to ensure a smooth transition to this new environment.

It is important to note that as the current IT provider for the Town we will not incur any additional charges and are confident that this proposal is complete and accurate based on the needs of the Lisbon Police Department.

To date, **100%** of RoundTable's projects meet or exceed client expectations and three out of every four of RoundTable's projects **EXCEED** expectations.

We appreciate you considering RoundTable for the project and look forward to any feedback you may have. I am happy to answer any questions you might have as you consider our proposal.

Thank you for this opportunity.

Sincerely,

A handwritten signature in black ink that reads "Nick Knowlton". The signature is written in a cursive, flowing style.

Nick Knowlton
VP of Business Development

Response to Lisbon Police Department Server RFP

Server

Qty	Hardware	Total
1	<ul style="list-style-type: none"> • Dell PowerEdge R740 Rack Server <ul style="list-style-type: none"> ○ 2x Intel Xeon minimum 2.2Ghz, 12 core ○ 64GB RDIMM 2933MT RAM ○ H730P Raid Controller 2GB ○ 8x 600GB 10K SAS 12Gbps HDD ○ iDRAC Enterprise ○ Dual Port 1GBe NIC x 2 ○ ISDM Card Reader ○ 2x 16GB Flash ○ Dual Hot Plug Power Supply - 750W ○ Ready Rack Rails ○ 5 Year NBD Warranty 	
Total		\$6,380

Software

Qty	Hardware	Total
48	Windows Server 2019 Core Licenses	\$2,400
15	Windows Server 2019 Client Access Licenses (per user)	\$405
1	VMWare Essentials	\$576.96
Total		\$3,381.96

Note:

above Software is quoted based on Gov't Pricing

Labor

Description	Total
<ul style="list-style-type: none"> • Project Management • Setup & Rack New Server <ul style="list-style-type: none"> ◦ Configure RAID Array ◦ Configure iDRAC ◦ Configure Networking ◦ • Install VMWare • • Build New Windows 2019 AD Server <ul style="list-style-type: none"> ◦ Migrate AD Roles from Existing Domain • Build New Windows 2019 File Server <ul style="list-style-type: none"> ◦ Migrate Data • Build New Windows 2019 Database/App Server <ul style="list-style-type: none"> ◦ Migrate Applications & Data <ul style="list-style-type: none"> ■ IMC (coordinated with Vendor) • Install & Configure Backup • Post Project Support • Update Documentation 	
Total	\$5,200

NOTE: As the current IT provider we are able to provide additional labor to configure backup, update documentation and provide post project support. In the event another vendor were to be selected this time would be considered billable.

Total Project Costs	
Server	\$6,380
Licensing	\$3,381.96
Labor	\$5,200
Grand Total	\$14,961.96



Lisbon Police Department

A Community Policing Agency

300 Lisbon St.
Lisbon, ME 04250

Marc R. Hagan
Chief of Police

To: Town Manager Barnes

From: Chief of Police Marc Hagan

Subject: FY 2018 Byrne JAG Grant Request

Date: 09/11/2019

The police department has the opportunity to apply for Federal Funds through the FY 18 Byrne JAG Grant. The police department has been pre-allocated a total of \$3,023 in grant funding. This particular grant **does not require any matching funds**.

If approved, the police department will use the funding to purchase a new mobile radio for one of our marked cruisers, and two 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. In addition, a police department stated goal for this year was to update police department communications equipment which this grant would assist in accomplishing.

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



Lisbon Police Department

A Community Policing Agency

300 Lisbon St.
Lisbon, ME 04250

Marc R. Hagan
Chief of Police

To: Town Manager Barnes

From: Chief Hagan

Subject: Mini-grant opportunity

Date: 09/10/2019

The Lisbon Police Department has been given the opportunity to receive up to \$1,500 in funds, to complete underage drinking enforcement details and compliance checks, from the Central Maine Community Health Corporation (CMCHC), who is actually the fiscal agent and sponsor for "Healthy Androscoggin". Healthy Androscoggin is a local organization that promotes and encourages positive choices including but not limited to the prevention of youth tobacco and other substance use.

The funding, which must be used by September 25th, will pay for officers' overtime details. These details would be a combination of high visibility patrols as well as plain clothes details in unmarked vehicles enforcing underage drinking violations. All costs incurred would be submitted by invoice to the Central Maine Community Health Corporation for reimbursement. There are no matching fund requirements required.

I am requesting permission to accept the Healthy Androscoggin funds. Thank you.

MEMORANDUM FROM TOWN OF LISBON PUBLIC WORKS

TO: DIANE BARNES, TOWN MANAGER
FROM: RANDY CYR, PUBLIC WORKS DIRECTOR
SUBJECT: REQUEST TO ATTEND AN ACTION FOR PLOW TRUCK
DATE: 09/11/2019

I, Randy Cyr, am requesting approval to attend an auction on October 10, 2019, with a credit line of \$20,000 to purchase a plow truck with a dump body for the Public Works Department.

The primary purchase is a plow truck however, if the cost of the truck is lower than \$20,000 and the auction company has other equipment I would also like to place bids for attachment(s) for our newly purchased skid-steer not to exceed a total of \$20,000.

Any and all purchases made will be chosen based on the town's operational needs.



Town of Lisbon

Fire Department

Nathan LeClair, Fire Chief



To: Diane Barnes
Ref: Request for Council Agenda
Date: September 11, 2019

I am requesting to be put on the Council Agenda for the September 17th meeting. This is to request a waiver from the bid process on purchasing firefighting turnout gear.

Last budget we went out to bid for turnout gear. After receiving bids from Industrial Protection Services (Fire-Dex), Northeast Rescue Systems (Morning Pride), and from Bergeron Protective Clothing (Globe).

Fire-Dex:	\$12,310.00
Morning Pride:	\$12,140.00
Globe:	\$11,380.85 (plus \$2.77 per letter for last names)

The bid was awarded to Bergeron Protective Clothing, with the Globe brand gear, on March 19th, not to exceed \$11,600. Globe's was not only the lowest bidder, but pricing was also guaranteed through the end of the calendar year.

The Town's purchasing policy allows the Town to waive the bid process by Council vote.

86-34 Formal bidding, the Council may waive a formal bid process.

(g) *Purchases by competitive bidding—Waiver.* The requirement of competitive bidding may be waived by a vote of the council upon recommendation by the town manager when he/she determines that quality, expertise, time factors, or other important considerations outweigh the possible benefits of bidding or requesting proposals.

I am requesting the waiver so the Town can take advantage of the pricing that was quoted earlier this calendar year.

Nathan LeClair

Fire Chief



Turnout Gear Bid 2019

1024 Suncook Valley Hwy, Unit 5-D, Epsom, NH 03218
Office 603.736.8500 Fax 603.736.9115



3/4/19

Chief Nathan LeClair
Fire Chief
Lisbon Fire Department
300 Lisbon Street
Lisbon, ME 04250

Chief LeClair,

Enclosed you will find pricing (per set) to be considered for a 5 set purchase. We have offered the Globe G-Xcel coat and pant, and an additional coat option called the Metro coat. Our gear meets all of your specifications without exception.

The G-Xcel and Metro coat are very similar, really the only major difference being the shape of the tails on the back of the coats. If you need samples to help you decide, and to compare the fit, please let us know.

As you review the submittals please call with any questions you may have. Your business is important to us.

Thank you,
Dale Doughty
ME State Sales Representative



1024 Suncook Valley Hwy., Unit 5-D
Epsom NH, 03234
TEL: 603.736.8500
www.BergeronProtectiveClothing.com

QUOTATION

No. : 204834

Doc. Date : 01/31/2019
Payment Terms : NET30
Valid Until: 12/31/2019
Customer PO:
Salesperson : Dale Doughty
Page : Page 1 of 2

Bill To

Lisbon Fire Department
Chief Nate LeClair
300 Lisbon St
Lisbon ME 04250

Ship To :

Chief Nate LeClair
300 Lisbon St
Lisbon ME 04250

Globe G-Xcel Spec 2019

Quantity	Style	Description	Your Cost
1	D17	Globe G-XCEL Jacket, Pioneer Color: Khaki (Tan)	522.60
1	62	G-Xcel Jacket Thermal Liner, Glide Ice 2 Layer	273.00
1	J	G-XCEL Jacket Moisture Barrier, Stedair Gold	223.80
1	179703G	Scotchlite Triple Trim, NYC 3" Color: LY	105.72
1	1BA1TP	Inset Torso Pocket	92.59
1	THMBLOOP	Nomex Wrister with Black Thumb Loop	9.91
6	19721	Letter, 3" Scotchlite Color: LY Location: Row A LISBON	16.62
1	190306G	Closure, 6C Zipper In / Hook and Dee Ring Out	3.64
1	19BA506	Reinforcement, Cuffs, Self Material Color: Black	2.81
1	19BA413C	Pocket, #13P-C Radio 2"x 3.5"x 8" Location: Left Chest	33.87
1	19BA564	Self Mic Strap Location: Above Radio Pocket	1.95
1	19BA564	Self Mic Strap SF Horizontal - Level with Sunlance self mic	1.95
1	19BA546	Sunlance Flashlight Holder Location: Right Chest	11.72
1	N1BA132	Letter Patch, Hanging 5" x 20"	25.72

Financing options available on some turnout gear purchases. Prices quoted do not include shipping and handling. Shipping is FOB factory. This quote is based on current prices which are subject to change by the Manufacturer without notice. TERMS are NET 30 DAYS.

From: BERGERON PROTECTIVE CLOTHING LLC
To: Lisbon Fire Department

Document No. : 204834
Doc. Date : 01/31/2019

Quantity	Style	Description	Your Cost
		Option: Add \$25.72. Last names can be sewn directly on the tail of the coat, or on this hanging letter patch. Recommend seeing a sample prior to deciding.	
1	19721	Letter, 3" Scotchlite	
		Add \$2.77/letter for last names (2" or 3" letters will be used based on fit, and length of name)	
		Subtotal	<u>\$1,325.90</u>
1	E17	Globe, G-XCEL Pant, Pioneer	381.60
		Color: Khaki (Tan)	
1	62	G-XCEL Pant Thermal Liner, Glide Ice 2 Layer	232.80
1	J	G-XCEL Pant Moisture Barrier, Stedair Gold	201.00
1	27003	Scotchlite Trim, 3" Around Cuff	21.98
		Color: LY	
1	N200NBB4	Add Black Nomex Webbing Belt in Bag	19.17
1	N2BA276-BN	Wide Belt Loops	8.31
		Keep Hook-N-Dee as positive closure	
1	290114G	Closure, Zipper/Velcro Fly	6.32
1	CHSSL	Globe Firesuits Carabiner Hold Down Strap - Std Location	13.20
1	N2FL102	Silizone Padded Knees	32.50
1	29DH103	Black Dragon Hide Knees	26.84
1	29BA109	Self Pant Cuffs	6.55
		Color: Black	
1	N227301	Escape Belt	
		Option at Sizing: Add \$146.97 for Kevlar Escape Belt	
1	AK3	Reverse Boot Cut	
		Subtotal	<u>\$950.27</u>

Subtotal 2,276.17
Total 2,276.17
per set

Financing options available on some turnout gear purchases. Prices quoted do not include shipping and handling. Shipping is FOB factory. This quote is based on current prices which are subject to change by the Manufacturer without notice. TERMS are NET 30 DAYS.



1024 Suncook Valley Hwy., Unit 5-D
Epsom NH, 03234
TEL: 603.736.8500
www.BergeronProtectiveClothing.com

QUOTATION

No. : 204835

Doc. Date : 01/31/2019
Payment Terms : NET30
Valid Until: 12/31/2019
Customer PO:
Salesperson : Dale Doughty
Page : Page 1 of 2

Bill To

Lisbon Fire Department
Chief Galipeau
300 Lisbon St
Lisbon ME 04250

Ship To :

Chief Galipeau
300 Lisbon St
Lisbon ME 04250

Globe Metro Coat Option 2019

Quantity	Style	Description	Your Cost
1	KM17	Globe Classix Metro Jacket, Pioneer Color: Khaki (Tan)	536.40
1	62	Classix Metro Jacket Thermal Liner, Glide Ice 2 Layer	269.40
1	J	Classix Metro Jacket Moisture Barrier, Stedair Gold	204.60
1	179703G	Scotchlite Triple Trim, NYC 3" Color: LY	105.72
1	1BA1TP	Inset Torso Pocket	92.59
1	THMBLOOP	Nomex Wrister with Black Thumb Loop	9.91
6	19721	Letter, 3" Scotchlite Color: LY Location: Row A LISBON	16.62
1	190306GCL	Closure, 6C Zipper In / Hook and Dee Ring Out	3.64
1	19BA506	Reinforcement, Cuffs, Self Material Color: Black	2.81
1	19BA413C	Pocket, #13P-C Radio 2"x 3.5"x 8" Location: Left Chest	33.87
1	19BA564	Self Mic Strap Location: Above Radio Pocket	1.95
1	19BA564	Self Mic Strap HZ on SF Level w/ Mic Strap on Sunlance	1.95
1	1910546	Sunlance Flashlight Holder Location: Right Chest	14.73
1	19721	Letter, 3" Scotchlite Color: LY Location: Sew On Letter Patch	

Financing options available on some turnout gear purchases. Prices quoted do not include shipping and handling. Shipping is FOB factory. This quote is based on current prices which are subject to change by the Manufacturer without notice. TERMS are NET 30 DAYS.

From: BERGERON PROTECTIVE CLOTHING LLC
To: Lisbon Fire Department

Document No. : 204835
Doc. Date : 01/31/2019

Quantity	Style	Description	Your Cost
1	1BAR171	Add \$2.77/letter for last names Letter Patch, Sew-On, single line Add \$12.01 if a sew on patch is desired for names.	
Subtotal			\$1,294.19

Subtotal	1,294.19
Total	1,294.19
	<i>/cost</i>

Financing options available on some turnout gear purchases. Prices quoted do not include shipping and handling. Shipping is FOB factory. This quote is based on current prices which are subject to change by the Manufacturer without notice. TERMS are NET 30 DAYS.

G-XCEL®

Lightweight and flexible are hallmarks of this all-new chasis. With a longer back and shorter front on the jacket, you get more overlap where you need it with less where you don't. So everything about this contemporary design feels just right. The low-rise pants provide a modern fit, and with added length you need for mobility in the knee and seat to bend, the pants don't ride down. Together with the extended back on the jacket, you maintain generous overlap even with these lower-rise pant.



JACKET STANDARD FEATURES

STANDARD LONGER BACK for more overlap coverage and space for lettering below the SCBA.

AXTION® SLEEVE provides extra length when you reach.

FREE-HANGING THROAT TAB stays out of your way when not deployed.

TELESCOPING SLEEVE BAND keep debris and water out.

CONTOURED SLEEVES are ergonomically curved to work with you — not against you.

Shorter **CONTOURED COLLAR** for easy interface with helmets.

YOCCO™ DRAG RESCUE DEVICE is easy to deploy when you need it, out of the way when you don't.

CARGO/HANDWARMER POCKETS lined with KEVLAR® fabric inside and NOMEX® fleece behind.

GENEROUS LINER POCKET is lined with moisture barrier.



CLASSIX[®] METRO[™]

This turnout gear style from Globe is ideal for departments that are looking for a roomy, non-restrictive fit, extended back panel, and low-rise pants together with suggested options designed expressly for Metro departments.



JACKET STANDARD FEATURES

6" EXTENDED BACK with lower trim band.

DROP-SHOULDER DESIGN moves seam beyond the shoulder for improved reach and reduced coat ride up.

FREE HANGING THROAT TAB stays out of your way when not deployed.

YOCCO[™] DRAG RESCUE DEVICE is easy to deploy when you need it, out of the way when you don't.

SUGGESTED OPTIONS SHOWN

2" x 10" x 6" EXPANSION POCKETS with KEVLAR[®] fabric reinforcement pouch inside.

HOOK AND DEE CLOSURE with hook and loop inside.

CUFF REINFORCEMENTS are made from outer shell fabric.

TELESCOPING SLEEVE BAND with two grey NOMEX[®] wristers, one on the outer shell and one on the liner with a thumb loop.





280 Milton St Dedham MA 02026
617-325-3993 FAX 617-325-0238

March 5, 2019

Lisbon Fire Dept
Turnout Gear Bid
300 Lisbon St
Lisbon MA 04250

RE: Turnout Gear Bid

Please find enclosed the Northeast Rescue Systems proposal for Turnout Gear.

Thank you for the opportunity to submit our proposal. Please contact me if there are any questions.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Dorothy O'Connor", with a long horizontal flourish extending to the right.

Dorothy O'Connor
President



280 Milton St
Dedham MA 02026
617-325-3993 Fax # 617-325-0238

BID

Date	Quote #
3/5/2019	B-20190265

Quote For
Lisbon Falls Fire Co. Fire Chief LeClair 300 Lisbon Street Lisbon, ME 04250

MA State Contract FIR04 VC6000185170

FOB	Terms
manufacturer	Net 30

Item	Description	Qty	Price Each	Total
ME-Lisb34Q3-T-...	Honeywell First Responder Morning Pride Tails Coat LTO-74Q3 Tails Gold MELISB00033 - Q# 78801MELISB 09/19/17 LTOTOS74D LTO Tail Outer Shell - PIONEER KHAKI LTOTTLQ LTO Tail Thermal Liner - GLIDE ICE 2 LTOTMB3 LTO Tail Moisture Barrier -STEDAIR GOLD CCSTD-36D (Q01) Std -LTO Chinstrap 0.00 IPLC Std -Inspection Port Liner 0.00; LNDC Std-Liner detachable 0.00 LNSETTE Std -SET Thermal Enhancement 0.00 PKTLSTD Std -Liner Label Pocket 0.00 SATUPST-36D Std -Take Up Straps - 2 Postman 0.00 TR-DSS Std -Trim Double-Stitched 0.00 RS-RRSAC (R01) Std-Articulating Rapid Rescue Strap 0.00 TRC304M-TL Trim -(4) NEW YORK -lime 2-tone Scotchlite (3") LTBACK-36D Back Patch -< LISBON > LT3S06-SL 6 -3" sewn letters -lime Scotchlite LTHEM-36D Hem Patch - - FF LAST NAME LT2S07-SL 7 -2" sewn letters -lime Scotchlite CLZV2-36D (E10) 2" Velcro/Zipper Coat Closure CFCC-34B Coat Cuffs - Black CFSHC-36D Shingle Cuffs PKHBLN-36D Half Hi Bellows Pockets -- 6 x 9 x 1.5 PKRCF-KV Lined with Kevlar 6 PKBLC-VI 3 Vertical Strips Velcro on Flap/Full Velcro on Pocket PKMT-36D Mic Tab -- left chest- 1 x 3- Place 3" above radio pocket PKMT-36D Mic Tab --- on shield (stormflap)-- 1 x 3 - Place 3" below top of shield PKRD-36D Radio Pocket --- left chest-- 8 x 3.5 x 2.5 place as close to shield as possible PKSLC-36D SL-90 Flashlight Clip -- right chest - Strap to be 1.5" wide- Loop Velcro up towards shield - Place as close to shield as possible PKUS1-24B Undershield Pocket (1) - Upper placement WWSTLN-BLACK Sub Wristlets -Long with tabs -Nomex - black	5	1,429.00	7,145.00

Pricing based on quantity provided - valid for 30 Days

Subtotal

Sales Tax (0.0%)

Total



280 Milton St
Dedham MA 02026
617-325-3993 Fax # 617-325-0238

BID

Date	Quote #
3/5/2019	B-20190265

Quote For
Lisbon Falls Fire Co. Fire Chief LeClair 300 Lisbon Street Lisbon, ME 04250

MA State Contract FIR04 VC6000185170

FOB	Terms
manufacturer	Net 30

Item	Description	Qty	Price Each	Total
ME-Lisb36Q3P-G...	LTO-74Q3 Pants Gold (spec 2) MELISB00034 - Q#78801MELISB 09/19/17 LTOPOS74D LTO Pant Outer Shell -PIONEER KHAKI LTOPTLQ LTO Pant Thermal Liner -GLIDE 2 LTOPMB3 LTO Pant Moisture Barrier -STEDAIR GOLD CLNFV2-36D (J02) STD Narrow Fly -2" Velcro w/ Hook & Dec CL-FZ (S16) Fly -Zipper IPLP Std -Inspection Port Liner LNDP Std -Liner Detachable TR-DSSP Std -Trim Double-Stitched TRP307M-TL Trim -(7) NFPA -lime 2-tone Scotchlite (3") CFAN-ARB (O03) Angled Cuffs - Arashield - Black CFPC-34B Pant Cuffs - Black KNBFHCR-36B BiFlex Knees Replaceable w/ HC Frames- - Black KNBFH-ARB Horizontal Strips in BiFlex knees to be Arashield - Black PKBLP-36D Bellows Pockets --- 9" x 9" x 1.5" PKBLP-V1 3 Vertical Strips Velcro on Flap/Full on Pocket OPBL07-36D Belt Loops (7) on Pants - - Place on the top of waistband - Belt loops are to be 1/2" longer than standard WEBBING BELT OPSSA Snap Style Suspender Attachment SPDBSQI Dyna-Back Suspender w/ Snap Attach and Quick Adjust Installed	5	999.00	4,995.00
Pricing based on quantity provided - valid for 30 Days		Subtotal		\$12,140.00
		Sales Tax (0.0%)		\$0.00
		Total		\$12,140.00



125 John Roberts Rd
South Portland, ME 04106
PH: 207-847-3313
Jon Usher-Maine Sales
jusher@ipp-ips.com

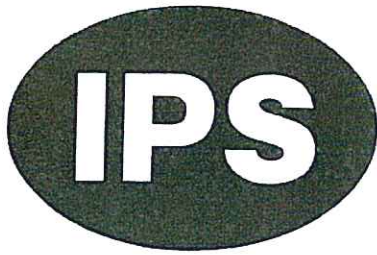
PRICE QUOTE FOR:
Lisbon Fire Department
Chief Nathan LeClair
300 Lisbon St
Lisbon, ME 04250

DATE:
3/6/2019

Product/Description	Price Ea	Qty	Extension
Firedex FXR Coat/ Pant	\$2,462.00	5	\$12,310.00

Submitted By:

Jon Usher-IPS



PRODUCT PREVIEW

Quoted By: IPS-INDUSTRIAL PROTECTION SERV
Prepared By: Jon Usher
Address: 220 Ballardvale St
Wilmington, MA 01887
Phone: 978-657-4740
Email: jusher@ipp-ips.com
Quote: Lisbon FXR Pioneer 3-5-19
FWID: 82122
Item: FXR Turnout Gear Coat & Pant
Contract: FireWriter 2019

COAT SPECIFICATIONS

Coat Outer Shell: 32" Coat with DRD, 6.6 oz Pioneer™, Khaki
Coat Thermal Liner: (E) 7.4 oz Glide Ice™ 2-Layer
Coat Moisture Barrier: (F) 5.5oz Stedair® 4000
Coat Closures: XC42 Zipper / Hook & D
Coat Trim Style: 3" NYC ScotchLite™ Triple Lime/Silver



COAT PATTERN, LINER, PATCHES AND LABELS OPTIONS

XP17 Extra Liner Pocket, 8.75x8.5 (One Comes Standard)

LETTERING

Text: LISBON
Pos: 2, 2" Scotchlite™ Lime, XL00 - Sewn Direct Lettering
Text: NAME
Pos: 9, 2" Scotchlite™ Lime, XL61 - Hanging Patch, Hook & Loop Attachment



COAT REINFORCEMENTS

Knit Wrist Reinforcement: XM02/XM03 Long Knit Wrist with Thumb Hole, Nomex® (White)
Cuff Reinforcement: Standard Cuff, Black, PCA (Polymer Coated Aramid)
Shoulder Reinforcement: No Reinforcement
Elbow Reinforcement: No Reinforcement

This preview is for illustrative purposes only. Not all options may be shown in the preview. Not all options shown may be to the correct scale of the garment and may not be attached in the exact location shown.

COAT MIC CLIPS AND STRAPS

XMCLP Mic Clip: 1" x 2" Shell Material
Left Qty: 1, Custom Qty: 1

LETTERING PREVIEW

- 1.
2. LISBON

Custom Placement 1: Located on Storm Flap. 3" Down From Top Of Storm Flap	4.
	5.
XM85 Survivor® Flashlight Holder	6.
Right Qty: 1	7.
	8.
COAT POCKETS	9. NAME

Chest Pocket - Left: (XP11) Radio Pocket 9 x 3 x 2
Hand Pocket - Left: (XP35) Semi Bellow 10 x 10 x 2
Hand Pocket - Right: (XP35) Semi Bellow 10 x 10 x 2

PANT SPECIFICATIONS

Pant Rise: Mid-Rise (Standard for FXR)
Pant Rear Panel: No Rear Panel
Pant Outer Shell: 6.6 oz Pioneer™ - Khaki
Pant Thermal Liner: (E) 7.4 oz Glide Ice™ 2-Layer
Pant Moisture Barrier: (F) 5.5oz Stedair® 4000
Pant Closures: XC45 Zipper / Woven Hook and Loop/ Hook & D
Pant Trim Style: 3" around cuffs - ScotchLite™ Triple Lime/Silver

PANT SUSPENDERS

SVHC - 1x4 Fabric Tab, H-Back, Black Webbing, Padded with Cam Lock
(Max Length: 54")

PANT STRAPS AND OPTIONS

XM58 Takeup Strap: Nomex® Webbing (Select up to 2 on pant free of charge)
Left Qty: 1, Right Qty: 1
XMBL Belt Loop: 1" x 4" Shell
Qty: 5
XMKB Kevlar® Belt

PANT POCKETS

Front Pocket - Left: (XP30) Full Bellow 10 x 10 x 2
Full Kevlar® Lining (All 4 Sides)
Front Pocket - Right: (XP30) Full Bellow 10 x 10 x 2
Full Kevlar® Lining (All 4 Sides)

PANT REINFORCEMENTS

Knee Reinforcement: STS 1-Layer Knee (Foam Encapsulated in Moisture Barrier), Black, PCA (Polymer Coated Aramid), 11" STS
Cuff Reinforcement: DexCuff - Reverse Tapered Cuff, Black, PCA (Polymer Coated Aramid)
Leg and Crotch Reinforcement: No Reinforcement

TPP (Before Washing, NFPA minimum = 35)	THL (NFPA Minimum = 205)
44.60 cal/cm ²	286.60 W/m ²

Town of LISBON
Tax Information Sheet
As of: 09/10/2019

Page 1

Account: 758 **Name:** BOWIE, ROGER, ROYALSBOROUGH RD.

Location: 233 FERRY ROAD

Map and Lot: R07-030-002

Sale Date:

Deed Reference:

Sale Price:

Land: 0
Building: 18,400
Exempt: 0
Total: 18,400

Total Acres: 0
Tree Growth: Soft : 0 Mixed : 0 Hard : 0
Farmland:
Open Space:
Zoning: 3 - RURAL RESIDENTIAL
SFLA: 0

	Amount	Mill Rate
Last Billed : 2020-1	425.04	23.100
Previous Billed : 2019-1	454.57	24.840

Outstanding Taxes					
Year	Per Diem	Principal	Interest	Costs	Total
2019-1	0.1010	454.57	27.12	60.80	542.49
	0.1010	454.57	27.12	60.80	542.49

Information Given By: _____

Title: _____ 09/10/2019

All calculations are as of: 09/10/2019

R07-030-002

STATE OF MAINE
CERTIFICATE OF TAXES/SEWER FEES PAID ON MOBILE HOME
 Title 29-A, Sections 462-4; 1002-9; 2382-10

Property tax, water/sewer release for the municipality of: Lisbon

This is to certify that all property taxes and water, drain and sewer assessments have been paid on the mobile home described below, including taxes and assessments for the current tax year. Providing a signed and town-stamped copy of this form to the taxpayer is sufficient documentation that all obligations have been met. Municipal tax collectors should not sign this form until satisfied that all property tax, water and sewer charges are paid. If necessary, first refer the taxpayer to the appropriate local officials for their signatures. A release also is required for intra-municipal moves.

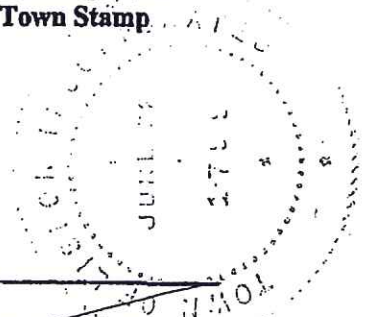
Mobile Home Information

Make: Marlette Model: _____ Year: 1992 Color: white
 Serial #: TD24960 Dimensions: 14x70
 Taxpayer: Bowie, Roger Paid by: Tanis Bowie Mover: Henry's Home Builders
 Moved from: 233 Ferry Rd. Moved to: Owner not aware 783-4400
Henry's is taking possession
1875 Middle Rd. Sebastes.

I certify that all applicable property taxes have been paid on the above mobile home including for the current tax year.

Town Stamp

Date: 12/11/2017 Tax collector: Megan Larigue
 (Typed or printed)
 Deputy
 Tax Collector Signature: Megan Larigue



Water Fees

I certify that all applicable water fees and assessments have been paid on the above mobile home.

Date: _____ Name and title: _____
 (Typed or printed)
 Signature: _____

Sewer Fees

I certify that all applicable sewer fees and assessments have been paid on the above mobile home.

Date: _____ Name and title: _____
 (Typed or printed)
 Signature: _____

Return to: Overlimit Permit Unit, 29 State House Station, Augusta, ME 04333-0029 or any Motor Vehicle Branch office. This certificate is necessary to obtain a permit/registration to move the mobile home. O/L Unit phone: (207) 624-9000 X 52134; fax (207) 622-5332.

Town of Lisbon
Finance Committee

CHAPTER 2 – ADMINISTRATION

...

ARTICLE V. – BOARDS AND COMMISSIONS

...

Division 2. – Finance Committee

Section 2-505 *Purpose*. The purpose of this policy is to establish the composition and responsibilities of the Town's Finance Committee.

Section 2-506 *Members*. The Finance Committee shall be an adhoc committee of the Town Council. The Committee shall be comprised of five residents. There shall be one School Committee Liaison, and one Town Council Liaison with no voting privileges. The Lisbon Finance Director and School Business Manager shall attend all meetings. The Town Manager and School Superintendent shall attend when necessary. Members shall be appointed annually in June prior to July 1st. Members shall serve one year terms, concurrent with the July 1st to June 30th fiscal year. At its first meeting, the Committee shall select its chair and vice chair.

Section 2-507 *Meetings*. The Committee shall meet at least once per month. The meeting dates shall be established at the Committee's first meeting. The Committee chair shall call additional meetings as the chair deems necessary. The Committee shall give public notice of its meetings in accordance with Maine's Freedom of Access Act (FOAA) and rules established by the Town Council. A majority of the members appointed to the Committee shall constitute a quorum. A majority of concurring votes shall be necessary to constitute an action on any matter. The Finance Committee may adopt rules of procedure, consistent with this policy, to enable it to perform its functions.

The Committee shall have the following duties:

- A. Review and make recommendations to the Town Council on the annual operating budget as proposed by the Town Manager;
- B. Review and make recommendations on annual capital expenditure as proposed by the Town Manager;
- C. Review and make recommendations on supplemental appropriations and expenditures and other budgetary action whenever proposed by the Town Manager;
- D. Encourage and participate in long-range financial planning;
- E. Review as requested by the Town Manager, bid specifications and requests for proposals for the purchase of goods or services;

- F. In consultation with the Town's administration, review and make recommendations on policies and/or procedures relating to the financial affairs of the Town;
- G. Review and make recommendations on the Town's investments;
- H. Review the annual audit;
- I. Review monthly budget to actual statements as prepared by the Finance Department;
- J. Participate and make recommendations on the Capital Improvement Plan;
- K. Make recommendations on Referendum Question for a ballot and
- L. Make such other recommendations on fiscal matters as it may from time to time be deemed advisable.

Section 2-508 *Conflict of Interest.* Members of the Finance Committee shall adhere to the conflict of interest policy established by the Town Council.

Section 2-509 *Administration.* The Finance Director shall be responsible to provide for the administration of the affairs of the Finance Committee, including preparing agendas and minutes, handling correspondence, and maintaining all official records. The Finance Director shall file adopted minutes in the Town Clerk's office.

MEMO

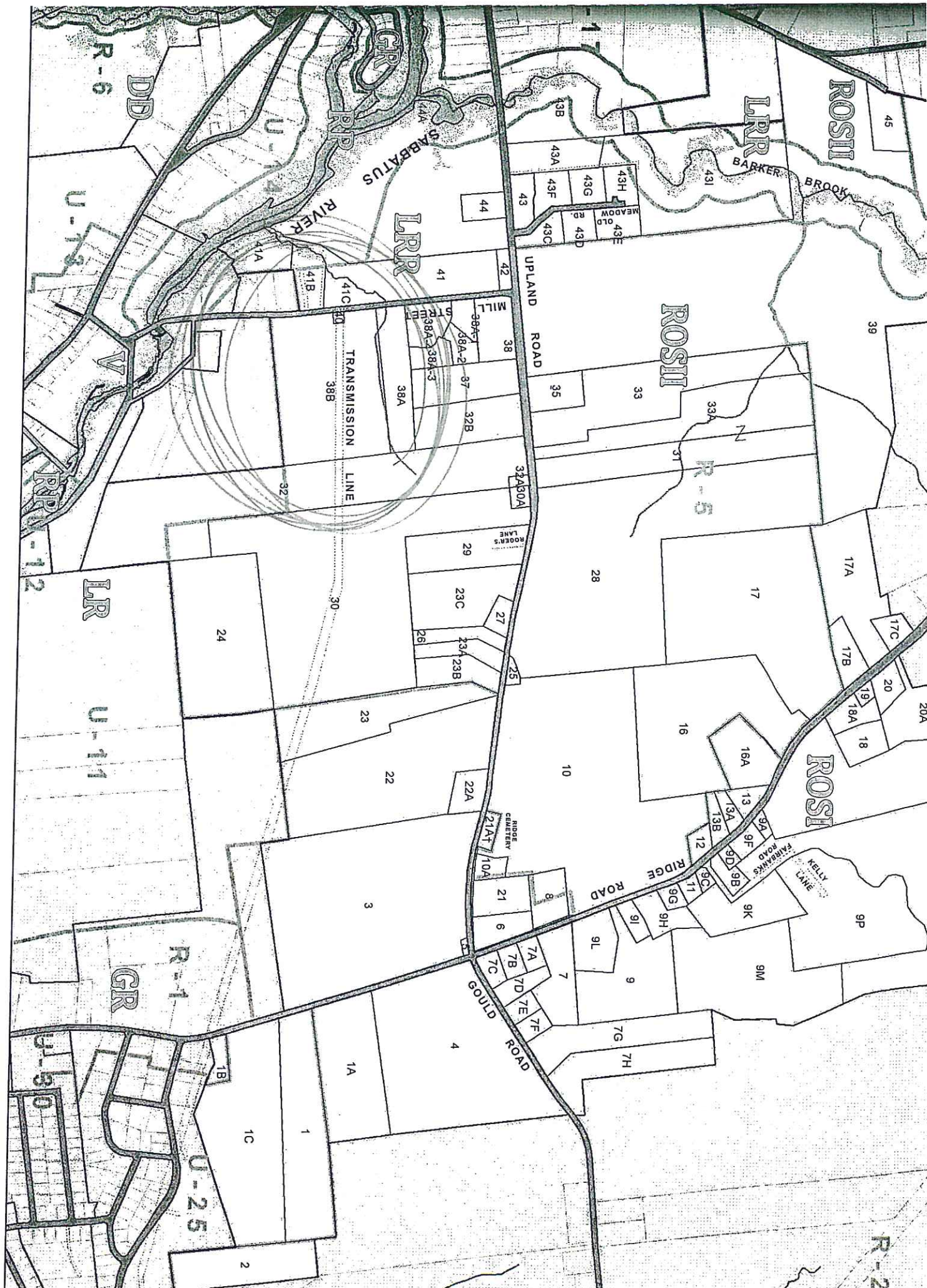
TO: TOWN COUNCIL
FROM: KATHY MALLOY, ADDRESSING OFFICER
DATE: SEPTEMBER 12, 2019
RE: ROAD NAME REQUEST

There is a new subdivision of Mill Street-see attached maps

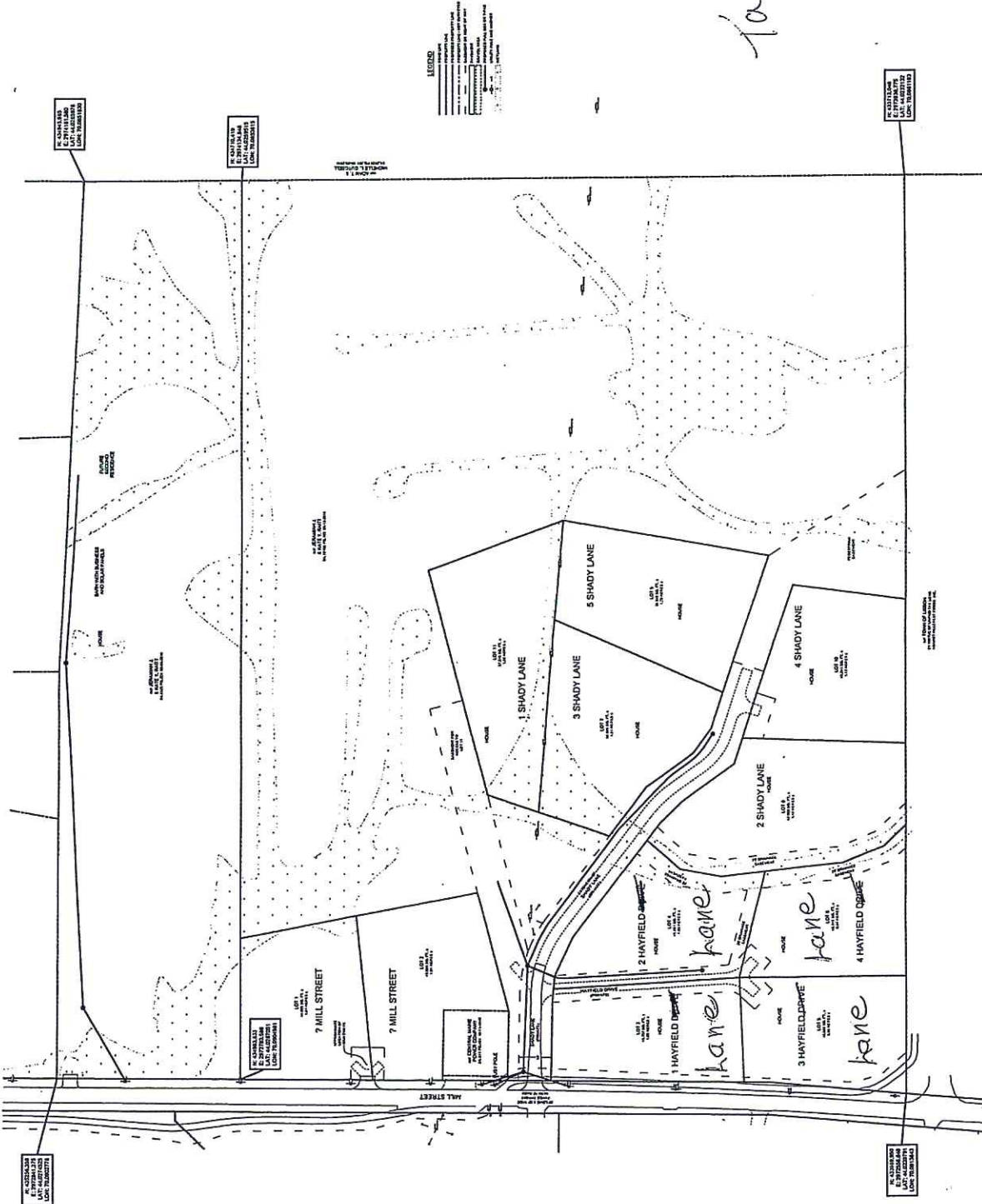
Owner of record-Wayne & Verne Ricker

They are requesting approval for two named roads-Hayfield Lane and Shady Lane

These names meet E-911 standards



tax Map
R-5
38-B



**ORDINANCE AUTHORIZING THE TOWN OF LISBON TO ISSUE UP TO \$1,500,000
IN BONDS TO FINANCE ROAD RECONSTRUCTION AND IMPROVEMENTS ON
PINWOODS ROAD**

BE IT ORDAINED, pursuant to Articles 6.09 and 8.11(b)(2) of the Charter of the Town of Lisbon and section 5772 of Title 30-A of the Maine Revised Statutes,

- (1) that the Town of Lisbon (the "Town") be authorized to issue general obligation bonds in an amount not to exceed \$1,500,000 and notes in anticipation thereof (collectively, the "Bonds"), to fund road reconstruction and improvements to Pinewoods Road from the intersection of Cottonwood Road and Pinewoods Road to the end of the recently paved sewer replacement area;
- (2) That the proceeds of the Bonds, including any investment earnings on the Bonds, be appropriated for the costs of the Project;
- (3) That the Finance Director be authorized to arrange for the sale of the Bonds at public or private sale to such parties as the Finance Director determines to be in the best interest of the Town, to execute and deliver loan agreements and other contracts, certificates and instruments as the Finance Director shall determine prudent in connection with the issuance and sale of the Bonds, to approve the date(s), maturity or maturities, denomination(s), interest rate(s), place(s) of payment, form(s) and other terms, provisions, and details of such Bonds, and to provide for the sale and delivery against payment thereof, to provide that the Bonds may be redeemable or callable, with or without premium, prior to their maturity, and to hire such financial advisors and other consultants, if any, as the Finance Director deems necessary to assist with the sale of the Bonds, all on such terms (not inconsistent with this Order) as the Finance Director shall approve;
- (4) That the Bonds be issued in registered form in the name of the Town, executed and delivered by the Finance Director and countersigned by the Chairman of the Town Council and the Town Manager under the official seal of the Town attested by the Town Clerk;
- (5) That the Municipal Officers, being the Town Council, Town Manager, Finance Director and Clerk of the Town of Lisbon are each authorized to do or cause to be done all such acts, including but not limited to the execution and delivery of any and all contracts, agreements, certificates and other documents as may be necessary or advisable in order to carry out the provisions of this Ordinance in connection with the issuance and delivery by the Town of the Bonds;
- (6) That if any Municipal Officer whose signature may be required in connection with the issuance and sale of the Bonds is for any reason unavailable to approve and execute the

required documents, the persons then acting in such capacity on behalf of such Municipal Officer, whether an assistant, a deputy or in some other capacity, is authorized to act on behalf of such Municipal Officer and to perform such acts themselves;

- (7) That if any of the Municipal Officers who have signed, attested, or sealed the Bonds shall cease to be such officers before the Bonds so signed, attested and sealed shall have been actually authenticated and delivered by the Town, such Bonds nevertheless may be authenticated, delivered and issued with the same force and effect as though the person or persons who signed, attested or sealed the Bonds had not ceased to be such Municipal Officer;
- (8) That it shall be a condition to the foregoing authority conferred by this Ordinance that the voters of the Town, pursuant to Article 8.11(b)(2) of the Town Charter, ratify the adoption of this Ordinance;
- (9) That the Town Clerk file an attested copy of this Ordinance with the minutes of this meeting and make attested copies of this Ordinance available to the public;
- (10) That a referendum election question regarding the ratification of this Ordinance be placed on the ballot for the November 5, 2019 municipal election, and that the Town Clerk is hereby authorized to take all actions required of the Town Clerk for that referendum question to be considered by the voters, and that a ballot title and referendum question in the following form appear in the warrant for and on the ballot at said election, accompanied by a statement of the Town's Finance Director with respect to said indebtedness in accordance with section 5772 of Maine Revised Statutes Title 30-A:

ORDINANCE AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION SECURITIES OF THE TOWN OF LISBON IN AN AMOUNT NOT TO EXCEED \$1,500,000 FOR THE PURPOSE OF FINANCING ROAD RECONSTRUCTION AND IMPROVEMENTS ON PINEWOODS ROAD BE APPROVED AND RATIFIED.

[The remainder of this page is intentionally left blank]

So ordered this 17th day of September, 2019.

Lisbon Town Council

**ORDINANCE AUTHORIZING THE TOWN OF LISBON
TO ISSUE UP TO \$6,000,000 IN BONDS**

The following Ordinance authorizing the issuance of general obligation securities for the Town of Lisbon, in an amount up to but not to exceed \$6,000,000.00, for the Lisbon Water Department to replace all water department infrastructure to include mains, taps, services, curbs, valves and hydrants located on and around Route 125, and for infrastructure improvements, including but not limited to main, valve and hydrant repairs and replacements throughout the town be and hereby is adopted by the Town Council of the Town of Lisbon in accordance with the following:

Section 1. That a sum of up to, but not to exceed, \$6,000,000.00, plus the sale premium of the bond/notes authorized in Section 2 below, is hereby appropriated for the Lisbon Water Department to replace all water department infrastructure to include mains, taps, services, curbs, valves and hydrants located on and around Route 125, and for infrastructure improvements, including but not limited to main, valve and hydrant repairs and replacements throughout the town.

Section 2. That, for the purpose of financing the aforesaid appropriation, authorization is hereby given to incur indebtedness by the issuance of general obligation securities in an amount up to, but not to exceed, \$6,000,000.00, pursuant to, and under the provisions of the Charter of the Town of Lisbon, Sections 6.09 and 8.11(b)(2).

Section 3. That any and all bonds, notes and other securities issued pursuant to this Ordinance may be payable in serial form in annual installments, which need not be equal, or under such payment terms or conditions as may be in the best interest of the Town, but which shall be calculated to extinguish the entire debt at maturity.

Section 4. That the term of any general obligation securities issued under the within Ordinance shall not exceed thirty (30) years.

Section 5. That the proceeds of any general obligation securities issued pursuant to this Ordinance shall be used only for those purposes specified in Section 1 above.

Section 6. That any proceeds of the general obligation securities issued and not used for the purposes specified in Section 1 shall be applied to repayment of the principal and/or interest of any such general obligation securities.

Section 7. That the Municipal Officers, being the Town Council of the Town of Lisbon, may borrow money temporarily by the issuance of notes in anticipation of the issuance of general obligation securities, subsequent to the authorization of the general obligation securities by the voters of the Town of Lisbon.

Section 8. That the Municipal Officers of the Town of Lisbon shall determine the date or dates, maturities, denominations, interest rate or rates, place of payment, form, or any other details of each of the securities and, if applicable, notes issued in anticipation of the issuance of the securities.

Section 9. That any and all general securities and/or notes issued by the Town pursuant to Section 6.09 of the Charter of the Town of Lisbon, shall be signed by the Town Finance Director and countersigned by the Chairman of the Town Council and the Town Manager.

Section 10. That pursuant to Section 10 of Chapter 34 of the Private & Special Law of 1955 relating to the Lisbon Water Department, said bonds shall be signed by the board of selectmen [Town Council] and by the Board of Water Commissioners of the Town and by the Treasurer of said Town, but the coupons, if any, need be signed by the Treasurer only, and shall be designated "The Lisbon Water Department Loan."

Section 11. That any and all general obligation securities and/or notes issued pursuant to this Ordinance and to Section 8.11(b)(2) of the Charter of the Town of Lisbon, shall be general obligation securities of said Town, backed by the full faith and credit and taxing power of the Town of Lisbon.

Section 12. That the Treasurer of the Town has prepared, signed and attached hereto, the Financial Statement required under the provisions of 30-A M.R.S.A. § 5772(2-A).

Section 13. That prior to the adoption of this Ordinance, and pursuant to the requirements of Section 6.09 of the Charter of the Town of Lisbon, the Town Council held a public hearing on this Bond Ordinance.

Section 14. That the Treasurer is authorized to do or to cause to be done any and all such acts, including but not limited to the execution and delivery of any and all contracts, agreements, certificates, and other documents as may be necessary or advisable including by way of example, an arbitrage and use of proceeds certificate and a continuing disclosure certificate, in order to carry out the provisions of this Ordinance in connection with the issuance and delivery by the Town of the bonds or notes in anticipation thereof.

Section 15. If the Treasurer or any other Town Official whose signature may be required for the issuance of the bonds or notes in anticipation thereof, authorized under this Ordinance, for any reason be unavailable to approve and execute the required documents, then the person or person then acting in such capacity either as an assistant, a deputy, or otherwise, is authorized to act for such official and perform such act themselves.

SO ORDERED AND ADOPTED by the Town Council of the Town of Lisbon this 17th day of September, 2019, and be it FURTHER ORDERED by the Town Council of the Town of Lisbon that this Ordinance be submitted to the voters under the authority of the Town Council pursuant to the provisions of Section 8.21(b), and pursuant to the requirements of Section 8.11(b)(2) and Section 8.25(b), of said Charter, the submission to the voters to occur at the special election scheduled for November 5, 2019.

TOWN COUNCIL

Normand Albert, Chair

Kasie Kolbe, Vice Chair

Christopher Brunelle

Mark Lunt

Fern Larochelle

Allen Ward

TOWN OF LISBON

WARRANT

NOVEMBER 5, 2019

Androscoggin County, ss.

State of Maine

TO: Marc Hagan, Constable of the Town of Lisbon: You are hereby required in the name of the State of Maine to notify the voters of the Town of Lisbon of the Municipal and Bond Referendum Election.

TO THE VOTERS OF THE TOWN OF LISBON:

You are hereby notified that a Municipal and Bond Referendum Election will be held by secret ballot for both Districts 1 and 2 at the Lisbon High School Gymnasium, 2 Sugg Drive, polling place located within the Town of Lisbon on Tuesday, November 5, 2019.

The municipal election will be held in accordance with and include details set out in an Ordinance adopted by the Lisbon Town Council on September 17, 2019, copies of which are on file with and may be reviewed at the office of the Lisbon Town Clerk.

THE FOLLOWING OFFICES WILL BE DETERMINED:

- Councilor – At Large (Vote for Three) 3 Year Terms
- School Committee – (Vote for Two) 3 Year Terms
- Water Commission – (Vote for One) 3 Year Term

QUESTION 1 - BOND ORDINANCE

“SHALL A BOND ORDINANCE APPROVED BY THE TOWN COUNCIL AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION SECURITIES OF THE TOWN OF LISBON IN AN AMOUNT NOT TO EXCEED \$1,500,000 FOR THE PURPOSE OF FINANCING ROAD RECONSTRUCTION AND IMPROVEMENTS ON PINWOODS ROAD BE APPROVED AND RATIFIED?”

**YES
NO**

Town Council Recommends -- _____

FINANCE DIRECTOR'S CERTIFICATE

Town of Lisbon

Financial Statement presented pursuant to 30-A MRSA 5772:

1. Total Town Indebtedness

Bonds outstanding and unpaid:	\$19,961,238
Bonds authorized but unissued:	\$ 0
Bonds proposed under this referendum:	\$ 1,500,000

TOTAL if this question is approved: \$21,461,238

2. Costs

Term in years:	10 Years
Estimated interest rate:	3%
Net estimated interest cost:	\$ 244,477
Principal:	\$1,500,000
Total debt service costs:	\$1,744,477

3. Validity

The validity of the bonds and the voters' ratification of the bonds may not be affected by any errors in the estimate made pursuant to paragraph 2. If the actual amount of the total debt service for the bond issue varies from the estimate, the ratification by the electors is nevertheless conclusive and the validity of the bond issue is not affected by reason of the variance.

Finance Director
Town of Lisbon

Date

QUESTION 2 - BOND ORDINANCE

ORDER AUTHORIZING TOWN OF LISBON TO ISSUE UP TO \$6,000,000 IN BONDS AND NOTES FOR THE LISBON WATER DEPARTMENT TO REPLACE UP TO ALL WATER DEPARTMENT INFRASTRUCTURE TO INCLUDE MAINS, TAPS, SERVICES, CURBS, VALVES AND HYDRANTS ON AND AROUND ROUTE 125, AND FOR INFRASTRUCTURE IMPROVEMENTS, INCLUDING BUT NOT LIMITED TO MAIN, VALVE AND HYDRANT REPAIRS AND REPLACEMENTS THROUGHOUT THE TOWN IN ACCORDANCE WITH THE ORDER ADOPTED BY THE LISBON TOWN COUNCIL ON SEPTEMBER 17, 2019.

QUESTION: "SHALL THE ORDER DESCRIBED ABOVE BE ADOPTED?"

**YES
NO**

Town Council Recommends -- _____

FINANCE DIRECTOR'S CERTIFICATE

Town of Lisbon

Financial Statement presented pursuant to 30-A MRSA 5772:

1. Total Town Indebtedness

Bonds outstanding and unpaid:	\$19,961,238
Bonds authorized but unissued:	\$ 0
Bonds proposed Question #1 but unissued:	\$ 1,500,000
Bonds proposed under this referendum:	\$ 6,000,000
TOTAL if Question 1&2 are approved:	\$27,461,238

2. Costs

Term in years:	30 Year Maximum
Estimated interest rate:	2.2 – 5.1%
Average estimated interest rate:	3.67%
Net estimated interest cost:	\$ 4,723,148.22
Principal:	\$ 6,000,000.00
Total debt service costs:	\$10,723,148.22

3. Validity

The validity of the bonds and the voters' ratification of the bonds may not be affected by any errors in the estimate made pursuant to paragraph 2. If the actual amount of the total debt service for the bond issue varies from the estimate, the ratification by the electors is nevertheless conclusive and the validity of the bond issue is not affected by reason of the variance.

Finance Director
Town of Lisbon

Date

REGISTRAR HOURS: October 29, 30, 31, November 1, and November 4 from 8:30 a.m. to 4:30 p.m. and Election Day November 5 from 7:00 a.m. to 8:00 p.m.

CASTING OF ABSENTEE BALLOTS: You are hereby notified that the Town Clerk intends to process absentee ballots Election Day at 8:00 a.m., 10:00 a.m., 12:00 p.m., 2:00 PM, 4:00 PM, 7:00 p.m. and 8:00 p.m. in accordance with M.R.S.A. Title 21A Section 759 (7).

POLLING HOURS: The polls shall open at 7:00 a.m. and close at 8:00 p.m.

Given under our hands this 17th day of September, A.D. 2019.

Normand Albert, Chairman

Kasie Kolbe, Vice Chairman

Christopher Brunelle

Fern Larochelle

Mark Lunt

Allen Ward

A true Copy,

Attest: _____ (Clerk Signature & seal)
Municipal Clerk

Constable's
Return of Posting

Lisbon,

State of Maine

Androscoggin, ss.

Pursuant to the within notice, I have posted said notice at the Lisbon Post Office and the Town Office Building, these being in District 1, and the Lisbon Falls Post Office, this being in District 2, all being conspicuous and public places within the Town of Lisbon.

Date: _____

Constable, Town of Lisbon, Maine

MEMO

TO: DIANE BARNES, TOWN MANAGER
FROM: KATHY MALLOY, ASSESSOR
DATE: SEPTEMBER 12, 2019
RE: MONTHLY REPORT FOR AUGUST

- Taxes were committed August 1
- Printing Reports-these are required to complete the Municipal Valuation Return, and for the annual review by Maine Revenue Services. Some of these are:
 - Exemptions-homestead, veterans, municipal, churches, fraternal organizations, parsonage, charitable, veteran's club and blind exemptions
 - Audit Summary-breakdown of accounts by category
 - Land Use-Tree Growth, Farm and Open Space
 - BETE-a detailed breakdown of each personal property account with a BETE exemption-50 applications 6 denied.
 - TIF-memo to finance director with calculations for distribution of credit enhancement payments
- Tree Growth Roster for the Forestry Division was completed. This is a detailed report for each parcel enrolled in the Tree Growth Program.
- Since the mailing of the tax bills, we have been busy with numerous phone calls, questions and complaints.

Code Enforcement

Dennis J. Douglass

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

Monthly Report for August 2019

Building permits issued - 15 –

- 1 Residential home
- 5 Mobile Homes
- 2 Remodel/Additions
- 4 Storage sheds
- 3 Misc.

Electrical permits issued – 10

- 3 remodels
- 1 New home construction
- 4 Mobile Home hook-up
- 1 Solar
- 1 Service upgrade

Plumbing permits issued - 9

- 2 Internal plumbing – new home/remodel
- 4 Mobile hook-up
- 3 New HHE200

Misc. permits issued - 4 – General construction debris/shingles/mobile demo

Planning Board :

Case 19-6 – Tier 2 Site Plan Review Application – Sassy Strides Farm

Sassy Strides Equestrian, LLC

11 Deschene Avenue, Lisbon ME 04250

Tax Map R9 Lot 09

Case #19-7 – Tier 2 Site Plan Review Application – Crystal Spring Healing Alternatives

1 Upland Road, Lisbon ME 04250

Tax Map U17 Lot 024

Case 19-8 – Conditional Use Application – Rear Lot

Mason Lotting Plan – Rick Mason

320 Ridge Road, Lisbon Falls ME 04252

Tax Map R4 Lot 8E (part of)

Site walk – Saint. Ann Street – General Development Shoreland Zone

Town Planner – Access management on-going work – Final Draft

Appeals Board - No cases to report.

Health Officer -

- No health related cases to report for August

<u>Expenses Actual</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>
5101-Director Manager					
5110- Wages	95,328.66	100,900.52	90,087.09	100,213.61	150,090.00
5111 - OVERTIME	-	-	-	176.90	-
5112 - TEMPORARY	-	-	-	-	-
5113 - UNION NEGOTIATIONS	-	-	-	-	-
5120 - MILEAGE	285.88	283.07	285.69	23.54	250.00
5121 -Professional Development	215.00	145.00	204.00	-	250.00
5130-FICA	7,881.37	8,504.48	8,163.59	6,690.58	11,482.00
5131-Retirement	8,700.25	9,420.84	8,779.68	9,059.31	11,890.00
5132-Worker's Comp	4,104.00	4,901.58	4,673.13	6,212.41	7,800.00
5133- Medical Insurance	38,058.67	41,886.27	33,170.39	48,133.66	67,800.00
5136-Unemployment	1,342.01	1,222.08	958.34	398.00	858.00
5140 - UNIFORMS & SAFETY	1,746.94	1,808.22	2,036.99	2,396.90	2,500.00
5151 - DRUG TESTING	120.00	177.50	156.00	-	350.00
5201 - ADVERTISING/NOTICES	-	100.00	391.02	71.80	100.00
5211-Cell Phones	-	-	-	420.00	420.00
5220 - ELECTRICITY	-	-	-	-	-
5230 - HAULING	8,779.20	9,324.60	10,205.70	4,579.50	10,800.00
5233 - LICENSES & FEES	669.25	546.00	909.00	885.00	700.00
5237 - LANDFILL	3,417.18	3,093.18	5,010.68	4,286.28	4,000.00
5245 - NATURAL GAS	-	-	-	-	-
5256-POSTGE AND DUES	50.10	52.25	40.62	50.58	80.00
5257 - PRINTING	1,130.00	1,020.00	796.27	611.00	1,200.00
5272 - SEWER	403.92	240.75	483.00	406.56	500.00
5275 - TELEPHONE	753.78	921.89	1,291.38	1,433.18	1,600.00
5285 - WASTE DISPOSAL	238,470.42	241,927.52	238,237.63	273,177.21	285,000.00
5290 - WATER	1,004.24	1,562.98	1,532.26	1,896.64	2,500.00
5300 - DIESEL	8,400.39	6,646.30	7,268.38	9,954.71	6,000.00
5305-GAS	-	-	-	-	-
5340 - R & M: BUILDINGS	-	-	-	-	-
5345- R & M EQUIPMENT	15,309.06	5,000.00	6,145.23	4,318.18	5,000.00
5375 - SUPPLIES OFFICE	318.78	310.85	300.43	229.55	500.00
5380 - SUPPLIES OPERATING	3,321.74	2,918.27	2,405.99	4,390.39	6,000.00
5390 - SUPPLIES PARTS	5,244.38	10,216.22	3,137.66	7,939.35	8,000.00
5395 - TIRES	5,095.46	3,500.89	4,138.74	3,023.39	4,500.00
5410-EQUIPMENT	-	-	-	-	-
5500 - LEASE PURCHASE AGREEMENTS	-	-	-	-	-
5470- Capital Improvement	-	-	-	-	50,000.00
	450,150.68	456,631.26	430,808.89	490,978.23	640,170.00

	<u>Revenues Actual</u>					
	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020 Budgeted</u>	
4150 - Solid Waste Permits	\$ 30,667.00	\$ 32,843.71	\$ 36,962.60	\$ 32,591.00	\$ 75,000.00	
4151 - Metal	\$ 20,213.00	\$ 20,319.51	\$ 31,598.00	\$ 26,768.95	\$ 20,000.00	
4153 - Cardboard	\$ 11,830.00	\$ 13,513.45	\$ 14,857.95	\$ 5,519.93	\$ 10,000.00	
4154 - Mixed Paper	\$ 2,356.00	\$ 7,308.23	\$ 4,461.83	\$ 10.00	\$ 1,500.00	
4155 - Newspaper	\$ 1,147.00	\$ -	\$ -	\$ 543.00	\$ 1,200.00	
4156 - Yard Items	\$ 14,769.00	\$ 11,680.00	\$ 15,713.00	\$ 19,573.50	\$ 15,000.00	
4157 - Tires	\$ 1,811.00	\$ 1,091.00	\$ 1,271.00	\$ 2,024.00	\$ 1,000.00	
4158 - Universal Waste	\$ 2,472.00	\$ 2,787.00	\$ 4,966.00	\$ 5,436.75	\$ 3,000.00	
4160 - Commercial Disposal Fees	\$ 10,210.00	\$ 11,933.46	\$ 13,561.40	\$ 14,434.11	\$ 9,000.00	
4164 - Excavation Revenue	\$ 1,262.62	\$ 2,755.00	\$ 2,480.00	\$ 2,170.00	\$ 2,000.00	
	\$ 96,737.62	\$ 104,231.36	\$ 127,889.78	\$ 109,071.24	\$ 137,700.00	



Town of Lisbon

Fire Department

Nathan LeClair, Fire Chief



To: Lisbon Town Council
Department Monthly Report: August 2019

In the month of August the Fire Department responded to 39 calls for service (includes inspections and various investigations and complaints, such as unpermitted burns). The Department responded to only 1 requests for the Fire Department First Responders. The Department responded to 0 request to assist Lisbon Emergency this past month.

In the month of August we had 3 mutual aid requests. 2 to the Town of Durham, 1 to the Town of Topsham. 1 of the calls to Durham and to Topsham was for a structure fires.

Training in the month of August was varied from review of alarm systems, to operational responses, and review of department equipment. Many firefighters have started their driver training and have been out getting orientated to the vehicles and their operation. Lt. Dubois has also been finishing up the annual hose testing.

During the month of July and August, Chief LeClair attending a Fire Inspector I program that was put on by the Maine Fire Safety Institute and the Maine Fire Marshal's Office. This program goes over the role of the Fire Inspector and the use of NFPA 101 (Life Safety Code), NFPA 1 (Fire Code), and a few others as they pertain to inspections. This is the first step to getting certified through the NFPA (National Fire Protection Association) as a Fire Inspector.

Update on the new engine. In July the vendor met with the truck committee to fine tune and finalize the specs (basically telling the builder where things need to). The vehicle has been through the final steps through Pierce engineering and, according to Ray Smith of MinuteMan Fire Apparatus, is on schedule. Attached, finalized drawing of the truck.

As the summer comes to a close the Department will be gearing up for October. National Fire Prevention month. Plans are already underway to get into the Lisbon Community School, Gartley Street, Open Door Christian Academy, and the Lisbon Falls Christian Academy to present our fire safety message.

Month of August incident type break down.

Incident Type	Occurrences
Building fire	2
Grass fire	1



Town of Lisbon

Fire Department

Nathan LeClair, Fire Chief



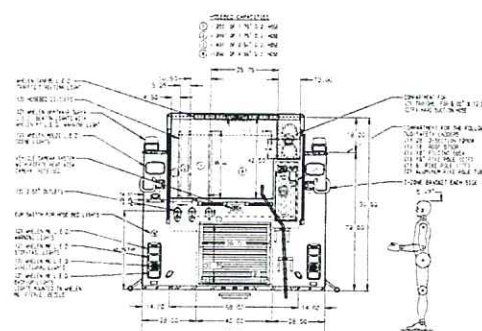
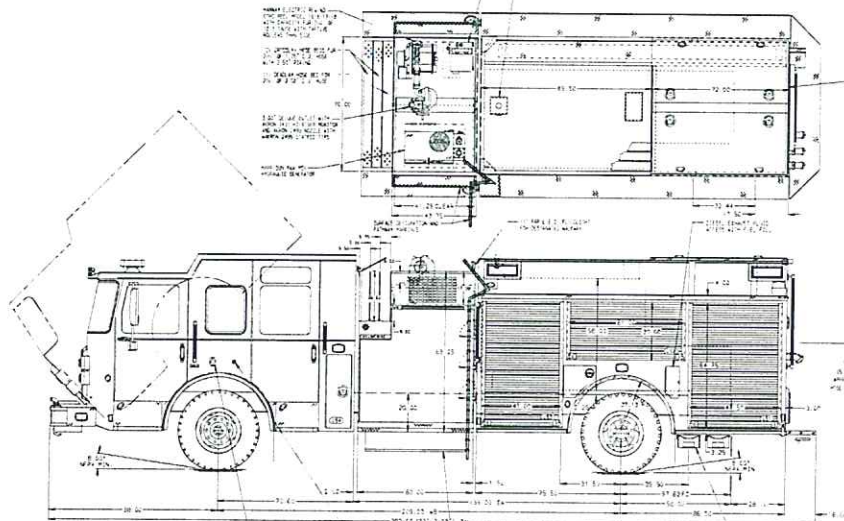
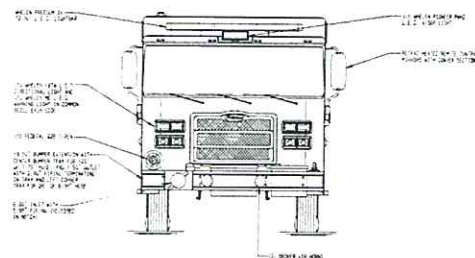
EMS Call, excluding vehicle accident with injuries	1
Motor vehicle accident with injuries	3
Electrical wiring/equipment problem/other	1
Power line down	1
Arcing, shorted electrical equipment	1
Public service	1
Assist police or other governmental agency	3
Unauthorized burning	2
Good Intent call, other	5
Dispatched, canceled en route	5
Authorized controlled burning	2
HazMat release investigation w/no HazMat	1
Malicious, mischievous false call, other	1
Smoke detector activation due to malfunction	4
CO detector activation due to malfunction	1
Unintentional transmission of alarm. Other	1
Detector activation, no fire – unintentional	1
Alarm system activation, no fire – unintentional	2
Total:	39

Respectfully submitted

A handwritten signature in black ink, appearing to read "N. LeClair".

Nathan LeClair

Fire Chief



FOR THE WALK-THROUGH

SIDE ROLL AND FRONTAL IMPACT PROTECTION

34042AD

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LIBRARY DEPARTMENT

TOWN COUNCIL /TOWN MANAGER MONTHLY REPORT

August 2019

Adult Books	1,225	Adult DVD's	321
Juvenile Books	1,556	Juvenile DVD's	190
Audio Books	74	Periodicals	119
ILL In	177	ILL Out	288
E-Readers Users	44	E-Reader Downloads	150
Adult Room Count	1,878	Juvenile Room Count	1,303
Patron Use Computers	318	New Patrons	33
Sat AM Storytime	26	Thursday PM Storytime	16
Legos Club	NA	Animation Stop Motion	NA
Crafts/Claudia	NA	Steam Lab Program	NA
Heart & Soul Daycare	6	4H Science Sum.Prog.	2
Sum.Rd.Tues.End Party	36	Sum.Rd.Tues. Eve Party	23
MTM Sum.Rd. Party	15	Playhouse Use	26

The Library Department had a very successful 2019 Summer Reading Program that ended on 8/10/19. We congratulate and are proud of the children of Lisbon who read 1,850.5 hours in six weeks. That is an all-time high for our program! 40+ children attended the weekly programs, which is an increase from the previous year. They enjoyed the variety of crafts, science projects and outdoor activities. The collaboration between the Library and Recreation Department was successful as well. The Library Department would like to thank the local businesses who generously helped fund the great 2019 Summer Reading Program!

Our circulation statistics continued to show increases throughout the month of August. Children and their families continued to visit the library to check out books and DVDs'even after the program ended. Our adult patrons enjoyed the new selection of DVD's and new bestseller titles as well.

The Children's Garden continued to be a popular place for families to visit and spend time together. I continue to work with Mark Stevens to address the need for maintenance in the garden walkway. He will schedule a meeting with the Public Works Director, myself and his staff to put together a plan that will take care of the grass and weed problem in that area of the garden. I will keep the Town Manager informed in this matter. I have spoken to Charlie Smith and Mrs. Lacey in reference to their mothers' memorial funds. I am pleased that both families have agreed to expend the memorial funds to purchase a garden arbor in memory of their mothers. An arbor will be placed at the new garden entrance at the rear of the garden in memory of Mrs. Marion Spear. The other arbor will be placed at the Union Street side garden entrance of the garden in memory of Erna Smith. We will coordinate the purchase and

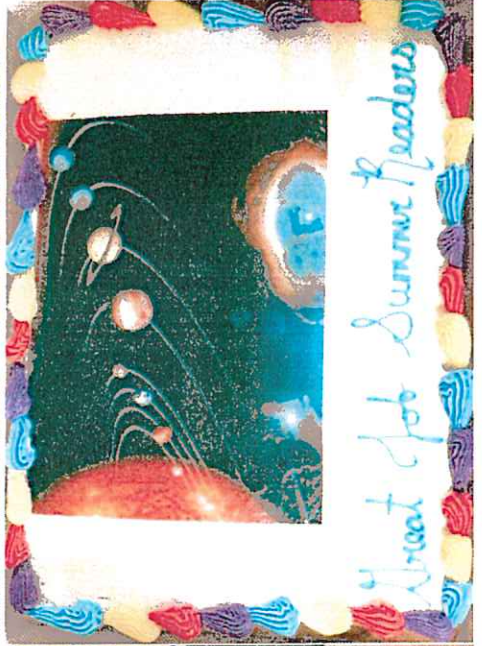
installation of the arbors with the upcoming new garden-fencing project. I will keep the Town Council informed.

The library staff has been busy with the planning and implementation of fall 2019 programs. We are excited to offer twice-weekly "After-School Programs" this fall. We have added Wednesday afternoon programs for children grades K-6. We will offer a variety of new programs that include a video game afternoon, a creative writing program and additional science related programs. The additional 5 hours to the Children's Librarian schedule in July has allowed us to continue to move our children's programs forward. The Friday programs will continue to offer the ever-popular Legos night, crafts with Claudia and a puzzle-making session. Our goal is to convenience as many Lisbon families as we can to ensure the children get a chance to experience our twice-weekly programs and continue to visit the library throughout the school year. We will continue our twice-weekly Pre-School programs as well.

Claudia Lemieux and are busy trying to bring a September adult program to the Library Department. It seems to be a busy month for authors and speakers.

I have included a collage of photos of the 2019 Summer Reading Program for your review. The photos give you a "snapshot" of events from June 25th to August 10, 2019. They truly reflect the reading, fun and friendships this program brings to the Lisbon community.

Respectfully submitted,
Diane I. Nadeau
Library Director



TOWN OF LISBON



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

TO: Diane Barnes; Town Manager
SUBJECT: August Report
DATE: 9/12/2019

School is back in session. For the Lisbon Parks and Recreation Department this means that we are entering one of our busiest times of year.

The day camps wrapped up on Friday August 9th with our annual "Lisbon's Got Talent" show, held on the MTM Pavilion. The talent was surely amazing from boys and girls ages 6 to 12, performing acts such as dancing, singing, gymnastics, and much more. The finale was a dance and song routine by our Summer Rec Staff. The summer staff did an exceptional job this year!

Our Before and After School program started on August 28th. We continue to grow each year! We are seeing more kindergarten-second graders attending our after school program now. Our goal is to maintain a 1-10 ratio however, 1-15 is acceptable. We have been averaging 65-70 kids on a daily basis. This is up from 40-45 kids 3 years ago

Our fall sports teams began practicing mid-August and games started the first week of September. See the trends below::

Fall 2017	Fall 2018	Fall 2019
Soccer ~ 179 participants	Soccer ~ 208 participants	Soccer ~ 194 participants
Football ~ 118 participants	Football ~ 107 participants	Football ~ 101 participants
Cheering ~ 13 participants	Cheering ~ 14 participants	Cheering ~ 18 participants
Field Hockey ~ 16 participants	Field Hockey ~ 31 participants	Field Hockey ~ 39 participants
After School ~ 103 participants	After School ~ 94 Participants	After School ~ 103 participants
Before School ~ 32 participants	Before School ~ 46 participants	Before School ~ 52 participants

Our Coed softball league wrapped up in August with the League Championships held at Pinewoods Ball Fields. Our women's fall fast pitch league is the only Maine all women fast pitch league and a new coed slow pitch league started in September.

We are waiting to hear back from the Federal Planning Grant for Beaver Park that was applied for a couple months ago. We are semi-finalist and should hear back soon. Beaver Park is used by the public 7 days a week. Soccer everyday during the week and men's two hand touch football on Sundays. Lisbon Falls Christian Academy uses the fields for their home soccer games.

We have been down in staffing with our Parks Maintenance. Ben LeClair returned to college building rocket engines and Justin left for a higher paying job. It is increasingly difficult to attract potential employees for \$13.00 an hour when minimum wage creeps up to \$12.00.

A new well was drilled for the cabin at Beaver Park in August.

The Lisbon Community Gardens volunteers have been doing an amazing amount of work this summer. These volunteers work hard to make the Lisbon Community Gardens a growing asset of our town.

Our Senior Program Coordinator Aline Strout took a large group of seniors to Cabbage Island, as well as Fenway Park, Wood Island, and the Market Basket in August.. The trip to Scotland and Ireland next September is already full with a waiting list. Trips are planned for the White Mountains in December and to the Ark Encounter next May.



Lisbon Police Department

A Community Policing Agency

300 Lisbon St.
Lisbon, ME 04250

Marc R. Hagan
Chief of Police

Report to Council
September 2019
Police Department

In the month of August to date (08/27/19) the police department received 920 requests for police assistance. There were a total of 69 criminal investigations, and 17 persons were arrested or charged with criminal violations. There were a total of 6 motor vehicle crashes and 177 motor vehicle stops occurred during directed traffic enforcement details.

In August, the Department collaborated with Dick's Sporting Goods, and received a generous donation of basketballs, footballs, soccer balls, baseball, and softballs. Dick's is hoping to encourage our community youth to be more active, and in turn decrease idle time that can lead to crime in our community. The donation was greatly appreciated and many of our cruisers now carry safety, **and** sporting equipment.

On August 12, Officer Jeff Picard was transferred to the Detective position. Detective Picard, is a 20-year veteran of the Lisbon Police Department, and has also served as a School Resource Officer, and will continue to teach D.A.R.E.

Newly hired Police Officer Kris Kauffman, not to be confused with Officer Nick Kauffman, began attending the Maine Criminal Justice Academy in Vassalboro at the beginning of the month. Kauffman is currently set to graduate on November 27th after 18-weeks of training.

From an administrative point of view, the time has come to begin the review of all departmental standard operating procedures (SOP's). The Police Department has 46 SOP's, many of which are State mandated, governing everything from Operation of Police Vehicles, to Use of Force, to protocols on how to conduct Death Investigations, to how to respond to Persons with Mental Illness, etc. etc. These standard operating procedures must be reviewed and updated by the lead agency administrator every three (3) years, and all personnel are then required to review the SOP again and sign off acknowledging the same. This process began in September of 2016 upon my arrival in Lisbon, and took approximately 18-months to accomplish. It is hoped to be slightly less time consuming the second time around.

Thank you.
Marc R. Hagan
Chief of Police

MEMORANDUM FROM THE PUBLIC WORKS DIRECTOR

TO: DIANE BARNES, TOWN MANAGER
FROM: RANDY CYR
SUBJECT: AUGUST 2019 MONTHLY REPORT
DATE: 09/11/2019

Public Works – In the month of August the Public Works crew continued patching pot holes, trimming brush, sweeping streets and addressing resident and dispatch calls throughout town. Replaced the culvert at Baptist Church and 114 King Rd. Started water trench and backfilled beaver park area. Worked on ditching on Ridlon Rd. Fixed signs around town that needed attention. Grade, pave and installed catch basin on Patron Terrace. Spread loam on Warren Circle. Worked on street lights for Graziono Square. Ensured the shop and vehicles were cleaned.

Besides their normal daily duties, they also assisted each other in preparation for Alfred and Bill prior to taking their CDL test. Hired on a new fulltime employee for the transfer station..

Mechanics continued working on vehicles/equipment to ensure inspections were completed and safe for operation to include wiring the new street lights.

Transfer Station – Marcel is currently on vacation and will furnish the totals for August when September report is sent.

<u>Item</u>	<u>Tonnage</u>
Single Stream	
Trash	
Bulky Waste	
Wood	
Brush	
Compost	
Waste Gas	
Freon	
Tires	
Shingles	
Cardboard	

MEMORANDUM FROM THE SEWER SUPERINTENDENT

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

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

- Mike Stewart resigned, his last day was August 6th. Anthony Soucy, who previously worked for the department applied and was hired to fill the open position. Anthony's first day was August 26th.
- Inspected the cross country sewer lines
- Repaired the rollers on the centrifuge belt conveyor
- Annual Sewer Cleaning on going
- Cleaned & unplugged the trough and drain line from the lower Transfer Station bay
- Vactor truck high-pressure hose burst on the hose reel. The truck went to CN Wood to have the hose repaired
- Phase one of the sewer replacement project ongoing. The project is mostly complete.

Please contact me if you have any questions.

August 2019

Town Clerk & Election Department

The Bureau of Motor Vehicles mails Voter registration cards to us weekly. 96 cards have been processed for August; Nomination papers were verified for local candidates; 6 Absentee Ballot requests were received and entered into the Central Voter Registration System awaiting ballots to be mailed.



The DS200 tabulating flash drives were sent in for programming. Our PEQ and programming forms were emailed to ES&S and the Secretary of State. The Notice of Election was received, but not sent to party chairs or the Secretary of State's office because we will process absentees on Election Day. Nursing Home Notices for Absentee Balloting has been posted and arrangements have been made to be present for absentee voting for those who want to vote.

Ballot proofing has not been completed. The Lisbon High School Gym has been reserved for the November 5, 2019 Election.

The legal ad will be prepared and sent to the newspaper regarding voter registration hours now that the polling locations and times have been set by Council on the upcoming Warrant for Election Day. Absentee applications and notebooks are ready to go. The Town office will be set up to handle absentee voting the second week of October.

Minutes of Council Meetings were transcribed, uploaded to the website, and sent to clerkbase. Code changes for ordinances have been posted on-line. Codification of those online has been ordered.

Ballots were transferred from the blue and green tamper proof boxes into cardboard boxes to be retained the appropriate timeframe. Transfer Cases were labeled for the upcoming Election.

The Planning Board meeting minutes were transcribed and posted to the website.

The ads for the bond public hearing were proofed and run in the sun journal. The November warrant was drafted and registrar hours were determined.

I chaired my last State Archive Advisory Board meeting in Augusta. New legislation passed to create a new board with different responsibilities to be appointed by the Secretary of State, not Governor. Lisa and I registered for the Voter Registration Workshops in October.

Games of Chance, Liquor License applications, and Special Entertainment Permits are being processed. Boards & Committee information online was updated after the annual appointments. Oaths of office were completed and filed.