



**AGENDA**  
**COUNCIL MEETING**  
**NOVEMBER 12, 2019**  
**LISBON TOWN OFFICE**  
**7:00 P.M.**

**Town Council**

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

1. CALL TO ORDER & PLEDGE TO FLAG
2. ROLL CALL

\_\_\_ Councilor Albert      \_\_\_ Councilor Brunelle      \_\_\_ Vacant      \_\_\_ Councilor Kolbe  
\_\_\_ Councilor Larochelle      \_\_\_ Councilor Lunt      \_\_\_ Councilor Ward

Town Clerk reading of meeting rules

3. GOOD NEWS & RECOGNITION

4. PUBLIC HEARINGS

A. Chapter 2, Article V, Division 2 Finance Committee Sec 5-505 to 2-509

B. Chapter 46, Article V, Section 46-133 & 134 Access Management

5. AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS

6. CONSENT AGENDA

2019-210 ORDER –

A. Municipal Accounts Payable & Payroll Warrants -

#191024	\$ 194,640.53	#1910W2	\$ 18,240.40
#1910ER	\$ 132.39	#10162019	\$ 6,349.06
#10292019	\$ 11,352.40	#10302019	\$ 5,777.25
#1152019	\$ 700,286.35	#191107	\$ 218,252.60
#1911W1	\$ 17,782.56	# 1162019	\$ 13,125.39

B. School Accounts Payable & Payroll Warrants -

#1019	\$ 358,933.94	#1020	\$ 12,987.39
#11	\$ 40.63	#1018	\$ 319,273.68
#1021	\$ 356,678.09	#12	\$ 2,759.08
#1022	\$ 13,247.54	#2007	\$ 263,027.68
#1023	\$ 6,451.16	#1024	\$ 66.24
#1025	\$1,125.58		

C. Minutes of October 15, 2019

D. Tax Collector Certificate of Settlement (2019 Taxes)

E. Ratify November 5, 2019 Election Results

F. Set Public Hearing for Coombs-Mountfort Post #158's Special Entertainment Permit on December 3

G. Set a Public Hearing for the Slovak Catholic Association's Special Entertainment Permit for December 3

H. A Mobile Home Park license for Guardian Communities, LLC the new owner of Davis Street Park

7. COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

2019-211 ORDER – Capital Reserve Request – Pipe & Drape Materials for Performing Arts Center

2019-212 ORDER – Chapter 2, Article V, Division 2 Finance Committee Sec 5-505 to 2-509 – Second Reading

2019-213 ORDER – Chapter 46, Article V, Section 46-133 & 134 Access Management – Second Reading

2019-214 ORDER – December 24th noon closure

2019-215 ORDER – Road Name Request – Gina's Way

2019-216 ORDER – Bid Award for Graziano Square Excavation Project

2019-217 ORDER – Worumbo Mill Site Asbestos Removal

8. OTHER BUSINESS

A. Council Committee Reports:

- |   |                                   |
|---|-----------------------------------|
| 1. School (Councilor Albert)                | 5. Recreation (Councilor Kolbe)   |
| 2. Planning Board (Councilor Ward)          | 6. County Budget (Councilor Ward) |
| 3. LDC (Councilor Larochelle)               | 7. Library (Councilor Lunt)       |
| 4. Conservation Commission (Councilor Ward) |                                   |

B. Town Manager's Report

C. Department Heads Written Reports

D. Police Department Update

E. Planning Board Report

F. Lisbon Emergency Report

9. APPOINTMENTS

2019-218 ORDER – Appeals Board Resignation – Lisa Ward

2019-219 ORDER – Marc Hagan as Interim Town Manager from Nov 21–Dec 6

10. COUNCIL COMMUNICATIONS

11. AUDIENCE PARTICIPATION & RESPONSE NEW ITEMS

12. EXECUTIVE SESSION

2019-220 ORDER – Consultation w/Code Enforcement Officer on Pending Matter in District Court 1 M.R.S. A. §405(6)(H)

13. ADJOURNMENT

2019-221 ORDER – To Adjourn



# 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: November 12, 2019

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### **Agenda Item 2019-210D Tax Collector Certificate of Settlement (2019 Taxes)**

The tax collector is entitled from his/her liability under Maine State Statute when the tax collector has settled in full all taxes assessed and committed for each given year.

This is the final step taken in connection with the duties of the tax collector, and is the foundation of his/her discharge from further liability for collection of taxes for that year.

The uncollected taxes for 2019 has gone through the lien process and is now the responsibility of the treasure to collect any remaining unpaid taxes. The uncollected personal property tax has been through the court process with a judgment granted to the Town of Lisbon.

### **Recommendation**

**Approve and sign the certificate of settlement for Diane Barnes, Tax Collector for the tax year 2019.**

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### **Agenda Item 2019-2016 Bid Award for Graziano Square Excavation Project**

On July 16, 2019, Council awarded the bid for the Graziano Square Excavation Project to L.P. Poirier & Son, Inc. in the amount of \$40,661.00 based on the estimates provided and the time frame for the project. Mr. Poirier was to start on this project at the completion of the Village Street streetscapes project.

The proposal offered to Poirier, which has not been signed by Poirier, set a project completion date of November 1, 2019. Because Poirier never accepted the Town's proposal by signing and returning it to the Town, we do not believe that a binding contract was entered into. Even if a contract was entered into, it is our opinion that Poirier's failure to perform the work by the project completion date described in the proposal would be a material breach of the contract that justifies rescinding the award.

Because Poirier has not initiated or completed the work by the project completion date set by the Town in the proposal, we recommend that the vote to rescind the award to Poirier.

Subsequently, Dennis Douglass has received a quote from St Laurent and Son, Inc. to complete the work in the amount of \$24,800.



## **Recommendation**

**That the Town Council rescind the award of a bid to L.P. Poirier & Son, Inc. Excavation for excavation, drainage, walkway and retaining wall at Graziano Park.**

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### **Agenda Item 2019-217 Worumbo Mill Asbestos Removal**

Safe Environment Solutions provided a quote of \$2,250 for three tasks to include an asbestos demolition survey, additional sampling, and a final report including approximate quantities, descriptions, abatement cost estimate, and basic locations of identified materials.

We also obtained a quote from Atlantic Environmental Contractors, Inc. for asbestos oversight at the Worumbo Mill site as per sampling data at the site done by TRC for the Town of Lisbon. Atlantic would put an asbestos supervisor on site to oversee the clearing of the land and to pick up any asbestos found, the concrete would be leveled and covered over with fill, and the wood would be burned in place. The idea is not to excavate for any asbestos but to only remove what is found during leveling of the site. John Bucci, Director of the Asbestos and Lead division and the Brownfield division have been notified of this approach and has given the Town the go ahead. Mr. Bucci will need a written asbestos plan from the Town.

The construction crew (Public Works) will need to have asbestos awareness training, the equipment used would need an enclosed cab. The Fire Department would need to be onsite for precautionary measures when the wood is being burned. Atlantic would provide the awareness training, write the design for the project, and put in a courtesy asbestos notification to the State and oversee the project. Costs are:

Design and notification to the State- \$800  
Supervisor on site day rate \$496 per day  
Disposal of any asbestos found \$135 per yard (9 asbestos disposal bags)

## **Recommendation**

**Accept the proposal and plan set forth by Atlantic Environmental Contractors, Inc. using Downtown TIF funds to pay for the project.**

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## ***TOWN OF LISBON***

300 Lisbon Street, Lisbon, ME 04250

*Twila D. Lycette, Town Clerk*

*Lisa Smith, Deputy Clerk*

# ***PUBLIC HEARING***

## *Ordinance*

Notice is hereby given that the Lisbon Town Council intends to hold a public hearing on November 12, 2019 at 7:00 PM in the Town Office Public Meeting Room to hear comments on amendments to Chapter 2, Article V, Division 2 Finance Committee Sections 5-505 to Section 5-509 and Chapter 46, Article V, Sections 46-133 & 46-134 Access Management. The public is invited to attend.

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

*The public is invited to attend.*

  
Twila Lycette, Town Clerk





**TOWN COUNCIL  
MEETING MINUTES  
OCTOBER 15, 2019**

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

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

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

### GOOD NEWS & RECOGNITION

Councilor Albert said he was impressed with the paving project in the Gross Development. He thanked the contractors and Mr. Cyr.

*Item Taken Out Of Order*

### EXECUTIVE SESSION

**VOTE (2019-200A)** Councilor Ward, seconded by Councilor Larochelle moved to go into Executive Session at 7:02 PM per 1 MRSA Section 405 (a) Personnel Matters. **Order passed - Vote 6-0.**

The Council returned to regular session at 7:47 PM and resumed the meeting.

### PUBLIC HEARINGS

#### A. AMENDMENTS TO CHAPTER 14 GENERAL ASSISTANCE MAXIMUMS & APPENDICES

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

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

### CONSENT AGENDA

**VOTE (2019-200B)** Councilor Larochelle, seconded by Councilor Albert moved to approve the following consent agenda items:

#### A. Municipal Accounts Payable & Payroll Warrants -

#102019	\$ 49,359.95	#1032019	\$ 120,993.87
#10102019	\$ 99,515.39	#191010	\$189,151.64
#1910W1	\$ 19,649.28	#11052019	\$197,540.88

#### B. School Accounts Payable & Payroll Warrants –

#1016	\$ 371,175.04	#10	\$ 2,819.81
#1017	\$ 12,594.86	#2006	\$93,500.83

#### C. Minutes of October 1, 2019

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

## COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

### FIRETRUCK CAPITAL RESERVE ACCOUNT

**INTRODUCTION:** The Fire Truck Capital Reserve account was originally setup in 1997-1998 during the annual Town meeting. Since the warrant article did not have specific language on how funds are transferred or used for this reserve account, it has been recommend by our auditor to have Council vote on how the reserve is funded and how funds are expended. The recommendation below describes current practice for this account.

**VOTE (2019-201)** Councilor Larochelle, seconded by Councilor Brunelle moved to authorize the Town manager to set up a reserve account known as Fire Truck Capital Reserve Fund for the acquisition and refurbishment of Fire Apparatus, including repairs that need to be done on an unexpected basis and to transfer the unexpended balance as of fiscal year end in line item Capital Projects in the Fire Department Budget.

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

### TOWN BUILDINGS REPAIR – CHANGE ORDER

**INTRODUCTION:** Change Order No. 1 in the amount of \$1,530.30 is for additional roof sheathing for the Salt/Sand Shed. Change Order No. 2 in the amount of \$4,536.45 materials and \$10,697.50 in labor for siding and wall sheathing to replace rotting wood on the Town Office building. This also includes additional flashing on windows and doors. The additional funds will come from the Town Buildings reserve account.

**COUNCILOR COMMENTS:** Councilor Larochelle said going into this the Council knew there were going to be unforeseen issues. Mrs. Barnes said this overage amount would come out of the reserve account.

**VOTE (2019-202)** Councilor Brunelle, seconded by Councilor Ward moved to authorize the change orders in the amount of \$ 16,763.95 from the Town Buildings reserve account to Restorations Home Remodeling LLC.

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

## AMENDMENTS TO CHAPTER 14 GENERAL ASSISTANCE MAXIMUMS & APPENDICES *Second Reading*

**VOTE (2019-203)** Councilor Larochelle, seconded by Councilor Brunelle moved to adopt the following General Assistance Amendments to Chapter 14 Appendix A Overall Maximums, Appendix B Food Maximums, Appendix C for Housing, no changes to Appendix D through G, and amendments to Appendix H Funeral Maximums as follows:

#### Appendix A- Overall Maximums

Replace with New Maximums - Persons in Household	1	2	3	4	5	
Androscoggin County	2019-2020	725	783	1007	1265	1606

#### Appendix B-Food Maximums

Replace with New Maximums – Persons in Household	1	2	3	4	5	
Androscoggin County	<u>2019/2020</u>	<u>194</u>	<u>355</u>	<u>509</u>	<u>646</u>	<u>768</u>

#### Appendix C - Housing

Appendix C is a listing of the maximum levels of assistance for housing (both heated and unheated). These maximum levels were developed by MMA using 2009-2010 HUD Fair Market Rent values that include utility costs. Because the FMR numbers include utility and heating costs, the applicable average utility and heating allowances, as developed by the Maine State Housing Authority (MSHA), are subtracted from the FMR to obtain a pure “housing” cost.



2018/2019-

# Bedrooms	Unheated	Heated
1	540	664
2	711	847
3	907	1094
4	1122	1349

2019/2020

# Bedrooms	Unheated	Heated
1	591	719
2	763	929
3	965	1174
4	1240	1497

Appendix D – Utilities (There was NO CHANGE in the Utilities)

1) Electricity Maximums for Households Without Electric Hot Water: The maximum amounts allowed for utilities, for lights, cooking and other electric uses excluding electric hot water and heat:

Number in Household	Weekly	Monthly
1	\$14.00	\$60.00
2	\$15.70	\$67.50
3	\$17.45	\$75.00
4	\$19.70	\$86.00
5	\$23.10	\$99.00
6	\$25.00	\$107.00

NOTE: For each additional person add \$7.50 per month.

2) Electricity Maximums for Households With Electrically Heated Hot Water: The maximum amounts allowed for utilities, hot water, for lights, cooking and other electric uses excluding heat:

Number in Household	Weekly	Monthly
1	\$20.08	\$86.00
2	\$23.75	\$102.00
3	\$27.70	\$119.00
4	\$32.25	\$139.00
5	\$37.30	\$160.00
6	\$41.00	\$176.00

NOTE: For each additional person add \$10.00 per month.

Appendix E - Fuel (There was NO CHANGE in Fuel)

There was no change in fuel. We use what the applicate uses per month or the cap of what is allowed for that month at the current price for fuel.

Month	Gallons	Month	Gallons
September	50	January	225
October	100	February	225
November	200	March	125
December	200	April	125
		May	50

Appendix F - Personal and Household Supplies (There was NO CHANGE in Personal and Household Supplies)

Number in Household	Weekly Amount	Monthly Amount
1-2	\$10.50	\$45.00
3-4	\$11.60	\$50.00
5-6	\$12.80	\$55.00
7-8	\$14.00	\$60.00

NOTE: For each additional person add \$1.25 per week or \$5.00 per month.

Appendix G – Mileage Rate (There was NO CHANGE in Mileage Rate)

This municipality adopts the State of Maine travel expense reimbursement rate as set by the Office of the State Controller. The current rate for approved employment and necessary medical travel etc. is \$.44 cents (44 cents) per mile.

Appendix H – Funeral MaximumsBurial Maximums

The maximum amount of general assistance granted for the purpose of a burial increased to \$1,475. The previous amount was \$1,125. Additional costs may be allowed by the GA administrator, where there is an actual cost, for:

- The wholesale cost of a cement liner if the cemetery by-laws require one;
- The opening and closing of the grave site; and
- A lot in the least expensive section of the cemetery. If the municipality is able to provide a cemetery lot in a municipally owned cemetery or in a cemetery under municipal control, the cost of the cemetery lot in any other cemetery will not be paid by the municipality.

The municipality's obligation to provide funds for burial purposes is limited to a reasonable calculation of the funeral director's direct costs, not to exceed the maximum amounts of assistance described in this section. Allowable burial expenses are limited to:

- Removal of the body from a local residence or institution
- A secured death certificate or obituary
- Embalming
- A minimum casket
- A reasonable cost for necessary transportation
- Other reasonable and necessary specified direct costs, as itemized by the funeral director and approved by the municipal administrator.

Cremation Maximums

The maximum amount of assistance granted for a cremation increased to \$1,025 from the prior maximum of \$785. Additional costs may be allowed by the GA administrator where there is an actual cost, for:

- A cremation lot in the least expensive section of the cemetery
- A reasonable cost for a burial urn not to exceed \$50
- Transportation costs borne by the funeral director at a reasonable rate per mile for transporting the remains to and from the cremation facility.

**Roll Call Vote: Yeas – Albert, Lunt, Larochelle, Ward, Kolbe, and Brunelle. Nays - None. Ordinance passed - Vote 6-0.**

CHAPTER 2, ARTICLE V, DIVISION 2 FINANCE COMMITTEE  
SECTION 5-505 TO SECTION 5-509  
*First Reading*

**VOTE (2019-204)** Councilor Larochelle, seconded by Councilor Albert moved to adopt Chapter 2, Article V, Division 2 Finance Committee, Sections 5-505 to Sections 5-509 as follows:

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 appointed by the Town Council. 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 1<sup>st</sup>. Members shall serve three year



staggered terms, concurrent with the July 1<sup>st</sup> to June 30<sup>th</sup> fiscal year. At its first meeting, the Committee shall select its chair and vice chair. Members must attend ½ of the meetings per year to remain in good standing.

**Section 2-507 Meetings.** The Committee shall meet at least once per month. The meeting dates shall be established by a majority of the committee 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 municipal and school annual operating budgets presented;
- B. Review and make recommendations on annual capital expenditure as presented by the Town Manager and Finance Director;
- 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 and School Superintendent, requests for proposals for the purchase of municipal and school 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 annual audit findings as presented by Auditor;
- H. Review monthly budget to actual statements as prepared by the Finance Department;
- I. Participate and make recommendations on the Capital Improvement Plan;
- J. Make recommendations on Referendum Question for a ballot and
- K. Make such other recommendations on fiscal matters and/or projects as it may from time to time be deemed advisable by Town Council or School Committee.

**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.

**Roll Call Vote: Yeas – Albert, Lunt, Larochelle, Ward, Kolbe, and Brunelle. Nays - None. Order passed - Vote 6-0.**

CHAPTER 46, ARTICLE V,  
SECTION 46-133 & 134 ACCESS MANAGEMENT  
*First Reading*

**VOTE (2019-205)** Councilor Larochelle, seconded by Councilor Brunelle moved to adopt Chapter 46, Article V, Sections 46-133 & 46-134 Access Management as follows:

[Chapter 46 – Streets, Sidewalks, and Other Public Spaces](#)

Article V. Entrances Onto Public Ways**Sec. 46-133. - Approval criteria.**

- (a) The director of public works shall issue a permit for the construction of an entrance onto a public way if all of the following criteria are met.
- (1) *Traffic safety.* The entrance shall be located such that adequate sight distance is maintained for entering and turning traffic, that adequate separation distance is maintained between the proposed entrance and existing entrances on either side, and that the entrance geometry is consistent with good engineering practice.
    - a. Any entrance onto Lisbon Street (State Route 196), Main Street north of Huston Street (State Route 125), Mill Street, Ridge Road (State Route 9), or Upland Road must also comply with Sec. 46-134, Access Management, as approved through the Code Enforcement Office.
  - (2) *Drainage.* The entrance shall be constructed such that the existing flow of stormwater from and along the public way is not impeded and such that the entrance does not contribute additional stormwater flow to the traveled portion of the public way. Culverts required beneath the entrance shall be sized to accommodate the expected flow from a 25-year storm, but in no case smaller than 15 inches in diameter, and shall be installed in accordance with good construction practices. Reused culverts may be permitted by the director of public works at his sole discretion.
  - (3) *Geometry.* The entrance shall be designed such that the grade within 50 feet of the public way shall not exceed ten percent nor be less than 0.5 percent. If the entrance is onto a paved surface and the entrance grade exceeds five percent, it shall be paved within the limits of the right-of-way. The entrance shall not intersect the traveled way at a horizontal angle less than 75 degrees.
  - (4) *Construction.* If the entrance is a part of a road or way intended to be accepted by the town, it shall comply in all respects with article III of this chapter and with sections 66-147—66-200 of chapter 66. All that portion of any entrance which lies within the limits of the right-of-way shall be constructed with a minimum base course of 18 inches of base gravel meeting DOT specification 703.06.
- (b) Sidewalks which must be traversed shall be restored to a condition equal to or better than the condition immediately adjacent to the entrance. If granite curbing is removed, removed stone shall remain property of the town. Tip-downs of a material identical to the adjacent curbing shall be installed on both sides of the entrance. Asphalt or concrete paving shall be saw cut, and new material shall be butted against a bonded vertical surface. Brick pavers shall be removed and reset in a continuous pattern and on a base to match the adjacent sidewalk.

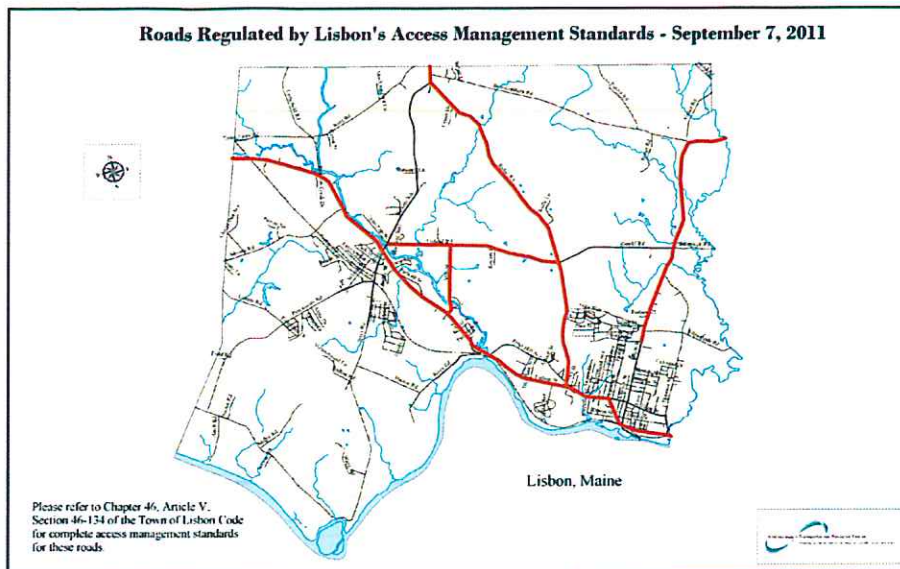
(T.M. of 5-17-1997, art. 37, § 13-403)

**Sec. 46-134. - Access management.****1. General provisions.**

1.1. *Applicability* . These standards apply to all new public and private accesses, the alteration of existing access, and for changes in use on lots of record as of September 6, 2011, onto the following public roads:

- ~~Lisbon Street (State Route 196)~~
- ~~Main Street, north of Huston Street (State Route 125)~~
- ~~Mill Street~~
- ~~Ridge Road (State Route 9)~~
- ~~Upland Road~~





~~These standards also apply to the alteration of existing driveways onto said roadways, and to changes in use on the property serviced by such driveways.~~

A. Highway Sections. These roads and road sections will be classified as Highway Sections for purposes of these standards:

- Lisbon Street, from the Lewiston town line to Moody Road and from River Road to Blethen Street
- Main Street, north of Huston Street
- Mill Street
- Ridge Road
- Upland Road

B. Village Sections

- Lisbon Street, from Moody Road to River Road and from Blethen Street to the Topsham town line

1.2. *Purpose* . The purpose of the access management standards is to manage access onto regulated roads in a manner that protects the safety of access and road users, protects the road system from the negative impacts of drainage, preserves mobility and economic productivity related to roadway transportation, and avoids the long-term cost of constructing new roadway capacity.

1.3. *Administration* . The access management standards will be administered by the planning board, ~~the Code Enforcement Officer~~ and the public works director with assistance from the town engineer, as needed. ~~Upon approval from the Code Enforcement Officer or Planning Board that the standards of this Section are met, the applicant shall qualify for a driveway entrance permit from the Town of Lisbon.~~ The code enforcement officer is responsible for determining if a proposed development requires approval from the planning board and/or the public works director.

1.4. *Definitions* :

*Access* . A public or private point of entry or exit from land adjacent to a public road used by motor vehicles as defined in 29-A M.R.S.A., Chapter 1, § 101. ~~For purposes of the standards in this section, Access shall generally refer to all Driveways, Entrances, roads, or other Access Points that provide public or private access, except where Driveway or Entrance is identified separately as having distinct standards.~~

*Access point*. The intersection of an existing or proposed access with the public right-of-way.

*Alteration*. A significant physical change to an access existing on or after ~~the effective date of this section~~ September 6, 2011, including significant changes to location, width, cross-section, grade, or drainage characteristics of the access. Paving a gravel access will not be considered an "alteration" unless accompanied by other such changes.



*Applicant* . The person applying for the permit. Normally, this will be the owner of the property but can be another party provided that person (or organization) can demonstrate that he/she has right, title or interest in the property.

*Change in use*. A change in land use or intensity of activity occurring on the property accessed by the ~~driveway~~Driveway ~~that will result in as a result of either~~ the conversion of a building or parcel of land from a single-family or two-family dwelling to a three or more-family use, the conversion from a residential use to nonresidential use, or a change from one type of nonresidential use to any other type of nonresidential use that increases the traffic levels in and out of the property. ~~By way of example, the change from retail to office or retail to a restaurant, from farming to a nonresidential use, or from residential to industrial use. A change in ownership alone is not a change in use.~~

*Corner clearance*. The minimum distance, measured parallel to a highway, between the nearest curb, pavement or shoulder line of an intersecting public way and the nearest edge of a ~~driveway~~Driveway ~~or Entrance~~ excluding its radii.

~~Driveway~~Driveway. Every way or place in private ownership and used for vehicular travel by the owner and those having express or implied permission from the owner, but not by other persons. ~~A type of vehicular access that serves one of the following land uses: residential (up to three dwelling units), home-based occupations, forest management activities, farming, low impact industrial (eg substation), generating less than 50 vehicles trips per day. Driveways may consist of surface material such as mineral soil, gravel, asphalt or other natural or man-made material constructed or created by repeated passage of on-road vehicles. See also the definition of Entrance.~~

~~Driveway~~Driveway *width*. The distance across the ~~driveway~~Driveway, excluding radii, measured parallel to the highway.

*Entrance*: ~~A type of vehicular access that serves one of the following land uses: residential (serving four or more dwelling units), housing developments, commercial, industrial, retail, office, or service business including department store, strip mall convenience store, gas station, auto repair shop, restaurant, or similar use, generating more than 50 vehicle trips per day. See also the definition of Driveway.~~

*Header* . A header is a piece of curbing between two terminal ends.

*Impervious surfaces*. The footprint of buildings, pavement, gravel, or other low-permeability or compacted surfaces, not including natural or man-made water bodies.

*Lot(s) of record*. A lot or lots for which the deed was legally recorded on or before the effective date of the ordinance from which this section was derived or which was created by a plan legally recorded in the Androscoggin County Registry of Deeds on or before September 6, 2011.

*Passenger car equivalent*. The number of passenger cars displaced by a single heavy vehicle of a particular type under specified roadway, traffic, and control conditions.

*Peak flow*. The greatest rate of flow in a drainage way, measured as volume per unit of time, resulting from storms of up a to 50-year event.

*Posted speed*. The speed limit set and maintained by the Maine Department of Transportation, or limited by statute as defined in 29 M.R.S.A., Chapter 19, § 2024.

*Private road*. ~~Every way or place in private ownership and used for vehicular travel by the owner and those having express or implied permission from the owner, but not by other persons.~~

~~Regulated road~~ . Every road that is regulated by these access management standards, including Lisbon Street (State Route 196), Main Street north of Huston Street (State Route 125), Mill Street, Ridge Road (State Route 9), and Upland Road.

~~Private road~~. Every way or place in private ownership and used for vehicular travel by the owner and those having express or implied permission from the owner, but not by other persons.

*Separator strip*. A separator strip is a strip of land that separates the roadway from the throat or parking area of a ~~driveway~~Driveway.

*Sight distance*. ~~The sight distance required to allow a vehicle entering the roadway to reach 85% of the posted speed without being overtaken by a vehicle traveling at the posted speed and approaching the entering vehicle from behind. The length of roadway visible to a driver. Sight distance is measured from the perspective of a hypothetical person seated in a vehicle from three vantage points: (1) sitting in the access~~



viewing vehicles traveling on the roadway (both left and right), (2) traveling on the roadway viewing a vehicle sitting in an access, and (3) traveling on the roadway viewing a vehicle turning into the access (both ahead and behind). In case of discrepancy between these measurements, the lesser measurement will be used to determine whether the sight distance standard is met. Sight distance is measured to and from the point on the centerline of the proposed access that is located 10 feet from the edge of the travel way. The height of the hypothetical person's view is considered to be 3½ feet above the pavement and the height of the object being viewed is considered to be 4¼ feet above the pavement.

**Terminal end.** A terminal end is the end section of a run of curb that is sloped to aid the design vehicle in turning into the driveway or to meet Americans with Disabilities Act of 1990, 42 U.S.C. § 1213 et seq., requirements.

**Throat .** The throat is a portion of a driveway used to store vehicles waiting to exit from the driveway.

2. **Technical standards.** Driveways must comply with the following standards:

2.1. **Sight distance.** The sight distance for driveways must meet or exceed the distances listed in Table 2. Sight distance is measured in accordance with its definition. Sight distance in each direction is measured to and from the point on the centerline of the proposed access that is located 10 feet from the edge of the travel way. The height of the hypothetical person's view is considered to be 3½ feet above the pavement and the height of the object being viewed is considered to be 4¼ feet above the pavement.

Table 2—Sight Distance

Posted Speed (MPH)	Sight Distance (Feet)
25	250
30	305
35	380
40	580
45	710
50	840
55	990

2.2. **Spacing between driveways.** New driveways must be separated from other existing or proposed driveways, including those located across the roadway and those serving the same lot, in accordance with the minimum spacing standards set forth in Table 3. Driveway spacing is measured from edge of proposed driveway to edge of driveway, excluding radii. Driveways located directly across the roadway from the proposed driveway are not counted in applying the spacing standard.

Table 3—Minimum Driveway Spacing Standards

Posted Speed (MPH)	<u>Driveway</u> Separation (Feet)
25	70
35	85
40	175
45	265

50	350
55	525

2.3. Access ~~Driveway~~ width. ~~Driveways and Entrances must be designed in accordance with the MaineDOT Standard Details.~~

A. ~~Driveway width must be between 12 and 20 feet.~~

B. ~~Entrance width.~~

1. ~~If 30% or less of the traffic projected to use the proposed ~~e~~Entrance will be larger vehicles, the width of a two-way ~~Entrance driveway~~Driveway within the road right-of-way must be between 22 and 30 feet inclusive.~~

2. ~~If more than 30% of the traffic projected to use the proposed ~~Entrance~~ will be larger vehicles, the width of a two-way ~~Entrance~~ -within the road right-of-way must be between 30 and 42 feet inclusive. ~~Driveways must be designed in accordance with the MaineDOT Standard Details. The driveway width will be the minimum necessary to accommodate the design vehicle.~~~~

2.4. Corner clearance. The minimum corner clearance for Accesses onto the roadway must be as follows, except that the town may require increased corner clearance if the town reasonably determines that the proposed Driveway or Entrance will significantly impact public safety or cause a reduction in posted speed:

A. ~~Highway Sections: 150 feet~~ -except that the town may require increased corner clearance if the town reasonably determines that the proposed driveway will significantly impact public safety or cause a reduction in posted speed.

B. ~~Village Sections: 50 ~~75~~ feet~~

2.5. Shared ~~driveways~~access. Whenever possible, property owners should seek opportunities for shared Accesses~~driveways~~.

2.6. Number of ~~driveway~~Accesses. Lots will be limited to one two-way Access ~~driveway or two one-way driveways on regulated roads.~~

2.7. ~~One way driveway requirements.~~ If a one-way system is proposed and the predominant traffic volume is truck traffic, the driveway will be configured on the minimum angle that permits the truck to enter or leave the roadway safely and smoothly. Otherwise, all ~~driveways must be configured perpendicular to the roadway for at least the length of the design vehicle.~~

~~A physical separation of curbing, ditching, grass or other landscaping must be used for one-way driveways and must be designed and constructed to prevent adjacent one-way driveways from becoming one entrance in practice. Both portions of a one-way driveway on a single lot must be separated from another one-way driveway by at least 12 feet. Both portions of a one-way driveway abutting a sidewalk must have a minimum separation of at least 18 feet and allow for 7 foot terminal ends and at least a 4 foot header in between.~~

~~A one-way entrance abutting a curbed, non-sidewalk section must have a minimum separation of at least 12 feet and allow for two 4 foot terminal ends separated by at least a 4 foot header.~~

2.8. Intersection angle/radius of edge. To the maximum extent practical, the entrance must be constructed perpendicular to the highway at the a~~Access~~ p~~Point~~. Except where curbing exists or is proposed, the minimum radius on the edges of a n~~Access~~~~driveway~~ must be sufficient to allow the design vehicle to enter the Access ~~driveway~~ without encroaching into the path of existing vehicles in accordance with the MaineDOT Standard Details included in Appendix B. Driveway~~Accesses~~ designed for right turns only must be designed to the greatest extent possible to prohibit illegal traffic movements.

2.9. Throat length. The throat must be of sufficient length to prevent incoming vehicles from queuing back into the roadway. Access from the throat to parking or other areas is prohibited.

2.10. ~~Driveway~~ ~~s~~Separator strips. Access~~Driveway~~ separator strips must be installed between the parking area and the roadway and along the throat. The separator strip must extend away from the roadway to the greater of (1) 5 feet from the right-of-way limits, or (2) in areas where the right-of-way limits are defined by wrought portion, 7 feet from the edge of a clearly evident shoulder. The property



owner must maintain any vegetation within the separator strip such that it does not interfere with the sight distance at the ~~Access~~driveway. In areas where sidewalks exist, curbing or wheel stops must be provided to prevent parking vehicles from interfering with pedestrian flow.

2.11. ~~Paving of driveway~~. The ~~Access~~driveway, including all radii, must be paved from the edge of pavement of the roadway to the road right-of-way or to the length of the design vehicle, whichever is greater.

2.12. *On-street parking*. Parking must meet the requirements of Town of Lisbon Code Chapter 70, Article VI, Division 3, Off-Street Parking and Loading.

2.13. *Turnaround area/parking*. ~~Accesses~~Driveways will be designed such that all maneuvering and parking of any vehicles will take place outside of the road right-of-way and such that vehicles may exit the premises without backing onto the roadway or roadway shoulder. All ~~driveway~~Accesses must have a turnaround area with a width of at least 8 feet and a length of at least 15 feet or the length of the design vehicle, whichever is greater.

2.14. *Loading dock requirements*. Loading docks or other delivery areas must not be located within the road right-of-way and must be situated so that delivery vehicles do not encroach on the road right-of-way. All delivery vehicles must maneuver entirely on-site.

2.15. *Double frontage lots*. ~~Access~~Driveways for lots with double frontage on regulated roads and another public way will be restricted to the other public way, unless the planning board determines that queuing of traffic using an ~~Access~~driveway off the other public way would interfere with traffic on the regulated road due to insufficient lot frontage along the other public way.

2.16. *Traffic signal restriction*. No proposed ~~Access~~driveway will be permitted on a regulated road if the proposed ~~Access~~driveway serves a development that warrants installation of a traffic signal.

2.17. *Mobility enhancement measures*. The ~~p~~Planning ~~B~~Board may require applicants to provide for improvement of the existing safety or mobility levels through enhancement measures if the ~~p~~Planning ~~B~~Board determines, based upon accepted traffic engineering principles, that the proposed ~~Access~~driveway will significantly impact public safety or cause a reduction in posted speed.

Mobility enhancement measures include:

- A. Elimination, combination or modification of existing ~~driveway~~Accesses;
- B. Development of frontage, backage or other service roads within the corridor to provide alternate ~~access~~ Access Points to existing ~~driveway~~lots.

~~2.18. Mitigation-Off-site Improvements. If the Planning Board reasonably determines that off-site improvements within the public right-of-way are required to safely accommodate a proposed Accessdriveway or that an altered Access will have been granted a waiver and the planning board reasonably determines, based upon accepted traffic engineering principles, that the proposed driveway will significantly have an impact public safety or cause a reduction in posted speed, the pPlanning bBoard may require mitigation of traffic impacts from a proposed drivewayAccess. In making such determinations, the pPlanning bBoard may consider existing developments planned or reasonably expected on the parcel of land owned or controlled by the applicant.~~

If mitigation is required, applicants will be required to employ and, in some instances maintain, one or more of the mitigation techniques listed below.

- ~~A. Payment of a fee pursuant to Town of Lisbon Code Chapter 62, Article IV, § 62-185, Site Plan Review Impacts on Public Facilities and Services, equal to an amount necessary for the town to purchase an easement on an adjacent lot for purposes of developing a shared entrance.~~
- ~~B. Payment of a fee pursuant to Town of Lisbon Code Chapter 62, Article IV, § 62-185, Site Plan Review Impacts on Public Facilities and Services, equal to an amount necessary for the town to purchase easements across one or more lots for purposes of developing a frontage road for driveways serving subdivisions or commercial or industrial uses or parks.~~
- ~~C~~A. Acceleration and/or deceleration lanes.
- ~~D~~B. Medians, jug handles or turnarounds.



When mitigation measures are required, the town may require the applicant, prior to construction, to submit a performance and payment bond or certified check payable to the Town of Lisbon, in an amount and form that complies with Town of Lisbon Code Chapter 62, Article IV, § 62-185, Site Plan Review Impacts on Public Facilities and Services. In addition, the town may require that notice of conditions applicable to the [driveway Access](#) be recorded in the Androscoggin County Registry of Deeds.

#### 2.19. *Drainage standards.*

- A. *Culvert size.* The diameter of culverts within the road right-of-way will be determined by either the public works director or the MaineDOT, as appropriate.
  - B. *Construction and maintenance standards.* [Accesses/Driveways](#), on-site ditches, swales, pipes and other structures that direct runoff toward ditches or drainage systems on regulated roads must be constructed, crowned, stabilized and maintained with stable materials and appropriate erosion control measures such as permanent vegetation or stone.
  - C. *Mitigation.* If the proposed development poses a significant drainage risk, then the applicant must mitigate the impacts of increases in peak flow from storms into the roadway drainage system through measures specified by the public works director or MaineDOT. Mitigation measures may include on-site controls, off-site improvements, or payment of a fee pursuant to Town of Lisbon Code Chapter 62, Article IV, § 62-185, Site Plan Review Impacts on Public Facilities and Services. A "significant drainage risk" exists (a) when the applicant proposes a fixed connection to a closed drainage structure owned by the town or MaineDOT, or (b) when the public works director determines, using acceptable engineering and hydrologic principles, that: (i) the proposed [driveway/Driveway or Entrance](#) has a grade of 10% or greater for a length of 150 feet or more draining toward the roadway, (ii) the proposed development has more than 10,000 square feet of impervious surface draining toward the roadway, or (iii) the proposed development will substantially contribute to the failure of a downstream public facility. The applicant owner is responsible for all on-site and off-site mitigation expenses.
  - D. *Retail fueling station requirements .* Applicants with [Accesses/driveways](#) for use by retail fueling stations must demonstrate that in the event of a spill, deposit of contaminants in the right-of-way will be contained.
3. *Waivers .* [Driveway Access](#) -standards may be relaxed or waived by the [pPlanning bBoard](#) only as provided in this section. [The burden is on the applicant to show that requested waivers will meet the criteria below.](#)
- ~~3.1. *Standards that may not be waived .* The sight distance standards, corner clearance standards, paving of driveway requirement, on-street parking standards, loading dock requirements, and turnaround area parking standards.~~
  - ~~3.1.2. *Standards that may be waived .* All other standards may be waived in accordance with the provisions of this section.~~
  - 3.1. *Criteria for granting waivers .* Waiver requests will [only](#) be granted if the applicant demonstrates, to the satisfaction of the town, that: (i) the waiver will not significantly detract from public safety, (ii) the proposed [driveway Access](#) meets the standards to the maximum extent practicable, and (iii) there is no feasible alternative.
    - A. In determining that the waiver will not significantly detract from public safety, the town must consider such factors as crash rates, traffic volumes, road geometrics, types and frequency of traffic moving to and from existing uses within 1,000 feet of the proposed [driveway Access](#).
    - B. In determining practicability and feasibility, the town will consider the availability and cost of alternative [driveway Access](#) locations and designs in relation to the proposed use.
    - C. In cases involving alterations or changes of use of existing accesses, the town may grant waiver requests if it determines the alteration will likely result in a net gain to public safety or will result in a reduction in the [driveway Access](#)'s non-conformity with this section.
    - D. In cases involving double frontage lots, the town will consider the length of frontage on the regulated road, the intensity of traffic generated by the proposed use, the geography along the frontage of the other public way, and the distance to the other public way.



3.2+. *Spacing standards waiver*. The spacing standards in Table 3 of this section may be waived only to the extent that lots of record existing as of September 6, 2011, that do not have access to another public way and do not have sufficient lot frontage to meet these spacing standards, may be allowed access if the applicant meets the following criteria, in addition to the above-referenced waiver criteria:

- A. The applicant meets the criteria of granting waivers set forth in this section.
- B. The proposed ~~access~~ Access is located in an area designated for growth in the town's comprehensive plan.
- C. The proposed Access will not have an unreasonable adverse impact on the regulated road such that the speed limit must be reduced to accommodate new traffic expected to be generated.

(C.M. of 8-16-2011, V. 2011-154)

**Sec. 70-536. - Dimensional requirements.**

District	Minimum Road Frontage
Resource Protection	200'
Limited Residential <sup>1</sup>	Single family 100' Duplex 150' 100'
General Residential	Single family 100' Multi-family 50' per DU Other Uses 100'
Limited Rural Residential	200'
Rural Open Space I	Single family 300' Multi-family Up to 4 DU 300' Five + DU 300' + 75' per DU over four Other Uses 300'
Rural Open Space II	See Sec. 70-361(2)a
Rural Residential	Single family 200' Multi-family Up to 4 DU 200' Five + DU 200' + 50' per DU over four 200'
Village	50'
Commercial	200'
Industrial	200'
Diversified Development	Nonresidential 100' Residential 50' 50'
Aquifer Protection Overlay <sup>11</sup>	

**NOTES:**

<sup>1</sup> Minimum lot sizes of 10,000 square feet in subdivisions approved during the period June 29, 1971, through March 10, 1975, under the previous ordinance, shall remain valid.

- 2 Up to two dwelling units.
- 3 Setbacks for high intensive farm use shall conform with performance standards in article VI of this chapter.
- 4 Without public water and sanitary sewer, 20,000 square feet or large enough to provide adequate on-site sewage disposal, depending on soil type and amount of water.
- 5 Front setback, the lesser of ten feet or the established uniform setback. The established uniform setback is the average of the setbacks of the structures on the two parcels to the left and the two parcels to the right of the subject parcel. Undeveloped parcels among these four shall be included in the calculation using a ten-foot setback.
- 6 Side setback for fireproof buildings, common walls permitted.
- 7 The ratio of impervious surface to total lot area shall not exceed 30 percent; except that where a stormwater management plan indicates no net stormwater runoff increase, a ratio in excess of 30 percent but not more than 60 percent may be authorized by the permitting authority.
- 8 Side setback, ten feet except where buffers are required in accordance with subsection (3).
- 9 Rear setback, 20 feet except where buffers are required in accordance with subsection (3).
- 10 Maximum lot coverage ratio, 0.60 (requires stormwater management plan if lot coverage ratio is greater than 0.40).
- 11 See section 70-564 for dimensional requirements.

(C.M. of 11-15-2011, V. 2011-208; [C.M. of 2-3-2015, V. 2015-39](#) )

**Roll Call Vote: Yeas – Albert, Lunt, Larochelle, Ward, Kolbe, and Brunelle. Nays - None. Order passed - Vote 6-0.**

## OTHER BUSINESS

### A. COUNCIL COMMITTEE REPORTS

1. School: Councilor Albert said he had nothing to report since the meeting is tomorrow night.
2. Planning: Councilor Ward said the planning board finished up with Access Management.
3. LDC: Councilor Larochelle said their last meeting was very productive. Ben Smith will be reviewing the site, layout, and limitations to determine what options are available. He asked Mrs. Barnes for the remediation number. Mrs. Barnes said they were not ready yet.
4. Conservation Commission: Mark Stevens said the community embraced the composting program and that it is going very well. Public Works will manage it from here.
5. Recreation: Councilor Kolbe said the town had a 50-50 chance to win a federal grant for enhancing Beaver Park but we did not win it in the end. Councilor Albert said it was a great effort and now they know who we are.
6. County Budget: Councilor Ward said they finished with the last of the divisions. A public hearing is set for October 30. He encouraged residents to get out and voice their opinions.
7. Library: Councilor Lunt said the reciprocal borrowing program is going nicely. Six individuals have used it in the past six weeks.

### B. TOWN MANAGER'S REPORT

Mrs. Barnes said CMP is still planning to do the light conversion. We are waiting for a delivery date. It will take them a long time to complete them all within the state. There are several hundred towns behind us on the list to be done.

Mrs. Barnes said she spent two and half hours in Augusta regarding the Main Street Project. There is a 25% increase in construction costs. She said she needs to find out next if the Council needs the town's permission to spend more on this project.

Mrs. Barnes said the tax billing module was loaded on September 6, that forms are being designed, and the second proof was completed. Another conversion and pass was done on September 27. We provided the 2020



commitment files and history. Conversion #4 and #5, training on November 15, forms to be loaded December 20, with a live date for January 23, 2020.

Mrs. Barnes introduced Kayla Tierney, the town's new Finance Director. The Council welcomed Mrs. Tierney.

### C. DEPARTMENT HEADS WRITTEN REPORTS

Mrs. Tierney said Quarter 1 closed in line with where we need to be. Revenues look in order. There are no concerns to date. She said the percentages per department are at 20-25% as to be expected. Some items like abatements are higher but the town raised funds to go towards this item. The insurance line is higher since we pay that at the beginning of the year for full coverage.

Mrs. Tierney said the auditors were here three days and will be back on November 9. They are not going to complete the audit by the end of the calendar year; however, it is expected to be completed the first part of next year. She said an extension had been granted. The School will also be looped in. She will verify with the School Department that the state has been notified. Councilor Ward asked if there were any additional fees required with the extension. Mrs. Barnes said no.

### D. MOXIE REPORT

Mrs. Tierney said she went through the Moxie Cash Account, which ended with \$43,529. This reconciled within \$4 with MUNIS. The Total Revenues for FY19 were \$77,164.43. Expenses were \$46,160.20, and the Net Income came to \$31,004.23. She said this is a very successful program.

Mrs. Tierney said with the \$25,240.89 in the unassigned fund balance in MUNIS and the \$31,004.23 in revenues, the Moxie Fund balance at end of year totals \$56,245.12. She said there were a lot of moving parts and that moving forward they will be doing monthly updates instead of all at once at the end of the festival.

Councilor Ward said he gave the parade an "A". He said it was clearly packed downtown. Mr. Stevens said he had the right people doing the right thing and soon it will start all over again. He said he wanted to increase the business community's participation, get more local non-profits involved, and make this an active 3-day festival, which all did happen this year. Councilor Albert said he was glad to see this festival where it should have been all along. It was a good fit and the fresh perspective gave way to lots of enthusiasm.

Councilor Ward said he would like to see the parade budget double next year. He said Julie-Ann's enthusiasm was awesome.

Councilor Larochelle asked if they could set a tentative budget already for next year. He said to keep in mind that the town did not pay for fireworks this year so that amount stayed in this account, but would typically be expended annually. He said this was the first report he had seen so far that he could easily understand.

## APPOINTMENTS

### PLANNING BOARD APPOINTMENT MOVE SHAUN CARR FROM ASSOCIATE MEMBER TO REGULAR MEMBER *Term To 2021*

**VOTE (2019-206)** Councilor Larochelle, seconded by Councilor Albert moved to accept Shaun Carr's resignation as Associate Member and to appoint Shaun Carr a Regular Member on the Planning Board to 2021.  
**Order passed - Vote 6-0.**

### PLANNING BOARD APPOINTMENT FILL VACATED ASSOCIATE MEMBER POSITION *Term To 2021*

**VOTE (2019-207)** Councilor Ward, seconded by Councilor Lunt moved to appoint Lisa Ward an Associate Member on the Planning Board to 2021. **Order passed - Vote 6-0.**

**COUNCILOR COMMUNICATIONS - NONE**  
**AUDIENCE PARTICIPATION FOR NEW ITEMS - NONE**  
**EXECUTIVE SESSION**

*Item Taken Up At the Beginning of the Meeting*

**ADJOURNMENT**

**VOTE (2019-209)** Councilor Ward, seconded by Councilor Lunt moved to adjourn at 8:55 PM.  
**Order passed - Vote 6-0.**

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Twila D. Lycette, Council Secretary  
Town Clerk, Lifetime CCM/MMC  
Date Approved: November 12, 2019



**CERTIFICATE OF SETTLEMENT**

36 MRSA § 763

COUNTY OF Androscoggin ss.

STATE OF MAINE

TO: Diane Barnes, Tax Collector of the Municipality

of Lisbon within this County:

We hereby certify that the 2019 taxes committed to you consisting of:

- |  |                  |                  |
|--|------------------|------------------|
| 1. Real and Personal Tax commitments:  | \$ 13,046,255.00 |                  |
| 2. Supplemental commitments totaling:  | \$ 7,819.63      |                  |
| 3. Interest:   | \$               |                  |
| 4. A grand total of:   |                  | \$ 13,054,074.63 |
| 5. Cash Payments:  | \$ 12,801,240.40 |                  |
| 6. Abatements granted:   | \$ 10,281.29     |                  |
| 7. Tax lien mortgages:<br>(Recorded in the Androscoggin<br>County Registry of Deeds) | \$ 242,552.94    |                  |
| 8. Other credits:  | \$               |                  |
| 9. A net total of:   |                  | \$ 13,054,074.63 |
| 10. Balance due of:  |                  | \$ 0.00          |

Under the authority contained in MRSA, Title 36, section 763, as amended,  
we hereby discharge you from further liability or obligation to collect the  
balance due of:

\$ 0.00

and acknowledge receipt of the tax lists for the taxable year 2019.

Given under our hands this 12th day of November 2019.

\_\_\_\_\_  
Municipal Officers

**TOWN OF LISBON**  
**ANNUAL MUNICIPAL/BOND REFERENDUM ELECTION**  
**Tuesday, November 5, 2019**

Agenda Item 2019-210E

**Municipal Election Results**

FOR COUNCIL MEMBER (Vote for Three)	TOTAL
Donald Fellows	650
Mark Lunt	651
Jeffrey Ganong	606
Blanks	1372
FOR SCHOOL COMMITTEE (Vote for Two)	
Traci Jo Austin	654
Kelli Rogers	793
Blanks	739
FOR WATER COMMISSION (Vote for One)	
James Lemieux	856
Blanks	237

**State Referendum Election Results**

Question 1: Allow Infrastructure Bonds - Ballot Issue	
YES	727
NO	355
Blanks/Overvotes	9

Question 2: Allow Alternative Signatures - Ballot Issue	
YES	732
NO	347
Blanks/Overvotes	12

QUESTION 1 : BOND - \$1,500,000 Pinewoods Road Reconstruction & Improvements	
YES	655
NO	406
Blanks	32
QUESTION 2: BOND - \$6,000,000 Lisbon Water Department for Infrastructure Improvements	
YES	762
NO	294
Blanks	37

State Ballots Cast: 1,091  
Municipal Ballots Cast: 1,093  
Number of Registered Voters: 6,641  
Percent Voted: 16.46%

Warden: Rick Roberts  
Deputy Warden: Anita Fournier  
Registrar of Voters: Gwendolyn Michel

Election Clerks:	Bert Levesque	Mel Cloutier
	Dan Michel	Monique Gayton
	Jo-Jean Keller	Robert Jordan
	Julie-Ann Baumer	Sheila Gray
	Karen Hanlon	Verla Ridley
	Lisa Ward	

Attest:

\_\_\_\_\_  
Twila Lycette, Lisbon Town Clerk



Business Name: COOMBS - MOUNTFORD AMERICAN LEGION POST #158

### INSPECTION REQUIRED BELOW

Notice of Compliance (By Selectmen'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: 10/31/19


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 Selectmen'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: 11/01/19

### 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... Deputy Code Enforcement Officer  
353-2500..... Police Department  
333-6601 Ext 1154..Health Officer  
287-5671..... State Health Inspection Dept.

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

## SPECIAL ENTERTAINMENT APPLICATION

License Type: ☒ \$100 Application Fee  
☐ \$50 Per Name for Public Records Checks  
☐ \$80 Advertisement Fee for First Liquor License Applicants Only

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

Owner: Coombs-Mountfort American Legion #158 Home Phone: 207-353-8192

Owner's Home Address: 10 Webster Rd., Lisbon, Maine 04250

Residence(s) for last five years SAME

Name of Business: Coombs-Mountfort Business Phone: 207-353-8192

Location of Business: 10 Webster Rd., Lisbon, Maine 04250

List Applicant / Partners / Corporate Officers:

Name: Michelle Foss

Name: Jack LaChance

Name: Armand Marcouillier

Address:

Address:

Address:

Town/State/Zip:

Town/State/Zip:

Town/State/Zip:

Birthdate:

Birthdate:

Birth date:

Has applicant's business license ever been revoked: no

If yes, why? \_\_\_\_\_

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

If yes, describe specific circumstances \_\_\_\_\_

Does the establishment have a valid liquor license? yes If so, when does it expire? 12-31-19

I, Michelle Rene Foss (owner's name), Finance Officer (title) is authorized to sign on behalf of said business, and further declare that the forgoing information is accurate and true to the best of my knowledge and belief, and that the applicant does hereby acknowledge a public records check may be conducted.


Signature: Michelle Rene Foss Date: 10-22-19



Business Name: Slovak 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: 11/2/19

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: 11/07/19

### INFORMATION

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353-3000 Ext 111... Code Enforcement Officer  
353-2500..... Police Department  
353-3000 Ext 111... Health Officer/CEO  
287-5671..... State Health Inspection Dept.

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

## SPECIAL ENTERTAINMENT APPLICATION

License Type:

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

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

Owner: Social Club Home Phone: 207 353 9606

Email Address: SCA1894@gmail.com Cell Phone: 207 272 5976

Owner's Home Address: 26 Avery St. Lisbon Falls ME 04252

Residence(s) for last five years: \_\_\_\_\_

Name of Business: Slovak Club Business Phone: 207 353 9606

Location of Business: 26 Avery St. Lisbon Falls ME 04252

List Applicant / Partners / Corporate Officers:

See Attached

Name: \_\_\_\_\_ Name: \_\_\_\_\_ Name: \_\_\_\_\_

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

Town/State: \_\_\_\_\_ Town/State: \_\_\_\_\_ Town/State: \_\_\_\_\_

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

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

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

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

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

Does the establishment have a valid liquor license? YES If so, when does it expire? 12-31-2019

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

Signature: Thomas M Brunelle Date: 6 Nov 2019




Bill No. 23  
Pd 250  
on 10/30/19

Business Name: Guardian Communities, LLC  
for Davis Street Mobile Home Park

**INSPECTION REQUIRED**

Notice of Compliance (By Council 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: 10/30/19

**COMPLETE TO HERE BEFORE FILING**

For Office Use Only

Notice of Compliance (By Council Request): I, **Kathy Malloy**, Assessor hereby certify I have reviewed the application and list of owners and recommend application for licensing.

Signature:  Date: 10-29-19

**INFORMATION**

The Councilors are the Municipal Licensing Board. Manufactured Mobile Home Park applications do not require a public hearing. Applications do require signatures from the CEO and Assessor above. 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 on the first and third Tuesdays of the month at the Town Hall at 7:00 PM in the public meeting room.

**SUGGESTED CONTACTS:**

353-3000 Ext 112... Town Clerk  
353-3007..... Town Office Fax  
353-3000 Ext 111... Deputy Code Enforcement Officer  
353-2500..... Police Department  
333-6601 Ext 1154..Health Officer  
287-5671..... State Health Inspection Dept.

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

## MANUFACTURED MOBILE HOME PARK APPLICATION

License Type: \_\_\_\_\_ \$250 Application Fee

**NOTE:** An annual list of all mobile home owners as of April 1 shall be submitted to the assessor prior to renewal.

Owner: Guardian Communities L.L.C. Home Phone: \_\_\_\_\_

Email Address: guardiancommunities@gmail.com Cell Phone: (207) 333-8255

Owner's Home Address: \_\_\_\_\_

Residence(s) for last five years: \_\_\_\_\_

Name of Business: Davis St MHP Business Phone: \_\_\_\_\_

Location of Business: Davis St. Lisbon Falls

List Applicant (Partners) Corporate Officers:

Name:	Name:	Name:
Address:	Address:	Address:
Town/S:	Town/St:	Town/Sta:
Birthdate:	Birthdate:	Birth date:

Has applicant's business license ever been revoked: No

If yes, why? \_\_\_\_\_

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

If yes, describe specific circumstances \_\_\_\_\_

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

Signature: [Signature] Date: 10/25/19




**OFFICE OF SUPERINTENDENT OF SCHOOLS**  
**Richard A Green, Superintendent of Schools**

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**LISBON SCHOOL DEPARTMENT**

TO: Lisbon Town Council

FROM: Richard Green 

DATE: October 17, 2019

RE: Capital Reserve Request

The Capital Reserve Fund was created in 2011 to allow the School Committee to use existing money to pay for maintenance and minor remodeling. Since 2011, money from the undesignated balance and unanticipated revenues has been transferred into the Capital Reserve Fund. As you know, using the Capital Reserve Fund has allowed the Lisbon School Committee to utilize existing money without having to increase the taxpayer's local share. The current balance of the Capital Reserve Fund is \$13,823 and the following request is to utilize an amount not to exceed \$3,835.71 to cover the cost associated with the purchase of the pipe and drape materials for the Performing Arts Center.

On Wednesday, October 16, 2019, the Lisbon School Committee voted (4-0) to request authorization from the Town Council to utilize an amount not to exceed \$3,835.71 to cover the cost associated with the purchase of the pipe and drape materials for the Performing Arts Center. Attached you will see a copy of the quote from ONLINE EEI .

Please feel free to contact me if you have any questions or require any additional information prior to your next meeting. I thank you in advance for your consideration.



1201 Naperville Drive  
Romeoville, IL 60446

www.onlineeei.com

Phone: 630-378-9119

Fax: 630-378-9149

sales@onlineeei.com

### Watson Hill Solutions

126 Main Street

Lisbon Falls ME 04252  
USA

Phone: 207-751-2417

Fax:

ross@watsonhill.com

Lisbon High School  
2 Sugg Drive  
Lisbon Falls, Me 04252

### SHIP TO

~~Watson Hill Solutions~~

~~126 Main Street~~

~~Lisbon Falls ME 04252  
USA~~

Lisbon High School  
2 Sugg Drive  
Lisbon Falls, Me  
04252

PAGE	QUOTATION NO.	CUST. NO.
1	16660	7007952

## QUOTATION

ORDER DATE 09/13/2019	PURCHASE ORDER NO. 16660	SHIP VIA CCX	F.O.B.	TERMS Credit Card
BUYER Ross Cunningham	DATE REQUESTED 10/13/2019	LOCATION	Coordinator: Nicole Sanchez	
ITEM NO.	Description	QTY ORDER	UNIT PRICE	EXTENSION
PUA7500712B	BLACK UPRITE ADJ 7'-12'	18.000	\$ 64.000	\$ 1,152.00
PUX7500610B	BLACK CROSSBAR TELESCOPE 6'-10'	17.000	\$ 39.990	\$ 679.83
PUB7501818B	BLACK BASE 18"X18"X3/16" 17.5#	18.000	\$ 39.000	\$ 702.00
PUP400200600	PINS 2"X6" 1.36LB	18.000		
DPR75012FT	DRP PREMIER BLACK 12FT	51.000	\$ 31.990	\$ 1,631.49

100.2016.X.X. 2219.4000

Quote Subtotal	\$ 4,165.32
Discount	- \$ 624.80
Tax	
Estimated Freight	\$ 295.19
Quote Total	\$ 3,835.71

Authorized Signature



Town of Lisbon  
Finance Committee

CHAPTER 2 – ADMINISTRATION

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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 appointed by the Town Council. 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 1<sup>st</sup>. Members shall serve three year staggered terms, concurrent with the July 1<sup>st</sup> to June 30<sup>th</sup> fiscal year. At its first meeting, the Committee shall select its chair and vice chair. Members must attend ½ of the meetings per year to remain in good standing.

Section 2-507 Meetings. The Committee shall meet at least once per month. The meeting dates shall be established by a majority of the committee 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 municipal and school annual operating budgets presented;
- B. Review and make recommendations on annual capital expenditure as presented by the Town Manager and Finance Director;
- 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 and School Superintendent, requests for proposals for the purchase of municipal and school 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 annual audit findings as presented by Auditor;
- H. Review monthly budget to actual statements as prepared by the Finance Department;
- I. Participate and make recommendations on the Capital Improvement Plan;
- J. Make recommendations on Referendum Question for a ballot and
- K. Make such other recommendations on fiscal matters and/or projects as it may from time to time be deem advisable by Town Council or School Committee.

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.



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**MEMORANDUM**

TO: Lisbon Town Council

THROUGH: Diane Barnes, Town Manager

CC: Dennis Douglas, CEO  
Don Fellows, Planning Board Chair

From: Ben Smith, AICP, North Star Planning *BSM*

RE: Summary of Access Management Changes

Date: October 7, 2019

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The Planning Board has been reviewing proposed changes to the existing Access Management standards (Chapter 46 – Streets, Sidewalks, and Other Public Ways, Sections 133, Approval Criteria and 134, Access Management). A summary of these changes are included on the next page.

Changes to this ordinance have been a Planning Board goal since at least 2018. These changes are important to consider because several projects located in the Lisbon Village and Lisbon Falls areas have required waivers from certain requirements of this ordinance. The smaller lot and number of streets in these built up areas of town make it difficult to meet requirements related to driveway separation and distances from new driveways to street intersections.

The proposed changes also make important changes to the waiver requirements within this section of the ordinance by removing the distinction between which standards can be considered for a waiver that those that can't. In its place is wording that gives an applicant the ability to request a waiver from any of the standards in the Access Management section, but puts the burden on the applicant to show how any waiver will meet the existing criteria for granting waivers. These changes build flexibility into the ordinance but also make it clear that a strong case must be made for any waiver requested.

The Planning Board held a public hearing on these changes at the meeting on September 26, 2019. There was no public comment. After a brief overview of the changes and Board discussion, the Board voted unanimously to send the proposed changes to the Town Council with a recommendation to approve.

Changes to the current draft of Section 46-134 – Access Management include:

- Differentiating “Highway Sections” and “Village Sections” of roadways included in the Access Management regulations. This differentiation allows for reduced corner clearances in the built-up areas of Lisbon Village and Lisbon Falls. There are no changes proposed that involve adding or removing road sections from the regulations, just changing what standards would apply.
- The definition of Access now includes Driveways (low volume Access Points) and Entrances (higher volume Access points, and the Technical Standards now apply to all Accesses, unless specifically called out to apply differently to Driveways or Entrances.
- The definition of Sight Distance has been updated to move the technical description of how to measure Sight Distance to Technical Standard 2.1. This housekeeping change is suggested to keep standards out of the definitions.
- A new Driveway width is proposed to be between 12 and 20 feet. Entrance widths are not proposed to change from the existing 22 to 30 feet for less than 30% larger vehicles and 30 to 42 feet for more than 30% larger vehicles.
- Corner clearance in Highway Sections will use the existing 150 feet between an Access and an intersection, while Village Sections are proposed to have a corner clearance of 50 feet.
- Lots are limited to a single two-way Access on regulated roads. The proposed changes remove the option two curb cuts for a one-way in/one-way out system.
- Off-site improvements within the right-of-way can be required by the Board, but the options to pay a fee to the Town to do that work or purchase easements for the work have been removed, making such work the responsibility of the applicant.
- The waivers section has been changed to remove distinctions between standards that can or cannot be waived by the Board. At the same time, wording has been added to make it clear that the burden is on the applicant to show that requested waivers meet the standards in the ordinance.



## Chapter 46 – Streets, Sidewalks, and Other Public Spaces

### Article V. Entrances Onto Public Ways

#### **Sec. 46-133. - Approval criteria.**

- (a) The director of public works shall issue a permit for the construction of an entrance onto a public way if all of the following criteria are met.
- (1) *Traffic safety.* The entrance shall be located such that adequate sight distance is maintained for entering and turning traffic, that adequate separation distance is maintained between the proposed entrance and existing entrances on either side, and that the entrance geometry is consistent with good engineering practice.
    - a. Any entrance onto Lisbon Street (State Route 196), Main Street north of Huston Street (State Route 125), Mill Street, Ridge Road (State Route 9), or Upland Road must also comply with Sec. 46-134, Access Management, as approved through the Code Enforcement Office.
  - (2) *Drainage.* The entrance shall be constructed such that the existing flow of stormwater from and along the public way is not impeded and such that the entrance does not contribute additional stormwater flow to the traveled portion of the public way. Culverts required beneath the entrance shall be sized to accommodate the expected flow from a 25-year storm, but in no case smaller than 15 inches in diameter, and shall be installed in accordance with good construction practices. Reused culverts may be permitted by the director of public works at his sole discretion.
  - (3) *Geometry.* The entrance shall be designed such that the grade within 50 feet of the public way shall not exceed ten percent nor be less than 0.5 percent. If the entrance is onto a paved surface and the entrance grade exceeds five percent, it shall be paved within the limits of the right-of-way. The entrance shall not intersect the traveled way at a horizontal angle less than 75 degrees.
  - (4) *Construction.* If the entrance is a part of a road or way intended to be accepted by the town, it shall comply in all respects with article III of this chapter and with sections 66-147—66-200 of chapter 66. All that portion of any entrance which lies within the limits of the right-of-way shall be constructed with a minimum base course of 18 inches of base gravel meeting DOT specification 703.06.
- (b) Sidewalks which must be traversed shall be restored to a condition equal to or better than the condition immediately adjacent to the entrance. If granite curbing is removed, removed stone shall remain property of the town. Tip-downs of a material identical to the adjacent curbing shall be installed on both sides of the entrance. Asphalt or concrete paving shall be saw cut, and new material shall be butted against a bonded vertical surface. Brick pavers shall be removed and reset in a continuous pattern and on a base to match the adjacent sidewalk.

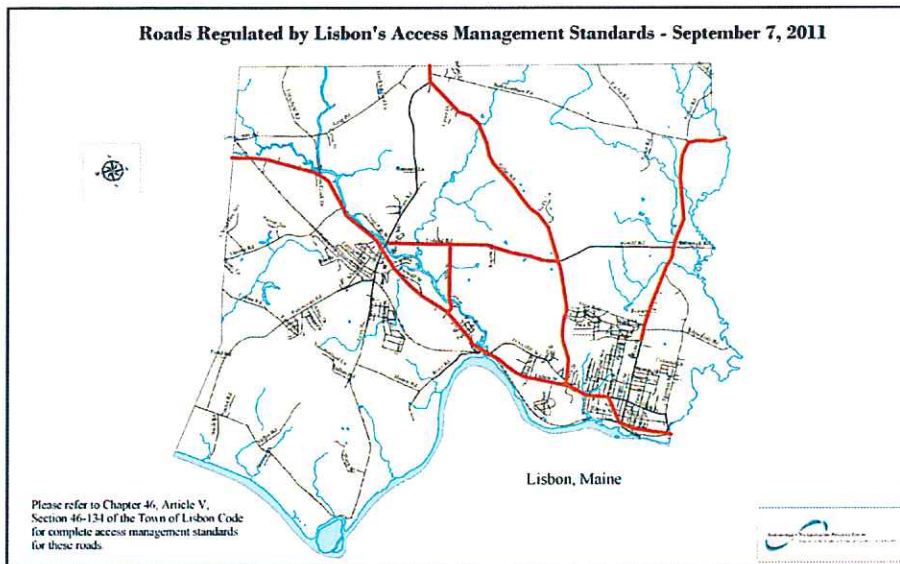
(T.M. of 5-17-1997, art. 37, § 13-403)

## Sec. 46-134. - Access management.

### 1. General provisions.

1.1. *Applicability* . These standards apply to all new public and private accesses, the alteration of existing access, and for changes in use on lots of record as of September 6, 2011, onto the following public roads:

- Lisbon Street (State Route 196)
- Main Street, north of Huston Street (State Route 125)
- Mill Street
- Ridge Road (State Route 9)
- Upland Road



These standards also apply to the alteration of existing driveways onto said roadways, and to changes in use on the property serviced by such driveways.

A. Highway Sections. These roads and road sections will be classified as Highway Sections for purposes of these standards:

- Lisbon Street, from the Lewiston town line to Moody Road and from River Road to Blethen Street
- Main Street, north of Huston Street
- Mill Street
- Ridge Road
- Upland Road

B. Village Sections



- Lisbon Street, from Moody Road to River Road and from Blethen Street to the Topsham town line

1.2. *Purpose* . The purpose of the access management standards is to manage access onto regulated roads in a manner that protects the safety of access and road users, protects the road system from the negative impacts of drainage, preserves mobility and economic productivity related to roadway transportation, and avoids the long-term cost of constructing new roadway capacity.

1.3. *Administration* . The access management standards will be administered by the planning board, the Code Enforcement Officer and the public works director with assistance from the town engineer, as needed. Upon approval from the Code Enforcement Officer or Planning Board that the standards of this Section are met, the applicant shall qualify for a driveway entrance permit from the Town of Lisbon. The code enforcement officer is responsible for determining if a proposed development requires approval from the planning board and/or the public works director.

1.4. *Definitions* :

*Access* . A public or private point of entry or exit from land adjacent to a public road used by motor vehicles as defined in 29-A M.R.S.A., Chapter 1, § 101. For purposes of the standards in this section, Access shall generally refer to all Driveways, Entrances, roads, or other Access Points that provide public or private access, except where Driveway or Entrance is identified separately as having distinct standards.

*Access point*. The intersection of an existing or proposed access with the public right-of-way.

*Alteration*. A significant physical change to an access existing on or after the effective date of this section September 6, 2011, including significant changes to location, width, cross-section, grade, or drainage characteristics of the access. Paving a gravel access will not be considered an "alteration" unless accompanied by other such changes.

*Applicant* . The person applying for the permit. Normally, this will be the owner of the property but can be another party provided that person (or organization) can demonstrate that he/she has right, title or interest in the property.

*Change in use*. A change in land use or intensity of activity occurring on the property accessed by the driveway that will result in as a result of either the conversion of a building or parcel of land from a single-family or two-family dwelling to a three or more-family use, the conversion from a residential use to nonresidential use, or a change from one type of nonresidential use to any other type of nonresidential use that increases the traffic levels in and out of the property. By way of example, the change from retail to office or retail to a restaurant, from farming to a nonresidential use, or from residential to industrial use. A change in ownership alone is not a change in use.

*Corner clearance*. The minimum distance, measured parallel to a highway, between the nearest curb, pavement or shoulder line of an intersecting public way and the nearest edge of a driveway Driveway or Entrance excluding its radii.

*~~Driveway~~ Driveway*. Every way or place in private ownership and used for vehicular travel by the owner and those having express or implied permission from the owner, but not by other persons. A type of vehicular access that serves one of the following land uses: residential (up to three dwelling units), home-based occupations, forest management activities, farming, low impact industrial (eg substation), generating less than 50 vehicles trips per day. Driveways may consist of surface material such as mineral soil, gravel, asphalt or other natural or man-made material constructed or created by repeated passage of on-road vehicles. See also the definition of Entrance.

*~~Driveway~~ Driveway width*. The distance across the driveway Driveway, excluding radii, measured parallel to the highway.



Entrance: A type of vehicular access that serves one of the following land uses: residential (serving four or more dwelling units), housing developments, commercial, industrial, retail, office, or service business including department store, strip mall convenience store, gas station, auto repair shop, restaurant, or similar use, generating more than 50 vehicle trips per day. See also the definition of Driveway.

**Header**. A header is a piece of curbing between two terminal ends.

**Impervious surfaces**. The footprint of buildings, pavement, gravel, or other low-permeability or compacted surfaces, not including natural or man-made water bodies.

**Lot(s) of record**. A lot or lots for which the deed was legally recorded on or before the effective date of the ordinance from which this section was derived or which was created by a plan legally recorded in the Androscoggin County Registry of Deeds on or before September 6, 2011.

**Passenger car equivalent**. The number of passenger cars displaced by a single heavy vehicle of a particular type under specified roadway, traffic, and control conditions.

**Peak flow**. The greatest rate of flow in a drainage way, measured as volume per unit of time, resulting from storms of up to a 50-year event.

**Posted speed**. The speed limit set and maintained by the Maine Department of Transportation, or limited by statute as defined in 29 M.R.S.A., Chapter 19, § 2024.

Private road. Every way or place in private ownership and used for vehicular travel by the owner and those having express or implied permission from the owner, but not by other persons.

Regulated road. Every road that is regulated by these access management standards, including Lisbon Street (State Route 196), Main Street north of Huston Street (State Route 125), Mill Street, Ridge Road (State Route 9), and Upland Road.

Private road. Every way or place in private ownership and used for vehicular travel by the owner and those having express or implied permission from the owner, but not by other persons.

**Separator strip**. A separator strip is a strip of land that separates the roadway from the throat or parking area of a driveway~~Driveway~~.

**Sight distance**. ~~The sight~~<sup>[JAW1]</sup> distance required to allow a vehicle entering the roadway to reach 85% of the posted speed without being overtaken by a vehicle traveling at the posted speed and approaching the entering vehicle from behind. The length of roadway visible to a driver. Sight distance is measured from the perspective of a hypothetical person seated in a vehicle from three vantage points: (1) sitting in the access viewing vehicles traveling on the roadway (both left and right), (2) traveling on the roadway viewing a vehicle sitting in an access, and (3) traveling on the roadway viewing a vehicle turning into the access (both ahead and behind). In case of discrepancy between these measurements, the lesser measurement will be used to determine whether the sight distance standard is met. Sight distance is measured to and from the point on the centerline of the proposed access that is located 10 feet from the edge of the travel way. The height of the hypothetical person's view is considered to be 3½ feet above the pavement and the height of the object being viewed is considered to be 4¼ feet above the pavement.

**Terminal end**. A terminal end is the end section of a run of curb that is sloped to aid the design vehicle in turning into the driveway~~Driveway~~ or to meet Americans with Disabilities Act of 1990, 42 U.S.C. § 1213 et seq., requirements.

**Throat**. The throat is a portion of a driveway~~Access~~ used to store vehicles waiting to exit from the driveway~~Driveway~~.

2. **Technical standards**. Driveways~~Accesses~~ must comply with the following standards:

2.1. **Sight distance**. The sight distance for driveways~~Accesses~~ must meet or exceed the distances listed in Table 2. Sight distance is measured in accordance with its definition. Sight<sup>[JAW2]</sup> distance in each direction is measured to and from the point on the centerline of the proposed access that is located 10 feet from the edge of the travel way. The height of the hypothetical person's



view is considered to be 3½ feet above the pavement and the height of the object being viewed is considered to be 4¼ feet above the pavement.

Table 2—Sight Distance

Posted Speed (MPH)	Sight Distance (Feet)
25	250
30	305
35	380
40	580
45	710
50	840
55	990

- 2.2. *Spacing between drivewayAccesses.* New drivewayAccesses must be separated from other existing or proposed drivewayAccesses, including those located across the roadway and those serving the same lot, in accordance with the minimum spacing standards set forth in Table 3. DrivewayAccess spacing is measured from edge of proposed drivewayAccess to edge of drivewayAccess, excluding radii. DrivewayAccesses located directly across the roadway from the proposed drivewayAccess are not counted in applying the spacing standard.

Table 3—Minimum DrivewayAccess Spacing Standards

Posted Speed (MPH)	<u>DrivewayAccess</u> Separation (Feet)
25	70
35	85

40	175
45	265
50	350
55	525

2.3. Access~~Driveway~~ width. Driveways and Entrances must be designed in accordance with the MaineDOT Standard Details.

A. Driveway width must be between 12 and 20 feet.

B. Entrance width.

1. If 30% or less of the traffic projected to use the proposed ~~e~~Entrance will be larger vehicles, the width of a two-way Entrance ~~driveway~~Driveway within the road right-of-way must be between 22 and 30 feet inclusive.

2. If more than 30% of the traffic projected to use the proposed Entrance will be larger vehicles, the width of a two-way Entrance within the road right-of-way must be between 30 and 42 feet inclusive. ~~Driveways must be designed in accordance with the MaineDOT Standard Details. The driveway width will be the minimum necessary to accommodate the design vehicle.~~

2.4. Corner clearance. The minimum corner clearance for Accesses onto the roadway must be as follows, except that the town may require increased corner clearance if the town reasonably determines that the proposed Driveway or Entrance will significantly impact public safety or cause a reduction in posted speed.

A. Highway Sections: 150 feet ~~except that the town may require increased corner clearance if the town reasonably determines that the proposed driveway will significantly impact public safety or cause a reduction in posted speed.~~

B. Village Sections: 50 ~~75~~ feet

2.5. Shared ~~driveways~~access. Whenever possible, property owners should seek opportunities for shared Accesses~~driveways~~.

2.6. Number of ~~driveway~~Accesses. Lots will be limited to one two-way Access ~~driveway or two one-way driveways on regulated roads.~~

2.7. ~~One way driveway requirements.~~ If a one-way system is proposed and the predominant traffic volume is truck traffic, the driveway will be configured on the minimum angle that permits the truck to enter or leave the roadway safely and smoothly. Otherwise, all driveways must be configured perpendicular to the roadway for at least the length of the design vehicle.

A physical separation of curbing, ditching, grass or other landscaping must be used for one-way driveways and must be designed and constructed to prevent adjacent one-way driveways from becoming one entrance in practice. Both portions of a one-way driveway on a single lot must be separated from another one-way driveway by at least 12 feet. Both portions of a one-way driveway abutting a sidewalk must have a minimum separation of at least 18 feet and allow for 7-foot terminal ends and at least a 4-foot header in between.



~~A one-way entrance abutting a curbed, non-sidewalk section must have a minimum separation of at least 12 feet and allow for two 4-foot terminal ends separated by at least a 4-foot header.~~

- 2.8. *Intersection angle/radius of edge.* To the maximum extent practical, the entrance must be constructed perpendicular to the highway at the ~~a~~Access pPoint. Except where curbing exists or is proposed, the minimum radius on the edges of a ~~n Access~~driveway must be sufficient to allow the design vehicle to enter the Access driveway without encroaching into the path of existing vehicles in accordance with the MaineDOT Standard Details included in Appendix B. DrivewayAccessess designed for right turns only must be designed to the greatest extent possible to prohibit illegal traffic movements.
- 2.9. *Throat length.* The throat must be of sufficient length to prevent incoming vehicles from queuing back into the roadway. Access from the throat to parking or other areas is prohibited.
- 2.10. *Driveway sSeparator strips.* AccessDriveway separator strips must be installed between the parking area and the roadway and along the throat. The separator strip must extend away from the roadway to the greater of (1) 5 feet from the right-of-way limits, or (2) in areas where the right-of-way limits are defined by wrought portion, 7 feet from the edge of a clearly evident shoulder. The property owner must maintain any vegetation within the separator strip such that it does not interfere with the sight distance at the Accessdriveway. In areas where sidewalks exist, curbing or wheel stops must be provided to prevent parking vehicles from interfering with pedestrian flow.
- 2.11. *Paving of driveway.* The Accessdriveway, including all radii, must be paved from the edge of pavement of the roadway to the road right-of-way or to the length of the design vehicle, whichever is greater.
- 2.12. *On-street parking.* Parking must meet the requirements of Town of Lisbon Code Chapter 70, Article VI, Division 3, Off-Street Parking and Loading.
- 2.13. *Turnaround area/parking.* AccessesDriveways will be designed such that all maneuvering and parking of any vehicles will take place outside of the road right-of-way and such that vehicles may exit the premises without backing onto the roadway or roadway shoulder. All drivewayAccesses must have a turnaround area with a width of at least 8 feet and a length of at least 15 feet or the length of the design vehicle, whichever is greater.
- 2.14. *Loading dock requirements.* Loading docks or other delivery areas must not be located within the road right-of-way and must be situated so that delivery vehicles do not encroach on the road right-of-way. All delivery vehicles must maneuver entirely on-site.
- 2.15. *Double frontage lots.* AccessDriveways for lots with double frontage on regulated roads and another public way will be restricted to the other public way, unless the planning board determines that queuing of traffic using an Accessdriveway off the other public way would interfere with traffic on the regulated road due to insufficient lot frontage along the other public way.
- 2.16. *Traffic signal restriction .* No proposed Accessdriveway will be permitted on a regulated road if the proposed Accessdriveway serves a development that warrants installation of a traffic signal.
- 2.17. *Mobility enhancement measures.* The pPlanning Board may require applicants to provide for improvement of the existing safety or mobility levels through enhancement measures if the pPlanning Board determines, based upon accepted traffic engineering principles, that the proposed Accessdriveway will significantly impact public safety or cause a reduction in posted speed.

Mobility enhancement measures include:

- A. Elimination, combination or modification of existing drivewayAccesses;



- B. Development of frontage, backage or other service roads within the corridor to provide alternate ~~access~~ Access Points to existing ~~driveway~~ lots.

2.18. Mitigation-Off-site Improvements. If the Planning Board reasonably determines that off-site improvements within the public right-of-way are required to safely accommodate a proposed Access driveway or that an altered Access will ~~has been granted a waiver and the planning board reasonably determines, based upon accepted traffic engineering principles, that the proposed driveway will significantly~~ have an impact public safety or cause a reduction in posted speed, the ~~p~~P~~lanning~~ ~~b~~B~~oard~~ may require mitigation of traffic impacts from a proposed ~~driveway~~ Access. In making such determinations, the ~~p~~P~~lanning~~ ~~b~~B~~oard~~ may consider existing developments planned or reasonably expected on the parcel of land owned or controlled by the applicant.

If mitigation is required, applicants will be required to employ and, in some instances maintain, one or more of the mitigation techniques listed below.

~~A. Payment of a fee pursuant to Town of Lisbon Code Chapter 62, Article IV, § 62-185, Site Plan Review Impacts on Public Facilities and Services, equal to an amount necessary for the town to purchase an easement on an adjacent lot for purposes of developing a shared entrance.~~

~~B. Payment of a fee pursuant to Town of Lisbon Code Chapter 62, Article IV, § 62-185, Site Plan Review Impacts on Public Facilities and Services, equal to an amount necessary for the town to purchase easements across one or more lots for purposes of developing a frontage~~ <sup>[JAW3]</sup> ~~road for driveways serving subdivisions or commercial or industrial uses or parks.~~

~~CA.~~ Acceleration and/or deceleration lanes.

~~DB.~~ Medians, jug handles or turnarounds.

When mitigation measures are required, the town may require the applicant, prior to construction, to submit a performance and payment bond or certified check payable to the Town of Lisbon, in an amount and form that complies with Town of Lisbon Code Chapter 62, Article IV, § 62-185, Site Plan Review Impacts on Public Facilities and Services. In addition, the town may require that notice of conditions applicable to the driveway Access be recorded in the Androscoggin County Registry of Deeds.

2.19. Drainage standards.

A. Culvert size. The diameter of culverts within the road right-of-way will be determined by either the public works director or the MaineDOT, as appropriate.

B. Construction and maintenance standards. Accesses Driveways, on-site ditches, swales, pipes and other structures that direct runoff toward ditches or drainage systems on regulated roads must be constructed, crowned, stabilized and maintained with stable materials and appropriate erosion control measures such as permanent vegetation or stone.

C. Mitigation. If the proposed development poses a significant drainage risk, then the applicant must mitigate the impacts of increases in peak flow from storms into the roadway drainage system through measures specified by the public works director or MaineDOT. Mitigation measures may include on-site controls, off-site improvements, or payment of a fee pursuant to Town of Lisbon Code Chapter 62, Article IV, § 62-185, Site Plan Review Impacts on Public Facilities and Services. A "significant drainage risk" exists (a) when the applicant proposes a fixed connection to a closed drainage structure owned by the town or MaineDOT, or (b) when the public works director determines, using acceptable engineering and hydrologic principles, that: (i) the proposed driveway Driveway or Entrance has a grade of 10% or greater for a length of 150 feet or more draining toward the roadway, (ii) the proposed development has more than 10,000 square feet of impervious surface draining



toward the roadway, or (iii) the proposed development will substantially contribute to the failure of a downstream public facility. The applicant owner is responsible for all on-site and off-site mitigation expenses.

- D. *Retail fueling station requirements* . Applicants with Accesses~~driveways~~ for use by retail fueling stations must demonstrate that in the event of a spill, deposit of contaminants in the right-of-way will be contained.

- 3. *Waivers* . DrivewayAccess -standards may be relaxed or waived by the ~~p~~P~~l~~anning ~~b~~B~~o~~ard only as provided in this section. The burden is on the applicant to show that requested waivers will meet the criteria below.

- ~~3.1. *Standards that may not be waived* . The sight distance standards, corner clearance standards, paving of driveway requirement, on-street parking standards, loading dock requirements, and turnaround area/parking standards.~~

- ~~3.1.2. *Standards that may be waived* . All other standards may be waived in accordance with the provisions of this section.~~

- ~~3.3.1.~~ *Criteria for granting waivers* . Waiver requests will only be granted if the applicant demonstrates, to the satisfaction of the town, that: (i) the waiver will not significantly detract from public safety, (ii) the proposed drivewayAccess meets the standards to the maximum extent practicable, and (iii) there is no feasible alternative.

- A. In determining that the waiver will not significantly detract from public safety, the town must consider such factors as crash rates, traffic volumes, road geometrics, types and frequency of traffic moving to and from existing uses within 1,000 feet of the proposed drivewayAccess.
- B. In determining practicability and feasibility, the town will consider the availability and cost of alternative drivewayAccess locations and designs in relation to the proposed use.
- C. In cases involving alterations or changes of use of existing accesses, the town may grant waiver requests if it determines the alteration will likely result in a net gain to public safety or will result in a reduction in the drivewayAccess's non-conformity with this section.
- D. In cases involving double frontage lots, the town will consider the length of frontage on the regulated road, the intensity of traffic generated by the proposed use, the geography along the frontage of the other public way, and the distance to the other public way.

- ~~3.2.4.~~ *Spacing standards waiver* . The spacing standards in Table 3 of this section may be waived only to the extent that lots of record existing as of September 6, 2011, that do not have access to another public way and do not have sufficient lot frontage to meet these spacing standards, may be allowed access if the applicant meets the following criteria, in addition to the above-referenced waiver criteria:

- A. The applicant meets the criteria of granting waivers set forth in this section.
- B. The proposed ~~access~~-Access is located in an area designated for growth in the town's comprehensive plan.
- C. The proposed Access will not have an unreasonable adverse impact on the regulated road such that the speed limit must be reduced to accommodate new traffic expected to be generated.

(C.M. of 8-16-2011, V. 2011-154)

|

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**Sec. 70-536. - Dimensional requirements.**

<b>District</b>	<b>Minimum Road Frontage</b>
Resource Protection	200'
Limited Residential <sup>1</sup>	Single family 100' Duplex 150' 100'
General Residential	Single family 100' Multi-family 50' per DU Other Uses 100'
Limited Rural Residential	200'
Rural Open Space I	Single family 300' Multi-family Up to 4 DU 300' Five + DU 300' + 75' per DU over four Other Uses 300'
Rural Open Space II	See Sec. 70-361(2)a
Rural Residential	Single family 200' Multi-family Up to 4 DU 200' Five + DU 200' + 50' per DU over four 200'
Village	50'
Commercial	200'
Industrial	200'
Diversified Development	Nonresidential 100' Residential 50' 50'
Aquifer Protection Overlay <sup>11</sup>	

NOTES:

- 1 Minimum lot sizes of 10,000 square feet in subdivisions approved during the period June 29, 1971, through March 10, 1975, under the previous ordinance, shall remain valid.
- 2 Up to two dwelling units.
- 3 Setbacks for high intensive farm use shall conform with performance standards in article VI of this chapter.
- 4 Without public water and sanitary sewer, 20,000 square feet or large enough to provide adequate on-site sewage disposal, depending on soil type and amount of water.
- 5 Front setback, the lesser of ten feet or the established uniform setback. The established uniform setback is the average of the setbacks of the structures on the two parcels to the left and the two parcels to the right of the subject parcel. Undeveloped parcels among these four shall be included in the calculation using a ten-foot setback.
- 6 Side setback for fireproof buildings, common walls permitted.
- 7 The ratio of impervious surface to total lot area shall not exceed 30 percent; except that where a stormwater management plan indicates no net stormwater runoff increase, a ratio in excess of 30 percent but not more than 60 percent may be authorized by the permitting authority.
- 8 Side setback, ten feet except where buffers are required in accordance with subsection (3).
- 9 Rear setback, 20 feet except where buffers are required in accordance with subsection (3).
- 10 Maximum lot coverage ratio, 0.60 (requires stormwater management plan if lot coverage ratio is greater than 0.40).
- 11 See section 70-564 for dimensional requirements.

(C.M. of 11-15-2011, V. 2011-208; [C.M. of 2-3-2015, V. 2015-39](#))



# MEMO

TO: LISBON TOWN COUNCIL  
FROM: KATHY MALLOY, ADDRESSING OFFICER  
DATE: OCTOBER 23, 2019

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There are two new lots located between 330 and 340 Ridge Road. The access for these lots will be a road off the Ridge Road. The owner of property, Richard Mason, has submitted a request for the new roads name-"Gina's Way". This name meets E-911 addressing standards.



**St. Laurent and Son, Inc.**

20 Highland Spring Road  
Lewiston, Maine 04240  
Office: (207) 784 7944  
Fax: (207) 784 6592

**To:** Dennis Douglass  
Code Enforcement  
Town of Lisbon  
300 Lisbon Street  
Lisbon, Maine 04250

**Date:** October 28, 2019

**Re:** Grazino Square Park

**From:** Gary St Laurent

**SCOPE OF WORK**

St. Laurent & Son proposes to do the following:

**Parking Lot:**

Cut pavement within the existing parking lot. Leaving approximately ½ the lot for the neighbor.  
Excavate to remove pavement and dispose of offsite.  
Box cut for new parking area to a depth of minus 18" of finish grade. Dispose of excess offsite.  
Spread 12" of 4" minus gravel and 3" of ¾" minus gravel in preparation for pavement.  
(All gravel material will be supplied and delivered to site by Glen Dube Excavation.)

**Retaining wall:**

Remove existing pavement and dispose of offsite.  
Excavate for, furnish and install new keystone block wall.  
Wall will be approximately 100' in length and turn inward on both ends.  
Wall will be backfilled with ¾" crushed stone and will have two rows of geogrid the entire length.  
Install 4" perforated drainage pipe behind the new wall.  
Install Mirafi -140N fabric to cover the crushed stone top.  
Install 6" loam layer over Marifi -140N fabric.  
(All crushed stone and loam to be supplied and delivered to site by Glen Dube Excavation.)

**Concrete Sidewalk:**

Excavate for and install 12" gravel base and for new sidewalk area.  
Form and pour for new 4" thick x 5' wide x 100' long sidewalk.  
Concrete sidewalks will be poured in 10' long sections.  
Sidewalk will have a light broom finish to match the existing walks.  
(All gravel material will be supplied and delivered to site by Glen Dube Excavation.)

**Electrical:**

Excavate from CMP pole on Village St to new permanent power pole in the park.  
Excavate from new power pole to new gazebo.  
Backfill conduits finished and installed by others with sand and compact.

**Loam Area:**

Cut proposed loam area to desired subgrade and dispose of excess excavated material offsite.  
Spread loam to the desired thickness to create a smooth uniform layer ready for seeding.  
Leave an area 12' x 70' without loam in preparation for bark mulch installation by others.  
Install stone layer as needed under gazebo.  
(All loam and stone materials will be supplied and delivered to site by Glen Dube Excavation.)



**Total for work described above:**

**Twenty four thousand eight hundred dollars.**

**\$ 24,800.00**

Payment terms: Net 30 days from invoice date.

**TERMS AND CONDITIONS**

1. **LIMITED WARRANTY AND LIMITATION OF LIABILITY** – St. Laurent & Son, Inc. (St. Laurent & Son) shall furnish all of the labor, materials, equipment, and services as are necessary for the proper performance of its work in accordance with the specifications set forth in the Contract. St. Laurent & Son, Inc. hereby warrants that the materials and services offered shall conform to the specifications set forth in the Contract. If such material and services fail to conform to such specifications solely as a result of any labor, work and/or installation by St. Laurent & Son, St. Laurent & Son shall repair or replace the nonconforming materials or services. St. Laurent & Son must be given written notice of nonconformity by the Customer within seven (7) days of delivery of installation. If the Customer does not provide St. Laurent & Son with written notice of the nonconformity within seven (7) days of delivery of installation then St. Laurent & Son shall have no obligation to repair or replace any alleged nonconforming materials and/or services. This warranty excludes remedy for damage or defect caused by abuse, modifications not executed by St. Laurent & Son, improper or insufficient maintenance, improper operation, or normal wear and tear and normal usage. St. Laurent & Son shall not be liable for any costs, expenses or damages to its work or the materials caused by acts of God, third parties not in control of St. Laurent & Son, or by matters otherwise beyond St. Laurent & Son's control. THERE EXISTS NO OTHER WARRANTY, EXPRESSED OR IMPLIED, INCLUDING NO WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. In no event, shall St. Laurent & Son be liable for any consequential, special, punitive, multiple, liquidated, or other similar damages. Customer agrees that any damages and/or liability by St. Laurent & Son, arising from this Contract are limited to either repair or replacement of the materials and/or work set forth in the Contract and the option to repair or replace is exclusively St. Laurent & Son's. St. Laurent & Son shall not be liable for any costs, expenses, attorneys' fees or damages caused by acts of God or by matters otherwise beyond St. Laurent & Son's control. In no event shall Customer withhold or offset any amounts claimed against St. Laurent & Son from amounts due St. Laurent & Son under this Contract. This limited warranty and the limits of liability shall be for the benefit of and shall limit any claim made by any guarantor or other surety of the Customer. Customer further agrees that he/she/it has relied on no representations, oral or written, other than as contained on the face of this Contract.

2. Payment for all work performed and materials supplied hereunder shall be made in accordance with the payment terms set forth in the quote from St. Laurent & Son to Customer. If payment is not received interest at the highest legal rate allowable under the laws of the jurisdiction in which this Contract is executed of 1-1/2% per month, whichever is less, shall be charged and paid on all unpaid balances from the due date to the date payment is received including any collection costs, lien fees, and attorneys' fees. Any payments made shall be first applied against accrued interest. If Customer fails to pay any amount when due, Customer shall be liable for St. Laurent & Son's reasonable attorney's fees and costs of collection. Within 10 days of the acceptance of this Contract by St. Laurent & Son and in any event upon request prior to the completion of the Contract, Customer shall provide St. Laurent & Son with the complete name of the owner of the property and such other information reasonable necessary for St. Laurent & Son to give Notice of Contract and all other notices sufficient to effect a lien on the property. In addition, if there exists a bond for some or all of the work covered by the Contract, Customer shall immediately provide St. Laurent & Son with a copy of such bond. In the event that the Customer does not make payment in full for all work performed and materials supplied under the terms of this Contract, the customer is hereby given notice that St. Laurent & Son shall exercise all of its rights, including, but not limited to, filing a claim under any bond available and/or filing a mechanics lien to attach the property that is the subject of this Contract, pursuant to applicable laws. St. Laurent & Son may immediately terminate its obligations under this or any other Proposal/Contract upon failure of Customer to comply with the terms of this Contract including, but not limited to, Customer's failure to make any payment when due under this Contract.

3. In addition to other sums due under the Contract and provided elsewhere herein, Customer agrees to pay all costs and expenses (including without limitation reasonable attorneys' fees and costs) incurred by St. Laurent & Son in collection, enforcement or interpretation of this Contract.

4. It is understood and agreed that the Customer will indemnify and save St. Laurent & Son harmless to the fullest extent permitted by law from any and all loss, damage, costs, expenses and attorney's fees suffered or incurred, in whole or in part, whether direct or indirect, on account of Customer's breach of the obligations and covenants in this Contract.

5. St. Laurent & Son shall not become obligated to perform the work called for under this Contract until the Customer's credit has been approved by St. Laurent & Son's credit department. If, in the reasonable opinion of St. Laurent & Son the Customer's credit becomes unsatisfactory at any time prior to the completion of the work, the Customer shall promptly furnish adequate security to St. Laurent & Son upon request.

6. Any deviation from the specifications, any modifications of the terms of the Contract and any extra or incidental work or reductions, shall be negotiated and the Contract price adjusted accordingly. Any change to this Contract shall be in writing, shall be signed by the parties to this Contract, and shall become a part of and in conformance with this original Contract. All work shall be performed under the same terms and conditions as specified in this Contract unless otherwise stipulated to in writing by the parties. Change order(s) shall detail all changes to the original contract. The last previous Contract prices shall be stated and the revised price shall be stated.

7. Unless a time for the performance of the work under this Contract is specified, it shall be performed in the normal course of St. Laurent & Son's operating schedules. The Customer will provide St. Laurent & Son with a two week prior written notice as to when the surface is fully prepared before commencing work. St. Laurent & Son shall not be liable for any delay or failure to undertake or complete the work for causes beyond its control, including but not limited to a fire, flood, weather or other casualty; labor disputes or other disagreements; and accidents or other mishaps, whether affecting this work or other operations in which St. Laurent & Son's is involved directly or indirectly. If per order of the Customer St. Laurent & Son commences work and is interrupted or delayed by site conditions or act of omission by the Customer or anyone under its control, St. Laurent & Son will be reimbursed for all costs incurred by such delays.

8. St. Laurent & Son shall not be responsible for, and the Customer agrees to indemnify and hold St. Laurent & Son harmless to the fullest extent permitted by law, from any claims or liability resulting in whole or in part from damages to utilities or other facilities or objects buried beneath the work area, or to sidewalks, driveways or other improvements located within the work area or designated areas of access. It is further agreed that St. Laurent & Son shall not be responsible for any damage to or the deteriorations of any of the Customer's work, whether completed or in process, resulting from any

cause beyond St. Laurent & Son's reasonable control, including but not limited to failure of subgrade, hazardous materials, failure or inadequacy of any labor or materials not furnished and installed by St. Laurent & Son whether or not such failure or inadequacy was or could have been known at the time St. Laurent & Son's work was undertaken.

9. During adverse weather conditions, St. Laurent & Son may review the project and reserves the option to refrain from performance. St. Laurent & Son at its sole discretion shall determine whether such adverse weather conditions exist and shall notify the Customer upon determining if such conditions exist. This Contract will be extended to such time as St. Laurent & Son determines that proper weather and site conditions do exist, without any liability for such delay. If Customer elects to have St. Laurent & Son perform the work during adverse conditions, such work will be performed at Customer's sole risk and St. Laurent & Son will not provide a guarantee or warranty on any of the work performed and Customer hereby waives any claim for damages and/or warranty claims for any work performed in accordance with this paragraph.

10. These terms and conditions together with the executed proposal constitutes the entire agreement of the parties with respect to the subject matter hereof and supersedes all prior agreements and understandings, both written and oral, amount the parties with respect to the subject matter hereof, and, is not intended to confer upon any other persons any rights or remedies hereunder. All modification or amendments shall be accepted in writing by the parties or shall otherwise be without force or effect.

11. The laws of the State of Maine shall govern this Contract.

12. In case a provision of this Contract is held to be invalid, illegal or unenforceable, the remaining provisions of this Contract shall remain in full force and effect and shall be considered valid and enforceable to the fullest extent possible.

13. The rights and remedies available to St. Laurent & Son hereunder shall be in addition to and not a limitation of any rights and remedies otherwise available to St. Laurent & Son by law or in equity.

St Laurent & Son Inc, representative: \_\_\_\_\_

Acceptance of proposal- The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work specified. Payment will be made as outlined above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

PLEASE SIGN AND RETURN ONE COPY TO HAVE WORK SCHEDULED. THANK YOU.





**Atlantic Environmental Contractors, Inc.**

81 East Avenue • Lewiston, ME 04240  
Phone: 207-783-1908 • Fax: 207-376-3237  
Web: [www.aecne.net](http://www.aecne.net)

November 6, 2019

Town of Lisbon  
Dennis Douglas  
300 Lisbon Street  
Lisbon, Maine 04250

RE: Asbestos oversight portion of the Worumbo Mill

Dear Mr. Douglas,

Atlantic Environmental Contractor is pleased to provide this proposal for the asbestos oversight at the Worumbo Mill as per sampling data at the site done by TRC for the Town of Lisbon. Our understanding of the site is the town would like to turn it into a usable open space area. The survey lists 2 areas that asbestos was found out of 8 samples. Further we viewed an area that concrete is present with re-rod sticking out that is a low spot and behind that a large pile of timbers. Atlantic would put an asbestos supervisor on site to over see the clearing of the land and to pick up any asbestos found, the concrete would be leveled and covered over with fill, also the wood would be burned in place. The idea is to not excavate for any asbestos but to only remove what is found during leveling of the site. I spoke with John Bucci Director of the Asbestos and Lead division about this approach and he gave the town the go ahead. He needs a written asbestos plan that the town would submit to him. Mr. Bucci did talk with people in charge of the Brownfield division and they said to go ahead with the project.

Several things will need to be done the construction crew will need to be asbestos awareness trained, town crews could do this or an outside contractor, the equipment would need to be an enclosed cab. The Fire department would have to be involved with the burning of the wood. Atlantic would provide the awareness training, we would also write the design for the project and put in a courtesy asbestos notification to the state and oversee the project.

Price: Design and notification to the state \$800.00

Supervisor on site day rate \$496.00 per day

Disposal of any asbestos found \$135.00 per yard ( 9 asbestos disposal bags )



**Atlantic Environmental Contractors, Inc.**

81 East Avenue • Lewiston, ME 04240

Phone: 207-783-1908 • Fax: 207-376-3237

Web: [www.aecne.net](http://www.aecne.net)

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Our feeling is this would allow the town to use this very attractive site for town use and take care of the problem at a reasonable cost to the town.

Thank you for considering us for your project.

Sincerely,

James Jabbusch





## **Cost Estimate and Proposal Demolition Survey**

**(SES Project # 19-11001)**

### **Prepared For:**

Diane Barnes  
Town Manager, Lisbon, ME  
DBarnes@lisbonme.org  
(207) 353-3104 direct office

### **Project Location:**

1 Canal St  
Lisbon, ME

### **From:**

Christopher Lewis  
Safe Environmental Solutions, Inc.  
346 South St. Bldg. #2  
Gorham, ME 04038  
(207) 229-5057

**November 1, 2019**

November 1, 2019

Diane Barnes  
Lisbon Town Manager  
300 Lisbon St. Lisbon, ME 04250

Dear Ms. Barnes,  
Safe Environmental Solutions (SES) is pleased to provide our proposal for the following:

- Conduct an Asbestos Containing Material (ACM) survey of the debris at 1 Canal St Lisbon, ME.
- Issue a report summarizing the findings.

The work will also be conducted in accordance with federal laws and regulations of the U.S. Environmental Protection Agency (EPA), the State of Maine Department of Environmental Protection (MEDEP), and the Occupational Safety and Health Administration (OSHA). Our service to you will include sampling, analysis, and final report(s).

#### **Scope of Service**

Based upon our discussions and information provided during our site-visit, SES has prepared the following scope of service,

##### **Task 1 – Asbestos Demolition Survey**

1. The on-site asbestos survey will be conducted by accredited ME DEP asbestos inspectors.
2. SES will collect up to 50 bulk samples in accordance with current protocols. The evaluation will be conducted on readily accessible ACBMs by ordinary means; some moderate destructive sampling may need to be conducted. SES will utilize a compact tractor to manipulate the piles to ensure a comprehensive survey
3. A final report including approximate quantities, descriptions, abatement cost estimates, and basic locations of the identified materials will be provided.

#### **Fees for Services**

The firm price for completion Tasks 1-3 is \$2,250.

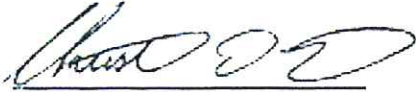


**Scheduling**

SES is prepared to start this project following receipt of a purchase order or signature of this proposal. Please contact us if you have any questions related to this proposal. We look forward to working with you on this project.

Thank-you for the opportunity to bid on this project.

Sincerely



Christopher Lewis  
Owner, SES

**Proposal Acceptance**

I, \_\_\_\_\_, accept the attached proposal (SES# 19-11001) to conduct Asbestos inspection services at 1 Canal St. located in Lisbon Maine for the fixed sum of \$2,250. In addition, I agree to the terms and conditions for the execution of the work.

\_\_\_\_\_  
Printed Owners Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owners Representative

This price quotation will remain in effect for 30-days. Payment is due within 30 days of issuance of report. A 1.5%/month (18% APR) interest charge will be applied to any outstanding balance over these terms.

# MEMO

TO: DIANE BARNES, TOWN MANAGER  
FROM: KATHY MALLOY, ASSESSOR  
DATE: NOVEMBER 6, 2019  
RE: MONTHLY REPORT FOR OCTOBER

---

Processed 47 deeds-16 for May and 31 for June

Completed 15 BETR applications. BETR –Business Equipment Tax Reimbursement-is a State program that reimburses personal property taxes paid to qualifying businesses.

We ran multiple reports for the Munis conversion

Completed the Sales Analysis Report for Maine Revenue Services

We received a notice (see attached) from the State Treasurer's Office of a newly enacted program, LD1713, to return State funds to property owners that qualified for the homestead exemption on or before April 1, 2019. The Treasurer's Office has requested a list, with names and addresses of all qualifying tax payers, in a specific format. We were informed that Trio would provide us with a new extract to meet the reporting requirements, but to date we have not heard from Trio or the Treasurer's Office. This year we had 2,321 homestead exemptions.



To: Municipal Tax Assessors  
From: Henry E.M. Beck, Treasurer, Maine Office of the State Treasurer  
Date: October 22, 2019  
Subject: Official Announcement on Property Tax Relief Payments

*Henry E.M. Beck*

---

This is a follow-up message regarding my letter dated August 30, 2019 and to notify you that I have officially determined the Property Tax Relief Fund is at a level which will support a relief payment made to all qualified homestead exemption property owners.

An Act To Return Funds to Maine Property Tax Payers now requires municipal Tax Assessors to send a list to the State Treasurer by January 1, 2020, containing names and addresses of all property tax payers who qualified on or before April 1, 2019 for the homestead exemption (see template for details).

Although the law sets a January 1 deadline, we respectfully request this information **no later than November 15th**, to allow us time to prepare and format the information for processing. Follow this link [https://www.maine.gov/treasurer/property\\_tax\\_relief/index.html](https://www.maine.gov/treasurer/property_tax_relief/index.html) to a template to complete and return to [propertytaxrelief@maine.gov](mailto:propertytaxrelief@maine.gov). You will also find frequently asked questions and additional information on this website. **We are also reaching out to all municipal assessors in the state, but ask that you forward this message as well, to ensure that it gets to them.**

For the 200+ municipalities that use TRIO to generate their tax bills, the team at Harris Local Government is preparing a new extract which will export all of the required information to an Excel file. TRIO will communicate directly with their municipalities via email this week with appropriate steps to create the extract which you can then send to us.

Each Tax Assessor is responsible for ensuring the information is accurate. Minor errors may be corrected following the initial check mailing, with a request directly from each municipality. Updates and changes must come from each Tax Assessor.

We appreciate the many demands and pressures you face and thank you for your time and attention. We look forward to being your partner in implementing this new law as passed by the Legislature and signed by the Governor. Please contact my office at 207-624-7477 regarding any of this. Laura Hudson, Matt Colpitts and I will be happy to assist you.

# Code Enforcement

Dennis J. Douglass

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

## Monthly Report for October 2019

Building permits issued - 14 –

- 2 commercial (trucking terminal, Equestrian Center)
- 1 Residential home
- 2 mobile homes
- 1 Garage
- 3 Remodel/Additions
- 3 Storage sheds
- 2 Misc.

Electrical permits issued – 15

- 2 Commercial wiring
- 1 Underground Commercial service
- 2 remodels
- 2 New home construction
- 3 Service upgrades
- 1 New service
- 1 Generator hook-up
- 1 Garage wiring
- 2 Misc.



Plumbing permits issued - 8

- 3 Internal plumbing – new home/remodel
- 2 New HHE200
- 1 Commercial internal plumbing
- 2 Mobile home connections

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

**Planning Board :**

Accessory Dwelling Units – Ordinance work with Town Planner

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

**Health Officer -**

- No health related cases to report for October

11/08/2019 09:05  
4975ktierney

Town of Lisbon  
YEAR-TO-DATE BUDGET REPORT

1P  
glytdbud

FOR 2020 04

ACCOUNTS FOR:  
1000 General Fund

ORIGINAL APPROP	TRANSFERS/ ADJUSTMS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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20 General Government

205 Elected Officials

12020500 50108 Elected Officials	17,730	0	17,730	5,643.36	.00	12,086.64	31.8%
12020500 50202 Workers Comp Ins	70	0	70	.00	.00	70.00	.0%
12020500 50230 FICA Employer Co	1,357	0	1,357	431.55	.00	925.45	31.8%
12020500 50301 Office Supplies	500	0	500	82.21	.00	417.79	16.4%
12020500 50306 Postage	100	0	100	.00	.00	100.00	.0%
12020500 50307 Advertising	1,000	0	1,000	1,828.46	-1,424.70	596.24	40.4%
12020500 50308 Printing	100	0	100	.00	.00	100.00	.0%
12020500 50401 Professional Dev	1,000	0	1,000	.00	.00	1,000.00	.0%

210 Town Manager

12021000 50101 Town Manager	98,995	0	98,995	34,267.24	.00	64,727.76	34.6%
12021000 50107 Administrative	49,276	0	49,276	17,056.87	.00	32,219.13	34.6%
12021000 50201 Unemployment Cos	351	0	351	.00	.00	351.00	.0%
12021000 50202 Workers Comp Ins	3,068	0	3,068	.00	.00	3,068.00	.0%
12021000 50210 MEPRS - Employee	14,827	0	14,827	5,132.43	.00	9,694.57	34.6%
12021000 50220 Health Insurance	39,746	0	39,746	12,555.64	.00	27,190.36	31.6%
12021000 50230 FICA Employer Co	11,381	0	11,381	3,444.52	.00	7,936.48	30.3%
12021000 50301 Office Supplies	600	0	600	23.75	.00	576.25	4.0%
12021000 50306 Postage	250	0	250	6.28	.00	243.72	2.5%
12021000 50307 Advertising	1,000	0	1,000	664.81	-65.00	400.19	60.0%
12021000 50352 Cell Phone/Allow	840	0	840	280.00	.00	560.00	33.3%
12021000 50401 Professional Dev	1,000	0	1,000	401.86	.00	598.14	40.2%
12021000 50413 Mileage/ travel	2,900	0	2,900	800.00	.00	2,100.00	27.6%
12021000 50452 Audit services	9,850	0	9,850	2,000.00	.00	7,850.00	20.3%

215 Appeals Board

12021500 50104 Non Supervisory	200	0	200	.00	.00	200.00	.0%
12021500 50108 Elected Official	751	0	751	302.50	.00	448.50	40.3%
12021500 50202 Workers Comp Ins	4	0	4	.00	.00	4.00	.0%
12021500 50230 FICA Employer Co	73	0	73	23.36	.00	49.64	32.0%
12021500 50301 Office Supplies	50	0	50	.00	.00	50.00	.0%
12021500 50306 Postage	50	0	50	.00	.00	50.00	.0%
12021500 50307 Advertising	375	0	375	.00	.00	375.00	.0%



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ACCOUNTS FOR:  
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	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12021500 50401 Professional Dev	200	0	200	.00	.00	200.00	.0%
216 Planning Board							
12021600 50104 Non-Supervisory	1,000	0	1,000	84.03	.00	915.97	8.4%
12021600 50108 Elected Official	5,000	0	5,000	989.57	.00	4,010.43	19.8%
12021600 50202 Workers Comp Ins	24	0	24	.00	.00	24.00	.0%
12021600 50230 FICA Employer Co	459	0	459	82.07	.00	376.93	17.9%
12021600 50301 Office Supplies	400	0	400	150.35	.00	249.65	37.6%
12021600 50306 Postage	150	0	150	34.21	.00	115.79	22.8%
12021600 50307 Advertising	750	0	750	229.14	.00	520.86	30.6%
12021600 50401 Professional Dev	600	0	600	.00	.00	600.00	.0%
12021600 50451 Contracted Profe	21,250	0	21,250	7,083.32	.00	14,166.68	33.3%
220 Legal							
12022000 29114 Legal-1 Higgins	0	0	0	1,012.25	.00	-1,012.25	100.0%
12022000 50450 Legal expense	50,000	0	50,000	5,927.55	.00	44,072.45	11.9%
225 Clerk							
12022500 50102 Department Head	57,408	0	57,408	19,870.48	.00	37,537.52	34.6%
12022500 50104 Non-Supervisory	25,263	0	25,263	8,090.54	.00	17,172.46	32.0%
12022500 50130 Temporary/season	6,400	0	6,400	.00	.00	6,400.00	.0%
12022500 50201 Unemployment Cos	536	0	536	.00	.00	536.00	.0%
12022500 50202 Workers Comp Ins	348	0	348	.00	.00	348.00	.0%
12022500 50210 MEPPERS - Employee	5,741	0	5,741	2,390.57	.00	3,350.43	41.6%
12022500 50220 Health Insurance	17,310	0	17,310	5,521.36	.00	11,788.64	31.9%
12022500 50230 FICA Employer Co	6,814	0	6,814	1,949.57	.00	4,864.43	28.6%
12022500 50301 Office Supplies	2,000	0	2,000	386.97	181.85	1,431.18	28.4%
12022500 50306 Postage	900	0	900	374.78	.00	525.22	41.6%
12022500 50307 Advertising	500	0	500	71.24	4.14	424.62	15.1%
12022500 50308 Printing	4,200	0	4,200	148.00	.00	4,052.00	3.5%
12022500 50352 Cell Phone/Allow	420	0	420	140.00	.00	280.00	33.3%
12022500 50401 Professional Dev	1,480	0	1,480	405.00	.00	1,075.00	27.4%
12022500 50402 Dues and Members	600	0	600	465.00	.00	135.00	77.5%
12022500 50412 Meals and Lodgin	900	0	900	597.87	.00	302.13	66.4%
12022500 50413 Mileage/Travel	1,300	0	1,300	35.90	.00	1,264.10	2.8%
12022500 50451 Contracted Profe	600	0	600	.00	.00	600.00	.0%
12022500 50455 Professional Serv	13,000	0	13,000	2,703.65	185.00	10,111.35	22.2%
12022500 50536 R&M: Equipment	3,400	0	3,400	.00	180.00	3,220.00	5.3%

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ACCOUNTS FOR:  
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	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12023000 50102 Department Head	80,944	0	80,944	11,496.52	.00	69,447.48	14.2%
12023000 50104 Non-Supervisory	66,670	0	66,670	22,999.67	.00	43,670.33	34.5%
12023000 50201 Unemployment Cos	515	0	515	.00	.00	515.00	.0%
12023000 50202 Workers Comp Ins	577	0	577	.00	.00	577.00	.0%
12023000 50210 MEPPERS - Employee	14,762	0	14,762	2,952.11	.00	11,809.89	20.0%
12023000 50220 Health Insurance	45,013	0	45,013	12,788.70	.00	32,224.30	28.4%
12023000 50230 FICA Employer Co	11,293	0	11,293	1,977.83	.00	9,315.17	17.5%
12023000 50301 Office Supplies	4,000	0	4,000	788.65	105.30	3,106.05	22.3%
12023000 50306 Postage	1,750	0	1,750	-1,107.71	.00	2,857.71	-63.3%
12023000 50352 Cell Phone/Allow	420	0	420	35.00	.00	385.00	8.3%
12023000 50401 Professional Dev	2,000	0	2,000	-325.00	.00	2,325.00	-16.3%
12023000 50402 Dues and Members	600	0	600	65.00	.00	535.00	10.8%
12023000 50413 Mileage/ travel	1,200	0	1,200	.00	.00	1,200.00	.0%
12023000 50451 Contracted Profe	1,500	0	1,500	.00	.00	1,500.00	.0%

235 Tax Collection

12023500 50104 Non Supervisory	128,340	0	128,340	45,218.27	.00	83,121.73	35.2%
12023500 50140 Overtime	2,500	0	2,500	559.81	.00	1,940.19	22.4%
12023500 50201 Unemployment Cos	687	0	687	.00	.00	687.00	.0%
12023500 50202 Workers Comp Ins	510	0	510	.00	.00	510.00	.0%
12023500 50210 MEPPERS -	13,084	0	13,084	4,577.80	.00	8,506.20	35.0%
12023500 50220 Health Insurance	22,390	0	22,390	6,948.56	.00	15,441.44	31.0%
12023500 50230 FICA Employer Co	10,010	0	10,010	3,149.85	.00	6,860.15	31.5%
12023500 50301 Office Supplies	4,500	0	4,500	653.60	-24.69	3,871.09	14.0%
12023500 50306 Postage	7,500	0	7,500	2,692.50	.00	4,807.50	35.9%
12023500 50401 Professional Dev	1,400	0	1,400	-400.00	.00	1,800.00	-28.6%
12023500 50412 Meals and Lodgin	1,250	0	1,250	13.23	.00	236.77	5.3%
12023500 50413 Mileage/ travel	600	0	600	291.18	43.46	265.36	55.9%

240 Assessor

12024000 50102 Department Head	60,340	0	60,340	20,886.30	.00	39,453.70	34.6%
12024000 50104 Non-Supervisory	15,834	0	15,834	5,944.93	.00	9,889.07	37.5%
12024000 50201 Unemployment Cos	344	0	344	.00	.00	344.00	.0%
12024000 50202 Workers Comp Ins	1,814	0	1,814	.00	.00	1,814.00	.0%
12024000 50210 MEPPERS - Employee	7,618	0	7,618	2,653.84	.00	4,964.16	34.8%
12024000 50220 Health Insurance	12,131	0	12,131	3,852.32	.00	8,278.68	31.8%



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	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12024000 50230 FICA Employer Co	5,828	0	5,828	1,890.90	.00	3,937.10	32.4%
12024000 50301 Office Supplies	500	0	500	83.07	.00	416.93	16.6%
12024000 50306 Postage	500	0	500	74.58	.00	425.42	14.9%
12024000 50308 Printing	300	0	300	.00	.00	300.00	.0%
12024000 50401 Professional Dev	600	0	600	60.00	.00	540.00	10.0%
12024000 50402 Dues and Members	200	0	200	30.00	.00	170.00	15.0%
12024000 50413 Mileage/Travel	900	0	900	615.60	.00	284.40	68.4%
12024000 50451 Contracted Profe	2,000	0	2,000	.00	.00	2,000.00	.0%
12024000 50470 Registry Service	800	0	800	259.00	101.00	440.00	45.0%
12024000 50536 R&M: Equipment	200	0	200	.00	.00	200.00	.0%
12024000 50624 Mapping & Microf	1,000	0	1,000	2,000.00	.00	-1,000.00	200.0%
245 Code Enforcement							
12024500 50102 Department Head	76,384	0	76,384	26,440.34	.00	49,943.66	34.6%
12024500 50201 Unemployment Cos	172	0	172	.00	.00	172.00	.0%
12024500 50202 Workers Comp Ins	2,218	0	2,218	.00	.00	2,218.00	.0%
12024500 50210 MEPRS - Employee	7,640	0	7,640	2,644.02	.00	4,995.98	34.6%
12024500 50220 Health Insurance	17,310	0	17,310	5,436.30	.00	11,873.70	31.4%
12024500 50230 FICA Employer Co	5,844	0	5,844	1,791.14	.00	4,052.86	30.6%
12024500 50301 Office Supplies	500	0	500	7.38	9.98	482.64	3.5%
12024500 50306 Postage	100	0	100	8.14	.00	91.86	8.1%
12024500 50352 Cell Phone/Allow	420	0	420	140.00	.00	280.00	33.3%
12024500 50375 Gas	850	0	850	145.18	.00	704.82	17.1%
12024500 50401 Professional Dev	500	0	500	.00	.00	500.00	.0%
12024500 50402 Dues and Members	250	0	250	.00	.00	250.00	.0%
12024500 50501 Vehicle Repairs	500	0	500	514.99	.00	-14.99	103.0%
12024500 50624 Mapping & Microf	1,000	0	1,000	.00	.00	1,000.00	.0%
255 Liability Insurance Program							
12025500 50221 HRA Costs	42,125	0	42,125	7,077.47	.00	35,047.53	16.8%
12025500 50601 General Liabilit	14,745	0	14,745	14,745.00	.00	.00	100.0%
12025500 50602 Vehicle Insurance	24,035	0	24,035	24,249.00	233.00	-447.00	101.9%
12025500 50603 Police Liability	7,582	0	7,582	7,582.00	.00	.00	100.0%
12025500 50604 Property Insurance	24,132	0	24,132	24,132.00	.00	.00	100.0%
12025500 50606 Crime Insurance	322	0	322	322.20	.00	-.20	100.1%
12025500 50607 Public Officials	2,600	0	2,600	2,600.10	.00	-.10	100.0%
12025500 50608 Employment Liabi	6,233	0	6,233	6,233.40	.00	-.40	100.0%
12025500 50609 Public Officials	1,580	0	1,580	2,475.00	.00	-895.00	156.6%
12025500 50610 Critical Incident	1,400	0	1,400	.00	.00	1,400.00	.0%
265 Technology							
12026500 50360 Minor equipment	20,000	0	20,000	15,728.00	1,437.50	2,834.50	85.8%

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	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12026500 50454 Internet and web	6,450	0	6,450	5,959.38	16.42	474.20	92.6%
12026500 50530 Software and Ser.	179,000	0	179,000	75,207.67	4,215.00	99,577.33	44.4%
12026500 50536 Rm: Equipment	20,000	0	20,000	.00	-640.00	20,640.00	-3.2%
275 Miscellaneous General Governme							
12027500 50930 Tax overlay	0	0	0	-156,275.08	.00	156,275.08	100.0%
12027500 50932 TIF Payments	0	0	0	-620,296.70	.00	620,296.70	100.0%
280 School							
12028000 51300 Required Local S	4,486,794	0	4,486,794	1,869,497.50	.00	2,617,296.50	41.7%
12028000 51310 Add'l Local Shar	2,440,440	0	2,440,440	1,016,850.00	.00	1,423,590.00	41.7%
12028000 51320 Local Share Debt	460,409	0	460,409	191,837.10	.00	268,571.90	41.7%
12028000 51330 Local Share Adul	22,574	0	22,574	9,405.85	.00	13,168.15	41.7%
515 Town Buildings							
12051500 50104 Non-supervisory	17,014	0	17,014	5,505.38	.00	11,508.62	32.4%
12051500 50201 Unemployment Cos	172	0	172	.00	.00	172.00	.0%
12051500 50202 Workers compensa	1,814	0	1,814	.00	.00	1,814.00	.0%
12051500 50210 Maine State reti.	504	0	504	174.24	.00	329.76	34.6%
12051500 50230 FICA taxes	1,302	0	1,302	405.92	.00	896.08	31.2%
12051500 50302 Operating suppli	6,000	0	6,000	2,203.65	56.87	3,739.48	37.1%
12051500 50310 Electricity	48,000	0	48,000	16,363.68	.00	31,636.32	34.1%
12051500 50511 Water usage fees	2,000	0	2,000	948.32	.00	1,051.68	47.4%
12051500 50512 Telephone	10,110	0	10,110	2,699.86	.00	7,410.14	26.7%
12051500 50513 Sewer Expense	700	0	700	356.28	.00	343.72	50.9%
12051500 50514 Heating Fuel	13,000	0	13,000	359.18	.00	12,640.82	2.8%
12051500 50515 Natural Gas	29,000	0	29,000	2,559.15	.00	26,440.85	8.8%
12051500 50520 Building Expense	20,000	0	20,000	.00	.00	20,000.00	.0%
12051500 50536 Rm: Equipment	30,000	0	30,000	21,122.50	.00	8,877.50	70.4%
12051500 50549 R & M Buildings	17,000	0	17,000	14,303.22	.00	2,696.78	84.1%
901 Abatements							
12090100 50901 Tax abatements	10,000	0	10,000	22,978.00	.00	-12,978.00	229.8%
TOTAL General Government	9,101,046	0	9,101,046	2,921,851.13	4,615.13	6,174,579.74	32.2%
30 Health & Welfare/General Assis							
305 Health Officer							



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	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
13030500 50102 Department Head	5,347	0	5,347	1,850.58	.00	3,496.42	34.6%
13030500 50202 Workers Comp Ins	156	0	156	.00	.00	156.00	.0%
13030500 50210 MEPPERS - Employee	535	0	535	185.04	.00	349.96	34.6%
13030500 50220 Health Insurance	0	0	0	85.06	.00	-85.06	100.0%
13030500 50230 FICA Employer Co	409	0	409	125.40	.00	283.60	30.7%
13030500 50301 Office Supplies	150	0	150	.00	.00	150.00	.0%
310 General Assistance							
13031000 50102 Department Head	10,652	0	10,652	1,978.81	.00	8,673.19	18.6%
13031000 50201 Unemployment Cos	153	0	153	.00	.00	153.00	.0%
13031000 50202 Workers Comp Ins	42	0	42	.00	.00	42.00	.0%
13031000 50230 FICA Employer Co	815	0	815	151.38	.00	663.62	18.6%
13031000 50301 Office Supplies	50	0	50	.80	.00	49.20	1.6%
13031000 50302 Operating suppli	0	0	0	1.38	.00	-1.38	100.0%
13031000 50306 Postage	100	0	100	.60	.00	99.40	.6%
13031000 50352 Cell Phone allow	365	0	365	112.21	.00	252.79	30.7%
13031000 50401 Professional Dev	500	0	500	.00	45.00	455.00	9.0%
13031000 50413 Mileage Travel	0	0	0	.00	22.29	-22.29	100.0%
13031000 50440 General Assistan	25,000	0	25,000	8,034.83	891.01	16,074.16	35.7%
TOTAL Health & Welfare/General Assis	44,274	0	44,274	12,526.09	958.30	30,789.61	30.5%
40 Public Safety							
405 Police							
14040500 50102 Department Head	78,432	0	78,432	27,149.25	.00	51,282.75	34.6%
14040500 50104 Non Supervisory	717,684	0	717,684	215,580.76	.00	502,103.24	30.0%
14040500 50107 Administrative	39,142	0	39,142	13,257.33	.00	25,884.67	33.9%
14040500 50117 Misc. Police Det	7,000	0	7,000	2,008.07	.00	4,991.93	28.7%
14040500 50130 Temporary/season	22,000	0	22,000	6,181.36	.00	15,818.64	28.1%
14040500 50140 Overtime wages	30,000	0	30,000	12,563.94	.00	17,436.06	41.9%
14040500 50143 Court time	8,000	0	8,000	2,213.92	.00	5,786.08	27.7%
14040500 50145 Replacement Wage	106,277	0	106,277	31,841.61	.00	74,435.39	30.0%
14040500 50201 Unemployment Cos	2,918	0	2,918	.00	.00	2,918.00	.0%
14040500 50202 Workers Comp Ins	58,540	0	58,540	.00	.00	58,540.00	.0%
14040500 50210 MEPPERS - Employee	99,433	0	99,433	30,116.99	.00	69,316.01	30.3%

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	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
14040500 50220 Health Insurance	250,003	0	250,003	73,256.06	.00	176,746.94	29.3%
14040500 50230 FICA Employer Co	77,153	0	77,153	21,909.16	.00	55,243.84	28.4%
14040500 50260 Uniform Cleaning	700	0	700	52.90	.00	647.10	7.6%
14040500 50301 Office Supplies	3,250	0	3,250	1,059.16	.00	2,190.84	32.6%
14040500 50302 Operating suppli	17,000	0	17,000	7,278.91	-57.98	9,779.07	42.5%
14040500 50306 Postage	650	0	650	144.04	.00	505.96	22.2%
14040500 50307 Advertising	500	0	500	500.00	.00	.00	100.0%
14040500 50308 Printing	3,200	0	3,200	1,344.00	.00	1,856.00	42.0%
14040500 50349 Recruitment Test	2,500	0	2,500	300.00	.00	2,200.00	12.0%
14040500 50351 Clothing/Boot Al	18,400	0	18,400	4,061.25	1,453.80	12,884.95	30.0%
14040500 50352 Cell Phone/Allow	5,250	0	5,250	1,823.00	.00	3,427.00	34.7%
14040500 50353 Physicals	300	0	300	661.00	.00	-361.00	220.3%
14040500 50375 Gas	33,880	0	33,880	6,573.68	.00	27,306.32	19.4%
14040500 50378 Tires Expense	4,200	0	4,200	706.11	.00	3,493.89	16.8%
14040500 50401 Professional Dev	15,575	0	15,575	6,736.49	.00	8,838.51	43.3%
14040500 50413 Mileage/Travel	600	0	600	54.34	.00	545.66	9.1%
14040500 50415 Education Progra	4,650	0	4,650	.00	.00	4,650.00	.0%
14040500 50501 Vehicle Repairs	8,000	0	8,000	1,896.64	.00	6,103.36	23.7%
14040500 50512 Telephone	10,030	0	10,030	3,085.18	.00	6,944.82	30.8%
14040500 50532 Rm Office Equip	2,000	0	2,000	76.99	.00	1,923.01	3.8%
14040500 50536 Rm Equipment	6,500	0	6,500	539.09	.00	5,960.91	8.3%
14040500 50710 Equipment	3,700	0	3,700	901.22	.00	2,798.78	24.4%
14040500 50720 Equipment -- vehi	62,000	0	62,000	.00	.00	62,000.00	.0%

415 Fire Department

14041500 50102 Department Head	71,063	0	71,063	23,778.75	.00	47,284.25	33.5%
14041500 50104 Non Supervisory	150,000	0	150,000	48,938.14	.00	101,061.86	32.6%
14041500 50201 Unemployment Cos	172	0	172	.00	.00	172.00	.0%
14041500 50202 Workers Comp Ins	20,600	0	20,600	.00	.00	20,600.00	.0%
14041500 50210 MEPPERS - Employee	7,107	0	7,107	2,608.89	.00	4,498.11	36.7%
14041500 50220 Health Insurance	23,796	0	23,796	7,893.83	.00	15,902.17	33.2%
14041500 50230 FICA Employer Co	16,912	0	16,912	5,226.87	.00	11,685.13	30.9%
14041500 50301 Office Supplies	500	0	500	57.76	.00	442.24	11.6%
14041500 50302 Operating suppli	10,000	0	10,000	3,875.32	.00	6,124.68	38.8%
14041500 50306 Postage	75	0	75	6.95	.00	68.05	9.3%
14041500 50351 Clothing/Boot Al	3,500	0	3,500	357.58	.00	3,142.42	10.2%
14041500 50352 Cell Phone/Allow	420	0	420	140.00	.00	280.00	33.3%
14041500 50353 Physicals	5,000	0	5,000	1,367.00	.00	3,633.00	27.3%
14041500 50370 Parts	7,500	0	7,500	985.03	.00	6,514.97	13.1%
14041500 50375 Gas	2,100	0	2,100	579.60	.00	1,520.40	27.6%
14041500 50377 Diesel	4,100	0	4,100	1,522.34	.00	2,577.66	37.1%
14041500 50378 Tires Expense	2,200	0	2,200	2,610.71	.00	-410.71	118.7%



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Town of Lisbon  
YEAR-TO-DATE BUDGET REPORT

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FOR 2020 04

ACCOUNTS FOR:  
1000 General Fund

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
14041500 50401 Professional Dev	7,500	0	7,500	769.95	1,475.00	5,255.05	29.9%
14041500 50412 Mileage/Travel	300	0	300	69.25	.00	230.75	23.1%
14041500 50490 Capital Projects	75,000	0	75,000	.00	.00	75,000.00	.0%
14041500 50511 Water Usage	2,900	0	2,900	159.00	.00	341.00	31.8%
14041500 50512 Telephone	2,900	0	2,900	828.07	.00	2,071.93	28.6%
14041500 50513 Sewer Expense	30,000	0	30,000	102.80	.00	19,720.00	34.3%
14041500 50536 R&M: Equipment	7,800	0	7,800	10,497.94	.00	19,502.06	35.0%
14041500 50544 R & M: Radios	3,000	0	3,000	3,249.00	.00	4,551.00	41.7%
14041500 50560 Fire Fighting Fo	1,500	0	1,500	745.00	.00	2,255.00	24.8%
14041500 50561 EMS Supplies	22,600	0	22,600	490.74	.00	1,009.26	32.7%
14041500 50562 Personal Protect	7,000	0	7,000	234.00	.00	22,366.00	1.0%
14041500 50563 Hose Replacement	17,636	0	17,636	237.53	.00	6,762.47	3.4%
14041500 50710 Equipment				1,316.00	.00	16,320.00	7.5%
430 Emergency Management							
14043000 50100 LEAS Stipend	149,173	0	149,173	74,587.05	.00	74,585.95	50.0%
14043000 50104 Non Supervisory	1,570	0	1,570	482.72	.00	1,087.28	30.7%
14043000 50201 Unemployment Cos	23	0	23	.00	.00	23.00	.0%
14043000 50202 Workers Comp Ins	6	0	6	.00	.00	6.00	.0%
14043000 50230 FICA Employer Co	120	0	120	36.88	.00	83.12	30.7%
14043000 50402 Dues and Members	35	0	35	.00	.00	35.00	.0%
450 Animal Control Officer							
14045000 50104 Non Supervisory	44,410	0	44,410	15,156.87	.00	29,253.13	34.1%
14045000 50140 Overtime	2,400	0	2,400	.00	.00	2,400.00	.0%
14045000 50201 Unemployment Cos	278	0	278	.00	.00	278.00	.0%
14045000 50202 Workers Comp Ins	885	0	885	.00	.00	885.00	.0%
14045000 50210 MEPRS - Employee	4,184	0	4,184	1,525.44	.00	2,658.56	36.5%
14045000 50220 Health Insurance	23,009	0	23,009	7,590.32	.00	15,418.68	33.0%
14045000 50230 FICA Employer Co	3,582	0	3,582	965.63	.00	2,616.37	27.0%
14045000 50302 Operating Suppli	250	0	250	26.08	.00	223.92	10.4%
14045000 50331 Clothing/Boot Al	600	0	600	.00	.00	600.00	.0%
14045000 50352 Cell Phone/Allow	920	0	920	184.78	.00	735.22	20.1%
14045000 50375 Gas	4,250	0	4,250	729.14	.00	3,520.86	17.2%
14045000 50378 Tires Expense	300	0	300	.00	.00	300.00	.0%
14045000 50401 Professional Dev	500	0	500	330.00	.00	170.00	66.0%
14045000 50433 Animal Shelter S	11,712	0	11,712	11,711.70	.00	.30	100.0%
14045000 50536 R&M: Equipment	700	0	700	199.99	.00	500.01	28.6%
14045000 50710 Equipment	400	0	400	.00	.00	400.00	.0%
460 Lisbon Communications Center							
14046000 50104 Non Supervisory	179,616	0	179,616	63,537.85	.00	116,078.15	35.4%

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Town of Lisbon  
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FOR 2020 04

ACCOUNTS FOR:  
1000 General Fund

	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
14046000 50130 Temporary/season	20,850	0	20,850	6,410.05	.00	14,439.95	30.7%
14046000 50140 Overtime wages	4,250	0	4,250	.00	.00	4,250.00	.0%
14046000 50145 Replacement Wage	37,493	0	37,493	15,364.41	.00	22,128.59	41.0%
14046000 50201 Unemployment Cos	1,240	0	1,240	.00	.00	1,240.00	.0%
14046000 50203 Workers Comp Ins	1,309	0	1,309	.00	.00	1,309.00	.0%
14046000 50210 MEPRS - Employee	21,086	0	21,086	5,421.79	.00	15,664.21	25.7%
14046000 50220 Health Insurance	57,081	0	57,081	17,976.36	.00	39,104.64	31.5%
14046000 50230 FICA Employer Co	18,529	0	18,529	5,903.73	.00	12,625.27	31.9%
14046000 50301 Office Supplies	880	0	880	18.45	.00	861.55	2.1%
14046000 50307 Advertising	120	0	120	79.80	.00	40.20	66.5%
14046000 50349 Recruitment Test	500	0	500	.00	.00	500.00	.0%
14046000 50351 Clothing/Boot Al	1,750	0	1,750	366.69	.00	1,383.31	21.0%
14046000 50401 Professional Dev	1,540	0	1,540	299.00	.00	1,241.00	19.4%
14046000 50413 Mileage/travel	100	0	100	.00	.00	100.00	.0%
14046000 50512 Telephone	1,800	0	1,800	572.24	.00	1,227.76	31.8%
14046000 50536 RM: Equipment	1,125	0	1,125	240.00	.00	885.00	21.3%
TOTAL Public Safety	2,799,124	0	2,799,124	822,237.47	2,870.82	1,974,015.71	29.5%

50 Public Works

505 Department of Public Works

15050500 50102 Department Head	78,663	0	78,663	27,265.62	.00	51,397.38	34.7%
15050500 50104 Non Supervisory	391,524	0	391,524	132,332.67	.00	259,171.33	33.8%
15050500 50107 Administrative	18,748	0	18,748	7,902.74	.00	10,845.26	42.2%
15050500 50140 Overtime wages	40,000	0	40,000	11,456.38	.00	28,543.62	28.6%
15050500 50201 Unemployment Cos	2,060	0	2,060	.00	.00	2,060.00	.0%
15050500 50202 Workers Comp Ins	37,429	0	37,429	.00	.00	37,429.00	.0%
15050500 50210 MEPRS - Employee	45,117	0	45,117	15,062.70	.00	30,054.30	33.4%
15050500 50220 Health Insurance	170,920	0	170,920	30,902.66	.00	140,017.34	18.1%
15050500 50230 FICA Employer Co	40,443	0	40,443	12,817.07	.00	27,625.93	31.7%
15050500 50301 Office Supplies	1,500	0	1,500	893.70	.00	606.30	59.6%
15050500 50302 Operating suppli	8,350	0	8,350	3,492.62	.00	4,857.38	41.8%
15050500 50303 Other Supplies	0	0	0	94.95	.00	-94.95	100.0%
15050500 50306 Postage	150	0	150	1.65	.00	148.35	1.1%
15050500 50307 Advertising	1,000	0	1,000	712.10	.00	287.90	71.2%
15050500 50320 Drug Testing	1,200	0	1,200	204.00	.00	996.00	17.0%
15050500 50351 Clothing/Boot Al	10,000	0	10,000	2,577.91	.00	7,422.09	25.8%
15050500 50352 Cell Phone/Allow	1,600	0	1,600	511.42	.00	1,088.58	32.0%
15050500 50360 Minor equipment	3,000	0	3,000	.00	.00	3,000.00	.0%



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Town of Lisbon  
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FOR 2020 04

ACCOUNTS FOR:  
1000 General Fund

	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
15050500 50363 Culverts	15,000	0	15,000	214.77	.00	14,785.23	1.4%
15050500 50366 Asphalt-Hot Top	15,000	0	15,000	7,413.51	.00	7,586.49	49.4%
15050500 50367 Excavation Expen	5,000	0	5,000	.00	.00	5,000.00	.0%
15050500 50370 Parts - Supplies	40,000	0	40,000	27,036.33	-47.49	13,011.16	67.5%
15050500 50371 Sand & Gravel	9,000	0	9,000	4,056.89	.00	4,943.11	45.1%
15050500 50372 Paint	0	0	0	107.58	.00	-107.58	100.0%
15050500 50375 Gas	7,500	0	7,500	10,394.41	.00	-2,894.41	138.6%
15050500 50376 Oils and lubrica	4,500	0	4,500	960.15	.00	3,539.85	21.3%
15050500 50377 Diesel	22,000	0	22,000	-4,138.66	.00	26,138.66	-18.8%
15050500 50378 Tires Expense	5,000	0	5,000	53.99	.00	4,946.01	1.1%
15050500 50401 Professional Dev	4,000	0	4,000	204.00	.00	3,796.00	5.1%
15050500 50412 Meals and Lodgin	0	0	0	40.88	.00	-40.88	100.0%
15050500 50413 Mileage/ travel	500	0	500	3.25	.00	496.75	.7%
15050500 50430 Filing fees/lice	1,200	0	1,200	.00	.00	1,200.00	.0%
15050500 50455 Professional Serv	26,400	0	26,400	13,811.50	32.50	12,588.50	52.4%
15050500 50411 Water Usage	4,375	0	4,375	65.00	.00	310.00	17.3%
15050500 50412 Telephone	4,640	0	4,640	1,316.51	68.48	3,255.01	29.8%
15050500 50413 Sewer Expense	560	0	560	49.84	.00	510.16	8.9%
15050500 50535 Rental of Equipm	25,000	0	25,000	3,374.80	.00	21,625.20	13.5%
15050500 50336 RAM: Equipment	8,000	0	8,000	3,127.70	.00	4,872.30	39.1%
15050500 50337 Equipment Painti	3,000	0	3,000	3,423.99	.00	-423.99	114.1%
15050500 50338 Foam & Seed	1,500	0	1,500	.00	.00	1,500.00	.0%
15050500 50339 RAM: Catch Basin	5,000	0	5,000	951.50	.00	4,048.50	19.0%
15050500 50541 Ground repair an	6,000	0	6,000	3,400.00	.00	2,600.00	56.7%
15050500 50544 R & M: Radios	1,000	0	1,000	.00	.00	1,000.00	.0%
15050500 50545 R & M: TREE REM	6,000	0	6,000	.00	.00	6,000.00	.0%
15050500 50547 R & M: SIGNS	3,000	0	3,000	182.76	.00	2,817.24	6.1%
15050500 50548 R & M: STREETS	20,000	0	20,000	21,045.07	.00	-1,045.07	105.2%
15050500 50720 Equipment - vehi	20,000	0	20,000	15,435.00	.00	4,565.00	77.2%
15050500 50720 Infrastructure-	475,000	0	475,000	289,484.35	.00	185,515.65	60.9%
510 Winter Operations							
15051000 50140 Overtime	65,000	0	65,000	.00	.00	65,000.00	.0%
15051000 50201 Unemployment Cos	172	0	172	.00	.00	172.00	.0%
15051000 50202 Workers Comp Ins	5,716	0	5,716	.00	.00	5,716.00	.0%
15051000 50210 EMPERS - Employee	6,500	0	6,500	.00	.00	6,500.00	.0%
15051000 50230 FICA Employer Co	4,972	0	4,972	.00	.00	4,972.00	.0%
15051000 50303 Other Supplies	150,000	0	150,000	3,100.80	.00	146,899.20	2.1%
15051000 50370 Parts - Supplies	15,000	0	15,000	.00	.00	15,000.00	.0%
15051000 50451 Contracted Profe	53,000	0	53,000	8,333.00	.00	44,667.00	15.7%
520 Solid Waste							
15052000 50102 Department Head	0	0	0	133.04	.00	-133.04	100.0%

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Town of Lisbon  
YEAR-TO-DATE BUDGET REPORT

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FOR 2020 04

ACCOUNTS FOR:  
1000 General Fund

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
15052000 50104 Non-Supervisory	150,090	0	150,090	41,565.54	.00	108,524.46	27.7%
15052000 50201 Unemployment Cog	858	0	858	.00	.00	858.00	.0%
15052000 50202 Workers Comp Ins	7,800	0	7,800	.00	.00	7,800.00	.0%
15052000 50210 MEPEPS - Employee	11,890	0	11,890	3,595.25	.00	8,294.75	30.2%
15052000 50220 Health Insurance	67,800	0	67,800	14,333.27	.00	53,466.73	21.1%
15052000 50230 FICA Employer Co	11,482	0	11,482	2,773.89	.00	8,706.11	24.2%
15052000 50240 Medical testing	0	0	0	256.58	.00	-256.58	100.0%
15052000 50301 Office Supplies	500	0	500	13.74	.00	486.26	2.7%
15052000 50302 Operating suppli	6,000	0	6,000	2,125.39	.00	3,874.61	35.4%
15052000 50306 Postage	80	0	80	20.25	.00	59.75	25.3%
15052000 50307 Advertising	100	0	100	.00	.00	100.00	.0%
15052000 50308 Printing	1,200	0	1,200	136.38	.00	1,063.62	11.4%
15052000 50320 Drug Testing	350	0	350	97.00	.00	253.00	27.7%
15052000 50351 Clothing/Boot Al	2,500	0	2,500	55.20	.00	2,444.80	2.2%
15052000 50352 Cell Phone allow	420	0	420	140.00	.00	280.00	33.3%
15052000 50368 Hauling	10,800	0	10,800	.00	.00	10,800.00	.0%
15052000 50369 Land Fill	4,000	0	4,000	.00	.00	4,000.00	.0%
15052000 50370 Parts - Supplies	8,000	0	8,000	8,486.29	.00	-486.29	106.1%
15052000 50377 Diesel	6,000	0	6,000	2,552.70	.00	3,447.30	42.5%
15052000 50378 Tires Expense	4,500	0	4,500	.00	.00	4,500.00	.0%
15052000 50401 Professional Dev	250	0	250	.00	.00	250.00	.0%
15052000 50412 Mileage/Travel	700	0	700	50.29	.00	199.71	20.1%
15052000 50430 Filing fees/llice	250	0	250	30.00	.00	220.00	4.3%
15052000 50511 Water usage fees	2,500	0	2,500	474.16	.00	1,025.84	19.0%
15052000 50512 Telephone	1,600	0	1,600	483.80	68.48	1,047.72	34.5%
15052000 50513 Sewer Expense	500	0	500	106.80	.00	393.20	21.4%
15052000 50536 R&M: Equipment	5,000	0	5,000	827.00	.00	4,173.00	16.5%
15052000 50551 Solid waste tipp	0	0	0	65.00	.00	-65.00	100.0%
15052000 50555 Sludge Disposal	0	0	0	-20.00	.00	20.00	100.0%
15052000 50556 Trash Removal	285,000	0	285,000	84,000.68	-164.00	201,163.32	29.4%
15052000 53100 Capital Improvem	50,000	0	50,000	.00	.00	50,000.00	.0%

535 Other Public Works

15053500 50510 Electricity  
15053500 50534 Hydrant Rental  
15053500 50536 R&M: Equipment

TOTAL Public Works

60 Culture & Recreation

605 Library

16060500 50102 Department Head

15053500 50510 Electricity	107,000	0	107,000	24,895.58	7,798.04	74,306.38	30.6%
15053500 50534 Hydrant Rental	406,000	0	406,000	203,000.00	.00	203,000.00	50.0%
15053500 50536 R&M: Equipment	8,500	0	8,500	3,481.07	.00	5,018.93	41.0%
TOTAL Public Works	3,047,909	0	3,047,909	1,053,378.01	7,756.01	1,986,774.98	34.8%
60 Culture & Recreation							
605 Library							
16060500 50102 Department Head	54,892	0	54,892	18,578.59	.00	36,313.41	33.8%



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Town of Lisbon  
YEAR-TO-DATE BUDGET REPORT

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FOR 2020 04

ACCOUNTS FOR:  
1000 General Fund

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
16060500 50104 Non-Supervisory	107,080	0	107,080	37,077.24	.00	70,002.76	34.6%
16060500 50201 Unemployment Cos	1,071	0	1,071	.00	.00	1,071.00	.0%
16060500 50202 Workers Comp Ins	798	0	798	.00	.00	1,798.00	.0%
16060500 50210 MEPRS - Employee	12,966	0	12,966	4,473.20	.00	8,492.80	34.5%
16060500 50220 Health Insurance	72,071	0	72,071	23,072.13	.00	48,998.87	32.0%
16060500 50230 FICA Employer Co	12,391	0	12,391	3,730.66	.00	8,660.34	30.1%
16060500 50301 Office Supplies	3,885	0	3,885	1,635.37	106.69	2,142.94	44.8%
16060500 50302 Operating suppli	38,968	0	38,968	9,000.68	-628.23	30,595.55	21.5%
16060500 50306 Postage	1,605	0	1,605	884.00	.00	721.00	55.1%
16060500 50308 Printing	550	0	550	.00	.00	550.00	.0%
16060500 50352 Cell Phone/Allow	420	0	420	140.00	.00	280.00	33.3%
16060500 50401 Professional Dev	550	0	550	.00	.00	550.00	.0%
16060500 50402 Dues and Members	200	0	200	.00	.00	200.00	.0%
16060500 50413 Mileage/ travel	300	0	300	.00	.00	300.00	.0%
16060500 50511 Water usage fees	225	0	225	53.00	.00	172.00	23.6%
16060500 50512 Telephone	2,950	0	2,950	640.35	.00	2,309.65	21.7%
16060500 50513 Sewer Expense	145	0	145	35.60	.00	109.40	24.5%
16060500 50535 Rentals of Equip	600	0	600	117.00	.00	483.00	19.5%
16060500 50536 R&M: Equipment	650	0	650	289.00	.00	361.00	44.5%
615 Parks & Recreation							
16061500 50102 Department Head	62,851	0	62,851	21,030.76	.00	41,820.24	33.5%
16061500 50104 Non-Supervisory	162,085	0	162,085	61,147.38	.00	100,937.62	37.7%
16061500 50130 Temporary/Season	136,650	0	136,650	97,933.66	.00	38,716.34	71.7%
16061500 50140 Overtime	6,302	0	6,302	3,268.97	.00	3,033.03	51.9%
16061500 50201 Unemployment Cos	3,595	0	3,595	.00	.00	3,595.00	.0%
16061500 50202 Workers Comp Ins	17,903	0	17,903	.00	.00	17,903.00	.0%
16061500 50210 MEPRS - Employee	10,166	0	10,166	4,535.47	.00	5,630.53	44.6%
16061500 50220 Health Insurance	61,245	0	61,245	19,589.96	.00	41,655.04	32.0%
16061500 50230 FICA Employer Co	28,144	0	28,144	13,316.74	.00	14,827.26	47.3%
16061500 50301 Office Supplies	1,200	0	1,200	198.20	.00	1,001.80	16.5%
16061500 50302 Operating suppli	41,700	0	41,700	14,502.99	-637.15	27,834.16	33.3%
16061500 50306 Postage	200	0	200	9.20	.00	190.80	4.6%
16061500 50307 Advertising	500	0	500	712.10	.00	-212.10	142.4%
16061500 50352 Cell Phone/Allow	420	0	420	140.00	.00	280.00	33.3%
16061500 50355 Co-Ed Softball/F	12,000	0	12,000	5,838.21	.00	6,161.79	48.7%
16061500 50356 Summer Trips	31,000	0	31,000	20,750.98	.00	10,249.02	66.9%
16061500 50357 Sunshine Hall	3,000	0	3,000	2,182.56	.00	817.44	72.8%
16061500 50358 New Programs	8,000	0	8,000	3,130.00	.00	4,870.00	39.1%
16061500 50359 Officials	3,400	0	3,400	2,345.16	.00	1,054.84	69.0%
16061500 50375 Gas	4,000	0	4,000	1,694.17	.00	2,305.83	42.4%
16061500 50377 Diesel	1,400	0	1,400	906.02	.00	493.98	64.7%

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ACCOUNTS FOR:  
1000 General Fund

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
16061500 50380 Uniforms/safety	500	0	500	17.99	.00	482.01	3.6%
16061500 50401 Professional Dev	1,200	0	1,200	.00	.00	1,200.00	0%
16061500 50414 Senior Meals Exp	7,000	0	7,000	2,128.52	.00	4,871.48	30.4%
16061500 50483 Security System	3,360	0	3,360	180.00	.00	3,180.00	50.0%
16061500 50501 Vehicle Repairs	3,000	0	3,000	228.75	.00	2,771.25	7.6%
16061500 50510 Electricity	300	0	300	95.09	.00	204.91	31.7%
16061500 50511 Water Usage	1,312	0	1,312	591.96	.00	720.04	45.1%
16061500 50512 Telephone	3,800	0	3,800	2,082.35	399.16	1,318.49	65.3%
16061500 50513 Sewer Expense	1,000	0	1,000	163.76	.00	836.24	16.4%
16061500 50522 Space Rental	2,200	0	2,200	870.00	.00	1,330.00	39.5%
16061500 50536 RM: Equipment	5,000	0	5,000	342.90	.00	4,657.10	6.9%
16061500 50541 Grounds main/mena	9,200	0	9,200	1,102.64	.00	8,097.36	12.0%
16061500 50542 River Trail main	5,000	0	5,000	2,579.00	.00	2,421.00	51.6%
16061500 50543 RM: Green Thumb	4,690	0	4,690	1,217.09	.00	3,472.91	26.0%
16061500 50556 Trash Removal	1,150	0	1,150	505.53	.00	644.47	44.0%
620 Other Public Services							
16062000 50402 Transportation s	42,000	0	42,000	20,000.00	.00	22,000.00	47.6%
16062000 50650 Historical Socie	2,000	0	2,000	.00	.00	2,000.00	0%
16062000 50651 MACO	1,000	0	1,000	.00	.00	1,000.00	0%
16062000 50652 Memorial Day	1,800	0	1,800	.00	.00	1,800.00	0%
16062000 50653 MMA	7,875	0	7,875	.00	.00	7,875.00	0%
TOTAL Culture & Recreation	1,008,465	0	1,008,465	405,064.93	-759.53	604,159.60	40.1%
70 Economic Development							
705 Economic Development							
17070500 29785 Downtown Grant 1	0	0	0	95,208.94	.00	-95,208.94	100.0%
17070500 50102 Department Head	58,122	0	58,122	11,765.74	.00	46,356.26	20.2%
17070500 50201 Unemployment Cos	172	0	172	.00	.00	172.00	0%
17070500 50202 Workers Comp Ins	227	0	227	.00	.00	227.00	0%
17070500 50210 MEMERS Employee	6,103	0	6,103	1,176.57	.00	4,926.43	19.3%
17070500 50220 Health Insurance	10,609	0	10,609	.00	.00	10,609.00	0%
17070500 50230 FICA Employer Co	4,447	0	4,447	827.18	.00	3,619.82	18.6%
17070500 50301 Office Supplies	4,450	0	4,450	75	.00	4,375.00	2%
17070500 50302 Operating suppli	3,000	0	3,000	448.72	.00	2,551.28	15.0%
17070500 50306 Postage	350	0	350	.00	.00	350.00	0%



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ACCOUNTS FOR:  
1000 General Fund

17070500 50307 Advertising  
17070500 50352 Cell Phone/Allow  
17070500 50401 Professional emp  
17070500 50402 Dues and Members  
17070500 50406 AVCOG Dues  
17070500 50412 Meal allowance  
17070500 50413 Mileage/travel  
17070500 50900 Miscellaneous

TOTAL Economic Development

85 Intergovernmental

850 County Tax

18085000 50405 PSAP Fees  
18085000 50920 County tax

TOTAL Intergovernmental

TOTAL General Fund

TOTAL EXPENSES

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
	3,500	0	3,500	.00	.00	3,500.00	.0%
	3,420	0	3,420	35.00	.00	385.00	8.3%
	3,500	0	3,500	.00	.00	3,500.00	.0%
	3,000	0	3,000	300.00	.00	2,700.00	10.0%
	9,296	0	9,296	9,295.12	.00	.88	100.0%
	500	0	500	.00	.00	500.00	.0%
	1,000	0	1,000	.00	.00	1,000.00	.0%
	0	0	0	388.50	.00	-388.50	100.0%
	104,696	0	104,696	119,446.52	.00	-14,750.52	114.1%
	20,811	0	20,811	18,918.90	.00	1,892.10	90.9%
	722,337	0	722,337	722,336.65	.00	.35	100.0%
	743,148	0	743,148	741,255.55	.00	1,892.45	99.7%
	16,848,662	0	16,848,662	6,075,759.70	15,440.73	10,757,461.57	36.2%
	16,848,662	0	16,848,662	6,075,759.70	15,440.73	10,757,461.57	

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ACCOUNTS FOR:  
3000 Debt Service

	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
80 Debt Service							
810 Debt Service-Bonds							
38081000 53400 2005 Bond Princi	31,226	0	31,226	31,226.00	.00	.00	100.0%
38081000 53401 2006 Bond Princi	36,000	0	36,000	36,000.00	.00	.00	100.0%
38081000 53402 2009 Bond Princi	131,086	0	131,086	131,086.01	.00	.00	100.0%
38081000 53403 2010 Bond Princi	53,500	0	53,500	53,040.00	.00	460.00	99.1%
38081000 53404 2011 Bond Princi	27,000	0	27,000	27,000.00	.00	.00	100.0%
38081000 53405 2014 OECB Princi	26,880	0	26,880	.00	.00	26,880.00	.0%
38081000 53406 2017 Bond Princi	150,000	0	150,000	150,000.00	.00	.00	100.0%
38081000 53600 2005 Bond Intere	1,066	0	1,066	.00	.00	1,066.00	.0%
38081000 53601 2006 Bond Intere	684	0	684	.00	.00	684.00	.0%
38081000 53603 2010 Bond Intere	18,191	0	18,191	9,876.81	.00	8,314.19	54.3%
38081000 53604 2011 Bond Intere	338	0	338	202.50	.00	135.50	59.9%
38081000 53605 2014 OECB Intere	27,905	0	27,905	.00	.00	27,905.00	.0%
38081000 53607 2017 Bond Intere	27,240	0	27,240	14,152.50	.00	13,087.50	52.0%
TOTAL Debt Service	531,116	0	531,116	452,583.82	.00	78,532.18	85.2%
TOTAL Debt Service	531,116	0	531,116	452,583.82	.00	78,532.18	85.2%
TOTAL EXPENSES	531,116	0	531,116	452,583.82	.00	78,532.18	



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ACCOUNTS FOR:  
6000 Sewer Fund

50 Public Works

525 Treatment Plant

	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
55052500 50102 Department Head	83,963	0	83,963	29,063.94	.00	54,899.06	34.6%
65052500 50104 Non Supervisory	197,947	0	197,947	59,197.76	.00	138,749.24	29.9%
65052500 50107 Admin Wages	14,191	0	14,191	.00	.00	14,191.00	.0%
65052500 50140 Overtime wages	23,500	0	23,500	7,432.53	.00	16,067.47	31.6%
65052500 50201 Unemployment Cos	1,030	0	1,030	.00	.00	1,030.00	.0%
65052500 50202 Workers compensa	14,433	0	14,433	.00	.00	14,433.00	.0%
65052500 50210 Maine State Reti	25,472	0	25,472	7,630.05	.00	17,841.95	30.0%
65052500 50215 Admin Benefits	6,531	0	6,531	.00	.00	6,531.00	.0%
65052500 50220 Health Insurance	76,188	0	76,188	20,005.17	.00	56,182.83	26.3%
65052500 50221 HRA Costs	3,218	0	3,218	467.52	.00	2,750.48	14.5%
65052500 50230 FICA taxes	23,402	0	23,402	6,719.12	.00	16,682.88	28.7%
65052500 50301 Office supplies	2,500	0	2,500	890.22	.00	1,609.78	35.6%
65052500 50302 Operating suppli	0	0	0	-731.50	.00	731.50	100.0%
65052500 50303 Other Supplies	41,500	0	41,500	7,815.61	.00	33,684.39	18.8%
65052500 50306 Postage	8,500	0	8,500	60.10	.00	8,439.90	.7%
65052500 50307 Advertising	200	0	200	712.10	.00	-512.10	356.1%
65052500 50331 Small Tools	3,000	0	3,000	121.90	.00	2,878.10	4.1%
65052500 50351 Clothing/Boor Al	4,500	0	4,500	1,959.56	.00	2,540.44	43.5%
65052500 50352 Cell Phone allow	2,441	0	2,441	669.75	.00	1,771.25	27.4%
65052500 50350 Minor equipment	0	0	0	45.98	.00	-45.98	100.0%
65052500 50315 Gas	4,600	0	4,600	1,046.30	.00	3,553.70	22.7%
65052500 50377 Diesel	5,200	0	5,200	493.68	.00	4,706.32	9.5%
65052500 50401 Professional emp	2,500	0	2,500	912.00	.00	1,343.00	46.3%
65052500 50413 Mileage/Travel R	300	0	300	.00	.00	300.00	.0%
65052500 50430 Filing fees/lice	1,500	0	1,500	1,053.94	.00	446.06	70.3%
65052500 50450 Legal expense	1,000	0	1,000	.00	.00	1,000.00	.0%
65052500 50452 Audit services	2,550	0	2,550	500.00	.00	2,050.00	19.6%
65052500 50455 Professional Serv	10,000	0	10,000	2,363.50	.00	7,636.50	23.6%
65052500 50483 Security System	1,800	0	1,800	542.67	.00	1,257.33	30.1%
65052500 50510 Electricity	97,000	0	97,000	31,589.96	.00	65,410.04	32.6%
65052500 50511 Water usage fees	12,500	0	12,500	4,776.33	.00	7,723.67	38.2%
65052500 50512 Telephone	2,540	0	2,540	629.09	.00	1,910.91	24.8%
65052500 50514 Heating Fuel	7,500	0	7,500	3,431.82	.00	4,068.18	45.8%
65052500 50539 R&M Catch Basin	7,500	0	7,500	1,425.63	.00	6,074.37	19.0%
65052500 50546 R & M: SEWER	72,000	0	72,000	5,141.00	1,551.26	65,307.74	9.3%
65052500 50550 Meter Read	10,000	0	10,000	.00	.00	10,000.00	.0%
65052500 50555 Sludge Disposal	81,000	0	81,000	24,867.69	.00	56,132.31	30.7%

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ACCOUNTS FOR:  
6000 Sewer Fund

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
65052500 50556 Trash Removal	1,700	0	1,700	673.55	.00	1,026.45	39.6%
65052500 50557 CCTV & Cleaning	10,000	0	10,000	.00	.00	10,000.00	.0%
65052500 50601 General Liabilit	2,599	0	2,599	2,582.30	.00	16.70	99.4%
65052500 50602 Vehicle Insuranc	1,054	0	1,054	1,054.00	.00	.00	100.0%
65052500 50604 Property Insuran	6,777	0	6,777	6,793.00	.00	-16.00	100.2%
65052500 50750 Improvements.oth	150,000	0	150,000	.00	.00	150,000.00	.0%
65052500 50806 Bond Administrat	2,200	0	2,200	.00	.00	2,200.00	.0%
65052500 53307 Vector Lease	37,313	0	37,313	.00	.00	37,313.00	.0%
65052500 53400 2005 Bond Princi	17,500	0	17,500	.00	.00	17,500.00	.0%
65052500 53401 2006 Bond Princi	25,000	0	25,000	25,000.00	.00	.00	100.0%
65052500 53405 2014 QECB Princi	10,453	0	10,453	.00	.00	10,453.00	.0%
65052500 53600 2005 Bond Intere	2,360	0	2,360	873.96	.00	1,486.04	37.0%
65052500 53601 2006 Bond Intere	3,690	0	3,690	2,563.81	.00	1,126.19	69.5%
65052500 53605 2014 QECB Intere	10,852	0	10,852	.00	.00	10,852.00	.0%
TOTAL Public Works	1,133,504	0	1,133,504	261,105.54	1,064.76	871,333.70	23.1%
TOTAL Sewer Fund	1,133,504	0	1,133,504	261,105.54	1,064.76	871,333.70	23.1%
TOTAL EXPENSES	1,133,504	0	1,133,504	261,105.54	1,064.76	871,333.70	



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ACCOUNTS FOR:  
1000 General Fund

	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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20 General Government

200 General Government

12020000 40001 Real estate and	0	0	0	152.40	.00	-152.40	100.0%
12020000 40002 In lieu of prope	-10,000	0	-10,000	-4,683.53	.00	-5,316.47	46.8%
12020000 40004 Supplemental Real	0	0	0	-5,945.94	.00	-5,945.94	100.0%
12020000 40020 Motor vehicle ex	-1,600,000	0	-1,600,000	-575,014.88	.00	-1,024,985.12	35.9%
12020000 40021 Boat excise tax	-5,000	0	-5,000	-1,057.80	.00	-3,542.20	29.2%
12020000 40030 Interest/Penalti	-32,000	0	-32,000	-10,565.45	.00	-21,434.55	33.0%
12020000 40160 Agent Fees	-28,000	0	-28,000	-12,030.00	.00	-15,970.00	43.0%
12020000 40226 State revenue sh	-924,776	0	-924,776	-243,178.83	.00	-681,597.17	26.3%
12020000 40227 Urban road initi	-97,724	0	-97,724	107,739.49	.00	-97,724.00	100.0%
12020000 40230 Homestead exempt	-10,000	0	-10,000	.00	.00	-10,000.00	.0%
12020000 40231 Veterans Reimbur	-15,000	0	-15,000	.00	.00	-15,000.00	.0%
12020000 40232 Tree Growth Reim	0	0	0	402,555.98	.00	-402,555.98	100.0%
12020000 40233 BPE Reimburse	-20,475	0	-20,475	-6.00	.00	-20,475.00	2.4%
12020000 40235 State Road Reven	-250	0	-250	764.60	.00	-244.00	130.9%
12020000 40260 Fax Revenue	-150	0	-150	.00	.00	-150.00	100.0%
12020000 40261 Copier Revenue	0	0	0	.00	.00	-764.60	.0%
12020000 40362 NSF Fees	-16,391	0	-16,391	.00	.00	-16,391.00	.0%
12020000 40301 Sewer Dept Admin	-6,531	0	-6,531	.00	.00	-6,531.00	.0%
12020000 40302 Water Dept Benef	-11,460	0	-11,460	-3,819.88	.00	-7,640.12	33.3%
12020000 40303 Water Dept Admin	-5,395	0	-5,395	-1,792.36	.00	-3,602.64	33.2%
12020000 40304 Water Dept Benef	-3,000	0	-3,000	-1,000.00	.00	-2,000.00	33.3%
12020000 40305 Water Dept IT Re	-13,159	0	-13,159	-13,159.20	.00	.20	100.0%
12020000 40306 Water Dept Insur	0	0	0	-105.00	.00	105.00	100.0%
12020000 40391 Misc Fees	0	0	0	-83.61	.00	83.61	100.0%
12020000 40391 Misc Revenue	-40,000	0	-40,000	-35,321.99	.00	-4,678.01	88.3%
12020000 44409 Investment earni							

216 Planning Board

12021600 40265 Planning/Appeals

225 Clerk

12022500 40100 Business license  
12022500 40110 Clerk Fees

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ACCOUNTS FOR: 1000 General Fund	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12022500 40112 Vital Records	-9,057	0	-9,057	-3,465.80	.00	-5,591.20	38.3%
12022500 40113 Animal Licenses	-884	0	-884	-84.00	.00	-800.00	9.5%
12022500 40263 Notary Fees	-500	0	-500	-390.00	.00	-110.00	78.0%
12022500 40264 School Election	-900	0	-900	.00	.00	-900.00	.0%
245 Code Enforcement							
12024500 40114 Town Plumbing, Pe	-5,000	0	-5,000	-3,152.50	.00	-1,847.50	63.1%
12024500 40266 Construction Fee	-16,000	0	-16,000	-8,395.50	.00	-7,604.50	52.5%
12024500 40268 Sabattus Code Re	-23,000	0	-23,000	-11,250.00	.00	-11,750.00	48.9%
TOTAL General Government	-2,902,552	0	-2,902,552	-426,234.50	.00	-2,476,317.50	14.7%
30 Health & Welfare/General Assis							
310 General Assistance							
13031000 40228 General assistan	-17,500	0	-17,500	.00	.00	-17,500.00	.0%
TOTAL Health & Welfare/General Assis	-17,500	0	-17,500	.00	.00	-17,500.00	.0%
40 Public Safety							
405 Police							
14040500 40400 Court fines	-100	0	-100	-49.63	.00	-50.37	49.6%
14040500 40401 Parking Tickets	0	0	0	-30.00	.00	30.00	100.0%
14040500 40410 Police Report Fe	-1,500	0	-1,500	-1,172.46	.00	-327.54	78.2%
14040500 40411 Restitution	0	0	0	-1,785.00	.00	1,785.00	100.0%
14040500 40412 Town Concealed W	0	0	0	-127.00	.00	127.00	100.0%
14040500 40420 SRO Reimbursemen	-62,940	0	-62,940	-20,979.77	.00	-41,960.23	33.3%
14040500 40421 School Detail	-7,000	0	-7,000	.00	.00	-7,000.00	.0%
14040500 40991 Misc Revenue	-500	0	-500	-55.00	.00	-445.00	11.0%
450 Animal Control Officer							
14045000 40450 ACO Fines & Fees	0	0	0	-225.00	.00	225.00	100.0%



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ACCOUNTS FOR:  
1000 General Fund

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
14045000 40451 Sabatius ACO Rev	-21,455	0	-21,455	-10,727.50	.00	-10,727.50	50.0%
14045000 40452 Bowdoin ACO Reve	-8,800	0	-8,800	-4,132.50	.00	-4,667.50	47.0%
14045000 40453 Durham ACO Reven	-9,500	0	-9,500	-4,750.00	.00	-4,750.00	50.0%
460 Lisbon Communications Center							
14046000 40431 Lisbon Emergency	-5,500	0	-5,500	-1,250.00	.00	-4,250.00	22.7%
TOTAL Public Safety	-117,295	0	-117,295	-45,283.86	.00	-72,011.14	38.6%
50 Public Works							
520 Solid Waste							
15052000 40500 Solid Waste Perm	-75,000	0	-75,000	-67,210.00	.00	-7,790.00	89.6%
15052000 40501 Metal	-20,000	0	-20,000	-7,363.71	.00	-12,636.29	36.8%
15052000 40502 Cardboard	-10,000	0	-10,000	-262.92	.00	-9,737.08	2.6%
15052000 40503 Mixed Paper	-1,500	0	-1,500	-75.00	.00	-1,425.00	5.0%
15052000 40504 Newspaper	-1,200	0	-1,200	.00	.00	-1,200.00	.0%
15052000 40505 Yard Items	-15,000	0	-15,000	-12,966.00	.00	-2,034.00	86.4%
15052000 40506 Tires	-1,000	0	-1,000	-1,465.00	.00	465.00	146.5%
15052000 40515 Universal Waste	-3,000	0	-3,000	-3,472.00	.00	472.00	115.7%
15052000 40521 Commercial Dispo	-9,000	0	-9,000	-5,708.00	.00	-3,292.00	63.4%
15052000 40522 Excavation Reven	-2,000	0	-2,000	-1,650.00	.00	-350.00	82.5%
TOTAL Public Works	-137,700	0	-137,700	-100,172.63	.00	-37,527.37	72.7%
60 Culture & Recreation							
605 Library							
16060500 40360 Library Non-Resi	-1,900	0	-1,900	-850.00	.00	-1,050.00	44.7%
16060500 40361 Library Fines	-2,000	0	-2,000	-752.00	.00	-1,248.00	37.6%
16060500 40362 Library Fax	-475	0	-475	-155.00	.00	-320.00	32.6%
16060500 40363 Damage/Lost Fee	-400	0	-400	-239.57	.00	-160.43	59.9%
16060500 40960 Restricted Donat	0	0	0	-558.00	.00	558.00	100.0%
615 Parks & Recreation							
16061500 40300 Before School	-70,000	0	-70,000	-15,371.39	.00	-54,628.61	22.0%

FOR 2020 04

ACCOUNTS FOR:  
1000 General

ACCOUNTS FOR: 1000	GENERAL FUND	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
16061500 40301	Fitness Center	-18,000	0	-18,000	-4,533.75	.00	-13,466.25	25.2%
16061500 40302	Out of Town	-1,500	0	-1,500	-846.50	.00	-653.50	56.4%
16061500 40303	Playground	-35,000	0	-35,000	-8,139.37	.00	-26,860.63	23.3%
16061500 40304	Trekker	-44,000	0	-44,000	-20,801.97	.00	-23,198.03	47.3%
16061500 40305	Trips/Excursion	-30,000	0	-30,000	-16,913.93	.00	-13,086.07	56.4%
16061500 40306	Marion T. Morse	-4,500	0	-4,500	-2,415.00	.00	-2,085.00	53.7%
16061500 40307	Fitness Instruct	-12,000	0	-12,000	-2,698.25	.00	-9,301.75	22.5%
16061500 40308	Senior Meals	-7,000	0	-7,000	-2,642.00	.00	-4,358.00	37.7%
16061500 40309	New Programs	-8,000	0	-8,000	-1,547.95	.00	-6,452.05	19.3%
16061500 40310	Moxie 5-K	-3,000	0	-3,000	-9,095.00	.00	6,095.00	303.2%
16061500 40311	Moxie Car Show	-3,000	0	-3,000	-3,000.00	.00	.00	100.0%
16061500 40320	Basketball 1-3	-1,210	0	-1,210	-133.00	.00	-1,077.00	11.0%
16061500 40321	Basketball 4-6	-2,023	0	-2,023	-134.75	.00	-1,888.25	6.7%
16061500 40322	Winter/Spring Sw	-1,500	0	-1,500	.00	.00	-1,500.00	.0%
16061500 40330	Summer Basketball	-400	0	-400	-855.00	.00	455.00	213.8%
16061500 40332	Summer Football	-2,000	0	-2,000	-1,579.50	.00	-420.50	79.0%
16061500 40333	Summer Pee Wee F	-120	0	-120	-649.00	.00	529.00	540.8%
16061500 40334	Summer Soccer	-700	0	-700	-171.00	.00	-529.00	24.4%
16061500 40335	Summer Swim	-1,500	0	-1,500	-1,058.70	.00	-441.30	70.6%
16061500 40336	Co-ed Softball	-12,000	0	-12,000	-6,785.00	.00	-5,215.00	56.5%
16061500 40337	Summer Tennis	-250	0	-250	.00	.00	-250.00	.0%
16061500 40340	Fall Field Hocke	-520	0	-520	-501.90	.00	-18.10	96.5%
16061500 40341	Fall Soccer	-5,000	0	-5,000	-5,357.91	.00	357.91	107.2%
16061500 40342	Football Tackle	-3,300	0	-3,300	-3,294.85	.00	-5.15	99.8%
16061500 40343	Football Tackle	-2,500	0	-2,500	-1,297.65	.00	-1,202.35	51.5%
16061500 40344	Track & Field	-3,000	0	-3,000	-2,223.75	.00	-776.25	74.1%
16061500 40366	Playground	0	0	0	-1,878.10	.00	1,878.10	100.0%
16061500 40367	Rec	-8,000	0	-8,000	-800.00	.00	-4,000.00	16.7%
16061500 40380	Park Cabin Rent	-4,800	0	-4,800	-800.00	.00	-4,000.00	16.7%
16061500 40381	Beaver Park Fees	-10,000	0	-10,000	-4,706.75	.00	-5,293.25	47.1%
TOTAL Culture & Recreation		-299,598	0	-299,598	-121,996.54	.00	-177,601.46	40.7%

70 Economic Development

705 Economic Development

17070500 40670 TIF Revenue

TOTAL Economic Development

80 Debt Service

805 Capital Leases



11/08/2019 09:02  
4975ktierney

Town of Lisbon  
YEAR-TO-DATE BUDGET REPORT

P 5  
glytdbud

FOR 2020 04

ACCOUNTS FOR:  
1000 General Fund

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
18080500 Interest Rebate	-15,840	0	-15,840	.00	.00	-15,840.00	.0%
TOTAL Debt Service	-15,840	0	-15,840	.00	.00	-15,840.00	.0%
TOTAL General Fund	-3,595,181	0	-3,595,181	-693,687.53	.00	-2,901,493.47	19.3%
TOTAL REVENUES	-3,595,181	0	-3,595,181	-693,687.53	.00	-2,901,493.47	

11/08/2019 09:02  
4975xtierney

Town of Lisbon  
YEAR-TO-DATE BUDGET REPORT

P 13  
lglytdbud

FOR 2020 04

ACCOUNTS FOR:  
6000 Sewer Fund

ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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50 Public Works

525 Treatment Plant

65052500 40600 Domestic Sewer R	0	0	-395,721.00	.00	395,721.00	100.0%
65052500 40601 Industrial Sewer	0	0	-20,663.03	.00	20,663.03	100.0%
65052500 40602 Septage Revenue	0	0	-79,343.65	.00	79,343.65	100.0%
65052500 40603 Finance Charges	0	0	-1,715.13	.00	1,715.13	100.0%
65052500 40606 Sewer Applicatio	0	0	-502.44	.00	502.44	100.0%
65052500 40607 Sewer Hook-Up fe	0	0	-20,097.56	.00	20,097.56	100.0%

TOTAL Public Works

0	0	0	-518,042.81	.00	518,042.81	100.0%
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TOTAL Sewer Fund

0	0	0	-518,042.81	.00	518,042.81	100.0%
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TOTAL REVENUES

0	0	0	-518,042.81	.00	518,042.81	
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# Town of Lisbon

## Fire Department

Nathan LeClair, Fire Chief



To: Lisbon Town Council

Department Monthly Report: October 2019

In the month of October the Fire Department responded to 32 calls for service (includes inspections and various investigations and complaints, such as unpermitted burns). The Department responded to 5 requests for the Fire Department First Responders. The Department responded to 1 request to assist Lisbon Emergency this past month.



In the month of October we had 3 mutual aid requests. We were requested to the Town of Durham for a structure fire on Hallowell Rd and we requested twice to the City of Lewiston for station coverage

Training in the month of October was Haz-Mat Operations, refresher. Federal law requires any agency that responds to potential incidents involving hazardous materials be trained. This includes materials, such as gasoline, diesel, and

home heating fuel. Al Nygren from Training Technologies came in and did this training.

Annual NFPA ladder testing was completed in October as well. This is a required, third party testing of the aerial ladder on Truck 6 and all of the fire service ground ladders.

On October 17<sup>th</sup> we had the first Nor'easter of the year come through. We were expecting the worse and luckily our responses we not that bad. We responded to 10 calls that day, only 7 of which were directly related to the storm. A big difference then the October 30, 2017 storm where we responded to over 20 calls.

The month of October was fire prevention month. Every year we go into the Lisbon Community School and give out our fire prevention message. A national public safety campaign that has been going on since the 1920's. In the recent years we have reached out to around 600 kids by going into the school. This year we expanded this by, not only going into LCS, but also by going into Gartley Street, Open Door Christian Academy,





## Town of Lisbon

## Fire Department

Nathan LeClair, Fire Chief



Lisbon Falls Christian Academy, numerous daycares, and a fire prevention event at Aubuchon Hardware, and an event at the library for home schooled kids. We estimated that we reached out to approximately 800 kids this year.

A major car accident on Lisbon St by Five County Credit Union caused some turmoil on October the 16<sup>th</sup>. The three car accident required the use of hydraulic rescue tool to assist in removing one victim and the presence of a LifeFlight helicopter, landing right next to the road. The road was closed for three hours while the scene was investigated and cleaned up.

As cold weather is upon us, we would like to remind the public of the dangers of common monoxide. Please service use heating devices appropriately. Carbon monoxide is an odorless, colorless, and deadly gas.

Month of October incident type break down.

Incident Type	Occurrences
Building fire	1
Special outside fire, other	1
Medical assist, assist EMS crew	1
EMS Call, excluding vehicle accident with injuries	3
Motor vehicle accident with injuries	3
Hazardous Condition, other	2
Carbon monoxide incident	1
Power line down	2
Vehicle accident, general cleanup	1
Service call, other	1
Assist police or other governmental agency	1
Unauthorized burning	1
Public service assistance, other	1
Cover assignment, moveup	2
Dispatched, canceled en route	3
No incident found on arrival at dispatched location	1
Authorized control burning	1
Smoke scare, odor of smoke	2
Sprinkler activation due to malfunction	1





# Town of Lisbon

## Fire Department

Nathan LeClair, Fire Chief



Severe weather or natural disaster, other	2
Wind storm, tornado/hurricane assessment	1
<b>Total:</b>	<b>32</b>

Respectfully submitted

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

Nathan LeClair

Fire Chief

LIBRARY DEPARTMENT  
TOWN COUNCIL /TOWN MANAGER MONTHLY REPORT  
October 2019

Adult Books	1,169	Adult DVD's	277
Juvenile Books	913	Juvenile DVD's	180
Audio Books	88	Periodicals	91
ILL In	190	ILL Out	256
E-Readers Users	45	E-Reader Downloads	149
Adult Room Count	1,684	Juvenile Room Count	721
Patron Use Computers	332	New Patrons	36
Sat AM Storytime	17	Thursday PM Storytime	21
Legos Club	2	Animation Stop Motion	0
Crafts/Claudia	7	Steam Lab Program	7
Heart & Soul Daycare	40	Creative Writing Club	2
Video Game Night	3	Coloring Club	3
Reciprocal Lisbon Patrons Visit other Lib.	3	<i>Playhouse Use</i>	5
Reciprocal Patrons from other lib.visit Lisbon Lib	<i>5 with 8 items checked</i>	<i>Halloween Party</i>	52

\*Library closed Monday, 10/14/19 Indigenous Peoples 'Day/Columbus Day

The Library Department hosted our annual "Halloween Parade and Party on October 30<sup>th</sup>. 52 children and their parents joined Officer McGee, Fire Chief Nate & Carol LeClair and library staff as we visited 10 businesses along Main St. The children enjoyed the treats while the businesses enjoyed seeing the children in their costumes. It was as a successful event.

The children and their families returned to the library for games and refreshments. We will visit the Main St. businesses again in December with our annual "Holiday Caroling Parade." We feel these events are important for the children and families in our community and for the businesses as well. It is a wonderful collaboration between a municipal department and local businesses.

The children continued to visit the library after school for programs and school reading/research needs throughout the month of October.

The Maine Reciprocal Borrowing Program brought 5 patrons from area libraries to the Lisbon Library in October. Three Lisbon patrons visited other libraries as well. The program continues to expand with interest from many patrons. I will keep the Town Council and Town Manager informed as the program moves forward.



Our Inter Library Loan Service saw increases in October. Lisbon patrons requested and received 190 items from other Maine libraries. Our library sent out a record-breaking 256 items to patrons throughout the state. This service continues to be affordable, convenient and important to our patrons.

I am honored and pleased to inform the Town Council that the Lisbon Library Department is the recipient of the "Alison M. Ross Memorial Fund". Mrs. Ross was a longtime patron at the Lisbon Library and continued with a Non-Resident membership when she moved to Brunswick. Her daughter, Diane MacLaren met with me several weeks ago to let me know her mother had wanted to establish a fund for all the years of wonderful service she said she received at the Lisbon Library. I informed the Town Manager and Finance Director of the forthcoming gift. They both assured me that the account could be set up like the other memorial funds to be expended as requested. Mrs. MacLaren met with me on 10/24/19 and generously gifted the Lisbon Library ten thousand dollars! We are honored, appreciative and proud to be the recipient of such a generous gift. The Town Manager and Finance Director set up an "Alison M. Ross Memorial Fund" within the Munis System and deposited the check. Mrs. MacLaren and I chatted about the library needs and services we would like to offer to our community. We have decided to use the funds to assist our local Senior Citizens with services to enhance their lives. We discussed programs specific to Senior Citizens to help with their computer, smartphones and other technology needs. Other possible programs would assist Seniors with information about taxes, medical insurance and other needs. Other ideas include speakers, authors and events with input from the community. Mrs. MacLaren feels this would allow the Seniors to live more comfortably with free programs offered within our community in our library facility that is easily accessible to all. I agree that it will be a great way to honor Mrs. Ross, the Lisbon Senior Citizens and the Lisbon community.

I will keep the Town Council informed. Again, the Lisbon Library is honored to be the recipient of this wonderful gift in memory of our dear friend, Alison M. Ross.

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](mailto:mstevens@lisbonme.org)

TO: Diane Barnes; Town Manager

SUBJECT: Monthly Report, October 2019

DATE: November 6, 2019

October is always a transition month for both programming and park maintenance for our department. We are wrapping up all the sports from the fall and preparing for the winter. We collect equipment, uniforms, take inventory and put away for the following year. This is the time of year when we prune, clip and mow for the last time, and start to put our gardens to bed for the winter.

Unfortunately, Joe Bisson decided to end his employment with us. We wish him well with his next endeavor. Cherie and I will take some days out of the office to keep things going until we can find a suitable candidate. PW will assist us in our heavy work. Seen in the picture to the right: Sadie Mae, our office dog.



On October 26<sup>th</sup>, just a few days before our annual Halloween event the Positive Change Lisbon held the annual Harvest Festival at MTM. Another huge turn-out from business and community members.



October 31<sup>st</sup>. Halloween night we offered the town a place to gather for food, music, and fun at MTM. We gave out 500 hotdogs in 2 hours.

Thanks to PCL, Frank's as well as Lisbon DARE for sponsoring this event again. Thank you to our Lisbon Parks and Recreation Staff for turning out high performance to get everyone fed along with Councilor Laroche, Town Manager Diane Barnes, and Officer Renee Bernard, and Det. Richard St. Amant, and Detective Jeff Picard Angie D'Amours, Michelle Huston as well as Chief Mark Hagen.







# Lisbon Police Department

A Community Policing Agency

300 Lisbon St.  
Lisbon, ME 04250

Marc R. Hagan  
Chief of Police

Report to Council  
November 2019  
**Police Department**

In the month of October, the police department received 980 requests for police assistance. There were a total of 69 criminal investigations, and 20 persons were arrested or charged with criminal violations. There were a total of 12 motor vehicle crashes, and 163 motor vehicle stops occurred during directed traffic enforcement details.

On the morning of October 10<sup>th</sup> members of the police department, Students Against Drunk Driving, and Lisbon EMS personnel conducted a "road block" between the entrances to the High and Middle Schools. The purpose of the roadblock was not enforcement, but education and incentives for those students who were found to be driving safely. Informational handouts regarding the new hands free cell phone law were given out, and students who were found driving safely (wearing seat belts, not on phone, paying attention) received giveaways such as vent clip air fresheners, and D.A.R.E. ice scrapers for practicing good safety habits. The first 20 students driving safely also received free \$5.00 gift cards for gas as well. Approximately 130 students were contacted during the 30-minute event with many positive responses.

The Lisbon Police Department was notified in October that another of the grants we applied for this summer has been accepted. The Lisbon Police Department received over \$6,400 from the Homeland Security Grant Program which will be used to purchase two new mobile radios for our cruisers as well as four new portable radios for our officers.

October saw another DEA Drug Take Back event take place where a total of 268 pounds of unwanted and unused medication was turned into the police department. A total of 31,180 pounds was collected throughout the State of Maine, which was the largest amount ever during a fall drug take back event.

October also witnessed the start of one Lisbon law enforcement officers' career, and the ending of another. Officer Christopher Sibley, a former Portland Police Officer, began his career on October 23<sup>rd</sup>. Then, one week later on October 31<sup>st</sup>, Sergeant Harry Moore retired after 41 years of law enforcement service and dedication to this community. For those that missed the opportunity to attend Harry's "walk out", feel free to view the Lisbon PD Facebook page and watch the video as Sergeant Moore was honored and escorted home from his final shift.

Thank you.

Marc R. Hagan  
Chief of Police

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# MEMORANDUM FROM THE PUBLIC WORKS DIRECTOR

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**TO:** DIANE BARNES, TOWN MANAGER  
**FROM:** RANDY CYR  
**SUBJECT:** OCTOBER 2019 MONTHLY REPORT  
**DATE:** NOVEMBER 07, 2019

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**Public Works** – In the month of October the Public Works crew spent many hours prepping all areas for paving operations. Work consisted of removal of reclaim, cleaning and raising catch basins, prepping aprons and shoulder and installing curbing on Alora St. Fixed street signs around town that needed attention. Removed banner from library and disposed of ballot material for Twila. Painted and prepped plows and parts for winter operations. Responded to resident calls for brush pickup and to fill pot holes. Randy, Buttons and Ray attended NIMS training for certification. Picked up shop and break areas at public works.

Besides their normal daily duties, Randy attended an auction and purchased a new plow truck which is also being serviced and prepped for winter operations.

Mechanics continued working on vehicles/equipment to ensure inspections were completed and safe for operation.

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

<b><u>Item</u></b>	<b><u>Tonnage</u></b>
Single Stream	6.35
Trash	239.169
Bulky Waste	36.69
Wood	35.68
Brush	27.9
Compost	22.41
Waste Oil	500 Gallons
Freon	60 units
Tires	2.34
Shingles	22.45
Mixed Paper	17.38 ton @ \$30/ton = \$ 521.40 Revenue



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# MEMORANDUM FROM THE SEWER SUPERINTENDENT

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**TO:** DIANE BARNES, TOWN MANAGER  
**FROM:** STEVE AIEVOLI  
**SUBJECT:** OCTOBER 2019 MONTHLY REPORT  
**DATE:** NOVEMBER 6, 2019

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

- Shut down the disinfection system for the winter on 10/1.
- Raised some manholes to grade on the roads that have been paved
- Repaired the low manhole at the intersection of Rt. 196 and Mill Street
- #1 Sludge Holding Tank blower was rebuilt by AC Electric
- Investigated a complaint of a heating oil odor in the storms sewers. LFD and MEDEP were called to assist. It was determined the odor was not coming from the storm sewer. The source of the odor could not be determined, it appears that a neighbor of the caller recently worked on their oil tank which could have been the source.
- Repaired a sewer issue on Crest Avenue
- Phase one of the sewer replacement project has been completed. 8 manholes were raised after base paving was finished to facilitate access over the winter. All manholes will be raised next spring before the surface pavement is done.

Please contact me if you have any questions.

## NOVEMBER 2019 MONTHLY REPORT TOWN CLERK & ELECTION DEPARTMENT

### ELECTION

Voter registration cards are still coming in weekly from motor vehicle. We processed 16 cards in October and prior to Election Day. 15 voters moved out so cards were pulled and deleted in CVR. 168 changed status and/or addresses within our town. We received 27 new registrations on Election Day along with 12 changes.



We will begin entering 1,091 voter history notes into CVR. 134 absentee ballots were requested and 121 were returned and cast. All the necessary reports were emailed to the Secretary of State's Office in Augusta.

	<u>2017</u>	<u>2019</u>
New Registrations/changes	29 (50 on Election Day)	100 (39 on Election Day)+(list maintenance included)
Absentee Ballots	389 (18 Elec Day)	121
Total Ballots Cast	2,083	1,091

We batched absentee ballots as they came back, attached the absentee application to the ballot envelope, and processed them at the polling place Election Day. Absentee ballots were verified against the voter list, inspected for signatures, and envelope initialed before it was checked off the voting list and put through the machine. There were absentees returned at the polls on Election Day as well to process.

We received State and Local ballots and verified the number received. We removed some for testing and then resealed the boxes. Absentee and regular ballots were tested. Supply boxes were stocked. We emptied green and blue ballot transfer containers and pack up the previous ballots into cardboard boxes for destruction according to the schedule. We printed the incoming voting list and public view copy. Tally sheets were prepared for the wardens. We notified party chairs about our absentee processing times. Public Works delivered the materials; staff set up the polling place and tore down the booths. Public Works put the signs out on Election Day and brought them back in. Election Officials were sworn in that morning, the results were tallied that night, and the minutes were completed for Council to ratify.

A huge "thank you" goes to Randy Cyr and his awesome staff for all their help with moving materials on Election Day. In addition, a huge "thank you" goes to the Election Volunteers who dedicate their time to this process and a job well done on everyone's part.

### TOWN CLERK

The 2020 **Dog licenses** are in and are being sold. A Rabies Clinic has been scheduled for December 7 from 12:00PM until done at a \$20.00 cost per shot. A post card notice was mailed. A message has been posted on the electronic sign out front.

Business Licenses were processed along with Games of Chance applications. Council agendas and electronic packets were prepared and posted. Planning Board minutes were transcribed. Monthly dog and vital record reports were prepared and checks will be mailed soon. Minutes of Council Meetings were transcribed, posted on the website, and at Clerkbase. Several vital record requests were received and processed. We have started to collect materials and reports for the Annual Town Report.

The Town Clerk will be attending the New England Town & City Clerks Association meeting in Rockland, Maine on November 18-22, a welcomed tradition for the past 33 years; a wealth of knowledge is presented along with wonderful colleagues with lots of experiences to draw from.






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## MEMORANDUM

TO: Diane Barnes, Town Manager

CC: Don Fellows, Planning Board Vice Chair  
Dennis Douglas, Code Enforcement Officer

From: Ben Smith, AICP, Principal Planner, North Star Planning *BSM*

RE: Planning Board Goals update, July-October, 2019

Date: November 7, 2019

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This memo summarizes planning work undertaken in support of Planning Board goals for 2019 since July 1. At a Town Council workshop on February 19, the Council reviewed the Planning Board's goals, summarized here:

- Ordinance Goals
  - Address Child Care standards **(Council Adopted June 4)**
  - Add standards to allow Accessory Dwelling Units **(in progress)**
  - Add standards to allow Tiny Homes
  - Create a Land Use Ordinance through consolidation of Chapters 62, 66 and 70 (Site Plan, Subdivision, Zoning)
- Planning Goals
  - Complete Comprehensive Plan Update **(Council Adopted July 16)**
  - Waterfront Area Planning (old Worumbo and Knight-Celotex sites) **(in progress for Worumbo)**
  - Beaver Park Planning

### Comprehensive Plan Update

The Comprehensive Plan update was adopted by the Town Council on July 16, 2019. The plan updated the numbers in the existing inventory chapters, but also included three Spotlight Topics for the Town to focus on over the next few years, based on public input and visioning:

- Focus on the Basics: Schools, Roads, Infrastructure
  - Strong support for investments and focus are also demonstrated in results of local voting in support of the Road and Water Department bonds on November 5.

- **Boost the Value of Parks and Public Spaces**
  - The Town's leadership in development work for Graziano Park and the acquisition of the Worumbo Mill property are consistent with this Comprehensive Plan topic.
- **Best Face Forward: Raising the Bar for Community and Private Investment**
  - The Town Manager has authorized work on a the technical report in partnership with the LDC regarding the opportunities and constraints for the Worumbo Mill property will help the Town make informed decisions for the site. Besides a good start on this Comprehensive Plan goal, this work is consistent with the Planning Board's goal to take on waterfront planning this year.

### **Access Management Ordinance Changes**

On September 26, 2019, the Board voted on updates to the existing access management standards to address practical issues in the village areas and how to consider waiver requests in general. These changes differentiate requirements between Highway sections of regulated roads and Village sections.

A public hearing at the Council level has been scheduled for the meeting on November 12.

### **Ordinance updates to allow Accessory Dwelling Units**

The Planning Board is currently evaluating the feasibility of updating the ordinance to allow Accessory Dwelling Units (ADUs) in Lisbon. ADUs can increase the number of affordable housing options in town and make it easier for older residents to stay in their homes through the extra income or assistance people in an ADU could provide. The Board is reviewing ordinances from around the state and information from other sources to get a sense of what types of concerns will be important to incorporate into an ordinance for Lisbon.

### **Development Feasibility Report, Worumbo Property**

The town has authorized a study of constraints and opportunities for different types of development on the now town owned Worumbo Mill property. This report will collect information on this property in one place, document easements and environmental restrictions, review current zoning, access and other regulatory constraints to get a picture of the types of uses that could reasonably be considered for the site.

An outline of the report structure will be shared with the LDC at their next meeting on Wednesday, November 13, with the aim of submitting a final draft report to the LDC and Town Manager Diane Barnes by the end of the year.



**Level of Effort & Looking Ahead**

In addition to the projects listed above, I have been supporting the Planning Board through attendance at five (5) Planning Board meetings and with assistance from Sarah DelGizzo, the new Planner at North Star Planning, two LDC meetings (2) since July 1.

The amount of time spent each month on Lisbon projects is tracked closely to ensure Lisbon's value in contracted planning services. After a relatively light summer following Comprehensive Plan adoption work, activity has increased related to the ordinance changes described above and the Worumbo project.

Sarah and I are very interested in staying involved in the development of the Worumbo property, and can add value to this project, whatever form that development takes. Additionally, we are available to assist town staff with Economic Development work until a new staff person is hired and as that person gets up to speed. Finally, it may make sense to start thinking about and coordinating with town staff on the potential for planning work in 2020 for Beaver Park, Lisbon's premier open space and recreational asset.

Town Report  
2019-2020

**Response Time (minutes)**

	Bowdoin	Durham	Lewiston	Lisbon/Fall	Topsham	Sabattus	Auburn	Wales
Jul-19	16.47	12.25	16.43	10.61		15.00	17	36.2
Aug-19	17.44	13.20	18.04	7.54	9.50	13.50		
Sep-19	16.78	10.33	16.24	8.20		11.00	12	16
Oct-19								
Nov-19								
Dec-19								
Jan-20								
Feb-20								
Mar-20								
Apr-20								
May-20								
Jun-20								

**Call Volume by Towns**

	Bowdoin	Durham	Lewiston	Lisbon/Fall	Topsham	Sabattus	Misc	Total
Jul-19	13	2	8	72		1	3	99
Aug-19	13		6	71	1	1	2	94
Sep-19	4	2	6	55		2	2	71
Oct-19								0
Nov-19								0
Dec-19								0
Jan-20								0
Feb-20								0
Mar-20								0
Apr-20								0
May-20								0
Jun-20								0

Year Total 264 over/under  
Budget goal 263 -2

**Level of Care Staffed at**

Month	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
Paramedic	43	40	46			
Advanced	19	33	14			
EMT	0	0	0			
% of Medic	69%	55%	77%	#VALUE!	#VALUE!	#VALUE!

**Level of Care Staffed at**

Month	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20
Paramedic						
Advanced						
EMT						
% of Medic	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!



5:20 PM  
10/14/19  
Cash Basis

**Lisbon Emergency, Inc.**  
**Balance Sheet**  
As of September 30, 2019  
Sep 30, 19

**ASSETS**

Current Assets

Checking/Savings

1050 · TD Bank	2,706.68
1100 · LCCU Checking	7,414.85
1110 · LCCU Savings	291.76
1115 · LCCU Capital Savings	44,677.37
1120 · LCCU Money Market	83,137.57
1150 · Androscoggin Bank	4,174.93

Total Checking/Savings 142,403.16

Total Current Assets 142,403.16

Fixed Assets

Accumulated

Accum Depr Building	-65,482.00
Accum Depr Leasehold Improvemen	-46,982.00
Accum Depr Machinery & Equipmen	-284,284.00
Accum Depr Motor Vehicles	-26,500.00

Total Accumulated -423,248.00

Fixed Assets

Building	218,267.00
Leasehold Improvements	63,440.00
Machinery and Equipment	348,342.83
Motor Vehicles	120,400.00

Total Fixed Assets 750,449.83

Total Fixed Assets 327,201.83

**TOTAL ASSETS** 469,604.99

**LIABILITIES & EQUITY**

Liabilities

Current Liabilities

Other Current Liabilities

1201 · Village Street Loan	81,758.93
1205 · 401 Loan	-6.09
1206 · 44 Loan	34,125.99

Total Other Current Liabilities 115,878.83

Total Current Liabilities 115,878.83

Total Liabilities 115,878.83

Equity

32000 · Unrestricted Net Assets	326,918.75
Net Income	26,807.41

Total Equity 353,726.16

**TOTAL LIABILITIES & EQUITY** 469,604.99

5:27 PM  
10/14/19  
Cash Basis

# Lisbon Emergency, Inc.

## Profit & Loss Budget vs. Actual

July through September 2019

	Jul - Sep 19	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
1001 · Ambulance Income	711.44		
1001b · Income from Collection Agency	82,324.99	88,749.99	-6,425.00
1001 · Ambulance Income - Other	83,036.43	88,749.99	-5,713.56
<b>Total 1001 · Ambulance Income</b>	290.00	50.01	239.99
1002 · Charitable Donations	281.08	75.00	206.08
1003 · Interest Income	2,180.25	1,050.00	1,130.25
1004 · Event Coverage & CPR Classes	0.00	125.01	-125.01
1005 · Fundraising Income	0.00	0.00	0.00
1008 · Miscellaneous Income	10,497.19	10,497.19	0.00
1011 · Town of Bowdoin Income	37,293.80	37,293.21	0.59
1012 · Town of Lisbon Income	133,578.75	137,840.41	-4,261.66
<b>Total Income</b>	133,578.75	137,840.41	-4,261.66
<b>Gross Profit</b>	133,578.75	137,840.41	-4,261.66
<b>Expense</b>			
2100 · 42 Village Expenses			
<b>Repairs &amp; Maintenance</b>			
2110 · Building Supplies	0.00	67.50	-67.50
2110a · Bottle Water	28.41	187.50	-159.09
2110 · Building Supplies - Other	28.41	255.00	-226.59
<b>Total 2110 · Building Supplies</b>	434.36	150.00	284.36
2121 · Building Service Contracts	53.72	999.99	-946.27
2122 · Landscaping and Plowing	31.07	501.00	-469.93
2123 · Building Repairs & Maintenance	153.69	154.98	-1.29
2124 · Trash Removal	701.25	2,060.97	-1,359.72
<b>Total Repairs &amp; Maintenance</b>			
<b>Utilities</b>			
2131 · Cable TV, Internet, Telephone	635.76	501.00	134.76
2132 · Electricity	762.01	660.00	102.01
2133 · Heating Oil	0.00	3,100.00	-3,100.00
2134 · Propane	476.93	400.00	76.93
2135 · Water & Sewer	147.08	168.75	-21.67
<b>Total Utilities</b>	2,021.78	4,829.75	-2,807.97
2100 · 42 Village Expenses - Other	0.00	0.00	0.00
<b>Total 2100 · 42 Village Expenses</b>	2,723.03	6,890.72	-4,167.69
2150 · P.R. & Community Outreach	58.56	50.01	8.55
2200 · Bank Fees			
2210 · Interest Expense	1,363.98		
2200 · Bank Fees - Other	13.00	15.00	-2.00
<b>Total 2200 · Bank Fees</b>	1,376.98	15.00	1,361.98
2250 · Credit Card Fees	382.89	399.99	-17.10
2300 · Employee			
2310 · Education & Training	148.36	375.00	-226.64



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

	Jul - Sep 19	Budget	\$ Over Budget
2320 · Employee Benefits & Gifts	57.95	150.00	-92.05
2330 · Payroll			
2331 · Agency Payments	2,003.51		
2335 · Payroll Processing Fees	446.85		
2336 · Payroll Taxes	20,506.98		
2337 · Wages & Salaries	57,521.67		
2330 · Payroll - Other	0.00	89,342.79	-89,342.79
Total 2330 · Payroll	80,479.01	89,342.79	-8,863.78
2340 · Stipends	1,162.00	174.99	987.01
2350 · Uniforms	259.86	225.00	34.86
2360 · Infection Control	218.00	99.99	118.01
2300 · Employee - Other	173.00		
Total 2300 · Employee	82,498.18	90,367.77	-7,869.59
2400 · EMS Operations			
2410 · ALS Intercept Fees	1,550.00	1,250.01	299.99
2420 · Dispatching	1,250.00	1,500.00	-250.00
2430 · Medical Equipment			
2432 · EMS Equipment	0.00	350.01	-350.01
2433 · Ambulance Medication Cost	196.30	99.99	96.31
2430 · Medical Equipment - Other	0.00	343.74	-343.74
Total 2430 · Medical Equipment	196.30	793.74	-597.44
2440 · Medical Supplies			
2441 · Medical Oxygen	490.11	675.00	-184.89
2442 · Medical Supplies	2,355.49	2,124.99	230.50
2440 · Medical Supplies - Other	8.70		
Total 2440 · Medical Supplies	2,854.30	2,799.99	54.31
2450 · Monthly Billing Fees	5,264.95	5,220.00	44.95
2460 · Radio's, Pager, & Equipment	170.00	150.00	20.00
2470 · Vehicle expenses			
2471 · Registration & Inspection	455.44	343.78	111.66
2472 · Vehicle Repair & Maintenance			
401 · 401 Repairs	302.34		
44 · 44 Repairs	108.15		
2472 · Vehicle Repair & Maintenance - Other	0.00	2,749.97	-2,749.97
Total 2472 · Vehicle Repair & Maintenance	410.49	2,749.97	-2,339.48
2473 · Vehicle Fuel			
F401 · 401 Fuel	755.08		
F403 · F44 - New Ambulance Fuel	903.81		
2473 · Vehicle Fuel - Other	0.00	2,472.56	-2,472.56
Total 2473 · Vehicle Fuel	1,658.89	2,472.56	-813.67
Total 2470 · Vehicle expenses	2,524.82	5,566.31	-3,041.49
Total 2400 · EMS Operations	13,810.37	17,280.05	-3,469.68
2474 · Reimbursement for Mileage	0.00	175.03	-175.03
2500 · Office			

5:27 PM  
10/14/19  
Cash Basis

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

	Jul - Sep 19	Budget	\$ Over Budget
2510 · Computer	278.50	100.03	178.47
2520 · Office Supplies	145.68	150.00	-4.32
2530 · Postage	0.00	25.03	-25.03
Total 2500 · Office	424.18	275.06	149.12
2600 · Professional Fees			
2610 · Accountant Fees	0.00	0.00	0.00
2620 · Insurance Expense			
2621 · Business Auto Insurance	2,910.00		
2623 · Workman's Comp. Insurance	2,109.75	3,000.00	-890.25
2620 · Insurance Expense - Other	0.00	3,125.06	-3,125.06
Total 2620 · Insurance Expense	5,019.75	6,125.06	-1,105.31
2630 · Legal Fee	0.00	137.53	-137.53
2640 · Licenses & Permits	220.00	400.03	-180.03
2600 · Professional Fees - Other	257.40		
Total 2600 · Professional Fees	5,497.15	6,662.62	-1,165.47
2700 · Fundraiser Expenses			
2710 · Inside Fundraising Expense	0.00	124.97	-124.97
Total 2700 · Fundraiser Expenses	0.00	124.97	-124.97
Total Expense	106,771.34	122,241.22	-15,469.88
Net Ordinary Income	26,807.41	15,599.19	11,208.22
	26,807.41	15,599.19	11,208.22



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Cash Basis

**Lisbon Emergency, Inc.**  
**Profit & Loss**  
July 2018 through June 2019

Jul '18 - Jun 19

Ordinary Income/Expense

Income

1001 · Ambulance Income	
1001b · Income from Collection Agency	3,695.05
1001 · Ambulance Income - Other	347,892.16
	<hr/>
Total 1001 · Ambulance Income	351,587.21
1002 · Charitable Donations	54.00
1003 · Interest Income	1,069.34
1004 · Event Coverage & CPR Classes	6,455.83
1005 · Fundraising Income	
1005a · Fund Raising in House	317.28
	<hr/>
Total 1005 · Fundraising Income	317.28
1006 · Grants	1,482.00
1011 · Town of Bowdoin Income	41,988.76
1012 · Town of Lisbon Income	127,884.48
	<hr/>

Total Income

530,838.90

Gross Profit

530,838.90

Expense

2100 · 42 Village Expenses

Repairs & Maintenance

2110 · Building Supplies	
2110a · Bottle Water	114.65
2110 · Building Supplies - Other	516.74
	<hr/>
Total 2110 · Building Supplies	631.39
2121 · Building Service Contracts	137.09
2122 · Landscaping and Plowing	3,027.98
2123 · Building Repairs & Maintenance	9,290.17
2124 · Trash Removal	602.19
Repairs & Maintenance - Other	64.82
	<hr/>

Total Repairs & Maintenance

13,753.64

Utilities

2131 · Cable TV, Internet, Telephone	2,117.35
2132 · Electricity	2,403.59
2133 · Heating Oil	4,749.68
2135 · Water & Sewer	629.61
	<hr/>

Total Utilities

9,900.23

Total 2100 · 42 Village Expenses

23,653.87

2150 · P.R. & Community Outreach

46.00

2200 · Bank Fees

2210 · Interest Expense	6,941.81
2200 · Bank Fees - Other	68.00
	<hr/>

Total 2200 · Bank Fees

7,009.81

2250 · Credit Card Fees

1,721.77

2300 · Employee

2310 · Education & Training	1,619.88
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**Lisbon Emergency, Inc.**  
**Profit & Loss**  
**July 2018 through June 2019**

	<u>Jul '18 - Jun 19</u>
2320 · Employee Benefits& Gifts	735.75
2330 · Payroll	
2331 · Agency Payments	6,382.40
2335 · Payroll Processing Fees	1,884.10
2336 · Payroll Taxes	25,144.04
2337 · Wages & Salaries	283,859.28
2330 · Payroll - Other	161.06
Total 2330 · Payroll	<u>317,430.88</u>
2340 · Stipends	
2345 · Sport/Event Coverage	562.50
2340 · Stipends - Other	255.00
Total 2340 · Stipends	<u>817.50</u>
2350 · Uniforms	1,222.46
2360 · Infection Control	102.00
2300 · Employee - Other	122.00
Total 2300 · Employee	<u>322,050.47</u>
2400 · EMS Operations	
2410 · ALS Intercept Fees	6,525.00
2420 · Dispatching	5,000.00
2430 · Medical Equipment	
2431 · Medical Equip PM & Service Con	1,223.99
2432 · EMS Equipment	429.33
2433 · Ambulance Medication Cost	386.70
2430 · Medical Equipment - Other	2,109.40
Total 2430 · Medical Equipment	<u>4,149.42</u>
2440 · Medical Supplies	
2441 · Medical Oxygen	2,316.78
2442 · Medical Supplies	8,379.34
2440 · Medical Supplies - Other	1,294.23
Total 2440 · Medical Supplies	<u>11,990.35</u>
2450 · Monthly Billing Fees	20,813.70
2460 · Radio's, Pager, & Equipment	1,677.82
2470 · Vehicle expenses	
2471 · Registration & Inspection	217.58
2472 · Vehicle Repair & Maintenance	
401 · 401 Repairs	6,055.80
44 · 44 Repairs	2,160.23
Old 401 · Old 401 Repairs	0.00
2472 · Vehicle Repair & Maintenance - Other	73.75
Total 2472 · Vehicle Repair & Maintenance	<u>8,289.78</u>
2473 · Vehicle Fuel	
F401 · 401 Fuel	2,838.37
F403 · F44 - New Ambulance Fuel	6,575.93
Total 2473 · Vehicle Fuel	<u>9,414.30</u>
2470 · Vehicle expenses - Other	104.21



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Cash Basis

**Lisbon Emergency, Inc.**  
**Profit & Loss**  
July 2018 through June 2019

	Jul '18 - Jun 19
Total 2470 · Vehicle expenses	18,025.87
Total 2400 · EMS Operations	68,182.16
2474 · Reimbursement for Mileage	825.00
2500 · Office	
2510 · Computer	1,377.62
2515 · Hipaa compliance	175.00
2520 · Office Supplies	636.19
2530 · Postage	172.50
Total 2500 · Office	2,361.31
2600 · Professional Fees	
2610 · Accountant Fees	500.00
2620 · Insurance Expense	
2621 · Business Auto Insurance	5,081.00
2622 · Liability Insurance	6,349.00
2623 · Workman's Comp. Insurance	6,671.75
Total 2620 · Insurance Expense	18,101.75
2630 · Legal Fee	1,545.00
2640 · Licenses & Permits	1,076.52
2650 · Service Licenses	
2650a · Service Medical Director Fee	48.57
Total 2650 · Service Licenses	48.57
Total 2600 · Professional Fees	21,271.84
2800 · Depreciation Expense	49,434.00
2810 · Misc. Expense	-3.35
66900 · *Reconciliation Discrepancies	73.34
Total Expense	496,626.22
Net Ordinary Income	34,212.68
Other Income/Expense	
Other Income	
1014 · Sale of Fixed Asset	8,750.00
Total Other Income	8,750.00
Net Other Income	8,750.00
Net Income	42,962.68

**Lisbon Emergency, Inc.**  
**Statement of Cash Flows**  
**July through September 2019**  
Jul - Sep 19

<b>OPERATING ACTIVITIES</b>	
Net Income	-20,798.48
Adjustments to reconcile Net Income to net cash provided by operations:	
1200 · Accounts Receivable	47,554.74
1300 · Accounts Payable	327.32
1401 · WEX	-819.02
1201 · Village Street Loan	-2,646.32
1205 · 401 Loan	-31,009.00
1206 · 44 Loan	-22,609.34
Net cash provided by Operating Activities	<u>-30,000.10</u>
Net cash increase for period	-30,000.10
Cash at beginning of period	172,403.26
Cash at end of period	<u><u>142,403.16</u></u>



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

Company Code	LISBON EMERGENCY INC
Entered Date	07/01/2019
Entered Date	09/30/2019

	Beginning Balance	Gross Charges	Contractual Obligations	Net Charges	Payments Received Provider	Payments Received Client	Refunds	Net Payments	Write-Offs	Adjustments	Ending Balance
Jul-19	\$150,692.14	\$98,792.40	(\$19,063.17)	\$77,729.23	(\$7,688.19)	(\$14,555.80)	\$160.48	(\$22,293.50)	\$0.00	\$0.00	\$207,018.96
Aug-19	\$207,018.96	\$55,873.00	(\$37,720.80)	\$18,152.20	(\$4,283.43)	(\$24,224.50)	\$0.00	(\$28,507.93)	\$0.00	\$0.00	\$195,661.23
Sep-19	\$195,661.23	\$45,974.00	(\$29,476.22)	\$16,497.78	(\$6,739.65)	(\$21,925.64)	\$736.06	(\$27,958.23)	\$0.00	\$0.00	\$185,200.78
		\$199,639.40	(\$66,260.19)	\$112,379.21	(\$18,950.27)	(\$60,705.94)	\$968.55	(\$76,759.68)	\$0.00	\$689.09	

## TRANSACTION JOURNAL SUMMARY

Transaction Date	07/01/2019
Transaction Date	09/30/2019
Company Code	LISBON EMERGENCY INC
Month Start	9/1/2019

AR Previous Balance: \$196,661.23

Charges	Emergent	YTD	Non-Emer	YTD	Count	
Bluecross	175.00	6,209.80	0.00	0.00	1	175.00
Medicare	24,536.20	120,985.60	1,644.00	3,635.00	35	26,180.20
Medicaid	5,817.40	23,101.20	0.00	0.00	7	5,817.40
Other / Commercial	5,857.80	23,061.00	1,285.80	2,780.80	7	7,143.60
Patient	6,657.80	18,866.00	0.00	0.00	8	6,657.80
	43,044.20	192,223.60	2,929.80	6,415.80	58	45,974.00
Payments	Emergent	YTD	Non-Emer	YTD		Total
Bluecross	-1,623.99	-3,856.71	0.00	0.00		-1,623.99
Medicare	-13,074.39	-38,309.63	0.00	-546.75		-13,074.39
Medicaid	-3,969.91	-12,101.68	0.00	-144.11		-3,969.91
Other / Commercial	-6,629.54	-13,073.18	-319.85	-807.91		-6,949.39
Patient	-3,076.61	-10,566.24	0.00	-250.00		-3,076.61
	-28,374.44	-77,907.44	-319.85	-1,748.77		-28,694.29
Refunds	Emergent	YTD	Non-Emer	YTD		Total
Other / Commercial	736.06	736.06	0.00	0.00		736.06
Patient	0.00	160.49	0.00	0.00		0.00
	736.06	896.55	0.00	0.00		736.06
Adjustments	Emergent	YTD	Non-Emer	YTD		
Bluecross	-2,399.75	-4,927.45	0.00	0.00		-2,399.75
Medicare	-22,272.18	-62,184.52	0.00	-1,141.74		-22,272.18
Medicaid	-4,399.14	-15,311.85	0.00	-355.89		-4,399.14
Other / Commercial	0.00	-634.45	-405.15	-840.20		-405.15
Patient	0.00	-175.00	0.00	0.00		0.00
	-29,071.07	-83,233.27	-405.15	-2,337.83		-29,476.22
Accounts Receivable Change						-11,460.45
AR Ending Balance:						\$185,200.78