



AGENDA
COUNCIL MEETING
OCTOBER 5, 2021
LISBON TOWN OFFICE
7:00 P.M.

Town Council
Allen Ward, Chair
Don Fellows, Vice Chair
Norm Albert
Greg Garrison
Kasie Kolbe
Fern Larochelle
Mark Lunt

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

___ Councilor Albert	___ Councilor Fellows	___ Councilor Garrison <i>(appointed to 12/7/21)</i>	___ Councilor Kolbe
___ Councilor Larochelle	___ Councilor Lunt	___ Councilor Ward	

Town Clerk reading of meeting rules
3. GOOD NEWS & RECOGNITION
4. PUBLIC HEARINGS
5. AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS
6. CONSENT AGENDA
2021-208 ORDER –
 - A. Municipal Accounts Payable Warrants – \$ 205,500.10
 - B. Municipal Payroll Warrants – \$
 - C. School Accounts Payable Warrants– \$
 - D. School Payroll Warrants – \$ 403,962.12
 - E. Minutes of September 21, 2021
7. COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES
2021-209 ORDER – MDOT Route 125 Project - Just Payment Acceptance
2021-210 ORDER – Worumbo Mill Project - Public Input Plan
2021-211 ORDER – Award Forklift Bid
2021-212 ORDER – Award Police Cruiser Bid
2021-213 ORDER – Solicit Bids for Return Activated Sludge (RAS) Pumps For Sewer Treatment Plant
2021-214 ORDER – Amend Appendix C Fee Schedule – Add Freedom of Access Copy Fee
2021-215 ORDER – Adoption of MainePERS Provision 5 M.R.S. §18252-C Rule Chapter 803 (PL 2021, Chapter 286)
2021-216 ORDINANCE – Amend Part 1, Chapter 12, Section 12-3. Ethics Panel *(first reading)*
8. OTHER BUSINESS
 - A. Council Committee Reports:
 1. School (Councilor Albert)
 2. Planning Bd (Councilor Fellows)
 3. LDC (Councilor Albert)
 4. Conservation Comm (Councilor Ward)
 5. Recreation (Councilor Albert)
 6. County Budget (Councilor Ward)
 7. Library (Councilor Lunt)
 8. Water Commission (Councilor Fellows)
 9. Finance Committee (Councilor Albert)
 - B. Town Manager's Report
10. APPOINTMENTS
2021-217 ORDER – Appoint Election Clerk – Eric Metivier
11. COUNCIL COMMUNICATIONS
12. AUDIENCE PARTICIPATION & RESPONSE NEW ITEMS
13. EXECUTIVE SESSION
2021-218 ORDER – Per 1 MRSA §405 (6) (A) Personnel Matters
14. ADJOURNMENT
2021-219 ORDER – To Adjourn

SUMMARY OF LISBON COUNCIL MEETING RULES

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

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

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



Town of Lisbon

Diane Barnes
Town Manager

Town Council
Allen Ward, Chairman
Norm Albert
Donald Fellows, Vice Chair
Gregg Garrison
Kasie Kolbe
Fernand Laroche, Jr.
Mark Lunt

MEMO

To: Town Council
From: Diane Barnes, Town Manager
Subject: Recommendations
Date: October 5, 2021

Agenda Item 2021 – 209 MDOT Route 125 Project Just Payment Acceptance

The Maine Department of Transportation is currently progressing towards the reconstruction of a portion of Route 125/Main Street including the acquisition of the property rights needed to construct and maintain the roadway as designed. Based on that design, the impact to abutting property owners has been determined and appraisals prepared and approved to establish “Just Compensation” for the landowners.

The reconstruction of Maine/Rout 125 includes acquiring 673+/-SF of Temporary Construction Rights from Parcel #3.

The appraised value of the temporary rights the State is acquiring is \$550.00. Thus, the State’s offer of Just Compensation is: \$550.00.

The reconstruction of Maine/Rout 125 includes acquiring 1,915+/-SF of Temporary Construction Rights from Parcel #5

The appraised value of the temporary rights the State is acquiring is \$1,500.00. Thus, the State’s offer of Just Compensation is: \$1,500.00.

Recommendation

Approve the offer of Just Compensation and authorize the Town Manager to sign and return the Owner’s Offer Assent.

Agenda Item 2021 – 210 Worumbo Mill Project - Public Input Plan

The Economic & Community Development Director reports additional public input is necessary to develop community consensus regarding future redevelopment goals for the former Worumbo Mill site. During the Lisbon Development Committee’s (LDC) September meeting on the evening of September 22nd, LDC members and staff publicly reviewed the attached *Worumbo Project Public Input Plan*. The LDC solicited community comments and feedback to ensure the proposed plan is appropriate and adequate to solicit necessary additional community input.

The input plan was distributed in advance of the meeting to ensure ample opportunity for the community to offer meaningful feedback and suggestions to maximize stakeholder participation. The proposed input plan is designed to be integrated with findings from the Lisbon Market Analysis. Findings from the market analysis developed by TCG will add important objective data

and understandings to the Lisbon community’s ongoing deliberations regarding the Worumbo site. Findings developed by TCG will be shared with the Lisbon community and Town policy makers at important milestones during the market analysis research. Following the presentation of findings by TCG during two community presentations, LDC will solicit further input via surveys.

The surveys referenced in the attached input plan will be broadly promoted to the Lisbon community to ensure ample opportunity to participate. Survey promotion will include:

- Public meetings when TCG will present findings
- Local media
- Town and stakeholder social media
- A direct mailer to all Town residents promoting the public input plan and opportunities to participate
- A dedicated website specific to the Worumbo visioning process where stakeholders can easily access information about the site, research findings, and conceptual development scenarios
- Promotional materials posted around Town, including flyers, signs, and posters

The estimated cost for the direct mailer, dedicated website, and promotional materials is \$3,000. These items are eligible uses of the Downtown TIF as professional services and administrative costs.

Recommendation

Approve the proposed Worumbo Project Public Input Plan and allocate \$3,000 from the Downtown TIF fund for the direct mailer, dedicated website, and promotional materials to maximize community awareness and participation.

**Agenda Item 2021 – 211
Award Forklift Bid**

The Public Works Director reports Bid 2021-008 is for one (1) new Forklift for the Solid Waste department. Bids were solicited from four (4) different companies, and publicly opened by Randy Cyr, Public Works Director; with Ray Soucy, PW Admin; Erich Mitchell, Alta and Tom Olko from WD Matthews present. All bids received have Forklift price and additional price for all other option requested i.e. Cab, Heater, and AC. The following bids were received and reviewed:

ALTA:

UNIT & OPTIONS	COSTS
FORKLIFT WITH NO CAB	\$31,825.00
TRADE IN	-\$5,100
TOTAL	\$26,725.00

UNIT & OPTIONS	COSTS
FORKLIFT WITH CAB & HEATER	\$37,057.00
TRADE IN	-\$5,100
TOTAL	\$31,957.00

UNIT & OPTIONS	COSTS
FORKLIFT WITH CAB, HEATER & AC	\$48,898.00
TRADE IN	-\$5,100
TOTAL	\$43,798.00

BUTCH CRAIG AND SON:

UNIT & OPTIONS	COSTS
FORKLIFT WITH CAB ONLY	\$25,195.00
CAB & HEATER	\$995.00
TRADE IN	-\$4,000
TOTAL	\$22,190.00

WD MATTHEWS:

UNIT & OPTIONS	COSTS
FORKLIFT WITH NO CAB	\$28,300.00
FULL CAB	\$5,974.00
CABIN HEATER	\$597.00
BLOCK HEATER	\$250.00
TRADE IN	-\$4,300
TOTAL	\$30,821.00

The Budget expense for the Solid Waste Department to purchase one (1) Forklift is \$35,000. Mr. Cyr recommends awarding the bid for one (1) Forklift in the amount of \$30, 821 from WD Matthews with the trade in. The total cost for the Forklift from WD Matthews with all options is \$35,121 which is over budget. However, we will also receive a trade in value for our current Forklift in the amount of \$4,300. The total price for the unit after trade in is \$30,821 and is under budget.

Although not the lowest bid, I recommended awarding the bid to WD Matthews as this machine has all options and meets our operational needs. Additionally, I requested a Forklift with Oil-Cooled Disk Brakes due to overall lower maintenance costs and life of the brake system. However, Butch Craig & Son submitted their bid, which included a Drum Brake system and not the Oil-Cooled Brake system requested.

The difference between lowest bid from Butch Craig & Son and WD Matthews is \$8,631, which includes all options and trade in value. This recommendation for a Forklift is being presented to the Town Council for consideration.

Recommendation

To purchase one (1) Forklift with trade in from WD Matthews in an amount not to exceed \$30,821.00.

**Agenda Item 2021 – 212
Award Police Cruiser Bid**

The Police Chief reports the bid process to purchase two new 2022 Ford Interceptor Utilities and trade a 2014 Ford Interceptor in with over 100,000 closed on Wednesday, September 29, 2021. Bids were requested from the following Ford dealerships:

- | | |
|-------------------|----------------------|
| 1. Hight Ford | 5. Quirk Ford |
| 2. Casco Bay Ford | 6. Rowe Auburn |
| 3. Tucker Ford | 7. Stoneham Motor Co |
| 4. Darling's | 8. Yankee Ford Sales |

We have received bids from the following companies only (both meet required specs):

2021 Quotes:

Quirk Ford - \$63,034.76 (\$33,587.38 x2 \$67,194.76 minus trade \$4,160)
Casco Bay Ford \$61,506 (\$33,003 x2 \$66,006 minus trade \$4,500)

For comparison, these were the 2019 and 2020 Quotes:

2019 Quotes:

\$32,800 Casco Bay
\$32,457 CMG Colonial
\$36,885 Rowe
\$34,271 Yankee Ford

2020 Quotes:

\$33,572 each from Quirk Ford

The Police Chief recommends the Council move forward with the trade and purchase of two 2022 Ford Interceptors Utilities through Casco Bay Ford totaling 61,506. As of this date the expected time frame for delivery will be approximately four months out.

Recommendation

To purchase two 2022 Ford Interceptors with the trade in through Casco Bay Ford in an amount not to exceed \$61,506.

Agenda Item 2021 – 213

Solicit Bids for Return Activated Sludge (RAS) Pumps for Sewer Treatment Plant

The Sewer Treatment Plant Superintendent explained that in this year's Capital Improvement Plan, that the Council approved there is the replacement of three Return Activated Sludge (RAS) pumps in the dewatering building and two Influent & Effluent composite samplers listed.

Mr. Aievoli reports the RAS pumps bid would include an alternate estimate for installation of the pumps in case the pumps are not direct replacements. Any pump that is not a direct replacement would most likely require extensive concrete and piping rework during their installation. Recent estimates for direct replacement pumps are approximately \$20,000 each delivered. \$70,000 was budgeted in the improvements line for the replacement of these pumps.

The two Composite Samplers will be a standard RFP purchase. Each sampler is estimated to cost approximately \$7,000. \$15,000 was budgeted in the improvements line for the replacement of these samplers.

If Council approves, the bid specifications should be finalized and ready to go out late October or early November.

Recommendation

Authorize the Town Manager and Sewer Treatment Plant Superintendent permission to send out Requests for Proposals for three RAS pumps and two Composite Samplers.

**Agenda Item 2021 – 215
Adoption of MainePERS Provision 5 M.R.S. §18252-C
Rule Chapter 803 (PL 2021, Chapter 286)**

Under the Maine PERS one-time election requirement, an election to join or not to join Maine PERS by an employee with optional membership was irreversible as long as the employee is with the same employer. PL 2021, c. 286 creates an exception to the one-time election requirement that does not conflict with federal law. It allows employees to change their election after the initial option, providing that for the employee joining under this provision the employee contributions are taxable. This means that if adopted the Town will withhold employee contributions as pre-tax or after-tax, depending on how the employee entered the plan.

The new law becomes a part of the Town’s plan only if adopted through a formal action of the Town Council. The provisions of the law permits any PLD employee who declined membership in the Plan to have another opportunity to join the Plan effective November 1, 2021. This date will be the only available date for an employee of more than 5 years to enter the Plan. It also allows PLD employees to have an annual open enrollment opportunity during their first 5 years of employment beginning in 2022. Both types of enrollment require the employee contributions to be deducted after-tax.

There is no provision that allows employees who join under this provision to purchase service credit for the period that they elected not to participate. We currently have 8 employees who would be eligible to elect to join under this change. The employees could elect at any time to contribute to our alternate plan at the same Maine PERS rates and receive the same Town match, so allowing them this option doesn’t add any liability to the Town.

Recommendation

Adopt the MainePERS Provision 5 M.R.S. §18252-C Rule Chapter 803 (PL 2021, Chapter 286) as presented.

Agenda Date: 10-05-2021

Date	Brenda Martin		Municipal Accts Payable
9/20/2021	9202021	\$	9,058.00
9/22/2021	9212021	\$	184,782.06
9/23/2021	9222021	\$	11,660.04
		\$	<u>205,500.10</u>

Date	Megan Lavigne		Municipal Payroll Warrants
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Date	Louise Levesque		School Accts Payable
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Date	Eva Huston		School Payroll Warrants
10/1/2021	1037	\$	374,262.55
10/1/2021	18	\$	151.48
10/1/2021	1038	\$	11,712.67
10/5/2021	1039	\$	17,654.88
10/5/2021	1040	\$	180.54
		\$	<u>403,962.12</u>



**TOWN COUNCIL
MEETING MINUTES
SEPTEMBER 21, 2021**

Normand Albert 2021
Kasie Kolbe 2021
Allen Ward 2021
Mark Lunt 2022
Donald Fellows 2022
Gregory Garrison (appt to 12/7/21) 2022
Fern Larochelle 2023

CALL TO ORDER. The Chairman, Allen Ward, 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, Lunt, Larochelle, Garrison, and Fellows. Also present were Diane Barnes, Town Manager; Randy Cyr, Public Works Director; Lisa Ward, Lisbon Development Committee Chairman; and approximately 5 citizens in the audience.

GOOD NEWS & RECOGNITION

Councilor Ward announced he was very pleased to hear the Town Clerk in Lisbon had received the Maine Town and City Clerk's Association Lifetime Achievement award. Mrs. Barnes said she supported the nomination of Twila Lycette for the Maine Town and City Clerk's Association Lifetime Achievement award. She said Twila's contributions to her profession and her community are extensive and commendable.

Mrs. Barnes said Twila has lead a long and distinguished career in public service beginning in 1986 when she was hired as the Lisbon Town Clerk. Twila has served on many boards and has received many distinctive awards throughout her career for her commitment and dedication to the profession at the local, state and national levels. She shows exceptional commitment to training and gathering knowledge both for herself and in support of others in the profession. Her experience, advice, and friendship has made her an extremely valued mentor among her peers. She said she has known and worked with Twila for seven years. During this time, she witnessed Twila being very innovative and creative when providing services to her community. Twila has a professional and friendly nature that is very welcoming to those she serves. With her positive attitude, Twila recognizes and capitalizes on opportunities to implement changes that benefit our community in many ways. She is always optimistic, which allows her to see the best in everyone and find solutions even in difficult situations. Her interactions with others are always kind and understanding and she encourages the public to seek information and support through her office.

Mrs. Barnes said Twila's commitment to preserving and archiving the Town's historical records has been an important project that will ensure our history will never be forgotten and will be available for future generations. She holds a wealth of knowledge of the history and progress of our town that could never be replaced. She said she could not think of anyone more deserving of the Town & City Clerk's Association Lifetime Achievement award than someone who has served her community in an exemplary manner for three and a half decades. Twila Lycette personifies devotion to community and profession and she truly deserved this honor.

Councilor Ward mentioned he attended the awards ceremony, which was very impressive considering there were around 150 individuals on that zoom meeting from around the state, when Mrs. Lycette received the top award that day. Councilor Fellows reported he too was in attendance and pleased to see Mrs. Lycette receive this award.

Mrs. Lycette thanked the Council and Town Manager for their kind words and the recognition.

PUBLIC HEARINGS

- A. VICTUALER'S LICENSE, SPECIAL ENTERTAINMENT PERMIT
& LIQUOR LICENSE FOR OLIVE PIT BREWING CO., LLC**

Christy Cain from the Olive Pit Brewing Company reported that the Liquor License she filed with the town was not the correct application and that she has since filed the correct application for a State of Maine Brewer's License that will cover her tasting room. She said she is being held up right now waiting for CMP, but that she hopes to open in November by thanksgiving weekend.

B. VICTUALER'S LICENSE FOR EXTREME ENERGY & NUTRITION

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

C. SPECIAL ENTERTAINMENT PERMIT FOR LISBON LEFT HAND CLUB

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

D. REMOTE PARTICIPATION POLICY

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

E. AMENDMENTS TO GENERAL ASSISTANCE ORDINANCE & APPENDICES

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

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS

CONSENT AGENDA

VOTE (2021-198) Councilor Larochelle, seconded by Councilor Fellows moved to approve the following consent agenda items:

- A. Municipal Accounts Payable Warrants - \$ 1,699,191.14
- B. Municipal Payroll Warrants - \$184,263.78
- C. School Accounts Payable Warrants - \$462,156.38
- D. School Payroll Warrants - \$759,364.74
- E. The Minutes for September 7, 2021
- F. Victualer's License for Extreme Energy & Nutrition
- G. Special Entertainment Permit and Liquor License for the Lisbon Left Hand Club
- H. The Tax Collector Certificate of Settlement that includes authorization to approve and sign the certificate of settlement for Diane Barnes, Tax Collector for the FY 21 taxes and a Victualer's license and Special Entertainment Permit for the Olive Pit Brewing Company pending final inspections.

Order passed - Vote 7-0.

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

ADDITIONAL PAVING

INTRODUCTION: The Public Works Director is requesting permission to pave a portion of Route 125 from Summer St to where MDOT stopped paving, for a distance of approximately 600', plus a portion of Ann Street, located behind the Water Department. We currently have around \$50,000.00 left in the FY 22 paving account to spend for these additional paving projects. We received a huge number of complaints from homeowners in this area about this section of Route 125. This part of the roadway does have a lot of deterioration and when tractor-trailers travel through it rattles their homes.

VOTE (2021-199) Councilor Larochelle, seconded by Councilor Lunt moved to approve two additional paving projects this year for an amount not to exceed \$50,000.00 from the FY22 Paving Account to pave 600' of Route 125 and Ann Street. **Order passed - Vote 7-0.**

REMOTE PARTICIPATION POLICY
(Second Reading)

VOTE (2021-200) Councilor Fellows, seconded by Councilor Albert moved to adopt the "Remote Participation Policy for emergency or urgent issue conditions only" as follows:

REMOTE MEETING PARTICIPATION POLICY
(Emergency or Urgent Issue Conditions Only)
Lisbon Town Council

Pursuant to 1 M.R.S. § 403-B, and after public notice and hearing and in accordance with Article II, Section 2.06 of the town charter and in accordance with council working rules, the Lisbon Town Council adopts the following policy to govern the participation, via remote methods, of members of the Lisbon Town Council and the public in the public proceedings or meetings of that body.

Members of the body are expected to be physically present for meetings except when not practicable, such as in the case of an emergency or urgent issue that requires the body to meet via remote methods. The chair or presiding officer of the body, in consultation with other members if appropriate and possible, will decide in as timely a manner as possible under the circumstances whether remote methods of participation are necessary. If remote participation is deemed necessary, the chair, or vice chair in the absence of the chair or, in the absence both, a designated chair pro-tem (as elected by the body quorum) shall conduct the meeting.

Remote methods of participation may include video technology allowing simultaneous reception of information and may include other means necessary to accommodate disabled persons. Telephonic participation may be used only if video technology is not possible but must meet the same conditions as is required for video participation. Remote participation will not be by text-only means such as e-mail, text messages, or chat functions.

The public will be provided a meaningful opportunity to attend via remote methods when the body participates via remote methods. If public input is allowed or required at the meeting, an effective means of communication between the body and the public will also be provided. Remote input from the public when allowed. The public will also be provided an opportunity to participate remotely by electronic means.

Notice of all meetings will be provided in accordance with 1 M.R.S. § 406 and the town charter, ordinance, policy, or bylaw. When the public may attend via remote methods, notice will include the means by which the public may access the meeting remotely and will provide a method for disabled persons to request necessary accommodation to access the meeting. The Lisbon Town Council will not restrict public attendance to remote methods except in the case of an emergency or urgent issue that requires the entire body to meet using remote methods of attendance.

During periods of remote member participation, a method for remote commenting electronically for the public shall be provided. Remote input from the public shall be by e-mail to a designated address which will be provided in the meeting notification itself and on the agenda. All conditions shall be noted in all meeting documents and materials in advance of the meeting.

The Lisbon Town Council will make all documents and materials to be considered by the body available electronically or otherwise, to the public who attend remotely to the same extent customarily available to the public who attend in person, provided no additional costs are incurred by the body.

All votes taken during a meeting using any remote methods shall be by roll call vote that can be seen and heard if using video technology, or heard if using audio technology only, by other members of the body and the public.

This policy will remain in force indefinitely unless amended or rescinded.

Roll Call Vote: Yeas – Albert, Lunt, Larochelle, Ward, Kolbe, Garrison and Fellows. Nays - None. Order passed - Vote 7-0.

AMENDMENTS TO GENERAL ASSISTANCE
ORDINANCE & APPENDICES
(Second Reading)

VOTE (2021-201) Councilor Fellows, seconded by Councilor Larochelle moved to adopt the Chapter 14 General Assistance & Appendices Amendments as follows:

Chapter 14 – GENERAL ASSISTANCE

ARTICLE I – IN GENERAL

Secs. 14-1 – 14-35. – Reserved.

ARTICLE II. GENERAL ASSISTANCE ORDINANCE

Sec. 14-36. – Adoption.

The General Assistance Ordinance, prepared by the Maine Municipal Association, is hereby adopted and incorporated herein by reference, except for such portions as are deleted, modified, or amended in this article. Please refer to the ordinance on the town's website: <https://www.lisbonme.org/general-assistance-0>

Sec. 14-37. – Additions, deletions, insertions, and changes.

The General Assistance Ordinance is revised as follows:

Amend Article VI, Section 6.8 (B), effective on and after July 1, 2012:

B) **Housing.** The administrator will provide assistance with rent or mortgage payments that are reasonable within the allowed maximum levels and in accordance with the housing assistance limits and exceptions provided in Title 22, section 4308, subsections 1-A and 1-B. See Appendix C of this ordinance for the current year's housing maximums. It is the applicant's responsibility to find suitable housing, although the administrator may help the applicant find housing when appropriate. The administrator will inform the applicant of the allowed housing maximums to assist the applicant in his or her search for housing. The allowed maximum for any applicant will be the categorical housing maximum representing the minimum dwelling unit space necessary to adequately shelter the applicant household. Applicants requesting assistance for housing that contains more bedrooms than are necessary for the number of household members will be provided assistance according to the maximum level of the number of rooms actually needed.

(C.M. of 7-17-2012, V. 2012-92)

APPENDICES

Appendix A

Appendix A is a listing of the overall maximum levels of assistance pertaining to all municipalities in Maine. These new overall maximum levels of assistance have been calculated on the basis of the 2009-2010 HUD Fair Market Rent (FMR) values that will become effective on October 1, 2009. These maximum levels of assistance are established by Maine General Assistance law (22 MRSA (4305(3-B))) and cannot be altered by action of the municipal officers.

Amend Appendix A of the General Assistance Ordinance to incorporate the following maximum levels of assistance to be effective on and after October 16, 2018 for Androscoggin County, as follows:

GA Overall Maximums	
1 person household	741.00 <u>754.00</u>
2 person household	798.00 <u>811.00</u>
3 person household	1,025.00 <u>1,042.00</u>

4 person household	1,287.00 <u>1,335.00</u>
5 person household	1,633.00 <u>1,652.00</u>

(C.M. of 11-4-2009, V. 2009-158; C.M. of 7-17-2012, V. 2012-92; [C.M. of 12-20-2016, V. 2016-269](#); C.M. of 11-14-2017, [V. 2017-282](#); [C.M. of 10-16-2018, V. 2018-229](#); C.M. 10-15-2019, V. [2019-203](#))

Appendix B

Appendix B is a listing of the maximum levels of assistance for food. These maximum levels are the same as the USDA 2009-2010 Thrifty Food Plan, which are presumed to be reasonable by regulation of the Department of Health and Human Services (DHHS). Note that the Appendix B maximums in this packet remain unchanged from the mid-year increase that was made in March 2009, due to the federal economic stimulus package. If the municipal officers wish to amend these maximum levels of food assistance, a local survey must be developed and provided to DHHS to justify the proposed alterations.

Amend Appendix B of the General Assistance Ordinance to incorporate the following maximum levels of assistance to be effective on and after October 16, 2018 for Androscoggin County, as follows:

Number in Household	Weekly	Monthly
1 person household	\$47.44 <u>58.14</u>	\$204.00 <u>250.00</u>
2 person household	\$86.98 <u>106.74</u>	\$374.00 <u>459.00</u>
3 person household	\$124.42 <u>153.02</u>	\$535.00 <u>658.00</u>
4 person household	\$158.14 <u>194.19</u>	\$680.00 <u>835.00</u>
5 person household	\$187.67 <u>230.70</u>	\$807.00 <u>992.00</u>
<u>6 person household</u>	<u>\$276.74</u>	<u>\$1,190.00</u>
<u>7 person household</u>	<u>\$306.05</u>	<u>\$1,316.00</u>
<u>8 person household</u>	<u>\$349.77</u>	<u>\$1,504.00</u>

(C.M. of 11-4-2009, V. 2009-158; [C.M. of 12-20-2016, V. 2016-269](#); C.M. of 11-14-2017, [V. 2017-282](#); [C.M. of 10-16-2018, V. 2018-229](#); C.M. 10-15-2019, V. [2019-203](#))

Appendix C

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.

Amend Appendix C of the General Assistance Ordinance to incorporate the following maximum levels of assistance to be effective on and after October 16, 2018 for Androscoggin County, as follows:

Bedrooms	Unheated		Heated	
	Weekly	Monthly	Weekly	Monthly
<u>0</u>	<u>140.00</u>	<u>601.00</u>	<u>163.00</u>	<u>701.00</u>
<u>1</u>	\$140.00 <u>143.00</u>	\$603.00 <u>616.00</u>	\$171.00 <u>174.00</u>	\$736.00 <u>749.00</u>
<u>2</u>	\$181.00 <u>185.00</u>	\$779.00 <u>796.00</u>	\$222.00 <u>226.00</u>	\$953.00 <u>970.00</u>
<u>3</u>	\$230.00 <u>241.00</u>	\$990.00 <u>1,038.00</u>	\$280.00 <u>291.00</u>	\$1,203.00 <u>1,251.00</u>
<u>4</u>	\$295.00 <u>299.00</u>	\$1,267.00 <u>1,285.00</u>	\$356.00 <u>360.00</u>	\$1,530.00 <u>1,549.00</u>

(C.M. of 11-4-2009, V. 2009-158; [C.M. of 12-20-2016, V. 2016-269](#); C.M. of 11-14-2017, [V. 2017-282](#); [C.M. of 10-16-2018, V. 2018-229](#); C.M. 10-15-2019, V. [2019-203](#))

**GA Housing Maximums
(Heated & Unheated Rents)**

NOTE: NOT ALL MUNICIPALITIES SHOULD ADOPT THESE SUGGESTED HOUSING MAXIMUMS! Municipalities should ONLY **consider** adopting the following numbers, if these figures are consistent with local rent values. If not, a market survey should be conducted and the figures should be altered accordingly. The results of any such survey must be presented to DHHS prior to adoption. **Or**, no housing maximums should be adopted and eligibility should be analyzed in terms of the Overall Maximum—Appendix A. (*See Instruction Memo for further guidance.*)

Appendix D

Electric Utility Maximums

Without electric hot water

The maximum amounts allowed for utilities for lights, cooking, and other electric uses, excluding electric hot water are:

Number in Household	Weekly	Monthly
1	\$14.00	\$60.00
2	\$15.70	\$67.50
3	\$17.45	\$75.00
4	\$19.90	\$86.00
5	\$23.10	\$99.00
6	\$25.00	\$107.00

*Add \$7.50 a month for each additional family member.

With electric hot water

The maximum amount allowed for electric utilities for dwelling units that have electrically heated hot water shall be \$70 per month for the first member of the household, with an additional \$10 per month for each additional household member.

Number in Household	Weekly	Monthly
1	\$20.65	\$89.00
2	\$23.75	\$102.00
3	\$27.70	\$119.00
4	\$32.25	\$139.00
5	\$38.75	\$167.00
6	\$41.00	\$176.00

*Add \$10.00 a month for each additional family member.

Note: For electrically heated households, the maximum amount allowed for electrical utilities per month shall be the sum of the appropriate maximum amount under this subsection and the appropriate maximum amount for fuel as provided In Appendix E.

In accordance with the following conditions, the administrator may allow as a budgetable expense the amount of an applicant's summer-loaded special payment arrangement (SPA) or budget payment arrangement (BPA), as calculated by the electric utility and entered into by the applicant, even when the arranged payment amount exceeds the above maximums or actual usage.

- 1) The SPA or BPA, when annualized, does not exceed the above monthly maximums, when annualized, for non-electrically heated dwelling units.
- 2) The SPA or BPA, when annualized, does not exceed the above monthly maximums and the fuel assistance maximums, when annualized, for electrically heated dwelling units.
- 3) The administrator determines, in consultation with the utility, that the payment arrangement does not include in any part the installment payment of past debt unless the municipality guaranteed to the utility the allowance of such an arrangement as a condition of averting a disconnection.

Pursuant to the use-of-income requirements in section 6.6 of this ordinance, whenever the administrator budgets for SPA's or BPA's under this section, the recipient will be required to pay the SPA or BPA him or herself to the extent of the income capacity of the household.

([C.M. of 12-20-2016, V. 2016-269](#))

Appendix E

Heating Fuel

When considering requests for heating fuel, eligible applicants will be granted assistance with the actual amount necessary up to the following maximums:

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

When the dwelling unit is heated electrically, the maximum amount allowed for heating purposes will be calculated by multiplying the number of gallons of fuel allowed for that month by the current price per gallon.

When fuels such as wood, coal and/or natural gas are used for heating purposes, they will be budgeted at actual rates, if they are reasonable. However, no eligible applicant shall be considered to need more than:

- 7 tons of coal per year
- 8 cords of wood per year
- 126,000 cubic feet of natural gas per year, or
- 1,000 gallons of propane.

(C.M. of 11-4-2009, V. 2009-158; [C.M. of 12-20-2016, V. 2016-269](#))

Appendix F

PERSONAL CARE & HOUSEHOLD SUPPLIES (Appendix F, as Revised 09/2007)

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.

SUPPLEMENT FOR HOUSEHOLDS WITH CHILDREN UNDER 5

When an applicant can verify expenditures for the following items, a special supplement will be budgeted as necessary for households with children under 5 years of age for items such as cloth or disposable diapers, laundry powder, oil, shampoo, and ointment up to the following amounts:

Number of Children	Weekly Amount	Monthly Amount
1	\$12.80	\$55.00
2	\$17.40	\$75.00
3	\$23.30	\$100.00
4	\$27.90	\$120.00

(C.M. of 11-4-2009, V. 2009-158; [C.M. of 12-20-2016, V. 2016-269](#))

Appendix G

2005-2006 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 (until June 30, 2008) for approved employment and necessary medical travel etc. is 40 cents (40¢) per mile.

Please refer to the Office of State Controller for changes to this rate: Telephone: 626-8420 or visit: <http://www.state.me.us/osc/>

Appendix H

Funeral Maximums

Burial 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; and
- 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 is~~ \$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 \$55; and
- Transportation costs borne by the funeral director at a reasonable rate per mile for transporting the remains to and from the cremation facility.

(C.M. 10-15-2019, V. [2019-203](#))

Appendix I

26 MRSA § 1043 (23)

Misconduct. "Misconduct" means a culpable breach of the employee's duties or obligations to the employer or a pattern of irresponsible behavior, which in either case manifests a disregard for a material interest of the employer. This definition relates only to an employee's entitlement to benefits and does not preclude an employer from discharging an employee for actions that are not included in this definition of misconduct. A finding that an employee has not engaged in misconduct for purposes of this chapter may not be used as evidence that the employer lacked justification for discharge. [1999, c. 464, §2 (rpr).]

A. The following acts or omissions are presumed to manifest a disregard for a material interest of the employer. If a culpable breach or a pattern of irresponsible behavior is shown, these actions or omissions constitute "misconduct" as defined in this subsection. This does not preclude other acts or omissions from being considered to manifest a disregard for a material interest of the employer. The acts or omissions included in the presumption are the following:

- (1) Refusal, knowing failure or recurring neglect to perform reasonable and proper duties assigned by the employer;
- (2) Unreasonable violation of rules that are reasonably imposed and communicated and equitably enforced;
- (3) Unreasonable violation of rules that should be inferred to exist from common knowledge or from the nature of the employment;
- (4) Failure to exercise due care for punctuality or attendance after warnings;
- (5) Providing false information on material issues relating to the employee's eligibility to do the work or false information or dishonesty that may substantially jeopardize a material interest of the employer;
- (6) Intoxication while on duty or when reporting to work or unauthorized use of alcohol while on duty;
- (7) Using illegal drugs or being under the influence of such drugs while on duty or when reporting to work;
- (8) Unauthorized sleeping while on duty;
- (9) Insubordination or refusal without good cause to follow reasonable and proper instructions from the employer;
- (10) Abusive or assaultive behavior while on duty, except as necessary for self-defense;
- (11) Destruction or theft of things valuable to the employer or another employee;
- (12) Substantially endangering the safety of the employee, coworkers, customers or members of the public while on duty;
- (13) Conviction of a crime in connection with the employment or a crime that reflects adversely on the employee's qualifications to perform the work; or
- (14) Absence for more than 2 work days due to incarceration for conviction of a crime.

[1999, c. 464, §2 (new).]

B. "Misconduct" may not be found solely on:

- (1) An isolated error in judgment or a failure to perform satisfactorily when the employee has made a good faith effort to perform the duties assigned;
- (2) Absenteeism caused by illness of the employee or an immediate family member if the employee made reasonable efforts to give notice of the absence and to comply with the employer's notification rules and policies; or

- (3) Actions taken by the employee that were necessary to protect the employee or an immediate family member from domestic violence if the employee made all reasonable efforts to preserve the employment.

[1999, c. 464, §2 (new).]

Roll Call Vote: Yeas – Albert, Lunt, Laroche, Ward, Kolbe, Garrison and Fellows. Nays - None. Order passed - Vote 7-0.

OTHER BUSINESS

A. COUNCIL COMMITTEE REPORTS

1. School: Councilor Albert mentioned he is interested in learning whether our testing results will indicate that maintaining our in-person learning in Lisbon shows added value in our record as compared to other communities.
2. Planning: Councilor Fellows said the Planning Board is reviewing the Solar Plan on Frost Hill Avenue. He indicated their meeting this week has been cancelled.
3. LDC: Councilor Albert mentioned Ms. Ward was present to update the Council. Ms. Ward said she planned to do her presentation under Other Business.
4. Conservation Commission: Councilor Ward reported that Richard Main presented park harvest plans at their recent meeting. He said they are working on repairing a part of the River Trail. Mr. Cyr said his crew will move the trail over a few feet by removing the hot top and existing wood fence, then repaving the new section, installing a new chain link fence, and adding rip rap to the embankment to prevent further erosion.
5. Recreation: Councilor Albert reported all the sports programs have started. He encouraged residents to go out and support them all.
6. County Budget: Councilor Ward said their committee is advising the commissioner to take their advice seriously to reduce the budget by \$49,000 and add \$10,000 to the revenue side of it.
7. Library: Councilor Lunt said the Library recently received a grant to buy electronic items, such as chrome books and a printer that can print big posters.
8. Water Commission: Councilor Fellows reported the new General Manager is on the job now and the Superintendent is expected to be done by year end. They are looking over the \$1.6 million water main project for Main Street.
9. Finance Committee: Councilor Albert indicated their next meeting is Tuesday, September 28 when they will continue their solid waste discussions. An update for Council should occur late October.

B. TOWN MANAGER'S REPORT

Mrs. Barnes said taxes were due last week. It was very busy here in the building with residents coming in to do business. The employees worked very hard out front, even in some instances without lunch. A lot of residents paid both tax installments. Most said that was because they saved their stimulus money to pay their taxes ahead.

Mrs. Barnes indicated Lisbon received one half of the funds from ARPA (American Rescue Plan Act of 2021) totaling \$457,000. She said Lisbon could use these funds to install a new HVAC system at the Town Hall, but the second payment is needed to cover the whole project. These funds have to be dedicated by 2024 and expended by 2026. She said it is very important that we be sure the chosen project qualifies as being eligible for spending these funds on and indicated the HVAC system should qualify.

C. DEPARTMENT HEAD WRITTEN REPORTS

Mrs. Barnes reported the auditors will be on site this week. She mentioned the audit should be completed on time and before the end of the year.

D. ANNOUNCE CANDIDATES NIGHT FOR OCTOBER 12th AT 6PM

The Town Clerk announced Candidates Night would be held in the Council room at Town Hall on October 12, 2021 at 6:00 PM. Candidates will be providing a small written biography along with answers to our six questions typically asked of candidates that night. We asked for written answers due to the number of candidates on the ballot this election to save time that night for taking questions from the audience. The written biography and answers will be posted online on the town's website prior to the meeting. This meeting will be live streamed on our Town Hall website and available anytime for watching later, similar to Council or School Committee and other meetings.

D. LISBON DEVELOPMENT COMMITTEE (LDC) UPDATE

Ms. Ward, as Chair of the LDC, said façade grants are going well. Digital Advertising should be in full swing by the end of this month. The market analysis approved by the Council should give the committee more insight on what projects would be beneficial for Lisbon Village and Lisbon Falls.

Ms. Ward reported that they are holding an LDC meeting tomorrow night at 6:00 PM here in the Council Room to discuss the process moving forward for the Worumbo site. It will be aired live on Town Hall Streams and recorded for reviewing later. She said they invited a wide range of individuals, including those who were worried about the view, to attend. This will be a good opportunity to define the process the committee will be using to move forward. The market analysis and traffic study went out to be completed. She indicated there were a broad range of opinions from members on the LDC Committee on what they would like to see happen at the Worumbo site. Agenda information and attachments can be found on the town's website. She encouraged those interested to attend as well.

Councilor Fellows said tomorrow night's LDC meeting will be about the process and not about choices. Ms. Ward said it's not the goal to decide what's going to happen; we are not making the decision for the town. She said we want to hear what everybody wants to offer so we move forward in the correct way so we include all who wish to participate.

F. WINE TIME CIRCLE ROAD ACCEPTANCE DISCUSSION

Scott Kelly, representing Premier Development in Kelly Park, asked if he could turn Wine Time Circle road over to the town. He explained the freeze-thaw frost cycle requirement in the Street Acceptance Ordinance and requested clarification on when a road actually becomes ready for Council adoption. He said Wine Time Circle was fully constructed in 2018, and has been through three freeze-thaw frost cycles. He said the last house on the street has been sold and the build out is complete. He reported the last and final layer of pavement has been applied. He said the ordinance is vague and does not define what "after construction" means in Section 46-65(c). He said binder pavement is considered a first step to completing a new road, that there can be some significant settlement issues so going through two freeze-thaw cycles should reveal any problem areas that may need correction before the last and final pavement is applied. Wine Time Circle did not need any corrections so the final surface pavement was applied in August this year. Since construction is over and the heavy trucks no longer travel over it, this road should now be considered complete. He explained that a bond can no longer be obtained when a road is complete. He said the ordinance should be more specific; it should be about settlement issues, not paving issues.

Councilor Fellows indicated the bond requirement can be waived by Council. He recommended Council make the following changes to Section 46-63(c), and 46-65(c) as follows:

Section 46-63. Minimum Construction Standards.

...

- (c) Form of bond. With the application for a building permit, the applicant shall tender either a certified check payable to the town or a faithful performance bond running to the town in an amount of money to be determined by the town manager to be equal to the costs of furnishing, installing, connecting and completing all aspects of the street grading, construction, all layers of paving, storm drainage and

utilities required within one year from the date of the check or bond. This bond may be renewed for one additional year at the discretion of the town manager.

(C.M. of 3-20-2018, V. 2018-57)

...

Sec. 46-65. Application process and review procedure for the dedication and acceptance of municipal roads.

...

- c. Proof that the private way has endured without damage at least one consecutive freeze/thaw cycle after construction;

Construction will be defined as the completion of all work on the project with the exception of a final surface layer of pavement;

Explanation: the purpose of the freeze-thaw waiting period is to allow for settlement and/or and frost action to show itself in the soils under the pavement. Waiting to add surface pavement until after the freeze-thaw is generally considered an improvement to the final construction method as it allows corrections to any defects to be addressed in the final pavement by shimming, and should be encouraged as this provides a better final roadway structure; and

- d. An application ...

PART 1 – CODE OF ORDINANCES
 CHAPTER 46 STREETS, SIDEWALKS AND OTHER PUBLIC PLACES
 ARTICLE III. STREET ACCEPTANCE STANDARDS
(First Reading)

VOTE (2021-202) Councilor Fellows, seconded by Councilor Lunt moved to amend Part 1 – Code of Ordinances, Chapter 46 Streets, Sidewalks and Other Public Places, Article III. Street Acceptance Standards as follows:

PART 1 – CODE OF ORDINANCES
 CHAPTER 46 STREETS, SIDEWALKS AND OTHER PUBLIC PLACES
 ARTICLE III. STREET ACCEPTANCE STANDARDS

Section 46-63. Minimum Construction Standards.

...

- (c) Form of bond. With the application for a building permit, the applicant shall tender either a certified check payable to the town or a faithful performance bond running to the town in an amount of money to be determined by the town manager to be equal to the costs of furnishing, installing, connecting and completing all aspects of the street grading, construction, all layers of paving, storm drainage and utilities required within one year from the date of the check or bond. This bond may be renewed for one additional year at the discretion of the town manager.

(C.M. of 3-20-2018, V. 2018-57)

...

Sec. 46-65. Application process and review procedure for the dedication and acceptance of municipal roads.

...

- c. Proof that the private way has endured without damage at least one consecutive freeze/thaw cycle after construction;

Construction will be defined as the completion of all work on the project with the exception of a final surface layer of pavement;

Explanation: the purpose of the freeze-thaw waiting period is to allow for settlement and/or frost action to show itself in the soils under the pavement. Waiting to add surface pavement until after the freeze-thaw is generally considered an improvement to the final construction method as it allows corrections to any defects to be addressed in the final pavement by shimming, and should be encouraged as this provides a better final roadway structure; and

d. An application . . .

Roll Call Vote: Yeas – Albert, Lunt, Larochelle, Ward, Kolbe, Garrison and Fellows. Nays - None. Order passed - Vote 7-0.

Councilor Ward encouraged Mr. Kelly to prepare the deed and file the appropriate application for the Council to adopt Wine Time Circle. He said this proposed amendment to be adopted at the second reading on October 5 and effective in 21 days only clarifies the Council and Code Enforcement’s interpretation of the definition of “after construction,” which should not hold up the process of adoption at this point.

APPOINTMENTS

ETHICS PANEL

VOTE (2021-202) Councilor Fellows, seconded by Councilor Lunt moved to appoint Christopher Rugullies to the Ethics Panel. **Order passed – Vote 7-0.**

LISBON DEVELOPMENT COMMITTEE - PRIMARY LIAISON & REAPPOINTMENT & WARDEN FOR NOVEMBER 2, 2021 ANNUAL ELECTION

VOTE (2021-203, 204, 205) Councilor Larochelle, seconded by Councilor Lunt moved to appoint Councilor Fellows the primary Liaison to the Lisbon Development Committee, re-appoint Angie D’Amours to the Lisbon Development Committee, and appoint Debora Hill as the Warden for the November 2, 2021 Election. **Order passed – Vote 7-0.**

ORDER 2021-206 MMA ANNUAL BUSINESS MEETING - VOTING DELEGATES (No Councilors Attending Meeting)

COUNCILOR COMMUNICATIONS – NONE

AUDIENCE PARTICIPATION & RESPONSE FOR NEW ITEMS - NONE

EXECUTIVE SESSION - NONE

ADJOURNMENT

VOTE (2021-206) Councilor Garrison, seconded by Councilor Fellows moved to adjourn at 8:05 PM. **Order passed - Vote 7-0.**



STATE OF MAINE
 DEPARTMENT OF TRANSPORTATION
 16 STATE HOUSE STATION
 AUGUSTA, MAINE 04333-0016

Janet T. Mills
 GOVERNOR

Bruce A. Van Note
 COMMISSIONER

September 22, 2021

Town of Lisbon
 300 Lisbon Street
 Lisbon, ME 04250

WIN #: 014862.00
 Town: Lisbon
 Location: Main St./Rte125
 Parcel #: 3

Dear Property Owner:

The Maine Department of Transportation is currently progressing towards the reconstruction of a portion of Route 125/Main Street including the acquisition of the property rights needed to construct and maintain the roadway as designed. The Department has held several public meetings to discuss the impacts of the project and an opportunity for the public to express their concerns. Based on that design, the impact to abutting property owners has been determined and appraisals prepared and approved to establish "Just Compensation" for the landowners. At this time, offers are being made to all the impacted landowners in person when available or by mail/email when necessary. Your receipt of this offer package initiates the Department's negotiation process with you.

General Project Description

The project involves reconstruction of that portion of Route 125/Main Street between Lisbon Street/Route 196 and extending northerly approximately one mile to Huston Street. The construction work will include: any necessary tree removal, setting of new utility poles, reconstruction of Main Street and any side street intersections with new gravel, removal and replacement of existing sewer, water and storm drainage systems, installation of sections of either granite or concrete curbing, installation of new A.D.A. compliant concrete or bituminous sidewalks, and loaming and seeding the areas disturbed by construction to prevent erosion.

The following documents are enclosed in this package for your review and consideration:

- Offer Letter
- An Owner's Offer Assent form and a copy for your records
- Right of Way map showing the proposed impacts
- Cross Sections
- "MaineDOT Projects and Your Property" booklet
- A self-addressed prepaid envelope to Maine Department of Transportation
- My business card

The enclosed offer letter indicates the different items considered in the appraisal. The offer amount represents “just compensation” which is the cumulative value for the land acquisition, easements (permanent and temporary) and for any personal property impacted by this project. The Booklet “MaineDOT Projects and Your Property” explains the process and your rights as a property owner which I would like to review with you in detail, so you fully understand your rights.

Construction Details

The reconstruction of Main Street/Route 125 includes acquiring 673+/- SF of Temporary Construction Rights (highlighted in pink on the enclosed right of way map) from your property. These rights are necessary to have access to your property outside the Main Street right of way to blend the newly constructed driveway entrance to the existing driveway. These rights are temporary and will extinguish at the end of the project. The newly constructed sidewalk in front of your property will be surfaced with concrete and the curbing along the front edge will be granite.

The appraised value of the temporary rights we are acquiring is \$550.00. Thus, the State’s offer of Just Compensation is: **\$550.00**.

The Department will acquire all the land and rights required for the project by filing the Notice of Layout and Taking at the Androscoggin County Registry of Deeds, which filing is currently scheduled on or about November 8, 2021. Shortly after this date, you will receive by **certified mail** a copy of the Notice of Layout and Taking, a statement of just compensation based upon the appraisal, a copy of the plan showing the impacts to your property, and a check for the compensation.

If there are any co-owners or lienholders on your property (e.g. mortgages, tax liens, etc.) their names may also be printed on the check. You may cash the check even if you have not settled with the Department. Cashing the check does not waive your rights to continue to negotiate or waive your right to appeal the offer before the State Claims Commission.

Please reference Page 13 of the “MaineDOT Projects and Your Property” booklet regarding sale to a third party. Basically, this states that you must notify any potential purchaser other than MaineDOT of the project and the MaineDOT’s intentions.

Please take some time to review the information in this package. If you consent to the offers of Just Compensation, please sign, and return the Owner’s Offer Assent form in the enclosed self-addressed prepaid envelope. The other copy is for your records. If we have not been able to negotiate a settlement with you within 60 days after the Notice of Layout and Taking filing, we are required to refer the claim to the State Claims Commission. Typically, hearings are scheduled after construction is complete. Please see the “MaineDOT Projects and Your Property” booklet for more information.

As we are starting negotiations with you, it is important to the Department that you understand the acquisition process fully. Once you have reviewed the enclosed information please contact me with any questions. Please review the enclosed plan and let us know of any additional items (well, septic/leach field, etc.) that may be within the areas/rights the State is acquiring for the project. You may find it beneficial to have me on the telephone when reviewing the enclosed documents. If I am unavailable to take your call, please leave a message with the phone number and best time to call. My contact information is Berta Estes (207) 592-0848, email is berta.estes@maine.gov.

Sincerely,

Berta Estes
Senior Technician/Negotiator

STATE OF MAINE
DEPARTMENT OF TRANSPORTATION
Owner's Offer-Assent

Property Owner(s):
Town of Lisbon

WIN: 014862.00

Town/City: Lisbon

Parcel/Item No: 3

BACKGROUND:

1. It has been determined that public exigency requires the construction or reconstruction by altering, widening, changing the grade of and/or changing the drainage of a portion of State Highway "Route 125" in the Town/City of Lisbon, County of Androscoggin and State of Maine through a Maine Department of Transportation (the "Department") project identified by the WIN referenced above (the "Project").
2. In connection with the Project, the necessary real property rights (the "Property Rights") to be acquired have been assigned value, surveyed, and identified on a plan known as the Right of Way Map, State Highway "Route 125", on file in the Augusta headquarters of the Department, File No. 1-349 AUG 2021.
3. The Property Rights in and to a certain parcel of land identified on the Right of Way Map as Parcel No. 3 (the "Parcel"), owned by the above identified Property Owner(s) (the "Property Owner(s)") in said Lisbon, are required for construction of the Project.
4. The Department intends to acquire the Property Rights by filing a Notice of Layout and Taking (the "Taking") in the Androscoggin County Registry of Deeds on or about 11/08/2021. At the Department's discretion, and with the Property Owner(s)' consent, the Property Rights may be transferred through the execution of a deed or other transactional instrument.
5. The Department has determined just compensation for acquisition of the Property Rights to be \$550.00 (the "Payment"), and this amount will be paid to the Property Owner(s) upon filing of the Taking.

6. The Property Owner(s) does/do hereby acknowledge that Berta Estes, representing the Department, met with or wrote to the Property Owner(s) and explained the Property Rights to be acquired, the just compensation Payment, and all construction impacts, changes of location, grade, drainage and slopes as they apply to the Parcel.

AGREEMENT

1. The Property Owner(s) accept the Payment as just compensation for all Property Rights taken in connection with the Project.

2. The Property Owner(s) release the Department from any further claims of just compensation arising from the Property Rights taken in connection with the Project; however, if any changes in design or construction occur after the date of this settlement and negatively impact the Parcel in an unanticipated manner, the Property Owner(s) shall have the right to request that this settlement be rescinded.

In witness of the above, the parties have executed this Agreement on the date herein indicated.

Dated: _____

Property Owner(s):

WIN: 014862.00
Parcel #: 3
Form: AQ-15



STATE OF MAINE
 DEPARTMENT OF TRANSPORTATION
 16 STATE HOUSE STATION
 AUGUSTA, MAINE 04333-0016

Janet T. Mills
 GOVERNOR

Bruce A. Van Note
 COMMISSIONER

Town of Lisbon
 300 Lisbon Street
 Lisbon, ME 04250

WIN: 014862.00
 Town/City: Lisbon
 Parcel No.: 3

Dear Property Owner:

Today, as the Maine Department of Transportation's (Department) representative, I have explained to you the proposed construction and the effect it will have on your property. I have attempted to answer any questions you had. I have also explained the methods used in preparing the Department's appraisal for the land and rights to be acquired. I have made you an offer in the amount of \$550.00, which represents the Department's determination of just compensation that is based on the appraisal completed by a qualified appraiser and approved by one of the Department's review appraisers.

The land and/or rights to be acquired from you for this project are as follows:

Valuation Type	Count	Area	Unit
Temp. Const. Rights	1	673.00	Sq. Feet

The following is a statement by the Department regarding the parcel or parcels of land above referenced:

- A. The highest and best use of the property at the date of taking.
Municipal
- B. The fair market value of the real property taken as of the date of taking.
\$550.00
- C. Offering price.
\$550.00

I have explained your recourse if the Department's offer is not acceptable. The booklet "MaineDOT Projects and Your Property" confirms the procedures available to you. If a copy of this booklet has not previously been given to you, please request one. I have also explained that the property owner or designated representative is responsible for informing any potential purchaser of the impending acquisition of land and/or rights as required by 23 M.R.S. § 153-B(4).

A great deal of time has been spent in the effort to design an attractive, safe highway; also to design it in the manner that will cause the least damage to adjoining property; and finally to determine by properly made and carefully reviewed appraisals the just compensation due to the owners. I hope that the Department has accomplished its objective.

Please be advised that if you have a mortgage, the mortgage company holds a recorded interest in your property. Under Maine law, your mortgage company may receive a copy of the condemnation documents and may be named on your just compensation check. If your mortgage company is named on your compensation check, your lender must endorse the check before you can cash it. Your mortgage document quite likely contains a provision that addresses eminent domain takings. If your lender is named on your check, you should review this language in your mortgage carefully and deal with your lender directly. The holders of tax liens or other recorded encumbrances on your property may also appear on your check. Again, their endorsement will be required, and you will need to deal with them directly.

PROPERTY MARKERS: Action taken by the 115th Maine Legislature has revised Maine's landmark location law (14 M.R.S. § 7554-A). Please be sure to inform me if your property markers do not appear on the Department's Right of Way Map(s). The Department does not set property pins, but will re-establish the point of former location of a disrupted pin on request from the owner.

Under certain conditions the Department can reimburse eligible property owners for reasonable cost associated with resetting a property pin on the new right of way line by a Licensed Professional Land Surveyor. If necessary, I will explain the eligibility criteria and application process.

Sincerely,



Berta Estes
MaineDOT

Date: 9-22-21



STATE OF MAINE
DEPARTMENT OF TRANSPORTATION
16 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0016

Janet T. Mills
GOVERNOR

Bruce A. Van Note
COMMISSIONER

September 22, 2021

Town of Lisbon
300 Lisbon Street
Lisbon, ME 04250

WIN #: 014862.00
Town: Lisbon
Location: Main St./Rte125
Parcel #: 5

Dear Property Owner:

The Maine Department of Transportation is currently progressing towards the reconstruction of a portion of Route 125/Main Street including the acquisition of the property rights needed to construct and maintain the roadway as designed. The Department has held several public meetings to discuss the impacts of the project and an opportunity for the public to express their concerns. Based on that design, the impact to abutting property owners has been determined and appraisals prepared and approved to establish "Just Compensation" for the landowners. At this time, offers are being made to all the impacted landowners in person when available or by mail/email when necessary. Your receipt of this offer package initiates the Department's negotiation process with you.

General Project Description

The project involves reconstruction of that portion of Route 125/Main Street between Lisbon Street/Route 196 and extending northerly approximately one mile to Huston Street. The construction work will include: any necessary tree removal, setting of new utility poles, reconstruction of Main Street and any side street intersections with new gravel, removal and replacement of existing sewer, water and storm drainage systems, installation of sections of either granite or concrete curbing, installation of new A.D.A. compliant concrete or bituminous sidewalks, and loaming and seeding the areas disturbed by construction to prevent erosion.

The following documents are enclosed in this package for your review and consideration:

- Offer Letter
- An Owner's Offer Assent form and a copy for your records
- Right of Way map showing the proposed impacts
- Cross Sections
- "MaineDOT Projects and Your Property" booklet
- A self-addressed prepaid envelope to Maine Department of Transportation
- My business card

As we are starting negotiations with you, it is important to the Department that you understand the acquisition process fully. Once you have reviewed the enclosed information please contact me with any questions. Please review the enclosed plan and let us know of any additional items (well, septic/leach field, etc.) that may be within the areas/rights the State is acquiring for the project. You may find it beneficial to have me on the telephone when reviewing the enclosed documents. If I am unavailable to take your call, please leave a message with the phone number and best time to call. My contact information is Berta Estes (207) 592-0848, email is berta.estes@maine.gov.

Sincerely,

Berta Estes
Senior Technician/Negotiator



STATE OF MAINE
 DEPARTMENT OF TRANSPORTATION
 16 STATE HOUSE STATION
 AUGUSTA, MAINE 04333-0016

Janet T. Mills
 GOVERNOR

Bruce A. Van Note
 COMMISSIONER

Town of Lisbon
 300 Lisbon Street
 Lisbon, ME 04250

WIN: 014862.00
 Town/City: Lisbon
 Parcel No.: 5

Dear Property Owner:

Today, as the Maine Department of Transportation's (Department) representative, I have explained to you the proposed construction and the effect it will have on your property. I have attempted to answer any questions you had. I have also explained the methods used in preparing the Department's appraisal for the land and rights to be acquired. I have made you an offer in the amount of \$1,500.00, which represents the Department's determination of just compensation that is based on the appraisal completed by a qualified appraiser and approved by one of the Department's review appraisers.

The land and/or rights to be acquired from you for this project are as follows:

Valuation Type	Count	Area	Unit
Temp. Const. Rights	1	1,915.00	Sq. Feet

The following is a statement by the Department regarding the parcel or parcels of land above referenced:

- A. The highest and best use of the property at the date of taking.
Municipal
- B. The fair market value of the real property taken as of the date of taking.
\$1,500.00
- C. Offering price.
\$1,500.00

I have explained your recourse if the Department's offer is not acceptable. The booklet "MaineDOT Projects and Your Property" confirms the procedures available to you. If a copy of this booklet has not previously been given to you, please request one. I have also explained that the property owner or designated representative is responsible for informing any potential purchaser of the impending acquisition of land and/or rights as required by 23 M.R.S. § 153-B(4).

A great deal of time has been spent in the effort to design an attractive, safe highway; also to design it in the manner that will cause the least damage to adjoining property; and finally to determine by properly made and carefully reviewed appraisals the just compensation due to the owners. I hope that the Department has accomplished its objective.

Please be advised that if you have a mortgage, the mortgage company holds a recorded interest in your property. Under Maine law, your mortgage company may receive a copy of the condemnation documents and may be named on your just compensation check. If your mortgage company is named on your compensation check, your lender must endorse the check before you can cash it. Your mortgage document quite likely contains a provision that addresses eminent domain takings. If your lender is named on your check, you should review this language in your mortgage carefully and deal with your lender directly. The holders of tax liens or other recorded encumbrances on your property may also appear on your check. Again, their endorsement will be required, and you will need to deal with them directly.

PROPERTY MARKERS: Action taken by the 115th Maine Legislature has revised Maine's landmark location law (14 M.R.S. § 7554-A). Please be sure to inform me if your property markers do not appear on the Department's Right of Way Map(s). The Department does not set property pins, but will re-establish the point of former location of a disrupted pin on request from the owner.

Under certain conditions the Department can reimburse eligible property owners for reasonable cost associated with resetting a property pin on the new right of way line by a Licensed Professional Land Surveyor. If necessary, I will explain the eligibility criteria and application process.

Sincerely,



Berta Estes
MaineDOT

Date: 9-22-21

STATE OF MAINE
DEPARTMENT OF TRANSPORTATION
Owner's Offer-Assent

Property Owner(s):
Town of Lisbon

WIN:	<u>014862.00</u>
Town/City:	<u>Lisbon</u>
Parcel/Item No:	<u>5</u>

BACKGROUND:

1. It has been determined that public exigency requires the construction or reconstruction by altering, widening, changing the grade of and/or changing the drainage of a portion of State Highway "Route 125" in the Town/City of Lisbon, County of Androscoggin and State of Maine through a Maine Department of Transportation (the "Department") project identified by the WIN referenced above (the "Project").
2. In connection with the Project, the necessary real property rights (the "Property Rights") to be acquired have been assigned value, surveyed, and identified on a plan known as the Right of Way Map, State Highway "Route 125", on file in the Augusta headquarters of the Department, File No. 1-349 AUG 2021.
3. The Property Rights in and to a certain parcel of land identified on the Right of Way Map as Parcel No. 5 (the "Parcel"), owned by the above identified Property Owner(s) (the "Property Owner(s)") in said Lisbon, are required for construction of the Project.
4. The Department intends to acquire the Property Rights by filing a Notice of Layout and Taking (the "Taking") in the Androscoggin County Registry of Deeds on or about 11/08/2021. At the Department's discretion, and with the Property Owner(s)' consent, the Property Rights may be transferred through the execution of a deed or other transactional instrument.
5. The Department has determined just compensation for acquisition of the Property Rights to be \$1,500.00 (the "Payment"), and this amount will be paid to the Property Owner(s) upon filing of the Taking.

6. The Property Owner(s) does/do hereby acknowledge that Berta Estes, representing the Department, met with or wrote to the Property Owner(s) and explained the Property Rights to be acquired, the just compensation Payment, and all construction impacts, changes of location, grade, drainage and slopes as they apply to the Parcel.

AGREEMENT

1. The Property Owner(s) accept the Payment as just compensation for all Property Rights taken in connection with the Project.

2. The Property Owner(s) release the Department from any further claims of just compensation arising from the Property Rights taken in connection with the Project; however, if any changes in design or construction occur after the date of this settlement and negatively impact the Parcel in an unanticipated manner, the Property Owner(s) shall have the right to request that this settlement be rescinded.

In witness of the above, the parties have executed this Agreement on the date herein indicated.

Dated: _____

Property Owner(s):

WIN: 014862.00
Parcel #: 5
Form: AQ-15



MEMORANDUM

TO: Diane Barnes, Town Manager
 FROM: Brett Richardson, Economic & Community Development Director (ECD)
 SUBJECT: Worumbo Redevelopment Vision Public Input Plan
 DATE: October 5, 2021

Additional public input is necessary to develop community consensus regarding future redevelopment goals for the former Worumbo Mill site. During the Lisbon Development Committee's (LDC) September meeting on the evening of September 22nd, LDC members and staff publicly reviewed the attached *Worumbo Project Public Input Plan*. The LDC solicited community comments and feedback to ensure the proposed plan is appropriate and adequate to solicit necessary additional community input.

The input plan was distributed in advance of the meeting to ensure ample opportunity for the community to offer meaningful feedback and suggestions to maximize stakeholder participation. The meeting was aired on Town Hall Streams. Residents and stakeholders who were unable to attend the meeting in person had the opportunity to email written comments to the LDC Chair and staff.

The proposed input plan is designed to be integrated with findings from the Lisbon Market Analysis, which Council awarded to The Chesapeake Group (TCG) on September 7th. As detailed in the attached plan, findings from the market analysis developed by TCG will add important objective data and understandings to the Lisbon community's ongoing deliberations regarding the Worumbo site.

Findings developed by TCG will be shared with the Lisbon community and Town policy makers at important milestones during the market analysis research. Following the presentation of findings by TCG during two community presentations, the LDC will solicit further input via surveys.

The surveys referenced in the attached input plan will be broadly promoted to the Lisbon community to ensure ample opportunity to participate.

Survey promotion will include:

- Public meetings when TCG will present findings
- Local media
- Town and stakeholder social media
- A direct mailer to all Town residents promoting the public input plan and opportunities to participate
- A dedicated website specific to the Worumbo visioning process where stakeholders can easily access information about the site, research findings, and conceptual development scenarios
- Promotional materials posted around Town, including flyers, signs, and posters

The estimated cost for the direct mailer, dedicated website, and promotional materials is \$3,000. These items are eligible uses of the Downtown TIF as professional services and administrative costs.

As recommended by the LDC, we therefore request that Council approve the proposed *Worumbo Project Public Input Plan* and allocate \$3,000 from the Downtown TIF fund for the direct mailer, dedicated website, and promotional materials to maximize community awareness and participation.

Worumbo Project Public Input Plan

Community Visioning Initiative

What we've done so far

- Three Public Meetings
- One Site Walk
- Two Surveys
- Conceptual site-plan designs
- Monthly planning discussions & Coordination by the Lisbon Development Committee
- Eight Town Council Agenda items and approvals

Next Steps

Preparing for additional site-specific input

- **Lisbon Community Retail Survey**, October 2021
The Chesapeake Group (TCG) will conduct a Retail Survey in Lisbon and surrounding communities to understand local shopping habits and to inform the town-wide Market Analysis.
- **Stakeholder Interviews**, November 2021
TCG will gather input from local businesses, developers and others.

Community Input

What comes next

- LDC Community Meeting, December 2021
 - *TCG will present the market analysis as it pertains to the Worumbo site.*
 - *Parking study results.*
 - *Input/Questions from the community.*
- Community ReUse Options Survey, January 2022
SURVEY 1: Selection of Scenarios--for a deep-dive Financial/Feasibility Analysis (conducted by Town/LDC)
- LDC Community Meeting, February 2022
TCG presents analyses for the top two scenarios identified in the survey.
- Community ReUse Preference Survey, March 2022
SURVEY 2: The Town/LDC will take a community-wide survey of which Worumbo redevelopment option is the Town's priority.

MEMORANDUM FROM THE PUBLIC WORKS DIRECTOR

DATE: SEPTEMBER 30, 2021
TO: DIANE BARNES, TOWN MANAGER
FROM: RANDY CYR, PUBLIC WORKS DIRECTOR
SUBJECT: 2021-008 / SOLID WASTE FORKLIFT

Bid 2021-008 is for ONE (1) new Forklift for Solid Waste department.

Bids were solicited from four (4) different companies, and publicly opened Randy Cyr, Public Works Director; Ray Soucy, PW Admin; Erich Mitchell, Alta and Tom Olko from WD Matthews were present at the bid opening.

All bids received have Forklift price and additional price for all other option request i.e. Cab, Heater and AC. The following bids were received and reviewed.

ALTA:

UNIT & OPTIONS	COSTS
FORKLIFT WITH NO CAB	\$31,825.00
TRADE IN	-\$5,100
TOTAL	\$26,725.00

UNIT & OPTIONS	COSTS
FORKLIFT WITH CAB & HEATER	\$37,057.00
TRADE IN	-\$5,100
TOTAL	\$31,957.00

UNIT & OPTIONS	COSTS
FORKLIFT WITH CAB, HEATER & AC	\$48,898.00
TRADE IN	-\$5,100
TOTAL	\$43,798.00

BUTCH CRAIG AND SON:

UNIT & OPTIONS	COSTS
FORKLIFT WITH CAB ONLY	\$25,195.00
CAB & HEATER	\$995.00
TRADE IN	-\$4,000
TOTAL	\$22,190.00

WD MATTHEWS:

UNIT & OPTIONS	COSTS
FORKLIFT WITH NO CAB	\$28,300.00
FULL CAB	\$5,974.00
CABIN HEATER	\$597.00
BLOCK HEATER	\$250.00
TRADE IN	-\$4,300
TOTAL	\$30,821.00

Budget expense for the Solid Waste Department to purchase ONE (1) Forklift is \$35,000.

I recommend awarding the bid for ONE (1) Forklift in the amount of \$30, 821 from WD Matthews.

The total cost for the Forklift from WD Matthews with all options is \$35,121 which is over budget. However, we will also receive a trade in value for our current Forklift in the amount of \$4,300. The total price for the unit after trade in is \$30,821 and is under budget.

Although not the lowest bid, I recommended awarding the bid to WD Matthews as this machine has all options and meets our operational needs. Additionally, I requested a Forklift with Oil-Cooled Disk Brakes due to overall lower maintenance costs and life of the brake system. However, Butch Craig and Son submitted their bid, which included a Drum Brake system and not the Oil-Cooled Brake system requested.

The difference between lowest bid from Butch Craig and Son and WD Matthews is \$8,631, which includes all options and trade in value.

This recommendation for a Forklift is being presented to the Town Council for consideration.

2021-008 Solid Waste Forklift
 Wednesday, September 29, 2021
 Council Chambers
 10:00am

Present: Randy Cyr, Public Works Director
 Ray Soucy, Public Works Admin

Bids were solicited from four (4) companies. The following bids were received and publicly opened:

ALTA:

UNIT & OPTIONS	COSTS
FORKLIFT WITH NO CAB	\$31,825.00
TRADE IN	-\$5,100
TOTAL	<u>\$26,725.00</u>

UNIT & OPTIONS	COSTS
FORKLIFT WITH CAB & HEATER	\$37,057.00
TRADE IN	-\$5,100
TOTAL	<u>\$31,957.00</u>

UNIT & OPTIONS	COSTS
FORKLIFT WITH CAB, HEATER & AC	\$48,898.00
TRADE IN	-\$5,100
TOTAL	<u>\$43,798.00</u>

BUTCH CRAIG AND SON:

UNIT & OPTIONS	COSTS
FORKLIFT WITH CAB ONLY	\$25,195.00
CAB & HEATER	\$995.00
TRADE IN	-\$4,000
TOTAL	<u>\$22,190.00</u>

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UNIT & OPTIONS	COSTS
FORKLIFT WITH NO CAB	\$28,300.00
FULL CAB	\$5,974.00
CABIN HEATER	\$597.00
BLOCK HEATER	\$250.00
TRADE IN	-\$4,300
TOTAL	<u>\$30,821.00</u>

TOWN OF LISBON

SOLID WASTE FORKLIFT
BID NO. 2021-008
PROPOSAL FORM

To receive consideration, the Proposal Form must be filled in and signed.

The undersigned hereby declares that he has carefully examined the specifications and that he/she proposes and agrees, if this proposal is accepted, to provide the items identified in his/her proposal in accordance with the specifications listed; and that he/she will accept full payment therefor the following sum:

NO CAB

Year	2022	
Make/Model	Hyster / H50XT	
		Total \$31,825 -\$5100 (Trade)
TOTAL BID PRICE:		\$26,725

Terms	Net 30
Delivery Terms	36 to 40 Weeks
Warranty	12 Months / 2,000 Hours, 36 Months / 6,000 Hours Powertrain
Extended Warranty Available	Yes - 5 Years / 10,000 Hours Parts and Labor
If yes, COST:	\$2,500
Exceptions to Specifications	Yes

If yes, list exceptions:

Brakes: Drum	Tires: Drive Tires - 7.00 x 12-12 PR - Pneumatic Shaped Solid - Standard Tread Width Steer Tires - 6.00 x 9-10 PR - Pneumatic Shaped Solid
Carriage/SideShifter: 42 inches Wide	Warranty: 12 Months / 2,000 Hours, 36 Months / 6,000 Hours Powertrain

FIRM	Alta Material Handling (Nitco)
TAX ID/ DUNS #	82-3166837
SIGNED BY	
PRINTED OR TYPED NAME	Erich Mitchell
PRINTED OR TYPED TITLE	Territory Manager
ADDRESS	23 Foss Road Lewiston, Maine 04240
E-MAIL ADDRESS	erich.mitchell@altg.com
TELEPHONE #	207-520-0104
DATE	September 29, 2021

TOWN OF LISBON

SOLID WASTE FORKLIFT
BID NO. 2021-008
PROPOSAL FORM

To receive consideration, the Proposal Form must be filled in and signed.

The undersigned hereby declares that he has carefully examined the specifications and that he/she proposes and agrees, if this proposal is accepted, to provide the items identified in his/her proposal in accordance with the specifications listed; and that he/she will accept full payment therefor the following sum:

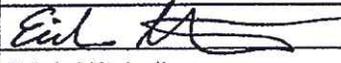
CAB w/ HEAT

Year	2022	
Make/Model	Hyster / H50XT	
		Total \$37,057 - \$5,100 (Trade)
TOTAL BID PRICE:		\$31,957

Terms	Net 30
Delivery Terms	36 to 40 Weeks
Warranty	12 Months / 2,000 Hours, 36 Months / 6,000 Hours Powertrain
Extended Warranty Available	Yes - 5 Years / 10,000 Hours Parts and Labor
If yes, COST:	\$2,500
Exceptions to Specifications	Yes

If yes, list exceptions:

Brakes: Drum	Tires: Drive Tires - 7.00 x 12-12 PR - Pneumatic Shaped Solid - Standard Tread Width Steer Tires - 6.00 x 9-10 PR - Pneumatic Shaped Solid
Carriage/SideShifter: 42 inches Wide	Warranty: 12 Months / 2,000 Hours, 36 Months / 6,000 Hours Powertrain

FIRM	Alta Material Handling (Nitco)
TAX ID/ DUNS #	82-3166837
SIGNED BY	
PRINTED OR TYPED NAME	Erich Mitchell
PRINTED OR TYPED TITLE	Territory Manager
ADDRESS	23 Foss Road Lewiston, Maine 04240
E-MAIL ADDRESS	erich.mitchell@altg.com
TELEPHONE #	207-520-0104
DATE	September 29, 2021

TOWN OF LISBON

SOLID WASTE FORKLIFT
BID NO. 2021-008
PROPOSAL FORM

To receive consideration, the Proposal Form must be filled in and signed.

The undersigned hereby declares that he has carefully examined the specifications and that he/she proposes and agrees, if this proposal is accepted, to provide the items identified in his/her proposal in accordance with the specifications listed; and that he/she will accept full payment therefor the following sum:

CAB w/ HEAT & AC

Year	2022	
Make/Model	Hyster / H50FT	
		Total \$48,898 - \$5,100 (Trade)
TOTAL BID PRICE:		\$43,798

Terms	Net 30
Delivery Terms	40 to 44 Weeks
Warranty	12 Months / 2,000 Hours, 36 Months / 6,000 Hours Powertrain
Extended Warranty Available	Yes - 5 Years / 10,000 Hours Parts and Labor
If yes, COST:	\$2,500
Exceptions to Specifications	Yes

If yes, list exceptions:

Brakes: Drum	Tires: Drive Tires - 7.00 x 12-12 PR - Pneumatic Shaped Solid - Standard Tread Width Steer Tires - 6.00 x 9-10 PR - Pneumatic Shaped Solid
Carriage/SideShifter: 42 inches Wide	Warranty: 12 Months / 2,000 Hours, 36 Months / 6,000 Hours Powertrain

FIRM	Alta Material Handling (Nitco)
TAX ID/ DUNS #	82-3166837
SIGNED BY	
PRINTED OR TYPED NAME	Erich Mitchell
PRINTED OR TYPED TITLE	Territory Manager
ADDRESS	23 Foss Road Lewiston, Maine 04240
E-MAIL ADDRESS	erich.mitchell@altg.com
TELEPHONE #	207-520-0104
DATE	September 29, 2021

TOWN OF LISBON

SOLID WASTE FORKLIFT
BID NO. 2021-008
PROPOSAL FORM

To receive consideration, the Proposal Form must be filled in and signed.

The undersigned hereby declares that he has carefully examined the specifications and that he/she proposes and agrees, if this proposal is accepted, to provide the items identified in his/her proposal in accordance with the specifications listed; and that he/she will accept full payment therefor the following sum:

Year	2021
Make/Model	Doosan G25N-7
	Total
TOTAL BID PRICE: \$ 28,300.00 *	

* See Attached Quote for Trade In

Terms	Net 10
Delivery Terms	January 2022
Warranty	STAND : Doosan Assurance
Extended Warranty Available	N/A
If yes, COST:	\$
Exceptions to Specifications	N/A

If yes, list exceptions:

FIRM	W. D. Matthews Machinery Co.
TAX ID/ DUNS #	01-0232180
SIGNED BY	Ryan Marston
PRINTED OR TYPED NAME	Ryan Marston
PRINTED OR TYPED TITLE	Sales Manager
ADDRESS	901 Center St. Auburn, ME 04210
E-MAIL ADDRESS	rmarston@wdmatthews.com
TELEPHONE #	207-784-9311
DATE	September 1, 2021



901 Center St
Auburn, ME
800.341.6702
207.784.9311

309 Sheep Davis Rd
Concord, NH
800.341.6702
603.225.1171

297 Hartford Pike
Shrewsbury, MA
800.341.6702
508.798.3411

Standard Equipment

- Nissan 2.5L Engine
- Power Shift Transmission
- Oil Cooled Disc Brakes
- Power Steering
- Tilttable Steering Column
- Engine Shutdown
- Dual Element Air Cleaner
- LP Tank Mounting
- Tilt Cylinder Covers
- Counterweight
- Lifting Eyes

Othe Equipment & Accessories

- LP Tank

Sell Price	\$28,300.00
Less Trade-In Doosan G25E-3 s/n CX-03184 -	\$ 4,300.00
Net Trade Difference	\$24,000.00

Alternate Options

Factory Cab Full Cabin, Add	\$ 5,974.00
Operator Fan, Add	\$ 165.00
CabinHeater, Add	\$ 597.00
Block Heater, Add	\$ 250.00

Proposal Authorization:

Signed and accepted on behalf of:
Lisbon Public Works

Signed and accepted on behalf of:
W.D.Matthews Machinery Co.

Signature

Signature

Randy Cyr

Printed Name

Tom Olko

Printed Name

Title

Territory Manager

Title

Date

Date

Butch Craig and Son
295 Rodman RD
P.O. Box 1447
Auburn Me. 04210
1-800-310-9794

September 29, 2021

To: Town of Lisbon

Attn. Diane Barnes

Tel. 207-353-3000

Re: New forklift

We propose to furnish the described here in and accordance with the specifications and terms outlined here in after.

Heli Forklift

Year: New
Model: CPYD25-KU1H
Base Cap. 5000 lbs.
Engine: Kubota WG2503
Fuel: LP
Mast: 185" Triple
Hydraulics: 3 spool w/IHR3 TSU internal Hosing
Forks: 42" STD
Tires: Solid pneumatic

Options: Full light Package LED
Full set of Manuals
Tool kit
Tilt wheel
Full Suspension seat
Tilt wheel
Rubber mounted cab
Rear handle with horn button
Back up alarm
High air intake, for longer air filter life
High flow fan
Heavy duty aluminum radiator
Overhead rain protector
Rear working lamp LED
Tilt steering wheel
Engine shut down system

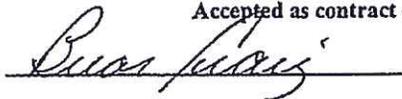
Delivery would be 30-45 DAYS

Price per unit, tax not included:

Warranty: 3yr 4000 hrs full machine 4yr 6000 hrs power train

Quotes are valid for 30 days

Submitted by:

Accepted as contract of sale


CAB ONLY \$25,195.00
CAB/HEATER 995.00+
TRADE IN 4,000 -
\$ 22,190
Date: 9/29/21

Accepted by: _____

Date: _____

Title: _____

Customer PO# : _____

Additional options:	Cab with heater:	\$995.00
	Trade in allowance for Daewoo G23E-3 GX03184	\$4,000.00

The unit with a cab and heater is 24-28 weeks out. Will have to be ordered from the factory.



Lisbon Police Department

A Community Policing Agency

Agenda Item 2021-212

300 Lisbon St.
Lisbon, ME 04250

Ryan A. McGee
Chief of Police

To: Town Manager Barnes
From: Chief Ryan McGee
Subject: Cruiser Bid Process and Award
Date: 09/29/2021

The bid process for the two new 2022 Ford Interceptor Utilities closed as of Wednesday September 29th 2021. Bid is to purchase two 2022 Ford Interceptor Utilities and trade a 2014 Ford Interceptor in with over 100,000 miles.

Bids were requested from the following Ford dealerships:

1. **Hight Ford**
2. **Casco Bay Ford**
3. **Tucker Ford**
4. **Darling's**
5. **Quirk Ford**
6. **Rowe Auburn**
7. **Stoneham Motor Co**
8. **Yankee Ford Sales**

We have received bids from the following companies only (Both meet required specs):

- Quirk Ford - \$63,034.76 ($\$33,587.38 \times 2 \$67,194.76$ minus trade \$4,160= \$63,034.76)
- Casco Bay Ford \$61,506 ($\$33,003 \times 2 \$66,006$ minus trade \$4,500= \$61,506)

(NOTE: The other dealers did not return a quote to the Town Managers Office)

My recommendation is that the Town of Lisbon move forward with the trade and purchase of two 2022 Ford Interceptors Utilities through Casco Bay Ford. As of this date the expected time frame for delivery will be approx. 4 months out.



Lisbon Police Department

A Community Policing Agency

300 Lisbon St.
Lisbon, ME 04250

Ryan A. McGee
Chief of Police

LAST YEAR 2020 Quotes: (we only received one during pandemic)

Quirk Ford \$33,572 each

Quotes from 2019:

Casco Bay quote was \$32,800

CMG Colonial was \$32,457

Rowe was \$36,885

Yankee Ford was \$34,271

Respectfully submitted,

Ryan McGee
Chief of Police

**Meeting Minutes
Cruiser BID opening
Lisbon Town Meeting Room
9/29/2021**

Present at Bid Opening:

Diane Barnes (Town Manager)
Ryan McGee (Chief of Police)

Cruiser Bid details:

Trade in a 2014 Ford Interceptor Utility and purchase two 2022 Ford Interceptor Utilities

Cruiser Bids Received and opened at 11 am:

Casco Bay Ford – Total \$61,506 (Meets all requested specs) (LOWEST BID RECEIVED)

Quirk Ford- Total- \$63034.76 (meets all requested secs)

Requested Cruiser Bids from the following Companies and they did not submit bids:

- 1) Tucker Ford
- 2) Hight Ford
- 3) Darling's
- 4) Rowe Auburn
- 5) Stoneham Motor Co
- 6) Yankee Ford Sales



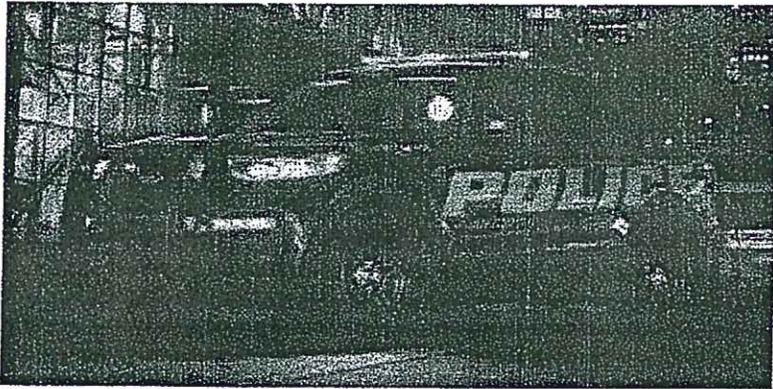
QUIRK AUTO GROUP

LEO CHICOINE | 207-430-1621

TOWN OF LISBON

Prepared For, INCOMEING UNITS

Vehicle: [Fleet] 2021 Ford Police Interceptor Utility (K8A) AWD





QUIRK AUTO GROUP

LEO CHICOINE | 207-430-1621

Vehicle: [Fleet] 2021 Ford Police Interceptor Utility (K8A) AWD (✔ Complete)

Price Summary

PRICE SUMMARY

	MSRP
Base Price	\$40,845.00
Total Options	(\$1,945.00)
Vehicle Subtotal	\$38,900.00
Destination Charge	\$1,245.00
Grand Total	\$40,145.00

~~\$33,597.38~~
x 2

\$67,194.76

2014-Excludes 4160.00

\$63,034.76

Leo Chicoine
Phred S. Chicoine

4/30/21

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Data Version: 14758. Data Updated: Sep 22, 2021 2:28:00 AM PDT.



QUIRK AUTO GROUP

LEO CHICOINE | 207-430-1621

Vehicle: [Fleet] 2021 Ford Police Interceptor Utility (K8A) AWD (✔ Complete)

Selected Model and Options

MODEL		
CODE	MODEL	MSRP
K8A	2021 Ford Police Interceptor Utility AWD	\$40,845.00

COLORS	
CODE	DESCRIPTION
UM	Agate Black

ENGINE				
CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
99B	Engine: 3.3L V6 Direct-Injection (FFV) -inc: (136-MPH top speed), Note: Deletes regenerative braking and lithium-ion battery pack; adds 250-Amp alternator, replaces H7 AGM battery (800 CCA/80-amp) w/H7 SLI battery (730 CCA/80-amp) and replaces 19-gallon tank w/21.4-gallon *CREDIT*	0.00 lbs	0.00 lbs	(\$3,530.00)

TRANSMISSION				
CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
44U	Transmission: 10-Speed Automatic (44U)	0.00 lbs	0.00 lbs	\$0.00

OPTION PACKAGE				
CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
500A	Order Code 500A	0.00 lbs	0.00 lbs	\$0.00

AXLE RATIO				
CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
—	3.73 Axle Ratio (STD)	0.00 lbs	0.00 lbs	\$0.00

PRIMARY PAINT				
CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
UM	Agate Black	0.00 lbs	0.00 lbs	\$0.00

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QUIRK AUTO GROUP

LEO CHICOINE | 207-430-1621

Vehicle: [Fleet] 2021 Ford Police Interceptor Utility (K8A) AWD (✔ Complete)

SEAT TYPE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
96	Charcoal Black, Unique HD Cloth Front Bucket Seats w/Vinyl Rear -inc: reduced bolsters, driver 6-way power track (fore/aft, up/down, tilt w/manual recline, 2-way manual lumbar), passenger 2-way manual track (fore/aft, w/manual recline) and built-in steel intrusion plates in both driver/passenger seatbacks	0.00 lbs	0.00 lbs	\$0.00

ADDITIONAL EQUIPMENT - MECHANICAL

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
47A	Police Engine Idle-Feature -inc: This feature allows you to leave the engine running and prevents your vehicle from unauthorized use when outside of your vehicle, Allows the key to be removed from ignition while vehicle remains idling	0.00 lbs	0.00 lbs	\$260.00

ADDITIONAL EQUIPMENT - EXTERIOR

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
153	Front License Plate Bracket	0.00 lbs	0.00 lbs	\$0.00
51R ✓	Driver Only LED Spot Lamp (Unity)	0.00 lbs	0.00 lbs	\$395.00
549 ✓	Heated Sideview Mirrors	0.00 lbs	0.00 lbs	\$60.00
59B ✓	Keyed Alike - 1284x	0.00 lbs	0.00 lbs	\$50.00
86T ✓	Tail Lamp/Police Interceptor Housing Only -inc: Pre-existing holes w/standard twist lock sealed capability (does not include LED strobe) (eliminates need to drill housing assemblies)	0.00 lbs	0.00 lbs	\$60.00

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QUIRK AUTO GROUP

LEO CHICOINE | 207-430-1621

Vehicle: [Fleet] 2021 Ford Police Interceptor Utility (K8A) AWD (✔ Complete)

ADDITIONAL EQUIPMENT - INTERIOR

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
17T ✓	Switchable Red/White Lighting in Cargo Area -inc: Deletes 3rd row overhead map light	0.00 lbs	0.00 lbs	\$50.00
18D ✓	Global Lock/Unlock Feature -inc: Door-panel switches will lock/unlock all doors and rear liftgate, Eliminates overhead console liftgate unlock switch and 45-second timer, Also eliminates the blue liftgate release button if ordered w/remote keyless entry	0.00 lbs	0.00 lbs	\$0.00
43D ✓	Dark Car Feature -inc: Courtesy lamps disabled when any door is opened	0.00 lbs	0.00 lbs	\$25.00
60A ✓	Grille LED Lights, Siren & Speaker Pre-Wiring	0.00 lbs	0.00 lbs	\$50.00
60R ✓	Noise Suppression Bonds (Ground Straps)	0.00 lbs	0.00 lbs	\$100.00
67V	Front & Rear Police Wire Harness Connector Kit -inc: For connectivity to Ford PI Package solutions includes front (2) male 4-pin connectors for siren, (5) female 4-pin connectors for lighting/siren/speaker, (1) 4-pin IP connector for speakers, (1) 4-pin IP connector for siren controller connectivity, (1) 8-pin sealed connector, (1) 14-pin IP connector, rear (2) male 4-pin connectors for siren, (5) female 4-pin connectors for lighting/siren/speaker, (1) 4-pin IP connector for speakers, (1) 4-pin IP connector for siren controller connectivity, (1) 8-pin sealed connector and (1) 14-pin IP connector	0.00 lbs	0.00 lbs	\$185.00
68G ✓	Rear-Door Controls Inoperable -inc: Locks, handles and windows, Note: Can manually remove window or door disable plate w/special tool, Note: Locks/windows operable from driver's door switches	0.00 lbs	0.00 lbs	\$75.00
76R ✓	Reverse Sensing System	0.00 lbs	0.00 lbs	\$275.00
87R ✓	Rear View Camera -inc: Displayed in rear view mirror, Note: This option replaces the standard display in the center stack area, Note: Camera can only be displayed in the center stack (std) or the rear view mirror (87R), Electrochromic Rear View Mirror, Video is displayed in rear view mirror	0.00 lbs	0.00 lbs	\$0.00
Options Total		0.00 lbs	0.00 lbs	(\$1,945.00)

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Vehicle: [Fleet] 2021 Ford Police Interceptor Utility (K8A) AWD (✔ Complete)

Technical Specifications

Powertrain

Transmission

Drivetrain	All Wheel Drive	Trans Order Code	44U
Trans Type	10	Trans Description Cont.	Automatic w/OD
Trans Description Cont. Again	N/A	First Gear Ratio (:1)	4.70
Second Gear Ratio (:1)	2.98	Third Gear Ratio (:1)	2.15
Fourth Gear Ratio (:1)	1.77	Fifth Gear Ratio (:1)	1.52
Sixth Gear Ratio (:1)	1.27	Reverse Ratio (:1)	4.87
Clutch Size	N/A	Trans Power Take Off	N/A
Final Drive Axle Ratio (:1)	N/A	Transfer Case Model	None
Transfer Case Gear Ratio (:1), High	N/A	Transfer Case Gear Ratio (:1), Low	N/A
Transfer Case Power Take Off	No	Seventh Gear Ratio (:1)	1.00
Eighth Gear Ratio (:1)	0.85	Ninth Gear Ratio (:1)	N/A
Tenth Gear Ratio (:1)	N/A		

Mileage

EPA Fuel Economy Est - Hwy	N/A	Cruising Range - City	N/A
EPA Fuel Economy Est - City	N/A	Fuel Economy Est-Combined	N/A
Cruising Range - Hwy	N/A		

Engine

Engine Order Code	99B	Engine Type	Regular Unleaded V-6
Displacement	3.3 L/204	Fuel System	Gasoline Direct Injection
SAE Net Horsepower @ RPM	285 @ 6500	SAE Net Torque @ RPM	260 @ 4000
Engine Oil Cooler	Regular Duty		

Electrical

Cold Cranking Amps @ 0° F (Primary)	730	Cold Cranking Amps @ 0° F (2nd)	730
Cold Cranking Amps @ 0° F (3rd)	N/A	Maximum Alternator Capacity (amps)	250

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The following specification shall be the minimum requirements and the bid shall be of the manufacture's latest model and design. The bid item must also comply with all applicable Federal and Maine laws. All items appearing in the bidders regular published specifications are assumed to be included in the bidder's proposal.

Detailed specifications for **Two (2) Ford Police Interceptor Utility pursuit rated Police Cruisers** for the Lisbon Police Department. All items appearing in the bidder's published specifications are assumed to be included in the bidder's proposal. The following specifications shall be the minimum requirements and the bid items shall comply with all Federal and Maine laws.

REQUIREMENTS

Two (2) 2021 or newer pursuit rated Ford Interceptor Utility SUV cruiser for the Lisbon Police Department. Meeting the following requirements:

MODEL	Ford Utility Police Interceptor Utility AWD 4dr
YEAR	Code K8A NEW 2020 or Newer Model Year
TYPE	*Pursuit Rated* Utility Police Interceptor
COLOR	<u>Primary Paint G1</u> Black
ENGINE	Code 99B Engine 3.3 L V6
TRANSMISSION	Code 44U Transmission – 10 speed automatic
Axle Ratio	3.65 axle ration (standard)
ELECTRICAL	Code 500A Preferred option package (Police)
	Code 936 California Public Service/ Emergency Vehicle Exempt
	Code 423 California emissions System not required
	Code 87R Rear view camera (Standard)
	Code 549 Heated side view mirrors
	Code 86T Tail lamp/Police Interceptor housing only
	Code 86P Front head lamp/Police Interceptor housing only
	Code 51R Driver's side LED spot light
Code 942 Daytime running lamps	N/A STD-Equip.
DRIVE UNIT	AWD

MINIMUM VEHICLE DIMENSIONS (Inches unless otherwise noted)

WHEELBASE	119.1
VEHICLE LENGTH	198.8
HEIGHT	69.3
HEAD ROOM	40.7 front / 40.4 rear
LEG ROOM	40.9 front / 40.7 rear
SHOULDER ROOM	61.8 front / 61.3 rear
HIP ROOM	59.3 front / 59.1 rear
CARGO AREA	Width 47.9 / Length 46.2

CHASSIS

*For Coming unit Speed!
WITH BID*

STEERING	Electric power-assisted steering, Steering wheel -with 4 remappable latching switches
BRAKES	Brakes - 4-wheel heavy-duty Police disc brake package (ABS brakes)
SUSPENSION	Police Package 4 wheel independent suspension, rear anti roll bar
DIFFERENTIAL	Standard Police Interceptor Utility Differential
RADIATOR	Standard Police Interceptor Utility Radiator
TIRES/WHEELS	Must be high performance pursuit rated (All Season) Must come with full size spare with matching high performance pursuit rated all season tire. Wheels are Standard black 18 inch wheels

BODY & ACCESSORIES

SEATS	<u>Interior Code 9W</u> : Charcoal Black heavy-duty cloth front bucket seats/ Split folding rear vinyl seats
RESTRAINT SYSTEM	Front and rear seat belt restraints. 75-mph rear-impact crash test
REQUIRED ACCESSORIES	<u>Code 153</u> Front license plate bracket <i>Yes</i> ✓
	<u>Code 59B</u> Keyed alike - 1284X <i>Yes</i> ✓
	<u>Code 68L</u> Rear door handles inoperable/lock operable <i>Yes</i> 68L
	<u>Code 43D</u> Dark car feature - courtesy lamp disabled when any do is opened <i>Yes</i>
	<u>Code 17T</u> Red/white lamp in the cargo area <i>Yes</i>
	<u>Code 60A</u> Grille LED lights, siren, and speaker pre-wiring <i>Yes</i>
	<u>Code 60R</u> Noise suppression bonds (ground straps) <i>Yes</i>
	<u>Code 53M</u> Bluetooth capability (Sync) <i>Yes</i>
	Factory installed air-conditioning. <i>Yes</i>
	Power windows - Lockable from driver position. <i>Yes</i>
Back up camera with Rear Park Assist sensors <i>Yes</i>	
POWER MIRRORS	Power side view mirrors (Left & right) both controlled from driver's seat and HEATED. <i>549</i>
SPEEDOMETER	Special police speedometer certified for police duty. <i>Yes</i>
WINDOW GLASS	All windows to be tinted or shaded glass. <i>Yes</i>
DOOR LAMP SWITCHES	Responsibility of dealer to deactivate door/lamp switches. <i>Yes</i>
WARRANTY	3 years 36,000 miles bumper to bumper, 60 months 100,000 miles power train. Corrosion warranty 60 months <i>Yes</i>

NOTE: ANY EQUIPMENT NOT SPECIFIED BUT REQUIRED BY LAW WILL BE INCLUDED

TRADE VEHICLES

The Town of Lisbon has one (1) vehicle available for trade. The vehicle is still in service. Trade vehicle will not be available until up fit of new cruisers are complete. The vehicle can be viewed by contacting Police Chief Ryan McGee (207-344-1429).

UNIT #	YEAR	MAKE/MODEL	CURRENT MILEAGE	VIN#
9	2014	Ford Interceptor Police Utility (Dark Blue)	104,002	1FM5K8AR4EGA64967

TOWN OF LISBON, MAINE
BID #: 2021-009
TWO (2) Ford Police Interceptor Utility
Pursuit Rated Police Cruisers
PROPOSAL FORM

To receive consideration, the Proposal Form must be filled in and signed.

The undersigned hereby declares that he has carefully examined the specifications and that he/she proposes and agrees, if this proposal is accepted, to provide the items identified in his/her proposal in accordance with the specifications listed; and that he/she will accept full payment therefor the following sum:

Year	2022	
Make/Model	Ford Police Interceptor Utility AWD w/ Gas Engine	
Item	Unit \$ 33,003.00	Total 66,006.00
1. One (1) Police Cruiser Trade: Unit #9 2014 Ford Interceptor Police Utility VIN# 1FM5K8AR4EGA64967	\$ 4,500.00	4,500.00
3.	\$	\$
4.	\$	\$
TOTAL BID PRICE: (Item 1 Less 2-4)		\$ 61,506.00

Terms		
Delivery Terms	Estimated Delivery is 125-175 Days from the Date of the Order ✓	
Warranty	3yr/36,000 mile Bumper to Bumper / 5yr/100,000 mile Powertrain	
Extended Warranty Available	(YES)	NO
If yes, COST:	\$1435.00 - 6yr/100,000 miles Premium Care	
Exceptions to Specifications	YES	(NO)

If yes, list exceptions:

--	--

FIRM	Casco Bay Ford
TAX ID/ DUNS #	46-3773098
SIGNED BY	
PRINTED OR TYPED NAME	Joe Cook
PRINTED OR TYPED TITLE	Sales
ADDRESS	1213 Rt 1 Yarmouth, Me 04096
E-MAIL ADDRESS	joe.cook@casco bay ford.com
TELEPHONE #	207-846-5577 / cell 207-400-9961

The following specification shall be the minimum requirements and the bid shall be of the manufacture's latest model and design. The bid item must also comply with all applicable Federal and Maine laws. All items appearing in the bidders regular published specifications are assumed to be included in the bidder's proposal.

Detailed specifications for **Two (2) Ford Police Interceptor Utility pursuit rated Police Cruisers** for the Lisbon Police Department. All items appearing in the bidder's published specifications are assumed to be included in the bidder's proposal. The following specifications shall be the minimum requirements and the bid items shall comply with all Federal and Maine laws.

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MODEL	Ford Utility Police Interceptor Utility AWD 4dr
YEAR	Code K8A NEW 2020 or Newer Model Year ✓
TYPE	*Pursuit Rated* Utility Police Interceptor
COLOR	<u>Primary Paint G1</u> Black WM ✓
ENGINE	Code 99B Engine 3.3 L V6 ✓
TRANSMISSION	Code 44U Transmission – 10 speed automatic ✓
Axle Ratio	3.65 axle ration (standard)
ELECTRICAL	<u>Code 500A</u> Preferred option package (Police) ✓
	<u>Code 936</u> California Public Service/ Emergency Vehicle Exempt ✓
	<u>Code 423</u> California emissions System not required ✓
	<u>Code 87R</u> Rear view camera (Standard) ✓
	<u>Code 549</u> Heated side view mirrors ✓
	<u>Code 86T</u> Tail lamp/Police Interceptor housing only ✓
	<u>Code 86P</u> Front head lamp/Police Interceptor housing only 579 ✓
	<u>Code 51R</u> Driver's side LED spot light ✓
<u>Code 942</u> Daytime running lamps ✓	
DRIVE UNIT	AWD ✓

MINIMUM VEHICLE DIMENSIONS (Inches unless otherwise noted)

WHEELBASE	119.1
VEHICLE LENGTH	198.8
HEIGHT	69.3
HEAD ROOM	40.7 front / 40.4 rear
LEG ROOM	40.9 front / 40.7 rear
SHOULDER ROOM	61.8 front / 61.3 rear
HIP ROOM	59.3 front / 59.1 rear
CARGO AREA	Width 47.9 / Length 46.2

CHASSIS

STEERING	Electric power-assisted steering, Steering wheel –with 4 remappable latching switches
BRAKES	Brakes – 4-wheel heavy-duty Police disc brake package (ABS brakes)
SUSPENSION	Police Package 4 wheel independent suspension, rear anti roll bar
DIFFERENTIAL	Standard Police Interceptor Utility Differential
RADIATOR	Standard Police Interceptor Utility Radiator
TIRES/WHEELS	Must be high performance pursuit rated (All Season) Must come with full size spare with matching high performance pursuit rated all season tire. Wheels are Standard black 18 inch wheels

BODY & ACCESSORIES

SEATS	<u>Interior Code 9W</u> : Charcoal Black heavy-duty cloth front bucket seats/ Split folding rear vinyl seats 96 ✓
RESTRAINT SYSTEM	Front and rear seat belt restraints. 75-mph rear-impact crash test
REQUIRED ACCESSORIES	<u>Code 153</u> Front license plate bracket ✓
	<u>Code 59B</u> Keyed alike – 1284X ✓
	<u>Code 68L</u> Rear door handles inoperable/lock operable 68G ✓
	<u>Code 43D</u> Dark car feature – courtesy lamp disabled when any do is opened ✓
	<u>Code 17T</u> Red/white lamp in the cargo area ✓
	<u>Code 60A</u> Grille LED lights, siren, and speaker pre-wiring ✓
	<u>Code 60R</u> Noise suppression bonds (ground straps) ✓
	<u>Code 53M</u> Bluetooth capability (Sync) STD ✓
	Factory installed air-conditioning. ✓
	Power windows - Lockable from driver position. ✓
Back up camera with Rear Park Assist sensors 87R + 76R (Reverse Sensing)	
POWER MIRRORS	Power side view mirrors (Left & right) both controlled from driver's seat and HEATED. 549 ✓
SPEEDOMETER	Special police speedometer certified for police duty. ✓
WINDOW GLASS	All windows to be tinted or shaded glass. ✓
DOOR LAMP SWITCHES	Responsibility of dealer to deactivate door/lamp switches. 43D + 68G ✓
WARRANTY	3 years 36,000 miles bumper to bumper, 60 months 100,000 miles power train. Corrosion warranty 60 months ✓

MEMORANDUM FROM THE SEWER SUPERINTENDENT

TO: DIANE BARNES, TOWN MANAGER
FROM: STEVE AIEVOLI
SUBJECT: REQUEST APPROVAL TO SOLICIT BIDS
DATE: SEPTEMBER 29, 2021

In this year's Capital Improvement Plan, we have the replacement of the three Return Activated Sludge (RAS) pumps in the dewatering building and the replacement of the Influent & Effluent composite samplers listed.

The RAS pumps would include a bid alternate for installation of the pumps in case the bids received are for pumps that are not a direct replacement. Any pump that is not a direct replacement will most likely require extensive rework of both concrete and piping for their installation. Recent estimates for direct replacement pumps have the cost at \$20,000 each delivered. \$70,000 was budgeted in the improvements line for the replacement of these pumps.

The two Composite Samplers will be a standard RFP purchase. Each sampler is estimated to cost approximately \$7,000. \$15,000 was budgeted in the improvements line for the replacement of these samplers.

With approval, I anticipate having the bid spec finalized so these items can go out to bid later in October or early November.

APPENDIX C FEE SCHEDULE¹

Section this Code	Description	Fee/Rate
ADMINISTRATIVE		
	Faxes	2.00
	One-sided copies	.50
	Two-sided copies	.75
	Ledger copies	1.50
	Attested copy of voter registration card	7.00
	Copies for FOA requests	.10
	Copies of zoning ordinance	10.00

¹Cross reference(s)—Businesses, ch. 10; Manufactured housing, mobile homes and trailers, ch. 22; recreation and parks, ch. 30; sanitary sewers, ch. 34; street excavations, ch. 47; traffic and vehicles, ch. 50; floods, ch. 58; site plans, ch. 62; subdivisions, ch. 66; animals, ch. 78; businesses, ch. 82; solid waste transfer and recycling, ch. 98.



Town of Lisbon

Megan Lavigne
Human Resources

ALLEN WARD, CLERK
Don Fellows, Vice Chair
Norm Albert
Gregg Garrison
Kasie Kolbe
Fern Larochelle
Mark Lunt
Diane Barnes, Town Manager

MEMO

TO: Diane Barnes, Town Manager
Town Council

FROM: Megan Lavigne, Human Resources/Deputy Tax Collector/Payroll and Benefits

RE: Adoption of the provisions of 5 M.R.S. § 18252-C (PL 2021, Chapter 286) as allowed by Maine PERS Rule Chapter 803.

DATE: September 27, 2021

Under the Maine PERS one-time election requirement, an election to join or not to join Maine PERS by an employee with optional membership was irreversible as long as the employee is with the same employer. PL 2021, c. 286 creates an exception to the one-time election requirement that does not conflict with federal law. It allows employees to change their election after the initial option, providing that for the employee joining under this provision the employee contributions are taxable. This means that if adopted the Town will withhold employee contributions as pre-tax or after-tax, depending on how the employee entered the plan.

The new law becomes a part of the Town's plan only if adopted through a formal action of the Town Council. The provisions of the law permits any PLD employee who declined membership in the Plan to have another opportunity to join the Plan effective November 1, 2021. This date will be the only available date for an employee of more than 5 years to enter the Plan. It also allows PLD employees to have an annual open enrollment opportunity during their first 5 years of employment beginning in 2022. Both types of enrollment require the employee contributions to be deducted after-tax.

There is no provision that allows employees who join under this provision to purchase service credit for the period that they elected not to participate. We currently have 8 employees who would be eligible to elect to join under this change. The employees could elect at any time to contribute to our alternate plan at the same Maine PERS rates and receive the same Town match, so allowing them this option doesn't add any liability to the Town.

ARTICLE TO ADOPT MAINEPERS RULE CHANGES

To see if the Town of Lisbon will vote to adopt the provisions of 5 M.R.S. § 18252-C (PL 2021, Chapter 286) as allowed by Maine PERS Rule Chapter 803.

The TOWN OF LISBON agrees:

- 1) To adopt the provisions of 5 M.R.S. § 18252-C as enacted by PL 2021, Chapter 286 as allowed by Maine PERS Rule Chapter 803 for its non-participating employees with optional membership who previously declined to participate in Maine PERS (“eligible employees”) and to comply with the following requirements:
 - a. To offer by November 1, 2021 the opportunity to join Maine PERS prospectively to all its eligible employees who have been employed for 5 years or more, to advise these employees that this will be their only opportunity to join, and to provide Maine PERS with documentation of each eligible employee’s election; and
 - b. Beginning in 2022, to annually offer eligible employees who have been employed for less than 5 years, and in 2022 eligible employees who had reached 5 years of employment between November 1, 2021 and November 1, 2022 the opportunity to join Maine PERS on a prospective basis during an open enrollment period from September 1st through November 1st and to provide Maine PERS with documentation of each election made by the eligible employees under this provision; and
 - c. To withhold employee contributions for employees who join under this provision after all taxes have been withheld, and to remit them to Maine PERS as after-tax contributions.

- 2) To authorize Diane Barnes, Town Manager, to sign the Amended Agreement between the Employer and the Maine Public Employees Retirement System.

Article approved as written this _____ day of _____, 2021.

Allen Ward, Chair

Don Fellows, Vice Chair

Norm Albert

Gregg Garrison

Kasie Kolbe

Fern Larochelle

Mark Lunt

Sec. 12-3. Ethics panel.

- (a) *Establishment of ethics panel.* There shall be established an ethics panel consisting of three regular voting members and two alternate members. Two regular voting members and one alternate member of the ethics panel shall be appointed by the town council, and one regular voting member and one alternate member of the ethics panel shall be appointed by the school committee. A regular voting member or alternate member of the ethics panel may not hold any other town or school department office or position or be a member of any board or commission for which members receive compensation for their service and to which the town council or school committee have appointing authority. If a member of the ethics panel serves on any other Town board or commission, the member shall refrain from participation in any ethics panel matter that relates to the other Town board or commission on which the member serves.
- (b) *Term.* The regular voting members of the ethics panel shall be appointed to staggered three-year terms. When the first appointments are made, one member shall be appointed by the council to a three-year term, one member shall be appointed by the school committee to a two-year term, and one member shall be appointed by the council to a one-year term. The town council chair annually shall appoint one of the regular voting members to serve as chair of the ethics panel. Alternate members shall be appointed to three-year terms.
- (c) *Role of alternate members.* Alternate members of the ethics panel may participate and vote in ethics panel proceedings if a regular voting member is incapable or unavailable to serve in regard to a particular referral or is disqualified from participation because of a conflict of interest. The alternate member designated shall be selected by the chair of the ethics panel.
- (d) *Powers and duties.* The ethics panel shall have the authority to issue advisory opinions on questions relating to conflicts of interest.

(T.M. of 5-15-2007, § 2007-067; C.M. of 11-15-2011, V. 2011-207)