



**AGENDA**  
**COUNCIL MEETING**  
**APRIL 18, 2023**  
**LISBON TOWN OFFICE**  
**7:00 P.M.**

Harry Moore, Jr., *Chair* 2024  
Raymond Robishaw, *Vice Chair* 2024  
Mark Lunt 2025  
Donald Fellows 2025  
Jo-Jean Keller 2025  
Christine Cain 2024  
Fern Larochelle 2023

1. CALL TO ORDER & PLEDGE TO FLAG
2. ROLL CALL  
\_\_\_\_ Councilor Lunt                      \_\_\_\_ Councilor Fellows                      \_\_\_\_ Councilor Larochelle                      \_\_\_\_ Councilor Keller  
\_\_\_\_ Councilor Moore, Jr                      \_\_\_\_ Councilor Robishaw                      \_\_\_\_ Councilor Cain
3. GOOD NEWS & RECOGNITION
  - A. ORDER 2023-59 Proclamation—Lisbon D.A.R.E.
  - B. ORDER 2023-60 Proclamation—Clerk's Week
4. PUBLIC HEARINGS
  - A. Cannabis Angels Adult Use Manufacturing/Cultivation License Renewal
5. AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS
6. CONSENT AGENDA  
2023-61 ORDER –
  - A. Municipal Accounts Payable Warrants – \$ 574,349.31
  - B. Municipal Payroll Warrants – \$ 192,052.25
  - C. School Accounts Payable Warrants– \$ 154,715.72
  - D. School Payroll Warrants – \$ 805,216.81
  - E. Minutes of April 4, 2023
  - F. Annual Renewal Mobile Home Park Licenses
  - G. Waiver of Victualers Permit Fee for United Methodist Church
  - H. Set Public Hearing for May 2<sup>nd</sup> for Itinerant Vendor License for Riverside Flea Market
  - I. Set Public Hearing for May 2<sup>nd</sup> for Victualer's License for Pinky D's and approve extension of grace period
  - J. Cannabis Angels Adult Use Manufacturing/Cultivation License Renewal
  - K. Approval of Mass Gathering Permit and Waiver of Fee for Positive Change Lisbon
7. COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES  
2023-62 ORDER – Award Emergency Services Bid  
2023-63 ORDER – Approve CDBG applications for Bootlegger  
2023-64 ORDER – Approve Fee changes for Itinerant Vendors and Victualers Permits  
2023-65 ORDINANCE – Amend Chapter 10 Businesses, Art. V, Victualers, Sec. 10-292 (c) -- *First Reading*
8. OTHER BUSINESS
  - A. Council Committee Reports:
    1. School Committee – Councilor Lunt/Cain
    2. Planning Board – Councilor Fellows
    3. Lisbon Development Committee – Councilor Lunt
    4. Conservation Commission – Councilor Moore
    5. Parks & Recreation Committee – Councilor Larochelle
    6. County Budget Committee – Councilors Moore/Lunt
    7. Library Governing Board – Councilor Keller
    8. Water Commission – Councilor Fellows
    9. Finance Committee – Councilor Robishaw
  - B. Town Manager's Report
  - C. Council Discussion of Transfer Station Fees
9. APPOINTMENTS  
2023-66 ORDER – Appointment of Alternate Member to Member of Lisbon Development Committee  
2023-67 ORDER – Appointment of Finance Director / Treasurer
10. COUNCIL COMMUNICATIONS
11. AUDIENCE PARTICIPATION & RESPONSE NEW ITEMS
12. EXECUTIVE SESSION
13. ADJOURNMENT  
2023-68 ORDER – To Adjourn

## SUMMARY OF LISBON COUNCIL MEETING RULES

***This summary is provided for guidance only. The complete council working rules may be found on the town website [www.lisbonme.org](http://www.lisbonme.org) on the Town Officials, Town Council page.***

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

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



# Town of Lisbon

Glenn Michalowski  
*Town Manager*

## Town Council

Harry Moore, Jr., *Chair*  
Ray Robishaw, *Vice Chair*  
Christine Cain  
Don Fellows  
Jo-Jean Keller  
Fern Larochelle  
Mark Lunt

## MEMO

**To:** Town Council  
**From:** Glenn Michalowski, Town Manager  
**Subject:** Recommendations  
**Date:** April 18, 2023

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### Consent Agenda Items 2023 – 61 A to E

#### F. Mobile Home Park Renewals

I, Kathy Malloy, Lisbon Assessor for the Town of Lisbon do not object to the Council issuing renewal Mobile Home Park Licenses for the following:

1. Worumbo Park- Connie Wall, Aaron Homes
2. Worumbo Estates- Connie Wall, Aaron Homes
3. Davis Street Mobile Home Park- Guardian Communities
4. St. Ann's Mobile Home Park- Jeff Cowan
5. Blue Ridge Properties, LLC- Christopher Ames
6. Colonial Gardens- Mark Goddard
7. Gendron's Mobile- George Gendron
8. Whispering Pines, LLC- Christopher Ames
9. GCP Town & Country LLC- Gary Shiffman
10. Avery Street- ME Home Buyer, LLC
11. Brookwood Court- Kevin Fletcher
12. Grimmel's Mobile Home Park- Betty Grimmel

#### G. Waive Victualers Permit Fee for United Methodist Church

The United Methodist Church requests a waiver of the Victualers Permit fee because they are a non-profit entity.

#### I. Extension of Grace Period

The grace period for Victualers License begins April 15, Mr. Randall requested to be able to serve at an event in Lisbon on April 14. He requested a one day extension of the grace period, which starts April 15. The Clerk approved a Temporary Victualers License because all paperwork was complete, inspections done, and fees paid. Note: The renewal process is currently under review by the Clerk and Town Manager's offices, with the Economic Development Director, in order to serve the public and businesses more effectively.

#### K. Waiver of Mass Gathering fee for PCL

PCL requests a waiver of the Mass Gathering Permit fee of \$200.00 per event, and requests the permit be an umbrella for all their events until the permit is renewed.

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**Agenda Item 2023 – 62**  
**AWARD EMERGENCY SERVICES BID**

After a thorough review of the submitted bids for the Emergency Medical Services contract (Bid 2023-001), the Town Manager recommends that we award the contract to United Ambulance. Their proposal is not only cost effective, but also provides additional benefits and services that are not offered by the other bidder.

**RECOMMENDATION**  
**Award EMS contract to United Ambulance in the amount of \$275,000.00.**

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**Agenda Item 2023 – 63**  
**APPROVE CDBG APPLICATION BOOTLEGGER**

Request that Council approve CDBG application to go to bid for the Bootlegger building – Owner Traci Austin, Total project \$40,000.00, Grant request \$20,000.00.

**RECOMMENDATION**  
**Approve CDBG Application for Bootlegger building owned by Traci Austin, total project amount \$40,000.00, grant request \$20,000.00.**

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**Agenda Item 2023 – 64**  
**APPROVE FEE CHANGES FOR ITINERANT VENDORS AND VICTUALERS PERMITS**

By ordinance, Food Trucks are required to apply for both an Itinerant Vendor License and a Victualer's License separately. The process has been time-consuming and often confusing for those who don't do it on a regular basis. We previously met, along with the Health Officer and Police Chief, to look at ways we can make doing business in Lisbon go more smoothly for Food Trucks, as well as looking at streamlining paperwork and processes at our end in the Town Office.

We looked at the fees charged by other towns & cities in Maine, at the different ways each municipality processes licenses for Food Trucks, and the input the ECD and Clerk's departments have received about the process and costs. Attached is our revised draft of the Food Truck Application. It still includes the fees, inspections, and required information, but puts it all together in one document. It also no includes a no-fee option in the case of being covered by a Mass Gathering permit. We have added a third page with additional resources and information, which we plan to update and expand to help applicants.

**RECOMMENDATION**  
**Approve the update of fees relevant to Food Trucks as presented, to include Itinerant Vendor fees and Victualers fees.**

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**Agenda Item 2023 – 65**  
**AMEND ORDINANCE CHAPTER 10 BUSINESSES, ART. V, VICTUALERS, SEC. 10-292 (C)**  
***FIRST READING***

The Code Enforcement Officer recommends a change in the inspection process, to remove a CEO inspection from the requirements for a Food Truck permit. The town's attorney has advised there is no duty for the Code Enforcement Officer to inspect. Although NFPA does have standards applicable to food trucks, towns are not obligated to inspect and enforce to those standards because the trucks are not buildings under MUBEC (the Maine model building code that towns of a certain size are required to enforce).

**RECOMMENDATION**  
**Amend Chapter 10 Businesses, Art. V, Victualers, Sec. 10-292 (c) as presented and set Public Hearing for**  
**May 2, 2023.**

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# *Lisbon D.A.R.E*

## **Proclamation**

- WHEREAS** D.A.R.E. (Drug Abuse Resistance Education) teaches young people ways to resist peer pressure that may lead youth to experiment with drugs and alcohol; and
- WHEREAS** D.A.R.E. targets young people when they are most vulnerable to tremendous peer pressure and teaches the skills to make positive decisions and avoid behaviors which result in negative consequences; and
- WHEREAS** D.A.R.E. is taught locally at Lisbon Community School and Philip W. Sugg Middle School; and in over 300,000 classrooms in all 50 states and 54 countries around the world; and
- WHEREAS** over 36 million Kindergarten-12th grade students are positively impacted by D.A.R.E. each year; and
- WHEREAS** the D.A.R.E. program is taught by School Resource Officers who have witnessed people's lives that have been impacted by substance abuse; and
- WHEREAS** each police officer who teaches the D.A.R.E. program completes an 80-hour training course that includes instruction in teaching techniques, officer-school relationships, development of self-esteem, child development and communication skills; and
- WHEREAS** the D.A.R.E. curriculum, helps students recognize and successfully manage stress, evaluate risk-taking behaviors, resist drugs and alcohol, apply effective decision-making skills, and evaluate the consequences of the choices available to them; and
- WHEREAS** the D.A.R.E. program has achieved outstanding success teaching positive and effective approaches to some of the most difficult problems facing our young people today—substance abuse and violence.

**NOW, THEREFORE** We, the Town Council of the Town of Lisbon, Proclaim that Wednesday April 26, 2023 shall be designated as “Lisbon D.A.R.E. Day”, calling upon the people of Lisbon to observe that day and encourage our community to promote our youth by helping to recognize and successfully manage stress, evaluate risk-taking behaviors, resist drugs and alcohol, apply effective decision-making skills, and evaluate the consequences of the choices available to them.

### LISBON TOWN COUNCIL

\_\_\_\_\_  
Harry Moore, Jr. *Chair*

April 18, 2023

\_\_\_\_\_  
Raymond Robishaw, *Vice Chair*

\_\_\_\_\_  
Christine Cain

\_\_\_\_\_  
Donald Fellows

\_\_\_\_\_  
Jo-Jean Keller

\_\_\_\_\_  
Fern Larochelle

\_\_\_\_\_  
Mark Lunt

A True Copy,  
Attest:

\_\_\_\_\_  
Lisa M. Ward, *Town Clerk*

## *Annual Professional Municipal Clerks Week*

### **Proclamation**

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

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

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

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

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

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

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

**NOW, THEREFORE** We, the Town Council of the Town of Lisbon, wish to recognize the week of April 30 through May 6, 2023 as Professional Municipal Clerks Week, and further extend appreciation to our Professional Municipal Clerk, Lisa Ward, and Deputy Clerk, Lisa Smith, and to all Professional Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

Dated: April 18, 2023

**LISBON TOWN COUNCIL**

A true Copy,

\_\_\_\_\_  
Harry Moore, Jr. *Chairman*

Attest:

\_\_\_\_\_  
Raymond Robishaw, *Vice Chairman*

\_\_\_\_\_  
Lisa M. Ward, *Town Clerk*

\_\_\_\_\_  
Donald Fellows

\_\_\_\_\_  
Mark Lunt

\_\_\_\_\_  
Jo-Jean Keller

\_\_\_\_\_  
Christine Cain

\_\_\_\_\_  
Fern Larochelle

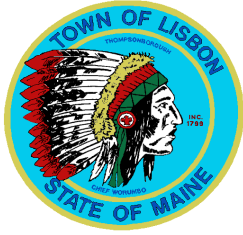
**Agenda Date: 04/18/2023**

Date	Brenda Martin	Municipal Accts Payable	
4/5/2023	4042023	\$	553,769.07
4/10/2023	4072023	\$	20,580.24
		<b>\$</b>	<b>574,349.31</b>

Date	Rebecca Hayslip	Municipal Payroll Warrants	
4/5/2023	230406	\$	172,802.85
4/5/2023	2304W1	\$	19,249.40
		<b>\$</b>	<b>192,052.25</b>

Date	Louise Levesque	School Accts Payable	
4/4/2023	2321	<b>\$</b>	<b>154,715.72</b>

Date	Eva Huston	School Payroll Warrants	
4/4/2023	1130	\$	261,226.10
4/4/2023	1127	\$	121.06
4/4/2023	1128	\$	771.30
4/4/2023	1129	\$	143,629.80
4/4/2023	1132	\$	248.14
4/4/2023	1131	\$	18,148.12
4/12/2023	1133	\$	381,072.29
		<b>\$</b>	<b>805,216.81</b>



**TOWN COUNCIL  
MEETING MINUTES  
APRIL 4, 2023  
LISBON TOWN OFFICE  
7:00 PM MEETING**

Harry Moore, Jr., *Chair* 2024  
Raymond Robishaw, *Vice Chair* 2024  
Mark Lunt 2025  
Donald Fellows 2025  
Jo-Jean Keller 2025  
Christine Cain 2024  
Fern Larochelle 2023

**CALL TO ORDER.** The Vice Chair, Raymond Robishaw, called the meeting to order and led the Pledge of Allegiance to the Flag at 7:00 PM.

**ROLL CALL.** Members present were Councilors Cain, Fellows, Larochelle, Lunt, Moore (remote attendance), and Robishaw. Also present were Glenn Michalowski, Town Manager; Randy Cyr, Public Works Director; Amy MacDonnell, Deputy EMS Chief; and approximately 27 citizens in the audience.

**VOTE (2023-53A)** Councilor Robishaw, seconded by Councilor Lunt, moved to excuse Councilor Keller's absence.

**Roll Call Vote: Yeas – Moore, Robishaw, Cain, Fellows, Larochelle and Lunt. Nays – None.**

**Order passed – Vote 6-0.**

**GOOD NEWS & RECOGNITION**

**VOTE (2023-53)** Councilor Larochelle, seconded by Councilor Fellows, moved to adopt the following Proclamation:

***Lisbon High School Cheerleaders***

**Proclamation**

**WHEREAS** The Lisbon High School Competition Cheering Team has made the Community proud as they claimed the State Championship Title;

**WHEREAS** The Cheerleaders won their fifth State Cheering Championship in School history at the Augusta Civic Center on February 11<sup>th</sup>;

**WHEREAS** The Cheering season was a strong one, winning the Mountain Valley Conference Championship at Mt. Valley High School on January 21<sup>st</sup>;

**WHEREAS** The Cheerleaders won the Class C Southern Regional Championship at Sanford High School on February 4<sup>th</sup>;

**WHEREAS** At the 2023 Class C State Cheering Championship Competition, the Lisbon Cheerleaders repeated as State Champions to take their fifth state championship in a 9 year span;

**WHEREAS** At the 2023 Class C State Cheering Competition the team was made up of Riley Hoyle, Nevaeh Fortin, Mackenzie Theriault, Kyla Berube, Sela Russell, Kendall Gravel, Reese Kulow, Alivia Saunders, Payton Hoyle, Ava Kottmann, Tiana Seaborne, Ella Morales, and Solaya Russo;

**NOW, THEREFORE** We, the Town Council of the Town of Lisbon, wish to Congratulate and Thank the Lisbon High School Cheerleaders and Coach Nicole Adams for their fine representation of the Town of Lisbon while winning the State Championship Title.

**Roll Call Vote: Yeas – Moore, Robishaw, Cain, Fellows, Larochelle and Lunt. Nays – None.**

**Order passed – Vote 6-0.**

**PUBLIC HEARINGS—NONE**

**AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS—NONE**

## CONSENT AGENDA

**VOTE (2023-54)** Councilor Larochelle, seconded by Councilor Cain, moved to accept the Consent Agenda as follows:

- A. Municipal Accounts Payable Warrants – \$246,552.51
- B. Municipal Payroll Warrants – \$256,967.49
- C. School Accounts Payable Warrants – \$208,193.80
- D. School Payroll Warrants – \$407,699.24
- E. Minutes of March 16<sup>th</sup>, March 18<sup>th</sup> and March 21<sup>st</sup>, 2023
- F. Set Hearing for Cannabis Angels Adult Use Marijuana Manufacturing/Cultivation License Renewal
- G. Gartley Street Road Closure Request for Saturday, April 9, 2023, from 9:00am-12:30pm for public Easter Egg Hunt
- H. Warrant for School Budget Validation Referendum Election, Order Ballot Printing, and Set Public Hearings on May 2, 2023 for School Budget & CIP, and set School Budget Adoption Date for May 16, 2023

**Roll Call Vote: Yeas – Moore, Robishaw, Cain, Fellows, Larochelle and Lunt. Nays – None.  
Order passed – Vote 6-0.**

## COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

### SUMMER COUNCIL MEETING SCHEDULE

DATE	MEETING
April 4	Set Election & Hearing
April 18	Planning Board recommendation to Council re: Municipal CIP
May 2	School Budget & School CIP Hearing
May 9	Council Adopts School Budget & School CIP
May 16	Municipal Budget & Department Goals
June 13	<b>ELECTION DAY</b>
June 20	Municipal Budget & CIP Hearings and Adoption
July 11	Regular meeting
August 15	Regular meeting
September 5	Regular meeting
September 19	Regular meeting
October 3	Regular meeting
October 17	Regular meeting
November 7	<b>ELECTION DAY</b>
November 21	Election results
December 5	Regular meeting

**INTRODUCTION:** The Clerk proposed setting dates for the remainder of the year, and Mr. Michalowski suggested a correction from June 6 to June 20 for the Municipal Budget & CIP Hearings and Adoption.

**VOTE (2023-55)** Councilor Larochelle, seconded by Councilor Fellows, moved to approve the Council Meeting Schedule per the Town Clerk's recommendations with the correction by the Town Manager.

**Roll Call Vote: Yeas – Moore, Robishaw, Cain, Fellows, Larochelle and Lunt. Nays – None.  
Order passed – Vote 6-0.**

## AWARD VILLAGE STREET SIDEWALK IMPROVEMENTS PROJECT CONTRACT

**INTRODUCTION:** Mandy Olver, of Olver Associates, presented the bid information to the Council in a memo.

On March 28, 2023 bids were opened for the Village Street Sidewalk Improvements project. Six bids were received as follows:

CONTRACTOR	LOCATION	Total Bid
Pratt & Sons, Inc.	Mechanic Falls, Maine	\$407,100.00
Glidden Excavation & Paving, Inc.	Gorham, Maine	\$428,669.00
Aceto & Sons Earthwork LLC.	Lisbon, Maine	\$466,750.00
St. Laurent and Son, Inc.	Lewiston, Maine	\$529,000.00
Ray Labbe & Sons	Brunswick, Maine	\$595,500.00
Littlefield Paving & Plowing, Inc.	Benton, Maine	\$682,280.00

Attached (see meeting packet) please find a copy of the bid tabulation and of the low bid from Pratt & Sons, Inc. As you know, this is the rebid of the project from last season. That bid had occurred later in the construction season, and the prices received reflected that. As was discussed at the Town Council meeting last fall, the Mill & Fill (grinding and surface paving) portion of the work (which includes striping) was split from the project, so the scope of this contract is focused on the sidewalks only, including tree removal, resetting of granite curb, making ADA compliant crosswalk areas, and paving the sidewalks. We had estimated this bid would be about \$450,000, so we feel that the pricing received represents a good value in the current market, and we had six bids from qualified contractors rather than the two received last season.

We recommend that the Town award the contract to Pratt & Sons in the amount of \$407,100. Please let us know if you have any questions or need further information at this time.

**COUNCILOR COMMENTS:** Councilor Larochelle commented that these bids were better than they had been in the fall.

Mr. Cyr said this doesn't include some of the grinding, we split it up. He explained he did it separately in order to bring in more bids. He said there were a total of 6 bidders.

**VOTE (2023-56)** Councilor Larochelle, seconded by Councilor Lunt, moved to award the bid for the Village Street Paving Project to Pratt & Sons, Inc. of Mechanic Falls in the amount of \$407,100.00.

**Roll Call Vote: Yeas – Moore, Robishaw, Cain, Fellows, Larochelle and Lunt. Nays – None.**  
**Order passed – Vote 6-0.**

## OTHER BUSINESS

### ANNUAL REPORT FROM LISBON EMS

Amy MacDonnell, Deputy Chief at Lisbon EMS, presented the EMS Annual Report to the Council. She touched on some of the highlights of the report. She said page 2 outlines the last 5 years of progress, including more up to date equipment and challenges in Maine.

#### **History of Lisbon Emergency:**

Lisbon Emergency started to be funded by the Towns of Lisbon and Bowdoin in 2018; previously we had been a mix of paid and volunteers, with an extreme lack of volunteers and federal labor laws requiring us to become a fully paid service. Since being funded from the towns, we have been able to replace two ambulances with used units, purchase our first new ambulance since 2006, purchase power stretchers, self-loading devices for the stretchers, upgrade our cardiac monitors with better technology, acquire a Lucas CPR device, acquire video laryngoscopes, new medication pumps, numerous base improvements, implement and finish a debt reduction plan and fully fund our capital improvement plan for the future. In the last five years we have come in under budget every year and have never asked for additional funding outside of our yearly contract stipend. Last fiscal year and this fiscal year we were able to reduce the funding needed from additional revenue brought in from excess calls and transfers.

This fiscal year we implemented a more competitive pay scale, this allowed us to recruit and retain employees. This is significant as there is a dire need of EMS personnel (especially medics) in Maine right now. It is extremely difficult and competitive to recruit at every level right now. We have been able to successfully hire additional providers for the last six months and the outlook looks very good for our service going forward to recruit more. This is due to our pay now being competitive, high-quality equipment, a progressive mindset to the future of EMS, looking out for our providers and our commitment to excellent patient care. Our paramedic coverage on shifts averaged in the mid to high 90 percentile. With last month coming in at 98%. We were able to add a second 12-hour day truck starting in December 2022; this allows us to perform transfers that bring in additional revenue that

have paid for this second day truck. The severe lack of EMS personnel has made it so hospitals cannot move patients out of the hospital. This denies access to patients that need to receive higher levels of care by being transferred to another hospital. This also creates a backlog in the Emergency Department so that patients needing to be admitted are not able to get a bed and are forced to stay in hallway beds or the waiting room.

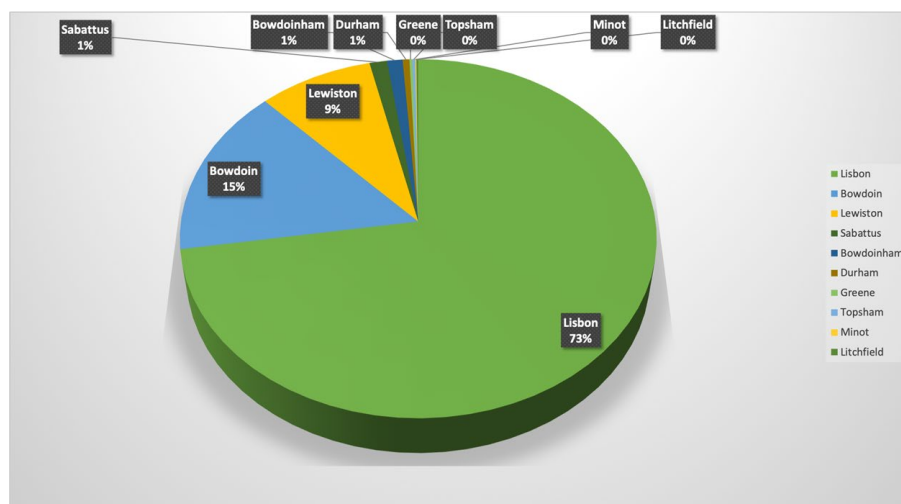
With Covid, vaccination mandates, increased call volume, personnel burnout and a severe lack of EMS providers in the state the last two years for EMS in Maine have been challenging. The state of Maine legislature started a Blue-Ribbon Commission this year; the commission found that rural EMS services with 1200 calls are losing \$695 per call; even high efficiency services responding to 1800 calls are losing \$322 per call. Based upon this formula Lisbon Emergency is expected to lose roughly \$287 per call based upon 1,530 emergency calls and transfers combined. This shows that Lisbon Emergency is more economically sound versus the average service.

Deputy Chief MacDonald said page 4 is a chart from April 2022 to March 2023 and shows they are on track to do the same as last year. Page 5 shows the percentage of call volume; page 6 describes the outreach campaign; page 7 outlines community outreach, including CPR and Stop the Bleed classes and continuing education. She said page 8 describes the new program staffing a transfer truck; page 9 shows the increased staffing; and page 10 describes hiring full time paramedics in July, along with looking at grants.

#### Call Responses April 2022 - March 2023

	Town	LISBON	BOWDOIN	LEWISTON	DURHAM	BOWDOINHAM	SABATTUS	GREENE	Topsham		Transfers
MONTH											
22-Apr		60	15	1							5
22-May		91	14	4			1				13
22-Jun		87	20	3	2		2				
22-Jul		80	16	7	1		2				14
22-Aug		86	19	9			1		1		6
22-Sep		89	11	10			1				
22-Oct		66	25	15			1	2	2		3
22-Nov		97	17	11			2				1
22-Dec		100	11	22	1		2	2			35
23-Jan		91	24	10	3		1		1		25
23-Feb		83	12	16			1				18
23-Mar		74	28	10			15	3	1		26
total		1004	212	118	7	16	18	3	3		146
				Litchfield 2							
				Minot 1							
											1,530 total

#### Responses from April 2022-March 2023





**Increased presence in the community:**

Lisbon Emergency was able to cover 57 High School sporting events and multiple rec department youth football games. We have worked closely with the school system in Lisbon to create a system that works when sudden cardiac arrest occurs in the school/ sporting events.

National data is 1 in 300 students will go into cardiac arrest. This equals one student will go into cardiac arrest every 2.99 days. Sudden cardiac arrest is the number 1 killer of student athletes, and the leading cause of death on school campuses. The survival rate increases at schools that are prepared for emergency medical events. My thoughts on making a School District part of the Heart Safe Community are based on Lisbon School District's hard work:

- An AED in each School
  - o The AED is checked at least 3 times a year
- AED are within 3 minutes of any student including sport fields
- Doors signs "AED" building
- School has a "Cardiac Arrest" action plan
  - o Drills on Cardiac Arrest
- At the start of a school year, students are informed of the location of the AED (middle and high school)
- At least 1/3 of the school staff are trained in CPR (hands-only)
- Each sport team at the start of the season:
  - o Informed where the closest AED is located
  - o Offer Hand-Only CPR
  - o Coaches are required to know CPR per the Maine Principals Association
- There is an AED at all home sporting events (Lisbon has an EMT at all sporting events)
- All seniors are required to take Hands-Only CPR (on hold because of COVID)
- Having an after cardiac arrest action plan
- Bus Drivers knowing CPR

Areas that Lisbon Emergency is working on (budget plays a big part)

- Drills
- 12-Lead for all Athletes (national trend)
- Having an AED on away sporting events. Lisbon School buses travels the back roads of Maine to go to other schools

**Community Outreach:**

Lisbon Emergency has made it possible for members of the community to learn CPR and our providers to have continuing education. Below is a list of trainings done from Nov 2022-current. It is an ongoing goal of Lisbon Emergency to train as many citizens in CPR.

**2022**

- Nov: Tourniquet application training for (2) recycling center employees
- Nov: Heart saver CPR / AED / 1st Aid training for (4) Lisbon school teachers
- Dec: Splinting class for (6) Bowdoin EMS, Lisbon Fire, and Lisbon EMS providers
- Dec: Interfacility Transfer education for providers

**2023**

- Jan: Heart saver Pediatric CPR / AED / 1st Aid training for (4) Soul2Soul Daycare providers
- Jan: Transitional Miscommunication education for providers
- Feb: Soft Tissue Injury education for providers
- March: Heart saver Pediatric CPR / AED / 1st Aid training for (4) Soul2Soul Daycare providers
- March: Heart saver CPR / AED / 1st Aid training for (1) Rafting guide
- March: Acute Coronary Syndrome and 12 lead education for providers
- April: Capnography Made Easy education for providers

- April: Adult CPR / AED training for (15) staff members of Lisbon Legion Hall & Left-Hand Club

**Introduction of a new program:**

Lisbon Emergency Started staffing a “transfer” truck 9a-4p (when staffing allowed) from April-November of 2022. This truck was in addition to our Primary ambulance and was able to cover second calls if needed.

In December of 2022 Lisbon Emergency saw an influx in providers wanting to work for us so we started staffing a second day truck from 6am-6pm (when staffing allows).

Due to the additional staffing, Lisbon Emergency had only missed;

December- (3) 2<sup>nd</sup> calls and (1) 3<sup>rd</sup> call

January- (6) 2<sup>nd</sup> calls

February- (3) 2<sup>nd</sup> calls and (1) 3<sup>rd</sup> call

Lisbon Emergency was able to cover the following calls due to additional staffing;

December- 35 transfers 7 were emergent

7 second calls

3 EMS assists

6 first respond

January- 25 transfers 4 were emergent

6 second calls

1 EMS assist

2 first respond

February- 18 transfers 4 were emergent

2 second calls

0 EMS assist

2 first respond



*One of our goals last year was to cover more second calls.*

Lisbon Emergency has been able to pay for the extra staffing through the additional revenue from transfers.

**Increased Staffing:**

Since April of 2022 Lisbon Emergency has hired

- Paramedics- 7

- Advanced- 5

- Basic- 7

- 4 applications pending follow up

Staffing shortage for EMS around the state is a huge issue and we are fortunate to have had all these providers apply and work for us.

**Most Recent Month:**

82 Total trucks for March 2023 (includes day, night and second day truck)

Of the 31 day shifts, the primary ambulance was staffed

Paramedic: 31 days

Advanced: 0 days

Basic: 0 days

Of the 31 night shifts, the primary ambulance was staffed

Paramedic: 30 nights

Advanced: 1 night

Basic: 0 nights

**Of the 20 day shifts, the second ambulance was staffed**

**Paramedic: 15 days**

**Advanced: 4 days**

**Basic: 1 day**

**Of the 82 trucks in total, we were able to staff 8 double medic trucks.**

**We anticipate to keep this trend going of staffing Paramedic trucks and are hopeful with the new hires.**

**Our future goals include:**

**July 1<sup>st</sup> we will be hiring 3 full time Paramedics and a full-time Deputy Chief. This will allow us to have committed paramedics throughout the week and more structure to every day operations. For scheduling purposes, we will be able to spread them out more evenly throughout shifts. Our goal is to always have paramedic coverage.**

**As our data has shown, the second day time truck has become very helpful in covering second calls and generating revenue. We will continue to staff this truck (when staffing allows).**

**Having a Community paramedic in town to provide in-home care to citizens of Lisbon and surrounding communities is also a goal of Lisbon. We aim to utilize grant money to accomplish this goal.**

**Lisbon Emergency will also be applying for various grants to gain new equipment.**

**Lisbon Emergency's main goal is to provide the Town of Lisbon and surrounding communities with the best prehospital emergency care possible and to work closely with the Town of Lisbon in the future.**

Councilor Moore asked which towns Lisbon EMS covers. Deputy Chief MacDonnell said Lisbon, Bowdoin, Bowdoinham (with NorthEast), and Mutual Aid with United, Lewiston, Sabattus, Durham and Topsham. She added that Lisbon EMS is not looking for any other full time towns.

## COUNCIL COMMITTEE REPORTS

1. School: Councilor Lunt said there was nothing to report.
2. Planning Board: Councilor Fellows said there was nothing to report.
3. Lisbon Development Committee: Councilor Lunt said there was nothing to report.
4. Conservation Commission: Councilor Moore said there was nothing to report.
5. Recreation Committee: Councilor Larochelle said he did not go to the meeting but he reached out to Parks & Recreation Director Mark Stevens. He said the Committee reviewed the Fee schedule changes and talked about possible changes to Summer Street Park. He said they also discussed the new employees.
6. County Budget Committee: Councilor Lunt said there was nothing to report.
7. Library Governing Board: Councilor Keller was absent.
8. Water Commission: Councilor Fellows said there was nothing to report, but the Water Commissioners meet next week.
9. Finance Committee: Mr. Michalowski said they met on May 6 to discuss the Municipal and School Budgets and CIPs.

## TOWN MANAGER'S REPORT

Mr. Michalowski said the town went out to bid for loam and seed at Worumbo, they are going to wait until September to have it done and will need to go out to bid again for that. He said the timing was bad for the companies who might bid.

Mr. Michalowski said he received a letter from AVCOG looking for one elected official to represent Lisbon at AVCOG. He said the Town Manager and the Economic & Community Development Director will attend the AVCOG meeting and will forward information to the Council.

Mr. Michalowski announced good news, that the Town was granted the Internship Grant and the intern vetted by MMA will start on May 1<sup>st</sup>. He said Lisbon is one of four towns receiving an additional grant of \$3,000.00 for the intern.

Next, Mr. Michalowski announced that the new Finance Director, Samantha Bryant, will start on April 18<sup>th</sup>. He added that there are several positions open in the municipality, including the Recreation, Public Works, Police and Tax departments.

#### **APPOINTMENTS—NONE**

#### **COUNCILOR COMMUNICATIONS**

Councilor Fellows said he is glad to be back to the Council meetings in person.

Councilor Moore expressed his excitement about having an intern on hand, and asked what they will be doing.

Mr. Michalowski said the intern will be involved with some projects outlined by the Economic & Community Development Director, as well as in the Town Manager's office doing some A/P work and looking at data integrity. He said the intern is from Hallowell, and May 1<sup>st</sup> is his first day.

#### **AUDIENCE PARTICIPATION & RESPONSE FOR NEW ITEMS—NONE**

#### **EXECUTIVE SESSION—NONE**

#### **ADJOURNMENT**

**VOTE (2023-57)** Councilor Fellows, seconded by Councilor Larochelle, moved to adjourn at 7:40 pm.

**Roll Call Vote: Yeas – Moore, Robishaw, Cain, Fellows, Larochelle and Lunt. Nays – None.**

**Order passed – Vote 6-0.**

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Lisa M. Ward, Council Secretary  
Town Clerk  
Date Approved: April 18, 2023

TOWN OF LISBON  
Manufactured Mobile Home Park Inspections For  
2023 Renewals

I, Kathy Malloy, Lisbon Assessor for the Town of Lisbon do not object to the Council issuing renewal Mobile Home Park Licenses for the following:

1. Worumbo Park- Connie Wall, Aaron Homes
2. Worumbo Estates- Connie Wall, Aaron Homes
3. Davis Street Mobile Home Park- Guardian Communities
4. St. Ann's Mobile Home Park- Jeff Cowan
5. Blue Ridge Properties, LLC- Christopher Ames
6. Colonial Gardens- Mark Goddard
7. Gendron's Mobile- George Gendron
8. Whispering Pines, LLC- Christopher Ames
9. GCP Town & Country LLC- Gary Shiffman
10. Avery Street- ME Home Buyer, LLC
11. Brookwood Court- Kevin Fletcher
12. Grimmel's Mobile Home Park- Betty Grimme!

Lisbon Assessor

Kathy Malloy

April 18, 2023  
DATED

**From:** [Randall Jones](#)  
**To:** [Lisa Ward](#)  
**Subject:** Victualer's license  
**Date:** Thursday, April 6, 2023 1:54:52 PM

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Lisa,

The Lisbon United Methodist Church would like to request a waiver of the \$100.00 fee for the victualer's license, as we are a nonprofit.

Thank you,

Carolyn Jones  
President of the Lisbon United Women's Circle

Sent from my iPad

**Town of Lisbon, Maine**

**APPLICATION FOR MASS OUTDOOR GATHERING PERMIT**

Name/Title of Event: Various Events 2023-24

Description of Event: Various events as outlined in the Memorandum of Understanding

Date(s) of Event: 2023-2024 Time Begin: \_\_\_\_\_ Time End: \_\_\_\_\_

Attendance Expected: Varied

Property for event is publicly/private owned: Public ☐ Private ☒

Location Address of Event: Worumbo Waterfront, Lisbon Falls

If private property you must have written permission from landowner or its representative.

\_\_\_\_\_  
Signature of landowner/representative Printed name of landowner/ representative

Sponsor Organization: ~~Friends of Worumbo~~ Positive Change Lisbon (PCL)

Mailing Address: P.O. Box 382 Lisbon, ME 04250  
(Street or Box) (City/Town) (State) (Zip Code)

Email Address: friendsofworumbo@gmail.com

Contact Person: Christy Cain 585-298-0222  
(Name) (PH # Day) (Cell)

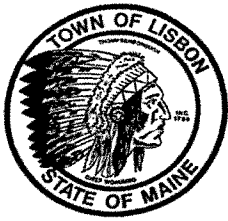
Email Address: cecain85@gmail.com

(NOTE) ~~The cost of the permit shall be \$200.00 per weekly event. The permit fee will not include the cost of police protection for public safety. The \$200.00 fee is payable at the time the application is submitted.~~ Request waiver of fee for first year.

Checks to be made payable to: **Town of Lisbon**

**Additional Requirements:**

1. If location of event includes a Town Park, permission must be obtained from the Parks & Recreation Director.
2. If articles (including refreshments) are to be sold or funds solicited, applicable licenses and permits must be obtained from the Town Clerk's office.
3. If alcohol will be served, catering permits must be obtained from the appropriate local and State authorities and agencies.



# Town of Lisbon

Harry Moore, Jr., Chair 2024  
 Raymond Robishaw, Vice Chair 2024  
 Mark Lunt 2025  
 Donald Fellows 2025  
 Jo-Jean Keller 2025  
 Christine Cain 2024  
 Fern Larochelle 2023

Subject: Recommendation for Award of Bid 2023-001 to United Ambulance

Date: April 11, 2023

To: Lisbon Town Council

From: Glenn Michalowski, Town Manager

Re: Award of Bid 2023-001 - Emergency Medical Services

After a thorough review of the submitted bids for the Emergency Medical Services contract (Bid 2023-001), I am writing to recommend that we award the contract to United Ambulance. Their proposal is not only cost-effective, but also provides additional benefits and services that are not offered by the other bidder.

#### Financial Considerations:

United Ambulance submitted a bid of \$275,000, which is \$59,626.96 less than the competing bid. This cost-saving is significant and represents a considerable savings to the Town.

#### Paramedic Fly Car:

In addition to the financial savings, United Ambulance has also agreed to provide a paramedic fly car as needed. This service is not offered by the other bidder, and it allows for flexibility and efficient response when the primary ambulance is occupied with other services. Furthermore, United Ambulance will provide an additional ambulance to cover the area when the designated unit is unavailable, ensuring continued coverage for our community.

#### Facilities and Resources:

Lisbon Emergency has a brick-and-mortar location in town, while United Ambulance does not. However, United Ambulance has committed to staging in town 24/7 from a yet-to-be-determined location, which will ensure timely response and service quality. Additionally, United Ambulance has its own garage, mechanics, and training center.

#### Next Steps:

If the recommendation to award the contract to United Ambulance is approved, we will need to determine operational guidelines to be included in the final contract. This will ensure that both parties are clear on expectations and responsibilities, leading to a successful partnership.

In conclusion, I believe that awarding Bid 2023-001 to United Ambulance is in the best interest of our community, both financially and in terms of service quality. We appreciate the time and effort put forth by both participants in this process and are grateful for their dedication to serving our community.

Please let me know if you require any additional information or have any questions regarding this recommendation.



Criteria	Weight	Lisbon Emergency	United Ambulance
Service Quality	25 points	25	25
Price	30 points	24	30
Experience & Expertise	20 points	20	17
Capacity & Resources	15 points	10	10
Compliance & Certifications	10 points	10	10
Total Score	100 points	89	92

**Explanation of Criteria:**

1. **Service Quality:** This criteria evaluates the quality of the emergency medical transportation services offered by the bidders. The quality can be assessed by looking at factors such as response time, availability, staff training and qualifications, equipment, and patient satisfaction.
2. **Price:** This criteria evaluates the proposed price for the emergency medical transportation services. The bidder with the most competitive and reasonable pricing will receive a higher score.
3. **Experience & Expertise:** This criteria evaluates the bidder's experience and expertise in providing emergency medical transportation services. The bidder with a strong track record of providing quality emergency medical transportation services will receive a higher score.
4. **Capacity & Resources:** This criteria evaluates the bidder's ability to provide adequate capacity and resources to fulfill the requirements of the contract. Factors such as the number of vehicles, staff, and equipment will be assessed.
5. **Compliance & Certifications:** This criteria evaluates the bidder's compliance with all legal and regulatory requirements and certifications.

**Reviewers Notes & Comments:** Glenn Michalowski

United Savings 59k LEMS – Brick & Mortar in town & Long history of providing services, United paramedic flycar

Criteria	Weight	Lisbon Emergency	United Ambulance
Service Quality	25 points	25	25
Price	30 points	10	30
Experience & Expertise	20 points	20	20
Capacity & Resources	15 points	15	10
Compliance & Certifications	10 points	10	10
Total Score	100 points	80	95

**Explanation of Criteria:**

1. **Service Quality:** This criteria evaluates the quality of the emergency medical transportation services offered by the bidders. The quality can be assessed by looking at factors such as response time, availability, staff training and qualifications, equipment, and patient satisfaction.
2. **Price:** This criteria evaluates the proposed price for the emergency medical transportation services. The bidder with the most competitive and reasonable pricing will receive a higher score.
3. **Experience & Expertise:** This criteria evaluates the bidder's experience and expertise in providing emergency medical transportation services. The bidder with a strong track record of providing quality emergency medical transportation services will receive a higher score.
4. **Capacity & Resources:** This criteria evaluates the bidder's ability to provide adequate capacity and resources to fulfill the requirements of the contract. Factors such as the number of vehicles, staff, and equipment will be assessed.
5. **Compliance & Certifications:** This criteria evaluates the bidder's compliance with all legal and regulatory requirements and certifications.

Reviewer: Harry Moore



## Town of Lisbon

## Fire Department

Nathan LeClair, Fire Chief



To: Glenn Michalowski  
From: Nate LeClair  
Ref: EMS Bids  
Date: April 3, 2023

Attached you will find my Bid Review Matrix for the EMS bids. I feel that either service can meet the requirements of the RFP as written. Taking only the bids on paper into consideration I feel United Ambulance outweighs Lisbon Emergency.

There are some things we should take into consideration. Lisbon Emergency is already established in the Town of Lisbon. We know what to expect of them and there would be no break in the service provided. United would be a new service and would take time to coordinate the changeover.

United Ambulance brings with them some stronger resources. They are a credited ambulance service, they have their own garage and mechanics, and they also have their own training center. The experience United has, even though may not be as long as Lisbon Emergency, has been more involved. United is going to be "staging" a vehicle in Lisbon and will not have access to their daily resources. We will need to determine some other operational guidelines with them as well, if the Council decides to go this way.

I do have a question. United stated a plan to cover calls and what would happen if the first truck is busy. However, I like to know what the plan would be if they don't have another truck to send. What is their plan for mutual aid to Lisbon? I would also like to know, if all Lewiston trucks are busy, will the Lisbon truck get pulled into Lewiston to cover calls? We see it happen now with Lisbon Emergency responding to cover United calls.

Criteria	Weight	Lisbon Emergency	United Ambulance
Service Quality	25 points	25	25
Price	30 points	15	25
Experience & Expertise	20 points	20	20
Capacity & Resources	15 points	10	12
Compliance & Certifications	10 points	10	10
Total Score	100 points	80	92

**Explanation of Criteria:**

1. **Service Quality:** This criteria evaluates the quality of the emergency medical transportation services offered by the bidders. The quality can be assessed by looking at factors such as response time, availability, staff training and qualifications, equipment, and patient satisfaction.
2. **Price:** This criteria evaluates the proposed price for the emergency medical transportation services. The bidder with the most competitive and reasonable pricing will receive a higher score.
3. **Experience & Expertise:** This criteria evaluates the bidder's experience and expertise in providing emergency medical transportation services. The bidder with a strong track record of providing quality emergency medical transportation services will receive a higher score.
4. **Capacity & Resources:** This criteria evaluates the bidder's ability to provide adequate capacity and resources to fulfill the requirements of the contract. Factors such as the number of vehicles, staff, and equipment will be assessed.
5. **Compliance & Certifications:** This criteria evaluates the bidder's compliance with all legal and regulatory requirements and certifications.

**Reviewers Notes & Comments:**

Going off of the bids provided and by the RFP this is how I ranked the two providers.

**Service quality:** Lisbon Emergency has a base already established in Lisbon and has its resources readily available. They also have 50 years' experience operating within Lisbon. United has long been one of the most respected services in Maine. They also have access to more resources such as equipment and training resources.

**Price:** Lisbon Emergency's price is \$59,000 higher than that of United's proposal. United also gave the Town four options to consider.

**Experience & Expertise:** Both bidders have shown experience in this area. Both services have been in operation for over 40 years. However, United does have a longer track record of managing a full-time operation.

**Capacity & Resources:** Both bidders are offering the same minimum level of service. However, United has better access to additional resources. Both operationally and administratively.

**Compliance & Certifications:** Both services are licensed by Maine EMS and have Maine EMS licensed personnel.

Nathan LeClair

Chief McGee

Criteria	Weight	Lisbon Emergency	United Ambulance
Service Quality	25 points	25	25
Price	30 points	25	30
Experience & Expertise	20 points	20	20
Capacity & Resources	15 points	10	15
Compliance & Certifications	10 points	10	10
Total Score	100 points	90	100

Explanation of Criteria:

1. Service Quality: This criteria evaluates the quality of the emergency medical transportation services offered by the bidders. The quality can be assessed by looking at factors such as response time, availability, staff training and qualifications, equipment, and patient satisfaction.
2. Price: This criteria evaluates the proposed price for the emergency medical transportation services. The bidder with the most competitive and reasonable pricing will receive a higher score.
3. Experience & Expertise: This criteria evaluates the bidder's experience and expertise in providing emergency medical transportation services. The bidder with a strong track record of providing quality emergency medical transportation services will receive a higher score.
4. Capacity & Resources: This criteria evaluates the bidder's ability to provide adequate capacity and resources to fulfill the requirements of the contract. Factors such as the number of vehicles, staff, and equipment will be assessed.
5. Compliance & Certifications: This criteria evaluates the bidder's compliance with all legal and regulatory requirements and certifications.

Reviewers Notes & Comments:

- Cost, United is \$59,626.96 less than Lisbon EMS.
- United includes a Paramedic Fly car as needed, Lisbon EMS does not.
- When United's primary ambulance is requested for service other ambulances will move to cover the Town until the designated unit returns.
- Lisbon EMS has a facility in Lisbon, However, United will stage Ambulance @ ALS in town 24/7 as well.

## Glenn Michalowski

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**From:** Dennis Russell <russellde@unitedambulance.net>  
**Sent:** Thursday, April 6, 2023 8:59 AM  
**To:** Glenn Michalowski  
**Subject:** RE: [EXTERNAL] Follow Up

Glenn,

Thank you for your note. I have answered your questions below. Of course, it may be less cumbersome to set up a quick meeting to discuss the plan. If needed please let me know.

I would be happy to discuss the response plan with the fire chief and discuss the questions directly if it is helpful.

United stated a plan to cover calls and what would happen if the first truck is busy?

The current plan is to assist and cover with trucks from Lewiston as needed when the first truck has been dispatched. The plan is to utilize system status management and we would move a truck from our Lewiston base to cover the line of Lewiston / Lisbon unit is available. If there are no available resources we would call in mutual aid.

With this movement, the goal would be to reciprocate the same when the city of Lewiston and other mutual aid towns become overwhelmed. If awarded the bid the United would work with the Town / Fire Chief to discuss appropriate mutual aid agreements with and much like the fire department. We currently do have mutual aid calls where Lisbon Emergency does come into Lewiston from time to time when the system is taxed with emergency calls. Also in my proposal, I have outlined how many times United has been called into Lisbon to cover emergency calls for Lisbon Emergency.

- 2023
  - 8 Cancelled calls
  - 5 Transports
  - 3 Paramedic back-up
- 2022
  - 24 Cancelled calls
  - 68 Transports
  - 22 Paramedic back-up
- 2021
  - 18 Cancelled calls
  - 81 Transports
  - 7 Paramedic back-up

I believe United and The Town of Lisbon can come up with a consensus and an agreement that would be acceptable for both parties.

What is their plan for mutual aid to Lisbon?

The plan is to first utilize United resources when available. When they are not available we would look or our existing mutual aid partners to assist.

If all Lewiston trucks are busy, will the Lisbon truck get pulled into Lewiston to cover calls?

As with the first questions we plan to use resources management and move as needed. With a priority on having trucks for emergencies Lisbon (if contracted) and our contracted communities. We would like to continue to utilize the town of Lisbon as a mutual aid partner and when necessary call in for additional mutual aid assistance as requested. I would like to continue our current practice.

In 2022 we requested Lisbon Emergency 31 times to the City of Lewiston for emergency calls according to my call referral records. I would like to continue the practice but not be overly burdensome for the Town of Lisbon. I believe that United and The Town of Lisbon and again come up with a consensus on what is best for our local communities.

Please feel free to contact me anytime if you have questions.

Dennis

Dennis Russell, M.Ed., ATC, CSCS, NRP, CP  
Operations Manager  
Education Manager  
Community Paramedicine Manager  
United Training Center Dean



United Ambulance Service  
192 Russell Street  
Lewiston, ME 04240  
207.782.8414 - Office  
207.347.1128 - Cell  
207.777.6010 - Fax  
[dennis.russell@unitedambulance.net](mailto:dennis.russell@unitedambulance.net)  
[www.unitedambulance.com](http://www.unitedambulance.com)

**From:** Glenn Michalowski <GMichalowski@lisbonme.org>  
**Sent:** Tuesday, April 4, 2023 4:39 PM  
**To:** Dennis Russell <russellde@unitedambulance.net>  
**Subject:** [EXTERNAL] Follow Up

**CAUTION:** This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Good Afternoon Dennis,

Just had a couple questions from our Fire Chief see below –



United stated a plan to cover calls and what would happen if the first truck is busy?

What is there plan for mutual aid to Lisbon?

If all Lewiston trucks are busy, will the Lisbon truck get pulled into Lewiston to cover calls?

Glenn Michalowski, MPA  
Town Manager  
Lisbon, Maine

207.353.3000 ext. 104  
[townmanager@lisbonme.org](mailto:townmanager@lisbonme.org)



# Town of Lisbon

Ross H. Cunningham, Director  
Office of Economic and Community Development

## Town Council

Harry Moore Jr., Chair  
Raymond Robishaw, Vice Chair  
Don Fellows  
Mark Lunt  
Fern Larochele,  
Christine Cain  
JoJean Keller

To: Glenn Michalowski, Town Manager

From: Ross Cunningham, Director, ECD

Date: 4/11/23

Request that Council approve CDBG application to go to bid.

Bootlegger building – Owner Traci Austin Total project \$40,000. Grant \$20,000

Staff recommends support.

Respectfully,

Ross H. Cunningham



# Town of Lisbon

Lisa M. Ward  
Town Clerk

**Town Council**

Don Fellows  
Christine Cain  
Fern Larochelle, Jr.  
Mark Lunt  
Ray Robishaw *Vice Chair*  
Harry Moore, Jr. *Chair*  
Jo-Jean Keller

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## MEMORANDUM

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Date: April 13, 2023  
To: Glenn Michalowski  
Re: Food Truck Licensing

Today I met with the ECD Director, Code Enforcement Officer, and Assistant Town Manager to review and discuss the application process and fees for Food Trucks to operate in Lisbon.

By ordinance, Food Trucks are required to apply for both an Itinerant Vendor License and a Victualer's License separately. The process has been time-consuming and often confusing for those who don't do it on a regular basis. We previously met, along with the Health Officer and Police Chief, to look at ways we can make doing business in Lisbon go more smoothly for Food Trucks, as well as looking at streamlining paperwork and processes at our end in the Town Office.

We looked at the fees charged by other towns & cities in Maine, at the different ways each municipality processes licenses for Food Trucks, and the input the ECD and Clerk's departments have received about the process and costs. Attached is our revised draft of the Food Truck Application. It still includes the fees, inspections, and required information, but puts it all together in one document. It also no includes a no-fee option in the case of being covered by a Mass Gathering permit. We have added a third page with additional resources and information, which we plan to update and expand to help applicants.

Our recommendation is to accept the update of fees relevant to Food Trucks as presented in the Application. Wherever the fees for Itinerant Vendors and/or Victualers differ, the new fees will be put in place on those separate applications, as well.

Respectfully,  
Lisa Ward, Town Clerk

**Lisa Ward**

---

**From:** Mark Stambach  
**Sent:** Friday, April 14, 2023 12:06 PM  
**To:** Lisa Ward  
**Subject:** Does this work, and is an email OK or do you need on letterhead?

Dear Glenn

I recommend that the Town Council adopts the proposed changes to Chapter 10 Businesses, Art. V. Victualers, Sec. 10-292(c)

Please don't hesitate to contact me with any questions or concerns

Respectfully,

Mark

*Mark C. Stambach*

Mark C Stambach CFI1/CFPE  
Code Enforcement Officer/LPI  
300 Lisbon Street  
Lisbon, ME 04250  
(207)353-3000X111 (Office)  
(207)513-2095 (Cell)  
mstambach@lisbonme.org

## Chapter 10 – Businesses – Article V. - Victualers

...

Sec. 10-292. - License Required; bond; expiration.

- (a) No person shall engage in the business of victualer without first obtaining a license.
- (b) All licenses issued under this article shall expire on May 31 after the date of issuance.
- (c) Such license shall not be granted except upon certification of the health officer that the premises meet all requirements under this article and any applicable state regulations, and certification by the codes enforcement officer, excluding mobile units, that the location is in compliance with applicable life safety codes.
- (d) The initial license shall be issued by the town council after public hearing. Renewal licenses may be issued by the town council without subsequent public hearing, except that the town council shall have the authority to require a public hearing either at the request of the applicant or in circumstances where the town council feel a public hearing would produce information relevant to the license renewal.
- (e) The clerk may issue temporary permits, for a period not to exceed 90 days, upon receipt of notice of compliance with subsection (c) of this section.
- (f) The town council may waive licensing requirements for special events of a limited duration such as Moxie Days. The council shall also have the authority to require a license in such instances but to suspend all or some portion of the licensing fee.
- (g) The town council may issue a conditional license for a period not to exceed six months under circumstances where the applicant has demonstrated that all sanitary and food safety requirements of this article and all applicable state rules and regulations, have been met and that there is no risk or danger to the general public being served by the establishment. The purpose of this provision for a conditional license is to allow operation of the establishment where only technical requirements of this section have not been met and there is no effect on the ability of the establishment to meet all applicable standards regarding sanitation and provide a healthy, risk free environment.

(T.M. of 5-15-1993, art. 92, § 16-102; T.M. of 5-18-2004, art. 48; T.M. of 12-4-2007, § 2007-214; C.M. of 9-18-2012, V. 2012-143)

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