



**AGENDA**  
**COUNCIL MEETING**  
**MAY 16, 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. EXECUTIVE SESSION

2023-83 ORDER—Per MRSA Section 405 (6) (C) Acquisition of Real Property or Economic Development

4. GOOD NEWS & RECOGNITION

2023-84 Proclamation—National Building Safety Month

5. PUBLIC HEARINGS

- A. Public Hearing for Dangerous Building – Union Street Property
- B. Approve Fee changes for Itinerant Vendors and Victualers Permits
- C. Victualer's Licenses for Sweet Cakes Bake Shop, Anything Goes & Smokin' Phil's Belly Bustin' BBQ
- D. Chapter 42 Stormwater Management, Article IV. Post-Construction Stormwater Management, Section 42-121 (2)
- E. Chapter 54- Article III-Swimming pools Sec. 54-71-Definitions
- F. Chapter 70, Article IV-Dist. Regulations, Division 14. Dimensional Requirements, Sec. 70-536 Table of Dimensional Requirements
- G. Amendments to Appendix C – Fee Schedule - Transfer Station Fee Changes
- H. Medical Marijuana Retail Store Renewal- Lisbon Cannabis, 5 Canal Street
- I. Adult Use Marijuana Retail Store Renewal for River Driver Cannabis Co.
- J. Medical Marijuana Retail Store License – Smoky Falls
- K. Special Amusement License Renewal - Sandra Harkins d/b/a Railroad Restaurant & Pub

6. AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS

7. CONSENT AGENDA

2023-85 ORDER –

- A. Municipal Accounts Payable Warrants – \$ 298,793.52
- B. Municipal Payroll Warrants – \$ 189,315.79
- C. School Accounts Payable Warrants– \$ 116,630.87
- D. School Payroll Warrants – \$ 757,913.05
- E. Minutes of May 2<sup>nd</sup> and May 9<sup>th</sup>
- F. Medical Marijuana Retail Store Renewal- Lisbon Cannabis, 5 Canal Street
- G. Adult Use Marijuana Retail Store Renewal for River Driver Cannabis Co.
- H. Medical Marijuana Retail Store License – Smoky Falls
- I. Special Amusement & Liquor License Renewal - Sandra Harkins d/b/a Railroad Restaurant & Pub
- J. Renewal Victualer's Licenses
- K. Victualer's Licenses for Sweet Cakes Bake Shop & Anything Goes
- L. Victualer's & Itinerant Vendor for Smokin' Phil's Belly Bustin' BBQ
- M. Set Public Hearing for Municipal Budget & CIP Budget for June 20th

8. COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

2023-86 ORDER – Award Contract for EMS Services

2023-87 ORDER – Union Street – Dangerous Building

2023-88 ORDER – Sewer Extension

2023-89 ORDER – Victualer's License – Olive Pit Brewing Co.

2023-90 ORDER – Conditional Victualer's License – Angelo's Pizza

2023-91 ORDER – Approve Fee changes for Itinerant Vendors and Victualers Permits – *Second Reading*

2023-92 ORDINANCE – Chapter 42 - Post-Construction Stormwater Management, Sect 42-121(2) *Second Reading*

2023-93 ORDINANCE – Chapter 54 - Article III-Swimming pools Sec. 54-71-Definitions – *Second Reading*

2023-94 ORDINANCE – Chapter 70 - Dimensional Requirements – *Second Reading*

2023-95 ORDINANCE – Amendments to Appendix C – Fee Schedule - Transfer Station Fee Changes – *Second Reading*

2023-96 ORDER – Lisbon ATV Clubs Grant Endorsement

2023-97 ORDER – Approve Town Manager to enter into MOU with ATV Clubs

2023-98 ORDER – CDBG Bid Acceptance for 210 Lisbon Street

2023-99 ORDER – Finance Committee Recommendation on Municipal Budget & CIP

8. OTHER BUSINESS

A. Update from Friends of Worumbo

B. Remote Meeting Policy

C. 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

7. Library Governing Board – Councilor Keller

8. Water Commission – Councilor Fellows

9. Finance Committee – Councilor Robishaw

D. Town Manager's Report

9. APPOINTMENTS

10. COUNCIL COMMUNICATIONS

11. AUDIENCE PARTICIPATION & RESPONSE NEW ITEMS

12. ADJOURNMENT

2023-100 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:** May 16, 2023

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### Consent Agenda Items 2023 – F to M

- F. Medical Marijuana Retail Store Renewal- Lisbon Cannabis, 5 Canal Street
- G. Adult Use Marijuana Retail Store Renewal for River Driver Cannabis Co.
- H. Medical Marijuana Retail Store License – Smoky Falls
- I. Special Amusement License Renewal - Sandra Harkins d/b/a Railroad Restaurant & Pub
- J. Renewal Victualer's Licenses
  - 1. Angelo's (see Orders)
  - 2. Aroma Joes
  - 3. Bootleggers
  - 4. Canton Pearl
  - 5. China Inn
  - 6. CN Brown A/K/A Big Apple
  - 7. Coombs Mountfort Post 158
  - 8. Cruzin Slice
  - 9. Dominos
  - 10. Dunkin Donuts
  - 11. EZ Mart
  - 12. Flux
  - 13. Food City
  - 14. Franks
  - 15. Kabayan Philippine Foods
  - 16. Grazi to Go
  - 17. Lisbon House of Pizza
  - 18. Lisbon Left Hand Club
  - 19. Little River Coffee
  - 20. McDonald's
  - 21. Methodist Church
  - 22. Pinky D's
  - 23. Railroad Restaurant & Pub
  - 24. Riverside Dairy Bar
  - 25. Roadside BBQ
  - 26. Rusty Lantern
  - 27. Roadside BBQ
  - 28. Rusty Lantern
  - 29. Sausage Kitchen
  - 30. Sam's
  - 31. Slovak Catholic Assoc.
  - 32. Smiley's Ice Cream
  - 33. Subway
  - 34. Sweet Cakes Bake Shop
  - 35. Elite Nutrition
- K. Victualer's Licenses for Sweet Cakes Bake Shop & Anything Goes
- L. Victualer's & Itinerant Vendor for Smokin Phil's Belly Bustin BBQ
- M. Set Public Hearing for Municipal Budget & CIP Budget for June 20th

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### Agenda Item 2023-86 Award Contract for EMS Services

Council held a Workshop on May 2<sup>nd</sup> to hear additional information from both Lisbon EMS and United Ambulance.

### Recommendation Award Contract for EMS Services Bid #2023-001

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**Agenda Item 2023-87  
Union Street Dangerous Building**

This item will be addressed by the Town Attorney before any action is taken.

***Recommendation***

**Please refer to attorney notes to be given during meeting.**

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**Agenda Item 2023-88  
Sewer Extension**

Superintendent Steve Aievoli's inspection identified two additional properties that could potentially connect to the sewer extension in the future, apart from the two properties that have requested connection. Notably, one of these properties is 131 Main Street, which would require a stub to the edge of the right of way at an estimated cost of \$1k.

Mr. Aievoli proposed the following cost sharing:

- Sewer Department covers \$20k of the installation cost
- Project cost raised to \$38k (including the additional stub)
- Remaining cost of \$18k divided by 180' at \$100 per foot
  - Connection cost for 131 Main Street: 65' \* \$100 = \$6,500
  - Connection cost for 132 Main Street: 115' \* \$100 = \$11,500
- Sewer Department covers any amount over \$38k (excluding ledge-related costs) once an agreement is in place.
- Ledge-related costs will require re-evaluation.

In order for this extension to move forward, the Sewer Use Ordinance states Town Council approval is required.

***Recommendation***

**Approve Sewer Extension at 131 and 132 Main Street as presented.**

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**Agenda Item 2023-89**

**Victualer's License – Olive Pit Brewing Co.**

Item is normally on the Consent Agenda, placed separately due to Councilor Cain's ownership of the business.

***Recommendation***

**Approve Victualer's License for Olive Pit Brewing Company.**

\*\*\*\*\*

**Agenda Item 2023-90**

**Conditional Victualer's License – Angelo's Pizza**

Item is normally on the Consent Agenda, placed separately due to Councilor Cain's ownership of the business.

***Recommendation***

**Approve Victualer's License for Angelo's Pizza with the condition that the Fire Suppression equipment pass State Inspection within 30 days.**

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**Agenda Item 2023-91**

**Approve Fee changes for Itinerant Vendors and Victualers Permits – *Second Reading***

Update the fees for Itinerant Vendors and Food Trucks.

***Recommendation***

**Approve the updates to Appendix C - Fee Schedule for Itinerant Vendors and Food Trucks as presented.**

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**Agenda Item 2023-92**

**Chapter 42 Post-Construction Stormwater Management, Sect 42-121(2) – Second Reading**

Per State Mandate.

PART I - CODE OF ORDINANCES(requires altering in writing, 2 Council Readings, 1 Public Hearing to adopt) Chapter 42  
- STORMWATER MANAGEMENT ARTICLE IV. - POST-CONSTRUCTION STORMWATER MANAGEMENT DIVISION 3. POST-  
CONSTRUCTION STORMWATER MANAGEMENT PLAN COMPLIANCE

**ARTICLE IV. POST-CONSTRUCTION STORMWATER MANAGEMENT**

**DIVISION 3. POST-CONSTRUCTION STORMWATER MANAGEMENT PLAN COMPLIANCE**

**Sec. 42-121. General requirements.**

Any person owning, operating, leasing or having control over stormwater management facilities required by a post-construction stormwater management plan approved under this ordinance shall demonstrate compliance with that plan as follows.

(1) That person or a qualified post-construction stormwater inspector hired by that person, shall, at least annually, inspect the stormwater management facilities, including but not limited to any parking areas, catch basins, drainage swales, detention basins and ponds, pipes and related structures, in accordance with all municipal and state inspection, cleaning and maintenance requirements of the approved post-construction stormwater management plan.

(2) If the stormwater management facilities require maintenance to function as intended by the approved post-construction stormwater management plan, that person shall take corrective action(s) to address the deficiency or deficiencies **no later than 60 days following the date the deficiency was identified. If 60 days is not possible, then the permittee must establish an expeditious schedule to complete the maintenance and establish a record of the deficiency and corrective action(s) taken.**

(3) That person shall employ a qualified post-construction stormwater inspector to provide, on or by March 1 of each year, a completed and signed certification to the enforcement authority in a form identical to that attached as Appendix 2 to this ordinance, certifying that the stormwater management facilities have been inspected, and that they are adequately maintained and functioning as intended by the approved post-construction stormwater management plan, or that they require maintenance or repair, describing any required maintenance and any deficiencies found during inspection of the stormwater management facilities, and, if the stormwater management facilities require maintenance or repair of deficiencies in order to function as intended by the approved post-construction stormwater management plan, the person shall provide a record of the required maintenance or deficiency and corrective action(s) taken.  
(C.M. of 3-3-2015, V. 2015-57; C.M. of 3-17-2015, V. 2015-71 )

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***Recommendation***

**Amend Chapter 42 Post-Construction Stormwater Management, Sect 42-121(2) as presented.**

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**Agenda Item 2023-93**

**Chapter 54- Article III-Swimming pools Sec. 54-71-Definitions – Second Reading**

Per Changes at State Level.

Sec. 54-71. Definitions.

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

Swimming pool means any outdoor artificial receptacle, either in the ground or above the ground, **having a surface area of 250 square feet or more and** designed to hold water to a depth of at least 24 inches, the primary purpose of which is for swimming or bathing.

(Code 1983, § 4-301)

Cross reference(s)-Definitions generally, § 1-2.

***Recommendation***

**Amend Chapter 54- Article III-Swimming pools Sec. 54-71-Definitions as presented.**

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**Agenda Item 2023-94**  
**Chapter 70 - Dimensional Requirements – *Second Reading***

To correct a typographical error in the footnotes.

	WO/Water & Sewer-20,000 sq. ft. <sup>4</sup>  Single family W/Water & Sewer 5,000 sq. ft. Multi-family W/Water & Sewer-3,000 sq. ft. per DU Other 5,000 sq. ft. per principal use	50'	100'	10' <sup>5</sup>	25'	10' <sup>6</sup>	10'	75 Percent	50'		
Commercial	WO/Water & Sewer-2 acres W/Water & Sewer 1 acre	200'	100'	50' arterial 35' collector 25' minor	25'	25' <sup>3</sup>	25'			30 Percent <sup>4-7</sup>	
Industrial	WO/Water & Sewer-5 acres W/Water & Sewer 2 acres	200'	100'	50' arterial 35' collector 25' minor	25'	25'	25'			30 Percent <sup>7</sup>	

***Recommendation***  
**Amend Chapter 70 - Dimensional Requirements as presented.**

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**Agenda Item 2023-95**  
**Amendments to Appendix C – Fee Schedule - Transfer Station Fee Changes – *Second Reading***

Update Resident fees from \$35.00 to \$52.00.

APPENDIX C – FEE SCHEDULE

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SOLID WASTE TRANSFER AND RECYCLING FACILITY		
<a href="#">98-38</a>	There shall be no fee for disposal of waste materials at the site except for the following:	
	Residential Permit:	
	a. Residents	<del>30.00</del> <u>52.00</u>

	b. Business	<del>30.00</del> <u>52.00</u>
<a href="#">98-39(b)</a>	Temporary Permits issued for no more than 6 months:	
	a. Residents	<del>30.00</del> <u>52.00</u>
	b. Nonresidents	<del>30.00</del> <u>52.00</u>

...

***Recommendation***

**Amend Appendix C – Fee Schedule - Transfer Station Fees as presented.**

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**Agenda Item 2023-96**

**Lisbon ATV Clubs Grant Endorsement**

Request that Council authorize Town Manager and staff to work with the Riverside Trail Riders to submit and coordinate a municipal grant for trail maintenance. This grant is 90% from Bureau of Parks and Lands and 10% from Riverside Trail Riders. The Town of Lisbon would be a fiscal administrator of the grant.

***Recommendation***

**Authorize the Town Manager and staff to coordinate and submit a municipal grant for trail maintenance as the fiscal administrator of the grant.**

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**Agenda Item 2023-97**

**Approve Town Manager to enter into MOU with ATV Clubs**

Develop and enter into a Memorandum of Understanding with the ATV clubs

***Recommendation***

**Approve the Town Manager to enter into a Memorandum of Understanding with the ATV Clubs.**

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**Agenda Item 2023-98**

**CDBG Bid Acceptance for 210 Lisbon Street**

The bid from Portland Glass for new windows at the Bootleggers building at 210 Lisbon Street, owned by Traci Austin, came in at \$16,908.89.

***Recommendation***

**To approve the CDBG amount for new windows from Portland Glass for 210 Lisbon Street in the amount of \$16,908.89.**

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**Agenda Item 2023-99**

**Finance Committee Recommendation**

A member of the Finance Committee will give a presentation at the Hearing earlier in the meeting

***Recommendation***

**Set the Public Hearing for the Municipal Budget and Municipal Capital Improvement Plan for June 20, 2023.**

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### Building Safety Month — May 2023

Whereas, our Town is committed to recognizing that our growth and strength depends on the safety and essential role our homes, buildings and infrastructure play, both in everyday life and when disasters strike, and;

Whereas, our confidence in the resilience of these buildings that make up our community is achieved through the devotion of vigilant guardians—building safety and fire prevention officials, architects, engineers, builders, tradespeople, design professionals, laborers, plumbers and others in the construction industry—who work year-round to ensure the safe construction of buildings, and;

Whereas, these guardians are dedicated members of the International Code Council, a nonprofit that brings together local, state, territorial, tribal and federal officials who are experts in the built environment to create and implement the highest-quality codes to protect us in the buildings where we live, learn, work and play, and;

Whereas, these modern building codes include safeguards to protect the public from hazards such as hurricanes, snowstorms, tornadoes, wildland fires, floods and earthquakes, and;

Whereas, Building Safety Month is sponsored by the International Code Council to remind the public about the critical role of our communities' largely unknown protectors of public safety—our local code officials—who assure us of safe, sustainable and affordable buildings that are essential to our prosperity, and;

Whereas “It Starts with You,” The theme for Building Safety Month 2023, encourages us all to raise awareness about building safety on a personal, local and global scale, and;

Whereas, each year, in observance of Building Safety Month, people all over the world are asked to consider the commitment to improve building safety, resilience and economic investment at home and in the community, and to acknowledge the essential service provided to all of us by local and state building departments, fire prevention bureaus and federal agencies in protecting lives and property.

NOW, THEREFORE, WE, the Town Council of Lisbon, Maine, do hereby proclaim the month of May 2023 as Building Safety Month. Accordingly, we encourage our citizens to join us as we participate in Building Safety Month activities.

Dated: May 16, 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



## **TOWN OF LISBON**

300 Lisbon Street, Lisbon, ME 04250

*Lisa M. Ward, Town Clerk*

*Lisa Smith, Deputy Clerk*

### ***PUBLIC HEARING***

Notice is hereby given that the Lisbon Town Council intends to hold a public hearing on May 16, 2023 at 7:00 PM in the Town Office Public Meeting Room to hear comments on the following:

*Medical Marijuana Retail Store Renewal  
Lisbon Cannabis  
5 Canal Street  
Lisbon Falls, ME*

*&*

*Adult Use Marijuana Retail Store Renewal for River Driver Cannabis Co.  
8 Main Street  
Lisbon Falls, ME*

*&*

*Medical Marijuana Retail Store License  
Smoky Falls  
694 Lisbon Street  
Lisbon Falls, ME*

*The public is invited to attend.*

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*Lisa M. Ward, Town Clerk*



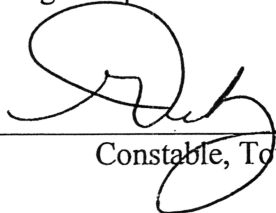
Constable's  
Return of Posting  
State of Maine

Lisbon,

Androscoggin, ss.

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

5-4-23  
Date

  
\_\_\_\_\_  
Constable, Town of Lisbon



## **TOWN OF LISBON**

300 Lisbon Street, Lisbon, ME 04250

Lisa M. Ward, Town Clerk

Lisa Smith, Deputy Clerk

### ***PUBLIC HEARING***

Notice is hereby given that the Lisbon Town Council intends to hold a public hearing on May 16, 2023 at 7:00 PM in the Town Office Public Meeting Room to hear comments on the following:

*Special Amusement License Renewal  
Sandra Harkins d/b/a Railroad Restaurant & Pub  
695 Lisbon Street  
Lisbon Falls, ME*

*Sweet Cakes Bake Shop Victualers License  
72 Lisbon Street  
Lisbon, ME*

*Anything Goes Victualers License  
Food Truck Locations  
Lisbon, ME*

*Smokin' Phil's Belly Bustin' BBQ Victualers License  
501 Lisbon Street  
Lisbon Falls, ME*

*The public is invited to attend.*

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*Lisa M. Ward, Town Clerk*

23-5644

Constable's  
Return of Posting  
State of Maine

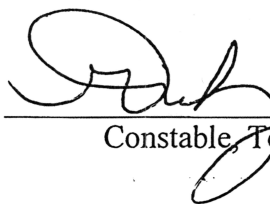
Lisbon,

Androscoggin, ss.

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

5-4-23

Date



Constable, Town of Lisbon



***TOWN OF LISBON***  
300 Lisbon Street, Lisbon, ME 04250

*Lisa M. Ward, Town Clerk*  
*Lisa Smith, Deputy Clerk*

## ***PUBLIC HEARING***

### *Ordinance Amendments*

Notice is hereby given that the Lisbon Town Council intends to hold a Public Hearing on May 16, 2023 at 7:00 PM at the Town Office at 300 Lisbon Street in the Public Meeting Room to hear comments on the following:

Chapter 42 Stormwater Management, Article IV. Post-Construction Stormwater Management, Section 42-121 (2)

&

Chapter 54- Article III-Swimming pools Sec. 54-71-Definitions

&

Chapter 70, Article IV-Dist. Regulations, Division 14. Dimensional Requirements, Sec. 70-536 Table of Dimensional Requirements

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Amendments to Appendix C – Fee Schedule  
Transfer Station Fee Changes

The public is invited to attend  
Lisa M. Ward, Town Clerk

Constable's  
Return of Posting  
State of Maine

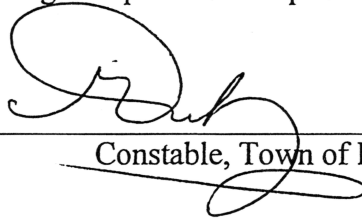
Lisbon,

Androscoggin, ss.

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

5-4-23

Date



Constable, Town of Lisbon

**Agenda Date: 05/16/2023**

Date	Brenda Martin	Municipal Accts Payable	
5/3/2023	5022023	\$	269,722.79
5/4/2023	5042023	\$	29,070.73
		\$	<b>298,793.52</b>

Date	Rebecca Hayslip	Municipal Payroll Warrants	
5/2/2023	230504	\$	169,632.09
5/2/2023	2305W1	\$	19,683.70
		\$	<b>189,315.79</b>

Date	Louise Levesque	School Accts Payable	
5/2/2023	2323	\$	<b>116,630.87</b>

Date	Eva Huston	School Payroll Warrants	
5/3/2023	1141	\$	248.14
5/3/2023	1140	\$	18,259.95
5/3/2023	1142	\$	290.66
5/10/2023	1143	\$	367,740.00
5/10/2023	1144	\$	12,956.93
5/10/2023	1145	\$	562.80
5/10/2023	1146	\$	258,057.79
5/10/2023	1147	\$	97,472.58
5/10/2023	1148	\$	809.09
5/10/2023	1149	\$	117.40
5/10/2023	62	\$	1,397.71
		\$	<b>757,913.05</b>



## TOWN COUNCIL MINUTES

**MAY 2, 2023**

### LISBON TOWN OFFICE

**5:30 PM WORKSHOP**

**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 Chair, Harry Moore, called the Workshop to order at 5:30 PM.

ROLL CALL. Members present were Councilors Cain, Fellows, Keller, Larochelle, Lunt, Moore and Robishaw. Also present were Glenn Michalowski, Town Manager; Dr. Rick Green, School Superintendent; Nate LeClair, Fire Chief; Ryan McGee, Police Chief; Ross Cunningham, ECD Director; Bill Kuhl, Planning Board Chair; Nicholas Craig, Planning Board member; Laura Craig and Margaret Galligan-Schmoll, School Board Members; Amy MacDonnell, Deputy Chief of Lisbon EMS; Dennis Russell, United Ambulance representative and approximately 25 citizens in the audience.

### WORKSHOP MINUTES

Mr. Michalowski read a letter to the Council explaining the reason for the Workshop. He said it is allowed by our ordinances to request additional information, and if the council decides to award the bid to the higher bidder they can do so. He explained the Council would need to provide reasons for choosing the higher bid if this is the case.

The Chair asked Mr. Dennis Russell, the representative from United Ambulance, to present information about the EMS bid that United submitted. Mr. Russell handed out info to the Council and explained that he would address concerns in his presentation.

Mr. Russell said he started with an RFQ from Maine EMS to include all EMS responses for both Lisbon EMS and United Ambulance. He explained that he included all of that objective data in the packet he handed out.

Mr. Russell explained that the ambulance company is accredited in an independent accreditation process. He said a big question is staffing, that everyone has staffing issues right now. He said we've changed our wages and management, and changed what we pay providers. He said they now have 55 providers and are adding 5 more soon, the highest number of providers on staff for a very long time. He clarified that the 55 are only the Lewiston base, not other bases. He agreed there have been staffing issues, but we have increased staffing and it's exciting. He went on to say United has changed their licensing from Paramedic to Basic EMS for many reasons. One reason is to provide the appropriate level of service. He said EMS as an industry struggles, but United has a training center and processes in place.

As for scope, Mr. Russell continued, basically we provide a minimum of an A-EMT, and they are looking at re-training and staffing. He said for the response plan, it basically follows the response codes of Echo, Delta, Charlie, etc., and respond appropriately to those. He said one big thing we've done is, for Charlie level calls, an A-EMT is the appropriate response. He said the response is determined by the code. He went on to say that another piece is location. He said, we don't currently have a contract so we don't have one in Lisbon, but we have looked at investing in brick & mortar and planned for it.

Mr. Russell said that for mutual aid, an ambulance that's in town needs to be able to offer mutual aid, so that needs to continue. He said he has talked with other towns to work out additional mutual aid. He said as far as supplies, all supplies go to the Lewiston base and go out in par levels of equipment to restock appropriately.

For patient transport, Mr. Russell said they would not force a customer/patient to go to CMMC or St. Mary's, they could request MidCoast if they want. He said United will follow Maine EMS protocols, that sometimes a hospital will re-direct if they are unable to take the patient.

Amy MacDonnell, Deputy Chief of Lisbon EMS, read a letter to the Council stating that she cares deeply for Lisbon and wants to provide the best care possible for Lisbon. She said Lisbon EMS staffs at the Paramedic level 90% of the time. She said, we know Lisbon and its residents, and we listen to our Board. She said many of our providers have 10, 20, and 30 years or more of experience, and that Lisbon deserves Paramedic care as much as possible.

Deputy Chief MacDonnell said United does not offer full time Paramedic care, and her chart shows the difference between Lisbon EMS and United. She stated that United already covers 90 miles, and it would take 15 minutes for a Paramedic fly-car to arrive from Lewiston. She also said that the bid amount did not change from last year. She said we are involved with Lisbon in more ways than providing service. She agreed that Lisbon Emergency will be interested in creating a quasi-municipal arrangement with the Town, there would be many benefits to it. She said their contract also affects sporting and special events, as well as mutual aid.



Deputy Chief MacDonnell listed some questions for United, including how long do they plan to cover Lisbon? And, will they always have a fly car? And, will it be dedicated to Lisbon? She also asked about mutual aid and staffing. She said that for her, personally, it's worth the extra \$5 per year in taxes to have the coverage Lisbon EMS offers.

The Chair solicited questions from Council for the presenters.

Councilor Larochelle thanked them for their information. He said over the years, we've had a problem with volunteers for things like the Fire Department. He wondered what we need to do for the long term. He said that, as a councilor, anything we do is to look at options for now and the future. He said many people believe Lisbon EMS is already a part of the Town. He expressed his appreciation for both presenters for coming in and providing the information we need to help Lisbon evolve. He said changes are happening, there's a lot to be thought about. He said we have to make sure it's not just a decision made for today.

Councilor Larochelle asked Mr. Russell how United already responds to Lisbon. He said, you already respond to other communities, both companies do, and there is actually a second unit in town. Mr. Russell said, yes, if all the units are busy, there is an ebb and flow. Councilor Larochelle said if we had Durham respond to Lisbon, do they have an EMT or a Paramedic? Chief LeClair said Topsham usually has one, but not always.

Councilor Lunt asked Mr. Russell what percentage of time a Paramedic would be in Lisbon, and would it be guaranteed? Mr. Russell said the plan is to look at what is needed. He said it's not unreasonable, but it is not likely.

Councilor Cain asked Mr. Russell what the retention and turnover rates are at United. Mr. Russell said he didn't have the numbers, it's the nature of EMS, we have some long-standing employees, it's a high-volume service. Councilor Cain asked if United anticipates any losses. Mr. Russell said no, in fact he has three more applicants to consider next week. Councilor Cain asked Deputy Chief MacDonnell how often Lisbon EMS has multiple calls at once. Deputy Chief MacDonnell replied that it depends on the volume, probably about 15 times per month.

Councilor Lunt asked Mr. Russell if United only intends to contract for one year, in case Lisbon EMS goes out of business. Mr. Russell replied no, we haven't discussed that, we can look at other options. He said we don't want Lisbon EMS to go out of business, we've been very fair to all sizes of communities.

Councilor Larochelle asked Deputy Chief MacDonnell how many employees are Lisbon Residents. She stated that six of the 32 employees are Lisbon residents. She also said the Chief is not a paramedic.

Councilor Robishaw stated the information Mr. Russell handed out was very good information. He asked if United has a yearly audit. Mr. Russell said yes, and it could be made available to Council if needed. He added that United is a not-for-profit organization. Councilor Robishaw said people have called and asked about the EMS choice. He said we are still required to be fair in the bidding process, it's there for a reason.

Mr. Michalowski asked both presenters if they are at their target staffing levels. Mr. Russell said he is bringing five more on board, that it will be close to target. Mr. Michalowski also asked, of the new hires, are they licensed? Mr. Russell confirmed they are all licensed providers.

Councilor Robishaw said to Deputy Chief MacDonnell, we've been asking for an auditor. Mr. John Cordts, an employee of Lisbon EMS and a Board member, said there wasn't enough money in the budget for an audit. He added that Lisbon EMS has always given the Finance Director full access to their books. He said they have someone lined up for the fall, expecting September/October.

Councilor Fellows directed his question to both presenters. He said when you're in business, you schedule a number of hours per week, so how does the schedule work. Deputy Chief MacDonnell said all employees are per diem, but three paramedics will be full time at 36 hours per week. Councilor Fellows asked how many shifts that is, Deputy Chief MacDonnell said it's hard to say because the shifts differ, and Mr. Russell said the same schedule challenges are true for United. He said hours vary, but rotating trucks can make it easier.

Mr. Michalowski asked if Labor is organized at United. Mr. Russell said they are in negotiations right now and working with legal and the union. He said right now there is no union contract.

Councilor Larochelle asked Mr. Russell if he sees a need to call people in due to a lack of staff. He explained, we are a growing town, that he is curious if there's room for expansion. Mr. Russell said they have hired five new people, and are working on staffing issues. He said yes, in the next few months we will be adequately staffed. He said on a busy day, transfers have to wait. He said they will not have more trucks, but they have more staff to rotate in. He explained on some days they are overstaffed, others not, it is hard to predict. He said he looks at history and data and try to predict for staffing. Councilor Larochelle asked about mutual aid. Mr. Russell said there are agreements, most EMS and Fire Departments have it. He clarified that they are agreements, not contracts.



Councilor Larochelle asked Deputy Chief MacDonnell if Lisbon EMS is committed to any mutual aid agreements. She said yes—Bowdoinham, Durham and Auburn. She said we send one of two trucks. Mr. Russell agreed, he said we only send it if we can.

Councilor Robishaw said, regarding United's assets and vehicles, how often are they replaced. Mr. Russell said we have a remounting process, we have multiple units and we have at least one remount per year. He said they do rotate in quite often and they have 3 backup trucks.

Councilor Larochelle asked about contract numbers. He said, if we were to ask for extras like Moxie Festival, are those extra charges, because we would need extra coverage. Mr. Russell said United does hire an extra truck when needed. He said that for a large influx we would need to discuss that in the contract. Councilor Fellows asked if that would be up to the event-holder.

Mr. Cordts said Lisbon EMS charges Moxie Festival for the additional coverage, and contracts with the school for school events. He said for schools, one provider is there, and specifically for football, there is a contract with the school. He said for in-town events we sometimes stage at the event. He said it's about \$3,600.00 for one extra unit at Moxie but we're looking at a second to help cover.

The Chair closed questions from the Council. He said that, as a law enforcement officer, he worked closely with Lisbon EMS. He said he worked many calls with them, and likes how they've developed their service. He said he would like to hear from the Police Chief and from the audience as time allows.

Chief McGee said he sat on the committee that made the original recommendation to the Council to choose United regarding the bid. He said he reviewed both and scored them using the matrix provided. He said he has worked with Lisbon EMS for almost 22 years, and recognizes an increase in expertise in the past year. He explained how the items were scored during the bid review and stated that he would like to see a second EMS truck around the clock, that a paramedic is preferable to a paramedic fly-car, and pointed out that Lisbon EMS and Auburn both cover for United. He said it is more expensive, but you get what you pay for. Chief McGee said that Lisbon is the 23<sup>rd</sup> largest community in the state, and that Lisbon is larger than many towns that have a dedicated ambulance company for the town. He urged the Council to contract with Lisbon EMS.

Councilor Moore asked Mr. Russell if he could explain Lisbon EMS's bid. He said, what does your gut tell you? Mr. Russell said it's due to infrastructure, explaining that United has multiple communities and more resources.

Councilor Moore then asked Deputy Chief MacDonnell to explain the United bid. She said it's due to the level of service provided, she added that Lisbon EMS offers paramedic level rather than EMS level.

Chief LeClair agreed with Chief McGee, and said the committee based the original recommendation on the objective points in the bids. He said that his concern is with United's staffing, though it is understandable. He stated that he recommends that Lisbon goes with what we know [Lisbon EMS].

Councilor Larochelle said a year or so ago the chair and I met and talked with Lisbon EMS about getting another unit, it would be about \$300,000.00. What's happened to that unit? Deputy Chief MacDonnell said last year there was an influx of applications, so the truck was subsidized with transfers and now we can staff it.

The Chair opened the floor for questions from the audience.

Mike Robitaille, Lisbon resident, said he is a Fire Chief and EMS in a nearby town. He said the service United proposes is less than Lisbon already has and that we need to keep it local, that it is not the best for service delivery to the residents of Lisbon. He pointed out that the savings of \$59,000 will not affect his tax bill, there is no savings. He said that Lisbon responds to United's requests for backup more than Lisbon requests theirs, and a training facility will not affect service. He said Lisbon EMS uses a mechanic like the Fire Department, and asked how the Fire Department can help more. He stated that 177 of over 400 calls were answered by the Fire Department too.

Tom Garipee, Bowdoin Fire Chief, said he backs up what Chief McGee said about the improvements in just the past year at Lisbon EMS. He said Lisbon EMS provides service and training for Bowdoin and is a lifesaver for them. He said Bowdoin would like to be a part of this process.

Norm Albert said this is a difficult process, and we must respect the bid process. He asked if this is an apples to apples comparison. He said there is not enough information, and wouldn't mutual aid time tell us something about response time? He pointed out the turnover at Lisbon EMS was none, really, and there is value in that. He said Public Safety should be paramount; we've added new positions, look at that cost. He said choosing the low bid would be penny wise and pound foolish.

Mark Bernier, a Bowdoin Selectperson, said he has been on the Lisbon EMS board and it has given him insight. He said if Lisbon goes with United, Lisbon EMS may not survive. He stated that Bowdoin is a partner in this, Lisbon EMS has

bolstered their coverage with additional staff and given us access to financial info. He urged Council to support Lisbon EMS to keep it going.

Georg Roy introduced himself as a Lisbon resident and a Director at Lisbon EMS, as well as at the Lisbon Credit Union. He said the Credit Union supports Lisbon EMS, too. He said he has seen many instances of needing immediate service. He said Lisbon has two members on the Board of Directors, and they came to the decision that volunteers would not be enough. He said they attracted new staff and upgraded equipment. He said, don't just think about the dollars saved, think about the quality.

Denise Dube, a Lisbon resident, said that many years ago she had doubts about Lisbon EMS, but time can make a difference, and just 8 miles can make a difference. She said she has heard stories about waiting for help, timing and a quick response makes a difference. She said the choice will be between local, or waiting. She said that Lisbon EMS is local, it's convenient, and it is community.

The Chair closed the public comments, and urged residents to email questions and comments to the Town Manager. He closed the Workshop at 7:20 for a brief break before the Meeting.

The Chair called the meeting to order and led the Pledge of Allegiance to the Flag at 7:30 PM.

Councilor Moore said we've all learned a lot, we have a lot to think about. The Public Safety Committee will reconvene and consider the information, as well.

#### **AWARD EMERGENCY SERVICES BID**

*Item taken out of order.*

**VOTE (2023-72)** Councilor Fellows, seconded by Councilor Robishaw, moved to award the Emergency Services Bid at the next regular meeting on May 16, 2023.

**Order Passed - Vote 7-0.**

#### **GOOD NEWS & RECOGNITION**

Mr. Michalowski introduced the new Finance Director, Samantha Bryant, to the Council. Ms. Bryant said she's excited to serve Lisbon in this capacity. She said she has served in Pennsylvania as Treasurer and is excited to be in Maine.

#### **PUBLIC HEARINGS**

##### **SCHOOL BUDGET & SCHOOL CIP BUDGET**

Dr. Rick Green, School Superintendent, presented an update on the School Budget, including updated numbers and the updated subsidy report. He stated the School Committee adopted the revised budget last night, it has changed since originally presented in March. He said the school received additional state funding and has been able to increase staffing, including Social-Emotional-Instructional (SEI) staffing and English as a Second Language (ESL) staffing. He said it is much needed, where we historically had about 4 or 5 ESL students we now have 18.

### 23-24 Subsidy Comparison Report Lisbon School Department

*(All Subsidy figures for 23/24 are Preliminary!)*

**General Education Budget:**

	<b>FUNDING 22/23**</b>	<b>FUNDING 23/24</b>	<b>Difference</b>
<b>Budget Expenditures-Fund 100</b>	<b>\$ 18,990,943</b>	<b>\$ 19,862,452</b>	<b>\$871,509.00</b>
Amount from Unassigned Fund Balance:			
Balance to help defray taxes	\$236,422	\$118,211	(\$118,211)
State Grant/MLTI	\$0	\$0	\$0
Regular Instruction Reserve Account	\$0	\$93,524	
Anticipated Revenue:			
Capital Reserve Fund-GPC	\$43,209	\$67,896	\$24,687
Interest Credit	\$0	\$0	\$0
ARF Funds	\$164,425	\$58,560	(\$105,865)
Special Purpose School	\$300,000	\$300,000	\$0
<b>Total Revenue</b>	<b>\$744,056</b>	<b>\$638,191</b>	<b>(\$105,865)</b>
<b>Total Budget after Revenue</b>	<b>\$18,246,887</b>	<b>\$ 19,224,261</b>	<b>\$977,374</b>
<b>Local Only Debt Service</b>	<b>\$438,820</b>	<b>\$430,229</b>	<b>(\$8,591)</b>
<b>Total Budget after Revenue and Local Only Debt Service</b>	<b>\$17,808,067</b>	<b>\$ 18,794,032</b>	<b>\$985,965</b>
100% EPS	<b>\$14,953,256</b>	<b>\$16,106,619 *</b>	<b>\$1,153,363</b>
Amount above 100% EPS	<b>\$2,854,811</b>	<b>\$ 2,687,413</b>	<b>\$ (167,398)</b>
Transition Amount	<b>\$0</b>	<b>\$0 *</b>	<b>\$0</b>
<b>Total Additional Local Funds</b>	<b>\$2,854,811</b>	<b>\$ 2,687,413</b>	<b>\$ (167,398)</b>
<b>State Subsidy:</b>			
State Contribution	<b>\$10,617,530</b>	<b>\$11,605,054 *</b>	<b>\$987,524</b>
Required Local Contribution	<b>\$4,417,383</b>	<b>\$4,588,816 *</b>	<b>\$171,433</b>
Local Only Debt Service	<b>\$438,820</b>	<b>\$430,229</b>	<b>(\$8,591)</b>
Local Additional Funds	<b>\$2,854,811</b>	<b>\$ 2,687,413</b>	<b>(\$167,398)</b>
<b>Total Local Funding</b>	<b>\$7,711,014</b>	<b>\$7,706,458</b>	<b>(\$4,556)</b>
	<b>\$18,328,544</b>	<b>\$19,311,512</b>	<b>\$982,968</b>
There is an increase in State Funding from 22/23 to 23/24 of \$987,524			
There is a increase in Local Funding from 22/23 to 23/24 of (\$4,556)			

\* Amounts based on Legislative Budget Approval FY 23/24 ED279 as of January 31, 2023

\*\* Amounts from Town Council Meeting dated \_\_\_\_\_

**Adult Education:**

Anticipated Revenue	\$3,500	\$3,500	#	\$0
State Contribution	\$8,250	\$7,735	***	(\$515)
Total Local Funding	\$16,903	\$17,418		\$515
Total Expenditures	<b>\$28,653</b>	<b>\$28,653</b>		<b>\$0</b>
There is an increase in State Funding from 21/22 to 22/23 of (\$515)				
There is a decrease in Local Funding from 21/22 to 22/23 of \$515				

# Amount based on actual revenue received in 22-23

\*\*\* Amount based on actual subsidy received in 22-23

<b>Total Increase to Taxes:</b>	<b>\$7,727,917</b>	<b>\$7,723,876</b>	<b>(\$4,041)</b>
<b>Total increase in Budget Including Adult Education:</b>	<b>\$19,019,596</b>	<b>\$19,891,105</b>	<b>\$871,509</b>

4/27/2023

Warrant Article Lang 23-24

Dr. Green said the revised budget includes about \$40,000.00 in professional services funds to analyze and increase the infrastructure at the middle school, where we have well over 100 students in the 7<sup>th</sup> grade. He said our numbers in town are increasing, and the School has to deal with this. He said we added an additional Assistant Principal to help manage students and support for teachers, plus several other new positions for support which allows the Assistant Principals to focus.

Dr. Green said focus continues to be on the social and emotional needs of students and staff post-Covid. He said the School Committee was pro-active and as a result, needs have been met; he said recovery funds have provided resources and support as we move into the next phase. He explained that Lisbon schools used limited recovery funds for staffing to avoid raising the funds later. He said many other schools are going to their towns to ask for more money and Lisbon is the only school district in the region that has a small decrease instead of an increase.

As a result, Dr. Green explained, the decreased amount needed from taxes and the additional funds received at the state level have raised levels of services. He said a decrease of .005% from 2022 to 2023 is because of the proactive use of Covid relief funds.

Dr. Green said the Facilities Committee looked at the option of adding six new classrooms to the middle school, we want to be shovel ready, he said, and have used ARFA funds on things that were needed and will have a plan in place. He explained the middle school now needs focus, that when it was built it had no library, so has fewer rooms. He said they hope to hire an architect/engineer to come in and show us what can be done to add the classrooms.

Dr. Green commended the School Committee, School Staff and Administration, and the Council and community for support.

Councilor Fellows said he's been watching other surrounding communities, and congratulated the Lisbon Schools for the foresight on how to use the Covid relief funds. Councilor Robishaw concurred, and said it was a great job.

The Chair thanked Dr. Green for the presentation. Seeing no further comment, the Chair closed the Public Hearing.

**ITINERANT VENDOR RENEWAL FOR RIVERSIDE FLEA MARKET  
VICTUALER'S LICENSE FOR PINKY D'S FOOD TRUCK  
AMEND CHAPTER 10 BUSINESSES, ART. V, VICTUALERS, SEC. 10-292 (C)**

The Chair opened the Public Hearings. Seeing no comments, the Chair closed the Public Hearings.

**AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS**

Norm Albert said it was great to hear there's a reduction in the School Budget, although the new School contract has not been signed yet. He said we will have a big bill next year.

**CONSENT AGENDA**

**VOTE (2023-70A)** Councilor Fellows, seconded by Councilor Lunt, moved to remove Item N, *Request for RFP 2023-006 Road Resurfacing – Littlefield Road*, from the Consent Agenda for separate consideration.

**Order passed – Vote 7-0.**

**VOTE (2023-70)** Councilor Larochelle, seconded by Councilor Robishaw, moved to accept the Consent Agenda Items A-M and O as presented.

- A. Municipal Accounts Payable Warrants – \$ 344,180.23
- B. Municipal Payroll Warrants – \$ 250,784.42
- C. School Accounts Payable Warrants– \$ 70,343.73
- D. School Payroll Warrants – \$ 357,539.02
- E. Minutes of April 18, 2023
- F. Renewal of Mobile Home Park Permits
- G. Extend Physical Area & Set Hearing for May 16 for Special Amusement License Renewal for Railroad Restaurant & Pub
- H. Itinerant Vendor Renewal for Riverside Flea Market
- I. Victualers & Itinerant Vendor License for Pinky D's Food Truck
- J. Set Public Hearing for May 9th for Victualer's Licenses for Sweet Cakes Bake Shop, Anything Goes and Smokin Phils Belly Bustin BBQ
- K. Set Public Hearing for May 16th for Medical Marijuana Retail Store Renewal for Lisbon Cannabis & Adult Use Marijuana Retail Store Renewal for River Driver Cannabis Co.
- L. Set Public Hearing for May 16th for Medical Marijuana Retail Store License for Smoky Falls
- M. Request for RFP 2023-005 Road Striping
- N. *Request for RFP 2023-006 Road Resurfacing – Littlefield Road—Item removed for separate Discussion*
- O. Set Public Hearing for May 9th for Union Street Property

**Order passed – Vote 7-0.**

**COUNCILOR COMMENTS:** Councilor Fellows said he did not know what the RFP would include for the Littlefield Road resurfacing.

Mr. Michalowski explained that he had spoken with the Public Works Director and that this is so we can get on a schedule. It will be pending the approval of the budget.

**VOTE (2023-70B)** Councilor Fellows, seconded by Councilor Larochelle, moved to accept Consent Agenda Item N, *Request for RFP 2023-006 Road Resurfacing – Littlefield Road*, as presented.

**Order passed – Vote 7-0.**

### **COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES**

#### **ORDINANCE AMENDMENT TO CHAPTER 10 BUSINESSES, ART. V, VICTUALERS, SEC. 10-292 (C),** *Second Reading*

**VOTE (2023-71)** Councilor Larochelle, seconded by Councilor Fellows, moved to approve the amendment to Chapter 10 - Businesses - Article V - Victualers, Sec. 10-292(c) as presented:

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)

...

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

**Order passed – Vote 7-0.**

#### **AWARD EMERGENCY SERVICES BID**

*Item taken out of order at beginning of meeting, after workshop.*

#### **TRANSFER STATION FEE CHANGES – First Reading**

**VOTE (2023-73)** Councilor Larochelle, seconded by Councilor Fellows, moved to change the residential transfer station fee from \$35.00 to \$52.00 annually and set a Public Hearing for May 16, 2023.

#### **APPENDIX C – FEE SCHEDULE**

...

SOLID WASTE TRANSFER AND RECYCLING FACILITY		
<a href="#">98-38</a>	There shall be no <b>fee</b> for disposal of waste materials at the site except for the following:	
	Residential Permit:	
	a. Residents	<del>30.00</del> <u>52.00</u>
	b. Business	<del>30.00</del> <u>52.00</u>
<a href="#">98-39(b)</a>	Temporary Permits issued for no more than 6 months:	
	a. Residents	<del>30.00</del> <u>52.00</u>
	b. Nonresidents	<del>30.00</del> <u>52.00</u>

...

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

**Order passed – Vote 7-0.**

#### ORDINANCE AMENDMENT-POST CONSTRUCTION STORMWATER MANAGEMENT

**VOTE (2023-74)** Councilor Fellows, seconded by Councilor Larochele, moved to amend the Code of Ordinances Chapter 42 Stormwater Management, Article IV. Post-Construction Stormwater Management, Section 42-121 (2) per State mandate as presented and set a Public Hearing for May 16, 2023.

**INTRODUCTION:** Mr. Michalowski advised Council that this is a statutory requirement.

#### ARTICLE IV. POST-CONSTRUCTION STORMWATER MANAGEMENT

##### DIVISION 3. POST-CONSTRUCTION STORMWATER MANAGEMENT PLAN COMPLIANCE

##### **Sec. 42-121. General requirements.**

Any person owning, operating, leasing or having control over stormwater management facilities required by a post-construction stormwater management plan approved under this ordinance shall demonstrate compliance with that plan as follows.

(1) That person or a qualified post-construction stormwater inspector hired by that person, shall, at least annually, inspect the stormwater management facilities, including but not limited to any parking areas, catch basins, drainage swales, detention basins and ponds, pipes and related structures, in accordance with all municipal and state inspection, cleaning and maintenance requirements of the approved post-construction stormwater management plan.

(2) If the stormwater management facilities require maintenance to function as intended by the approved post-construction stormwater management plan, that person shall take corrective action(s) to address the deficiency or deficiencies no later than 60 days following the date the deficiency was identified. If 60 days is not possible, then the permittee must establish an expeditious schedule to complete the maintenance and establish a record of the deficiency and corrective action(s) taken.

(3) That person shall employ a qualified post-construction stormwater inspector to provide, on or by March 1 of each year, a completed and signed certification to the enforcement authority in a form identical to that attached as Appendix 2 to this ordinance, certifying that the stormwater management facilities have been inspected, and that they are adequately

maintained and functioning as intended by the approved post-construction stormwater management plan, or that they require maintenance or repair, describing any required maintenance and any deficiencies found during inspection of the stormwater management facilities, and, if the stormwater management facilities require maintenance or repair of deficiencies in order to function as intended by the approved post-construction stormwater management plan, the person shall provide a record of the required maintenance or deficiency and corrective action(s) taken.

(C.M. of 3-3-2015, V. 2015-57; C.M. of 3-17-2015, V. 2015-71 )

...

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

**Order passed – Vote 7-0.**

ORDINANCE AMENDMENT – CHAPTER 54- ARTICLE III-SWIMMING POOLS SEC. 54-71-  
DEFINITIONS – *First Reading*

COUNCILOR COMMENTS: Councilor Fellows said this is so the Ordinance meets the rest of the standards. Mr. Kuhl clarified that this is so our standards meet the State's standards.

**VOTE (2023-75)** Councilor Fellows, seconded by Councilor Larochelle, moved to Amend Chapter 54- Article III- Swimming Pools Sec. 54-71-Definitions as presented and set a Public Hearing for May 16, 2023.

...

**Sec. 54-71. Definitions.**

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

*Swimming pool* means any outdoor artificial receptacle, either in the ground or above the ground, ~~having a surface area of 250 square feet or more and~~ designed to hold water to a depth of at least 24 inches, the primary purpose of which is for swimming or bathing.

(Code 1983, § 4-301)

Cross reference(s)—Definitions generally, § 1-2.

...

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

**Order passed – Vote 7-0.**

ORDINANCE AMENDMENT – CHAPTER 70, ARTICLE IV-DIST. REGULATIONS, DIVISION 14.  
DIMENSIONAL REQUIREMENTS, SEC. 70-536 TABLE OF DIMENSIONAL REQUIREMENTS – *First Reading*

INTRODUCTION: Mr. Kuhl explained this is a correction to a footnote typographical error.

COUNCILOR COMMENTS: Councilor Larochelle asked if the Planner can look at Chapter 70 for us to make all changes at once. Councilor Fellows said that right now ROS I & II are the Planner's focus. Mr. Kuhl said the Planner is valuable, it is good to have her expertise.

**VOTE (2023-76)** Councilor Fellows, seconded by Councilor Larochelle, moved to approve the Amendment to Chapter 70, Article IV-Dist. Regulations, Division 14. Dimensional Requirements, Sec. 70-536 Table of Dimensional Requirements and set a Public Hearing for May 16, 2023.

...

	WO/Water & Sewer- 20,000 sq. ft. <sup>4</sup>  Single family W/Water & Sewer 5,000 sq. ft. Multi-family W/Water & Sewer- 3,000 sq. ft. per DU Other 5,000 sq. ft. per principal use	50'	100'	10' <sup>5</sup>	25'	10' <sup>6</sup>	10'	75 Percent	50'		
Commercial	WO/Water & Sewer- 2 acres W/Water & Sewer 1 acre	200'	100'	50' arterial 35' collector 25' minor	25'	25' <sup>3</sup>	25'			30 Percent <sup>4-7</sup>	
Industrial	WO/Water & Sewer- 5 acres W/Water & Sewer 2 acres	200'	100'	50' arterial 35' collector 25' minor	25'	25'	25'			30 Percent <sup>7</sup>	

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

**Order passed – Vote 7-0.**



## OTHER BUSINESS

### COUNCIL COMMITTEE REPORTS

1. **School:** Councilors Lunt & Cain said there was nothing to report.
2. **Planning Board:** Councilor Fellows said they covered the items before the Council today.
3. **Lisbon Development Committee:** Councilor Lunt said he had nothing to report.
4. **Conservation Commission:** Councilor Moore said he had nothing to report.
5. **Recreation Committee:** Councilor Larochelle said their next meeting is next Monday.
6. **County Budget Committee:** Councilor Moore said there was nothing to report.
7. **Library Governing Board:** Councilor Keller said the library is gathering books to sell at Moxie Festival and also accepting puzzles. She added that the books are stored at the Methodist Church.
8. **Water Commission:** Councilor Fellows said they meet next week.
9. **Finance Committee:** Councilor Robishaw said they meet next on May 8<sup>th</sup>.

### TOWN MANAGER'S REPORT

Mr. Michalowski said recent storms damaged the Borrough Road bridge. He said the Public Works Director met with an engineer for recommendations and weight limitations. He explained the Finance Director is looking at options. He said if we get the Congressional funding we are hoping for, we may not be able to request FEMA funds. He said we won't have to pay but we may have to front the funds and get reimbursed.

Regarding Worumbo and the recent Easter Egg Hunt, Mr. Michalowski said he would like to put together a staff committee to review and modify the Mass Gathering Permit. He said he will come back to the Council with their findings.

Mr. Michalowski explained that both the street sweeper and the snowplow are in the CIP, they are about the same cost. He said the snowplow needs to be replaced sooner than planned, but the sweeper can wait an extra year, so he'd like to swap their places for replacement.

A Tax Collector has been hired, and another clerk for that same office, Mr. Michalowski reported.

Mr. Michalowski said that regarding the Union Street (fire damaged) property, we are working with the owner to get it taken care of before we need to take any formal action.

Mr. Michalowski said that Councilor Moore would join him at the County Spirit of America Award reception to honor all the recipients, including Traci & Tony Austin. He added that we are currently looking for nominees for this year.

## APPOINTMENTS

### APPOINT RICK ROBERTS AS WARDEN FOR JUNE 13, 2023 ELECTION

**VOTE (2023-77)** Councilor Larochelle, seconded by Councilor Fellows, moved to appoint Rick Roberts as Warden for the June 13, 2023 Election.

**Order passed – Vote 7-0.**

### APPOINT TAX COLLECTOR

Mr. Michalowski said it is nice to promote from within, that Ms. Scribner currently works in the Vehicle Registration and Tax Office.

**VOTE (2023-78)** Councilor Fellows, seconded by Councilor Robishaw, moved to appoint Amy Scribner as Tax Collector.

**Order passed – Vote 7-0.**

## COUNCILOR COMMUNICATIONS

Councilor Keller said the construction on Main Street is controlled chaos but McGee Construction is doing a great job.

Councilor Larochelle asked Mr. Cunningham to talk about the event in town this weekend. Mr. Cunningham said Jane's Walk with the Historical Society will take place at 10:30 am at Graziano Square, then again on Main Street in Lisbon Falls at 12:30. He said Al Smith from the Historical Society will speak about the new banners that feature historical Lisbon scenes. He said there is an Open House with the Historical Society following the second walk, hosted at Olive Pit Brewing Company.

**AUDIENCE PARTICIPATION & RESPONSE FOR NEW ITEMS**

Norm Albert said he wanted to know more about the Mass Gathering Permits that the Town Manager mentioned.

Mr. Michalowski said it will be to determine whether there needs to be fees so that the taxpayers aren't footing the bill for Public Works or Public Safety.

Mr. Albert also said he'd like to know more about the dump permit costs and how they will be pro-rated.

**EXECUTIVE SESSION—NONE****ADJOURNMENT**

**VOTE (2023-79)** Councilor Fellows, seconded by Councilor Lunt, moved to adjourn at 8:30 PM.

**Order passed – Vote 7-0.**

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Lisa M. Ward, Council Secretary

Town Clerk

Date Approved: May 16, 2023



**TOWN COUNCIL  
MEETING MINUTES  
MAY 9, 2023  
LISBON TOWN OFFICE  
7:00 PM SPECIAL 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 Chair, Harry Moore, called the meeting to order and led the Pledge of Allegiance to the Flag at 7:10 PM.

**ROLL CALL.** Members present were Councilors Fellows, Keller, Larochelle, Lunt, Moore and Robishaw. Also present were Glenn Michalowski, Town Manager; Dr. Richard Green, School Superintendent; Nate LeClair, Fire Chief; and approximately 3 citizens in the audience.

**VOTE (2023-80A)** Councilor Larochelle, seconded by Councilor Fellows, moved to excuse Councilor Cain's absence.

**Order passed – Vote 6-0.**

**COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES**

TOWN OF LISBON  
NOTICE OF AMOUNTS ADOPTED AT TOWN COUNCIL MEETING  
FOR VOTERS AT SCHOOL BUDGET  
VALIDATION REFERENDUM

TO: Clerk of Town of Lisbon, State of Maine

Pursuant to 20-A M.R.S.A. §§ 1486(2) and 2307 this Notice is to be displayed at all polling places for the school budget validation referendum to be held on June 13, 2023, to assist the voters in voting on whether to ratify the school budget approved at the <sup>May 9, 2023</sup> ~~May 16, 2023~~ Town Council Meeting. **Note: The amount adopted by Town Council is the amount submitted to the voters at referendum.** If the council has changed the total budget recommended by the school committee, and that change is approved at referendum, the school committee shall adjust the individual cost center lines as provided by 20-A M.R.S.A. §2307 and Town Charter.

Cost Center Summary Budget	Amount Proposed by School Committee
Student and Staff Support	\$1,774,454
System Administration	\$657,989
School Administration	\$1,136,851
Facilities Maintenance	\$1,993,283
Transportation and Buses	\$1,060,325
School Nutrition Transfer	\$231,000
Debt Service and Other Commitments	\$1,168,120
Regular Instruction	\$8,228,791
Special Education	\$3,164,952
Career & Technical	\$0
Other Instruction	\$418,902

Summary of Total Authorized School Budget Expenditures

Amount Proposed by School Committee: \$19,863,319

**Amount Approved by Town Council and Submitted to Voters: \$ 19,863,319**

The amount approved for the school budget at the town council meeting includes locally raised funds over and above the town's local contribution to the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act.

**VOTE (2023-80)** Councilor Fellows, seconded by Councilor Larochelle, moved to accept the recommendation by the Finance Committee to adopt the School Budget Articles 1 through 7 totaling \$19,863,319.00, with the Town contribution of \$7,723,878.00, as presented.

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

**OTHER BUSINESS****TOWN MANAGER'S REPORT**

Mr. Michalowski requested a Sole Source Exemption to purchase a new vehicle for the Fire Department. He said it is immediately available from Liberty at \$48,387.15.

Fire Chief Nate LeClair explained the old vehicle can be re-purposed or could have a higher than usual resale value. He said this vehicle was slated for replacement in the CIP. He said the new vehicle is a 2023 Special Service rated version, and normally it would take at least a year to get but this one is available right away. He went on to say that the current vehicle has 53,000 miles, but with the type of service it has been used for equates to about 100,000 miles. He said it has been maintained through the Public Works department's maintenance.

Mr. Michalowski said the funding source is a special account and that prices will continue to go up.

Councilor Larochelle said it could replace the 2013 police vehicle that the Sewer Department now uses. Councilor Lunt added that the Sewer Department would be able to reimburse the Town for the value of the vehicle, that way the Sewer users would pay for the vehicle, rather than the taxpayers.

Councilor Moore asked if there were any problems or issues with the current vehicle and are they able to get from point A to point B. Chief LeClair said no problems right now but there are concerns about the overweight issue at the rear due to the command console, it puts extra wear and tear on the rear suspension. Councilor Moore said he does not see the need just because it's time to get a new vehicle, if it's working and there's no problems with it.

Chief LeClair said if we aren't going to replace the vehicle that's been approved in the CIP, then why have the CIP. Councilor Moore said CIPs are flexible, they're not set in stone. He asked why we can't go another year if it's fine, if it's working, if there's no problems with it, instead of spending another \$48,000-plus. He said, I know there's the argument that if we do then we'll spend more than that when we have to.

Mr. Michalowski said the funding source is a special account for fire vehicles, if we wait another year the prices go up, and we can only use that money for fire vehicles so it only makes sense to do it right now. He said from that account we can only buy apparatus or a vehicle.

Councilor Moore asked where the money in the special account comes from.

Chief LeClair said it's from a program that was started back in 2003 or 2004, back when we bought the new ladder [truck]. He said Chief Brooks developed the program, it's a truck replacement account for the purpose of refurbishment and new vehicles. Now, though, the amount of the money there doesn't cover the cost of a fire truck because the prices of fire trucks have gone through the roof. So that's why it's a good fund for refurb and to replace the smaller vehicles.

Mr. Michalowski added that when he checked there was just over \$300,000.00 in the account.

Councilor Larochelle asked for clarification, was there money allocated in the regular budget for the vehicle replacement or was it figured coming through the special account. Chief LeClair said it will not affect the budget, it is coming from the special account so it won't affect mill rates or anything like that. Councilor Larochelle asked some questions about the new vehicle and outfitting it.

Chief LeClair explained that nothing will transfer from the old vehicle to the new style, nothing is reusable any more. He said the cost of outfitting the new vehicle has been taken into consideration and will also come from the special account. He

said the lifespan of the new vehicle is expected to be 6 years, it would then be able to move to another department to be able to get more time from it.

**VOTE (2023-80B)** Councilor Fellows, seconded by Councilor Larochelle, moved to approve Sole Source Exemption to purchase a new vehicle for the Fire Department, available from Liberty at \$48,387.15.

**Order passed – Vote 5-1 (Councilor Moore opposed).**

### **ADJOURNMENT**

**VOTE (2023-81)** Councilor Fellows, seconded by Councilor Larochelle, moved to adjourn at 7:25 PM.

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Lisa M. Ward, Council Secretary

Town Clerk

Approved: May 16, 2023

**MARIJUANA BUSINESS RENEWAL APPLICATION**

Town of Lisbon, Maine

**MEDICAL MARIJUANA ESTABLISHMENT**

- ☒ Retail Store \$ 250.00
- ☐ Dispensary \$ 250.00
- ☐ Manufacturing/Cultivation \$ 250.00
- ☐ Testing Facility \$ 250.00

**ADULT USE MARIJUANA ESTABLISHMENT**

- ☐ Retail Store \$ 5,000.00
- ☐ Dispensary \$ 5,000.00
- ☐ Manufacturing/Cultivation \$ 5,000.00
- ☐ Testing Facility \$ 10,000.00

*All application and permit/licensing fees are non-refundable.*1. Business Name: Lisbon Cannabis COLocation: 5 Canal St Lisbon Falls ME Business Phone: 207 353 5001Mailing Address: same2. Owner: Saxon Smith Home Phone: Owner's Home Address: 2 Mockingbird Ln Lisbon MEEmail: lisboncannabis@gmail.comHas your residence changed since your most recent Marijuana Establishment License was approved? NO3. For additional officers, partners, directors, stockholders, staff members or other participants, please attach a list on a separate piece of paper including for each: none

- Name
- Date of Birth
- Phone Number
- Address

4. Have you been denied an application for an adult use or medical marijuana license by another jurisdiction? NO  
*If yes, explain on a separate sheet and attach to this application.*5. Have you had an adult use or medical marijuana license suspended or revoked by another jurisdiction? NO  
*If yes, explain on a separate sheet and attach to this application.*6. Have you or any officer, partner, director, stockholder or staff member ever been convicted of any violation of the law, other than minor traffic violations, in a Federal, State or other Court? NO  
*If yes, complete the following:*

Name: _____	Date of Conviction: _____
Location: _____	Offense: _____
Disposition: _____ (Attach additional pages if needed.)	

Are there additional Federal, State or Local permits or approvals required? If Yes, please List: NO

**MARIJUANA BUSINESS RENEWAL APPLICATION**  
Town of Lisbon, Maine


Are there any changes to the documents listed below since you last filed for this License:	Yes	No
1. Lease agreement: Current lease agreement from _____ to _____ MM/DD/YYYY MM/DD/YYYY	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Operation Plan.....	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Odor and Ventilation Plan .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Security Plan .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Sketch of premises/interior/exterior layouts. ....	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Site Plan for grow area (cultivation facilities, if applicable) .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Change of ownership/name of business .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>

***If any of the above information has changed, please attach the updated information to this application.***

**Renewals are issued one year from date of issuance after the application is completed  
with the required updated documentation, including but not limited to:**

- ☒ A copy of applicant's State Marijuana License/Permit
- ☒ Copies of Valid State Registry Identification Cards
- ☒ Updated list of all new equipment, parts or inventory, if applicable
- ☒ Copies of all interior/exterior changes to the premises, if applicable

I, (Name) SASON Smith (Title) OWNER, am authorized to sign on behalf of said business, and further declare that the foregoing information is accurate and true to the best of my knowledge and belief, and hereby acknowledge and authorize a public records check. By signing this application, I also verify there have been no changes from the last Marijuana Application submitted within the past year. If any of the information has changed, I have attached the update to this renewal application.

Signature:  Date: 4-21-2023

*The omission of facts or any misrepresentation of any of the information provided on this application shall be sufficient grounds for the refusal of a Marijuana Establishment License Renewal.*

## POLICE CHIEF INSPECTION

For: Lisbon Cannabis Co.

The police chief or his/her agent shall investigate the application, including the criminal history record information authorized under subsection 10-605(5) and shall report findings in writing to the town clerk. The following application has been investigated, including criminal history and the following:

### 10-605 APPLICATION (investigated) \*\*\*

☒ YES ☐ NO (5) A release for each applicant and for each officer, owner, member, manager or partner of the applicant seeking a license allowing the Town of Lisbon to obtain criminal records and other background information related to the individual(s) were obtained and reports were reviewed.

### 10-610 STANDARDS FOR APPROVAL, DENIAL, REVOCATION \*\*\*

YES ☒ NO (4) Has applicant(s)/business had a license for a marijuana establishment revoked by a municipality or by the state. \*\*\*

YES ☒ NO (6) Has applicant(s) been convicted of a disqualifying drug offense.

YES ☒ NO (7) Has applicant(s) provided false or misleading information in connection with the license application.

### 10-611 OPERATING REQUIREMENTS \*\*\*

☒ YES ☐ NO (4) Loitering. The facility owner/operator shall make adequate provisions to prevent patrons or other persons from loitering on the premises. It shall be the licensee's obligation to ensure that anyone found to be loitering or using marijuana or marijuana products in the parking lot or other outdoor areas of a licensed premises is ordered to leave. Has applicant(s)/business complied with this requirement.

Report all findings here: No issues found.

Dated: 5/9/2023 Medical Use Retail Store

Approved: ☒ YES ☐ NO

Dated: \_\_\_\_\_ Medical Use Registered Dispensary

Approved: YES NO

Dated: \_\_\_\_\_ Medical Use Manufacturing/Cultivation

Approved: YES NO

Dated: \_\_\_\_\_ Medical Use Testing Facility

Approved: YES NO

Approved for categories above: \_\_\_\_\_

  
Ryan McGee, Police Chief



# MARIJUANA BUSINESS RENEWAL APPLICATION

Town of Lisbon, Maine

## MEDICAL MARIJUANA ESTABLISHMENT

- ☐ Retail Store \$ 250.00
- ☐ Dispensary \$ 250.00
- ☐ Manufacturing/Cultivation \$ 250.00
- ☐ Testing Facility \$ 250.00

## ADULT USE MARIJUANA ESTABLISHMENT

- ☒ Retail Store \$ 5,000.00
- ☐ Dispensary \$ 5,000.00
- ☐ Manufacturing/Cultivation \$ 5,000.00
- ☐ Testing Facility \$ 10,000.00

*All application and permit/licensing fees are non-refundable.*

1. Business Name: River Driver Cannabis Co

Location: 8 main st Lisbon ME 04252 Business Phone: 207-407-4436

Mailing Address: 132 Church Rd  
Bronswick ME 04011

2. Owner: Lisa Finlayson-Brown

Home Phone:

Owner's Home Address: 21 Main St  
South Freeport ME 04078

Email: Lisa@riverdrivercc.com

Has your residence changed since your most recent Marijuana Establishment License was approved? No

3. For additional officers, partners, directors, stockholders, staff members or other participants, please attach a list on a separate piece of paper including for each:

- Name
- Date of Birth
- Phone Number
- Address

4. Have you been denied an application for an adult use or medical marijuana license by another jurisdiction? No  
*If yes, explain on a separate sheet and attach to this application.*

5. Have you had an adult use or medical marijuana license suspended or revoked by another jurisdiction? No  
*If yes, explain on a separate sheet and attach to this application.*

6. Have you or any officer, partner, director, stockholder or staff member ever been convicted of any violation of the law, other than minor traffic violations, in a Federal, State or other Court? No  
*If yes, complete the following:*

Name:

Date of Conviction:

Location:

Offense:

Disposition:

*(Attach additional pages if needed.)*

# MARIJUANA BUSINESS RENEWAL APPLICATION

Town of Lisbon, Maine

Are there additional Federal, State or Local permits or approvals required? *If Yes, please List:*

Are there any changes to the documents listed below since you last filed for this License:

Revised 11/17/2022  
Yes No

- |   |                                     |                                     |
|---|-------------------------------------|-------------------------------------|
| 1. Lease agreement: Current lease agreement from ___ MM/DD/YYYY ___ to ___ MM/DD/YYYY ___ | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 2. Operation Plan   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 3. Odor and Ventilation Plan  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 4. Security Plan  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 5. Sketch of premises/interior/exterior layouts.  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 6. Site Plan for grow area (cultivation facilities, if applicable)                        | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 7. Change of ownership/name of business   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

***If any of the above information has changed, please attach the updated information to this application.***

**Renewals are issued one year from date of issuance after the application is completed with the required updated documentation, including but not limited to:**

- ☒ A copy of applicant's State Marijuana License/Permit
- ☒ Copies of Valid State Registry Identification Cards
- ☒ Updated list of all new equipment, parts or inventory, if applicable
- ☐ Copies of all interior/exterior changes to the premises, if applicable

I, (Name) Lise Finlayson Brown (Title) Owner/manager, am authorized to sign on behalf of said business, and further declare that the foregoing information is accurate and true to the best of my knowledge and belief, and hereby acknowledge and authorize a public records check. By signing this application, I also verify there have been no changes from the last Marijuana Application submitted within the past year. If any of the information has changed, I have attached the update to this renewal application.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

4/11/23

*The omission of facts or any misrepresentation of any of the information provided on this application shall be sufficient grounds for the refusal of a Marijuana Establishment License Renewal.*

POLICE CHIEF INSPECTION

For: River Driver Cannabiz Co.

The police chief or his/her agent shall investigate the application, including the criminal history record information authorized under subsection 10-605(5) and shall report findings in writing to the town clerk. The following application has been investigated, including criminal history and the following:

10-605 APPLICATION (investigated) \*\*\*

☒ YES ☐ NO (5) A release for each applicant and for each officer, owner, member, manager or partner of the applicant seeking a license allowing the Town of Lisbon to obtain criminal records and other background information related to the individual(s) were obtained and reports were reviewed.

10-610 STANDARDS FOR APPROVAL, DENIAL, REVOCATION \*\*\*

☒ YES ☐ NO (4) Has applicant(s)/business had a license for a marijuana establishment revoked by a municipality or by the state. \*\*\*

☒ YES ☐ NO (6) Has applicant(s) been convicted of a disqualifying drug offense.

☒ YES ☐ NO (7) Has applicant(s) provided false or misleading information in connection with the license application.

10-611 OPERATING REQUIREMENTS \*\*\*

☒ YES ☐ NO (4) Loitering. The facility owner/operator shall make adequate provisions to prevent patrons or other persons from loitering on the premises. It shall be the licensee's obligation to ensure that anyone found to be loitering or using marijuana or marijuana products in the parking lot or other outdoor areas of a licensed premises is ordered to leave. Has applicant(s)/business complied with this requirement.

Report all findings here: No issues found

Dated: 5/9/2023 Adult Use Retail Store

Approved: ☒ YES ☐ NO

Dated: \_\_\_\_\_ Adult Use Registered Dispensary

Approved: YES ☐ NO

Dated: \_\_\_\_\_ Adult Use Manufacturing/Cultivation

Approved: YES ☐ NO

Dated: \_\_\_\_\_ Adult Use Testing Facility

Approved: YES ☐ NO

Approved for categories above: \_\_\_\_\_

Ryan McGee  
Ryan McGee, Police Chief

TOWN OF LISBON

MEDICAL MARIJUANA ESTABLISHMENTS APPLICATION

☒ Initial Application      ☐ Renewal Application

*Non-refundable Fees*

<input checked="" type="checkbox"/> Medical Marijuana Retail Store	\$250.00
<input type="checkbox"/> Medical Marijuana Dispensary	\$250.00
<input type="checkbox"/> Medical Marijuana Testing Facility	\$250.00
<input type="checkbox"/> Medical Marijuana Manufacturing Facility	\$250.00

1. Owner: Ashley StAmand Home Phone: (207) 504-3828  
Owner's Home Address: 1226 Hallowell Rd, Durham, ME 04222  
Residence(s) for last three years: Same as above
2. Name of Business: Smoky Falls Business Phone: (207)  
Location of Business: 694 Lisbon St, Lisbon Falls, ME 04252  
Business Mailing Address: \_\_\_\_\_
3. List Owners/Members/Partners/Officers/Directors/Stockholders/Managers/Supervisory Personnel/  
or other participants:

Name: Brittany StAmand Phone Number: (207) 504-3828  
Street Addr: 1226 Hallowell Rd Birth Date: \_\_\_\_\_  
Town/State/Zip: Durham, ME 04222

Name: Ashley StAmand Phone Number: (207) 504-3828  
Street Addr: 1226 Hallowell Rd Birth Date: \_\_\_\_\_  
Town/State/Zip: Durham, ME 04222

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Street Addr: \_\_\_\_\_ Birth Date: \_\_\_\_\_  
Town/State/Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Street Addr: \_\_\_\_\_ Birth Date: \_\_\_\_\_  
Town/State/Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Street Addr: \_\_\_\_\_ Birth Date: \_\_\_\_\_  
Town/State/Zip: \_\_\_\_\_

Attach a list on a separate piece of paper of names or additional names that apply.

Business Name: Smoky Falls Page 3

I, Ashley St. Armand (name) Co Owner (title) is authorized to sign on behalf of said business, and further declare that the foregoing information is accurate and true to the best of my knowledge and belief, and that the applicant does hereby acknowledge and authorize a public records check to be conducted on all individuals listed under Questions 1 & 3 above.

Signature: Ashley St. Armand Date: 2-21-22

*The Council is the Municipal Licensing Board. Applications require a public hearing and an ad to appear in newspaper 7-days prior to the scheduled Public Hearing, cost included in \$250 fee. Public records checks can take up to three weeks to process. Complete applications contain the Police & Fire Chiefs, CEO, Assessor, and Health Officer's signatures and attachments. The Council meets on the first and third Tuesdays of the month at 7PM at Town Hall. Application fees must be paid prior to the Council meeting. Other helpful contacts are:*

353-3000 Ext 112... Town Clerk  
353-3007..... Town Office Fax  
353-3000 Ext 111... Dep. Code Enforcement Officer  
353-2500..... Police Department  
353-3000 Ext 121 Health Officer  
287-5671..... Health Engineering Dept.

287-2336 .....State Sales Tax Division  
287-4190.....Bureau of Corporations  
624-8745.....Bureau of Alcohol Beverages  
287-3841.....Agriculture Dept- Bakery Licenses  
624-6550.....Marine Resources  
287-2338.....Dept of Labor (Seller's Certificates)

## BUILDING INSPECTION – CODE ENFORCEMENT INSPECTION

FOR: Smoky Falls

The building inspector shall verify that the premises at which the establishment will be located complies with all (check those in compliance below):

- ☒ Applicable Town Ordinances
- ☒ The Building Code
- ☒ Electrical Code
- ☒ Plumbing Code

○ Security (check if complied with):

- The licensed premises shall have lockable doors and windows and shall be served by an alarm system that includes automatic notification to the Lisbon Police Department.
- The licensed premises shall have video surveillance capable of covering the exterior and interior of the facility. The video surveillance system shall be operated with continuous recording twenty-four hours per day, seven days per week and video shall be retained for a minimum duration of thirty (30) days. Such records shall be made available to law enforcement agencies when investigating a criminal complaint.
- The licensed premises shall have exterior spot lights with motion sensors covering the full perimeter of the building(s).

○ Ventilation (check if complied with):

- The licensed premises shall comply with all odor and air pollution standards established by ordinance.
- All medical marijuana establishments that cultivate, manufacture or extract marijuana shall have an odor mitigation system installed that has been approved by a Maine Licensed Engineer, indicating that the system will provide odor control sufficient to ensure that no odors are perceptible off the premises.

The code officer shall inspect the location or the proposed location to determine whether the applicable ordinances relating to land use issues and building and safety codes issues have been satisfied and shall report findings in writing to the town clerk.

Report all findings here: \_\_\_\_\_

Dated: 5-16-23 Registered Caregiver Retail Store

Approved: ☒ YES NO

Dated: \_\_\_\_\_ Marijuana Testing Facility

Approved: YES NO

Dated: \_\_\_\_\_ Registered Dispensary

Approved: YES NO

Dated: \_\_\_\_\_ Manufacturing Facility

Approved: YES NO

Approved for categories above: \_\_\_\_\_

Mark Stambach  
Mark Stambach, Code Enforcement Officer

## FIRE CHIEF INSPECTION

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

Smoky Falls

The fire chief or his/her agent shall inspect the location or proposed location to determine if all town ordinances and any other applicable regulations concerning fire and safety have been satisfied and shall report findings in writing to the town clerk.

YES ☒ NO State Fire Marshall inspection has been completed. N/A

YES ☒ NO Hazardous Chemicals to be used for processing N/A

— Sprinklers required and in compliance.

Report all findings here \_\_\_\_\_

Dated: 5/14/23 Adult Use Marijuana Retail Store

Approved: ☒ YES NO

Dated: \_\_\_\_\_ Adult Use Marijuana Cultivation Facility

Approved: YES NO


Dated: \_\_\_\_\_ Adult Use Products Manufacturing Facility

Approved: YES NO

Dated: \_\_\_\_\_ Adult Use Manufacturing Testing Facility

Approved: YES NO

Approved for categories above: \_\_\_\_\_

  
Nate LeClair, Fire Chief

HEALTH OFFICER INSPECTION

Business Name: Smoky Falls

The health officer shall inspect the location or proposed location to determine whether all applicable ordinances relating to health and safety have been satisfied and shall report findings in writing to the town clerk.

Applicant must have a valid State of Maine Food License. State ID License No: \_\_\_\_\_

\_\_\_\_\_ If Yes, attached a copy of your STATE FOOD LICENSE to this application.

\_\_\_\_\_ IF NONE, date submitted: \_\_\_\_\_

Report all findings here

\_\_\_\_\_  
\_\_\_\_\_

Dated: 5/16/23 Registered Caregiver Retail Store

Approved: YES NO

Dated: \_\_\_\_\_ Marijuana Testing Facility

Approved: YES NO

Dated: \_\_\_\_\_ Registered Dispensary

Approved: YES NO

Dated: \_\_\_\_\_ Manufacturing Facility

Approved: YES NO

Approved for categories above: 

Nate LeClair, Health Officer



## POLICE CHIEF INSPECTION

For: Smoky Falls - Retail Store

The police chief or his/her agent shall investigate the application, including the criminal history record information authorized under subsection 10-605(5) and shall report findings in writing to the town clerk. The following application has been investigated, including criminal history and the following:

### 10-605 APPLICATION (investigated) \*\*\*

☒ YES ☐ NO (5) A release for each applicant and for each officer, owner, member, manager or partner of the applicant seeking a license allowing the Town of Lisbon to obtain criminal records and other background information related to the individual(s) were obtained and reports were reviewed.

### 10-610 STANDARDS FOR APPROVAL, DENIAL, REVOCATION \*\*\*

YES ☒ NO (4) Has applicant(s)/business had a license for a marijuana establishment revoked by a municipality or by the state. \*\*\*

YES ☒ NO (6) Has applicant(s) been convicted of a disqualifying drug offense.

YES ☒ NO (7) Has applicant(s) provided false or misleading information in connection with the license application.

### 10-611 OPERATING REQUIREMENTS \*\*\*

☒ YES ☐ NO (4) Loitering. The facility owner/operator shall make adequate provisions to prevent patrons or other persons from loitering on the premises. It shall be the licensee's obligation to ensure that anyone found to be loitering or using marijuana or marijuana products in the parking lot or other outdoor areas of a licensed premises is ordered to leave. Has applicant(s)/business complied with this requirement.

Report all findings here: \_\_\_\_\_

Dated: 5/11/23 Registered Caregiver Retail Story

Approved: ☒ YES ☐ NO

Dated: \_\_\_\_\_ Marijuana Testing Facility

Approved: YES NO

Dated: \_\_\_\_\_ Registered Dispensary

Approved: YES NO

Dated: \_\_\_\_\_ Manufacturing Facility

Approved: YES NO

Approved for categories above: \_\_\_\_\_

Ryan McGee  
Ryan McGee, Police Chief

## SPECIAL ENTERTAINMENT APPLICATION

License Type:

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

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

Owner: Sandra R Harkins Home Phone: 207 713 5059  
Email Address: sandra.harkins 48@gmail.com Cell Phone: \_\_\_\_\_  
Owner's Home Address: 358 Newell Brook Rd, Durham, Me 04222  
Residence(s) for last five years: same  
Name of Business: Railroad Restaurant & Pub Business Phone: 207 353-6069  
Location of Business: 105 Lisbon Rd, Lisbon Falls, Me

List Applicant / Partners / Corporate Officers:

Name: <u>Sandra R. Harkins</u>	Name: _____	Name: _____
Address: <u>358 Newell Brook Rd</u>	Address: _____	Address: _____
Town/State: <u>Durham, Me</u>	Town/State: _____	Town/State: _____
Birthdate: <u>1/1/10</u>	Birthdate: _____	Birth date: _____

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

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

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

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

Does the establishment have a valid liquor license? yes If so, when does it expire? 5/15/23

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

Signature: Sandra R. Harkins Date: 5/2/23



# 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:** Bureau of Liquor Enforcement  
**From:** Glenn Michalowski, Town Manager  
**Subject:** Request for an Extension of Time to file a Liquor License for Railroad Restaurant & Pub  
**Date:** May 2, 2023

---

Sandra Harkins dropped off a Liquor License application for the Council to sign, however it is not ready to be properly processed here at the local level until May 16, 2023 and their license expires on May 15, 2023. Railroad Restaurant & Pub will need an extension to allow their restaurant enough time to file it after the Council hears it.

I, Glenn Michalowski, Town Manager for the Town of Lisbon, do not object to the State granting an extension of time to file said license until the Council can review the application filed this date.

Glenn Michalowski, Town Manager

**Note:**

Must file this extension with Augusta  
& it must be accompanied by a renewal check  
& an Original Liquor License Application



STATE OF MAINE  
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS  
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

Application for an On-Premises License

All Questions Must Be Answered Completely. Please print legibly.

Section I: Licensee/Applicant(s) Information;  
Type of License and Status

Division Use Only	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Payment Type:	
OK with SOS: Yes <input type="checkbox"/> No <input type="checkbox"/>	

Legal Business Entity Applicant Name (corporation, LLC): <u>Railroad Restaurant &amp; Pub (sole)</u>	Business Name (D/B/A): <u>Railroad Restaurant &amp; Pub</u>
Individual or Sole Proprietor Applicant Name(s):	Physical Location: <u>695 Lisbon St, Lisbon Falls, Me</u>
Individual or Sole Proprietor Applicant Name(s): <u>Sandra R. Harkins</u>	Mailing address, if different: <u>PO Box 177 Lisbon Falls, Me 04252</u>
Mailing address, if different from DBA address: <u>358 Newell Brook Rd Durham Me 04222</u>	Email Address: <u>Sandra.harkins48@gmail.com</u>
Telephone #      Fax #: <u>207 713 5059</u>	Business Telephone #      Fax #: <u>207 713 5059</u>
Federal Tax Identification Number: <u>261465127</u>	Maine Seller Certificate # or Sales Tax #: <u>1131782</u>
Retail Beverage Alcohol Dealers Permit:	Website address:

1. New license or renewal of existing license? ☐ New      Expected Start date: \_\_\_\_\_  
☒ Renewal      Expiration Date: 5/15/23

2. The dollar amount of gross income for the licensure period that will end on the expiration date above:

Food: \_\_\_\_\_ Beer, Wine or Spirits: \_\_\_\_\_ Guest Rooms: \_\_\_\_\_

3. Please indicate the type of alcoholic beverage to be sold: (check all that apply)

☒ Malt Liquor (beer)      ☒ Wine      ☒ Spirits

**HEALTH/CEO INSP.**

AGENT/OPERATOR NAME	DBA	ADDRESS	HEALTH/CEO INSP.
ANGELOS	MATTHEW NOUX	195 LISBON ST	
AROMA JOES	RICHARD GEORGE	692 LISBON ST	
BOOTLEGGERS	ANTHONY ROSSETTI	210 LISBON ST	
CANTON PEARL INC.	MEI QIN CHEN	17 MAIN ST	
CHINA INN	WAI MING LAM	222 LISBON ST	
CN BROWN A/K/A BIG APPLE	JEFFREY JONES	634 LISBON ST	
COOMBS MOUNTFORT POST 158	ERIC COOPER	10 WEBSTER RD	
CRUZIN SLICE	NICOLE CLAVET	21 JONES AVE	
DOMINOS	FERNANDO STELSER	586 LISBON ST	
DUNKIN' DONUTS	MICHAEL CONNOR	583 LISBON ST	
EZ MART	KHALIL JAMAL	10 PROST HILL AVE	
FLUX RESTAURANT, LLC	JASON LAVERDIERE	12 MAIN ST	
FOOD CITY	STANLEY SCLAR	583 LISBON ST	
FRANKS	MATTHEW KENNEY	2 MAIN ST	
KABAYAN PHILIPPINE FOODS	ESMILITA TREMAIN	355 MAIN ST. RUMFORD	
GRAZI TO GO	MARY RICHARD	26 VILLAGE ST	
LISBON HOUSE OF PIZZA	GEORGIA KOMBAKIS	688 LISBON ST	
LISBON LEFT HAND CLUB	CATHY PROCTOR	20 WAGG RD	
LITTLE RIVER COFFEE	MAGGIE BARNARD	11 UNION ST	
MCDONALD'S RESTAURANT	TAYLOR GOBLE	580 LISBON ST	
METHODIST CHURCH	DEAN LOGAN	14 SCHOOL ST	
OLIVE PIT BREWING CO.,LLC	CHRISTINE CAIN	16 MAIN ST	
PINKY DS	SMITH, RANDALL M. &		
RAILROAD RESTAURANT & PUB	SANDRA HARKINS	695 LISBON ST	
RIVERSIDE DAIRY BAR	ERICA ELLIS	501 LISBON ST	
ROADSIDE BBQ	ANTONIO BRIGLIO	73 LISBON ST	
RUSTY LANTERN	JOHN KOCH	689 LISBON ST	
SAUSAGE KITCHEN	KERRY CONROY-MORONGELL	36 MAIN ST	
SAM'S ITALIAN FOODS	JOHN BOYAN	583 LISBON ST	
SLOVAK CATHOLIC ASSOC.	ROBERT STAFFIERI	26 AVERY ST	
SMILEY'S ICE CREAM	BRIANA COADY	590 LISBON ST	
SUBWAY	RICHARD GEORGE	568 LISBON ST	
SWEET CAKES BAKE SHOP	TARA KIEGER	72 LISBON ST	
ELITE NUTRITION	DANIELLE GRENIER-DUVAL	580 LISBON ST	

As of this date, I hereby certify the above establishments indicated okay meet all the requirements under the Lisbon Code entitled Victualer, and any applicable state regulations, and is in compliance with

5/16/2023

Date \_\_\_\_\_

~~Mark Stambach, CEO~~

Nate LeClair, Health Officer

# LISBON – VICTUALER APPLICATION

License Type:

☒ \$ 100 Restaurants & Others except Mobile Units

☐ \$ 50 Mobile Units
Name of Business: Sweet Cakes Bake Shop Business Phone: 207 407 4612Business Location in town (street address): 72 Lisbon St. Lisbon, MEMailing Address: 404 Bowie Hill Rd Durham, ME 04222Business Email Address: tara @ sweetcakesbakeshop. comOwner's Name: Tara KiegerHome Phone: 2 Owner's Cell Phone: \_\_\_\_\_Owner's Home Address: 404 Bowie Hill Rd Durham, ME 04222

Residence(s) for last five years (Street/Town/Zip): \_\_\_\_\_

List Applicant / Partners / Corporate Officers:

Name: Tara Kieger Birth date: 1

Name: \_\_\_\_\_ Birth date: \_\_\_\_\_

Name: \_\_\_\_\_ Birth date: \_\_\_\_\_

Name: \_\_\_\_\_ Birth date: \_\_\_\_\_

Applicant must have a valid State of Maine Food License. State ID License No: 2-34020
☒ If Yes, attached a copy of your **STATE FOOD LICENSE** to this application.

☐ IF NONE, date submitted: \_\_\_\_\_
Has applicant's business license ever been revoked? no If so, why? \_\_\_\_\_Has any applicant / partner / corporate officer ever been convicted of a felony? no

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

Does the establishment have a valid liquor license? no If so, when does it expire? \_\_\_\_\_

I, Tara Kieger (owner's name), owner (title)  
 am authorized to sign on behalf of said business, and further declare that the foregoing information is  
 accurate and true to the best of my knowledge and belief, and that the applicant does hereby  
 acknowledge a public records check may be conducted. **All licenses expire annually May 31<sup>st</sup>.**

**Re-inspection fees are \$150 per visit after the first visit.**
Signature: [Signature] Date: 3/24/23

## LISBON – VICTUALER APPLICATION

License Type: \_\_\_\_\_ \$ 100 Restaurants & Others except Mobile Units ☒ \$ 50 Mobile Units

Name of Business: Anything Goes Business Phone: 207-737-9196

Business Location in town (street address): Worumbó mill lot

Mailing Address: 22 Carons way Richmond ME 04357

Business Email Address: Anythinggoesfoodcart@yahoo.com

Owner's Name: Gary Caron

Home Phone: \_\_\_\_\_ Owner's Cell Phone: 207-737-9196

Owner's Home Address: S/A

Residence(s) for last five years (Street/Town/Zip): \_\_\_\_\_

### List Applicant / Partners / Corporate Officers:

Name: Gary Caron Birth date: \_\_\_\_\_

Name: \_\_\_\_\_ Birth date: \_\_\_\_\_

Name: \_\_\_\_\_ Birth date: \_\_\_\_\_

Name: \_\_\_\_\_ Birth date: \_\_\_\_\_

Applicant must have a valid State of Maine Food License. State ID License No: 28761

☒ If Yes, attached a copy of your **STATE FOOD LICENSE** to this application.

\_\_\_\_\_ IF NONE, date submitted: \_\_\_\_\_

Has applicant's business license ever been revoked? NO If so, why? \_\_\_\_\_

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

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

Does the establishment have a valid liquor license? NO If so, when does it expire? \_\_\_\_\_

I, Gary Caron (owner's name), owner (title) am authorized to sign on behalf of said business, and further declare that the foregoing information is accurate and true to the best of my knowledge and belief, and that the applicant does hereby acknowledge a public records check may be conducted. **All licenses expire annually May 31<sup>st</sup>.**

**Re-inspection fees are \$150 per visit after the first visit.**

Signature: Gary Caron Date: 4-21-2023

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

~~Any~~ Anything Goes

5-28-23

## INSPECTION REQUIRED

Notice of Compliance (By Ordinance): I, **Nate LeClair, Health Officer** for the Town of Lisbon hereby certify I have inspected the above establishment and found the premises meet all requirements under the Lisbon Code entitled Victualer and any applicable state regulations.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

4/21/23

~~Notice of Compliance (By Ordinance): I, **Mark Stambach, Code Enforcement Officer** for the Town of Lisbon hereby certify I have inspected the above establishment and found the premises to be in compliance with applicable life safety codes.~~

~~Signature: \_\_\_\_\_~~

~~Date: \_\_\_\_\_~~

## COMPLETE TO HERE BEFORE FILING

## INFORMATION

The Councilors are the Municipal Licensing Board. The first Victualer application requires a public hearing, but renewals will not. Complete applications contain the CEO and Health Officer signatures. Councilors meet on the first and third Tuesdays of the month. Complete application and fees paid are required prior to the Council meeting. Meetings are held at the Town Hall at 7PM in the conference room.

Temporary permits can be granted by the Town Clerk, after meeting all the requirements of the ordinance, for no longer than 90 days.

### SUGGESTED CONTACTS:

353-3000 Ext 112... Town Clerk  
353-3007.....Town Office Fax  
353-3000 Ext 111... Code Enforcement Officer  
353-2500..... Police Department  
353-3000 Ext 121....Health Officer  
1-800-872-3838.....Business Answers

624-9693...State Sales Tax Division - [www.maine.gov/revenue](http://www.maine.gov/revenue)  
624-7736...Bureau of Corporations - [www.maine.gov/sos/cec](http://www.maine.gov/sos/cec)  
624-7220...Bureau of Alcohol Beverages  
287-3841...Agriculture Dept- Bakery Licenses  
624-6550...Marine Resources - [www.maine.gov/dmr](http://www.maine.gov/dmr)  
287-5671....State Health Inspection Dept - [www.maine.gov/dhhs](http://www.maine.gov/dhhs)  
1-800-829-4933...Federal I.D. Number - [www.irs.gov](http://www.irs.gov)

Revised September 13, 2021



# LISBON – VICTUALER APPLICATION

**License Type:**

         \$ 100 Restaurants & Others except Mobile Units

X \$50 Mobile Units

Name of Business: Smokin Phils Belly Bustin BBQ Business Phone: 207-689-5857

Business Location in town (street address): \_\_\_\_\_

Mailing Address: 23 Birch Ln Litchfield ME

Business Email Address: Smokin Phils Smokinphilsbbq@gmail.com

Owner's Name: Robert Hayslip

Home Phone: \_\_\_\_\_ Owner's Cell Phone: 207-841-0760

Owner's Home Address: Sane

Residence(s) for last five years (Street/Town/Zip): present 2 years

prior 295 Ferry rd' Lisbon ME 04250

List Applicant / Partners / Corporate Officers:

Name: Robert Hayslip Birth date: 7-10-1964

Name: \_\_\_\_\_ Birth date: \_\_\_\_\_

Name: \_\_\_\_\_ Birth date: \_\_\_\_\_

Name: \_\_\_\_\_ Birth date: \_\_\_\_\_

Applicant must have a valid State of Maine Food License. State ID License No: \_\_\_\_\_

  X   If Yes, attached a copy of your **STATE FOOD LICENSE** to this application.

\_\_\_\_\_ IF NONE, date submitted: \_\_\_\_\_

Has applicant's business license ever been revoked? NO If so, why? \_\_\_\_\_

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

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

Does the establishment have a valid liquor license? NO If so, when does it expire? \_\_\_\_\_

I, Robert Hayslip (owner's name), owner (title) am authorized to sign on behalf of said business, and further declare that the forgoing information is accurate and true to the best of my knowledge and belief, and that the applicant does hereby acknowledge a public records check may be conducted. **All licenses expire annually May 31<sup>st</sup>.**

**Re-inspection fees are \$150 per visit after the first visit.**

Signature: Robert Hays Jr Date: 4-26-23

Business Name: Smokin Phils Belly Bustin BBQ

## INSPECTION REQUIRED

Notice of Compliance (By Ordinance): I, **Nate LeClair, Health Officer** for the Town of Lisbon hereby certify I have inspected the above establishment and found the premises meet all requirements under the Lisbon Code entitled Victualer and any applicable state regulations.

Signature: [Signature] Date: 4/28/2023

~~Notice of Compliance (By Ordinance): I, **Mark Stambach, Code Enforcement Officer** for the Town of Lisbon hereby certify I have inspected the above establishment and found the premises to be in compliance with applicable life safety codes.~~

~~Signature: \_\_\_\_\_ Date: \_\_\_\_\_~~

## COMPLETE TO HERE BEFORE FILING

## INFORMATION

The Councilors are the Municipal Licensing Board. The first Victualer application requires a public hearing, but renewals will not. Complete applications contain the CEO and Health Officer signatures. Councilors meet on the first and third Tuesdays of the month. Complete application and fees paid are required prior to the Council meeting. Meetings are held at the Town Hall at 7PM in the conference room.

Temporary permits can be granted by the Town Clerk, after meeting all the requirements of the ordinance, for no longer than 90 days.

### SUGGESTED CONTACTS:

353-3000 Ext 112... Town Clerk  
353-3007.....Town Office Fax  
353-3000 Ext 111... Code Enforcement Officer  
353-2500..... Police Department  
353-3000 Ext 121....Health Officer  
1-800-872-3838.....Business Answers

624-9693...State Sales Tax Division - [www.maine.gov/revenue](http://www.maine.gov/revenue)  
624-7736...Bureau of Corporations - [www.maine.gov/sos/cec](http://www.maine.gov/sos/cec)  
624-7220...Bureau of Alcohol Beverages  
287-3841...Agriculture Dept- Bakery Licenses  
624-6550...Marine Resources - [www.maine.gov/dmr](http://www.maine.gov/dmr)  
287-5671....State Health Inspection Dept - [www.maine.gov/dhhs](http://www.maine.gov/dhhs)  
1-800-829-4933...Federal I.D. Number - [www.irs.gov](http://www.irs.gov)

Lic # 26158

## LISBON - ITINERANT VENDOR APPLICATION

License Fee: ☐ \$25 Temporary Stands (90 days or less)  
☒ \$100 6-Months Permit  
☐ \$150 12-Month Permit  
☐ \$200 1-Week Mass Gathering (Carnivals & festivals) Permit  
☐ \$100 12-month outdoor Flea Market Permit  
☐ \$200 12-month indoor Flea Market Permit  
☐ \$ 0 Public Records Checks

Also Required: ☐ Landowner permission (submit letter if fixed location)  
☐ If roaming, please submit a route map for the Police Chief to review

Fee Exemption: ☐ Lisbon Non-Profit School Groups or Charitable and Non-Profits Groups registered with the Secretary of State with IRS Code Section 501

Business Name: Smokin Phils Belly Bustin BBQ Business Phone: 207-689-5857

Business Location in town: Big Dipper

Business Email Address: Smokinphilsbbq@gmail.com

Business Mailing Address: 23 Birch Ln Litchfield, ME

Owner's Name: Robert Hayslip

Home Phone: \_\_\_\_\_ Cell Phone: 207-

Owner's Home Address (CSZ): 23 Birch Ln Litchfield (2 years)

Residence(s) for last five years: 295 Ferry Rd Lisbon

List Applicant / Partners / Corporate Officers (Names & DOB required):

Name: Robert Hayslip | Name: \_\_\_\_\_ | Name: \_\_\_\_\_

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

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

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

Has applicant's business license ever been revoked: No If yes, why? \_\_\_\_\_

Has any applicant / partner / corporate officer ever been convicted of a felony? No If yes, describe specific circumstances \_\_\_\_\_

Does the establishment have a valid liquor license? No If yes, when does it expire? \_\_\_\_\_

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

Signature: Robert Hayslip Date: 4-26-2023

Business Name: Smokin Phils Belly Bustin BBQ

### INSPECTION REQUIRED

☒ Yes, if preparing food (includes making coffee)  
☐ No, if prepackaged ice cream or food only

Notice of Compliance (By Ordinance): I, **Nate LeClair, Health Officer** for the Town of Lisbon hereby certify I have inspected the above establishment and found the premises meet all requirements under the Lisbon Code and any applicable state regulations.

Signature: \_\_\_\_\_

Date: 4/28/2023

### COMPLETE TO HERE BEFORE FILING

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#### For Office Use Only

☒ Public Records Check Completed.

Notice of Compliance (By Ordinance): I, **Ryan McGee, Police Chief** for the Town of Lisbon hereby certify I have reviewed this application and the vendor will not create safety problems for either traffic or pedestrians, and that information on file does not indicate the applicant is a person of bad moral character.

Signature: \_\_\_\_\_

Date: 5/8/23

### INFORMATION

The Councilors are the Municipal Licensing Board. The first Itinerant Vendor application requires a public hearing, but renewals will not. Public records checks can take up to two or more weeks to process. Complete applications contain the CEO and Health Officer signatures. Councilors meet on the first and third Tuesdays of the month. Complete application and fees paid are required prior to the Council meeting. Meetings are held at the Town Hall at 7:00 PM in the conference room.

Temporary permits can be granted by the Town Clerk, after meeting all the requirements of the ordinance, for no longer than 90 days.

#### SUGGESTED CONTACTS:

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

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

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## MEMORANDUM FROM THE SEWER SUPERINTENDENT

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**TO:** GLENN MICHALOWSKI, TOWN MANAGER  
**FROM:** STEVE AIEVOLI  
**SUBJECT:** MAIN STREET SEWER EXTENSION APPROVAL  
**DATE:** MAY 10, 2023

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Glenn,

Two property owners on Main Street have expressed interest in connecting to the town sewer. These two properties are not within the current location of the town sewer and are just outside the area of the current sewer replacement project.

Working with Mandy Olver, Shane Amoroso and McGee Construction, we have come up with a plan to extend the town sewer main to allow these two properties to connect to the town sewer and too have town sewer available for two other properties to connect too in the future.

I would like to propose the sewer department pay for \$20k of the installation of this extension. The remaining cost would be split between the two property owners as follows:

1. Current estimates for this extension is \$38k and I then subtracted \$20k for the amount the sewer department would pay if approved.
2. I then divided the remaining \$18k by 180' and got an amount of \$100 per foot.
3. For the extension to get to 132 Main Street is 65'.  $65' * \$100 = \$6500$ .
4. The remainder of the extension is 115' to get to 133 Main Street.  $115' * \$100 = \$11,500$ .
5. Any amount over \$38k for the installation of the extension other than ledge should be paid by the sewer department once an agreement is in place.

These amounts are dependent on whether any ledge is found in the proposed location. If ledge is encountered and depending on the location of it, the amounts would need to be re-evaluated.

This extension if installed would extend the town sewer by 180' and install a stub from the town sewer to the edge of the right-of-way of three properties. The homeowner's would be required to hire a contractor to install the remaining portion of their new sewer connection from their home

to the stub as well as hire a plumber to make any internal plumbing changes if required to connect their home to this new sewer connection.

In order for this extension to move forward, the Sewer Use Ordinance states Town Council approval is required. I would like to seek Town Council approval at the May 16, 2023 council meeting to move forward with the extension if all parties are on-board.



# 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 Larochele 2023

## MEMO

To: Town Council  
From: Glenn Michalowski, Town Manager  
Subject: Sewer Extension  
Date: May 16, 2023

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### Summary

Sewer Superintendent Steve Aievoli's inspection identified two additional properties that could potentially connect to the sewer extension in the future, apart from the two properties that have requested connection. Notably, one of these properties is 131 Main Street, which would require a stub to the edge of the right of way at an estimated cost of \$1k.

Mr. Aievoli proposed the following cost sharing:

- Sewer Department covers \$20k of the installation cost

- Project cost raised to \$38k (including the additional stub)

- Remaining cost of \$18k divided by 180' at \$100 per foot

  - Connection cost for 131 Main Street: 65' \* \$100 = \$6,500

  - Connection cost for 132 Main Street: 115' \* \$100 = \$11,500

- Sewer Department covers any amount over \$38k (excluding ledge-related costs) once an agreement is in place.

- Ledge-related costs will require re-evaluation.

In order for this extension to move forward, the Sewer Use Ordinance states Town Council approval is required.

### Recommendation

**Approve Sewer Extension at 131 and 132 Main Street as presented.**

### Attachments

None

## VICTUALER'S LICENSES

AGENT/OPERATOR NAME	DBA	ADDRESS	HEALTH/CEO INSP.
ANGELO'S (see ORDER 2023-90)	MATTHEW RIOUX	195 LISBON ST	
AROMA JOES	RICHARD GEORGE	692 LISBON ST	
BOOTLEGGERS	ANTHONY ROSSETTI	210 LISBON ST	
CANTON PEARL INC.	MEI QIN CHEN	17 MAIN ST	
CHINA INN	WAI MING LAM	222 LISBON ST	
CN BROWN A/K/A BIG APPLE	JEFFREY JONES	634 LISBON ST	
COOMBS MOUNTFORT POST 158	ERIC COOPER	10 WEBSTER RD	
CRUZIN SLICE	NICOLE CLAVET	21 JONES AVE	
DOMINOS	FERNANDO STELSER	586 LISBON ST	
DUNKIN' DONUTS	MICHAEL CONNOR	583 LISBON ST	
EZ MART	KHALIL JAMAL	10 FROST HILL AVE	
FLUX RESTAURANT, LLC	JASON LAVERDIERE	12 MAIN ST	
FOOD CITY	STANLEY SCLAR	583 LISBON ST	
FRANKS	MATTHEW KENNEY	2 MAIN ST	
KABAYAN PHILIPPINE FOODS	ESMILITA TREMAIN	355 MAIN ST. RUMFORD	
GRAZI TO GO	MARY RICHARD	26 VILLAGE ST	
LISBON HOUSE OF PIZZA	GEORGIA KOMBAKIS	688 LISBON ST	
LISBON LEFT HAND CLUB	CATHY PROCTOR	20 WAGG RD	
LITTLE RIVER COFFEE	MAGGIE BARNARD	11 UNION ST	
MCDONALD'S RESTAURANT	TAYLOR GOBLE	580 LISBON ST	
METHODIST CHURCH	DEAN LOGAN	14 SCHOOL ST	
OLIVE PIT BREWING CO.,LLC	CHRISTINE CAIN	16 MAIN ST	
PINKY DS	SMITH, RANDALL M. &		
RAILROAD RESTAURANT & PUB	SANDRA HARKINS	695 LISBON ST	
RIVERSIDE DAIRY BAR	ERICA ELLIS	501 LISBON ST	
ROADSIDE BBQ	ANTONIO BRIGLIO	73 LISBON ST	
RUSTY LANTERN	JOHN KOCH	689 LISBON ST	
SAUSAGE KITCHEN	KERRY CONROY-MORONGELL	36 MAIN ST	
SAM'S ITALIAN FOODS	JOHN BOYAN	583 LISBON ST	
SLOVAK CATHOLIC ASSOC.	ROBERT STAFFIERI	26 AVERY ST	
SMILEY'S ICE CREAM	BRIANA COADY	590 LISBON ST	
SUBWAY	RICHARD GEORGE	568 LISBON ST	
SWEET CAKES BAKE SHOP	TARA KIEGER	72 LISBON ST	
ELITE NUTRITION	DANIELLE GRENIER-DUVAL	580 LISBON ST	

As of this date, I hereby certify the above establishments indicated okay meet all the requirements under the Lisbon Code intitled Victualer, and any applicable state regulations, and is in compliance with

5/16/2023  
 \_\_\_\_\_  
 Date

the requirements under the Lisbon Code  
  
 Mark Stambach, CEO  
  
 Nate LeClair, Health Officer



APPENDIX C – FEE SCHEDULE

BUSINESSES

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<a href="#">10-253</a>	Itinerant vendors application fee:	
	Temporary stands <del>(90 days or less)</del> <u>Up to 30 days</u>	25.00
	Six months itinerant vendor	100.00
	12 months itinerant vendor	<del>150.00</del> 100.00
	One week carnivals and festivals	200.00
	12-month outdoor flea market	100.00

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<a href="#">82-51</a>	Victualer establishment annual license fee:	
	Restaurants and all others, excluding itinerant vendors	100.00
	Itinerant vendors <u>food trucks</u>	50.00 <u>1 year</u>
	<u>Itinerant vendors/food trucks</u>	25.00 <u>1 Week</u>
	Reinspection by health officer or codes enforcement officer, per reinspection	150.00

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## PART I - CODE OF ORDINANCES(requires altering in writing, 2 Council Readings, 1 Public Hearing to adopt)

## Chapter 42 - STORMWATER MANAGEMENT

## ARTICLE IV. - POST-CONSTRUCTION STORMWATER MANAGEMENT

## DIVISION 3. POST-CONSTRUCTION STORMWATER MANAGEMENT PLAN COMPLIANCE

**ARTICLE IV. POST-CONSTRUCTION STORMWATER MANAGEMENT****DIVISION 3. POST-CONSTRUCTION STORMWATER MANAGEMENT PLAN  
COMPLIANCE****Sec. 42-121. General requirements.**

Any person owning, operating, leasing or having control over stormwater management facilities required by a post-construction stormwater management plan approved under this ordinance shall demonstrate compliance with that plan as follows.

- (1) That person or a qualified post-construction stormwater inspector hired by that person, shall, at least annually, inspect the stormwater management facilities, including but not limited to any parking areas, catch basins, drainage swales, detention basins and ponds, pipes and related structures, in accordance with all municipal and state inspection, cleaning and maintenance requirements of the approved post-construction stormwater management plan.
- (2) If the stormwater management facilities require maintenance to function as intended by the approved post-construction stormwater management plan, that person shall take corrective action(s) to address the deficiency or deficiencies **no later than 60 days following the date the deficiency was identified. If 60 days is not possible, then the permittee must establish an expeditious schedule to complete the maintenance and establish a record of the deficiency and corrective action(s) taken.**
- (3) That person shall employ a qualified post-construction stormwater inspector to provide, on or by March 1 of each year, a completed and signed certification to the enforcement authority in a form identical to that attached as Appendix 2 to this ordinance, certifying that the stormwater management facilities have been inspected, and that they are adequately maintained and functioning as intended by the approved post-construction stormwater management plan, or that they require maintenance or repair, describing any required maintenance and any deficiencies found during inspection of the stormwater management facilities, and, if the stormwater management facilities require maintenance or repair of deficiencies in order to function as intended by the approved post-construction stormwater management plan, the person shall provide a record of the required maintenance or deficiency and corrective action(s) taken.

(C.M. of 3-3-2015, V. 2015-57; C.M. of 3-17-2015, V. 2015-71 )

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**Sec. 54-71. Definitions.**

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

*Swimming pool* means any outdoor artificial receptacle, either in the ground or above the ground, ~~having a surface area of 250 square feet or more and~~ designed to hold water to a depth of at least 24 inches, the primary purpose of which is for swimming or bathing.

(Code 1983, § 4-301)

Cross reference(s)—Definitions generally, § 1-2.



# Town of Lisbon Code Enforcement Office

300 Lisbon Street – Lisbon, ME 04250

Telephone (207) 353-3000 ext.111 Cell 207-513-2095

Mark C. Stambach – Code Enforcement Officer – [mstambach@lisbonme.org](mailto:mstambach@lisbonme.org)

March 28, 2023

Memo regarding de minimis code change

Dear Lisa

The attached Table 70-536 has a footnote number change in the Commercial district line. The maximum ration impervious surface column had a footnote #4 that does not appear to relate to the topic described within the footnotes. It states; *“Without public water and sanitary sewer, 20,000 square feet or large enough to provide adequate on-site sewage disposal, depending on soil type and amount of water.”* This footnote appears to reference the minimum lot size, as used in the Village district, Minimum Lot Size/Density.

The Industrial district has the footnote #7 which does relate directly to impervious surface. It states; *“7 The ratio of impervious surface to total lot area shall not exceed 30 percent; except that where a stormwater management plan indicates no net stormwater runoff increase, a ratio in excess of 30 percent but not more than 60 percent may be authorized by the permitting authority.”*

I believe that this is a typo and just needs to be changed from footnote 4 to footnote 7.

Respectfully,

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](mailto:mstambach@lisbonme.org)

...

	WO/Water & Sewer- 20,000 sq. ft. <sup>4</sup>  Single family W/Water & Sewer 5,000 sq. ft. Multi-family W/Water & Sewer- 3,000 sq. ft. per DU Other 5,000 sq. ft. per principal use	50'	100'	10' <sup>5</sup>	25'	10' <sup>6</sup>	10'	75 Percent	50'		
Commercial	WO/Water & Sewer- 2 acres W/Water & Sewer 1 acre	200'	100'	50' arterial 35' collector 25' minor	25'	25' <sup>3</sup>	25'			30 Percent <sup>4-7</sup>	
Industrial	WO/Water & Sewer- 5 acres W/Water & Sewer 2 acres	200'	100'	50' arterial 35' collector 25' minor	25'	25'	25'			30 Percent <sup>7</sup>	

## APPENDIX C – FEE SCHEDULE

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SOLID WASTE TRANSFER AND RECYCLING FACILITY		
<a href="#"><u>98-38</u></a>	There shall be no fee for disposal of waste materials at the site except for the following:	
	Residential Permit:	
	a. Residents	<del>30.00</del> <u>52.00</u>
	b. Business	<del>30.00</del> <u>52.00</u>
<a href="#"><u>98-39(b)</u></a>	Temporary Permits issued for no more than 6 months:	
	a. Residents	<del>30.00</del> <u>52.00</u>
	b. Nonresidents	<del>30.00</del> <u>52.00</u>

...



# 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 Larochelle,  
Christine Cain  
JoJean Keller

To: Glenn Michalowski, Town Manager

From: Ross Cunningham, Director, ECD

Date: 5/10/23

Request that Council authorize Town Manager and staff to work with the Riverside Trail Riders to submit and coordinate a municipal grant for trail maintenance. This grant is 90% from Bureau of Parks and Lands and 10% from Riverside Trail Riders. The Town of Lisbon would be a fiscal administrator of the grant.

I recommend support for this request.

Respectfully,

Ross H. Cunningham



# 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: 5/10/23

Request that Council approve CDBG bid.

Bootlegger building – Owner Traci Austin  
Bid received from Portland Glass – Windows Only – \$16,908.89

Staff recommends acceptance of this bid.

Respectfully,

Ross H. Cunningham



July 12, 2022

**VOTE (2022-160)** Councilor Fellows, seconded by Councilor Robishaw, moved to accept the Town Council Remote Meeting Policy as presented and to be effective immediately.

#### REMOTE MEETING POLICY FOR TOWN COUNCIL

Pursuant to 1 M.R.S. § 403-8, and after public notice and hearing, 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 the chair or presiding officer determines this is not practicable due to the existence of one or more of the following conditions:

1. an emergency or urgent issue that requires the body to meet via remote methods; or
2. the illness, other physical condition or temporary absence of a member from the Town of Lisbon that causes significant difficulty traveling to the meeting location.

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, it is desired but not required that the person chairing the meeting be physically present. In the case where an overall emergency is declared the entire body would meet remotely.

A member who is unable to attend a meeting in person and who wishes to be part of the meeting remotely, shall notify the chair or presiding officer of the body as far in advance as possible. Every attempt shall be made by that member to notify the Chair or presiding officer at least one full week (7 days) in advance of the planned meeting date. A member of the Lisbon Town Council who participates remotely will be considered present for purposes of a quorum and voting.

Those members who are unable to physically attend shall have been granted remote meeting authorization by the chair or presiding officer prior to the commencement of the subject meeting and such will be noted during roll call. Long term remote attendance shall be discouraged, and individual situations shall be subject to a recommendation of the chair to the entire Town Council for affirmation. Long term remote attendance shall mean instances of more than three consecutive regular meetings or more than 6 total regular meetings in rolling year. Special meetings and workshops held alone shall not be included in determining long term remote attendance.

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 any member of 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 by electronic means. The public will be provided an opportunity to attend the meeting in person and to participate as is allowed for all meetings conducted in person, unless there is an emergency or urgent issue that requires the entire body to meet using remote methods. When situations exist that allow the public to participate in person, remote participation may be limited to the ability of that or those members of the public to see {hear} the meeting and to participate actively by e-mail, telephone or text to a designated Town Councilor or town staff member attending in person.

Notice of all meetings shall be provided in accordance with 1 M.R.S. § 406 and any applicable charter, ordinance, policy, or bylaw. When the public may attend via remote methods, notice will include how the public may access the meeting remotely and will provide a method for disabled persons to request necessary accommodation to access the meeting. Notice will also identify a location where the public may attend the meeting in person.

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 when even any single member participates remotely, a method for remote commenting electronically for the public shall be provided in addition to the availability of an in-person participation opportunity as is the norm. In this case, remote input from the public shall be by e-mail to a designated address which will also be provided in accordance with 1 M.R.S. § 406 and any applicable charter, ordinance, policy, or bylaw. 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 – Fellows, Larochelle, Lunt, Moore, Jr., Cain, Robishaw, and Smith. Nays - None.**

**Order passed - Vote 7-0.**