



AGENDA
COUNCIL MEETING
JUNE 20, 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
 - 2023-114 Per 1 M.R.S.A. § 405 (6)(C) Acquisition of Real Property or Economic Development
 - 2023-115 Per Title 36 M.R.S.A. § 841(2) Application for Tax Abatement
4. GOOD NEWS & RECOGNITION
 - 2023-116 Proclamation - Spirit of America
5. PUBLIC HEARINGS
 - A. Municipal Budget & CIP Budget FY 2023-2024
 - B. Victualer's License – Cheese the Day
 - C. Ordinance Amendment - Revolving Loan Fund
6. AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS
7. CONSENT AGENDA
 - 2023-117 ORDER –
 - A. Municipal Accounts Payable Warrants – \$ 741,729.04
 - B. Municipal Payroll Warrants – \$ 454,688.24
 - C. School Accounts Payable Warrants– \$ 2,035,566.48
 - D. School Payroll Warrants – \$ 868,499.92
 - E. Minutes of May 16th and June 6th and June 12th
 - F. Mass Gathering Permit Renewal and waiver of fee for the Parks & Rec Moxie Festival
 - G. Ratify Election Results
 - H. Victualer's License for Cheese the Day
 - I. Set Public Hearing for July 11th for Special Amusement Permit for Franks
 - J. Set Public Hearing for July 11th for Food Truck License for L/A Taco and Alabama BBQ
8. COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES
 - 2023-118 ORDER – Adopt Municipal Budget & Municipal Capital Plan
 - 2023-119 ORDINANCE - Ordinance Amendment - Division. 5 Economic Development Department, Section 74-151,
Revolving loan fund (RLF) (c) - *Second Reading*
 - 2023-120 ORDER – Moxie Festival Road Closures
 - 2023-121 ORDER – Award Contract – Two Police Cruisers
 - 2023-122 ORDER – Award Contract – Building Demolition – 6 Union Street
 - 2023-123 ORDER – Award Contract - 2023-2024 Road Resurfacing Program
 - 2023-124 ORDER – Award Contract – Worumbo Loam Project
 - 2023-125 ORDER – Approve Emergency Appropriation for Temporary Burrough Road Bridge
 - 2023-126 ORDINANCE – Ordinance Amendment – Chap. 2 – Administration, Art. II Town Council, Sec. 2-33 Compensation
– *First Reading*
 - 2023-127 ORDER – Renew Contract to Provide Animal Control Services to the Town of Bowdoin
 - 2023-128 ORDER – Renew Contract to Provide Animal Control Services to the Town of Sabattus
9. OTHER BUSINESS
 - A. Council Committee Reports:
 1. School Committee – Councilor Lunt/Cain
 2. Planning Board – Councilor Fellows
 3. Lisbon Development Committee – Councilor Lunt
 4. Conservation Commission – Councilor Moore
 5. Parks & Recreation Committee – Councilor Larochelle
 6. County Budget Committee – Councilors Moore
 7. Library Governing Board – Councilor Keller
 8. Water Commission – Councilor Fellows
 9. Finance Committee – Councilor Robishaw
 - B. Town Manager's Report
10. APPOINTMENTS
 - 2023-129 ORDER – Annual Renewal Board/Committee Reappointments
 - 2023-130 ORDER – Appointment to the Library Governing Board
 - 2023-131 ORDER – Council Chairman Appointment of Ethics Panel Chair
 - 2023-132 ORDER – Accept resignation of William Kuhl as Regular Member of the Planning Board and appointment as an Associate Member
 - 2023-133 ORDER – Accept resignation of Nicholas Craig as Associate Member of the Planning Board and appointment as Regular Member

11. COUNCIL COMMUNICATIONS
 12. AUDIENCE PARTICIPATION & RESPONSE NEW ITEMS
 13. ADJOURNMENT
- 2023-134 ORDER – To Adjourn

SUMMARY OF LISBON COUNCIL MEETING RULES

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

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

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

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: Recommendations
Date: June 20, 2023

Consent Agenda Items 2023 – 117

G. Ratify Election Results

Town of Lisbon Results of Balloting June 13, 2023
Lisbon School Budget Validation Referendum

Question 1: Adopt Lisbon School Budget

YES	155
NO	82
Blanks	0

QUESTION 2: If you voted no, was it because

Too Low	19
Too High	74
Blanks	144

Total Municipal Ballots Cast: 237

Total Registered Voters: 7,120

Warden:	Richard “Rick” Roberts
Deputy Warden:	Debora Hill
Deputy Registrar of Voters:	Gwen Michel
Election Clerks:	Mel Cloutier
	Peggy Ganong
	Dan Michel
	Cindy Roberts
	Martha Poliquin
	Greg Bianconi
	Bill Fuller
	Will Willette
	Nina Hodgkins
Deputy Clerk:	Lisa Smith

Attest: Lisa M. Ward, Lisbon Town Clerk

Agenda Item 2023 – 119

**ORDINANCE - Ordinance Amendment - Division. 5 Economic Development Department, Section 74-151,
Revolving loan fund (RLF) (c) - *Second Reading***

Recommendation

DIVISION 5, ECONOMIC DEVELOPMENT DEPARTMENT

Sec. 74-151, - Revolving loan fund (RLF).

...

(c) *Program description.* The RLF program is designed to offer financial support for the purchase of fixed capital assets or working capital. Depending on the loan program, eligible businesses may finance up to 30 percent of a project's cost up to a ~~\$100,000.00~~ \$250,000.00 (amount of available funding is determined by account balance). Special consideration for greater participation up to 50 percent will be given to projects that create high end, high wage positions and/or a substantial number of new job opportunities. Under certain circumstances and depending on the loan program, the maximum amount that could be available is 75 percent or ~~\$250,000.00~~ \$500,000.00 whichever is less.

It is the opinion of the Lisbon ECD Director and the Lisbon Finance Director, based on recent loan activity, that the limits of this program, while appropriate and valuable in 2008, are no longer sufficient to allow for funding of substantial projects and do not allow the Town of Lisbon to benefit from the Grow Maine program funded by FAME.

Staff recommends increasing the standard RLF loan limits to \$250,000.00 and the maximum that could be available to be \$500,000.00. All loans are contingent on loan fund account balance and remain at the approval of the Lisbon Loan Committee.

Recommendation

Authorize increase to standard RLF loan limits to \$250,000.00 and the maximum permitted to be \$500,000.00, as presented.

Agenda Item 2023 – 120

Moxie Festival Road Closures

On behalf of the Moxie Festival Committee, we request the Lisbon Town Council's authorization for the following road closures and use of various municipal areas in connection with the 2022 Moxie Festival. The dates of the festival are July 7, 8, and 9, 2023.

All closures are in Lisbon Falls, unless otherwise specified.

1. Closure of Route 196 from Crafts Cars to Capital Ave 10:00 a.m. to 12:00 p.m. on Saturday, July 8, 2023. (Parade)
2. Closure of Capital Avenue from 6:00 a.m. to 12:00 p.m. on Saturday, July 8, 2023. (Parade Line up and Staging)
3. Closure of School Street from Main Street to Vining Street from 6:00 a.m. to 6:00 p.m.(?), on Saturday, July 8, 2023 from 8:00 a.m. to 6:00 p.m. (Festival Activities)
4. Closure of Addison Street to South Street from 8:00 a.m. to 9:00 p.m. on Saturday, July 8, 2023.
5. Closure of Campus Avenue from 6:00 am to 9:00 p.m. on Saturday, July 8, 2023
6. Closure of one lane on Berry Avenue bordering MTM Park from 6:00 am to 9:00 pm on Saturday, July 8, 2003.
7. The additional ability to close any road or municipal area deemed necessary by the Police Chief for public safety.
8. Traffic alerts for the following areas on Saturday, July 8, 2023 during the 5k :
 - Route 9 from Wing Street, Higgins Street, Spear Street, Cross Street, Huston Street, Spear Street, Scottsdale Avenue, and Frost Hill Avenue.
9. Description of road closure or barricades & time frame for 5K

In addition, we request the following assistance from Public Works:

1. One dump truck, trash dumps, and bags in the municipal parking lot on Main Street from 8:00 p.m. on Friday, July 7, 2023 through 6:00 p.m. on Saturday, July 8, 2023, for the purpose of garbage collection. LOCATION
2. Eight to ten trash barrels at the MTM Center during this same time-period.

3. A PW staff member available to empty trash bags into the dump truck as needed.
4. Placement of barricades for street and lot closings.
6. Barricades at both front and back parking lots openings by 6:00 p.m. on Friday, July 7, 2023.

Recommendation

Approve Moxie Festival road closures and use of municipal areas and resources.

Agenda Item 2023 – 121 Award Contract – Two Police Cruisers

On June 9th we opened Cruiser bids and I am requesting permission to award the bid for two (2) 2023 Ford Interceptor SUV cruisers that were approved for the FY24 budget to Colonial Group out of Massachusetts. The purchase would not be made until the first week of July. The new patrol cruisers will replace the marked patrol cars units #2 and #5.

We had gone out to bid a couple of weeks prior and we only received two bids back and those bids were returned with quotes of \$90,250 and \$88,768 for the two new cruisers with the trade.

Due to low turnout, we rejected the bids and we went back out to bid again for the two cruisers. We then received one bid for two 2023 cruisers with a trade, and that was for \$83,335.48 from Colonial Group out of Massachusetts. I would like to award the bid to Colonial Municipal Group out of Massachusetts, which also has the vehicles in stock. We would be able to pick them up the first week of July.

Recommendation

Award the contract for two 2023 Ford Interceptor SUV cruisers that were approved for the FY24 budget to Colonial Group out of Massachusetts.

Agenda Item 2023 – 122 Award Contract – Building Demolition – 6 Union Street

<u>ITEM</u>	<u>PAYMENT</u>	<u>DESCRIPTION OF WORK</u>
	Lump Sum	Demolition and removal of the primary structure located at 6 Union Street, Lisbon as specified.

	\$24,000
Unit Price for additional fill material	\$ 15 CY

State equipment to be used: (list all equipment)

Cat 316 Excavator with Demo cage
500gallon water trailer for dust control
Temporary chain link fence
Hand tools/Demo saw if needed



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

List all Sub-Contractors:

Starret Snow and Ice

The undersigned further agrees to complete work by:	7/21/23
The undersigned acknowledges the receipt of addenda #:	YES

Recommendation

Award the contract for demolition of the building at 6 Union Street in the amount of \$24,000.00 plus \$15.00 per cubic yard for fill material.

Agenda Item 2023 – 123 Award Contract - 2023-2024 Road Resurfacing Program

TOWN OF LISBON 2023-2024 STREET RESURFACING PROGRAM BID NO. 2023-006 PROPOSAL

To: Town Manager Lisbon Town Office, 300 Lisbon Street
Lisbon, Maine 04250

The undersigned hereby declares that he/she has carefully examined the location of the proposed work, the proposed Contract Form and the Contract Documents therein referred to and that he/she proposes and agrees, if this Proposal is accepted, that he/she will contract with the Town of Lisbon, by its Town Manager, to provide all machinery, tools, labor, equipment and other means of construction and to do all the work and furnish all the materials, except those specified in the Specifications to be furnished by the Town, necessary to complete the work in the manner and time therein prescribed, in accordance with the conditions and requirements set forth in the Contract Documents and the requirements of the Director of Public Works as provided for therein; and that he/she will accept in full payment therefore the following sums to wit:

NO.	ITEM DESCRIPTION	QTY.	UNIT	UNIT COST	COST
1.	Furnish & Install 19.5mm HMA Surface Course	2500	Tons:	80.00 /Ton	\$200,000.00
2.	Furnish & Install 12.5mm FINE HMA	1500	Tons:	83.00 /Ton	\$124,500.00
3.	Furnish & Install Hand Placed HMA	50	Tons:	\$260.00 /Ton	\$13,000.00
4.	Cold Planing of Butt Joints on Various Streets or Driveways	250	SY:	\$15.00 /SY	\$3,750.00

5 .	Application of Bituminous Tack		Gals:	\$12.00	/Gals	\$12.00
6 .	Driveway Preparation	100	SY:	\$53.50	/SY	\$5,350.00
7 .	Cold Planing of Various Streets	50	SY:	\$50.00	/SY	\$2,500.00
8 .	Reclaim Existing Asphalt Pavement	17665	SY:	\$2.20	/SY	\$38,863.00
9 .	Lower & Adjust Catch Basin Covers and Grates to Grade (0" - 6")		CY:	\$2,000.00	EA	\$2,000.00
10 .	Furnish & Install Loam, Seed & Mulch	200	SY:	25.00	/SY	\$5,000.00
11 .	Flaggers		HR:	\$50.00	/HR	\$50.00
12 .	Traffic Control	1	LS:	\$2,500.00	LS	\$2,500.00
13 .	Miscellaneous and Clean Up	1	LS:	\$22,500.00	LS	\$22,500.00
14 .	Mobilization	1	LS:	\$14,000.00	LS	\$14,000.00
TOTAL:						\$ \$435,025.00

The undersigned further agrees that, after notification by the Town Manager of the acceptance of his/her Proposal and the readiness of the Contract for signature, he/she will execute the Contract and furnish the required Bonds within ten (10) days, Saturdays, Sundays and Holidays, excepted, and that he/she will commence the work within ten (10) days after the execution of the Contract and deliverance of the Bonds, unless otherwise specified in the Supplemental Specifications or directed by the Director of Public Works in writing and that he/she will prosecute the work to its completion within the time limit specified in the Supplemental Specifications.

The undersigned further agrees that there shall be deducted from monies due the Contractor, not as a penalty, but as inspection costs, the sum of five hundred (\$500.00) dollars for each working day beyond the time limit specified in the Supplemental Specifications which is required by the Contractor to complete the whole work to the satisfaction of the Director of Public Works.

The undersigned further agrees that in the employment of labor, preference will be given, all other things being equal, to the citizens of Lisbon and of the State of Maine, in that order.

The undersigned hereby further declares that the only persons or parties interested in this Proposal, as principals, are named below; that the Proposal is made without any connection with any other person or party making any proposal for the same work; and that no person acting for or employed by the Town of Lisbon is directly or indirectly interested in this Proposal or in any Contract which may be made under it or in profits expected to arise therefrom, except as provided by the Town Charter. The full names and addresses of all persons and parties interested in this Proposal, as principals, are as follows: (Give first and last names in full, and in the case of a Corporation, give names and addresses of President, Treasurer, and Manager; and in case of a Partnership, give names and addresses of members):

Gary St. Laurent -
President
Monmouth, ME

Accompanying this Proposal is a bid security deposit in the amount of **(5% of Bid Price)** of (\$ 435,025.00) which is to become the property of the Town of Lisbon, by forfeiture, if the undersigned fails, after notification by the Town Manager of the acceptance of his/her Proposal, to execute a contract with the Town and furnish the required Bonds within the time agreed to herein; or, in case the undersigned withdraws his/her Proposal within thirty (30) days after the opening of the Proposals. Otherwise, the deposit will be returned to the undersigned in accordance with the provisions in the Notice to Contractors.

Recommendation

Award the contract for the 2023-2024 Road Resurfacing to St. Laurent & Son in the amount of \$435,025.00.

Agenda Item 2023 – 124

Award Contract – Worumbo Loam Bid

TOWN OF LISBON
WORUMBO SITE LOAM PROJECT
BID NO. 2023-007

PROPOSAL

To: Town Manager
Lisbon Town Office,
300 Lisbon Street
Lisbon, Maine 04250

The undersigned hereby declares that he/she has carefully examined the location of the proposed work, the proposed Contract Form and the Contract Documents therein referred to and that he/she proposes and agrees, if this Proposal is accepted, that he/she will contract with the Town of Lisbon, by its Town Manager to provide all machinery, tools, labor, equipment and other means of construction and to do all the work and to furnish all the materials, except those specified in the Specifications to be furnished by the Town, necessary to complete the work in the manner and time therein prescribed, in accordance with the conditions and requirements set forth in the Contract Documents and the requirements of the Public Works Director as provided for therein; and that he/she will accept in full payment therefore the following sums to wit:

#	Description	Qty	Unit \$/CY	Total \$
1	After site prep, as performed by Lisbon PW, lay down 1,200 cubic yards of quality screened loam in designated area.	1,200	\$ 30. ⁰⁰	\$ 36,720
Total Base Bid Price THIRTY-SIX THOUSAND, SEVEN HUNDRED TWENTY			\$ 36,720 ⁰⁰	

The undersigned acknowledges the receipt of Addenda numbered 0.

The undersigned further agrees that, after notification by the Town Manager of the acceptance of his/her Proposal and the readiness of the Contract for signature, he/she will execute the Contract within ten (10) days, Saturdays, Sundays and Holidays, excepted, and that he/she will commence the work on September 5th 2023, unless otherwise specified in the Supplemental Specifications or directed by the Public Works Director in writing; and that he/she will prosecute the work to its completion within the time limit specified in the Supplemental Specifications.

The undersigned further agrees that in the employment of labor, preference will be given, all other things being equal, to the citizens of Lisbon and of the State of Maine, in that order.

The undersigned hereby further declares that the only persons or parties interested in this Proposal, as principals, are named below; that the Proposal is made without any connection with any other person or party making any proposal for the same work; and that no person acting for or employed by the Town of Lisbon is directly or indirectly interested in this Proposal or in any contract which may be made under it or in profits expected to arise therefrom, except as provided by the Town

Ordinance. The full names and addresses of all persons and parties interested in this Proposal, as principals, are as follows (Give first and last names in full; and in the case of a Corporation, give names and addresses of President, Treasurer and Manager; and in case of a Partnership, give names and addresses of members):

ROBERT J. WALTON, PRESIDENT, 44 LISBON RD., BRUNSWICK
 BRUCE EDGECOMB, TREASURER, 401 ALEXANDER RD, DRESDEN

Company Name	RAY LABBE & SONS, INC.
Signature	<i>[Signature]</i>
Title	PRESIDENT
Printed Name	ROBERT J. WALTON
Physical Address	4 HIGHLAND RD, BRUNSWICK, ME 04011
Mailing Address	SAME
Firm's IRS ID # /DUNS#	83-3600343
Date	6/09/23
Phone #	(207) 725-7336
Fax #	(207) 725-0796
E-Mail Address	bob@raylabbeandsons.com

Recommendation

Award the contract to Ray Labbe & Sons to lay down 1,200 cubic yards of screened loam at the Worumbo site at \$30.60 per CY for a total of \$36,720.00.

Agenda Item 2023 – 125

Approve Emergency Appropriation for Temporary Burrough Road Bridge

To approve an emergency appropriation of \$100,000 from undesignated fund balance, to be expended for rental of a temporary bridge and related work to temporarily replace the bridge denoted as "ER #0016 Potter Borough Road over Potter Brook", and to authorize the Town Manager to execute a contract for the bridge rental and related work.

Recommendation

Approve an emergency appropriation of \$100,000.00 from the undesignated fund balance for a temporary bridge and related work on Burrough Road.

Agenda Item 2023 – 126

Ordinance Amendment – Chap. 2 – Administration, Art. II Town Council, Sec. 2-33 Compensation *First Reading*

Sec. 2-33. Compensation.

Pursuant to Article II, Section 2.03 and Article X of the Town Charter, the town council determines that the annual compensation for each council member shall be ~~\$1,500.00~~ \$2,000.00, except that the annual compensation

for the council chairman shall be ~~\$1,800.00~~ \$2,400.00.
(T.M. of 4-3-2007, § 2007-39)

Recommendation

Amend Chap. 2 – Administration, Art. II Town Council, Sec. 2-33 Compensation to \$2,000.00 for each council member and \$2,400.00 for the council chair.

Agenda Item 2023 – 127

Renew Contract to Provide Animal Control Services to the Town of Bowdoin

And

Agenda Item 2023 – 128

Renew Contract to Provide Animal Control Services to the Town of Sabattus

Town of Sabattus: \$ 19,445.17

Town of Bowdoin: \$ 11,538.42

Recommendation

Renew the contracts to provide Animal Control services to the Towns of Bowdoin and Sabattus from July 1, 2023 to June 30, 2026 as presented.



TOWN OF LISBON
300 Lisbon Street, Lisbon, ME 04250

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

PUBLIC HEARING NOTICE
FOR LISBON MUNICIPAL BUDGET
&
CAPITAL IMPROVEMENT PLAN

Notice is hereby given that the Lisbon Town Council will hold a Public Hearing on the **Proposed Municipal Budget and Proposed Capital Improvement Plan** on Tuesday, **June 20, 2023 at 7:00 pm** at the Lisbon Town Office, 300 Lisbon Street in the Public Meeting Room. A detailed list of the FY 2023-2024 Proposed General Fund Municipal Budgets totaling approximately \$12,421,280.83, Capital Improvement Plan totaling approximately \$3,155,523.00 and Wastewater Treatment Plant Budget totaling approximately \$1,336,998.00 are now available at the Lisbon Town Office and at www.lisbonme.org.

The Public is invited to attend.

Lisa M. Ward, Town Clerk

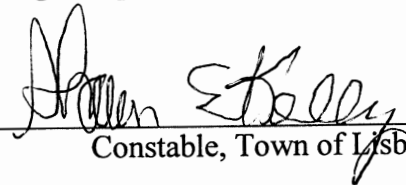
Constable's
Return of Posting
State of Maine

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.

5/30/23
Date


Constable, Town of Lisbon



TOWN OF LISBON

300 Lisbon Street, Lisbon, ME 04250

Lisa M. Ward
Town Clerk

Lisa B. Smith
Deputy Clerk

PUBLIC HEARING

Notice is hereby given that the Lisbon Town Council intends to hold a Public Hearing on Tuesday, June 20th, 2023 at 7:00 PM in the Town Office Public Meeting Room to hear comments on the following:

*Amendments to Division. 5 Economic Development Department, Section 74-151,
Revolving loan fund (RLF) (c)*

The public is invited to attend.

Lisa M. Ward, Town Clerk

23-7143

Constable's
Return of Posting
State of Maine

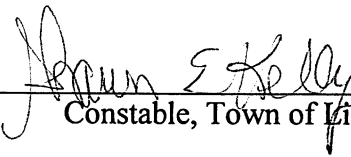
Lisbon,

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.

6/7/23

Date


Constable, Town of Lisbon

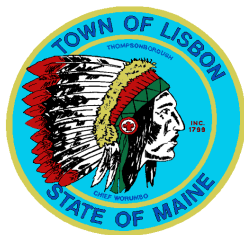
Agenda Date: 06/20/2023

Date	Brenda Martin	Municipal Accts Payable
5/12/2023	5112023	\$ 20,119.37
5/16/2023	5162023	\$ 301,989.61
5/18/2023	5182023	\$ 14,405.93
6/7/2023	6062023	\$ 336,763.22
6/9/2023	6072023	\$ 28,447.32
6/12/2023	6122023	\$ 32,048.90
6/15/2023	6152023	\$ 7,954.69
		\$ 741,729.04

Date	Rebecca Hayslip	Municipal Payroll Warrants
5/16/2023	230518	\$ 237,062.75
5/16/2023	2305W2	\$ 19,541.31
6/13/2023	230615	\$ 181,168.74
6/13/2023	2306W2	\$ 16,915.44
		\$ 454,688.24

Date	Louise Levesque	School Accts Payable
5/16/2023	2324	\$ 146,578.89
6/7/2023	2325	\$ 1,888,987.59
		\$ 2,035,566.48

Date	Eva Huston	School Payroll Warrants
5/16/2023	1150	\$ 21,685.20
5/16/2023	1151	\$ 248.14
5/16/2023	1152	\$ 1,743.05
6/7/2023	1161	\$ 455,406.63
6/7/2023	71	\$ 2,152.45
6/7/2023	1162	\$ 12,978.27
6/14/2023	1163	\$ 101,382.68
6/14/2023	1164	\$ 801.06
6/14/2023	1165	\$ 137.36
6/14/2023	1166	\$ 256,163.21
6/14/2023	1167	\$ 15,670.17
6/14/2023	1168	\$ 131.70
		\$ 868,499.92



**TOWN COUNCIL
MEETING MINUTES
MAY 16, 2023
LISBON TOWN OFFICE
7:00 PM MEETING**

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

CALL TO ORDER. The Chair, Harry Moore, called the meeting to order and led the Pledge of Allegiance to the Flag at 7:00 PM.

ROLL CALL. Members present were Councilors Cain, Fellows, Keller, Larochelle, Lunt, Moore and Robishaw. Also present were Glenn Michalowski, Town Manager; Kristin Collins, Town Attorney; Ross Cunningham, Economic & Community Development Director; Mark Stambach, Code Enforcement Officer; Steve Aievoli, Sewer Superintendent; Amy MacDonnell, Deputy Chief Lisbon Emergency; and approximately 20 citizens in the audience.

EXECUTIVE SESSION

PER 1 MRSA SECTION 405 (6) (C) ACQUISITION OF REAL PROPERTY OR ECONOMIC DEVELOPMENT

VOTE (2023-83) Councilor Larochelle, seconded by Councilor Keller, moved to go into Executive Session per 1 MRSA section 405 (6) (C) Acquisition of Real Property or Economic Development at 7:01 PM.

Order passed – Vote 7-0.

VOTE (2022-83A) Councilor Fellows, seconded by Councilor Cain, moved to come out of Executive Session at 7:20 PM.

Order passed – Vote 7-0.

GOOD NEWS & RECOGNITION

PROCLAMATION—NATIONAL BUILDING SAFETY MONTH

VOTE (2023-84) Councilor Larochelle, seconded by Councilor Robishaw, moved to adopt the following Proclamation:

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.

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

Order passed – Vote 7-0.

PUBLIC HEARINGS

PUBLIC HEARING FOR DANGEROUS BUILDING – UNION STREET PROPERTY
APPROVE FEE CHANGES FOR ITINERANT VENDORS AND VICTUALERS PERMITS
VICTUALER’S LICENSES FOR SWEET CAKES BAKE SHOP, ANYTHING GOES & SMOKIN
PHILS BELLY BUSTIN BBQ
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
AMENDMENTS TO APPENDIX C – FEE SCHEDULE - TRANSFER STATION FEE CHANGES
MEDICAL MARIJUANA RETAIL STORE RENEWAL- LISBON CANNABIS, 5 CANAL STREET
ADULT USE MARIJUANA RETAIL STORE RENEWAL FOR RIVER DRIVER CANNABIS CO.
MEDICAL MARIJUANA RETAIL STORE LICENSE – SMOKY FALLS
SPECIAL AMUSEMENT & LIQUOR LICENSE RENEWAL - SANDRA HARKINS D/B/A
RAILROAD RESTAURANT & PUB

The Chair opened each of the public hearings; there were no comments. The Chair closed the public hearings.

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS—NONE

CONSENT AGENDA

VOTE (2023-85) Councilor Larochelle, seconded by Councilor Fellows, moved to accept the Consent Agenda as presented.

- 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 2nd and May 9th
- 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

Order passed – Vote 7-0.

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES**UNION STREET – DANGEROUS BUILDING***Item taken up out of order.***INTRODUCTION:**

Town Council
of the
Town of Lisbon, Maine
May 16, 2023

Title: Dangerous Building – 6 Union Street, Lisbon, Maine

WHEREAS, it has come to the attention of the Town of Lisbon that a residential structure located at 6 Union Street (the “Building”) is a structurally unsafe, a fire hazard, unsuitable for the use or occupancy to which it is put, constitutes a hazard to health or safety because of inadequate maintenance or dilapidation, and is otherwise dangerous to life or property; and

WHEREAS, the Town’s Code Enforcement Officer has found, upon inspection of the Structure that:

- i. The Building was heavily damaged by fire on February 4, 2023;
- ii. The Building is missing over half of its roof system, which has allowed the interior of the Building to be exposed to the elements;
- iii. The general condition of the Building is uninhabitable due to the extensive structural damage resulting from the fire; and
- iv. The Building is located immediately adjacent to the public way, and debris from the building has fallen into the public way.

WHEREAS, the Town Council on May 16, 2023 held a hearing pursuant to 17 M.R.S.A. § 2851, having continued the hearing from May 9, 2023;

WHEREAS, the Owner of the Building, Hansel Z. Garcia, was duly notified of said hearing pursuant to 17 M.R.S.A. § 2857 and acknowledged the continuance to May 16, 2023; and

WHEREAS, the Town’s Code Enforcement Officer, Mark C. Stambach, testified at the hearing as to his findings regarding the Building, as stated above and contained within a memorandum to the Council dated April 27, 2023;

NOW THEREFORE, the Town Council hereby ORDERS, that:

1. The Town Council accepts the findings of the Code Enforcement Officer as stated above as true and hereby accepts said findings as its own.
2. The Building, located at 6 Union Street, Tax Map U05, Lot 211, is hereby declared to be a “dangerous building,” as defined by 17 M.R.S.A. §2851, that is:
 - a. Unsuitable for use or occupancy as a residential dwelling;
 - b. Is structurally unsafe;
 - c. Constitutes a health or safety hazard because of inadequate maintenance or dilapidation; and
 - d. Risks harm to the public and property within the public way adjacent to the Building.

Therefore, the Building is adjudged to be a dangerous nuisance.

3. For the above reasons, the Town Council ORDERS that the Owner shall: 1) immediately secure the Building and placard it as unfit for habitation; and 2) within 30 days of the date of this Order, in consultation with the Code Enforcement Officer and in compliance with all relevant local, state and federal laws, demolish the Building; and remove and properly dispose of all debris from the Building. The Code Enforcement Officer may, in his discretion, grant a single extension of the time for the Owner to demolish the Building by no more than 30 days, if reasonable progress is being made toward complying with this Order.
4. If said Building is not removed by the stated date or any granted extension, the Town or its properly engaged agents or contractors may enter the property and remove the Building. All expenses relating to the removal of the Building and abatement of the nuisance shall be repaid to the Town by the owner within 30 days after the Town’s demand, or a special tax shall be assessed against the land on which the building was located for the amount of the expenses, and that amount shall be included on the next annual warrant to the Tax Collector for collection and collected in the same manner as other Town taxes are collected. Expenses to be recovered shall include, but are not limited to, the cost of title searches, location reports, service of process, reasonable attorney’s fees, costs of removal of the building, any costs incurred in securing the building pending its removal and all other costs incurred by the Town that are reasonably

related to the removal of the building. The Town shall also reserve the right to collect any expenses through a civil action.

5. An appeal of this Order may be made to the Androscoggin County Superior Court, pursuant to M.R. Civ. P. 80B, within 30 days of the date of the Order.

Town Attorney Kristin Collins described the processes to handle a dangerous building. She stated that Mr. Garcia should be allowed to speak on the matter.

Mark Stambach said the burned building has been exposed to the weather since February 4th. He said it is extensively damaged and there is no value to saving the building.

Ms. Collins said the Town is trying to work with a buyer, they are working on getting a demo permit. She explained the main issue is whether there is asbestos. If not, the buyer will demolish the property. She said the buyer is working on plans for a new building and has asked for 60 days to get this done. She said the Town could allow 30 days and extend it to 60 if needed.

Monica Kelly of Forest, VA said she is the executive assistant for the buyer, William Chapman.

COUNCILOR COMMENTS: Councilor Moore asked what Mr. Chapman's plans are. Ms. Kelly said he will remove the building, but is not sure what he wants to build. She said Mr. Chapman wants to bring something of benefit to the community. She added that, although the sale is still in the works, they are not worried about the sale. She also said they Mr. Chapman plans to go through with the purchase whether or not there is asbestos.

Councilor Larochelle said his biggest concern is the location, that neighbors have been contacting councilors about it. He said he is hoping it will be 30 days.

VOTE (2023-87) Councilor Larochelle, seconded by Councilor Lunt, moved to approve the Dangerous Building Order as presented by the Town Attorney with the verbal changes as discussed.

Order passed – Vote 7-0.

AWARD CONTRACT FOR EMS SERVICES

Item taken up out of order.

INTRODUCTION:

WHEREAS, the Town Council of Lisbon received proposals from two entities, to provide Emergency Medical Services (EMS) for the town; and

WHEREAS, the Town Council held a workshop to thoroughly review the proposals and ask additional questions of the bidders to determine the most responsive and responsible proposal; and

WHEREAS, Lisbon Emergency has demonstrated the ability to provide the staffing necessary for EMS services and is currently physically located in the town of Lisbon, ensuring rapid response times and familiarity with the community; and

WHEREAS, based upon all information available to the Council, it believes Lisbon Emergency to be better situated to provide quality and reliability of EMS services in Lisbon; and

WHEREAS, Lisbon Emergency has indicated their willingness to engage in good faith discussions with the Town of Lisbon and regional partners to explore potential consolidation and develop a permanent solution to address the town's EMS needs;

NOW, THEREFORE, BE IT ORDERED BY THE TOWN COUNCIL OF LISBON:

Section 1. The Town Council hereby selects Lisbon Emergency as the EMS provider for the Town of Lisbon, with an award amount of \$334,626.96, based on their demonstrated ability to provide the necessary staffing, their physical location within the town, and their commitment to collaborate with the town and regional partners to address the town's EMS needs.

Section 2. The Town Manager is hereby authorized and directed to negotiate and execute a contract with Lisbon Emergency for the provision of EMS services, subject to the review and approval of the Town Attorney.

Section 3. The Town Council encourages Lisbon Emergency to engage in good faith discussions with the Town of Lisbon and regional partners to explore potential consolidation opportunities and to work collaboratively to develop a permanent solution that addresses the town's EMS needs.

Section 4. This Order shall take effect on July 1, 2023.

COUNCILOR COMMENTS: Councilor Moore approved of the idea of collaboration and consolidation to provide the best EMS service for the Town. Councilor Moore thanked both agencies, United Ambulance and Lisbon Emergency, for their thoughtful presentations.

VOTE (2023-86) Councilor Robishaw, seconded by Councilor Cain, moved to award the EMS Services contract to Lisbon Emergency effective July 1, 2023.

Order passed – Vote 7-0.

SEWER EXTENSION

INTRODUCTION: Sewer Superintendent Steve Aievoli provided information for the Council, which Mr. Michalowski recommended be approved.

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 to 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 homeowners 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.

VOTE (2023-88) Councilor Larochelle, seconded by Councilor Robishaw, moved to approve a Sewer Extension on Main Street as presented with the condition that the Sewer Department comes back to Council if costs rise too much due to ledge.

Order passed – Vote 7-0.

VICTUALER'S LICENSE – OLIVE PIT BREWING CO.

INTRODUCTION: The Clerk explained that this would normally be on the Consent Agenda but was separated due to Councilor Cain's ownership of Olive Pit.

VOTE (2023-89) Councilor Larochelle, seconded by Councilor Lunt, moved to approve the Victualer's License for Olive Pit Brewing Co.

Order passed – Vote 6-0. (Abstain-Cain)

CONDITIONAL VICTUALER'S LICENSE – ANGELO'S PIZZA

INTRODUCTION: Code Enforcement Officer Mark Stambach said that since 2019 the Fire Suppression system has not been inspected. He said that it will be inspected and should be done every year.

VOTE (2023-90) Councilor Larochelle, seconded by Councilor Lunt, moved to approve the Victualer's License for Angelo's Pizza with the condition that the Fire Suppression equipment pass State inspection within 30 days.

APPROVE FEE CHANGES FOR ITINERANT VENDORS AND VICTUALERS PERMITS

Second Reading

APPENDIX C – FEE SCHEDULE

BUSINESSES

...

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

...

<u>82-51</u>	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

...

VOTE (2023-91) Councilor Larochelle, seconded by Councilor Fellows, moved to approve the fee changes for Itinerant Vendors and Victualer's Permits as presented.

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

Order passed – Vote 7-0.

CHAPTER 42 - POST-CONSTRUCTION STORMWATER MANAGEMENT, SECT 42-121(2)

Second Reading

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)

...

VOTE (2023-92) Councilor Fellows, seconded by Councilor Larochelle, moved to amend Chapter 42 - Post-Construction Stormwater Management, Sect 42-121(2) as presented.

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

Order passed – Vote 7-0.

CHAPTER 54 - ARTICLE III-SWIMMING POOLS SEC. 54-71-DEFINITIONS

Second Reading

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.

VOTE (2023-93) Councilor Larochelle, seconded by Councilor Robishaw, moved to Amend Chapter 54- Article III-Swimming Pools Sec. 54-71-Definitions as presented.

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

Order passed – Vote 7-0.

CHAPTER 70, ARTICLE IV-DIST. REGULATIONS, DIVISION 14.

DIMENSIONAL REQUIREMENTS, SEC. 70-536 TABLE OF DIMENSIONAL REQUIREMENTS—*Second Reading*

INTRODUCTION: 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; ¹⁴ 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; ¹⁷ 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.'

	WO/Water & Sewer- 20,000 sq. ft. ⁴ 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' ⁵	25'	10' ⁶	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' ¹³	25'			30 Percent ⁴⁻⁷	
Industrial	WO/Water & Sewer- 5 acres W/Water & Sewer 2 acres	200'	100'	50' arterial 35' collector 25' minor	25'	25'	25'			30 Percent ⁷	

Mr. Stambach confirmed that he believes that this is a typo and just needs to be changed from footnote 4 to footnote 7.

VOTE (2023-94) Councilor Fellows, seconded by Councilor Robishaw, moved to Amend Chapter 70, Article IV-Dist. Regulations, Division 14. Dimensional Requirements, Sec. 70-536 Table of Dimensional Requirements as presented.

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

Order passed – Vote 7-0.

AMENDMENTS TO APPENDIX C – FEE SCHEDULE - TRANSFER STATION FEE CHANGES

Second Reading

APPENDIX C – FEE SCHEDULE

...

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

VOTE (2023-95) Councilor Larochelle, seconded by Councilor Robishaw, moved to Amend Appendix C – Fee Schedule as presented.

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

Order passed – Vote 7-0.

LISBON ATV CLUBS GRANT ENDORSEMENT

INTRODUCTION: Ross Cunningham requested the 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.

VOTE (2023-96) Councilor Larochelle, seconded by Councilor Robishaw, moved to authorize the Town Manager and staff to coordinate and submit a municipal grant for trail maintenance as the fiscal administrator of the grant.

Order passed – Vote 7-0.

APPROVE TOWN MANAGER TO ENTER INTO MOU WITH ATV CLUBS

INTRODUCTION: Ross Cunningham said we've drafted the MOU and heard back from one of the clubs, we're waiting to hear back from the other one.

VOTE (2023-97) Councilor Larochelle, seconded by Councilor Fellows, moved to authorize the Town Manager to enter into a Memorandum of Understanding (MOU) with the ATV Clubs.

Order passed – Vote 7-0.

CDBG BID ACCEPTANCE FOR 210 LISBON STREET

INTRODUCTION: Ross Cunningham said the siding company could not meet the deadline for the full bid, so just the windows will be done at the Bootlegger building owned by Traci Austin at 210 Lisbon Street. He reported that Portland Glass bid \$16,908.89 and recommended Council accept and approve the bid for the windows only.

VOTE (2023-98) Councilor Fellows, seconded by Councilor Larochelle, moved to approve the CDBG amount for new windows from Portland Glass for 210 Lisbon Street in the amount of \$16,908.89.

Order passed – Vote 7-0.

FINANCE COMMITTEE RECOMMENDATION ON MUNICIPAL BUDGET & CIP AND SET PUBLIC HEARING FOR JUNE 20TH

INTRODUCTION: Kevin Ridley, Finance Committee member, said the Committee met on May 8th and it was a very informative discussion. Mr. Ridley affirmed that the recommendations he presented are recommendations which the Finance Committee asked him to present, but he did not confirm they are solely the Finance Committee's. He said he did a budget analysis and they need more data, which the Finance Director is looking into.

He said the Finance Committee recommends the request for a new dog park fence and parking lot at Summer Street park be withdrawn, and asked that the Conservation Committee contact the State Forestry Department to put out bids for harvesting. He said the funds from that would be for Summer Street Park improvements, starting with a parking lot. He said the Finance Committee sees the building of a dog fence as a very extravagant use of Town funds. He said the Town has a Forest Management Plan for both Summer Street and Beaver Parks and he believes that the Summer Street Park is ready for harvesting.

Mr. Ridley said a new motor for Parks is acceptable, but the heat cost of \$2,700.00 per year for electric heat in the lodge is unacceptable. He suggested a timer or heating as needed versus around the clock to save money, along with some other possible options. He said \$27,000.00 over the next 10 years is an extravagant cost to heat the lodge.

The next item Mr. Ridley addressed was the schedule of paving to bring town roads up to minimum standards over the next 10 years. He said it is not in the taxpayer's best interest. He recommended sticking to a plan and providing consistent funding, and that it is a case of pay now or pay more later.

Mr. Ridley said the addition of two more firefighters comes at a significant expense and said the Fire Chief should present written rationale for the expenditure. He suggested there be a call for firefighters on the town's electronic sign to help fill the need.

Next Mr. Ridley said the town needs to factor in the cost of borrowing. He said the town needs to live and govern within its means, or the town taxpayers will suffer the consequences. He said we need to consider Capital expenses, the cheap money days are gone. He said he understood that the Fire Chief sent a letter to the council with an explanation for the firefighters and urged them to study it.

VOTE (2023-99) Councilor Lunt, seconded by Councilor Robishaw, moved to accept the Finance Committee's Municipal budget and Municipal CIP report.

Order passed – Vote 7-0.

OTHER BUSINESS

UPDATE FROM FRIENDS OF WORUMBO

Traci Austin presented an update from the Friends of Worumbo (FOW), which is under the umbrella of Positive Change Lisbon. She said the new acronym for the Worumbo site is WREC, which stands for Worumbo Riverfront Event Center.

Ms. Austin said profits from WREC events will pay for operations and maintenance such as mowing, plowing and other maintenance costs. She said so far WREC has scheduled the Blues Festival, a carnival for the Moxie Festival, Farmer's markets and three concerts including "Surfing the Falls" on September 2nd. She said the concerts are all ticketed events. In addition, she said there will be a Worumbo Fun Run on October 21st and will be a community event. These events will bring customers to the Lisbon businesses.

Ms. Austin said there will be a public forum on May 23rd at Worumbo (rain or shine) to find out more about what events people want to see there. She said some things for the future will perhaps be a post & beam structure and public bathrooms.

Councilor Robishaw said a lot of residents want to know what's going on, what else can the Council do? He suggested a bulletin board at the site, something like that.

Ms. Austin replied that weather issues would affect something outdoors like that. She said they are working on a website, their goal is to have events every Friday, Saturday and Sunday. She said social media and eventually the website will have a full calendar.

Councilor Moore asked about how sponsorship will work. Ms. Austin said they are working on a structure for sponsorship and other options. She said the sponsors of the Blues Festival are not WREC sponsors, they are Blues Festival sponsors.

Councilor Moore asked how event holders are vetted. Ms. Austin responded that WREC has a mission statement, they have a board and forms and categories. She said they must align with the mission statement and address public safety issues.

Mr. Michalowski said the trenching has been started for the lighting to be installed. Mr. Cunningham said that Enterprise Electric hopes to have it hooked up by June 14.

REMOTE MEETING POLICY DISCUSSION

Councilor Fellows said that after the working rules were changed in March it put the remote policy and working rules in conflict. He said he spoke with legal and there are two items to address. First, the remote policy needs to be brought up to current state statutes. He said we have a policy that covers Council and any boards and committees who don't have policies of their own. The Council policy, he explained, is not designed to cover all of them. Second, we need to take into consideration that other committees may need to change their remote meeting policies due to that. He said his recommendation is to ask the Town staff and attorney to re-write and clean up the policy to bring it up to date.

COUNCIL COMMITTEE REPORTS

1. School: No report.
2. Planning Board: Councilor Fellows said at the last meeting the board approved drywall at the old Getty station, he said they want to make it look nice. He said Phase I of the Worumbo plan has been approved. He also said ROS I & II have interesting new changes, the board is giving the Planner direction.
3. Lisbon Development Committee: Ross Cunningham said they are waiting to hear from legal about the abandoned property issue. He said the next meeting is June 14th. The Chair asked Councilor Lunt to be sure to attend that meeting.
4. Conservation Commission: Councilor Moore said he did not attend the recent meeting.
5. Recreation Committee: Councilor Larochelle said there was discussion re: the summer programs. He said MTM discussion will come to the Council soon. Additionally, the before and after school programs are outgrowing their space, and there is work to be done. He said other places are growing, too, and we need to re-assess the functions of the building.
6. County Budget Committee: No report.
7. Library Governing Board: Councilor Keller said Diane Nadeau is retiring soon, they are working on the plan to move the library forward.
8. Water Commission: Councilor Fellows said they are flushing now and beginning the corrosion control process, starting with chlorination, then the corrosion control. He said people will notice the difference.
9. Finance Committee: Councilor Robishaw said they met recently, that Mr. Ridley did a good job with the report to Council. He said the Committee is struggling for members with two vacancies, that it takes dedication and time. Mr. Michalowski added that there are no regular meetings, this committee is ad hoc and meets when needed.

TOWN MANAGER'S REPORT

Mr. Michalowski said he has an update on the Borrough Road Bridge. He said Maine has hit the threshold for FEMA reimbursement, so we are trying for that. He said the road is reduced to one lane, but that trucks and buses can use it. He said we will need to identify funding sources. He also said he met with an engineer about sitelines at Maple & Summer Street and a speed limit sign will be posted.

Mr. Michalowski went on to thank the Boy Scouts for their outstanding efforts in keeping our water clean and educating residents about stormwater pollution. He said we now have two new tax collectors in the front office, and will be hiring at the Police Department, Library, and Summer Day Camp. He added that the town will reject the loam bid as too high. Additionally, the Blues Festival wants to put the stage in a different place than last time, extending onto the sidewalk. He said the Police Chief will assess for approval of that.

APPOINTMENTS—NONE

COUNCILOR COMMUNICATIONS

Councilor Lunt asked what the situation with the audit is. Mr. Michalowski said the Finance Director has been hounding them. They are resolving reconciliations, and that the former Finance Director did that when she was here so they didn't have to do it before.

AUDIENCE PARTICIPATION & RESPONSE FOR NEW ITEMS

Norm Albert of Lisbon said he would like to have an attendance policy for Council liaisons for committee meetings. He also asked where the money for the lights at the Worumbo site came from. Mr. Michalowski said it came from an ECD tiff that was part of a Council order last year for safety lighting.

ADJOURNMENT

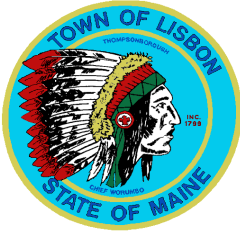
VOTE (2023-100) Councilor Fellows, seconded by Councilor Lunt, moved to adjourn at 9:11 PM.

Order passed – Vote 7-0.

Lisa M. Ward, Council Secretary

Town Clerk

Date Approved: June 20, 2023



**TOWN COUNCIL
MEETING MINUTES
JUNE 06, 2023
LISBON TOWN OFFICE
6:00 PM MEETING**

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

CALL TO ORDER. The Vice Chair, Ray Robishaw, called the meeting to order and led the Pledge of Allegiance to the Flag at 6:00 PM following the Workshop.

ROLL CALL. Members present were Councilors Cain, Fellows, Keller, Larochelle, Lunt, and Robishaw. Also present were Glenn Michalowski, Town Manager; and approximately 3 citizens in the audience.

VOTE (2023-101) Councilor Larochelle, seconded by Councilor Keller, moved to excuse Councilor Moore's absence.

Order passed – Vote 6-0.

EXECUTIVE SESSION

PER 1 MRSA SECTION 405 (6) (A) PERSONNEL MATTERS
PER 1 MRSA SECTION 405 (6) (D) LABOR NEGOTIATIONS

VOTE (2023-102) Councilor Larochelle, seconded by Councilor Robishaw, moved to go into Executive Session per 1 MRSA Section 405 (6) (a) Personnel Matters at 6:01 PM.

Order passed – Vote 6-0.

VOTE (2023-103) Councilor Fellows, seconded by Councilor Lunt, moved to go into Executive Session 1 MRSA Section 405 (6) (d) Labor Negotiations at 6:01 PM.

Order passed – Vote 6-0.

VOTE (2023-103A) Councilor Larochelle, seconded by Councilor Lunt, moved to come out of Executive Session at 7:48 PM.

Order passed – Vote 6-0.

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS—NONE

CONSENT AGENDA

VOTE (2023-104) Councilor Larochelle, seconded by Councilor Robishaw, moved to accept the Consent Agenda as presented.

- A. Municipal Accounts Payable Warrants – \$ 336,514.91
- B. Municipal Payroll Warrants – \$ 444,846.87
- C. School Accounts Payable Warrants– \$ 146,578.89
- D. School Payroll Warrants – \$ 509,354.65
- E. Set Public Hearing for June 20th for Victualer's License for Cheese the Day

Order passed – Vote 6-0.

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

AMENDMENT TO THE REVOLVING LOAN FUND ORDINANCE – *First Reading*

INTRODUCTION: To update the Ordinance cost limits due to inflation and other cost changes.

DIVISION 5, ECONOMIC DEVELOPMENT DEPARTMENT

...

(c) *Program description.* The RLF program is designed to offer financial support for the purchase of fixed capital assets or working capital. Depending on the loan program, eligible businesses may finance up to 30 percent of a project's cost up to a

~~\$100,000.00~~ \$250,000.00 (amount of available funding is determined by account balance). Special consideration for greater participation up to 50 percent will be given to projects that create high end, high wage positions and/or a substantial number of new job opportunities. Under certain circumstances and depending on the loan program, the maximum amount that could be available is 75 percent or ~~\$250,000.00~~ \$500,000.00 whichever is less.

...

VOTE (2023-105) Councilor Larochelle, seconded by Councilor Fellows, moved to amend the standard RLF loan limits to \$250,000.00 and the maximum permitted to be \$500,000.00, Div. 5 Economic Development Department, Section 74-151, Revolving loan fund (RLF) (c).

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

Order passed – Vote 6-0.

MEMORANDUM OF AGREEMENT WITH TEAMSTERS

INTRODUCTION: Mr. Michalowski said it is a 3 year contract, with COLAs (cost of living adjustments) and we addressed some inequities to match the Town policy, as well as some other small changes. He said a big change was bereavement and limiting comp hours to 40 hours. He said other than that, it's just the wages, and that's 5-5-5.

Councilor Lunt asked what the cost of living is now. Mr. Michalowski said it is at 7%, so 5% is a savings.

VOTE (2023-106) Councilor Larochelle, seconded by Councilor Fellows, moved to approve the Memorandum of Agreement with the Public Works Teamsters Union.

Order passed – Vote 6-0.

BID AWARD 2023-005 - 2023 ROAD STRIPING

INTRODUCTION: Three bids were received:

- Lucas Striping \$28,111.76
- Safety Marking Corp. \$32,127.74
- On The Line \$29,316.67.

COUNCILOR COMMENTS: Councilor Larochelle asked if this includes the Davis Street stripe for the walkway, and asked if it will include the bicycle stencil. He said Public Works does the crosswalks, we will need to know who will do it.

Mr. Michalowski said he will have the Public Works Director talk to the contractor to check on a change order.

Councilor Robishaw asked about the State roads versus the non-State roads.

Mr. Michalowski said that Routes 9, 125 and 196 are all included in the striping to be done. He said we get State aid, and will need to talk with DOT.

VOTE (2023-107) Councilor Larochelle, seconded by Councilor Fellows, moved to Award the 2023 Road Striping Contract to the low bidder, Lucas Striping, in the amount of \$28,111.76

Order passed – Vote 6-0.

APPOINTMENT

Item taken out of order.

APPOINTMENT TO THE LISBON DEVELOPMENT COMMITTEE

VOTE (2023-108) Councilor Fellows, seconded by Councilor Larochelle, moved to appoint Dean Willey as an Associate Member of the Lisbon Development Committee.

Order passed – Vote 6-0.

OTHER BUSINESS

TOWN MANAGER'S REPORT

Mr. Michalowski introduced Mr. Chapman, the buyer of the Union Street Dangerous Building. He reminded the Council that Mr. Chapman was not at the previous meeting; his representative was there in his place.

Councilor Larochelle asked Mr. Chapman if he is still actively working on it. Mr. Chapman stated that he is committed to the project and is working with the Economic Development office to decide what to put there.

Mr. Michalowski asked Mr. Chapman to follow up with him. He said the RFP for demolition closes on the 9th and will give him information. He said it will be \$150.00 to \$165.00 per ton to take down the building.

Councilor Fellows said that is Village zoning.

Mr. Chapman said it looks like the driveway next door encroaches on the property, he'll have to deal with that. He said he is thinking of a mix of residences and business space for the property.

Councilor Larochelle asked Mr. Chapman about other properties he owns in Lisbon.

Mr. Chapman said he owns a lot on Hayfield and Shady, and is in the process of purchasing four lots off Ridge Road.

Norm Albert, a member of the audience, requested the Vice Chair allow him to speak.

Mr. Albert said he would like more information about the Amendment to the Revolving Loan Fund. Mr. Michalowski said the ordinance was drafted in 2008, and in order to have a meaningful loan program we adjusted the numbers based on current market conditions. This would give more opportunities to folks to utilize the program, it is the recommendation of the Economic & Community Development and Finance offices.

Mr. Albert said this is a gap program, so is the current program not meeting those needs. Councilor Fellows replied, perhaps. Mr. Albert said he understands there might be an NDA (non-disclosure agreement), but are we saying there are businesses that are coming in that are able to secure primary funding through the normal methods for getting funding, that the gap in funding that the town would offer, that the current limits wouldn't satisfy, that we are still short?

Councilor Larochelle said Mr. Albert is correct, that the reason for the change is for a great opportunity that the town has. He said it is for one particular opportunity but it could be more. He said the Council voted 6-0 to move forward with it, and even though you raise the numbers it does not mean it would be something that is consistent all the time. It's more or less to get us in line with the numbers today. Mr. Albert said he wanted to satisfy his curiosity on that and he understands NDAs.

Mr. Albert also said he is glad the town is working with the new owner of the Union Street building and he is glad the Council is stressing public safety.

Mr. Michalowski continued with his report, stating that building repairs at the Town Offices need to be made. He listed doors, which need to be added for security due to a citation from MMA Worker's Comp, and the outside walls that need repair because insurance will not cover us otherwise. He said the cost is \$26,497.00, and there will be \$10,000.00 from ARPA funds. He said the Finance Director confirmed we are able to do this and Strout Property Management will do the work.

Mr. Michalowski also said that there is a 20 year master plan through AVCOG. A public meeting will be held on June 13 and 14, and there will be information on the Town website.

Regarding the Burrough Road Bridge, Mr. Michalowski said he met with Sagadahoc EMA and the Bowdoin Fire Chief and will reach out to the Road Commissioners. He met with FEMA and the design work and funding has been started. He said Fire suppression is impacted because there are businesses and homes on the road. We are currently looking for temporary options. He added that we are trying to get Bowdoin to share the cost of the rental of a temporary bridge. He said the DOT has reached out to the town of Bowdoin, as well.

Councilor Larochelle asked if there is a legal obligation for Bowdoin. Mr. Michalowski said we have the option of discontinuing the road.

ADJOURNMENT

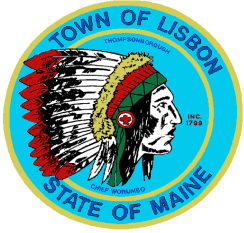
VOTE (2023-109) Councilor Fellows, seconded by Councilor Lunt, moved to adjourn at 7:21 PM.

Order passed – Vote 6-0.

Lisa M. Ward, Council Secretary

Town Clerk

Date Approved: June 20, 2023



**TOWN COUNCIL
MEETING MINUTES
JUNE 12, 2023
LISBON TOWN OFFICE
11:00 AM 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 Vice Chair, Ray Robishaw, called the meeting to order and led the Pledge of Allegiance to the Flag at 11:00 AM.

ROLL CALL. Members present were Councilors Cain, Fellows, Keller, Larochelle, Lunt and Robishaw. Also present were Glenn Michalowski, Town Manager; and approximately 3 citizens in the audience.

VOTE (2023-109A) Councilor Larochelle, seconded by Councilor Fellows, moved to excuse Councilor Moore's absence.

Order passed – Vote 6-0.

CONSENT AGENDA

VOTE (2023-110) Councilor Larochelle, seconded by Councilor Cain, moved to accept the Consent Agenda as presented.

A. Rustic Taps & Catering Liquor License – Blues Festival

B. Barkeep Catering Inc. Catering Liquor License – Blues Festival- The Sausage Kitchen Location

Order passed – Vote 6-0.

OTHER BUSINESS—NONE

ADJOURNMENT

VOTE (2023-111) Councilor Robishaw, seconded by Councilor Lunt, moved to adjourn at 11:04 AM.

Order passed – Vote 6-0.

Lisa M. Ward, Council Secretary

Town Clerk

Date Approved: June 20, 2023

The Moxie Festival - July 7, 8, 9, 2023

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: The Moxie Festival Business Phone: 353-2289Business Location in town: 18 School StreetBusiness Email Address: kmadore@lisbonme.orgBusiness Mailing Address: 300 Lisbon St., Lisbon, ME 04250Owner's Name: Kate MadoreHome Phone: 446-3724 Cell Phone: _____Owner's Home Address (CSZ): 3 Aveny St, Lisbon Falls, ME 04252Residence(s) for last five years: Same

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

Name: Mark Stevens | Name: Kate Madore | Name: _____Address: 37 Cotton Rd | Address: 3 Aveny St | Address: _____Town/State: Lisbon, ME 04250 | Town/State: Lisbon Falls, ME | Town/State: _____Birthdate: 06/09/1964 | Birthdate: 12/22/1984 | 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, Kate Madore (owner's name), Assistant Director (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: Kate Madore Date: 02/07/2023

Business Name: The Moxie Festival - July 7, 8, 9 2023

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: _____

COMPLETE TO HERE BEFORE FILING

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: _____

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.

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

Town of Lisbon
Results of Balloting
June 13, 2023
Lisbon School Budget Validation Referendum

Question 1: Adopt Lisbon School Budget

YES	155
NO	82
Blanks	0

QUESTION 2: If you voted no, was it because

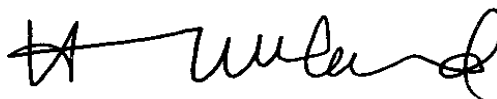
Too Low	19
Too High	74
Blanks	144

Total Municipal Ballots Cast: **237**

Total Registered Voters: **7,120**

Warden: Richard "Rick" Roberts
Deputy Warden: Debora Hill
Deputy Registrar of Voters: Gwen Michel
Election Clerks: Mel Cloutier
Peggy Ganong
Dan Michel
Cindy Roberts
Martha Poliquin
Greg Bianconi
Bill Fuller
Will Willette
Nina Hodgkins
Deputy Clerk: Lisa Smith

Attest:



Lisa M. Ward
Lisbon Town Clerk

TOWN OF LISBON

Food Truck Application

Please attach additional information where applicable.

Thank you for your interest in bringing your Food Truck to Lisbon! This form includes the details needed to complete your application. Please read all information carefully. You can contact us via email with any questions at clerk@lisbonme.org. All Fees are payable to the Town of Lisbon.

Business Name: Cheese The Day

We are a Non-Profit or School Group: ☐ Yes ☐ No

Contact Person/Owner: Aaron Milberger

Mailing Address: 24 Mill Rd Cumberland, ME 04021

Business Email Address: contact@cheesethedayme.com

Home Phone: 573-823-6543 Cell Phone: _____

Owner's Residence Address: 24 Mill Rd Cumberland

Town/City: Cumberland State: ME Zip: 04021

Residence(s) for last 5 years: 24 Mill Rd Cumberland ME 04021

List of Applicant / Partners / Corporate Officers. Please Print Clearly, attach separate sheet if needed.

Name & Address: Aaron Milberger (owner)
24 Mill Rd Cumberland ME Date of Birth: [REDACTED]

Name & Address: _____

_____ Date of Birth: _____

Name & Address: _____

_____ Date of Birth: _____

Town/City: _____ State: _____ Zip: _____

Has applicant's Business License ever been revoked? ☐ Yes ☒ No If yes, Why? _____

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

If yes, describe specific circumstances: _____

Please acknowledge the following and attach where applicable:

- ☒ Copy of State of Maine FOOD LICENSE. State ID License #:
- ☒ Certificate of Liability Insurance is **REQUIRED** for food vendors. Town of Lisbon must be listed as an additional insurer.
- ☐ Proof of non-profit status if applicable.
- ☐ If fixed location, attach Landowner Permission letter.
- ☐ If roaming, attach route map for Police Chief to review.
- ☐ I have scheduled/will schedule a Lisbon Food Truck Site.

COUNCIL ORDERS, RESOLUTIONS & ORDINANCES**ORDER 2023-119****ADOPT FISCAL YEAR 2023-2024 BUDGET**

BE IT HEREBY RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF LISBON
AS FOLLOWS:

2023-2024 MUNICIPAL BUDGET RESOLUTION**For General Government**

Personnel Services	\$ 1,444,719.79
Contractual Services	\$ 602,922.00
R/M & Operating Supplies	\$ 333,284.00
Capital Purchases	\$ <u>138,141.00</u>
Total for the General Government Budget	\$ 2,519,066.79

For Public Safety

Personnel Services	\$ 3,555,643.81
Contractual Services	\$ 355,371.00
R/M & Operating Supplies	\$ 205,059.00
Capital Purchases	\$ <u>265,500.00</u>
Total for the Public Safety Budget	\$ 4,381,573.81

For Public Works

Personnel Services	\$ 1,456,043.54
Contractual Services	\$ 929,500.00
R/M & Operating Supplies	\$ 767,918.24
Capital Purchases	\$ <u>910,525.00</u>
Total for the Public Works Budget	\$ 4,054,971.01

For Public Services

Personnel Services	\$ 1,150,239.00
Contractual Services	\$ 90,379.00
R/M & Operating Supplies	\$ 215,822.00
Capital	\$ <u>20,000.00</u>
Total for the Public Services Budget	\$ 1,476,440.00

For General Assistance, County Tax, Economic Development, Abatements, Debt Service, & Bonds

Personnel Services	\$ 111,659.00
Contractual Services	\$ 944,694.00
R/M & Operating Supplies	\$ 71,810.00
Capital Purchases	\$ <u>738,126.00</u>
Total for the General Assistance, County Tax, Economic Development, Abatements, Debt Service & Bonds	\$ 1,866,289.00

BE IT ORDERED: That the Municipal Budget for the Town of Lisbon for the fiscal year commencing on July 1, 2023 and ending on June 30, 2024 be and hereby is adopted with a total expenditure of \$13,353,646.63, offset by \$471,943 for a net expenditure total of \$12,881,703.63, as well as it being balanced with a total of \$5,270,753.57 in estimated revenue. A summary of appropriations is attached to this Resolution as Exhibit A (*see attached*). A summary of estimated revenue is attached to this Resolution as Exhibit B (*see attached*).

BE IT ORDERED: That the Assessor of the Town of Lisbon be and hereby is directed to assess a tax upon all real estate in Lisbon and liable to be taxed therein, and to assess the owner of personal estate liable to be taxed therein on the first day of April, 2023 A. D. and in accordance with the provisions of the State of Maine in such cases made and provided; make perfect lists under her hand of such assessments and commit the same to the Collector of Taxes of the Town of Lisbon on or before the 1st day of July, 2023. All taxes assessed as above and committed to the Collector shall be due on July 1, 2023. That having set the date on which the first installment of taxes shall become due, to wit July 1, 2023, any taxes remaining unpaid after September 15, 2023 shall bear interest from September 16, 2023 at a rate of 4% per annum, said interest to be added to and become a part of said taxes. That having set the date on which the second installment of taxes shall become due, to wit July 1, 2023, any taxes remaining unpaid after March 15, 2024 shall bear interest from March 16, 2024 at a rate of 4% per annum, said interest to be added to and become a part of said taxes and to fix the rate of interest paid for overpayments at 3% annum.

BE IT ORDERED: That we, the Municipal Officers of the Town of Lisbon, Maine, upon request of Samantha Bryant, Treasurer, of said Town, hereby authorize and direct said Treasurer, pursuant to Title 36, Maine Revised Statutes Annotated, section 906, to apply any tax payment received from an individual as payment for any property tax against outstanding or delinquent taxes due on said property in chronological order beginning with the oldest unpaid tax bill. However, no such payment may be applied to any tax for which an abatement application or appeal is pending unless approved in writing by the taxpayer.

BE IT ORDERED: That the Tax Collector be and hereby is, authorized to accept money prior to the date of the 2024 Tax Commitment in prepayment of taxes at 0% interest, and to issue receipts for the same. It shall be discretionary with the Tax Collector/Town Manager to make arrangements through the Town of Lisbon Tax Club policy with any taxpayer for a schedule of monthly payments without interest and such arrangements, as they jointly deem necessary.

BE IT ORDERED: That the following categories of State funds be accepted during the fiscal year beginning July 1, 2023 and ending June 30, 2024:

- Municipal Revenue Sharing
- Local Road Assistance
- State Aid to Education (including Federal pass-through funds and property tax relief)
- Tree Growth Reimbursement
- General Assistance Reimbursement
- BETE Exemption Reimbursement
- Homestead Exemption Reimbursement

BE IT ORDERED: That the following categories of other funds be accepted and deposited in reserve accounts during the fiscal year beginning July 1, 2023 and ending June 30, 2024, and that the funds be appropriated for their intended purpose:

- State Grant
- Snowmobile Reimbursement Money
- Grants

Donations
Bequeaths
Reimbursements

BE IT ORDERED: That the following be appropriated from unassigned fund balance and deposited into reserve accounts to be expended for their intended purpose:

None	
Total	\$ <u>0.00</u>

BE IT ORDERED: That the following be re-appropriated from FY23 to FY24 as they were appropriated from unassigned fund balance and deposited into reserve accounts during FY23 budget season and were not expended for their intended use during FY23.

None	
Total	\$ <u>0.00</u>

BE IT ORDERED: That the following be appropriated from the Dingley TIF program funds and that additional amounts be appropriated from the Dingley TIF program funds as the Council may determine shall be expended for their intended purpose during the fiscal year.

Economic and Community Development	\$ <u>68,973.00</u>
Total	\$ <u>68,973.00</u>

BE IT ORDERED: That the following July 1, 2022 –June 30, 2023 appropriations be encumbered and placed into capital reserve accounts to be expended for their intended purpose:

Police Department 14040500-50720 Equipment Vehicles to Cruiser Replacement Reserve \$ 29,124.00

BE IT ORDERED: That the following July 1, 2022 –June 30, 2023 appropriations be encumbered and carried forward to the July 1, 2023 – June 30, 2024 fiscal year, to be expended for their intended purpose:

Police Department	14040500-50401	Professional Development	\$ 15,568.00
	14040500-50302	Operating Supplies	\$ 11,608.00
Fire Department	14041500-50562	Personal Protective Equipment	\$ 17,815.48
Library	16060500-50536	Carpeting	\$ 10,000.00
Sewer	65052500-50750	Clarifier / Portable Generator	\$ 146,000.00
Planning	12021600-50451	Contracted Planning Services	\$ 4,881.77
Public Works	15050500-50710	Equipment	\$ 118,000.00
	15050500-50371	Sand and Gravel	\$ 11,311.98
	15050500-50537	Equipment Painting	\$ 4,893.06
Planning Board	12021600-50451	Contracted Planning	\$ 2,679.20
	Total		\$ <u>342,757.49</u>

BE IT ORDERED: That the amount raised and appropriated for Overlay shall be used to fund tax abatements during the fiscal year beginning July 1, 2023 and ending June 30, 2024.

BE IT ORDERED: That the Sewer Budget for the Town of Lisbon for the fiscal year commencing on July 1, 2023 and ending on June 30, 2024 be and hereby is adopted with a total expenditure of \$1,385,356.39, balanced with a total of \$1,603,707.00 in estimated revenue. A summary of appropriations and estimated revenue is attached to this Resolution as Exhibit A (*see attached*).

Pursuant to Title 30-A M.R.S.A. Sec 3406 and the Town of Lisbon Sewerage Ordinance the Town Council hereby adopts the following rates for the Town Sewerage Works:

\$ 8.57 per 100 cu. ft.	Domestic Sewer Rate
\$ 2.99 per 100 cu. ft.	Maine Electronics
\$ 0.15 per gallon	Septage Disposal
\$ 0.08 per gallon	Holding Tank Waste Disposal

The Treasurer of the Town of Lisbon is hereby directed to assess sewer service charges on a quarterly basis as determined by the water meter readings. All sewer service charges remaining unpaid after the date which they are due shall bear interest at a rate of 4% per annum, said interest to be added to and become a part of said sewer service charges.

BE IT ORDERED: That the Tax Club policy, which was adopted in November of 2014, is approved as presented.

BE IT ORDERED: That the Capital Improvement Plan for the Town of Lisbon for the fiscal year commencing on July 1, 2023 and ending on June 30, 2024 be and hereby is adopted as presented and attached to this Resolution as Exhibit C (*see attached*).

__yeas __ nays Order passed/failed.

Roll Call Vote:

Order passed - Vote _____.

FY24

ORG	OBJ	ACCOUNT DESCRIPTION	FY24 Projected Managerial Budget
12020000	40002	In lieu of property taxes	9,000.00
12020000	40020	Motor vehicle excise taxes	1,600,000.00
12020000	40021	Boat excise taxes	7,000.00
12020000	40030	Interest/Penalties on Taxes	36,000.00
12020000	40160	Agent Fees	40,000.00
12020000	40226	State revenue sharing	2,220,323.00
12020000	40227	Urban road initiative program	101,000.00
12020000	40231	Veterans Reimbursement	10,000.00
12020000	40232	Tree Growth Reimbursement	16,000.00
12020000	40235	State Road Revenue	21,727.00
12020000	40261	Copier Revenue	250.00
12020000	40262	NSF Fees	500.00
12020000	40901	Sewer Dept Admin Reimbursement	18,287.00
12020000	40902	Sewer Dept Benefit Reimburseme	6,071.00
12020000	40903	Water Dept Admin Reimbursement	14,192.00
12020000	40904	Water Dept Benefit Reimburseme	5,122.00
12020000	40905	Water Dept IT Reimbursement	4,800.00
12020000	40906	Water Dept Insur Reimbursement	19,593.00

12020000	40992	MEMIC Dividend	-
12020000	40993	Unemployment Dividend	-
12020000	44409	Investment earnings	100,000.00
12020000	48033	Insurance Claim Revenue	-

Total 12020000 General Government

\$ 4,229,865.00

12022500	40100	Business licenses	18,500.00
12022500	40110	Clerk Fees	-
12022500	40112	Vital Records	9,000.00
12022500	40113	Animal Licenses	750.00
12022500	40263	Notary Fees	2,500.00

Total 12022500 Clerk

\$ 30,750.00

12024500	40114	Town Plumbing permits	7,500.00
12024500	40116	Code Enforcement Fines	-
12024500	40266	Construction Fees	30,000.00
12024500	40269	Electrical Permits	9,000.00
12024500	40710	Codes-Sign	-

Total 12024500 Code Enforcement

\$ 46,500.00

Total General Government

\$ 4,307,115.00

13031000	40228	General assistance reimburseme	28,350.00
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Total 30 Health & Welfare/General A

\$ 28,350.00

14040500	40400	Court fines	-
14040500	40401	Parking Tickets	-
14040500	40410	Police Report Fees	1,800.00
14040500	40412	Town Concealed Weapon Permit	-
14040500	NEW	MDEA Reimbursement	106,358.57
14040500	40420	SRO Reimbursement	76,837.00
14040500	40421	School Detail	7,000.00
14040500	40990	Misc. Fees	200.00
14040500	40991	Misc Revenue	-

Total 14040500 Police

\$ 192,195.57

14045000	40450	ACO Fines & Fees	300.00
14045000	40451	Sabattus ACO Revenue	19,446.00
14045000	40452	Bowdoin ACO Revenue	11,539.00
14045000	40453	Durham ACO Revenue	11,995.00
Total 14045000 Animal Control Officer			\$ 43,280.00
14046000	40431	Lisbon Emergency Dispatch	7,000.00
Total 14046000 Lisbon Communications Cen			\$ 7,000.00
Total Public Safety			\$ 242,475.57
15052000	40500	Solid Waste Permits	156,000.00
15052000	40501	Metal	23,000.00
15052000	40502	Cardboard	14,000.00
15052000	40503	Mixed Paper	2,500.00
15052000	40504	Newspaper	500.00
15052000	40505	Yard Items	32,500.00
15052000	40506	Tires	2,300.00
15052000	40515	Unversal Waste	8,200.00
15052000	40521	Commercial Disposal Fee	15,000.00
15052000	40522	Excavation Revenue	3,000.00
Total 15052000 Solid Waste			\$ 257,000.00
Total Public Works			\$ 257,000.00
16060500	40360	Library Non-Resident	1,900.00
16060500	40361	Library Fines	1,000.00
16060500	40362	Library Fax	200.00
16060500	40363	Damage/Lost Fee	400.00
16060500	40960	Restricted Donations	-
Total 605 Library			3,500.00
16061500	40300	Before School	86,000.00
16061500	40301	Fitness Center	15,000.00

16061500	40303	Playground	79,150.00
16061500	40304	Trekker	61,600.00
16061500	40305	Trips/Excursions	20,000.00
16061500	40306	Marion T. Morse	4,500.00
16061500	40307	Fitness Instruction	8,000.00
16061500	40308	Senior Meals	7,000.00
16061500	40309	New Programs	15,000.00
16061500	NEW	Bus Transportation	16,000.00
16061500	40310	Moxie 5-K	3,000.00
16061500	40311	Moxie Car Show	3,000.00
16061500	40320	Basketball 1-3	2,000.00
16061500	40321	Basketball 4-6	2,500.00
16061500	40322	Winter/Spring Swim	-
16061500	40330	Summer Basketball	1,000.00
16061500	40332	Summer Football	2,000.00
16061500	40333	Summer Pee Wee Field Hockey	600.00
16061500	40334	Summer Soccer	1,000.00
16061500	40335	Summer Swim	-
16061500	40336	Co-ed Softball	1,200.00
16061500	40337	Summer Tennis	250.00
16061500	40340	Fall Field Hockey	1,200.00
16061500	40341	Fall Soccer	5,000.00
16061500	40342	Football Tackle 5-6	3,000.00
16061500	40343	Football Tackle 7-8	2,000.00
16061500	40344	Track & Field	2,700.00
16061500	40380	Park Cabin Rent	4,800.00

Total 16061500 Parks & Recreation	\$ 347,500.00
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Total Culture & Recreation	\$ 351,000.00
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17070500	40670	TIF Revenue	68,973.00
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Total 705 Economic Development	68,973.00
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18080500	40800	Interest Rebate	15,840.00
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Total 805 Capital Leases	15,840.00
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Total 1000 General Fund	\$ 5,270,753.57
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65052500	40600	Domestic Sewer Revenue	1,243,509.00
65052500	40601	Industrial Sewer Revenue	131,248.00
65052500	40602	Septage Revenue	182,300.00
65052500	40603	Finance Charges	8,500.00
65052500	40605	Equipment Rental	10,000.00
65052500	40606	Sewer Application Fee	-
65052500	40607	Sewer Hook-Up Fee	7,000.00
65052500	40800	Interest Rebate	6,160.00
65052500	40991	Misc Revenue	15,000.00

Total 65052500 Treatment Plant

\$ 1,603,717.00

Grand Total

\$ 6,874,470.57

12020000 40001 Real estate and personal prope
12020000 40004 Supplmental Real & Prop Taxes

			FY24	compare Managerial to Department	compare Managerial to Department	FY23
				% Change between Department Head Budget	\$ Change between Department Head Budget	
ORG	OBJ	ACCOUNT DESCRIPTION	FY24 Projected Managerial Budget Appropriation	Appropriation and Managerial Budget Appropriation	Appropriation and Managerial Budget Appropriation	FY23 Approved Budget Appropriation
12020500	50108	Elected Officials	19,501.00	-0.04%	(7.00)	19,508.00
12020500	50202	Workers Comp Insurance	92.00	61.40%	35.00	57.00
12020500	50230	FICA Employer Costs	1,492.00	0.00%	-	1,492.00
12020500	50301	Office Supplies	250.00	-50.00%	(250.00)	500.00
12020500	50305	Books and Periodicals	150.00	100.00%	150.00	-
12020500	50306	Postage	50.00	0.00%	-	50.00
12020500	50307	Advertising	-	-100.00%	(800.00)	800.00
12020500	50401	Professional Development	500.00	0.00%	-	500.00
12020500	50960	Employee Recognition	6,200.00	24.00%	1,200.00	\$ 5,000.00
Total 12050500 Elected Officials			\$ 28,235.00	1.18%	\$ 328.00	\$ 27,907.00
12021000	50101	Town Manager	113,300.00	1.87%	2,080.00	\$ 111,220.00
12021000	50104	Non Supervisory	177,842.00	7.13%	11,837.00	\$ 166,005.00
12021000	50107	Administrative	48,735.00	6.50%	2,975.00	\$ 45,760.00
12021000	50201	Unemployment Costs	236.00	-20.81%	(62.00)	\$ 298.00
12021000	50202	Workers Comp Insurance	4,850.00	37.32%	1,318.00	\$ 3,532.00
12021000	50210	MEPERS - Employer Share	34,668.00	5.23%	1,724.00	\$ 32,944.00
12021000	50220	Health Insurance	30,775.00	-51.85%	(33,145.00)	\$ 63,920.00
12021000	50230	FICA Employer Costs	26,001.00	5.23%	1,293.00	\$ 24,708.00
12021000	50301	Office Supplies	2,000.00	0.00%	-	\$ 2,000.00
12021000	50306	Postage	75.00	-75.00%	(225.00)	\$ 300.00
12021000	50307	Advertising	1,000.00	0.00%	-	\$ 1,000.00
12021000	50352	Cell Phone/Allowances	1,260.00	0.00%	-	\$ 1,260.00
12021000	50401	Professional Development	7,000.00	75.00%	3,000.00	\$ 4,000.00
12021000	50402	Dues and Memberships	2,000.00	1900.00%	1,900.00	\$ 100.00
12021000	50413	Mileage/ travel reimbursement	6,020.00	107.59%	3,120.00	\$ 2,900.00
12021000	50451	Contracted Professional Svs	5,000.00	100.00%	5,000.00	\$ -
12021000	50452	Audit services	12,934.00	30.20%	3,000.00	\$ 9,934.00
Total 12021000 Town Manager			\$ 473,696.00	0.81%	\$ 3,815.00	\$ 469,881.00

ORG	OBI	ACCOUNT DESCRIPTION	FY24 Projected Managerial Budget Appropriation	% Change between Department Head Budget Appropriation and Managerial Budget Appropriation	\$ Change between Department Head Budget Appropriation and Managerial Budget Appropriation	FY23 Approved Budget Appropriation
12021500	50108	Elected Officials	788.00	-0.13%	(1.00)	789.00
12021500	50202	Workers Comp Insurance	4.00	300.00%	3.00	1.00
12021500	50230	FICA Employer Costs	61.00	1.67%	1.00	60.00
12021500	50301	Office Supplies	50.00	0.00%	-	50.00
12021500	50306	Postage	50.00	0.00%	-	50.00
12021500	50307	Advertising	250.00	0.00%	-	250.00
12021500	50401	Professional Development	140.00	0.00%	-	140.00
Total 12021500 Appeals Board			\$ 1,343.00	0.22%	\$ 3.00	\$ 1,340.00
12021600	50108	Elected Officials	5,250.00	0.00%	-	5,250.00
12021600	50202	Workers Comp Insurance	25.00	78.57%	11.00	14.00
12021600	50230	FICA Employer Costs	402.00	0.00%	-	402.00
12021600	50301	Office Supplies	250.00	0.00%	-	250.00
12021600	50306	Postage	200.00	33.33%	50.00	150.00
12021600	50307	Advertising	1,000.00	33.33%	250.00	750.00
12021600	50401	Professional Development	400.00	0.00%	-	400.00
12021600	50451	Contracted Professional Service	25,000.00	0.00%	-	25,000.00
Total 12021600 Planning Board			\$ 32,527.00	0.97%	\$ 311.00	\$ 32,216.00
12022000	50450	Legal expense	70,000.00	0.0%	-	70,000.00
Total 12022000 Legal			\$ 70,000.00	0.00%	\$ -	\$ 70,000.00
12022500	50102	Department Head	64,272.00	0.0%	-	64,272.00
12022500	50104	Non Supervisory	51,903.00	33.7%	13,088.00	38,815.00
12022500	50130	Temporary/seasonal	10,000.00	25.0%	2,000.00	8,000.00
12022500	50140	Overtime wages	2,600.00	0.0%	-	2,600.00
12022500	50201	Unemployment Costs	239.00	28.5%	53.00	186.00
12022500	50202	Workers Comp Insurance	603.00	83.8%	275.00	328.00
12022500	50210	MEPERS - Employer Share	10,330.00	1.1%	110.00	10,220.00
12022500	50220	Health Insurance	14,986.00	-57.9%	(20,579.00)	35,565.00
12022500	50230	FICA Employer Costs	9,852.00	13.3%	1,155.00	8,697.00
12022500	50301	Office Supplies	5,300.00	165.0%	3,300.00	2,000.00
12022500	50306	Postage	4,200.00	162.5%	2,600.00	1,600.00

ORG	OBJ	ACCOUNT DESCRIPTION	FY24 Projected Managerial Budget Appropriation	% Change between Department Head Budget Appropriation and Managerial Budget Appropriation	\$ Change between Department Head Budget Appropriation and Managerial Budget Appropriation	FY23 Approved Budget Appropriation
12022500	50307	Advertising	1,800.00	125.0%	1,000.00	800.00
12022500	50308	Printing	5,200.00	92.6%	2,500.00	2,700.00
12022500	50352	Cell Phone/Allowances	420.00	0.0%	-	420.00
12022500	50401	Professional Development	2,000.00	11.1%	200.00	1,800.00
12022500	50402	Dues and Memberships	400.00	0.0%	-	400.00
12022500	50412	Meals and Lodging	1,010.00	0.0%	-	1,010.00
12022500	50413	Mileage/ travel reimbursement	450.00	0.0%	-	450.00
12022500	50451	Contracted Professional Serv	2,260.00	79.4%	1,000.00	1,260.00
12022500	50455	Professional Services	10,450.00	0.0%	-	10,450.00
12022500	50536	R&M: Equipment	2,800.00	0.0%	-	2,800.00
Total 12022500 Clerk			\$ 201,075.00	3.45%	\$ 6,702.00	\$ 194,373.00
12023000	50102	Department Head	90,281.00	3.0%	2,635.00	87,646.00
12023000	50104	Non Supervisory	94,164.00	11.6%	9,775.00	84,389.00
12023000	50140	Overtime wages	1,500.00	200.0%	1,000.00	500.00
12023000	50201	Unemployment Costs	177.00	-21.0%	(47.00)	224.00
12023000	50202	Workers Comp Insurance	870.00	103.3%	442.00	428.00
12023000	50210	MEPERS - Employer Share	18,814.00	7.2%	1,266.00	17,548.00
12023000	50220	Health Insurance	51,583.00	10.6%	4,938.00	46,645.00
12023000	50230	FICA Employer Costs	14,225.00	7.8%	1,026.00	13,199.00
12023000	50301	Office Supplies	3,000.00	0.0%	-	3,000.00
12023000	50306	Postage	1,000.00	25.0%	200.00	800.00
12023000	50352	Cell Phone/Allowances	420.00	0.0%	-	420.00
12023000	50401	Professional Development	4,400.00	0.0%	-	4,400.00
12023000	50402	Dues and Memberships	500.00	0.0%	-	500.00
12023000	50413	Mileage/ travel reimbursement	1,000.00	100.0%	500.00	500.00
12023000	50451	Contracted Professional Serv	1,636.00	0.0%	-	1,636.00
Total 12023000 Finance			\$ 283,570.00	8.30%	\$ 21,735.00	\$ 261,835.00
12023500	50102	Department Head	70,000.00	100.0%	70,000.00	-
12023500	50104	Non Supervisory	120,939.00	3.0%	3,514.00	117,425.00
12023500	50140	Overtime	2,500.00	0.0%	-	2,500.00
12023500	50201	Unemployment Costs	236.00	5.4%	12.00	224.00
12023500	50202	Workers Comp Insurance	905.00	168.5%	568.00	337.00

ORG	OBJ	ACCOUNT DESCRIPTION	% Change between Department Head Budget		\$ Change between Department Head Budget	
			FY24 Projected Managerial Budget Appropriation	Appropriation and Managerial Budget Appropriation	Appropriation and Managerial Budget Appropriation	FY23 Approved Budget Appropriation
12023500	50210	MEPERS - Employer Share	19,476.00	62.6%	7,498.00	11,978.00
12023500	50220	Health Insurance	77,548.00	99.0%	38,572.00	38,976.00
12023500	50230	FICA Employer Costs	14,799.00	61.3%	5,625.00	9,174.00
12023500	50301	Office Supplies	3,000.00	0.0%	-	3,000.00
12023500	50306	Postage	8,000.00	0.0%	-	8,000.00
12023500	50401	Professional Development	1,000.00	66.7%	400.00	600.00
12023500	50402	Dues and Memberships	100.00	100.0%	100.00	-
12023500	50413	Mileage/ travel reimbursement	500.00	0.0%	-	500.00
Total 12023500 Tax Collection			\$ 319,003.00	65.53%	\$ 126,289.00	\$ 192,714.00
12024000	50104	Non-supervisory wages	50,690.00	106.0%	26,083.00	24,607.00
12024000	50201	Unemployment Costs	59.00	-21.3%	(16.00)	75.00
12024000	50202	Workers Comp Insurance	238.00	108.8%	124.00	114.00
12024000	50210	MEPERS - Employer Share	5,171.00	106.0%	2,661.00	2,510.00
12024000	50220	Health Insurance	3,231.00	106.1%	1,663.00	1,568.00
12024000	50230	FICA Employer Costs	3,878.00	106.1%	1,996.00	1,882.00
12024000	50301	Office Supplies	1,700.00	300.0%	1,275.00	425.00
12024000	50306	Postage	400.00	33.3%	100.00	300.00
12024000	50308	Printing	350.00	6.1%	20.00	330.00
12024000	50401	Professional Development	600.00	20.0%	100.00	500.00
12024000	50402	Dues and Memberships	200.00	33.3%	50.00	150.00
12024000	50413	Mileage/ travel reimbursement	700.00	100.0%	350.00	350.00
12024000	50451	Contracted Professional Servic	35,000.00	0.0%	-	35,000.00
12024000	50470	Registry Services	850.00	21.4%	150.00	700.00
12024000	50624	Mapping & Microfiliming	2,000.00	0.0%	-	2,000.00
12024000	53935	Revaluation	30,000.00	0.0%	-	30,000.00
Total 12024000 Assessor			\$ 135,067.00	34.38%	\$ 34,556.00	\$ 100,511.00
12024500	50102	Department Head	79,573.00	3.0%	2,318.00	77,255.00
12024500	50104	Non Supervisory	18,211.00	-56.4%	(23,555.00)	41,766.00
12024500	50201	Unemployment Costs	118.00	-20.8%	(31.00)	149.00
12024500	50202	Workers Comp Insurance	2,747.00	6.6%	169.00	2,578.00
ORG	OBJ	ACCOUNT DESCRIPTION	% Change between Department Head Budget		\$ Change between Department Head Budget	
			FY24 Projected Managerial Budget Appropriation	Appropriation and Managerial Budget Appropriation	Appropriation and Managerial Budget Appropriation	FY23 Approved Budget Appropriation
12024500	50210	MEPERS - Employer Share	8,117.00	-21.9%	(2,273.00)	10,390.00
12024500	50220	Health Insurance	27,270.00	38.8%	7,625.00	19,645.00
12024500	50230	FICA Employer Costs	7,481.00	-17.8%	(1,624.00)	9,105.00
12024500	50301	Office Supplies	1,600.00	1.6%	25.00	1,575.00
12024500	50306	Postage	200.00	33.3%	50.00	150.00
12024500	50352	Cell Phone/Allowances	420.00	0.0%	-	420.00
12024500	50375	Gas	850.00	0.0%	-	850.00
12024500	50401	Professional Development	800.00	33.3%	200.00	600.00
12024500	50402	Dues and Memberships	120.00	0.0%	-	120.00
12024500	50501	Vehicle Repairs	200.00	-80.0%	(800.00)	1,000.00
12024500	50624	Mapping & Microfiliming	3,150.00	215.0%	2,150.00	1,000.00
Total 12024500 Code Enforcement			\$ 150,857.00	-9.45%	\$ (15,746.00)	\$ 166,603.00
12025500	50221	HRA Costs	34,500.00	15.0%	4,500.00	30,000.00
12025500	50601	General Liability	6,650.00	15.0%	868.00	5,782.00
12025500	50602	Vehicle Insurance	23,033.00	15.0%	3,005.00	20,028.00
12025500	50603	Police Liability	6,097.00	15.0%	796.00	5,301.00
12025500	50604	Property Insurance	43,728.00	15.0%	5,704.00	38,024.00
12025500	50606	Crime Insurance	489.00	15.1%	64.00	425.00
12025500	50607	Public Officials	1,777.00	15.0%	232.00	1,545.00
12025500	50608	Employment Liability	2,371.00	15.0%	310.00	2,061.00
12025500	50609	Public Officials Bond Insuranc	3,422.00	15.0%	447.00	2,975.00
12025500	50610	Critical Incident Ins.	1,449.00	15.0%	189.00	1,260.00
Total 12025500 Liability Insurance Progr			\$ 123,516.00	15.00%	\$ 16,115.00	\$ 107,401.00
12026500	50360	Minor equipment	31,200.00	48.6%	10,200.00	\$ 21,000.00

12026500	50454	Internet and website hosting	14,256.00	2.8%	395.00	\$ 13,861.00
12026500	50530	Software and Services	252,370.00	14.3%	31,570.00	\$ 220,800.00
12026500	50536	R&M: Equipment	62,000.00	158.3%	38,000.00	\$ 24,000.00
Total 12026500 Technology			\$ 359,826.00	28.67%	\$ 80,165.00	\$ 279,661.00
				% Change between Department Head Budget	\$ Change between Department Head Budget	
ORG	OBJ	ACCOUNT DESCRIPTION	FY24 Projected Managerial Budget Appropriation	Appropriation and Managerial Budget Appropriation	Appropriation and Managerial Budget Appropriation	FY23 Approved Budget Appropriation
12028000	51300	Required Local Share	4,799,493.00	8.7%	382,110.00	\$ 4,417,383.00
12028000	51310	Add'l Local Share	2,448,583.00	-14.2%	(406,228.00)	\$ 2,854,811.00
12028000	51320	Local Share Debt	430,229.00	-2.0%	(8,591.00)	\$ 438,820.00
12028000	51330	Local Share Adult Education	17,418.00	-20.3%	(4,450.00)	\$ 21,868.00
Total 12028000 School			\$ 7,695,723.00	-0.48%	\$ (37,159.00)	\$ 7,732,882.00
12051500	50104	Non-supervisory wages	15,783.00	-2.1%	(337.00)	16,120.00
12051500	50201	Unemployment Costs	59.00	-21.3%	(16.00)	75.00
12051500	50202	Workers Comp Insurance	613.00	16.3%	86.00	527.00
12051500	50230	FICA taxes	1,017.00	-17.5%	(216.00)	1,233.00
12051500	50302	Operating supplies	6,500.00	0.0%	-	6,500.00
12051500	50451	Contracted Professional Servc	-	-100.0%	(20,000.00)	20,000.00
12051500	50510	Electricity	48,000.00	0.0%	-	48,000.00
12051500	50511	Water usage fees	2,622.00	14.0%	322.00	2,300.00
12051500	50512	Telephone	10,500.00	0.0%	-	10,500.00
12051500	50513	Sewer Expense	857.00	4.0%	33.00	824.00
12051500	50514	Heating Fuel	20,000.00	19.8%	3,300.00	16,700.00
12051500	50515	Natural Gas	37,000.00	8.8%	3,000.00	34,000.00
12051500	50520	Building Expense	138,141.00	207.0%	93,141.00	45,000.00
12051500	50536	R&M: Equipment	45,000.00	15.7%	6,095.00	38,905.00
12051500	50549	R & M Buildings	23,000.00	0.0%	-	23,000.00
Total 12051500 Town Buildings			\$ 349,092.00	32.39%	\$ 85,408.00	\$ 263,684.00
Total 12020000 General Government Excluding School			\$ 2,527,807.00	16.59%	\$ 359,681.00	\$ 2,168,126.00
13030500	50102	Department Head	5,901.00	3.0%	172.00	5,729.00
13030500	50202	Workers Comp Insurance	198.00	7.0%	13.00	185.00
13030500	50210	MEPERS - Employer Share	602.00	3.1%	18.00	584.00
13030500	50230	FICA Employer Costs	452.00	3.2%	14.00	438.00
13030500	50301	Office Supplies	50.00	0.0%	-	50.00
Total 13030500 Health Officer			\$ 7,203.00	3.11%	\$ 217.00	\$ 6,986.00

ORG	OBJ	ACCOUNT DESCRIPTION	FY24 Projected Managerial Budget Appropriation	% Change between Department Head Budget Appropriation and Managerial Budget Appropriation	\$ Change between Department Head Budget Appropriation and Managerial Budget Appropriation	FY23 Approved Budget Appropriation
13031000	50140	Overtime wages	2,500.00	0.0%	-	2,500.00
13031000	50202	Workers Comp Insurance	12.00	-14.3%	(2.00)	14.00
13031000	50210	MEPERS - Employer Share	255.00	0.0%	-	255.00
13031000	50230	FICA Employer Costs	192.00	0.0%	-	192.00
13031000	50301	Office Supplies	800.00	0.0%	-	800.00
13031000	50306	Postage	100.00	0.0%	-	100.00
13031000	50352	Cell Phone allowance	365.00	0.0%	-	365.00
13031000	50401	Professional Development	800.00	0.0%	-	800.00
13031000	50440	General Assistance	40,500.00	35.0%	10,500.00	30,000.00
Total 13031000 General Assistance			\$ 45,524.00	29.97%	\$ 10,498.00	\$ 35,026.00

14040500	50102	Department Head	98,144.00	3.0%	2,859.00	95,285.00
14040500	50104	Non Supervisory	1,098,057.00	10.8%	107,132.00	990,925.00
14040500	50107	Administrative	53,603.00	3.0%	1,561.00	52,042.00
14040500	50116	Union	17,000.00	0.0%	-	17,000.00
14040500	50117	Misc. Police Detail	10,000.00	42.9%	3,000.00	7,000.00
14040500	50130	Temporary/seasonal	34,994.00	0.0%	-	34,994.00
14040500	50140	Overtime wages	47,704.00	21.1%	8,304.00	39,400.00
14040500	50143	Court time	5,000.00	0.0%	-	5,000.00
14040500	50145	Replacement Wages	170,178.00	18.0%	25,978.00	144,200.00
14040500	50201	Unemployment Costs	1,309.00	-21.0%	(349.00)	1,658.00
14040500	50202	Workers Comp Insurance	74,449.00	75.3%	31,980.00	42,469.00
14040500	50210	MEPERS - Employer Share	187,115.00	6.5%	11,473.00	175,642.00
14040500	50220	Health Insurance	347,580.00	10.5%	33,130.00	314,450.00
14040500	50230	FICA Employer Costs	116,103.00	10.9%	11,386.00	104,717.00
14040500	50260	Uniform cleaning	500.00	0.0%	-	500.00
14040500	50301	Office Supplies	5,150.00	0.0%	-	5,150.00
14040500	50302	Operating supplies	17,000.00	21.4%	3,000.00	14,000.00
14040500	50306	Postage	300.00	-14.3%	(50.00)	350.00
14040500	50307	Advertising	200.00	0.0%	-	200.00
14040500	50308	Printing	3,400.00	30.8%	800.00	2,600.00
14040500	50349	Recruitment Testing	1,750.00	0.0%	-	1,750.00
14040500	50351	Clothing/Boot Allowance	21,800.00	12.4%	2,400.00	19,400.00
14040500	50352	Cell Phone/Allowances	6,634.00	5.7%	360.00	6,274.00
14040500	50353	Physicals	1,900.00	0.0%	-	1,900.00

ORG	OBJ	ACCOUNT DESCRIPTION	FY24 Projected Managerial Budget Appropriation	% Change between Department Head Budget Appropriation and Managerial Budget Appropriation	\$ Change between Department Head Budget Appropriation and Managerial Budget Appropriation	FY23 Approved Budget Appropriation
14040500	50375	Gas	33,775.00	-10.6%	(4,000.00)	37,775.00
14040500	50377	Diesel	234.00	0.0%	-	234.00
14040500	50378	Tires Expense	6,628.00	29.3%	1,500.00	5,128.00
14040500	50401	Professional Development	18,000.00	13.3%	2,114.00	15,886.00
14040500	50413	Mileage/ travel reimbursement	450.00	0.0%	-	450.00
14040500	50415	Education Program	2,608.00	0.0%	-	2,608.00
14040500	50501	Vehicle Repairs	13,000.00	0.0%	-	13,000.00
14040500	50512	Telephone	7,768.00	0.0%	-	7,768.00
14040500	50532	R&M Office Equipment	2,000.00	0.0%	-	2,000.00
14040500	50536	R&M: Equipment	5,500.00	0.0%	-	5,500.00
14040500	50710	Equipment	18,750.00	400.0%	15,000.00	3,750.00
14040500	50720	Equipment – vehicles	90,000.00	34.3%	23,000.00	67,000.00
Total 14040500 Police			\$ 2,518,583.00	12.54%	\$ 280,578.00	\$ 2,238,005.00

14041500	50102	Department Head	95,232.00	8.7%	7,586.00	87,646.00
14041500	50104	Non Supervisory	198,776.00	118.9%	107,981.00	90,795.00
14041500	50130	Temporary/seasonal wages	208,526.00	13.9%	25,396.00	183,130.00
14041500	50201	Unemployment Costs	1,253.00	25.8%	257.00	996.00
14041500	50202	Workers Comp Insurance	68,528.00	276.5%	50,328.00	18,200.00
14041500	50210	MEPERS - Employer Share	37,633.00	57.4%	13,722.00	23,911.00
14041500	50220	Health Insurance	96,793.00	83.2%	43,952.00	52,841.00
14041500	50230	FICA Employer Costs	38,444.00	39.0%	10,784.00	27,660.00
14041500	50301	Office Supplies	500.00	0.0%	-	500.00
14041500	50302	Operating supplies	9,000.00	0.0%	-	9,000.00
14041500	50306	Postage	75.00	0.0%	-	75.00
14041500	50351	Clothing/Boot Allowance	6,000.00	50.0%	2,000.00	4,000.00
14041500	50352	Cell Phone/Allowances	420.00	0.0%	-	420.00
14041500	50353	Physicals	5,000.00	0.0%	-	5,000.00
14041500	50370	Parts - Supplies	6,200.00	0.0%	-	6,200.00
14041500	50375	Gas	2,400.00	22.1%	435.00	1,965.00
14041500	50377	Diesel	8,420.00	60.7%	3,180.00	5,240.00

14041500	50378	Tires Expense	4,800.00	71.4%	2,000.00	2,800.00
14041500	50401	Professional Development	7,500.00	0.0%	-	7,500.00
14041500	50413	Mileage/ travel reimbursement	150.00	0.0%	-	150.00
14041500	50490	Capital Projects Reserve	75,000.00	0.0%	-	75,000.00

ORG	OBJ	ACCOUNT DESCRIPTION	% Change between Department Head Budget		\$ Change between Department Head Budget	
			FY24 Projected Managerial Budget Appropriation	Appropriation and Managerial Budget Appropriation	Appropriation and Managerial Budget Appropriation	FY23 Approved Budget Appropriation
14041500	50511	Water Usage	599.00	14.1%	74.00	525.00
14041500	50512	Telephone	2,508.00	0.0%	-	2,508.00
14041500	50513	Sewer Expense	361.00	4.0%	14.00	347.00
14041500	50536	R&M: Equipment	40,000.00	60.0%	15,000.00	25,000.00
14041500	50544	R & M: Radios	16,878.00	22.1%	3,058.00	13,820.00
14041500	50560	Fire Fighting Foam	3,500.00	16.7%	500.00	3,000.00
14041500	50561	EMS Supplies	2,500.00	0.0%	-	2,500.00
14041500	50562	Personal Protective Equipment	40,900.00	-5.0%	(2,147.00)	43,047.00
14041500	50563	Hose Replacement	12,000.00	6.2%	700.00	11,300.00
14041500	50710	Equipment	28,600.00	-33.9%	(14,700.00)	43,300.00
Total 14041500 Fire Department			\$ 1,018,496.00	36.09%	\$ 270,120.00	\$ 748,376.00

14043000	50100	LEMS Stipend	340,610.00	1.8%	5,983.00	334,627.00
14043000	50104	Non Supervisory	1,658.00	3.0%	49.00	1,609.00
14043000	50201	Unemployment Costs	9.00	-10.0%	(1.00)	10.00
14043000	50202	Workers Comp Insurance	56.00	-1.8%	(1.00)	57.00
14043000	50210	MEPERS - EMPLOYER SHARE	170.00	100.0%	170.00	-
14043000	50230	FICA Employer Costs	127.00	3.3%	4.00	123.00
Total 14043000 Emergency Management			\$ 342,630.00	1.84%	\$ 6,204.00	\$ 336,426.00

14045000	50104	Non Supervisory	56,779.00	3.0%	1,654.00	55,125.00
14045000	50140	Overtime	2,160.00	0.0%	-	2,160.00
14045000	50201	Unemployment Costs	86.00	-23.2%	(26.00)	112.00
14045000	50202	Workers Comp Insurance	1,048.00	18.7%	165.00	883.00
14045000	50210	MEPERS - Employer Share	5,792.00	2.0%	115.00	5,677.00
14045000	50220	Health Insurance	27,270.00	9.7%	2,418.00	24,852.00
14045000	50230	FICA Employer Costs	4,509.00	2.9%	127.00	4,382.00
14045000	50302	Operating supplies	1,000.00	0.0%	-	1,000.00
14045000	50351	Clothing/Boot Allowance	600.00	0.0%	-	600.00
14045000	50352	Cell Phone/Allowances	720.00	15.2%	95.00	625.00
14045000	50375	Gas	3,968.00	0.0%	-	3,968.00
14045000	50378	Tires Expense	700.00	0.0%	-	700.00
14045000	50401	Professional Development	400.00	0.0%	-	400.00
14045000	50453	Animal Shelter Services	14,761.00	4.8%	680.00	14,081.00

ORG	OBJ	ACCOUNT DESCRIPTION	% Change between Department Head Budget		\$ Change between Department Head Budget	
			FY24 Projected Managerial Budget Appropriation	Appropriation and Managerial Budget Appropriation	Appropriation and Managerial Budget Appropriation	FY23 Approved Budget Appropriation
14045000	50536	R&M: Equipment	2,000.00	110.5%	1,050.00	950.00
14045000	50710	Equipment	250.00	0.0%	-	250.00
14045000	50720	Vehicles	0.00	0.0%	-	-
Total 14045000 Animal Control Officer			\$ 122,043.00	5.4%	\$ 6,278.00	\$ 115,765.00

14046000	50104	Non Supervisory	199,286.00	1.9%	3,803.00	195,483.00
14046000	50116	Union	3,500.00	0.0%	-	3,500.00
14046000	50130	Temporary/seasonal	21,630.00	0.0%	-	21,630.00
14046000	50140	Overtime wages	1,350.00	0.0%	-	1,350.00
14046000	50145	Replacement Wages	62,325.00	21.0%	10,825.00	51,500.00
14046000	50201	Unemployment Costs	360.00	20.8%	62.00	298.00
14046000	50202	Workers Comp Insurance	1,318.00	71.4%	549.00	769.00
14046000	50210	MEPERS - Employer Share	33,275.00	1.2%	400.00	32,875.00
14046000	50220	Health Insurance	29,345.00	-26.8%	(10,746.00)	40,091.00
14046000	50230	FICA Employer Costs	22,039.00	6.5%	1,349.00	20,690.00
14046000	50301	Office Supplies	1,000.00	0.0%	-	1,000.00
14046000	50307	Advertising	120.00	0.0%	-	120.00
14046000	50349	Recruitment Testing	300.00	0.0%	-	300.00
14046000	50351	Clothing/Boot Allowance	2,250.00	0.0%	-	2,250.00
14046000	50401	Professional Development	1,450.00	0.0%	-	1,450.00
14046000	50512	Telephone	1,900.00	0.0%	-	1,900.00
14046000	50536	R&M: Equipment	1,125.00	0.0%	-	1,125.00
Total 14046000 Lisbon Communications Cen			\$ 382,573.00	1.66%	\$ 6,242.00	\$ 376,331.00

15050500	40402	Fees & Fines	2,500.00	0.0%	-	2,500.00
15050500	50102	Department Head	92,724.00	3.0%	2,699.00	90,025.00

15050500	50104	Non Supervisory	456,561.00	5.7%	24,535.00	432,026.00
15050500	50107	Administrative	41,927.00	11.8%	4,435.00	37,492.00
15050500	50116	Union	25,500.00	0.0%	-	25,500.00
15050500	50140	Overtime wages	40,000.00	0.0%	-	40,000.00
15050500	50201	Unemployment Costs	706.00	-13.9%	(114.00)	820.00
15050500	50202	Workers Comp Insurance	47,676.00	23.2%	8,970.00	38,706.00
15050500	50210	MEPERS - Employer Share	64,384.00	5.3%	3,231.00	61,153.00
15050500	50220	Health Insurance	141,329.00	19.5%	23,041.00	118,288.00

ORG	OBJ	ACCOUNT DESCRIPTION	% Change between Department Head Budget		\$ Change between Department Head Budget	
			FY24 Projected Managerial Budget Appropriation	Appropriation and Managerial Budget Appropriation	Appropriation and Managerial Budget Appropriation	FY23 Approved Budget Appropriation
15050500	50230	FICA Employer Costs	50,239.00	5.1%	2,423.00	47,816.00
15050500	50240	Medical testing	1,000.00	66.7%	400.00	600.00
15050500	50301	Office Supplies	2,000.00	33.3%	500.00	1,500.00
15050500	50302	Operating supplies	8,500.00	0.0%	-	8,500.00
15050500	50306	Postage	150.00	0.0%	-	150.00
15050500	50307	Advertising	1,500.00	50.0%	500.00	1,000.00
15050500	50330	Drug Testing	1,500.00	0.0%	-	1,500.00
15050500	50351	Clothing/Boot Allowance	10,750.00	0.0%	-	10,750.00
15050500	50352	Cell Phone/Allowances	1,600.00	0.0%	-	1,600.00
15050500	50360	Minor equipment	5,000.00	66.7%	2,000.00	3,000.00
15050500	50363	Culverts	15,000.00	0.0%	-	15,000.00
15050500	50366	Asphalt-Hot Top	25,000.00	0.0%	-	25,000.00
15050500	50367	Excavation Expense	5,000.00	0.0%	-	5,000.00
15050500	50370	Parts - Supplies	80,000.00	45.5%	25,000.00	55,000.00
15050500	50371	Sand & Gravel	20,000.00	33.3%	5,000.00	15,000.00
15050500	50375	Gas	9,000.00	9.2%	760.00	8,240.00
15050500	50376	Oils and lubricants	6,000.00	33.3%	1,500.00	4,500.00
15050500	50377	Diesel	32,000.00	-9.4%	(3,312.00)	35,312.00
15050500	50378	Tires Expense	6,500.00	30.0%	1,500.00	5,000.00
15050500	50401	Professional Development	5,200.00	30.0%	1,200.00	4,000.00
15050500	50412	Meals and Lodging	665.00	33.0%	165.00	500.00
15050500	50413	Mileage/ travel reimbursement	500.00	0.0%	-	500.00
15050500	50430	Filing fees/licenses/permits	1,200.00	0.0%	-	1,200.00
15050500	50455	Profesional Services	28,000.00	6.1%	1,600.00	26,400.00
15050500	50511	Water Usage	570.00	14.0%	70.00	500.00
15050500	50512	Telephone	4,020.00	0.0%	-	4,020.00
15050500	50513	Sewer Expense	637.00	4.1%	25.00	612.00
15050500	50535	Rental of Equipment	25,000.00	0.0%	-	25,000.00
15050500	50536	R&M: Equipment	12,000.00	50.0%	4,000.00	8,000.00
15050500	50537	Equipment Painting	5,000.00	0.0%	-	5,000.00
15050500	50538	Loam & Seed	1,500.00	0.0%	-	1,500.00
15050500	50539	R&M: Catch Basins & Manhole Cv	5,000.00	0.0%	-	5,000.00
15050500	50541	Ground repair and maintenance	6,500.00	0.0%	-	6,500.00
15050500	50544	R & M: Radios	2,500.00	66.7%	1,000.00	1,500.00
15050500	50545	R & M: TREE REMOVE/REPLA	10,000.00	53.8%	3,500.00	6,500.00
15050500	50547	R & M: SIGNS	3,000.00	0.0%	-	3,000.00

ORG	OBJ	ACCOUNT DESCRIPTION	% Change between Department Head Budget		\$ Change between Department Head Budget	
			FY24 Projected Managerial Budget Appropriation	Appropriation and Managerial Budget Appropriation	Appropriation and Managerial Budget Appropriation	FY23 Approved Budget Appropriation
15050500	50548	R & M: STREETS	35,000.00	0.0%	-	35,000.00
15050500	50710	Equipment	435,500.00	233.2%	304,800.00	130,700.00
15050500	50770	Infrastructure- Paving	-	-100.0%	(475,000.00)	475,000.00

Total 15050500 Department of Public Work	\$ 1,775,838.00	-3.03%	\$ (55,572.00)	\$ 1,831,410.00
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15051000	50140	Overtime	65,000.00	0.0%	-	65,000.00
15051000	50202	Workers Comp Insurance	5,436.00	243.8%	3,855.00	1,581.00
15051000	50210	MEPERS - Employer Share	6,630.00	0.0%	-	6,630.00
15051000	50230	FICA Employer Costs	4,973.00	0.0%	-	4,973.00
15051000	50303	Other Supplies	312,000.00	62.2%	119,651.00	192,349.00
15051000	50370	Parts - Supplies	55,000.00	57.1%	20,000.00	35,000.00
15051000	50451	Contracted Professional Servc	50,000.00	0.0%	-	50,000.00

Total 15051000 Winter Operations	\$ 499,039.00	40.36%	\$ 143,506.00	\$ 355,533.00
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15052000	50104	Non Supervisory	225,998.00	6.0%	12,881.00	213,117.00
15052000	50116	Union Negotiations	5,600.00	0.0%	-	5,600.00
15052000	50140	Overtime wages	0.00	0.0%	-	-
15052000	50201	Unemployment Costs	412.00	-14.2%	(68.00)	480.00
15052000	50202	Workers Comp Insurance	12,318.00	73.3%	5,212.00	7,106.00
15052000	50210	MEPERS - Employer Share	23,052.00	6.0%	1,314.00	21,738.00
15052000	50220	Health Insurance	57,033.00	12.7%	6,425.00	50,608.00
15052000	50230	FICA Employer Costs	17,718.00	5.9%	986.00	16,732.00

15052000	50240	Medical testing	750.00	50.0%	250.00	500.00
15052000	50301	Office Supplies	500.00	0.0%	-	500.00
15052000	50302	Operating supplies	6,000.00	0.0%	-	6,000.00
15052000	50306	Postage	80.00	0.0%	-	80.00
15052000	50307	Advertising	100.00	0.0%	-	100.00
15052000	50308	Printing	1,500.00	0.0%	-	1,500.00
15052000	50330	Drug Testing	350.00	0.0%	-	350.00
15052000	50351	Clothing/Boot Allowance	3,500.00	0.0%	-	3,500.00
15052000	50352	Cell Phone allowance	420.00	0.0%	-	420.00
15052000	50369	Land Fill	5,000.00	0.0%	-	5,000.00
15052000	50370	Parts - Supplies	10,000.00	0.0%	-	10,000.00
15052000	50377	Diesel	6,180.00	0.0%	-	6,180.00

ORG	OBJ	ACCOUNT DESCRIPTION	FY24 Projected Managerial Budget Appropriation	% Change between Department Head Budget Appropriation and Managerial Budget Appropriation	\$ Change between Department Head Budget Appropriation and Managerial Budget Appropriation	FY23 Approved Budget Appropriation
15052000	50378	Tires Expense	5,500.00	22.2%	1,000.00	4,500.00
15052000	50401	Professional Development	250.00	0.0%	-	250.00
15052000	50413	Mileage/ travel reimbursement	250.00	0.0%	-	250.00
15052000	50430	Filing fees/licenses/permits	1,000.00	42.9%	300.00	700.00
15052000	50511	Water usage fees	2,394.00	14.0%	294.00	2,100.00
15052000	50512	Telephone	1,512.00	0.0%	-	1,512.00
15052000	50513	Sewer Expense	568.00	4.0%	22.00	546.00
15052000	50536	R&M: Equipment	5,000.00	0.0%	-	5,000.00
15052000	50556	Trash Removal	300,000.00	0.0%	-	300,000.00
15052000	50720	Equipment – vehicles	0.00	-100.0%	(2,500.00)	2,500.00
Total 15052000 Solid Waste			\$ 692,985.00	3.92%	\$ 26,116.00	\$ 666,869.00
15053500	50510	Electricity	78,000.00	0.0%	-	78,000.00
15053500	50534	Hydrant Rental	549,500.00	14.5%	69,500.00	480,000.00
15053500	50536	R&M: Equipment	17,000.00	0.0%	-	17,000.00
Total 15053500 Other Public Works			\$ 644,500.00	12.09%	\$ 69,500.00	\$ 575,000.00

16060500	50102	Department Head	65,853.00	-15.3%	(11,877.00)	77,730.00
16060500	50104	Non Supervisory	183,462.00	8.7%	14,644.00	168,818.00
16060500	50201	Unemployment Costs	315.00	-15.5%	(58.00)	373.00
16060500	50202	Workers Comp Insurance	1,339.00	104.4%	684.00	655.00
16060500	50210	MEPERS - Employer Share	25,431.00	1.1%	283.00	25,148.00
16060500	50220	Health Insurance	80,779.00	-6.9%	(5,983.00)	86,762.00
16060500	50230	FICA Employer Costs	19,073.00	1.1%	212.00	18,861.00
16060500	50301	Office Supplies	2,600.00	-16.1%	(500.00)	3,100.00
16060500	50302	Operating supplies	33,500.00	6.3%	2,000.00	31,500.00
16060500	50306	Postage	4,420.00	10.1%	405.00	4,015.00
16060500	50308	Printing	250.00	0.0%	-	250.00
16060500	50352	Cell Phone/Allowances	420.00	0.0%	-	420.00
16060500	50401	Professional Development	400.00	128.6%	225.00	175.00
16060500	50402	Dues and Memberships	170.00	70.0%	70.00	100.00
16060500	50413	Mileage/ travel reimbursement	150.00	100.0%	75.00	75.00
16060500	50511	Water usage fees	313.00	30.4%	73.00	240.00
16060500	50512	Telephone	2,420.00	0.0%	1.00	2,419.00

ORG	OBJ	ACCOUNT DESCRIPTION	FY24 Projected Managerial Budget Appropriation	% Change between Department Head Budget Appropriation and Managerial Budget Appropriation	\$ Change between Department Head Budget Appropriation and Managerial Budget Appropriation	FY23 Approved Budget Appropriation
16060500	50513	Sewer Expense	189.00	4.4%	8.00	181.00
16060500	50536	R&M: Equipment	1,500.00	-86.8%	(9,850.00)	11,350.00
Total 16060500 Library			\$ 422,584.00	-2.22%	\$ (9,588.00)	\$ 432,172.00

16061500	50102	Department Head	92,018.00	2.8%	2,541.00	89,477.00
16061500	50104	Non Supervisory	288,204.00	7.1%	19,205.00	268,999.00
16061500	50130	Temporary/seasonal	176,738.00	6.7%	11,152.00	165,586.00
16061500	50140	Overtime	5,000.00	0.0%	-	5,000.00
16061500	50201	Unemployment Costs	1,528.00	310.8%	1,156.00	372.00
16061500	50202	Workers Comp Insurance	24,968.00	51.1%	8,448.00	16,520.00
16061500	50210	MEPERS - Employer Share	30,813.00	4.5%	1,316.00	29,497.00
16061500	50220	Health Insurance	42,255.00	-58.8%	(60,290.00)	102,545.00
16061500	50230	FICA Employer Costs	42,990.00	6.2%	2,517.00	40,473.00
16061500	50301	Office Supplies	1,800.00	20.0%	300.00	1,500.00
16061500	50302	Operating supplies	50,000.00	6.4%	3,000.00	47,000.00
16061500	50306	Postage	200.00	0.0%	-	200.00
16061500	50307	Advertising	1,000.00	0.0%	-	1,000.00
16061500	50351	Clothing/Boot Allowance	1,000.00	25.0%	200.00	800.00
16061500	50352	Cell Phone/Allowances	1,250.00	48.8%	410.00	840.00

16061500	50355	Co-Ed Softball/Fast Pitch	7,500.00	-4.5%	(353.00)	7,853.00
16061500	50356	Summer Trips	23,000.00	15.0%	3,000.00	20,000.00
16061500	50357	Sunshine Hill	3,800.00	26.7%	800.00	3,000.00
16061500	50358	New Programs	8,000.00	58.6%	2,955.00	5,045.00
16061500	50359	Officials	3,800.00	0.0%	-	3,800.00
16061500	50375	Gas	7,600.00	0.0%	-	7,600.00
16061500	50377	Diesel	1,800.00	0.0%	-	1,800.00
16061500	50380	Uniforms/safety equipment	1,000.00	0.0%	-	1,000.00
16061500	50401	Professional Development	3,000.00	100.0%	1,500.00	1,500.00
16061500	NEW	Bus Transportation	16,000.00	100.0%	16,000.00	-
16061500	50414	Senior Meals Expense	7,500.00	7.1%	500.00	7,000.00
16061500	50501	Vehicle Repairs	3,000	0.0%	-	3,000.00
16061500	50510	Electricity	3,000	900.0%	2,700.00	300.00
16061500	50511	Water Usage	5,130	14.0%	630.00	4,500.00
16061500	50512	Telephone	3,800	-0.7%	(28.00)	3,828.00
16061500	50513	Sewer Expense	1,000	29.4%	227.00	773.00

ORG	OBJ	ACCOUNT DESCRIPTION	FY24 Projected Managerial Budget Appropriation	% Change between Department Head Budget Appropriation and Managerial Budget Appropriation	\$ Change between Department Head Budget Appropriation and Managerial Budget Appropriation	FY23 Approved Budget Appropriation
16061500	50522	Space Rental	2,200	0.0%	-	2,200.00
16061500	50536	R&M: Equipment	23,000	360.0%	18,000.00	5,000.00
16061500	50541	Grounds maintenance	9,200	0.0%	-	9,200.00
16061500	50542	River Trail maint and repair	5,000	0.0%	-	5,000.00
16061500	50543	R&M: Green Thumb	4,800	2.3%	110.00	4,690.00
16061500	50556	Trash Removal	1,200	4.3%	50.00	1,150.00
16061500	50710	Equipment	20,000	72.4%	8,400.00	11,600.00
16061500	NEW	Scholarships	2,500	100.0%	2,500.00	-
Total 16061500 Parks & Recreation			\$ 926,594.00	5.34%	\$ 46,946.00	\$ 879,648.00

16062000	50442	Transportation services	50,000	11.1%	5,000.00	45,000.00
16062000	50650	Historical Society	2,000	0.0%	-	2,000.00
16062000	50651	LACO	1,000	0.0%	-	1,000.00
16062000	50652	Memorial Day	2,800	0.0%	-	2,800.00
16062000	50653	MMA	8,879	2.2%	192.00	8,687.00
16062000	NEW	Community Engagement Events	500	100.0%	500.00	-
Total 16062000 Other Public Services			\$ 65,179.00	9.57%	\$ 5,692.00	\$ 59,487.00

17070500	50102	Department Head	76,784	3.0%	2,228.00	\$ 74,556.00
17070500	50201	Unemployment Costs	59	-21.3%	(16.00)	\$ 75.00
17070500	50202	Workers Comp Insurance	360	68.2%	146.00	\$ 214.00
17070500	50210	MEPERS - Employer Share	7,832	3.0%	227.00	\$ 7,605.00
17070500	50220	Health Insurance	3,231	3.0%	95.00	\$ 3,136.00
17070500	50230	FICA Employer Costs	5,874	3.0%	171.00	\$ 5,703.00
17070500	50302	Operating supplies	9,000	114.3%	4,800.00	\$ 4,200.00
17070500	50306	Postage	500	66.7%	200.00	\$ 300.00
17070500	50307	Advertising	10,100	68.3%	4,100.00	\$ 6,000.00
17070500	50352	Cell Phone/Allowances	695	0.0%	-	\$ 695.00
17070500	50401	Professional employee training	3,500	0.0%	-	\$ 3,500.00
17070500	50402	Dues and Memberships	2,500	11.1%	250.00	\$ 2,250.00
17070500	50406	AVCOG Dues	10,810	3.3%	344.00	\$ 10,466.00
17070500	50412	Meal allowance	1,200	128.6%	675.00	\$ 525.00
17070500	50413	Mileage/ travel reimbursement	5,500	423.8%	4,450.00	\$ 1,050.00

ORG	OBJ	ACCOUNT DESCRIPTION	FY24 Projected Managerial Budget Appropriation	% Change between Department Head Budget Appropriation and Managerial Budget Appropriation	\$ Change between Department Head Budget Appropriation and Managerial Budget Appropriation	FY23 Approved Budget Appropriation
Total 17070500 Economic Development			\$ 137,945.00	14.69%	\$ 17,670.00	\$ 120,275.00
Total General Fund Excluding School			\$ 12,129,523.00	10.82%	\$ 1,184,088.00	\$ 10,945,435.00

18085000	50405	PSAP Fees	24,144	5.1%	1,171.00	\$ 22,973.00
18085000	50920	County tax	920,550	10.1%	84,258.00	\$ 836,292.00
Total 18085000 County Tax			\$ 944,694.00	9.94%	\$ 85,429.00	\$ 859,265.00

38081000	53403	2010 Bond Principal	53,040	0.0%	-	53,040.00
38081000	53405	2014 QECB Principal	43,780	0.0%	-	43,780.00
38081000	53406	2017 Bond Principal	150,000	0.0%	-	150,000.00
38081000	53409	2020 Bond Principal	150,000	0.0%	-	150,000.00
38081000	NEW	2022 Bond Principal	186,667	100.0%	186,667.00	-

38081000	53603	2010 Bond Interest	12,925	-10.6%	(1,529.00)	14,454.00
38081000	53605	2014 QECB Interest	13,646	0.0%	-	13,646.00
38081000	53607	2017 Bond Interest	16,613	-15.5%	(3,045.00)	19,658.00
38081000	53609	2020 Bond Interest	17,183	100.0%	17,183.00	-
38081000	53612	2022 Bond Int Ferry	86,772	2.5%	2,148.00	84,624.00
38081000	NEW	Harley Davidson - Lease	7,500	0.0%	7,500.00	-
Total 38081000 Debt Service-Bonds			\$ 738,126.00	39.48%	\$ 208,924.00	\$ 529,202.00
Total General Fund (including County) and Debt Service Fund			\$ 13,812,343.00	11.99%	\$ 1,478,441.00	\$ 12,333,902.00
Total General Fund (Excluding County & School) plus Debt Service Fund			\$ 12,867,649.00		\$ 1,393,012.00	\$ 11,474,637.00
FY24 offset - final 1/3rd					\$ (471,943.00)	

ORG	OBJ	ACCOUNT DESCRIPTION	FY24 Projected Managerial Budget Appropriation	% Change between Department Head Budget Appropriation and Managerial Budget Appropriation	\$ Change between Department Head Budget Appropriation and Managerial Budget Appropriation	FY23 Approved Budget Appropriation
		Total GF (Excluding County & School) plus Debt Service net of offset	\$ 12,395,706.00		\$ 921,069.00	
65052500	50102	Department Head	99,993.00	8.2%	7,537.00	92,456.00
65052500	50104	Non Supervisory	249,590.00	3.2%	7,832.00	241,758.00
65052500	50107	Admin Wages	18,287.00	-8.0%	(1,600.00)	19,887.00
65052500	50140	Overtime wages	22,900.00	0.0%	-	22,900.00
65052500	50201	Unemployment Costs	412.00	-7.8%	(35.00)	447.00
65052500	50202	Workers Comp Insurance	13,434.00	29.3%	3,041.00	10,393.00
65052500	50210	Maine State retirement	37,994.00	4.3%	1,568.00	36,426.00
65052500	50215	Admin Benefits	6,071.00	-30.8%	(2,707.00)	8,778.00
65052500	50220	Health insurance	76,387.00	-32.3%	(36,415.00)	112,802.00
65052500	50221	HRA Costs	3,836.00	3.0%	112.00	3,724.00
65052500	50230	FICA taxes	28,495.00	3.7%	1,017.00	27,478.00
65052500	50240	Medical testing	400.00	60.0%	150.00	250.00
65052500	50301	Office supplies	2,500.00	0.0%	-	2,500.00
65052500	50303	Other Supplies	42,700.00	0.0%	-	42,700.00
65052500	50306	Postage	8,500.00	0.0%	-	8,500.00
65052500	50307	Advertising	300.00	0.0%	-	300.00
65052500	50330	Drug Testing	400.00	0.0%	-	400.00
65052500	50331	Small Tools	3,000.00	0.0%	-	3,000.00
65052500	50351	Clothing/Boot Allowance	4,500.00	5.9%	250.00	4,250.00
65052500	50352	Cell Phone allowance	2,564.00	0.0%	-	2,564.00
65052500	50375	Gas	6,100.00	28.5%	1,352.00	4,748.00
65052500	50377	Diesel	2,410.00	37.2%	654.00	1,756.00
65052500	50401	Professional employee training	3,000.00	0.0%	-	3,000.00
65052500	50413	Mileage/Travel Reimbursement	300.00	0.0%	-	300.00
65052500	50430	Filing fees/licenses/permits	2,100.00	31.3%	500.00	1,600.00
65052500	50450	Legal expense	1,000.00	0.0%	-	1,000.00
65052500	50452	Audit services	2,634.00	0.0%	-	2,634.00
65052500	50455	Profesional Services	10,000.00	0.0%	-	10,000.00
65052500	50483	Security System Maintenance	3,500.00	0.0%	-	3,500.00
65052500	50510	Electricity	120,000.00	0.0%	-	120,000.00
65052500	50511	Water usage fees	22,800.00	47.1%	7,300.00	15,500.00
65052500	50512	Telephone	950.00	0.0%	-	950.00
65052500	50514	Heating Fuel	9,500.00	0.0%	-	9,500.00

ORG	OBJ	ACCOUNT DESCRIPTION	FY24 Projected Managerial Budget Appropriation	% Change between Department Head Budget Appropriation and Managerial Budget Appropriation	\$ Change between Department Head Budget Appropriation and Managerial Budget Appropriation	FY23 Approved Budget Appropriation
65052500	50530	Software and Services	19,080.00	-48.4%	(17,920.00)	37,000.00
65052500	50539	R&M: Catch Basins & Manhole Cv	7,500.00	0.0%	-	7,500.00
65052500	50546	R & M: SEWER	72,000.00	0.0%	-	72,000.00
65052500	50550	Meter Read	14,000.00	40.0%	4,000.00	10,000.00
65052500	50555	Sludge Disposal	188,000.00	50.4%	63,000.00	125,000.00
65052500	50556	Trash Removal	2,800.00	35.3%	730.00	2,070.00
65052500	50557	CCTV & Cleaning Out	10,000.00	0.0%	-	10,000.00
65052500	50601	General Liability	1,225.00	15.0%	160.00	1,065.00
65052500	50602	Vehicle Insurance	1,035.00	15.0%	135.00	900.00
65052500	50604	Property Insurance	11,908.00	15.0%	1,554.00	10,354.00
65052500	50750	Improvements other than buildi	160,200.00	0.0%	-	160,200.00
65052500	50806	Bond Administration Fees	2,200.00	0.0%	-	2,200.00
65052500	53307	Vactor Lease	0.00	-100.0%	(37,313.00)	37,313.00
65052500	53400	2004 FR Bond Principal	17,500.00	0.0%	-	17,500.00
65052500	53401	2005 FR Bond Principal	25,000.00	0.0%	-	25,000.00
65052500	53405	2014 QECB Principal	17,026.00	0.0%	-	17,026.00
65052500	53600	2004 FR Bond Interest	963.00	-26.6%	(349.00)	1,312.00
65052500	53601	2005 FR Bond Inteast	2,189.00	-14.6%	(375.00)	2,564.00
65052500	53605	2014 QECB Interest	5,307.00	0.0%	-	5,307.00
		Total 65052500 Treatment Plant	\$ 1,364,490.00	0.31%	\$ 4,178.00	\$ 1,360,312.00

Town of Lisbon



Capital Improvement Plan FY24

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Town of Lisbon

Capital Improvement Plan Introduction

I. Introduction

The Capital Improvement Plan (CIP) is a document that focuses on the implementation of community goals through detailed recommendations on capital spending and needs for the current and forecasted future fiscal years. Per the Town Charter, the CIP that is submitted to the Council is to be broken down by Town, on a departmental level; by School Department; and lastly by the Water Department. Capital Improvement is being defined by the Charter as, “any construction project exceeding \$25,000 and any equipment purchase to be bonded or to be budgeted in more than one fiscal year.”

Per the Town Charter, this plan should further be presented in a five-year plan format, focusing on public improvement projects that may include vehicles, machinery, equipment, or overall building improvements. This plan includes existing assets as well as the proposition for new assets that would help support the future growth of the Town.

In addition to the five-year plan, as outlined in the Town Charter, the Capital Improvement Plan includes an additional 5 year forecast to provide further information requested by Town Council. The additional 5 year forecast will then provide a 10 year plan proposal for capital improvements. The first 5 year CIP presented is in accordance with the Charter; the additional 5 years will be a reflection of what to expect in the upcoming years as we focus on a best practice for asset retention, replacement and overall maintenance.

II. About the Plan

The CIP for FY24 shows the five fiscal years FY24 through FY28, which are separated on a department level. The CIP demonstrates specific projects, amounts of those projects as well as sources of funding for those projects. This document is a living and fluid document that considers community needs as well as a framework for making the best use of financial resources.

In addition to the five year and ten year plan forecasts, the CIP document also includes the estimated annual cost of operating and maintaining vehicles and equipment and the current mileage of those vehicles. By understanding the maintenance costs, it allows us to identify which assets are to be maintained and which ones are to be earmarked for replacement.

To support the amounts of the projects and the sources of funding, it is imperative that the Town also include the Debt Structure (Bonds and Leases) to assist in making the best decision for the use of the financial resources. Within this plan, a detailed list of the current debt obligations is included.

The CIP is reviewed and updated on an annual basis. Each Department Head is asked to submit their CIP requests to the Town Manager and the Finance Director before the end of the calendar year. Each department’s CIP is then reviewed and evaluated based on needs, financial capacity and the overall impact it may or may not have on the Town’s operating budget.

Once the projects are evaluated, the Town Manager recommends the CIP to the Planning Board for review. After the Planning Board reviews the CIP, it is then presented to the Town Council for review and adoption.

III. CIP or Operating Budget?

The FY24 column of the CIP will be incorporated into our FY24 budget. Within each department's plan structure, it will identify how each project will be funded. The projects that are to be funded with Municipal Revenue and are then to be brought into the budgetary process for FY24, will refer to operating budget in the funding source column. Other forms of funding include bonds, leases and grants.

The projects that are funded by bonds and leases are still going to impact the FY24 Operating Budget as the calculations for principal and interest would need to be included.

Following this Preface to the Town of Lisbon's Capital Improvement Plan will be an excerpt from the Town Charter and the Capital Plan Policy as they are both written. The excerpt from the Charter and the Plan Policy support the above information.

Town of Lisbon
Charter Excerpt – Capital Program

Sec. 6.08. – Capital Program.

- (a) *Submission to Council.* The Town Manager, School Committee and Board of Water Commissioners shall prepare and annually submit to the Council and Planning Board a five year capital program on or before the first day of May.
- (b) *Contents.* The capital program shall include:
 - 1. A general summary of its contents;
 - 2. A list of the capital improvements proposed to be undertaken during the next five years together with documentation of need. “Capital improvement” shall mean any construction project exceeding \$25,000, and any equipment purchase to be bonded or to be budgeted in more than one fiscal year.
 - 3. Cost estimates, methods of financing, and recommended time schedules for each improvement; and
 - 4. The estimated annual cost of operating and maintaining any new facilities.
- (c) *Planning Board Review.* The Planning Board shall review the proposed capital program each year to determine, where appropriate, that the capital expenditure is consistent with the provisions of the Town Comprehensive Plan and forward its recommendations to the Town Council no later than the first day of June.
- (d) *Council Action on Capital Program.*
 - 1. *Notice and Hearing.* The Town Council shall publish in one or more newspapers having general circulation in the Town a general summary of the capital program and a notice stating:
 - I. The times and places where copies of the capital program will be available to the public; and
 - II. The time and place, not less than two weeks after the first date of publication, for a public hearing on the capital program.
 - 2. *Adoption.* The Council by resolution shall annually adopt the capital program with or without amendment after the public hearing and on or before the first day of July.

(C.O. of 9-16-2008, § 2008-152H, Ref. of 11-4-2008; Ref. of 11-3-2015; Amendment of 11-8-2016)

Town of Lisbon

Capital Improvement Plan Program Policy

Capital Improvement Program Policy

The purpose of this policy paper is to develop an understanding of the importance of capital improvement programming and to provide the Town with a framework for making the best use of financial resources.

What is Capital Improvement Programming?

It is a multi-year scheduling of public physical improvements, based on studies of available fiscal resources and the need for specific improvements to be constructed in the future. Although a long term program does not commit the Town to a particular expenditure in a particular year, it provides an identifiable framework for informed decision-making.

How is the Capital Improvement Program Developed?

The CIP is updated annually (beginning in December) as part of the Town's regular budget process. After departments submit their CIP requests to the Town Manager in late December, they review and evaluate the proposed projects based on the Manager's and the Town Council's service desires, other Town infrastructure needs, the financial capacity of the Town, and the impact the projects will create on the Town's operating budget.

Once the projects are evaluated, the Manager recommends to the Planning Board and the Town Council the selection and timing of capital projects into future fiscal years. First-year projects are incorporated into the Town Manager's recommended annual operating budget. The Planning Board and Town Council are also presented the future, unappropriated, programming years for their consideration, review, and endorsement so staff can proceed with planning and evaluation of potential capital projects.

What is the importance of Capital Improvement Programming?

The Capital Improvement Program, is a framework for accomplishing needed improvements on a scheduled basis, projected out over a five and ten year spread; it is one of the most important documents considered by the Town Council. It is important because it has a major impact on the allocation of fiscal resources, and it contributes to setting Town expenditures for many years to come. When the Program is adopted and fully utilized, it ensures that needed facilities are provided within the Town's financial capability. The Program's purposes are to:

1. Provide a complete picture of the Town's major development needs;
2. Establish fiscal priorities for and between various projects;
3. Schedule major projects so as to reduce fluctuations in the tax rate;
4. Balance the use of funding sources in the most beneficial manner;
5. Discourage piecemeal improvements and duplication of expenditures;
6. Coordinate the activities of various Town departments;
7. Assist in implementing recommendations of the Town's Comprehensive Program;
8. Inform the taxpayers of anticipated future improvements; and,
9. Arrange opportunities for the public to offer comments on the Program.

Format of the Capital Improvement Plan

The Capital Improvement Plan is provided for the Town, Water and School. The School Department and the Water Department both provide their Capital Improvement Plans to the Town Council based on needs and discussions held within the School Committee and the Water Board of Directors. The Town Manager and the Finance Director develop the Town's Capital Improvement Plan by showing the details on a departmental level and overall on a summary level for five and ten years.

What is a Capital Improvement?

A common definition of a capital improvement includes new or expanded physical facilities that are relatively large, expensive and permanent. It is a major fiscal expenditure which is made infrequently or which is not-recurring and includes one or more of the following:

1. Acquisition of land;
2. Construction or expansion of a public facility, street, or utility;
3. Non-recurring rehabilitation or construction of an asset provided the cost is more than \$25,000 and extends the useful life of the asset;
4. Design or Programming related to an individual project; or,
5. Any item or piece of equipment that will be bonded or budgeted in more than one fiscal year.

It also includes assets that would hold a useful life of 5 years or longer and includes machinery, equipment or vehicles that are \$10,000 or more. These may be one time purchases or recurring based on the established useful life of the asset once it is placed into service. For example a vehicle is given a useful life of 5 years and on that fifth fiscal year within the CIP, that asset will be evaluated for replacement.

Methods of Financing

Capital Improvement Program projects are funded from a variety of sources. These include: General Fund; Bonds or Leases; and Federal/State Grants.

General Fund – The most commonly used method of financing capital projects is through the use of the General Fund. The General Fund includes the money raised by the local property tax for a given year. When a project is funded with General Fund revenues, its entire cost is paid off within the year. The intent is to budget annually a certain amount from the General Fund to address Town priorities. If the Town has the financial capacity to pay for a project in a given year, the cost to the taxpayer will generally be less than if bonded because there are no interest payments to be made. However, it does have the effect of lumping expenditures into one year, thereby giving a peak tax loading.

General Obligation Bonds – Bonds are used to finance major municipal capital projects. These are issued for a period of time generally extending from ten to twenty years during which time principal and interest payments are made. They are secured by the raising of property taxes. The time payment has the advantage of allowing the costs to be amortized over the life of the project and of allowing taxpayers to pay a smaller amount of the project's cost at a time. However, they do commit the Town's resources over a long period of time and decrease the flexibility of how yearly revenues can be utilized. The Town's bonding capacity is a limited resource. All projects, which are to be bonded should meet minimum eligibility criteria and must have a life span at least equal to the bond life.

Grants – One source of grants is from other levels of government, for example, the Environmental Protection Agency, the Maine Department of Health and Human Services, U.S. Housing and Urban Development, Maine Department of Environmental Services, and the Department of Transportation. Generally, these Federal and State sources provide an outright grant or matching funds to go with locally raised funds. Deciding on which method of financing should be selected for a given project is dependent on a number of factors. These include the cost of the project, its useful life, the eligibility of the project to receive funds from other than local taxes, long-term and short-term financial obligations of the Town and a project's relative priority in terms of implementation. The Capital Improvement Program seeks to maximize the potential benefits from all revenue sources.

Town
Departmental Level
Capital Improvement Plan

Town of Lisbon Summary – 5 Year CIP

Town of Lisbon
Forecasted Capital Improvement Plan - 5 Year
Department Summary
For Budget Year FY24
Forecasted Years FY24 through FY28

DEPARTMENT TOTALS	Forecast 6/30/2024	Forecast 6/30/2025	Forecast 6/30/2026	Forecast 6/30/2027	Forecast 6/30/2028
POLICE DEPARTMENT	\$ 117,500	\$ 90,000	\$ 90,000	\$ 107,000	\$ 90,000
ANIMAL CONTROL	-	62,000	-	-	-
COMMUNICATION CENTER	-	220,000	270,000	-	-
FIRE DEPARTMENT	112,918	33,970	66,109	69,569	2,040,621
PARKS AND RECREATION	38,000	110,000	50,000	145,000	-
PUBLIC WORKS	455,500	910,000	505,000	660,000	845,000
SOLID WASTE	-	110,000	-	-	-
TREATMENT PLANT	2,165,000	165,000	150,000	140,000	108,000
TOWN BUILDINGS	159,000	94,990	99,700	14,500,000	10,000
TOWN OFFICE ADMIN	41,405	30,000	30,000	30,000	30,000
TECHNOLOGY	66,200	141,000	-	20,900	-
Total Capital Expenditures	\$ 3,155,523	\$1,966,960	\$1,260,809	\$15,672,469	\$3,123,621

Town of Lisbon Summary – 10 Year CIP

Town of Lisbon
Forecasted Capital Improvement Plan - 10 Year
Department Summary
For Budget Year FY24
Forecasted Years FY29 through FY33

DEPARTMENT TOTALS	Forecast 6/30/2029	Forecast 6/30/2030	Forecast 6/30/2031	Forecast 6/30/2032	Forecast 6/30/2033
POLICE DEPARTMENT	\$ 110,000	\$ 118,450	\$ 98,450	\$ 113,450	\$133,950
ANIMAL CONTROL	-	-	62,000	-	-
COMMUNICATION CENTER	-	-	-	-	300,000
FIRE DEPARTMENT	726,077	70,000	10,000	-	470,000
PARKS AND RECREATION	8,000	8,000	60,000	100,000	-
PUBLIC WORKS	825,000	675,000	505,000	485,000	-
SOLID WASTE	-	-	76,000	-	-
TREATMENT PLANT	500,000	160,000	125,000	110,000	50,000
TOWN BUILDINGS	30,000	-	-	35,000	8,000
TOWN OFFICE ADMIN	30,000	30,000	30,000	30,000	-
TECHNOLOGY	-	55,000	-	-	-
Total Capital Expenditures	\$ 2,229,077	\$1,116,450	\$ 966,450	\$ 873,450	\$961,950

Public Safety: Includes the Fire Department and the Police Department, which further includes Animal Control and the Communication Center

Police Department – 5 Year CIP

Town of Lisbon						
Forecasted Capital Improvement Plan						
For Budget Year FY24						
Forecasted Years FY24 through FY28						
	Forecast 6/30/2024	Forecast 6/30/2025	Forecast 6/30/2026	Forecast 6/30/2027	Forecast 6/30/2028	Funding
POLICE DEPARTMENT						
Vehicles						
PD 1 2022 FORD EXPLORER	-	-	45,000	-	-	Op. Budget
PD 2 2020 FORD EXPLORER	45,000	-	-	-	45,000	Op. Budget
PD 3 2019 FORD EXPLORER	-	-	-	90,000	-	Op. Budget
PD 4 2021 FORD EXPLORER	-	-	45,000	-	-	Op. Budget
PD 5 2020 FORD EXPLORER	-	-	-	-	45,000	Op. Budget
PD 6 2018 FORD EXPLORER	45,000	-	-	-	-	Op. Budget
PD 7 2017 FORD EXPLORER	-	90,000	-	-	-	Op. Budget
PD 8 2018 FORD EXPLORER	-	-	-	-	-	Op. Budget
PD 9 2022 FORD EXPLORER	-	-	-	-	-	Op. Budget
PD Harley-Davidson	7,500	-	-	-	-	Lease
Equipment						
PD WatchGuard Cameras	-	-	-	-	-	
Harley Equipment and training	5,000	-	-	-	-	
PD Firearms Replacement	-	-	-	-	-	
Bullet Proof Vests	-	-	-	17,000	-	Op. Budget/Grant
New police K9 and equipment	15,000	-	-	-	-	Op. Budget
Portable Radios	-	-	-	-	-	
Total Police Department	\$ 117,500	\$ 90,000	\$ 90,000	\$ 107,000	\$ 90,000	

Police Department: Animal Control – 5 Year CIP

Town of Lisbon						
Forecasted Capital Improvement Plan						
For Budget Year FY24						
Forecasted Years FY24 through FY28						
	Forecast 6/30/2024	Forecast 6/30/2025	Forecast 6/30/2026	Forecast 6/30/2027	Forecast 6/30/2028	Funding
<hr/>						
POLICE DEPARTMENT						
ANIMAL CONTROL						
AC0 1 FORD PICK UP	-	45,500	-	-	-	Op. Budget
Vehicle Equipment		16,500				Op. Budget
Total Animal Control	\$ -	\$ 62,000	\$ -	\$ -	\$ -	

Police Department: Communication Center – 5 Year CIP

Town of Lisbon						
Forecasted Capital Improvement Plan						
For Budget Year FY24						
Forecasted Years FY24 through FY28						
	Forecast 6/30/2024	Forecast 6/30/2025	Forecast 6/30/2026	Forecast 6/30/2027	Forecast 6/30/2028	Funding
<hr/>						
POLICE DEPARTMENT						
COMMUNICATIONS						
Com Center Consoles	-	220,000	-	-	-	Op. Budget
Com Center Back Room Radio setup	-	-	270,000	-	-	Op. Budget
Total Communications	\$ -	\$ 220,000	\$ 270,000	\$ -	\$ -	

Police Department – 10 Year CIP

Town of Lisbon
Forecasted Capital Improvement Plan
For Budget Year FY24
Forecasted Years FY29 through FY33

	Forecast 6/30/2029	Forecast 6/30/2030	Forecast 6/30/2031	Forecast 6/30/2032	Forecast 6/30/2033	Funding
POLICE DEPARTMENT						
Vehicles						
PD 1 2022 FORD EXPLORER	-	45,000	-	-	-	Op. Budget
PD 2 2020 FORD EXPLORER	-	-	-	45,000	-	Op. Budget
PD 3 2019 FORD EXPLORER	-	-	90,000	-	-	Op. Budget
PD 4 2021 FORD EXPLORER	-	45,000	-	-	-	Op. Budget
PD 5 2020 FORD EXPLORER	-	-	-	45,000	-	Op. Budget
PD 6 2018 FORD EXPLORER	-	-	-	-	90,000	Op. Budget
PD 7 2017 FORD EXPLORER	-	-	-	-	-	Op. Budget
PD 8 2018 FORD EXPLORER	-	-	-	-	-	Op. Budget
PD 9 2022 FORD EXPLORER	90,000	-	-	-	-	Op. Budget
PD - Harley Davidson						
Equipment						
PD WatchGuard Cameras	-	8,450	8,450	8,450	8,450	Op. Budget
PD Firearms Replacement	-	-	-	-	17,500	Op. Budget
PD Harley Davidson equipment						
Bullet Proof Vests	-	-	-	15,000	-	Op. Budget/Grant
New police K9 and equipment	-	-	-	-	18,000	Op. Budget
Portable Radios	-	20,000	-	-	-	Grants
Cruiser Radios	20,000	-	-	-	-	Grants
Total Police Department	\$ 110,000	\$ 118,450	\$ 98,450	\$ 113,450	\$ 133,950	

Police Department: Animal Control – 10 Year CIP

Town of Lisbon
Forecasted Capital Improvement Plan
For Budget Year FY24
Forecasted Years FY29 through FY33

	Forecast 6/30/2029	Forecast 6/30/2030	Forecast 6/30/2031	Forecast 6/30/2032	Forecast 6/30/2033	Funding
POLICE DEPARTMENT						
ANIMAL CONTROL						
AC0 1 FORD PICK UP	-	-	45,500	-	-	Op. Budget
Vehicle Equipment			16,500			Op. Budget
Total Animal Control	\$ -	\$ -	\$ 62,000	\$ -	\$ -	

Police Department: Communication Center – 10 Year CIP

Town of Lisbon
Forecasted Capital Improvement Plan
For Budget Year FY24
Forecasted Years FY29 through FY33

	Forecast 6/30/2029	Forecast 6/30/2030	Forecast 6/30/2031	Forecast 6/30/2032	Forecast 6/30/2033	Funding
POLICE DEPARTMENT						
COMMUNICATIONS						
Com Center Consoles	-	-	-	-	-	Op. Budget
Com Center Back Room Radio setup	-	-	-	-	300,000	Op. Budget
Total Communications	\$ -	\$ -	\$ -	\$ -	\$ 300,000	

Police Department Footnotes FY24

The majority of funding to operate a law enforcement agency is invested in personnel. The Lisbon Police Department strives for the highest quality, while following the core values of integrity, respect and compassion. With that being said, the below descriptions tie into the above five and ten year Capital Improvement Plans.

- Cruiser replacement plan: The above 5 and 10 year CIPs highlight the current continuous cruiser replacement plan that is updated annually and runs on a ten year basis. The maintenance costs and mileage information, following this footnote, further supports the ten year cruiser replacement plan. FY24 is a two cruiser replacement year and the funding source is built into the operating budget.
- Duty weapon replacement: The firearms that Officers carry on a daily basis are generally replaced every 10 years due to wear. This agency's weapons were replaced in FY23 and won't need to be replaced again until FY33.
- Harley Davidson: The Lisbon PD is seeking to bring back the Harley Davidson Motorcycle unit program in FY24. The \$7,500 budgeted amount will be a lease and is included in the debt structure department of the General Fund. In addition to the lease, there will be an additional \$5,000 for equipment and training that is included in the operating budget of the Police Department's budget.
- K9 Unit and Equipment: The Lisbon PD is seeking to return the K9 program in FY24 which include the K-9 and equipment for the K-9 (including cruiser outfitting). The budgeted amount for the K-9 and the equipment is \$15,000 and the funding source is built into the operating budget.

Animal Control

- ACO Ford Pick-up: The current ACO pick-up truck is a 2015 and is slated to be replaced within the 5 year Capital Improvement Plan, in FY25. It is recommended to trade in the 2015 truck and to purchase another Ford pick-up truck. The pick-up truck is much more convenient to transport animals within.

Communication Center

- Dispatch Console Replacement: The dispatch consoles that are currently in the communications center are approximately 10 years old. It is difficult to get a company to provide a specific lifespan on this equipment, but we believe that we will be in need of new consoles in approximately 5 years, giving it a 15 year life. According to Dirigo Wireless, the consoles and equipment will cost upwards of \$220,000. The radio room that houses all of the radios to run the communication center will need to be replaced in the next 10 years; this will cost approximately \$300,000 according to Dirigo Wireless. As we get closer to the fiscal year cited for replacement, we will be able to provide much more accurate numbers as these equipment prices change annually.

Police Department Mileage

TOWN OF LISBON
Forecasted Vehicle Mileage
For Budget Year FY24
Forecasted Fiscal Years 2024-2034
CAPITAL IMPROVEMENT PLAN FOR MUNICIPAL GOVERNMENT

	Estimated Mileage 6/30/2024	Estimated Mileage 6/30/2025	Estimated Mileage 6/30/2026	Estimated Mileage 6/30/2027	Estimated Mileage 6/30/2028	Estimated Mileage 6/30/2029	Estimated Mileage 6/30/2030	Estimated Mileage 6/30/2031	Estimated Mileage 6/30/2032	Estimated Mileage 6/30/2033
Replacing one vehicle annually and two vehicles semi annually										
PD 1 2022 FORD EXPLORER	44,000	66,000	88,000	22,000	44,000	66,000	88,000	22,000	44,000	66,000
PD 2 2020 FORD EXPLORER	77,000	22,000	44,000	66,000	88,000	22,000	44,000	66,000	88,000	22,000
PD 3 2022 FORD EXPLORER	22,000	44,000	66,000	88,000	22,000	44,000	66,000	88,000	22,000	44,000
PD 4 2020 FORD EXPLORER	66,000	88,000	110,000	22,000	44,000	66,000	88,000	22,000	44,000	66,000
PD 5 2020 FORD EXPLORER	77,000	22,000	44,000	66,000	88,000	22,000	44,000	66,000	88,000	22,000
PD 6 2018 FORD EXPLORER	100,000	85,000	94,000	103,000	110,000	94,000	103,000	110,000	94,000	103,000
PD 7 2017 FORD EXPLORER	85,000	94,000	12,000	24,000	36,000	48,000	60,000	72,000	84,000	96,000
PD 8 2018 FORD EXPLORER	90,000	85,000	94,000	103,000	110,000	94,000	103,000	94,000	103,000	110,000
PD 9 2022 FORD EXPLORER	34,000	51,000	68,000	85,000	102,000	119,000	17,000	34,000	51,000	68,000
PD 10 undercover unit	8,000	16,000	24,000	32,000	40,000	48,000	56,000	64,000	72,000	80,000
PD Harley-Davidson										

Unit#2 and Unit #5 will be replaced with new marked cruisers, and then moved to become Unit #6 and Unit #8 unmarked cruisers. Both Unit #6 and Unit #8 will be traded in when purchasing the new vehicles. (Unit #5 will become the K-9 Unit)

Fire Department – 5 Year CIP

TOWN OF LISBON
Forecasted Capital Improvements & Equipment Purchases
For Budget Year FY24
Forecasted Fiscal Years 2024-2028
CAPITAL IMPROVEMENT PLAN FOR MUNICIPAL GOVERNMENT

	Forecast 6/30/2024	Forecast 6/30/2025	Forecast 6/30/2026	Forecast 6/30/2027	Forecast 6/30/2028	Funding
FIRE DEPARTMENT						
ENGINE 1 - 2003	-	-	***			- BAN/Bond
ENGINE 2 - 2000	-	***	-			- BAN/Bond
SQUAD 3 - 2009 Ford F-450	-	-	-	-		- Munic. Rev.
ENGINE 7 - 2020	-	-	-	-		- BAN/Bond
TRUCK 6 - 2003	-	-	-	-	1,925,000	BAN/Bond
RESCUE 10 - 2004	-	-	***	-		- BAN/Bond
Medical Response Unit - ARPA						ARPA
CAR 1 - 2016	70,000	-	-	-		- Reserve
Utility 4 - 2023	-	-	-	-		- TIF
AIR BAGS	-	-	-	-		- Op. Budget
THERMAL IMAGING CAMERAS	10,000	-	-	-		- Op. Budget
TURNOUT GEAR	20,000	22,400	25,088	28,098	31,471	Op. Budget
HYDRAULIC RESCUE TOOLS	-	-	-	-	38,000	Op. Budget
PORTABLE RADIOS	6,500	7,150	7,865	8,652	9,517	Op. Budget
VEHICLE RADIOS	6,418	4,420	1,900	-	2,173	Op. Budget
SCBAs (Air packs)	-	-	-	-	-	
SCBA BOTTLES	-	-	31,256	32,819	34,460	
Lis Falls Station Boiler	-	-	-	-	-	
Lisbon Fire Station Boiler	-	-	-	-	-	
Total FIRE DEPARTMENT	\$ 112,918	\$ 33,970	\$ 66,109	\$ 69,569	\$ 2,040,621	

Fire Department – 10 Year CIP

TOWN OF LISBON
Forecasted Capital Improvements & Equipment Purchases
For Budget Year FY24
Forecasted Fiscal Years 2029-2033
CAPITAL IMPROVEMENT PLAN FOR MUNICIPAL GOVERNMENT

	Forecast 6/30/2029	Forecast 6/30/2030	Forecast 6/30/2031	Forecast 6/30/2032	Forecast 6/30/2033	Funding
FIRE DEPARTMENT						
ENGINE 1 - 2003	\$ -	\$ -	\$ -	\$ -	-	BAN/Bond
ENGINE 2 - 2000	-	-	-	-	-	BAN/Bond
SQUAD 3 - 2009 Ford F-450	250,000	-	-	-	-	Op. Budget
ENGINE 7 - 2020	-	-	-	-	-	BAN/Bond
TRUCK 6 - 2003	-	-	-	-	-	BAN/Bond
RESCUE 10 - 2004	-	-	-	-	-	BAN/Bond
Medical Response Unit - ARPA					400,000	ARPA
CAR 1 - 2016	-	70,000	-	-	-	Reserve
Utility 4 - 2023	-	-	-	-	70,000	Op. Budget
AIR BAGS	-	-	10,000	-	-	Op. Budget
THERMAL IMAGING CAMERAS	12,000	-	-	-	-	Op. Budget
TURNOUT GEAR	35,247	-	-	-	-	Op. Budget
HYDRAULIC RESCUE TOOLS	-	-	-	-	-	
PORTABLE RADIOS	-	-	-	-	-	
VEHICLE RADIOS	-	-	-	-	-	
SCBAs (Air packs)	428,830	-	-	-	-	Op. Budget
SCBA BOTTLES	-	-	-	-	-	Op. Budget
Lis Falls Station Boiler	-	-	-	-	-	
Lisbon Fire Station Boiler	-	-	-	-	-	
Total FIRE DEPARTMENT	\$ 726,077	\$ 70,000	\$ 10,000	\$ -	\$ 470,000	

Fire Department Footnotes FY24

The Fire Department provides protection of life and property and the mitigation of manmade and natural emergencies to the residents of the Town of Lisbon. The Fire Department's focus remains to be through safety, education and effective and efficient delivery of emergency and non-emergency services to the best of their ability.

The following footnotes support the five and ten year capital improvement plans as presented above.

- Vehicle Replacement Plan – The original vehicle replacement plan was written in 2002 and it called for a 25 (engines) to 30 (ladder) year life on fire apparatus. With the increase in call volume and the added technology, trucks are not lasting that long. Some components are becoming obsolete after 15 years. National Fire Protection Association (NFPA) 1901, which is the standard as adopted by the State of Maine, recommends trucks to be replaced or put into reserve status after 15 years. The presented CIP shows replacing the vehicles sooner than the original replacement plan cited above.
 - *** New vehicles were ordered in November of 2022.
 - Engine 2 replacement has a 30 month lead time
 - Rescue 10/Engine 1 replacement has a 41 lead time; Rescue 10 and Engine 1 will be retired and a one new truck will be the new rescue/pumper.
 - Car 1 was moved to 2024 and is budgeted for \$70,000 to be paid out of the Fire Reserve account.
 - Medical Response Unit This was ordered November of 2022 and the lead time is estimated at 28 months.
- Turnout Gear - This will be the regular purchase of structural turnout gear and will rotate the older worn-out garments. Turnout gear is reflected in the CIP above because collectively, it is over the dollar threshold. Turnout gear funding source is cited as Operating Budget and is therefore part of the Personal Protective Equipment Expense account.
- Portable Radios – Portable Radios were quoted under \$10,000 and therefore were not added to the CIP above but will be incorporated into the Operating budget. The quote for this equipment is as follows: FY24 \$6,500; FY25 \$7,150; FY26 \$7,865; FY27 \$8,652; and FY28 \$9,517.
- Vehicle Radios – Vehicle Radios were quoted under \$10,000 and therefore were not added to the CIP above but will be incorporated into the Operating Budget. The quote for this equipment is as follows: FY24 \$6,418; FY25 \$4,420; and FY26 \$1,900.
- SCBAs – The self-contained breathing apparatus (SCBA) were purchased in 2013. The air packs also include electronics. NFPA no longer considers an air-pack compliant after 4 revisions; in 2028, our air-packs will no longer be compliant. Current cost is \$8,800 (includes pack, mask and 2 bottles); spreading the costs out over a few budget years may not be possible based on the designs at the time of purchase.
- SCBA Bottles – Under DOT regulations, the air bottles have a life of 15 years and then must be replaced. The replacement of the 30 minute bottles that were purchased in 2013 has been spread out over 3 years to reduce the cost burden. The current cost is \$1,060 per bottle. These are projected to begin replacement in FY26.
- Squad 3 Vehicle – Looking at the 10 year forecasted CIP, this vehicle will be replaced in FY29 with an estimated cost of \$250,000.

Parks and Recreation Department – 5 year CIP

Town of Lisbon
Forecasted Capital Improvement Plan
For Budget Year FY24
Forecasted Years FY24 through FY28

PARKS AND RECREATION DEPARTMENT	Forecast 6/30/2024	Forecast 6/30/2025	Forecast 6/30/2026	Forecast 6/30/2027	Forecast 6/30/2028	Funding
Vehicles:						
2011 GMC	\$ -	\$ 50,000	\$ -	\$ -	\$ -	Op. Budget
2010 Ford 450 Bus	-	-	50,000	-	-	Op. Budget
2022 Ram 3500 Dually	-	-	-	-	-	Unassigned FB
2003 Chevy 2500 Plow Truck *	-	-	-	50,000	-	Op. Budget
2022 Chevy Black Silverado w/ Plow	-	-	-	-	-	-
Equipment						
***Ex Mark Mower #1 New 2021	-	-	-	-	-	Op. Budget
Kabota Mower New in 2020	-	-	-	-	-	Op. Budget
2006 Kabota Tractor	-	-	-	35,000	-	Op. Budget
2008 Rhino Side by Side Utility 4-wheeler	-	-	-	-	-	Op. Budget
2022 Landmaster L5W LM-4 UTV	-	-	-	-	-	-
1998 Snowmobile	-	-	-	-	-	Op. Budget
2016 Arctic Cat Snowmobile	-	-	-	-	-	-
Ex Mark Mower #2	-	-	-	-	-	-
Stand up Ex Mark Mower	12,000	-	-	-	-	Op. Budget
Commercial Combo Sander/Salt Spreader	8,000	-	-	-	-	Op. Budget
Building						
New Log Cabin	-	-	-	60,000	-	-
Beaver Park Roof	-	10,000	-	-	-	-
MTM Boilers	-	-	-	-	-	Op. Budget
MTM Roof 3	-	-	-	-	-	-
Land Improvement						
Miller Trail Fence	-	-	-	-	-	Unassigned FB
Beaver Park Playground	-	50,000	-	-	-	Op. Budget
****Summer Street Parking	10,000	-	-	-	-	Op. Budget
Summer Street Dog Park Fence	8,000	-	-	-	-	Op. Budget
Androscoggin River Trail **	-	-	-	-	-	Op. Budget
Tennis Courts ²	-	-	-	-	-	Op. Budget
TOTAL PARKS AND RECREATION DEPARTMENT	\$ 38,000	\$ 110,000	\$ 50,000	\$ 145,000	\$ -	

Parks and Recreation Department – 10 year CIP

Town of Lisbon
Forecasted Capital Improvement Plan
For Budget Year FY24
Forecasted Years FY29 through FY33

PARKS AND RECREATION DEPARTMENT	Forecast 6/30/2029	Forecast 6/30/2030	Forecast 6/30/2031	Forecast 6/30/2032	Forecast 6/30/2033	Funding
Vehicles:						
2011 GMC	\$ -	\$ -	\$ -	\$ -	\$ -	Op. Budget
2010 Ford 450 Bus	-	-	-	-	-	Op. Budget
2022 Ram 3500 Dually	-	-	-	90,000	-	
2003 Chevy 2500 Plow Truck *	-	-	-	-	-	
2022 Chevy Black Silverado Truck w/ plow	-	-	60,000	-	-	Op. Budget
	-	-	-	-	-	Op. Budget
Equipment						
Ex Mark Mower #1	-	8,000	-	-	-	Op. Budget
Kabota Mower New in 2020	8,000	-	-	-	-	Op. Budget
2006 Kabota Tractor	-	-	-	-	-	Op. Budget
2008 Rhino Side by Side Utility 4-wheeler	-	-	-	-	-	Op. Budget
Arctic Cat Snowmobile	-	-	-	10,000	-	Op. Budget
Building						
New Log Cabin	-	-	-	-	-	Rev. from Timber harvest at BP
MTM Boilers	-	-	-	-	-	
MTM Roof3	-	-	-	-	-	
Beaver Park Roof						
Land Improvement						
Miller Trail Fence	-	-	-	-	-	Op. Budget
Beaver Park Playground	-	-	-	-	-	Grant funding
Summer Street Parking	-	-	-	-	-	Op. Budget
Androscoggin River Trail **	-	-	-	-	-	Op. Budget
Tennis Courts ²	-	-	-	-	-	Op. Budget
TOTAL PARKS AND RECREATION DEPARTMENT	\$ 8,000	\$ 8,000	\$ 60,000	\$ 100,000	\$ -	

Parks and Recreation Department Footnotes FY24

The Parks and Recreation Department provides recreational programs and facilities to Town residents that create leisure opportunities in a safe and healthy environment. Parks and Recreation programs are located at the MTM Center, Beaver Park, and along the many trails that we have in the Town of Lisbon.

The following footnotes support the five and ten year capital improvement plans as presented above.

- Tennis Courts: There are two tennis courts located at the Lisbon High School. These tennis courts are used for both public use as well as sport camps and school use. As far as overall replacement, it is being projected for FY38.
- Cabin at Beaver Park: The Cabin on the 5 year CIP above (FY27) in the amount of \$60,000 would be to build a new log cabin in addition to the one that is already at Beaver Park. This new log cabin would be a smaller version of the log cabin already in the Park; it would be either a 1 or 2 bedroom cabin. The idea is to have multiple cabins in Beaver Park for public camping in the future with staffing closer to the camping areas.
- Playground: There is currently a playground located at Beaver Park. The FY25 \$50,000 amount is to replace the existing playground at Beaver Park. The current playground is made of wood and cement pillars/pipes. The new plan for the new playground, is to make it handicapped accessible and creative to meet the needs of K-5th grade aged children.
- Summer Street Parking: Expected to be done in FY24 with an estimated cost of \$10,000. The intention is to turn the Summer Street Park into a dog park in FY24 and with that \$8,000 has been budgeted in the operating budget to build a dog park fence.
- Stand up Ex Mark Mower: This budget year includes \$12,000 from the operating budget to purchase a stand up Ex Mark Mower; this mower will assist the Parks staff in mowing cemeteries and keep their fleet up to date with maintenance as they would have an alternative mower when one needs to be sent to annual maintenance.
- Commercial Combo Sander/Salt Spreader: This is to be added to an existing truck to aid the Parks Maintenance staff with their snow plowing routes for Town building locations.

Public Works Department – 5 Year CIP

Town of Lisbon
Forecasted Capital Improvement Plan
For Budget Year FY24
Forecasted Years FY24 through FY28

Year	Make	Forecast 6/30/2024	Forecast 6/30/2025	Forecast 6/30/2026	Forecast 6/30/2027	Forecast 6/30/2028	Funding
PUBLIC WORKS							
Vehicles							
2020	Chevy Silverado ¹	-	-	-	-	-	Op. Budget
2021	Dodge Dually, 1 ton w/Rack & Dump ²	-	-	-	-	-	Op. Budget
2009	GMC Sierra	-	50,000	-	-	-	Op. Budget
2015	Ford F550	-	-	-	-	-	Op. Budget
2022	Chevy 3500 w/plow	-	-	-	-	-	Op. Budget
		-	-	-	-	-	Op. Budget
2008	Ford F250 S.D. Move to SW	-	-	-	50,000	-	Op. Budget
2020	Freightliner 108 SD	-	-	-	-	-	Debt/Cap. Lease
2018	Freightliner 108 SD	-	-	-	-	105,000	Debt/Cap. Lease
2018	Freightliner 108 SD	-	-	-	-	105,000	Debt/Cap. Lease
2017	Freightliner	-	-	-	105,000	-	Debt/Cap. Lease
2005	Volvo	-	-	-	-	-	-
2015	Peterbilt 348	-	95,000	-	-	-	Debt/Cap. Lease
2008	International 4400	155,000	-	-	-	-	Op. Budget
2008	Plows/head gear and accessories*	95,000	-	-	-	-	Op. Budget
Equipment							
2020	Spectec Trailer(packing) ³	-	-	-	-	-	Debt/Cap. Lease
2006	Johnston MX450	-	240,000	-	-	-	Debt/Cap. Lease/Op. Budget
2009	Kawasaki 65ZV-2	185,500	-	-	-	-	Debt/Cap. Lease
2005	Case 590SM	-	-	-	-	-	Debt/Cap. Lease
2017	Case 621G	-	-	-	-	150,000	Debt/Cap. Lease
2019	SkidSteer	-	-	-	-	-	Op. Budget
2021	New Salt Shed	-	-	-	-	-	Unassigned Fund Balance
2021	New 2021 Trailer / 20-ton	-	-	-	-	-	Op. Budget
2021	New 2021 Excavator	-	-	-	-	-	Op. Budget
	Equipment Lifts PW Garage ⁴	-	-	-	-	-	Op. Budget
Infrastructure							
	Annual Paving - Specific Roads TBD	-	475,000	475,000	475,000	475,000	Op. Budget
	Street Light controls at 196/Canal/Main St ⁵	-	20,000	-	-	-	TIF
	Street Light controls at 196/Village St ⁵	-	20,000	-	-	-	TIF
	Street Light controls at 196/Capital Ave ⁵	-	-	20,000	-	-	TIF
	Street Light controls 196/Rt 9 ⁵	-	-	-	20,000	-	TIF
	Guardrail reparis Town wide	10,000	10,000	10,000	10,000	10,000	Op. Budget
	Pave sidewalks	10,000	-	-	-	-	Op. Budget
	PW Gasoline Tank and Pump	-	-	-	-	-	Op. Budget
TOTAL PUBLIC WORKS		\$ 455,500	\$ 910,000	\$505,000	\$660,000	\$845,000	

Solid Waste (Transfer Station) – 5 year CIP

Town of Lisbon
Forecasted Capital Improvement Plan
For Budget Year FY24
Forecasted Years FY24 through FY28

Year	Make	Forecast 6/30/2024	Forecast 6/30/2025	Forecast 6/30/2026	Forecast 6/30/2027	Forecast 6/30/2028	Funding
SOLID WASTE							
Equipment							
2007	Sterling lt9500	\$ -	\$ -	\$ -	\$ -	\$ -	Unassigned FB
2003	Montaine Dump Trailer	-	110,000	-	-	-	Op. Budget
2010	Stecco Dump Trailer	-	-	-	-	-	Op. Budget
2012	Manac Wood Trailer	-	-	-	-	-	Op. Budget
2013	J&J Trash Trailer	-	-	-	-	-	Op. Budget
2001	Daewood Forklift	-	-	-	-	-	Unassigned FB
TOTAL SOLID WASTE		\$ -	\$ 110,000	\$ -	\$ -	\$ -	

Public Works – 10 Year CIP

Town of Lisbon
Forecasted Capital Improvement Plan
For Budget Year FY24
Forecasted Years FY29 through FY33

Year	Make	Forecast 6/30/2029	Forecast 6/30/2030	Forecast 6/30/2031	Forecast 6/30/2032	Forecast 6/30/2033	Funding
PUBLIC WORKS							
Vehicles							
2020	Chevy Silverado ¹	\$ -	\$ -	\$ 50,000	\$ -	\$ -	Op. Budget
2021	Dodge Dually, 1 ton w/Rack & Dump ²	-	-	-	-	-	Op. Budget
2009	GMC Sierra	-	-	-	-	-	Op. Budget
2015	Ford F550	-	65,000	-	-	-	Op. Budget
		-	-	-	-	-	Op. Budget
		-	-	-	-	-	Op. Budget
2008	Ford F250 S.D. Move to SW	-	-	-	-	-	Op. Budget
2020	Freightliner 108 SD	-	105,000	-	-	-	Debt/Cap. Lease
2018	Freightliner 108 SD	-	-	-	-	-	Debt/Cap. Lease
2018	Freightliner 108 SD	-	-	-	-	-	Debt/Cap. Lease
2017	Freightliner	-	-	-	-	-	Debt/Cap. Lease
2005	Volvo	-	-	-	-	-	-
2015	Peterbilt 348	-	-	-	-	-	Debt/Cap. Lease
2008	International 4400	-	-	-	-	-	Debt/Cap. Lease
2008	Plows/head gear and accessories*	-	-	-	-	-	Op. Budget
Equipment							
2020	Spectec Trailer(packing) ³	-	-	-	-	-	Debt/Cap. Lease
2006	Johnston MX450	-	-	-	-	-	Debt/Cap. Lease
2009	Kawasaki 65ZV-2	-	-	-	-	-	Debt/Cap. Lease
2005	Case 590SM	-	-	-	-	-	Debt/Cap. Lease
2017	Case 621G	-	-	-	-	-	Debt/Cap. Lease
2019	SkidSteer	-	-	-	-	-	Op. Budget
2021	New Salt Shed	-	-	-	-	-	Op. Budget
2021	New 2021 Trailer / 20-ton	-	-	-	-	-	Op. Budget
2021	New 2021 Excavator	-	-	-	-	-	Op. Budget
	Equipment Lifts PW Garage ⁴	-	-	-	-	-	Op. Budget
Infrastructure							
	Annual Paving - Specific Roads TBD	475,000	475,000	475,000	475,000	-	Op. Budget
	Street Light controls at 196/Canal/Main St ⁵	20,000	-	-	-	-	TIF
	Street Light controls at 196/Village St ⁵	20,000	-	-	-	-	TIF
	Street Light controls at 196/Capital Ave ⁵	-	20,000	-	-	-	TIF
	Street Light controls 196/Rt 9 ⁵	-	-	20,000	-	-	TIF
	Guardrail repairs Town wide	10,000	10,000	10,000	10,000	-	Op. Budget
	Pave sidewalks	-	-	-	-	-	Op. Budget
	Fuel Pumps	300,000	-	-	-	-	-
TOTAL PUBLIC WORKS		\$ 825,000	\$ 675,000	\$505,000	\$485,000	\$ -	

Solid Waste – 10 Year CIP

Town of Lisbon
Forecasted Capital Improvement Plan
For Budget Year FY24
Forecasted Years FY29 through FY33

Year	Make	Forecast 6/30/2029	Forecast 6/30/2030	Forecast 6/30/2031	Forecast 6/30/2032	Forecast 6/30/2033	Funding
SOLID WASTE							
Equipment							
2007	Sterling It9500	\$ -	\$ -	\$ -	\$ -	\$ -	Cap. Lease
2003	Montaine Dump Trailer	-	-	-	-	-	Op. Budget
2010	Stecco Dump Trailer	-	-	76,000	-	-	Op. Budget
2012	Manac Wood Trailer	-	-	-	-	-	Op. Budget
2013	J&J Trash Trailer	-	-	-	-	-	Op. Budget
2001	Daewood Forklift	-	-	-	-	-	Op. Budget
TOTAL SOLID WASTE		\$ -	\$ -	\$ 76,000	\$ -	\$ -	

Public Works and Solid Waste Department Footnotes FY24

The Lisbon Public Works Department has different responsibilities with the changing of the seasons. However, with each of the seasons, the vehicles, machinery and equipment that are used by the Public Works Department helps to maintain the needs and safety of the roads in our Town. Additionally, the Mechanics at the Public Works Garage are responsible for servicing Town owned vehicles and machinery.

The Solid Waste Department provides solid waste and recycling handling services to the residents of the Town.

The tickmarks below further explain some of the items on the Public Works 5 and 10 year CIP from above:

1 – The 2020 Chevy Silverado is the Public Works Director’s truck. It was purchased at the tail end of FY20 and placed into service once it was received the first few weeks of FY21. The replacement date is set for 2031, which is a 10 year useful life.

2 – The 2021 Dodge Dually is a 1-ton truck with Rack & Dump Body. It was purchased during FY21 for \$48,298 and placed into service March 2021. This truck is being given a 15 year useful life and is slated for replacement in FY36.

3 – The Spectec Trailer (packing) was purchased in FY20; giving it a 15 year useful life, it will be placed on the CIP for replacement for FY35.

4 – Equipment Lifts were purchased in 2019. This consists of (4) lifts that work individually and collectively to lift up vehicles in the Mechanic Bay. Given a 10 year useful life, it will be projected for replacement in FY39.

5 – The Town of Lisbon is responsible for the Street Light controls; the Street Lights themselves and the bulbs fall under MDOT. The Street Light controls only have a 3 year warranty, and are being given a 5 year useful life within our CIP.

6 – The Decorative Street lighting – the Town owns the poles and the bases only.

* - Plows and head gear with accessories for dump trucks are on an as needed basis. These are steel equipment and have a relatively long useful life; but if a plow truck gets into an accident, it would be an unforeseen emergency item that would need to be replaced. Total replacement of this equipment could be up to \$95,000.

** - Dump bodies for trucks are listed for a replacement on an as needed basis and can be up to \$18,000.

NOTE: Paint and body work on trucks will cost \$6,000 each year and will be included in the annual operating budget.

The below footnotes tie into the five and ten year capital improvement plans above.

Public Works:

- International 4400 – The International is a 2008 truck that is at the end of its useful life; there has been approximately \$12,000 worth of maintenance put into this truck in FY23 to keep it on the road for this winter season. The quoted price of the new plow truck is \$155,000; an additional \$95,000 is needed to outfit the truck with a plow, head gear and accessories. The total cost of this purchase is to be funded through the operating budget.
- Kawasaki 65ZV-C – This 2009 loader is at the end of its useful life and has been in need of substantial repairs. The loader is currently out of commission for safety reasons and the Town needed to rent a loader in FY23 to assist in snow removal. The vendor that the Town is renting the loader from has agreed to do a capital lease with the Town if this budget is adopted and the current rental payments will reduce the purchase price of the loader by \$16,400.
- Paving – The Publics Works Director is recommending the deferral of annual paving in FY24 to FY25. The streets that were on schedule for FY24 are the side streets off of RT. 125; as McGee construction

is still undergoing the Main Street construction project, this recommendation is keeping the residents in mind.

- Street Light Controls – See note 5 related to the Street Light Controls. Two street light controls are slated for FY25 in the approximate cost of \$20,000 each; the funding source for these items will come from the TIF.
- Fuel Pumps – The \$300,000 in the FY29 column is based on a quote obtained in FY21, to which similar items and pricing are estimated to be in the RFP process in FY29. The fuel pumps that are underneath the ground at the Public Works Garage location would need to be removed and replaced; this includes an underground diesel tank and gasoline pumps. In addition, soil testing will need to be performed, all the while working within the requirements of the Maine DEP and Fire Marshall's Office.
 - Diesel tank replacement:
 1. Provide proper cleaning and removal of existing 10,000 gallon underground diesel tank and associated piping.
 2. Provide State DEP permitting and environmental site assessment.
 3. Supply and install (1) new 10,000 gallon underground storage tank with all required accessories to meet current code.
 4. Supply and install fiberglass vent and product lines to location of existing pump.
 5. Replace old ump with new Gasboy single product suction pump, tie into fuel management system in above gasoline proposal.
 6. Provide all excavation, backfill and compaction
 7. Provide concrete tank top pad.
 8. Asphalt paving by others.

Cost: \$148,000 *does not include contaminated soil/water, ledge or asphalt paving.

Solid Waste:

- Dump Trailer: This is to be purchased in FY25 to be a triple axel aluminum dump trailer. This will be used to haul gravel, salt and OBW.

Treatment Plant – 5 Year CIP

Town of Lisbon
Forecasted Capital Improvement Plan
For Budget Year FY24
Forecasted Years FY24 through FY28

Year	Description	Forecast 6/30/2024	Forecast 6/30/2025	Forecast 6/30/2026	Forecast 6/30/2027	Forecast 6/30/2028	Funding
TREATMENT PLANT							
Vehicles							
2013	Ford Explorer	\$ -	\$ -	\$ -	\$ 40,000	\$ -	Op. Budget
2018	Ford F-250	-	-	-	-	-	Op. Budget
2001	Freightliner FL80	20,000	-	-	-	-	Op. Budget - Carry Over
2014	Freightliner Vactor FL80	-	-	-	-	-	LTD/Lease
2022	Chevy Silverado 2500	-	-	-	-	-	Op Budget
2015	Massey Ferguson Tractor	-	-	-	-	30,000	Op Budget
Equipment							
2003	GEA Centrifuge CC-450	2,000,000	-	-	-	-	Grant/RD & Fund Balance
	75KW Onan Generator - portable	-	-	-	-	-	Sewer Res.
	Polymer feed system	-	-	-	-	-	Op. Budget
	Eimco Clarifier Rehab	-	-	-	-	60,000	Op. Budget
	Janus Cellular Terminals for Alarms	-	-	-	-	10,000	Op. Budget
	National Guard Building Roof	-	-	-	-	8,000	Op. Budget
	Boerger rotary lobe pump - 2009	15,000	-	-	-	-	Op. Budget
	GEA Centrifuge Major Service	30,000	-	-	-	-	Op. Budget
	Aeration Tank Concrete re-hab	20,000	-	-	-	-	Op. Budget
	Netzsch progressive cavity pump	-	15,000	-	-	-	Op. Budget
	Lakeside Raptor Micro-Screen	-	-	-	-	-	Op. Budget
	Grit King grit removal system	-	-	-	-	-	Op. Budget
	Eimco Clarifier Rehab	-	-	-	-	-	Op. Budget
	Brook Street pump station	80,000	-	-	-	-	RD Funds/SRF
	Replace Brook Street pump station	-	-	-	100,000	-	Op. Budget
	D&B pump station	-	-	150,000	-	-	Op. Budget/RD Funds
	Moody Road pump station	-	-	-	-	-	Op. Budget
	Lewiston Line pump station	-	-	-	-	-	Op. Budget
	Rt. 196 pump station	-	150,000	-	-	-	RD Funds
	National Guard Building Roof	-	-	-	-	-	Op. Budget
TOTAL TREATMENT PLANT		\$ 2,165,000	\$ 165,000	\$ 150,000	\$ 140,000	\$ 108,000	

Treatment Plant – 10 Year CIP

Town of Lisbon
Forecasted Capital Improvement Plan
For Budget Year FY24
Forecasted Years FY29 through FY33

Year	Make	Forecast 6/30/2029	Forecast 6/30/2030	Forecast 6/30/2031	Forecast 6/30/2032	Forecast 6/30/2033	Funding
TREATMENT PLANT							
Vehicles							
2018	Ford F-250 W/ V-Plow	\$ -	\$ -	\$ -	\$ -	\$ 50,000	Op. Budget
2001	Freightliner FL80	-	-	-	-	-	Op. Budget
2014	Freightliner Vactor FL80	500,000	-	-	-	-	LTD/Lease
2022	Chevy Silverado 2500 W/ V-Plow	-	-	-	-	-	added in FY22
Equipment							
	Isco 5800 Samplers	-	-	-	-	-	Op. Budget
	Wemco Torque flow pumps	-	-	-	-	-	Op. Budget
2003	GEA Centrifuge CC-450	-	-	-	-	-	Grant/RD
	75KW Onan Generator - portable	-	-	-	-	-	Sewer Res.
	Polymer feed system	-	-	-	-	-	Op. Budget
	Eimco Clarifier Rehab	-	-	-	-	-	Op. Budget
	Boerger rotary lobe pump - 2009	-	-	-	-	-	Op. Budget
	GEA Centrifuge Major Service	-	-	-	-	-	Op. Budget
	Aeration Tank Concrete re-hab	-	-	-	-	-	
	Netsch progressive cavity pump	-	-	-	-	-	Op. Budget
	Lakeside Raptor Micro-Screen	-	-	50,000	-	-	Op. Budget
	Grit King grit removal system	-	-	75,000	-	-	Op. Budget
	Eimco Clarifier Rehab	-	-	-	-	-	Op. Budget
	Janus Cellular terminals	-	-	-	-	-	Op. Budget
	Brook Street pump station	-	-	-	-	-	RD Funds/SRF
	Replace Brook Street pump station	-	-	-	-	-	Op. Budget
	D&B pump station	-	-	-	-	-	Op. Budget/RD Funds
	Moody Road pump station	-	80,000	-	-	-	Op. Budget
	Lewiston Line pump station	-	80,000	-	-	-	Op. Budget
	Rt. 196 pump station	-	-	-	-	-	RD Funds
	National Guard Building Roof	-	-	-	-	-	Op. Budget
	Replace Aeration Blowers & VFD's	-	-	-	50,000	-	Op. Budget
	Replace Farwell Street Pump Station	-	-	-	60,000	-	Op. Budget
TOTAL TREATMENT PLANT		\$500,000	\$160,000	\$125,000	\$110,000	\$ 50,000	

Treatment Plant – CIP Descriptions FY24

The Sewer Department is responsible for the operation and maintenance of the wastewater treatment plant. The Mission Statement of the Sewer Department, per the Town website, is to protect natural resources through the effective and efficient collection and treatment of the waste water discharged by the residential, industrial and commercial members of the Town, connected to the sewer system.

The below footnotes tie into the five and ten year capital improvement plans as presented above:

- **GEA Centrifuge Major Replacement** – This is the equipment used for sludge dewatering. Out of all of the equipment that the Treatment Plant has, this is the most vital piece of equipment to the operation of the plant. Without this, or a similar piece of equipment, the Treatment Plant cannot properly operate. The current centrifuge is approaching 20 years old and has over 20,000 hours on it. This is currently in the engineering stage and has been approved to go out to bid. The plan is to begin the installation process later this year (2023).
- **GEA Centrifuge Major Service** – This work is dependent on the Centrifuge replacement; once it is replaced, work can be scheduled.
- **Freightliner FL80 Boom/Bucket Truck** - This truck was purchased used at State Auction in 2012. It was due to be replaced in FY22 but there were none that were available and it was pulled from the CIP due to the pandemic. It is being added back into the CIP for FY24 at an estimated cost of \$20,000, whereas we are looking to purchase another used vehicle.
- **Boerger Rotary Lobe Pump** - This is the P-4 pump and may be replaced by a pump with a different design; the WWTP will work with vendors through a bid process for a replacement.
- **Brook Street Pump Station** – This station is well overdue to be replaced (age wise); it is oversized for the flow it receives, so there is not a lot of wear and tear on the equipment.
- **National Guard Building Roof:** Expected to have \$8,000 worth of work done to replace the shingled roof (installed in 2008) done in FY28.

Treatment Plant Vehicle and Equipment Mileage and Maintenance Costs: below please find the estimated yearly maintenance costs for the Treatment Plant.

Estimnated Annual Maintenance Costs	Estimated Cost	Description
Septic receiving tank cleaning	\$ 8,500.00	Cleaned twice a year when necessary
Davis Street wetwell cleaning	\$ 8,500.00	

Treatment Plant – CIP Descriptions FY24 Cont.

Treatment Plant Future Improvements: These improvements go beyond the 10 year forecasted CIP presented above, but are to provide a roadmap for what is to come, as these improvements are of significant replacement both in value and in time.

2032	Replace Aeration Blowers
2032	Farwell Street Pump Station
2033	Replace 2018 Ford F250 with V-plow
2034	Replace Pinewoods Rd. pump station
2034	Replace Summer Street pump station
2035	Replace Winter park pump station
2036	Replace Madelyn Street pump station
2037	Replace P.S. RACO Alarm Dialers
2037	Replace Utility body truck and V-Plow
2038	Replace dewatering equipment
2039	Replace Maintenance garage roof
2040	Replace Upland Rd. pump station
2040	Replace WWTP generator
2042	Replace Wemco Torque-Flow Pumps

Town Buildings – 5 Year CIP

Town of Lisbon
Forecasted Capital Improvement Plan
For Budget Year FY24
Forecasted Years FY24 through FY28

	Forecast 6/30/2024	Forecast 6/30/2025	Forecast 6/30/2026	Forecast 6/30/2027	Forecast 6/30/2028	Funding
TOWN BUILDINGS & INFRASTRUCTURE						
Public Works Office/Bunk House	\$ -	\$ 303,550.00	\$ -	\$ -	\$ -	Op. Budget
Furnace - Library	-	-	-	-	10,000.00	Undes. Funds/Op. Budget
Library Egress	20,000	-	-	-	-	ARPA
Heating/Cool Pumps - Library Children Room	-	-	-	-	-	Undes. Funds/Op. Budget
Heating/Cool Pumps - Library Main level	-	-	26,000	-	-	Undes. Funds/Op. Budget
Copier Machine - Library ¹	-	-	-	-	-	Op. Budget
Town Office HVAC Upgrades	84,000	-	-	-	-	ARPA/Op. Budget
MTM Bathrooms	30,000	-	-	-	-	ARPA
Bathroom at Beaver Park Lodge	-	12,000	-	-	-	Op. Budget
Town Office phone system ²	-	30,000	-	-	-	Undes. Funds/Op. Budget
Town Office Photocopier machines (4 machines)	-	-	48,700	-	-	Undes. Funds/Op. Budget
Town Office Entrance Lights ³	-	-	-	-	-	Undes. Funds/Op. Budget
Generator - Police side of Building ⁴	-	-	-	-	-	Grants/Op. Budget
Heating System - PW Shop (Mechanic Bay) ⁵	-	-	-	-	-	Op. Budget
Heating System - PW Main Building	-	-	25,000	-	-	Undes. Funds/Op. Budget
Heating System - Transfer Station Main Bldg	-	25,000	-	-	-	Undes. Funds/Op. Budget
Repitch roof - Transfer Station (4) Bay Bldg	-	-	-	-	-	Undes. Funds/Op. Budget
Generator - PW Building	-	-	-	-	-	Undes. Funds/Op. Budget
Roof at PW Garage ⁶	-	-	-	-	-	Undes. Funds/Op. Budget
Front Counter reconstruction	25,000	-	-	-	-	Op. Budget
AEDs	-	-	-	-	-	Op. Budget
Roof at Transfer Station Main Bldg ⁷	-	-	-	-	-	Undes. Funds/Op. Budget
Lisbon Falls Fire Generator	-	-	-	-	-	Reserve/Op. Budget
Lisbon Falls Fire Station Boiler	-	-	-	-	-	Reserve/Op. Budget
Lisbon Falls Electrical	-	-	-	-	-	Op. Budget
Lisbon Fire Station Generator	-	-	-	-	-	Reserve/Op. Budget
Lisbon Fire Station Boiler	-	27,990	-	-	-	TIF
Public Safety Building	-	-	-	14,500,000	-	grants/bond
TOTAL TOWN BUILDINGS	\$ 159,000	\$ 94,990	\$ 99,700	\$ 14,500,000	\$ 10,000	

Town Buildings – 10 Year CIP

Town of Lisbon
Forecasted Capital Improvement Plan
For Budget Year FY24
Forecasted Years FY29 through FY33

	Forecast 6/30/2029	Forecast 6/30/2030	Forecast 6/30/2031	Forecast 6/30/2032	Forecast 6/30/2033	Funding
TOWN BUILDINGS & INFRASTRUCTURE						
Furnace - Library	\$ -	\$ -	\$ -	\$ -	\$ -	Undes. Funds/Op. Budget
Heating/Cool Pumps - Library Children Room	-	-	-	-	-	Undes. Funds/Op. Budget
Heating/Cool Pumps - Library Main level	-	-	-	-	-	Undes. Funds/Op. Budget
Copier Machine - Library ⁵	-	-	-	-	8,000	Op. Budget
Town Office HVAC Upgrades	30,000	-	-	-	-	Undes. Funds/Op. Budget
MTM Bathrooms	-	-	-	-	-	
Bathroom at Beaver Park	-	-	-	-	-	
Town Office phone system ⁶	-	-	-	-	-	Undes. Funds/Op. Budget
Town Office Photocopier machines (4 machines)	-	-	-	-	-	Undes. Funds/Op. Budget
Town Office Entrance Lights						
Generator - Police side of Building ¹	-	-	-	-	-	
Heating System - PW Shop (Mechanic Bay) ²	-	-	-	-	-	
Heating System - PW Main Building	-	-	-	-	-	Undes. Funds/Op. Budget
Heating System - Transfer Station Main Bldg	-	-	-	-	-	Undes. Funds/Op. Budget
Repitch roof - Transfer Station (4) Bay Bldg	-	-	-	-	-	Undes. Funds/Op. Budget
Generator - PW Building	-	-	-	-	-	Undes. Funds/Op. Budget
Front Counter Reconstruction	-	-	-	-	-	
AEDs	-	-	-	-	-	
Roof at PW Garage ³	-	-	-	35,000	-	Undes. Funds/Op. Budget
Roof at Transfer Station Main Bldg ⁴	-	-	-	-	-	Undes. Funds/Op. Budget
Lisbon Falls Fire Generator	-	-	-	-	-	Reserve/Op. Budget
Lisbon Falls Fire Station Boiler	-	-	-	-	-	Reserve/Op. Budget
Lisbon Falls Electrical	-	-	-	-	-	Reserve/Op. Budget
Lisbon Fire Station Generator	-	-	-	-	-	Reserve/Op. Budget
Lisbon Fire Station Boiler	-	-	-	-	-	Reserve/Op. Budget
Public Safety Building	-	-	-	-	-	
TOTAL TOWN BUILDINGS	\$ 30,000	\$ -	\$ -	\$ 35,000	\$ 8,000	

Town Buildings Footnote FY24

Town Buildings includes upgrades to the Town Office Building and all other offsite municipal buildings. These upgrades may be of building improvement or of equipment nature. The following footnotes support the five and ten year capital improvement plans as presented above.

Notes to the five and ten year CIPs above:

3 – The Generator on the Police Department side of the Town Office was installed in FY21. The Generator is to have a 15-20 year life and would therefore need to be assessed for replacement in FY36-FY41.

5 – The Heating System at the PW Shop, in the Mechanic Bay, was purchased in 2014; the estimated year for replacement will be 2034.

6 – The Roof at the PW Garage was placed into service in 2012 and given a 20 year life; it is forecasted to be replaced in FY32 or when it fails for a projected cost of \$35,000.

7 – The Roof at the Transfer Station Main Building does not fall within the 10 year forecasted fiscal years notated above; it will more than likely be approximately 15 years out.

The Recommendation from senior management is to begin to explore the idea of having a Building/Facility Director to oversee the Town Buildings and assist in taking a deeper look into building needs; this suggestion would be for the FY25 budget season.

Footnotes:

- The front counter at the Town Office is as old as the building itself (approximately 20 years). To be ADA compliant and ergonomically correct, the counter is to be re-constructed during FY24 with an approximate cost of \$25,000.00.
- The HVAC system is in need of upgrades in the upcoming budget season totaling \$84,000, where \$68,141 is specific to updating the controls and the remainder is for an air quality update to the HVAC system. The updates to the controls are incorporated in the Town Buildings Department of the operating budget and the air quality costs is to be paid through ARPA funds.
- The MTM bathrooms are very outdated and are in dire need of updates; \$30,000 has been slated to come out of the ARPA funds
- The Library is a pre-1922 building and has two floors. The floor that is accessible from Main Street only has one fire escape egress route and in an emergency situation would not be safe for those in the Library to properly exit; as such, \$20,000 has been budgeted from ARPA funds.

Town Office Administration – 5 Year

Town of Lisbon
Forecasted Capital Improvement Plan
For Budget Year FY24
Forecasted Years FY24 through FY28

	Forecast 6/30/2024	Forecast 6/30/2025	Forecast 6/30/2026	Forecast 6/30/2027	Forecast 6/30/2028	Funding
TOWN OFFICE ADMINISTRATION						
Town Clerk records restoration	\$ 11,405	\$ -	\$ -	\$ -	\$ -	Reserve/Op. Budget
Assessing - Revaluation	30,000	30,000	30,000	30,000	30,000	Op. Budget
TOWN OFFICE ADMINISTRATION	\$ 41,405	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	

Town Office Administration – 10 Year

Town of Lisbon
Forecasted Capital Improvement Plan
For Budget Year FY24
Forecasted Years FY29 through FY33

	Forecast 6/30/2029	Forecast 6/30/2030	Forecast 6/30/2031	Forecast 6/30/2032	Forecast 6/30/2033	Funding
TOWN OFFICE ADMINISTRATION						
Town Clerk records restoration	\$ -	\$ -	\$ -	\$ -	\$ -	
Assessing - Revaluation	30,000	30,000	30,000	30,000	-	Op. Budget
TOWN OFFICE ADMINISTRATION	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ -	

Technology – 5 Year

Town of Lisbon
Forecasted Capital Improvement Plan
For Budget Year FY24
Forecasted Years FY24 through FY28

	Forecast 6/30/2024	Forecast 6/30/2025	Forecast 6/30/2026	Forecast 6/30/2027	Forecast 6/30/2028	Funding
Technology						
Server-Town Hall	\$ -	\$ -	\$ -	\$ 20,900	\$ -	Op. Budget
Town and Police Department Laptops/Computers	31,200	-	-	-	-	Op. Budget
Retrofitting sound system - Council Room	35,000	-	-	-	-	
Server-Police Department	-	18,000	-	-	-	Op. Budget
IMC Server - Police Department	-	13,000	-	-	-	Op. Budget
Town Office/Police Security System	-	110,000	-	-	-	Op. Budget/FB
Total Technology	\$ 66,200	\$ 141,000	\$ -	\$ 20,900	\$ -	

Technology - 10 Year

**Town of Lisbon
Forecasted Capital Improvement Plan
For Budget Year FY24
Forecasted Years FY29 through FY33**

	Forecast 6/30/2029	Forecast 6/30/2030	Forecast 6/30/2031	Forecast 6/30/2032	Forecast 6/30/2033	Funding
Technology						
Server-Town Hall	\$ -	\$ -	\$ -	\$ -	\$ -	Op. Budget
Cruiser Laptops - Police Department	-	35,000	-	-	-	Op. Budget
Server-Police Department	-	20,000	-	-	-	Op. Budget
IMC Server - Police Department	-	-	-	-	-	Op. Budget
Town Office/Police Security System	-	-	-	-	-	Op. Budget/FB
Total Technology	\$ -	\$ 55,000	\$ -	\$ -	\$ -	

Technology Footnotes FY24:

The Town Technology Budget will include items such as servers, computers, and other related devices. Each department communicates their Technology needs for the upcoming year, as well as future years that they are anticipating.

The Police Department has indicated the following items in the upcoming forecasted 10 fiscal years:

- FY25: Upgrade of the Police Department/Town Office security system in the amount of \$110,000.
- FY25: PD IMC Computer Server in the amount of \$13,000.
- FY25: PD WatchGuard Server: The server was replaced in 2020 and is being given a 5 year fiscal life; therefore it will be up for replacement in FY25 and again in FY30.

The Town Office has indicated the following items in the upcoming forecasted 10 fiscal years:

- The Town Hall Server was replaced in FY22. The server is given a 5 year useful life and will therefore be up for replacement again in FY27 as indicated above in the amount of \$20,900.
- Town and Police Department Laptops: In total, this will be \$31,200 to be budgeted through the operating budget, where \$4,200 is for Police laptops and \$3,000 is to update Council tablets.
- Retrofitting sound system – This is for the Council Meeting room and the rooms adjacent to the Council meeting room; this will update the ability for viewers to better hear meetings online. The cost for this is budgeted in the operating budget for FY24 in the amount of \$35,000.

Bonds – 5 Year

Town of Lisbon
Forecasted Capital Improvement Plan
For Budget Year FY24
Forecasted Years FY24 through FY28

	Forecast 6/30/2024	Forecast 6/30/2025	Forecast 6/30/2026	Forecast 6/30/2027	Forecast 6/30/2028	Funding
COMMITTED						
2010 R	65,965	63,809	62,281	60,669	60,669	Munic. Rev.
2017 B	166,613	163,320	159,765	155,993	155,993	Munic. Rev.
2004 FR - Sewer Dept	18,463	-	-	-	-	Sewer Rev.
2005 FR - Sewer Dept	27,189	26,813	26,438	-	-	Sewer Rev.
2014 QECB	79,759	79,759	79,759	79,759	79,759	72% Munic. Rev/28% Sewer Rev.
2020 MMBB - Pinewood	167,183	\$ 165,165	\$ 163,088	\$ 160,928	\$ 158,678	Munic. Rev.
2022 MMB - Ferry	273,439	\$ 268,642	\$ 263,583	\$ 258,422	\$ 258,422	Munic. Rev.
Total Committed	\$ 798,611	\$ 767,508	\$ 754,914	\$ 715,771	\$ 713,521	
PROPOSED						
RD Loan	\$ 322,525	\$ 322,525	\$ 322,525	\$ 322,525	\$ 322,525	Sewer Rev.
Harley Davidson	2,500	2,500	2,500			Munic. Rev
Total Proposed	\$ 325,025	\$ 325,025	\$ 325,025	\$ 322,525	\$ 322,525	
TOTAL COMMITTED/PROPOSED	\$ 1,123,636	\$ 1,092,533	\$ 1,079,939	\$ 1,038,296	\$ 1,036,046	

Bonds 10 Year

**Town of Lisbon
Forecasted Capital Improvement Plan
For Budget Year FY24
Forecasted Years FY29 through FY33**

	Forecast 6/30/2029	Forecast 6/30/2030	Forecast 6/30/2031	Forecast 6/30/2032	Forecast 6/30/2033	Funding
COMMITTED						
2010 R	57,279	55,583	53,888	-	-	Munic. Rev.
2017 B	-	-	-	-	-	Munic. Rev.
2004 FR - Sewer Dept	-	-	-	-	-	Sewer Rev.
2005 FR - Sewer Dept	-	-	-	-	-	Sewer Rev.
2014 QECB	79,757	79,757	-	-	-	72% Munic. Rev/28% Sewer Rev.
2020 MMBB - Pinewood	\$ 156,323	\$ 153,863	\$ 151,305	\$ -	\$ -	Munic. Rev.
2022 MMB - Ferry	\$ 247,744	\$ 242,116	\$ 236,320	\$ 230,394	\$ 224,355	Munic. Rev.
Total Committed	\$ 541,103	\$ 531,319	\$ 441,513	\$ 230,394	\$ 224,355	
PROPOSED						
RD Loan	\$ 322,525	\$ 322,525	\$ 322,525	\$ 322,525	\$ 322,525	Sewer Rev.
Total Proposed	\$ 322,525	\$ 322,525	\$ 322,525	\$ 322,525	\$ 322,525	
TOTAL COMMITTED/PROPOSED	\$ 863,628	\$ 853,844	\$ 764,038	\$ 552,919	\$ 546,880	

Acknowledgement

The FY24 Capital Improvement Plan and Budget continues to focus on financial stability as well as sustainable solutions. This budget will continue to develop discussions around financial planning to align with this capital improvement plan. We would like to express our sincerest appreciation for all of those who were involved; thank you department heads and staff for all of your hard work.

DIVISION 5, ECONOMIC DEVELOPMENT DEPARTMENT

Sec. 74-151, - Revolving loan fund (RLF).

...

(c) *Program description.* The RLF program is designed to offer financial support for the purchase of fixed capital assets or working capital. Depending on the loan program, eligible businesses may finance up to 30 percent of a project's cost up to a ~~\$100,000.00~~ \$250,000.00 (amount of available funding is determined by account balance). Special consideration for greater participation up to 50 percent will be given to projects that create high end, high wage positions and/or a substantial number of new job opportunities. Under certain circumstances and depending on the loan program, the maximum amount that could be available is 75 percent or ~~\$250,000.00~~ \$500,000.00 whichever is less.

...



TO: Glenn Michalowski, Town Manager

FROM: Mark Stevens, Director of Lisbon Parks & Recreation

CC: Randy Cyr (Public Works), Chief Ryan McGee (Police), Chief Nate LeClair (Fire)

SUBJECT: Moxie Festival Road Closures and Usage of Municipal Areas

DATE: March 8, 2023

On behalf of the Moxie Festival Committee, we request the Lisbon Town Council's authorization for the following road closures and use of various municipal areas in connection with the 2022 Moxie Festival. The dates of the festival are July 7, 8, and 9, 2023.

All closures are in Lisbon Falls, unless otherwise specified.

1. Closure of Route 196 from Crafts Cars to Capital Ave 10:00 a.m. to 12:00 p.m. on Saturday, July 8, 2023. (Parade)
2. Closure of Capital Avenue from 6:00 a.m. to 12:00 p.m. on Saturday, July 8, 2023. (Parade Line up and Staging)
3. Closure of School Street from Main Street to Vining Street from 6:00 a.m. to 6:00 p.m.(?) on Saturday, July 8, 2023 from 8:00 a.m. to 6:00 p.m. (Festival Activities)
4. Closure of Addison Street to South Street from 8:00 a.m. to 9:00 p.m. on Saturday, July 8, 2023.
5. Closure of Campus Avenue from 6:00 am to 9:00 p.m. on Saturday, July 8, 2023
6. Closure of one lane on Berry Avenue bordering MTM Park from 6:00 am to 9:00 pm on Saturday, July 8, 2023.
7. The additional ability to close any road or municipal area deemed necessary by the Police Chief for public safety.
8. Traffic alerts for the following areas on Saturday, July 8, 2023 during the 5k :
 - Route 9 from Wing Street, Higgins Street, Spear Street, Cross Street, Huston Street, Spear Street, Scottsdale Avenue, and Frost Hill Avenue.
9. **Description of road closure or barricades & time frame for 5K**

In addition, we request the following assistance from Public Works:

1. One dump truck, trash dumps, and bags in the municipal parking lot on Main Street from 8:00 p.m. on Friday, July 7, 2023 through 6:00 p.m. on Saturday, July 8, 2023, for the purpose of garbage collection. LOCATION
2. Eight to ten trash barrels at the MTM Center during this same time-period.
3. A PW staff member available to empty trash bags into the dump truck as needed.
4. Placement of barricades for street and lot closings.
6. Barricades at both front and back parking lots openings by 6:00 p.m. on Friday, July 7, 2023.

Thank you in advance to everyone involved who make this festival a weekend of fun and community spirit for residents and visitors alike.



Lisbon Police Department

A Community Policing Agency

300 Lisbon St.
Lisbon, ME 04250

Ryan A. McGee
Chief of Police

To: Town Manager Glenn Michalowski

From: Chief of Police Ryan McGee

Subject: Request to approve the bid for two 2023 Ford SUV cruisers

Date: 06/09/2023

On June 9th we opened Cruiser bids and I am requesting permission to award the bid for two (2) 2023 Ford Interceptor SUV cruisers that were approved for the FY24 budget to Colonial Group out of Massachusetts. The purchase would not be made until the first week of July. The new patrol cruisers will replace the marked patrol cars units #2 and #5.

We had gone out to bid a couple of weeks prior and we only received two bids back and those bids were returned with quotes of \$90,250 and \$88,768 for the two new cruisers with the trade.

Due to low turnout, we rejected the bids and we went back out to bid again for the two cruisers. We then received one bid for two 2023 cruisers with a trade, and that was for **\$83,335.48** from Colonial Group out of Massachusetts. I would like to award the bid to Colonial Municipal Group out of Massachusetts, which also has the vehicles in stock. We would be able to pick them up the first week of July.

Thank you.

Ryan McGee
Chief of Police



Town of Lisbon

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

Town of Lisbon
 300 Lisbon St
 Lisbon, ME, 04250
 207-353-3000

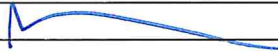
Project Name: Building Demolition 6 Union St
 Project Number: 2023-008
 Bid Submission Deadline: June 9, 2023
 Bid Opening Time: ~~1:00pm~~ 10 am
 Location: Town of Lisbon, 300 Lisbon St, Lisbon, ME, 04250

Introduction

Welcome to the bid submission for the Building Demolition of 6 Union St. Sealed bids will be received in the office of the Town Manager until ~~1pm~~ 10 am on June 9, 2023, at the Town of Lisbon, 300 Lisbon St, Lisbon, ME, 04250. At this time, they will be publicly opened and read aloud. Please ensure that all required documents are enclosed in a sealed envelope clearly marked with the bid name and project number.

Attendance

Please record your attendance below:

Name of Company/Bidder	Representative Name	Signature
Environmental Restoration	Mark Stackman	

Bid Opening Process

The bid opening process is as follows:

- Confirm the attendance of bidders.
- Verify the receipt of all required bid documents.
- Open and read aloud each bid proposal.
- Record the bid amounts and any discrepancies.
- Evaluate the bids for responsiveness and compliance.
- Prepare a bid tabulation sheet.
- Announce the apparent low bidder (subject to further review and verification).



Town of Lisbon

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

Bid Tabulation

Please use the following table to record the bid amounts and any discrepancies observed during the bid opening process:

Bidder Name	Base Bid Amount	Alternate(s)	Discrepancies/Notes
Environmental Restoration	\$ 24,000		
Carl Huston Excavation	28,368		

Bid(s) Opened by: Glenn Michalowski Signed [Signature]

Witnessed by: Ryan Heber Signed [Signature]

TOWN OF LISBON, MAINE

DEMOLITION OF STRUCTURE AT 6 UNION STREET, LISBON

BID DEADLINE: June 9, 2023 @ 10:00 am
PRE-BID MEETING: May 31, 2023 @ 11:00 am

PROPOSAL FORM

TO: Glen Michalowski, Town Manager
Town of Lisbon
300 Lisbon Street
Lisbon, Maine 04250

Dear Sir:

Having carefully examined the premises and existing conditions affecting the work, we, the undersigned, hereby agree to furnish all labor, materials, appliances, supplies, plants, equipment and other facilities incidental to the demolition and removal of the primary structure as required by, and in strict accordance with, the Specifications dated **Date** as prepared by the Town of Lisbon and that the undersigned will accept in full payment thereof of the following sum to wit:

<u>ITEM</u>	<u>PAYMENT</u>	<u>DESCRIPTION OF WORK</u>
1	Lump Sum	Demolition and removal of the primary structure located at 6 Union Street, Lisbon as specified.

	\$24,000
Unit Price for additional fill material	\$ 15 CY

State equipment to be used: (list all equipment)

Cat 316 Excavator with Demo cage
500gallon water trailer for dust control
Temporary chain link fence
Hand tools/Demo saw if needed

List all Sub-Contractors:

Starret Snow and Ice

The undersigned further agrees to complete work by:	7/21/23
The undersigned acknowledges the receipt of addenda #:	YES

The undersigned acknowledges that the Town requires that its terms and conditions, as contained in the bid request documents, form the basis for any relationship that may result from this bid request and that this proposal (including any and all attachments, exhibits and documents referred to in this proposal) will be included in any final contract between the undersigned and the Town covering the work in the proposal.

The undersigned further agrees that after notification by the Town of the acceptance of his/her proposal and the readiness of the contract for signature, he/she will execute the contract within 5 days, Saturdays, Sundays and holidays excepted, and that he/she will commence the work within 5 days after the execution of the contract unless otherwise specified in the Specifications or directed by the Town in writing, and that he/she will prosecute the work to its completion.

Performance & Payment Bonds are not required.

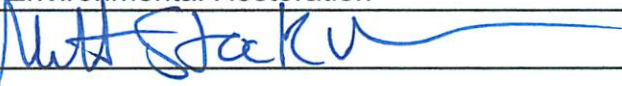
The undersigned further agrees that in the employment of labor, preference will be given, all other things being equal, to the citizens of Lisbon and of the State of Maine, in that order.

The undersigned hereby further declares that the only person or parties interested in this proposal as principals are named below; that the proposal is made without any connection with any other person or party making any proposal for the same work; and that no person acting for or employed by the Town of Lisbon is directly or indirectly interested in this proposal or in any contract which may be made under it or in profits expected to arise therefrom, except as provided by the Town Charter. The full names and addresses of all persons or parties interested in this proposal as principals are named below; (Give first and last names in full; and in case of a corporation, give names and addresses of President, Treasurer and Manager; and in case of a partnership, give names and addresses of members):

Accompanying this proposal is a bid security deposit in the amount of:

%	\$
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which is to become the property of the Town by forfeiture if the undersigned fails, after notification by the Town Manager of the acceptance of his/her proposal, to execute a contract with the Town within 5 days agreed to herein; or, in case the undersigned withdraws his/her proposal within 30 days after the opening of the proposals. Otherwise, the deposit will be returned to the undersigned in accordance with the provisions in the Notice to Contractors.

FIRM NAME	Environmental Restoration
SIGNATURE	
PRINTED/TYPED NAME	Matt Stockwell
TITLE	Project Manager
LEGAL ADDRESS	1666 Fabik Drive Fenton MO 63026
PLACE OF BUSINESS	46 Gray Road Falmouth Maine 04105
FIRM'S IRS ID #	20-11541928 47-4799942
DATE	6/9/23
TELEPHONE #	207-373-8529
FAX #	
E-MAIL ADDRESS	m.stockwell@erllc.com

MATTHEW STOCKWELL

PROJECT MANAGER II

EDUCATION / MINIMUM QUALIFICATIONS

EPA Minimum Qualifications and Experience	Matthew Stockwell's Qualifications
4 years of direct on-scene response experience in the cleanup of hazardous substances, oil, and other contaminants or pollutants at a site, to include the development of site safety plans, heavy equipment operation and field construction, or other discipline directly related to the requirements of the contract.	<ul style="list-style-type: none"> Four years on-scene hazardous waste site cleanup experience Three years supervisory role related experience

BACKGROUND

Mr. Stockwell has four years of on-scene technical experience including three years in managing and supervising response personnel, equipment, and materials during emergency, time critical and non-time critical responses to removals of biological, radiological, and hazardous chemical substance releases. This includes experience with early/interim remedial projects, disasters, and incidents involving terrorism including training events.

Corporate Background Experience

- Environmental Restoration, LLC, Project Manager / Foreman, 2018 to Present
- Goodall Landscaping, Operations Manager, Area Manager, 2010 to 2018

RELEVANT TECHNICAL EXPERIENCE

Project Information	Project Description & On-Site Tasks
Maine DEP Residential Remediation Kennebunk, ME 09/22;	Project Manager. Directed personal and two subcontracts to install a vapor lock flooring product on a basement floor to reduce oil fumes in homeowner's house. Developed HASP, Workplan and schedule for a three-phase project.
USEPA Region 1 Allied Leather Boscawen, NH 05/22 to Present;	Foreman. Directed personnel on daily operations of selective asbestos demolition, PCB demolition, helped developed site safety plan, calibrated and monitored personal air pumps, configure job layout and directed crew of 7. Ensured safety and efficiency of all personnel and equipment. Sampled debris and assisted with T&D coordination. Managed load out of 800 tons ACM
Highland Environmental Emergency Response Eliot, Maine 03/22;	Project Manager. Directed personnel on an emergency response to clean up 15 gallons of gasoline that leaked from a car drive off while fueling. Developed HASP and work plan for multi day clean up. Worked with Maine DEP onsite. Acquired two sub-contractors to pump out and wash impacted catch basins.
Rapid Response Emergency Response Bedford, NH 02/22;	Project Manager. Directed personnel on an emergency response to clean up 40 gallons of hydraulic fluid. Developed HASP and work plan for the multi day clean up. Profiled, labeled and manifested T&D of 12 drums.
USEPA Region 1 W.W. Cross Site Jaffery, NH 08/21 to 03/22;	Foreman. Directed personnel on daily operations of selective asbestos demolition, helped developed site safety plan, calibrated and monitored personal air pumps, configure job layout and directed crew of 4. Ensured safety and efficiency of all personnel and equipment. Sampled debris and assisted with T&D coordination



Town of Lisbon

Harry Moore, Jr., Chair 2024
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Jo-Jean Keller 2025
Christine Cain 2024
Fern Larochelle 2023

Town of Lisbon
300 Lisbon St
Lisbon, ME, 04250
207-353-3000




Project Name: 2023-2024 Street Resurfacing Program
Project Number: 2023-006
Bid Submission Deadline: May 24, 2023
Bid Opening Time: 10:00 AM
Location: Town of Lisbon, 300 Lisbon St, Lisbon, ME, 04250

Introduction

Welcome to the bid submission for the 2023-2024 Street Resurfacing Program. Sealed bids will be received in the office of the Town Manager until 10:00 AM on May 24, 2023, at the Town of Lisbon, 300 Lisbon St, Lisbon, ME, 04250. At this time, they will be publicly opened and read aloud. Please ensure that all required documents are enclosed in a sealed envelope clearly marked with the bid name and project number.

Attendance

Please record your attendance below:

Name of Company/Bidder	Representative Name	Signature
ST. LAURENT & SON	TOBIAS FARNSWORTH	
ASMG	Hunter Farwell	
Greg Brown		
Fire Industries	Greg Brown	

Bid Opening Process

The bid opening process is as follows:

- Confirm the attendance of bidders.
- Verify the receipt of all required bid documents.
- Open and read aloud each bid proposal.
- Record the bid amounts and any discrepancies.
- Evaluate the bids for responsiveness and compliance.
- Prepare a bid tabulation sheet.
- Announce the apparent low bidder (subject to further review and verification).



Town of Lisbon

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

Bid Tabulation

Please use the following table to record the bid amounts and any discrepancies observed during the bid opening process:

Bidder Name	Base Bid Amount	Alternate(s)	Discrepancies/Notes
Spencer Paving	440,795		
Pike	440,713		
All State	438,670. ⁸		
St Laurent	435,025		

Bid(s) Opened by: Randy Cyr Signed: [Signature]

Witnessed by: Gina Holland Signed: [Signature]

RELEVANT TECHNICAL EXPERIENCE	
Project Information	Project Description & On-Site Tasks
Tetra Tech Cinemagic Mold Remediation State of ME and NH 08/21 to 09/21;	<i>Foreman.</i> Directed personnel and daily onsite task in removing mold in multiple Cinemagic movie theaters in Maine and New Hampshire. Developed HASP and workplans for multi day and location job.
USEPA Region 3 Erie Coke and Coal Erie, PA 08/21;	<i>Foreman.</i> Directed personnel and onsite tasks necessary to safely load pallets of hazardous material
USEPA Region 1 Creese & Cook Tannery Danvers, MA 07/21 to 08/21;	<i>Foreman.</i> Directs personnel on day-to-day operations of an arsenic excavation. Ensure safety of all personnel, equipment, etc.
USEPA Region 1 R&R Salvage Turner Falls, MA 03/21 to 07/21;	<i>Foreman.</i> Directed personnel on day-to-day operations of an asbestos demolition. Ensure safety of all personnel, equipment, etc. Completing goals set forth by OSC and RM. Fix and maintain equipment.
USEPA Region 1 Lavoie Properties Berlin, NH 09/20 to 12/20;	<i>Foreman.</i> Direct personnel on day-to-day operations for digging soil contaminated with Lead and PCB's. Creating a safe and efficient job site. Estimated fill and road materials. Building a road. Taking soil and XFR samples.
USEPA Region 1 Pero Properties West Haven, CT 07/20 to 09/20;	<i>Foreman.</i> Cleaned up abandoned property with eight 30 yard roll off cans, three 52 ft. trailers and one dump truck full of asbestos material ranging from flooring, TSI, Mastic and windows. Used an Excavator to dig out cans and trailers. Loaded the waste into double lined roll off can.
CURA Portland Harbor Portland, ME 07/20;	<i>Foreman.</i> Oil spill from a truck accident on the harbor leaked 5 gallons of motor oil into tidal salt water. Responded immediately with 2000 feet of boom around the pier. Used pads to absorb oil. Had a subcontractor with a boat assisting us.
USEPA Region 1 White Mountain Freezer Winchendon, MA 06/20 to 09/20;	<i>Foreman.</i> Demolition of building was already completed. Directed crew with site preparation, installing gravel roads and pads for trucks and equipment. Sorted steel out of ACM debris pile. Loaded out steel and ACM. Loaded between 6-12 trucks a day.
CURA Interstate 89 Roadside Spill S. Royalton, VT 02/20 to 04/20;	<i>Foreman.</i> Excavated 50tons of soil from interstate median. Site was backfilled and restored to original state.
USEPA Region 1 Gallows Hill Salem, MA 04/20 to 07/20;	<i>Foreman.</i> Restored properties after arsenic excavation by building patios, installing fence and site clean up
USEPA Region 1 Hummingbird Lane Drum Salem, NH 05/19;	<i>Foreman.</i> Responded to site in which there were over 30, 55-gallon drums dumped in a field across from a residential neighborhood. Directed crew in Level B with SCBA's and used a 5-gas meter to check for harmful vapors. Once all drums were checked, took multiple samples for HAZCAT to determine T&D. Used excavator to over pack all drums and stored

RELEVANT TECHNICAL EXPERIENCE

Project Information	Project Description & On-Site Tasks
	inside a connex box before they were picked up and disposed.
USEPA Region 1 Stenton Trust Mills Sanford, ME 04/19 to 12/19;	Foreman. Built a 300ft access road for furniture company to use while job was going on. Directed personnel and subcontractor on an asbestos demolition of an old mill. Oversaw abatement by an abatement contractor. Directed personnel and subcontractors during actual demolition on the mill. Was first call for Snitzer Steel, Dearborn Construction, Costello Demolition, and Goulette trucking.
USEPA Region 1 Lincoln Paper Mill Lincoln, ME 05/18 to 12/18;	Foreman. Directed a crew to remove approx. 350,000 gallons of #6 Oil tank sludge from two one million-gallon tanks. Removal of collapsed building containing Asbestos debris and the removal of six tanks containing various caustic materials.

ACCOMPLISHMENTS

- ✓ OSHA 40 Hr., 2018, 8 Hr. Refresher, Current
- ✓ OSHA 8 Hr. HAZWOPER Supervisor, 2019
- ✓ 40 Hr. Asbestos Supervisor, 2019 Maine, 2022 New Hampshire
- ✓ 8 Hr. Asbestos Supervisor Refresher, Current
- ✓ First Aid/CPR/AED, 2019
- ✓ DOT HM181/126F Hazmat, 2020
- ✓ E-Rail Railway Safety, 2021
- ✓ Confined Space Rescue, 2021
- ✓ OSHA 30 Hr. Construction, 2019
- ✓ OSHA 10 Hr. Construction, 2019
- ✓ FEMA/ICS 100,200, 700, 800 2018
- ✓ FEMA/ICS 300, 2021
- ✓ Blood Borne Pathogen, 2020
- ✓ Confined Space Entry, 2020
- ✓ NASFM LNG Pipeline Emergency, 2019
- ✓ BNSF Railway Emergency Response Training, 2019

REFERENCES

Matt Cox, Owner Industrial Sales and Salvage 207-694-2041	John Burton Weston Solutions 978-621-1214	Jason Miller, Territory Sales Manager American Waste Management Services, Inc 617-794-6289
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MEETING PERFORMANCE WORK STATEMENT ELEMENTS

EPA Minimum Qualifications and Experience	Matthew Stockwell's Qualifications
PWS – 2.c.(1): Working and professional knowledge of oil, petroleum, and haz substance disposal regulations; T&D analytical methods; and types of data sufficient to review and ensure quality of the T&D Coordinator's work product.	<ul style="list-style-type: none"> • Four years of working knowledge of oil, petroleum, hazardous wastes, waste manifesting, profiling, and waste classifications including working knowledge of shipping, labeling, and placarding HAZMAT.
PWS – 2.c.(2): Working and professional knowledge of hazmat transportation regulations sufficient to review and ensure the quality of T&D Coordinator work product	<ul style="list-style-type: none"> • Managed T&D for over 10 sites involving more than three waste streams including generating waste profiles and manifests, ensuring DOT compliance, and securing a qualified/CERCLA approved TSDF to dispose of the waste materials.
PWS – 2.c.(3): Ability to prepare written technical reports covering all aspects of removal operations	<ul style="list-style-type: none"> • Developed technical reports including work plans, DWOs, HASP, daily H&S reports,

MEETING PERFORMANCE WORK STATEMENT ELEMENTS

EPA Minimum Qualifications and Experience	Matthew Stockwell's Qualifications
<p>PWS – 2.c.(4): Manage and ensure proper execution of multiple, simultaneous subs of varying type and complexity. Serves as contractor POC with subs. Independently negotiate and resolve sub disputes.</p>	<p>RFQs, waste tracking spreadsheets and SAP plans on over 8 EPA ERRS projects.</p> <ul style="list-style-type: none"> Managed and served as POC for 10+ on Multiple Jobs subcontracts while having managed and executed up to 5 simultaneous subcontracts as the main POC, handling immediate resolution of any subcontractor issues at the site level.
<p>WS – 2.c.(5): Knowledge of site cost management systems used to track and document site costs on a daily basis. Ability to operate RCMS computer software and prepare periodic cost reports in accordance with Reports of Work clause.</p>	<ul style="list-style-type: none"> Four years of cost management experience, including tracking, reporting daily costs, and coordinating site procurement.
<p>PWS – 2.c.(6): Knowledge of OSHA H&S regulations regarding hazardous waste site and general construction site ops. Prepare and modify site specific HASPs in accordance with EPA and OSHA regs, policies, and procedures. Serve as SSO.</p>	<ul style="list-style-type: none"> As Site Safety Officer on 5 ERRS TOs, Mr. Stockwell has working knowledge of OSHA regulations regarding hazardous waste site and construction site operations.
<p>PWS – 2.c.(7): Knowledge of the theory of operation and ability to calibrate and use field screening instrumentation...Ability to interpret data and evaluate hazards from survey results.</p>	<ul style="list-style-type: none"> Four years of working knowledge using field screening instrumentation, including Lumex, organic vapor analyzers, combustible gas indicators, and toxic gas meters.
<p>PWS – 2.d: Shall be “primary” contractor contact with OSC and responsible for management and execution of all response actions. Responsible for implementation of SOW/PWS for the TO and will execute services under technical direction of OSC.</p>	<ul style="list-style-type: none"> Mr. Stockwell has served as POC for the OSC on over 5 TOs and has been responsible for implementing the OSC technical direction to meet SOW/PWS on these TOs.
<p>PWS – 2.e: Shall be on site on daily basis unless instructed otherwise by OSC or based on exigent circumstances. When RM is not present/accessible, contractor shall maintain someone on site at all times with authority to accept technical direction, act for contractor, and coordinate sub activities.</p>	<ul style="list-style-type: none"> Mr. Stockwell will be on-site on a daily basis as required by the DWO. When not feasible, Mr. Stockwell will coordinate with OSC and appoint an acceptable alternative to accept technical direction, act for the contractor, and coordinate subcontract activities on-site.

TOWN OF LISBON
2023-2024 STREET RESURFACING PROGRAM
BID NO. 2023-006
PROPOSAL

To: Town Manager
Lisbon Town Office,
300 Lisbon Street
Lisbon, Maine 04250

The undersigned hereby declares that he/she has carefully examined the location of the proposed work, the proposed Contract Form and the Contract Documents therein referred to and that he/she proposes and agrees, if this Proposal is accepted, that he/she will contract with the Town of Lisbon, by its Town Manager, to provide all machinery, tools, labor, equipment and other means of construction and to do all the work and furnish all the materials, except those specified in the Specifications to be furnished by the Town, necessary to complete the work in the manner and time therein prescribed, in accordance with the conditions and requirements set forth in the Contract Documents and the requirements of the Director of Public Works as provided for therein; and that he/she will accept in full payment therefore the following sums to wit:

NO.	ITEM DESCRIPTION	QTY.	UNIT	UNIT COST	COST
1.	Furnish & Install 19.5mm HMA Surface Course	2500	Tons:	<u>\$80.00 /Ton</u>	<u>\$200,000.00</u>
2.	Furnish & Install 12.5mm FINE HMA	1500	Tons:	<u>\$83.00 /Ton</u>	<u>\$124,500.00</u>
3.	Furnish & Install Hand Placed HMA	50	Tons:	<u>\$260.00 /Ton</u>	<u>\$13,000.00</u>
4.	Cold Planing of Butt Joints on Various Streets or Driveways	250	SY:	<u>\$15.00 /SY</u>	<u>\$3,750.00</u>
5.	Application of Bituminous Tack		Gals:	<u>\$12.00 /Gals</u>	<u>\$12.00</u>
6.	Driveway Preparation	100	SY:	<u>\$53.50 /SY</u>	<u>\$5,350.00</u>
7.	Cold Planing of Various Streets	50	SY:	<u>\$50.00 /SY</u>	<u>\$2,500.00</u>
8.	Reclaim Existing Asphalt Pavement	17665	SY:	<u>\$2.20 /SY</u>	<u>\$38,863.00</u>
9.	Lower & Adjust Catch Basin Covers and Grates to Grade (0" - 6")		CY:	<u>\$2,000.00 EA</u>	<u>\$2,000.00</u>
10.	Furnish & Install Loam, Seed & Mulch	200	SY:	<u>\$25.00 /SY</u>	<u>\$5,000.00</u>
11.	Flaggers	---	HR:	<u>\$50.00 /HR</u>	<u>\$50.00</u>
12.	Traffic Control	1	LS:	<u>\$2,500.00 LS</u>	<u>\$2,500.00</u>
13.	Miscellaneous and Clean Up	1	LS:	<u>\$22,500.00 LS</u>	<u>\$22,500.00</u>
14.	Mobilization	1	LS:	<u>\$14,000.00 LS</u>	<u>\$14,000.00</u>
TOTAL:				\$	<u>\$435,025.00</u>

The undersigned further agrees that, after notification by the Town Manager of the acceptance of his/her Proposal and the readiness of the Contract for signature, he/she will execute the Contract and furnish the required Bonds within ten (10) days, Saturdays, Sundays and Holidays, excepted, and that he/she will commence the work within ten (10) days after the execution of the Contract and deliverance of the Bonds, unless otherwise specified in the Supplemental Specifications or directed by the Director of Public Works in writing and that he/she will prosecute the work to its completion within the time limit specified in the Supplemental Specifications.

The undersigned further agrees that there shall be deducted from monies due the Contractor, not as a penalty, but as inspection costs, the sum of five hundred (\$500.00) dollars for each working day beyond the time limit specified in the Supplemental Specifications which is required by the Contractor to complete the whole work to the satisfaction of the Director of Public Works.

The undersigned further agrees that in the employment of labor, preference will be given, all other things being equal, to the citizens of Lisbon and of the State of Maine, in that order.

The undersigned hereby further declares that the only persons or parties interested in this Proposal, as principals, are named below; that the Proposal is made without any connection with any other person or party making any proposal for the same work; and that no person acting for or employed by the Town of Lisbon is directly or indirectly interested in this Proposal or in any Contract which may be made under it or in profits expected to arise therefrom, except as provided by the Town Charter. The full names and addresses of all persons and parties interested in this Proposal, as principals, are as follows: (Give first and last names in full, and in the case of a Corporation, give names and addresses of President, Treasurer, and Manager; and in case of a Partnership, give names and addresses of members):

Gary St. Laurent - President

Monmouth, ME

Accompanying this Proposal is a bid security deposit in the amount of **(5% of Bid Price) of (\$ 435,025.00)** which is to become the property of the Town of Lisbon, by forfeiture, if the undersigned fails, after notification by the Town Manager of the acceptance of his/her Proposal, to execute a contract with the Town and furnish the required Bonds within the time agreed to herein; or, in case the undersigned withdraws his/her Proposal within thirty (30) days after the opening of the Proposals. Otherwise, the deposit will be returned to the undersigned in accordance with the provisions in the Notice to Contractors.

Company Name:

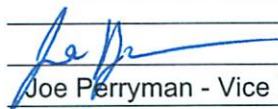
St. Laurent and Son Inc.

Address:

20 Highland Spring Road

Lewiston, ME 04240

Signature



Printed Name and title:

Joe Perryman - Vice President

Firm's IRS ID #

20-4024258

Date

5/24/23

Telephone Number

207-785-7944

Fax #

207-784-6592

E-Mail Address

tobias@stlaurentandson.com

AIA® Document A310™ – 2010

Bid Bond

CONTRACTOR:

(Name, legal status and address)

ST. LAURENT & SON, INC.
20 HIGHLAND SPRING ROAD
LEWISTON, ME 04240

SURETY:

(Name, legal status and principal place of business)

THE OHIO CASUALTY INSURANCE
COMPANY
175 BERKELEY STREET
BOSTON, MA 02116

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

OWNER:

(Name, legal status and address)

TOWN OF LISBON, MAINE
300 LISBON STREET
LISBON, ME 04250

BOND AMOUNT: FIVE PERCENT OF ATTACHED BID (5%)

BOND NUMBER: STLAURENT846

PROJECT: 2023-2024 STREET RESURFACING PROGRAM, LISBON, ME, BID NO. 2023-006

(Name, location or address, and Project number, if any)

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, **or** within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 23rd day of May, 2023.


(Witness)


(Witness)

ST. LAURENT & SON, INC.
(Principal)

(Seal)

(Title)


THE OHIO CASUALTY INSURANCE COMPANY
(Surety)

(Seal)


(Title) MELANIE A. BONNEVIE, ATTORNEY-IN-FACT

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured

Init.



1992

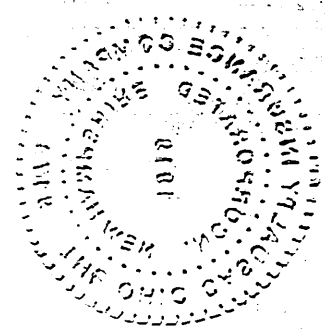
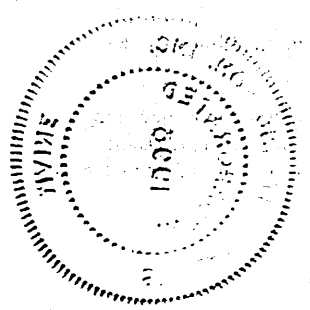
the 1990s, the number of people in the world who are illiterate has increased from 750 million to 850 million. The number of illiterate people in the world is expected to increase to 900 million by the year 2015. The number of illiterate people in the world is expected to increase to 950 million by the year 2020. The number of illiterate people in the world is expected to increase to 1 billion by the year 2025. The number of illiterate people in the world is expected to increase to 1.1 billion by the year 2030. The number of illiterate people in the world is expected to increase to 1.2 billion by the year 2035. The number of illiterate people in the world is expected to increase to 1.3 billion by the year 2040. The number of illiterate people in the world is expected to increase to 1.4 billion by the year 2045. The number of illiterate people in the world is expected to increase to 1.5 billion by the year 2050. The number of illiterate people in the world is expected to increase to 1.6 billion by the year 2055. The number of illiterate people in the world is expected to increase to 1.7 billion by the year 2060. The number of illiterate people in the world is expected to increase to 1.8 billion by the year 2065. The number of illiterate people in the world is expected to increase to 1.9 billion by the year 2070. The number of illiterate people in the world is expected to increase to 2 billion by the year 2075. The number of illiterate people in the world is expected to increase to 2.1 billion by the year 2080. The number of illiterate people in the world is expected to increase to 2.2 billion by the year 2085. The number of illiterate people in the world is expected to increase to 2.3 billion by the year 2090. The number of illiterate people in the world is expected to increase to 2.4 billion by the year 2095. The number of illiterate people in the world is expected to increase to 2.5 billion by the year 2100.

[illegible][illegible]

the 1990s, the number of people in the United States who are 65 years of age or older is projected to increase from 20 million to 35 million, and the number of people 75 years of age or older is projected to increase from 10 million to 17 million (U.S. Census Bureau, 1996). The number of people 85 years of age or older is projected to increase from 2 million to 4 million (U.S. Census Bureau, 1996). The number of people 90 years of age or older is projected to increase from 500,000 to 1 million (U.S. Census Bureau, 1996). The number of people 95 years of age or older is projected to increase from 100,000 to 200,000 (U.S. Census Bureau, 1996). The number of people 100 years of age or older is projected to increase from 10,000 to 20,000 (U.S. Census Bureau, 1996).

1. The following information is being furnished to you for your information only. It is not intended to be used for any other purpose.

1. The first step in the process of identifying a problem is to define the problem. This involves identifying the symptoms of the problem and determining the scope of the problem. Once the problem has been defined, the next step is to identify the causes of the problem. This involves identifying the factors that are contributing to the problem and determining the underlying causes of the problem. Once the causes of the problem have been identified, the next step is to develop a plan to address the problem. This involves identifying the actions that need to be taken to address the problem and determining the resources that will be needed to implement the plan. Once a plan has been developed, the next step is to implement the plan. This involves taking the actions that have been identified in the plan and putting them into practice. Finally, the last step in the process is to evaluate the results of the plan. This involves determining whether the plan has been successful in addressing the problem and identifying any areas for improvement.





This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

Certificate No: **8206150-012009**

POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Heidi Rodzen; Joline L. Binette; Melanie A. Bonnevie; Nancy L. Castonguay; Robert E. Shaw, Jr.; Samuel M. Goulet

all of the city of Lewiston state of ME each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 16th day of August, 2021.



Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

By: David M. Carey
David M. Carey, Assistant Secretary

State of PENNSYLVANIA
County of MONTGOMERY ss

On this 16th day of August, 2021 before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at King of Prussia, Pennsylvania, on the day and year first above written.



Commonwealth of Pennsylvania - Notary Seal
Teresa Pastella, Notary Public
Montgomery County
My commission expires March 28, 2025
Commission number 1126044
Member, Pennsylvania Association of Notaries

By: Teresa Pastella
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV – OFFICERS: Section 12. Power of Attorney.

Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII – Execution of Contracts: Section 5. Surety Bonds and Undertakings.

Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation – The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization – By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 23RD day of MAY, 2023.



By: Renee C. Llewellyn
Renee C. Llewellyn, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

For bond and/or Power of Attorney (POA) verification inquiries, please call 610-832-8240 or email HOSUR@libertymutual.com.

MEMORANDUM FOR THE DIRECTOR, FBI
SUBJECT: [Illegible]

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[Illegible text block]

[Illegible text block]

[Illegible text block]

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TOWN OF LISBON
LITTLEFIELD ROAD RESURFACING PROGRAM RFP
BID NO. 2023-006


Bid Date: 5/24/2023 @ 10:00 a.m.

PROPOSAL FORM

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

Description: Addendum – removal of bridge deck	Amount
Item 1: (1) 50 SQ YDS OF COLD PLANING TO INCLUDE REMOVAL OF ASPHALT FROM BRIDGE DECK	\$ 50.00 / SY

.....

COMPANY NAME	ST. LAURENT & SON INC
SIGNED	
PRINTED NAME/TITLE	TOBIAS FARNSWORTH - ESTIMATOR
ADDRESS	20 HIGHLAND SPRING ROAD LEWISTON, ME 04240
DATE	5/24/23
PHONE #	207-784-7944
FAX #	207-784-6592
E-MAIL ADDRESS	TOBIAS@STLAURENTANDSON.COM



Town of Lisbon

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

Town of Lisbon
 300 Lisbon St
 Lisbon, ME, 04250
 207-353-3000

Project Name: Worumbo Loam
 Project Number: 2023-007
 Bid Submission Deadline: June 9, 2023
 Bid Opening Time: 1:00pm
 Location: Town of Lisbon, 300 Lisbon St, Lisbon, ME, 04250

Introduction

Welcome to the bid submission for the Worumbo Loam Bid. Sealed bids will be received in the office of the Town Manager until 1 p.m. on June 9, 2023, at the Town of Lisbon, 300 Lisbon St, Lisbon, ME, 04250. At this time, they will be publicly opened and read aloud. Please ensure that all required documents are enclosed in a sealed envelope clearly marked with the bid name and project number.

Attendance

Please record your attendance below:

Name of Company/Bidder	Representative Name	Signature
Ray Lobbe & Sons	Bob Walcott	[Signature]

Bid Opening Process

The bid opening process is as follows:

- Confirm the attendance of bidders.
- Verify the receipt of all required bid documents.
- Open and read aloud each bid proposal.
- Record the bid amounts and any discrepancies.
- Evaluate the bids for responsiveness and compliance.
- Prepare a bid tabulation sheet.
- Announce the apparent low bidder (subject to further review and verification).



Town of Lisbon

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

Bid Tabulation

Please use the following table to record the bid amounts and any discrepancies observed during the bid opening process:

Bidder Name	Base Bid Amount	Alternate(s)	Discrepancies/Notes
RAY LABBE & Sons	\$36,720	\$30.60 / CY	
CH STORVENSEN	\$44,400	\$37 / CY	
CARL HUSTON	\$53,100	\$44.25 / CY	
CCC CONSTRUCTION	\$47,900	\$58.60	

Bid(s) Opened by: CLEM McHAZOWSKI Signed _____

Witnessed by: KESS GUNN-WEITAN Signed [Signature]

TOWN OF LISBON
WORUMBO SITE LOAM PROJECT
BID NO. 2023-007

PROPOSAL

To: Town Manager
Lisbon Town Office,
300 Lisbon Street
Lisbon, Maine 04250

The undersigned hereby declares that he/she has carefully examined the location of the proposed work, the proposed Contract Form and the Contract Documents therein referred to and that he/she proposes and agrees, if this Proposal is accepted, that he/she will contract with the Town of Lisbon, by its Town Manager to provide all machinery, tools, labor, equipment and other means of construction and to do all the work and to furnish all the materials, except those specified in the Specifications to be furnished by the Town, necessary to complete the work in the manner and time therein prescribed, in accordance with the conditions and requirements set forth in the Contract Documents and the requirements of the Public Works Director as provided for therein; and that he/she will accept in full payment therefore the following sums to wit:

#	Description	Qty	Unit \$/CY	Total \$
1	After site prep, as performed by Lisbon PW, lay down 1,200 cubic yards of quality screened loam in designated area.	1,200	\$ 30. ⁰⁰	\$ 36,720
Total Base Bid Price THIRTY-SIX THOUSAND, SEVEN HUNDRED TWENTY			\$ 36,720 ⁰⁰	

The undersigned acknowledges the receipt of Addenda numbered 0.

The undersigned further agrees that, after notification by the Town Manager of the acceptance of his/her Proposal and the readiness of the Contract for signature, he/she will execute the Contract within ten (10) days, Saturdays, Sundays and Holidays, excepted, and that he/she will commence the work on September 5th 2023, unless otherwise specified in the Supplemental Specifications or directed by the Public Works Director in writing; and that he/she will prosecute the work to its completion within the time limit specified in the Supplemental Specifications.

The undersigned further agrees that in the employment of labor, preference will be given, all other things being equal, to the citizens of Lisbon and of the State of Maine, in that order.

The undersigned hereby further declares that the only persons or parties interested in this Proposal, as principals, are named below; that the Proposal is made without any connection with any other person or party making any proposal for the same work; and that no person acting for or employed by the Town of Lisbon is directly or indirectly interested in this Proposal or in any contract which may be made under it or in profits expected to arise therefrom, except as provided by the Town

Ordinance. The full names and addresses of all persons and parties interested in this Proposal, as principals, are as follows (Give first and last names in full; and in the case of a Corporation, give names and addresses of President, Treasurer and Manager; and in case of a Partnership, give names and addresses of members):

ROBERT J. WALTON, PRESIDENT, 44 LISBON RD., BRUNSWICK
 BRUCE EDGECOMB, TREASURER, 401 ALEXANDER RD, DRESDEN

Company Name	RAY LABBE & SONS, INC.
Signature	<i>Robert J. Walton</i>
Title	PRESIDENT
Printed Name	ROBERT J. WALTON
Physical Address	4 HIGHLAND RD, BRUNSWICK, ME 04011
Mailing Address	SAME
Firm's IRS ID # /DUNS#	83-3600343
Date	6/09/23
Phone #	(207) 725-7336
Fax #	(207) 725-0796
E-Mail Address	bob@raylabbeandsons.com

Sec. 2-33. Compensation.

Pursuant to Article II, Section 2.03 and Article X of the Town Charter, the town council determines that the annual compensation for each council member shall be ~~\$1,500.00~~ \$2,000.00, except that the annual compensation for the council chairman shall be ~~\$1,800.00~~ \$2,400.00.

(T.M. of 4-3-2007, § 2007-39)

SERVICE AGREEMENT
ANIMAL CONTROL

WHEREAS, the Town of Lisbon has the capacity to provide animal control services;
and

WHEREAS, the Town of Bowdoin is desirous of using Town of Lisbon resources to provide animal control services within the Town of Bowdoin;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the Towns of Lisbon and Bowdoin do hereby agree as follows:

1. Purpose: Recognizing that the Town of Bowdoin has the responsibility to its citizens to provide animal control services within that municipality, it is the purpose of this Agreement to set forth the terms and conditions under which those services will be provided by the Town of Lisbon.
2. Term; Renewal: This Agreement shall be for a term of three (3) years commencing July 1, 2023 and running through June 30, 2026. This Agreement may be renewed for additional three (3) year terms by the Selectmen of Bowdoin and the Town Council of the Town of Lisbon.
3. Effective Date: The effective date of this Agreement shall be July 1, 2023.
4. Administration: The Town of Lisbon shall be responsible for administering animal control services during the term of this Agreement.
5. Personnel: The Town of Lisbon shall provide animal control services on an as needed basis within the Town of Bowdoin, using Lisbon personnel and equipment. Services will be provided on an independent contractor basis to the Town of Bowdoin subject to the terms and conditions of this Agreement.
6. Animal Control Activities: Animal control activities to be provided shall be, but are not limited to, generally the following:
 - A. To enforce all State Laws, Rules and Regulations and all municipal Ordinances with respect to each participating municipality, relating to animals and animal control.
 - B. To assist the citizens of each Town with sick and injured domestic animals.
 - C. To respond to domestic animal complaints arising in each Town.
 - D. To maintain records of all complaints, animal pick-ups, dispositions, fees collected, summonses, warnings, animal bites, and animals taken to the animal shelter, and such other records as may be required, for each participating municipality.
 - F. Transport animals to and from the animal shelter as may be necessary or directed.

- G. To rescue or aid in the rescue of trapped, wounded, sick or injured animals.
- H. To conduct public education sessions as may be required.
- I. To issue appropriate warnings or citations to animal owners and to act as each Town's representative on animal control matters within the Maine Court System, including, but not limited to, appearing as a witness.
- J. To perform such other tasks or duties relating to animals or animal control as may be assigned by the Board of Selectmen of Bowdoin and the Town Council of Lisbon.

7. Certification: The person or persons who will provide animal control services to the Town of Bowdoin will be certified as an Animal Control Officer and will maintain certification as required by applicable State and local Laws and Ordinances.

8. Financial Provision: The Town of Lisbon will develop an animal control budget to include services to be rendered to the Town of Bowdoin under the terms and conditions of this Agreement (and to include any other Towns with which the Town of Lisbon may have an Animal Control Service Agreement). The cost to provide those services to the Town of Bowdoin, including any administrative fees, shall be determined on a population and per call basis and allocated among all participating Towns accordingly, and for the fiscal year beginning July 1, 2023 and running through June 30, 2024, shall be \$11,538.42. Allocations for the Town of Bowdoin for the ensuing fiscal years shall be developed by the Town of Lisbon as part of its Budget process and allocated on a population and per call basis. The Town of Bowdoin will be advised of their allocation during Lisbon's budget process.

Financial administration of all costs and expenses related to animal control will be provided by the Town of Lisbon. All billings shall be submitted to the Town of Lisbon and all payments for animal control will emanate from that Town. The Town will maintain records of disbursements and will provide records of those disbursements to the other participating municipalities as requested. Any funds remaining in the Town of Lisbon budgetary account shall be designated to be carried forward into the next budget year and shall not lapse into the Town of Lisbon's surplus account.

Should the Town of Bowdoin disagree with its allocation, it will have the opportunity to opt out of this Agreement by providing notice to the Town of Lisbon, through the Town Manager's Office, within two (2) weeks of being notified of its yearly allocation.

9. Authority: While providing services in the Town of Bowdoin, the person or persons acting as Animal Control Officer shall be responsible to the Bowdoin Board of Selectmen.

10. Termination: Either party may terminate its participation in this Agreement, on a yearly basis, by giving notice to the other member municipality on or before March 1st preceding the commencement of the July 1st fiscal year.

SERVICE AGREEMENT
ANIMAL CONTROL

WHEREAS, the Town of Lisbon has the capacity to provide animal control services;
and

WHEREAS, the Town of Sabattus is desirous of using Town of Lisbon resources to provide animal control services within the Town of Sabattus;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the Towns of Lisbon and Sabattus do hereby agree as follows:

1. Purpose: Recognizing that the Town of Sabattus has the responsibility to its citizens to provide animal control services within that municipality, it is the purpose of this Agreement to set forth the terms and conditions under which those services will be provided by the Town of Lisbon.

2. Term; Renewal: This Agreement shall be for a term of three (3) years commencing July 1, 2023 and running through June 30, 2026. This Agreement may be renewed for additional three (3) year terms by the Selectmen of Sabattus and the Town Council of the Town of Lisbon.

3. Effective Date: The effective date of this Agreement shall be July 1, 2023.

4. Administration: The Town of Lisbon shall be responsible for administering animal control services during the term of this Agreement.

5. Personnel: The Town of Lisbon shall provide animal control services on an as needed basis within the Town of Sabattus, using Lisbon personnel and equipment. Services will be provided on an independent contractor basis to the Town of Sabattus subject to the terms and conditions of this Agreement.

6. Animal Control Activities: Animal control activities to be provided shall be, but are not limited to, generally the following:

A. To enforce all State Laws, Rules and Regulations and all municipal Ordinances with respect to each participating municipality, relating to animals and animal control.

B. To assist the citizens of each Town with sick and injured domestic animals.

C. To respond to domestic animal complaints arising in each Town.

D. To maintain records of all complaints, animal pick-ups, dispositions, fees collected, summonses, warnings, animal bites, and animals taken to the animal shelter, and such other records as may be required, for each participating municipality.

E. Transport animals to and from the animal shelter as may be necessary or directed.

F. To rescue or aid in the rescue of trapped, wounded, sick or injured animals.

G. To conduct public education sessions as may be required.

H. To issue appropriate warnings or citations to animal owners and to act as each Town's representative on animal control matters within the Maine Court System, including, but not limited to, appearing as a witness.

I. To perform such other tasks or duties relating to animals or animal control as may be assigned by the Board of Selectmen of Sabattus and the Town Council of Lisbon.

7. Certification: The person or persons who will provide animal control services to the Town of Sabattus will be certified as an Animal Control Officer and will maintain certification as required by applicable State and local Laws and Ordinances.

8. Financial Provision: The Town of Lisbon will develop an animal control budget to include services to be rendered to the Town of Sabattus under the terms and conditions of this Agreement (and to include any other Towns with which the Town of Lisbon may have an Animal Control Service Agreement). The cost to provide those services to the Town of Sabattus, including any administrative fees, shall be determined on a population and per call basis and allocated among all participating Towns accordingly, and for the fiscal year beginning July 1, 2023 and running through June 30, 2024, shall be \$19,445.17. Allocations for the Town of Sabattus for the ensuing fiscal years shall be developed by the Town of Lisbon as part of its Budget process and allocated on a population and per call basis. The Town of Sabattus will be advised of their allocation during Lisbon's budget process.

Financial administration of all costs and expenses related to animal control will be provided by the Town of Lisbon. All billings shall be submitted to the Town of Lisbon and all payments for animal control will emanate from that Town. The Town will maintain records of disbursements and will provide records of those disbursements to the other participating municipalities as requested. Any funds remaining in the Town of Lisbon budgetary account shall be designated to be carried forward into the next budget year and shall not lapse into the Town of Lisbon's surplus account.

Should the Town of Sabattus disagree with its allocation, it will have the opportunity to opt out of this Agreement by providing notice to the Town of Lisbon, through the Town Manager's Office, within two (2) weeks of being notified of its yearly allocation.

9. Authority: While providing services in the Town of Sabattus, the person or persons acting as Animal Control Officer shall be responsible to the Sabattus Board of Selectmen.

MEMORANDUM FROM THE TOWN CLERK

TO: Glenn Michalowski, Town Manager & Town Councilors

FROM: Lisa Ward, Town Clerk

SUBJECT: Annual Re-Appointments

DATE: June 20, 2023

The following board and/or committee members wish to be re-appointed:

Re-Appointment Request Board/Committee

Lynette Carver	Cemetery Committee 3 Year Regular Member
Alan Seamans	Conservation Commission 3 Year Regular Member
Curtis Lunt	Finance Committee 3 Year Regular Member
Hillary Kuhl	Library Governing Board 3 Year Regular Member
William Kuhl	Planning Board 3 Year Associate Member
Angela D'Amours	Recreation Committee 3 Year Regular Member
Martha Poliquin	Voter Registration Appeals Board

MEMORANDUM FROM THE TOWN CLERK

TO: Glenn Michalowski, Town Manager & Town Councilors

FROM: Lisa Ward, Town Clerk

SUBJECT: Planning Board Appointment

DATE: June 20, 2023

William Kuhl is requesting to resign as Regular Member of the Planning Board to Associate Member.

Nicholas Craig indicated he would like to resign as Associate Member on the Planning Board to Regular Member.

ACTION REQUESTED:

VOTE 2023-: Motion to accept William Kuhl's resignation on the Planning Board as Regular Member and to appoint him to Associate Member to 2024 and to appoint Nicholas Craig as a Regular Member to 2026, automatically accepting his resignation as an Alternate expiring 6/30/2024.