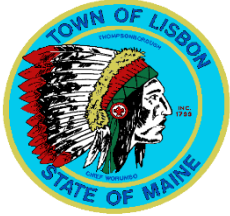


AGENDA
COUNCIL MEETING
August 15, 2023
LISBON TOWN OFFICE
6:00 PM MEETING

1. CALL TO ORDER & PLEDGE TO FLAG
2. ROLL CALL
Harry Moore, Jr., Chair
Raymond Robishaw, Vice Chair
Mark Lunt
Donald Fellows
Jo-Jean Keller
Christine Cain
Fern Larochele
3. EXECUTIVE SESSION
A. ORDER 2023-150 Personnel Matters per 1 M.R.S.A. § 405(6) (A)
4. GOOD NEWS & RECOGNITION
5. PUBLIC HEARINGS
A. Victualer's License for Tide 2 Table & Itinerant Vendor License for Crystal Martin
6. AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS
7. CONSENT AGENDA
A. ORDER 2023-151 Consent Agenda
 1. Municipal Accounts Payable Warrants - \$1,072,682.22
 2. Municipal Payroll Warrants - \$ 620,367.10
 3. School Accounts Payable Warrants - \$ 633,848.84
 4. School Payroll Warrants - \$726,990.12
 5. Minutes of July 11th and 26th, 2023
 6. Victualer's License for Tide 2 Table & Itinerant Vendor License for Crystal Martin
 7. Set Public Hearing for September 5th for Itinerant Vendor's License for Beach Betti's
 8. Set Public Hearing for September 5th for Victualers and Itinerant Vendor License for Benchwarmerz & Mannie's Phillie 2 Me
8. COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES
 - O-1-2023 ORDER 2023-152 Funding request for Public Parking Lot Design on Worumbo Property
 - O-3-2023 ORDER 2023-153 Authorize Town Manager to Execute Quitclaim Deed
 - O-4-2023 ORDER 2023-154 Charter Amendment to Change Elections for School Committee to June
 - O-5-2023 ORDER 2023-155 Ordinance Authorizing Issuance of Bonds for Burrough Road Bridge Project
 - O-6-2023 ORDER 2023-156 Approve Election Warrant
9. OTHER BUSINESS



AGENDA
COUNCIL MEETING
August 15, 2023
LISBON TOWN OFFICE
6:00 PM MEETING

- A. Council Committee Reports:
 - 1. School Committee – Councilor Larochelle
 - 2. Planning Board –Councilor Fellows
 - 3. Lisbon Development Committee –Councilor Lunt
 - 4. Conservation Commission – Councilor Moore
 - 5. Parks & Recreation Committee – Councilor Moore
 - 6. County Budget Committee –Councilors Moore/Lunt
 - 7. Library Governing Board – Councilor Keller
 - 8. Water Commission – Councilor Fellows
 - 9. Finance Committee – Councilor Robishaw
- B. Town Manager's Report
- C. Statutory Quarterly Finance Report
- D. ROS-1/ROS-2 Proposed Zoning Changes Discussion

10. APPOINTMENTS

- O-7-2023 ORDER 2023-157 Appointments to the Ethics Panel
- O-8-2023 ORDER 2023-158 Accept Resignation of Dan Leeman as Associate Member of the Planning Board and appoint him as Regular Member to 2025
- O-9-2023 ORDER 2023-159 Appointment to the Planning Board
- O-10-2023 ORDER 2023-160 Appointment to the Lisbon Development Committee
- O-11-2023 ORDER 2023-161 Appointment to the Finance Committee
- O-12-2023 ORDER 2023-162 Appointments to the Recreation Committee
- O-13-2023 ORDER 2023-163 Appointment of Emergency Management Director

11. COUNCIL COMMUNICATIONS

12. AUDIENCE PARTICIPATION & RESPONSE TO NEW ITEMS

13. ADJOURNMENT

- O-14-2023 ORDER 2023-164 To Adjourn



Town of Lisbon

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

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: ORDER 2023-150 Personnel Matters per 1 M.R.S.A. § 405(6) (A)
Date: August 15, 2023

Summary

The Town Council will meet the candidates for appointment to committees and boards in an Executive Session to consider their qualifications. All candidates have completed applications and all background checks are complete.

Recommendation

To review the Candidates for the following Board or Committee appointments:

- Planning Board
- Lisbon Development Committee
- Finance Committee
- Ethics Panel
- Recreation Committee

Attachments

1. Board-Committee Applications



Town of Lisbon

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

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: Victualer's License for Tide 2 Table & Itinerant Vendor License for Crystal Martin
Date: August 15, 2023

Summary

Public Hearing

Recommendation

The Chair will open the Public Hearing.

Attachments

None



Town of Lisbon

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

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: ORDER 2023-151 Consent Agenda
Date: August 15, 2023

Summary

Consent Agenda Items are considered routine and will be considered for adoption by one motion with no separate discussion unless a Councilor requests an item be removed.

Recommendation

Approve Consent Agenda as presented.

Attachments

None



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

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: Municipal Accounts Payable Warrants - \$1,072,682.22
Date: August 15, 2023

Summary

See Warrants page.

Recommendation

Approve.

Attachments

1. 08-15-2023 Warrants

Agenda Date: 08/15/2023

Date	Brenda Martin	Municipal Accts Payable
7/10/2023	7072023	\$ 38,087.35
7/10/2023	7062023	\$ 573,630.30
7/13/2023	7132023	\$ 10,909.25
7/20/2023	7182023	\$ 114,771.21
7/20/2023	71823OY	\$ 9,943.14
7/21/2023	7212023	\$ 12,245.10
8/1/2023	08012023	\$ 215,294.47
8/2/2023	80123OY	\$ 57,499.17
8/7/2023	8032023	\$ 13,881.30
8/10/2023	8102023	\$ 26,420.93
		\$ 1,072,682.22

Date	Tiffany Hurd	Municipal Payroll Warrants
7/12/2023	240713	\$ 282,669.21
7/12/2023	2407W1	\$ 20,185.74
7/26/2023	230727	\$ 257,023.68
7/26/2023	2307W2	\$ 60,488.47
		\$ 620,367.10

Date	Louise Levesque	School Accts Payable
7/10/2023	2327	\$ 398,512.01
7/10/2023	2400	\$ 235,336.83
		\$ 633,848.84

Date	Eva Huston	School Payroll Warrants
7/12/2023	1176	\$ 106,285.82
7/12/2023	1177	\$ 801.06
7/12/2023	1178	\$ 177.92
7/12/2023	1179	\$ 276,043.85
7/12/2023	1181	\$ 44.44
7/12/2023	1004	\$ 16,493.27
7/12/2023	1005	\$ 25.00
		\$ 399,871.36
7/12/2023	1180	Minus 165.16
Total		\$ 399,706.20
7/18/2023	1006	\$ 315,327.25
7/18/2023	1007	\$ 11,374.92
7/18/2023	5	\$ 581.75
Grand Total		\$ 726,990.12



Town of Lisbon

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

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: Municipal Payroll Warrants - \$ 620,367.10
Date: August 15, 2023

Summary

See Warrants page.

Recommendation

Approve.

Attachments

None



Town of Lisbon

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

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: School Accounts Payable Warrants - \$ 633,848.84
Date: August 15, 2023

Summary

See Warrants page.

Recommendation

Approve.

Attachments

None



Town of Lisbon

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

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: School Payroll Warrants - \$726,990.12
Date: August 15, 2023

Summary

See Warrants page.

Recommendation

Approve.

Attachments

None



Town of Lisbon

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

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: Minutes of July 11th and 26th, 2023
Date: August 15, 2023

Summary

See attached minutes.

Recommendation

Approve.

Attachments

1. 07-11-2023 DRAFT2
2. 07-26-2023 DRAFT



TOWN COUNCIL MEETING MINUTES

JULY 11, 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; Ryan McGee, Police Chief; Nate LeClair, Fire Chief; Ross Cunningham, Economic & Community Development Director; Bill Meakin, acting Library Director; Kristen Collins, Town Attorney; and approximately 5 citizens in the audience.

EXECUTIVE SESSION

PER 1 MRSA SECTION 405(6)(E) CONSULTATION WITH LEGAL COUNSEL

AND

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

VOTE (2020-136 & 137) Councilor Larochelle, seconded by Councilor Cain, moved to go into Executive Session at 7:02 PM per 1 MRSA §405(6)(E) Consultation with Legal Counsel, and per 1 MRSA §405(6)(C) Acquisition of Real Property Or Economic Development.

Order passed – Vote 7-0.

VOTE (2022-137A) Councilor Larochelle, seconded by Councilor Fellows, moved to resume the regular meeting at 7:57 PM.

Order passed – Vote 7-0.

VOTE (2022-137B) Councilor Larochelle, seconded by Councilor Fellows, moved to approve a \$400,000.00 loan to Blue Ox Malt House/Blue Ox Realty at 5% interest for a 5-year term, with renewal not to exceed 15 years, and to authorize the Town Manager to complete the appropriate legal documentation process to execute the transaction, based on the Revolving Loan Fund Committee's review and unanimous recommendation.

Order passed – Vote 7-0.

OTHER BUSINESS

PUBLIC SAFETY BUILDING FINDINGS

Item taken out of order.

Andrew Hyland, a Principal of Port City Architecture, explained that they were hired almost a year ago to look at Fire and Police needs to come up with a feasibility study. He introduced his fellow consultants, Neil Courtney and Curtis Robinson. He said the company is an experienced Maine company, and said he would describe the step by step process used to vote or look for grants. He said this is condensed to a summary version and that a full version will be available.

Neil Courtney began with the fire Department highlights. He reviewed the Fire Department mission statement and said that so far the town has accomplished a great deal, including an allocated study, an ambulance on order, funding for pumps and much more. He offered an encapsulation of what he encountered during the study. Beginning with staff, he pointed out that in 1993 there were 70 firefighters. Now there are 31, including the Chief and 2 full-time firefighters. He said this is rampant in this sector, and sees that Lisbon has recognized that we are woefully behind, even with the recent hirings. He said that, emphasizing the needs of the town, growth will be coming. He said the Per Diem system is always changing, and doesn't always work, and the next step is full time staffing.

Mr. Courtney went on to urge the Council not to leave the department in the breakdown lane. He said one thing that attracts firefighters is a new facility. He said LOWSAP (Length of Service Award Program) is a retirement program that may be another tool. And he explained that career personnel would augment the on-call components. He said that applying for grants is a segue for getting full time people and is an option to consider. He also said we should consider non-traditional students at vocational schools. He said that we don't have that in this area, but it could be collaborative employment.

Mr. Courtney said that a lot of his recommendations are based on NFPA standards. He commended Lisbon for the vehicle replacement program, he said it is stellar. He suggested we hold onto the newest "old truck" and consider keeping it as a spare for long repair lead times for the newer vehicles. He added that we should begin to look at the replacement options for truck 6, which is next in line for replacement, so we can replace it on time in 2028.

Mr. Courtney pointed out that for fixed facilities, the opportunity should be a positive factor for the town. He said that Lisbon will be positioned in a place that allows effective response, and that it makes more sense to staff one station than to have two stations waiting for personnel. He compared Lisbon to Topsham, Skowhegan, Ellsworth, Berwick and others and said if they can do it, we can do it here in Lisbon too.

Next, Mr. Courtney said there are three location options. First option is the Ridge Road area, where the roads are good. Second option is the same location, but keep the Lisbon Station. And Third option is the Frost Hill area.

Mr. Hyland pointed out one thing that hampers the Fire Chief is having two stations. He said the Main Street station is small with no expansion space, no sprinklers and no sleeping areas. He said we also need to address toxins that are brought in after fire-fighting. He said the Village Street station is basically a garage, and not a good one. He said we would need to upgrade all the facilities. The Lisbon stations, overall, are in the bottom 25 to 30 stations in the State, and it's way past time to replace them.

Mr. Hyland said the Police Department is working in a cramped facility that especially lacks outdoor space and in order to bring the building up to acceptable structural stability, it will take a lot of time and money.

Mr. Hyland said the recommendation for Lisbon is to combine Police and Fire in order to share spaces such as a gym, training areas, and an Emergency Operations Center so it could be a base of operations. It would make a lot of sense to put them together. He added that if the Police vacate their current facility with the Town Hall, then the Town Hall can grow into that space.

Next, Mr. Hyland looked at Police and Fire space needs. He said there should be 16,000 square feet for Fire and 8,000 square feet for Police, with 4,000 square feet shared. He said if we compare what we have now with what is needed, the need is almost double but there will be a cost savings to the town over time. He said that when the Town Office was built, the basement that was planned was removed to save money, so now there is not enough storage. He explained they are still looking at ideas for space, that around 30,000 square feet is not a good choice for two stories. He added that the public could make use of part of the space, too.

Mr. Hyland reminded the Council that this is an early view, but we are looking at \$500 per square foot for a turnkey project. He explained that three years ago the estimate would have been \$300 per square foot and costs have risen and continue to rise. He said that the total will be about \$15 million, which can be phased, but to do it right the total would be \$15 million.

For next steps, Mr. Hyland said we need to secure a site. Options 1 and 2 give good response times. He said they looked at the space across the street from the current Town Office but there is not enough land and it is at too much of a slant. He said once there is a site secured, we will need to secure funding, including bonds, grants, etc. He said he can help with that, and there are also FEMA grants; he said we should be looking at what kinds of funding we can get. Mr. Hyland said he commends the Town for its willingness to look at Fire, Police and Town Hall operations.

Councilor Robishaw asked what the life expectancy of the new building would be. Mr. Hyland said the goal is 50 years, it will include bunk rooms, lockers, and an exterior area which the Police Department especially needs. He said the cost looks like a lot right now but in 50 years it'll look like a bargain. He said it includes cameras, generators, and an EV charging station to look to the future.

Councilor Fellows asked if the 30,000 square feet includes the property outside the building. Mr. Hyland responded that it does not, that we should be looking at 3 useable acres in order to make it expandable for the future.

Councilor Larochelle said he is looking for a cost analysis of what we have now versus a new station and would we be able to do ambulance, as well? Mr. Hyland answered that they look at making the bays hugely flexible for multiple kinds of vehicles and equipment and try for a 17x84 bay to allow any kind of apparatus.

Councilor Larochelle asked if the thought is that we would downsize apparatus, it looks like we could fill this new space already. Chief LeClair said there is actually more bay space than we have now, and if EMS moves in, there will also be space in both garages and bunk areas. He pointed out that the Police Department will have its own 3-bay sally port.

Mr. Hyland said this estimate is in line with what other similar-sized towns have spent. He said we will super-insulate, plan for heating and cooling, and use durable materials on the outside.

Councilor Larochelle asked if we could have space to store old equipment for the public to view. Mr. Hyland said we can look at that.

Chairman Moore asked for any additional questions or comments; there were none.

GOOD NEWS & RECOGNITION

Mr. Michalowski said that in wrapping up the Moxie Festival and reviewing it, he especially recognized that there were three days of hard work and dedication. He said that Aline Strout stood out, she managed all the vendors for the entire Festival.

Councilor Fellows added that a young man from Lisbon, Eli MacVane, was a participant and winner in the Recipe Contest for his Moxie Ice Cream Cookie Sandwich. Councilor Fellows said he was honored to serve as a judge and he enjoyed the contest.

Councilor Keller said the Library Bigfoot presentation was extremely well-attended in the Children's Garden.

OTHER BUSINESS

COUNCIL REMOTE MEETING POLICY DISCUSSION

Item taken up out of order.

July 12, 2022

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

REMOTE MEETING POLICY FOR TOWN COUNCIL

Pursuant to 1 M.R.S. § 403-8, and after public notice and hearing, the Lisbon Town Council adopts the following policy to govern the participation, via remote methods, of members of the Lisbon Town Council and the public in the public proceedings or meetings of that body.

Members of the body are expected to be physically present for meetings except when the chair or presiding officer determines this is not practicable due to the existence of one or more of the following conditions:

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

The chair or presiding officer of the body, in consultation with other members if appropriate and possible, will decide in as timely a manner as possible under the circumstances whether remote methods of participation are necessary. If remote participation is deemed necessary, it is desired but not required that the person chairing the meeting be physically present. In the case where an overall emergency is declared the entire body would meet remotely.

A member who is unable to attend a meeting in person and who wishes to be part of the meeting remotely, shall notify the chair or presiding officer of the body as far in advance as possible. Every attempt shall be made by that member to notify the Chair or presiding officer at least one full week (7 days) in advance of the planned meeting date. A member of the Lisbon Town Council who participates remotely will be considered present for purposes of a quorum and voting.. **The Town Council's Working Rules as of the date of the meeting shall dictate whether participation by remote means counts as presence, excused or unexcused absence**

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

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

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

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

The Lisbon Town Council will not restrict public attendance to remote methods except in the case of an emergency or urgent issue that requires the entire body to meet using remote methods of attendance. During periods when even any single member participates remotely, a method for remote commenting electronically for the public shall be provided in addition to the availability of an in-person participation opportunity as is the norm. In this case, remote input from the public shall be by e-mail to a designated address which will also be provided in accordance with 1 M.R.S. § 406 and any applicable charter, ordinance, policy, or bylaw.

All conditions shall be noted in all meeting documents and materials in advance of the meeting.

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

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

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

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

Order passed - Vote 7-0.

Councilor Fellows said that he and the town's attorney, Kristen Collins, worked on the policy update together. He said we need to have a remote meeting policy to cover all the committees that do not have their own remote policy. He said we don't want to change it, just make it cover the other boards, as well.

Ms. Collins said there is inconsistency in the working rules and the remote policy, that it doesn't read well. She said she looked at the remote policy to work with the Working Rules. She said the red version of it is to do that.

Councilor Moore said that he felt the remote policy is sufficient as it is, it was meant to cover the Covid outbreak.

Councilor Fellows pointed out that there is conflict within the policy.

Councilor Larochelle asked how other towns handle this issue. Ms. Collins responded that there are two basic types of remote policy. One is a policy for all, and the other is to have each committee make their own. She said Lisbon has the same options, and can add options. Or, she added, the Clerk can go through the committees and give a choice to accept the Council version or to create a new one. Councilor Larochelle affirmed that all communities are going through this right now. Ms. Collins said the Council has the ability to set the terms and conditions.

Councilor Fellows said he thought it should be streamlined. He said, if we do that now, we could have it streamlined by staff.

PUBLIC HEARINGS

SPECIAL AMUSEMENT PERMIT FOR FRANK’S

The Chair opened the hearing. Seeing no comments, he closed the hearing.

**FOOD TRUCK (ITINERANT VENDOR & VICTUALER’S) LICENSES FOR
L/A TACO & ALABAMA BBQ**

The Chair opened the hearing. Seeing no comments, he closed the hearing.

ORDINANCE AMENDMENT:**CHAP. 2 – ADMINISTRATION, ART. II TOWN COUNCIL, SEC. 2-33 COMPENSATION**

Allen Ward of Lisbon said he would like to speak against raising the Council compensation. He said there is a perceived conflict of interest in approving this item, and that the justification of inflation seems selfish when costs to the taxpayers are rising. He said that the Town Manager and staff need to research the Charter and Ordinances more thoroughly before bringing it to Council. He said the Charter says in Article X that the increase will not take effect until the next fiscal year to protect the Council from the perception of a conflict of interest. He added that the Council should have adjusted the compensation for all of the paid committees, or they should appoint a charter commission for proposed changes to insulate them from a conflict of interest.

Mr. Ward said Council should require the Town Manager and staff to include all of the materials for each topic on the agenda into the meeting packet, which is issued the Friday prior to any meeting. He said it should include all submitted bids, staff recommendations, all presentations and ordinance or charter information. He stated that none of the information about compensation from section 2.03 was in the packet for last meeting or this one, except for a summary from the Town Manager recommending approval. Mr. Ward said the Council should ensure that every member of the public feels heard no matter what side of an issue they are on. He requested the Council reconsider approval of item 2023-139 to increase compensation.

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

VOTE (2023-138A) Councilor Cain, seconded by Councilor Larochelle, moved to remove Item H: Approve On-premise Consumption under Title 28-A, Chap. 5 for Positive Change Lisbon event “Surfin’ the Falls” from the Consent Agenda for separate consideration due to a possible perception of conflict of interest since Councilors Cain and Larochelle are both members of Positive Change Lisbon, which sponsors the event.

Order passed – Vote 7-0.

VOTE (2023-138) Councilor Fellows, seconded by Councilor Lunt, moved to accept the Consent Agenda as presented, with the removal of Item H: Approve On-premise Consumption under Title 28-A, Chap. 5 for Positive Change Lisbon event “Surfin’ the Falls”.

- A. Municipal Accounts Payable Warrants – \$ 671,270.81
- B. Municipal Payroll Warrants – \$ 331,184.40
- C. School Accounts Payable Warrants – \$ 269,885.26
- D. School Payroll Warrants – \$ 783,279.06
- E. Minutes of June 20, 2023
- F. Special Amusement Permit, Liquor License & On-Premise Liquor Extension for Frank’s
- G. Food Truck Licenses – L/A Taco & Alabama BBQ
- I. Set Public Hearing for August 15th for Victualer’s License for Tide 2 Table & Itinerant Vendor License for Crystal Martin

Order passed – Vote 7-0.

VOTE (2023-138B) Councilor Fellows, seconded by Councilor Lunt, moved to approve Item H: Approve On-premise Consumption under Title 28-A, Chap. 5 for Positive Change Lisbon event “Surfin’ the Falls.”

Order passed – Vote 5-0-2 [Abstain: Larochelle & Cain].

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES**AMEND CHAP. 2–ADMINISTRATION, ART. II TOWN COUNCIL, SEC. 2-33 COMPENSATION****INTRODUCTION:**

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)

COUNCILOR COMMENTS: Councilor Fellows said he did some additional research and found that the last Council compensation was raised was in 1989, when it was still a Select Board. He said the Inflation rate since that time is 87.4%. He added that we should step back and consider other committees and boards, as well.

Councilor Fellows clarified that the raise will be effective in 2025, and added that he felt the Planning and Appeals Boards should be considered as well. He said there is nothing in statutes or ordinances to state the rates, and the Water Commission follows us and sets their own rate. He suggested that we look at it next budget season and lay it out line by line, and suggested to vote this ordinance down and make the recommendation to have it put in the next budget.

Councilor Larochelle said that this was brought up during budget season, and this is the process that was outlined to move forward. He said the stipend is a courtesy, it is not a large amount, and we have a while to study and look at the School Committee as well. He pointed out that this is the plan so that the amount can be added to the next budget. He stated that the Chair is fulfilling that plan.

Councilor Fellows said that if we make changes, the other committees would be effective now and the Council would be effective in 2025. He explained that his point is to have both change at the same time.

Councilor Moore said we did not include the other boards at this time, but that we can discuss it. Councilor Fellows said that we need to add it to the budget. Councilor Moore said we need to vote now for Council and raise the others during budget season, then all will change at the same time.

VOTE (2023-139) Councilor Larochelle, seconded by Councilor Fellows, moved to amend Chap. 2–Administration, Art. II Town Council, Sec. 2-33 Compensation as presented, increasing compensation for Councilors from \$1,500.00 per year to \$2,000.00 per year, except that the annual compensation for the council Chair shall increase from \$1,800.00 to \$2,400.00 per year, to become effective in fiscal year 2025.

Roll Call Vote: Yeas – Moore, Robishaw, Cain, Larochelle, Keller and Lunt. Nays – Fellows.

Order passed – Vote 6-1.

APPROVE PUBLIC WORKS PURCHASE OF PLOW & WING

INTRODUCTION: The Town Manager offered a memo regarding the purchase. Under Section 86-34(g) of our Purchase Policy, he proposed waiving the competitive bidding process for equipment to upgrade our loader, part of the FY24 capital plan. The town received two quotes: one for \$57,238 and another from CIVES Corporation for \$39,750.

Given the significant cost difference, quality, and lack of other vendors with inventory, he recommended directly awarding the contract to CIVES, who are honoring their April 2023 pricing.

COUNCILOR COMMENTS: Councilor Larochelle stated that the money is already there in the Capital Plan.

VOTE (2023-140) Councilor Larochelle, seconded by Councilor Robishaw, moved to approve the purchase of the Public Works plow and wing in the amount of \$39,750.00 from Cives Corporation.

Order passed – Vote 7-0.

AWARD CONTRACT FOR VILLAGE STREET ROAD RESURFACING

INTRODUCTION: Village Street Road Resurfacing Bid# 2023-11, see attached bids. Bids received from: Northeast Paving, Pratt and Sons, and St. Laurent and Sons.



TOWN OF LISBON

LITTLEFIELD ROAD RESURFACING PROGRAM REP BID

NO. 2023-011

Bid Date: 06/27/2023 @ 10:30 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 - adjustment of square yardage <i>to mill</i>	Amount
Scope: Mill 7200 SY then Tack and re-pave 2.0" of 12.5mm, approx. 800 ton, Provide driveway aprons. Start Rt.196 to seem before Pinewoods Rd: 1 ½" of milling, 2" of surface compacted to 1.5". Tack prior to paving required and millings will be hauled to specified town location on Mill Street.	\$ 158,920.00

**Price is based on all driveway prep and paving being completed by others under the existing sidewalks contract.*

.....

COMPANY NAME	Eurovia Atlantic Coast, LLC dba Northeast Paving
SIGNED	
PRINTED NAME/TITLE	Wayne A. Berry - Division Manager
ADDRESS	953 Odlin Road Bangor, ME 04401
DATE	06/27/2023
PHONE#	207-945-0873
FAX#	207-945-0874
E-MAIL ADDRESS	Gregory.Schaub@Eurovia.us (Chief Estimator)



Pratt & Sons, Inc.
P.O. Box 236
Mechanic Falls, ME 04256
(207) 345-3311
(207) 345-3313

March 15, 2021

To undersigned, being the sole shareholder of Pratt and Sons, Inc., hereby authorizes the following Persons to sign all bids, forms, contracts, and bonds, which may be submitted by the corporation to and State, Local, and Federal agency:

Jonathan Pratt

Dan Ward

Nicole Gagnon

Pratt and Sons, Inc.

By:

Jonathan Pratt, President

State of Maine

County of Androscoggin

Sworn to and subscribed in my presence this 15th day of March, 2021.

Notary Public:

SHERRY MADORE
NOTARY PUBLIC
State of Maine
My Commission Expires
January 29, 2022

TOWN OF LISBON
LITTLEFIELD ROAD RESURFACING PROGRAM RFP
BID NO. 2023-011

Bid Date: 06/27/2023 @ 10:30 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 – adjustment of square yardage to mill	Amount
Scope: Mill 7200 SY then Tack and re-pave 2.0" of 12.5mm, approx. 800 ton, Provide driveway aprons. Start Rt.196 to seem before Pinewoods Rd: 1 ½" of milling, 2" of surface compacted to 1.5". Tack prior to paving required and millings will be hauled to specified town location on Mill Street.	\$ 196,400

COMPANY NAME	Pratt & Sons, Inc.
SIGNED	Nicole Gagnon
PRINTED NAME/TITLE	Nicole Gagnon, Treasurer
ADDRESS	PO Box 236 Mechanic Falls, ME 04256
DATE	6/27/2023
PHONE #	(207) 345-3311
FAX #	(207) 345-3313
E-MAIL ADDRESS	chad@prattandsons.net


TOWN OF LISBON
LITTLEFIELD ROAD RESURFACING PROGRAM RFP
BID NO. 2023-011
Bid Date: 06/27/2023 @ 10:30 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 – adjustment of square yardage to mill	Amount
Scope: Mill 7200 SY then Tack and re-pave 2.0" of 12.5mm, approx. 800 ton, Provide driveway aprons. Start Rt.196 to seem before Pinewoods Rd: 1 ½" of milling, 2" of surface compacted to 1.5". Tack prior to paving required and millings will be hauled to specified town location on Mill Street.	\$

.....

COMPANY NAME	ST. LAURENT & SON INC.
SIGNED	
PRINTED NAME/TITLE	TOBIAS FARNSWORTH - ESTIMATOR
ADDRESS	20 HIGHLAND SPRING RD. LEWISTON, ME 04240
DATE	6/27/23
PHONE #	207-784-7944
FAX #	207-784-6592
E-MAIL ADDRESS	TOBIAS@STLAURENTANDSON.COM

TOWN OF LISBON
Village Street Resurfacing
BID NO. 2023-011
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	0	Tons:	- /Ton	-
2.	Furnish & Install 12.5mm FINE HMA	800	Tons:	\$89.50 /Ton	\$71,600.00
3.	Furnish & Install Hand Placed HMA	0	Tons:	- /Ton	-
4.	Cold Planing of Butt Joints on Various Streets or Driveways	0	SY:	- /SY	-
5.	Application of Bituminous Tack	100	Gals:	\$20.00 /Gals	\$2,000.00
6.	Driveway Preparation	100	SY:	- /SY	-
7.	Cold Planing of Various Streets	0	SY:	- /SY	-
8.	Milling Existing Asphalt Pavement	7200	SY:	\$2.75 /SY	\$19,800.00
9.	Lower & Adjust Catch Basin Covers and Grates to Grade (0" - 6")		CY:	- EA	-
10.	Furnish & Install Loam, Seed & Mulch		SY:	- /SY	-
11.	Flaggers	—	HR:	\$55.00 /HR	\$55.00
12.	Traffic Control	1	LS:	\$7,500.00 LS	\$7,500.00
13.	Miscellaneous and Clean Up	1	LS:	\$1,550.00 LS	\$1,550.00
14.	Mobilization	1	LS:	\$3,200.00 LS	\$3,200.00
TOTAL:					\$ \$105,705.00

Mr. Michalowski said there is money left over in the bond from Ferry Road. He said he will follow up with the Public Works Director and Finance Director and come back to Council in August.

VOTE (2023-141) Councilor Fellows, seconded by Councilor Robishaw, moved to award to the contract for Village Street road resurfacing to St. Laurent & Sons as the low bidder in the amount of \$105,705.00.

Order passed – Vote 7-0.

OTHER BUSINESS

COUNCIL REMOTE MEETING POLICY DISCUSSION

Item taken up out of order at beginning of meeting.

DISCUSSION ABOUT ADDITION OF A STOP SIGN ON RIVER ROAD

Mr. Michalowski said this was in response to complaints about speeding at Hudon Road. He advised that to add a stop sign we will need to make an ordinance change.

Councilor Fellows explained that the man who owns a farm down the road has stated there is too much speeding on the road and recommends two stop signs for the three-way intersection.

Chief McGee said it is a dead end road and many years ago, there was a sign there. He said the Police Department has looked at it; we could put a stop sign back where it was. He added that there are only a handful of houses on the road, we could go door-to-door and explain to people who drive on the road that the speed is 35 MPH. He said that Public Works could clear the weeds blocking the speed limit signs. He said the Police Department does not know who is speeding, or what vehicle it is. He also explained that the road is on the ordinance list of roads with stop signs, so we would need to change the ordinance in order to add a stop sign. He said the old stop sign was on the old dirt road, which is now paved.

Councilor Moore said it sounds like there is one person causing the issue.

Chief McGee said one option would be to send a letter to those houses on the road. He said we can put the speed trailer there to document speeding, as well.

Councilor Fellows requested that Chief McGee follow up with the complainant.

Councilor Larochelle suggested the possibility of adding a line to the ordinance for stop signs to make it at the discretion of Public Safety.

Mr. Michalowski said he can have staff make recommendations for changes to the ordinance.

COUNCIL COMMITTEE REPORTS

1. **School:** Councilor Cain said there has not been a recent meeting, only a special one to approve staffing.
2. **Planning Board:** Councilor Fellows said the next meeting is July 27, they will hear 5 conditional applications. He said there was more discussion at the July 7 meeting regarding Rural Open Space I and II zones, with the idea of allowing more residential in those areas.
3. **Lisbon Development Committee:** Ross Cunningham said the LDC is working on the abandoned properties issue, continues to develop ideas for the Worumbo site, and talked about the old landfill as well. He said they meet again in August.
4. **Conservation Commission:** Councilor Moore said he does not know when the next meeting will be.
5. **Recreation Committee:** Councilor Larochelle said there was no meeting due to the Moxie Festival.
6. **County Budget Committee:** Councilor Moore said there was nothing to report.
7. **Library Governing Board:** Councilor Keller said the summer reading program has 165 kids and 56 adults, an increase over past years. She said that 1/3 of the readers are new. She also said there was a successful book sale with the Methodist Church and the New Friends of the Library group.
8. **Water Commission:** Councilor Fellows said the corrosion control work continues, and the Water Department is working on backflow preventer incentives and making the abatement process more structured.
9. **Finance Committee:** Councilor Robishaw said there was no meeting.

TOWN MANAGER'S REPORT

1. The fuel tank at Public Works is complete.

2. 1-2 volunteers from the Town Council are needed to start the consolidation talks with Lisbon Emergency Services. Councilors Larochelle and Robishaw volunteered; the first meeting is August 3rd.
3. Library Director interviews begin next week.
4. Phone systems: In March we were told the phones were being discontinued, we extended to September and the Assistant Manager is working to find new phones and service. Mr. Michalowski added that the Police Department will get better service and we will bring down costs to see some savings.
5. We are looking to outsource Payroll.
6. Fuel pricing: we use Maine Power Options to lock in pricing for fuel. Mr. Michalowski asked for Council to waive the bid process.

VOTE (2023-141A) Councilor Larochelle, seconded by Councilor Fellows, moved to waive the bid process and allow the Town Manager to execute a contract for fuel for the lowest pricing option.

Order passed – Vote 7-0.

7. CMP supply rates are going up by \$10,000 to \$12,000 this year.

ANNOUNCE NOMINATION PAPERS FOR THE NOVEMBER 7, 2023 ANNUAL MUNICIPAL ELECTION – AVAILABLE ON JULY 31ST

The Town Clerk announced that nomination papers will be available for the November Election on Monday, July 31st. The openings include one 3-year and one 2-year term for the School Committee and one 3-year term for the Town Council.

APPOINTMENTS

APPOINTMENTS TO THE ETHICS PANEL AND THE FINANCE COMMITTEE

VOTE (2023-141B) Councilor Fellows, seconded by Councilor Larochelle, moved to appoint Sam Prindle to the Ethics Panel and the Finance Committee.

Councilor Larochelle requested that we ask the Chair of the Ethics Panel for a recommendation for appointments to the Panel. Chairman Moore requested that the Clerk ask the candidates to attend an Executive Session at the next meeting in August so that Councilors can speak with them and consider the applications.

Councilor Fellows withdrew his motion for the Ethics Panel appointment. Councilor Larochelle withdrew his second.

COUNCILOR COMMUNICATIONS

Councilor Fellows said, in follow-up to the discussion about the remote policy, he would like to clarify what we are doing—A, nothing; B, the Attorney's recommendation; or C, Councilor Fellows recommendation. The Town Clerk offered to work with staff on the remote policy.

AUDIENCE PARTICIPATION & RESPONSE FOR NEW ITEMS

Mr. Cunningham said that on June 1st a new website for the Town was launched: DiscoverLisbonMe.org. He also said that the planning process for Lisbon's 225th birthday celebration for 2024 has begun and a committee of staff and volunteers will meet soon to get that started.

ADJOURNMENT

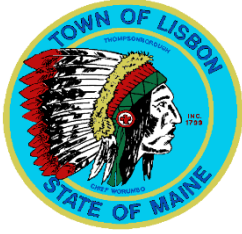
VOTE (2023-142) Councilor Fellows, seconded by Councilor Keller, moved to adjourn at 10:08 PM.

Order passed – Vote 7-0.

Lisa M. Ward, Council Secretary

Town Clerk

Date Approved: August 15, 2023



**TOWN COUNCIL
MEETING MINUTES**

JULY 26, 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 Chair, Harry Moore, called the meeting to order and led the Pledge of Allegiance to the Flag at 6:00 PM.

ROLL CALL. Members present were Councilors Cain, Fellows, Keller, Larochelle, Lunt, Moore and Robishaw. Also present were Glenn Michalowski, Town Manager; and Samantha Bryant, Finance Director. There were no audience members.

EXECUTIVE SESSION

VOTE (2023-144) Councilor Larochelle, seconded by Councilor Keller, moved to go into Executive Session per 1 MRSA Section 405 (6)(a) Personnel Matters at 6:00 PM.

Order passed – Vote 7-0.

VOTE (2022-144A) Councilor Fellows, seconded by Councilor Larochelle, moved to resume the regular meeting at 6:42 PM.

Order passed – Vote 7-0.

GOOD NEWS & RECOGNITION—NONE

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS

Mr. Michalowski announced that Bill Meakin was one of three well-qualified applicants for the Library Director's position and that he has accepted that position.

CONSENT AGENDA—NONE

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

VOTE (2023-145) Councilor Larochelle, seconded by Councilor Fellows, moved to accept the utilization of undesignated fund balance for property tax relief and allocation towards capital expenditures as presented by the Finance Director and Town Manager.

INTRODUCTION: Samantha Bryant, Finance Director, presented information for the Council regarding the FY24 Unassigned Fund Balance. Due to the only recent receipt of the FY22 Audit, she has now been able to calculate our unassigned fund balance, as it is based on the most recent audit figure available. That amount is \$4,106,157.

Miss Bryant said Per Town Code, Lisbon is required to keep 12%-16% of town operating expenses in unassigned fund balance. To stay consistent with prior calculations, the operating expenses in the FY23 Budget are \$19,041,622.67. That means that anywhere from \$1,059,497.37 (16% left in reserve) to \$1,821,162.28 (12% left in reserve) is required for the town to spend on either capital projects or tax reduction/stabilization.

Miss Bryant stated given long term trends in town finances (chiefly upcoming debt service and the end of the offset from the wage study) described by the former Finance Director at the March 16th Council meeting, she would recommend the Town leaves 16% in reserve.

She said the remaining balance would be used on spending projects that have recently come to our attention per her other memo and the memo from the Public Works Director. In addition, per order 2023-125, Council has already committed to the use of unassigned fund balance for the temporary replacement of the Potter Burrough Bridge. Finally, the Town had planned in the FY24 Budget to use \$471,943 of funds from the investment account to provide the final wage study offset. Given the return on the investment the Town is getting from those funds, she would instead prefer to use a portion of the unassigned fund balance for this purpose. The remainder could then be used for property tax reduction/stabilization.

16% of Unassigned Fund Balance Kept in Reserve (\$1,059,497.37 to spend):

Potter Road Bridge Temporary Replacement	\$100,000.00
Wage Adjustments and Technology Upgrades	\$23,454.23
Public Works Truck Replacement	\$60,707.00
Wage Study Offset	\$471,943.00

Property Tax Relief of Half Mill	\$403,393.14
----------------------------------	--------------

COUNCILOR COMMENTS: Councilor Fellows confirmed the original budget left 12%; Ms. Bryant agreed. Councilor Fellows said the real bonus would be to have 16%, we could give back a full mill and still be over the 12%. He said that at the March 16th meeting with the previous Finance Director, Mrs. Tierney had said we have close to \$500,000.00 as an offset but we may not next year. He said, looking at long-term debt, it will increase next year. Ms. Bryant cautioned against see-sawing rates, stating that one of her goals for Lisbon as Finance Director is to create a strategy that will prevent that.

Councilor Moore said he would like to see a ½ mill rate reduction.

Councilor Robishaw said the re-valuation caused taxes to go up even though the mill rate is steady because property values rose and sometimes doubled.

Councilor Larochelle explained that everything changes in proportion, it's important to keep the budget flat. Mr. Michalowski added that the mill rate is dropping but the factoring will see increases in taxes.

Ms. Bryant said the Council can lower the mill rate but the goal is to keep taxes down.

Council discussed the options of ½ mill and 1 mill decreases. Ms. Bryant explained the mill options and amounts, providing examples for both.

VOTE (2023-145A) Councilor Larochelle, seconded by Councilor Fellows, moved to approve the utilization of the Undesignated Fund balance for Property Tax Relief and allocate the following items toward Capital expenditures: \$100,000.00 for the Potter Road replacement; \$23,454.23 for wage adjustments and technology upgrades; \$60,707.00 for the Public Works truck replacement scheduled for FY 25 capital improvement; \$471,943.00 for the wage study offset; and property tax relief of 1 mill at \$806,786.28.

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

Order passed – Vote 7-0.

AUDIENCE PARTICIPATION & RESPONSE FOR NEW ITEMS—NONE

COUNCILOR COMMUNICATIONS

The Chair asked the Clerk to relay some information she had for the Public regarding Elections.

The Clerk stated that there has been a resignation from the School Committee, creating an additional board opening. She clarified the openings for the viewing public, stating there will be one 3-year term for Town Council, the seat currently held by Councilor Larochelle. She said there will be one 3-year term opening on the School Committee, which has been held by appointee Len Lednum; the resignation from School Committee by Kelli Rogers has created a 2-year term opening.

APPOINTMENTS

VOTE (2023-146) Councilor Fellows, seconded by Councilor Robishaw, moved to accept with regret the resignation of Curtis Lunt and Dan Leeman from the Finance Committee.

Order passed – Vote 7-0.

VOTE (2023-147) Councilor Robishaw, seconded by Councilor Lunt, moved to accept the resignation of Curtis Lunt from the Planning Board.

Order passed – Vote 7-0.

ADJOURNMENT

VOTE (2023-148) Councilor Cain, seconded by Councilor Fellows, moved to adjourn at 7:18 PM.

Order passed – Vote 7-0.

Lisa M. Ward, Council Secretary
Town Clerk

Date Approved: August 15, 2023



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

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: Victualer's License for Tide 2 Table & Itinerant Vendor License for Crystal Martin
Date: August 15, 2023

Summary

See applications attached.

Recommendation

Approve.

Attachments

1. Tide 2 Table Vict.1
2. Tide 2 Table Vict.2
3. Crystal Martin Itin Vendor1
4. Crystal Martin Itin Vendor2

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: Tide 2 Table

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

Contact Person/Owner: Blaine Lund

Mailing Address: 30 Brackett Road, Brunswick, ME 04011 (primary)

Business Email Address: S2DSEAFOOD@gmail.com / Tide2tbl@gmail.com

Home Phone: _____ Cell Phone: 207-837-9677

Owner's Residence Address: 30 Brackett Road

Town/City: Brunswick State: ME Zip: 04011

Residence(s) for last 5 years: same

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

Name & Address: Tiffany Gallant

30 Brackett Road, Brunswick ME 04011 Date of Birth: _____

Name & Address: Blaine Lund

30 Brackett Road, Brunswick, ME 04011 Date of Birth: 1/1/1981

Name & Address: Blaine Lund

_____ 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.

Name of Business: Tickle 2 Table

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

Signature: Lillian Gallant Date: 7-6-2023

FEES

Itinerant Vendor Permit

- ☐ \$0.00 No Fee—I am covered under a Mass Gathering Permit (entity): _____
- ☐ \$50.00 Temporary Stand, up to 60 days
- ☒ \$100.00 1 Year

Victualer's Permit

- ☐ \$25.00 1 Week
- ☒ \$50.00 1 Year

<u>Fee Worksheet</u>	
Itinerant Vendor Fee:	\$ <u>100.00</u>
Victualer's Fee:	\$ <u>50.00</u>
TOTAL DUE:	\$ <u>150.00</u>
<i>Please make check payable to: Town of Lisbon</i>	

INSPECTIONS AND REQUIREMENTS

Check One:

- ☒ Food Preparation (including coffee) – *Requires inspection*
- ☐ Pre-packaged Food or Ice Cream only – *Does not require inspection*

HEALTH OFFICER

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

Signature: [Signature] Date: 7/7/23

POLICE CHIEF

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.

☒ **Public Records Check completed**

Signature: [Signature] Date: 7/6/23

LISBON - ITINERANT VENDOR APPLICATION

License Fee: ☒ \$25 Temporary Stands (90 days or less)
☐ \$100 6-Months Permit
☐ \$150 12-Month Permit

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: Crystal Martin Business Phone: 239-1141

Business Location in Town: Sausage Kitchen

Business Email Address: CrystalMartin2010@gmail.com

Business Mailing Address: _____

Owner's Name: _____

Home Phone: _____ Cell Phone: _____

Owner's Home Address (CSZ): 5 Donna Dr Lisbon

Residence(s) for last five years: _____

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

Name: Crystal Martin | Name: _____ | Name: _____

Address: 5 Donna Dr | Address: _____ | Address: _____

Town/State: Lisbon | Town/State: _____ | Town/State: _____

Birthdate: [REDACTED] | Birthdate: _____ | Birth date: _____

Has applicant's business license ever been revoked: no If yes, why? _____

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

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

Signature: [Signature] Date: 7/6/23

Business Name: Crystal Martin

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: N/A 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: Ry McGee Date: 7-7-23

INFORMATION

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

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

SUGGESTED CONTACTS:

353-3000 Ext 112... Town Clerk
353-3007..... Town Office Fax
353-3000 Ext 111... Code Enforcement Officer
353-2500..... Police Department
353-3000 Ext 121..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

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

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: Set Public Hearing for September 5th for Itinerant Vendor's License for Beach Betti's
Date: August 15, 2023

Summary

Set Public Hearing for Sept. 5, 2023.

Recommendation

Approve.

Attachments

None



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

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: Set Public Hearing for September 5th for Victualers and Itinerant Vendor License for Benchwarmerz & Mannie's Phillie 2 Me
Date: August 15, 2023

Summary

Set Public Hearings for Food Trucks: Benchwarmerz & Mannie's Phillie 2 Me for Sept 5, 2023

Recommendation

Approve.

Attachments

None



Town of Lisbon

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

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: ORDER 2023-152 Funding request for Public Parking Lot Design on Worumbo Property
Date: August 15, 2023

Summary

Lisbon Development Committee requests the use of up to \$22,000 from Downtown TIF Funds to utilize Olver Associates to work with the LDC to design a plan and create construction documents to create an attractive and functional public parking lot.

Recommendation

To approve the LDC to work with Olver Associates to design and plan a public parking lot at the Worumbo property using up to \$22,000.00 of Downtown TIF funds.

Attachments

1. OlverProposal7-13-23

July 13, 2023

Mr. Ross H. Cunningham
Director of Economic & Community Development
Town of Lisbon
300 Lewiston Street
Lisbon, Maine 04250

RE: Proposal for Professional Engineering Services
Worumbo Mill Site Development Planning & Parking Lot Design

Dear Ross:

As requested, we are writing to provide a proposal to assist the Town of Lisbon in planning, design, and construction of a municipal parking lot at the former Worumbo Mill site. It is our understanding that the Town would like to develop a welcoming and functional parking area and entrance to the multiuse park and venue being developed at the site. Olver Associates appreciates the opportunity to be considered to work with the Town's planning committee and staff on this important project.

Based on our discussions by phone, we understand that the Town intends to utilize a significant portion of the cleared area for events and that section of the property will either be revegetated with lawn or surface with gravel or reclaim to allow use for varying types of festivals and music events. We would be primarily focusing on approximately 0.60 acre area bounded by the railroad tracks and Canal Street in which parking and entrance signage would be developed. In addition, we would evaluate options for improved pedestrian connections from the parking area up Canal Street and across Lisbon Street Route 196) to the Lisbon Falls businesses.

Our proposed scope would generally be as follows:

1. Planning meetings: We would attend approximately three planning meetings with Town staff and the project committee. Meeting one would be focused on gathering information from the Town and defining what is envisioned to be developed in the available space. Meeting two would be for Olver to present potential concepts for

Mr. Ross H. Cunningham

July 13, 2023

Page 2

consideration by the group and to obtain feedback on refinements to be used to prepare a final concept version. Meeting three would be a presentation of the refined concept plans prior to presentation to the Town Council. Conceptual designs would be accompanied by planning level cost estimates for construction to be utilized in decision-making regarding project scope. Fees for attendance at meetings and preparation of the conceptual plans would be \$ 7,600.

2. Town Council Presentation: We would attend a Town Council meeting if requested by the committee to review the proposed improvements and costs associated with the site development. Fee would be \$ 800.
3. Design/construction documents: We would prepare design plans and specifications to obtain bids from construction contractors to implement the approved project scope including facilitating the bidding process, reviewing bids obtained, and making a recommendation on contract award. We understand that the intent for any added lot lighting is that this would be solar powered, and that the Town has already obtained DEP approval regarding contaminated soil handling on site, therefore the scope would not include any electrical engineering or environmental site remediation services. A limited geotechnical investigation is recommended based on the past history of the site to check the subsurface soil conditions to identify if any unsuitable soils are present. We understand that DEP has indicated that any contaminated soils encountered should be reused on site. It is the Town's best interest however to understand any site concerns to limit the likelihood that unexpected conditions are encountered during construction. The design fee would be \$ 8,500 plus \$ 5,000 for a geotechnical investigation if warranted. It may be possible that the Town has completed soil testing in the past studies of reuse of the site, and if so the geotechnical study may not be needed. We would also evaluate permits required for the construction of the lot and assist in preparation of applications.
4. Construction Phase Services: We would work with the town to determine what level of involvement you would like to see during construction or administration an on-site inspection of the installation. Fees would be determined based on the agreed upon scope at that time.

OLVER ASSOCIATES INC.

Mr. Ross H. Cunningham
July 13, 2023
Page 3

We would be happy to discuss this proposed scope and modify it to more closely match your needs and budget if requested to do so.. Please let us know if you have questions or would like to see anything adjusted. If you have any questions or require anything further at this time, please let us know.

Very truly yours,

OLVER ASSOCIATES INC.



Mandy H. Olver P.E., Vice-President
Senior Project Manager

MHO/mh

1634/Worumbo



Town of Lisbon

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

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: ORDER 2023-153 Authorize Town Manager to Execute Quitclaim Deed
Date: August 15, 2023

Summary

The Town Manager is authorized to execute a quitclaim deed to George Rehfield for the tax-acquired property at 15 Wing Street, Map U26, Lot 074 upon receipt of payment in full of all back taxes, sewer fees, interest and related costs.

Recommendation

To authorize the Town Manager to execute a quitclaim deed to George Rehfield for the tax-acquired property at 15 Wing Street, Map U26, Lot 074 upon receipt of payment in full of all back taxes, sewer fees, interest and related costs.

Attachments

1. Quitclaim Deed_Lisbon to Rehfield_15 Wing St

MUNICIPAL QUITCLAIM DEED

THE TOWN OF LISBON, a Maine municipal corporation with a mailing address of 300 Lisbon Street, Lisbon, Maine 04250, for consideration paid, grants to George D. Rehfield, with a mailing address of 15 Wing Street, Lisbon Falls, ME 04252, all of its right, title and interest, however derived, in and to a certain lot or parcel of land located in Lisbon, together with any buildings and improvements thereon, being described in a deed recorded in the Androscoggin County Registry of Deeds at Book 1389 Page 97.

This deed specifically releases any interest of the Town derived from a certain Tax Lien Certificate recorded in the Androscoggin County Registry of Deeds at Book 10774, Page 266. This deed further releases any interest of the Town derived from certain tax lien certificates recorded in the Androscoggin County Registry of Deeds at Book 10774, Page 286, Book 11139, Page 325, Book 11139, Page 345, Book 11279, Page 125, Book 11371, Page 234, and Book 11371, Page 290.

IN WITNESS WHEREOF, this deed has been executed by Glenn Michalowski in his capacity as Town Manager, duly authorized, as of this ____ day of August, 2023.

WITNESS:

TOWN OF LISBON

By: _____
Glenn Michalowski, Town Manager

STATE OF MAINE

COUNTY OF ANDROSCOGGIN

_____, 2023

Then personally appeared the above-named Glenn Michalowski, Town Manager of the Town of Lisbon, and acknowledged the foregoing instrument to be his free act and deed in his said capacity, and the free act and deed of the Town of Lisbon.

Before me,

Notary Public

Print Name: _____

Commission Expires: _____
(Affix notarial seal)



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

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: ORDER 2023-154 Charter Amendment to Change Elections for School Committee to June
Date: August 15, 2023

Summary

Summary: This amendment will provide that elections for School Committee members and the School Department Budget validation referendum shall both occur annually on the second Tuesday of June. This is a change only for the election of the Committee members. The current Charter provides for School Budget validation in June and Committee member elections at the General Election in November.

Recommendation

To adopt the amendments to the Lisbon Town Charter that would modify Article IV, Sections 4.01, 4.04, and 4.05, Article VI, Section 6.04, Article VII, Section 7.01, and Article IX, Section 9.01 to provide that elections for School Committee members and the School Department Budget validation referendum shall occur annually on the second Tuesday of June; and to set the Public Hearing for Tuesday, September 5, 2023 at 7:00 PM.

Attachments

1. Charter Amendment_Pub Notice and Draft AmendsShortVers_080423
2. Lisbon Charter_School Amends Redline
3. Timeline November 2023
4. School Committee Memo re Charter Change

PUBLIC HEARING NOTICE

CHARTER AMENDMENT

Pursuant to an order of the Town Council, the public is hereby notified that a public hearing will be held on Tuesday, September 5, 2023 at 7:00 PM in the Council Meeting Room at the Lisbon Town Office, 300 Lisbon Street, Lisbon, Maine, for the purpose of receiving public input on the Charter Amendment Question 1. The proposed Charter Amendment Question, and summary of the amendments, is as follows:

QUESTION 1

Shall the municipality approve the Charter Amendment summarized below?

SUMMARY: This amendment to the Lisbon Town Charter would modify Article IV, Sections 4.01, 4.04, and 4.05, Article VI, Section 6.04, Article VII, Section 7.01, and Article IX, Section 9.01 to provide that elections for School Committee members and the School Department Budget validation referendum shall occur annually on the second Tuesday of June.

Note: A copy of the proposed Charter Amendment is available for inspection and review in the Town Clerk's office during regular business hours.

DRAFT AMENDMENTS TO THE LISBON TOWN CHARTER

Text to be added is indicated by underlining and text to be deleted is indicated by ~~striketrough~~.

ARTICLE IV. SCHOOL DEPARTMENT

Sec. 4.01. School Committee; Qualifications; Elections and Term.

There shall be a School Committee of five (5) members nominated and elected by the qualified voters of the Town at large, as provided in Article VII. Only qualified voters of the Town shall be eligible to be nominated, to be elected, and to hold the office of School Committee member. School Committee members shall be elected ~~at regular municipal elections~~ as provided in Article VII and shall serve staggered three year terms as provided for in Article X.

Sec. 4.04. Chair.

At its organizational meeting held on the first Tuesday after the first Monday in ~~December~~ July, or as soon thereafter as practicable, the School Committee shall elect, by a majority vote of the entire Committee, one of its members as Chair for the ensuing year, and the School Committee shall fill for an unexpired term any vacancy in the office of Chair that may occur. The Chair shall preside at all meetings of the School Committee and may vote on any matter to come before the Committee.

Sec. 4.05. Vacancy, Forfeiture of Office, Filling of Vacancies.

The office of School Committee member shall be deemed vacant or forfeited for the same reasons that the office of Councilor shall be deemed vacant or forfeited as provided in section 2.11. If any vacancy shall occur, the vacancy shall be filled until the next ~~regular~~ School Committee election by appointment of the remaining members of the School Committee. At the next ~~regular School Committee~~ election, a new member of the School Committee shall be elected to serve for the remainder of the term, if any, of the member whose office became vacant or was forfeited.

Sec. 6.04. Council Action on Budget.

- (a) *Notice and Hearing.* The Town Council shall publish in one or more newspapers having general circulation in the Town a general summary of the budgets and a notice stating:
 - 1. The times and places where copies of the budget messages and the budgets will be available to the public, and
 - 2. The time and place (not less than two weeks after the first such publication) of a public hearing on the proposed budgets.
- (b) *Budget Deliberations.* The Town Council shall review the proposed budgets at budget sessions which may be informal but which shall be open to the public. ~~The~~ Except as

otherwise provided herein, the Council shall complete its review of the budgets no later than the last Tuesday in June.

(c) *Amendments Before Adoption.* After the public hearing, the Town Council may adopt the Manager's budget with or without amendment. It may by amendment add or increase programs or amounts and delete or decrease programs or amounts except expenditures for debt service or otherwise required by law. The Council may adopt the School budget as proposed and may amend it, but such amendments shall be limited to adding to or decreasing the total amount of the budget.

(d) *Adoption.*

1. Town Budget. The final vote on the Town Budget shall be taken on or before the last Tuesday of June. If Council fails to adopt a Budget for the Town by the last Tuesday in June, the Budget as presented by the Town Manager shall become the Budget to be implemented on a month to month basis until such time as a final Budget is approved.
2. School Budget. Until such time as the Town of Lisbon becomes certified as a member of a Regional School Unit by the Commissioner of the Maine Department of Education, the Town Council shall act as the Board of the Regional School Unit, approving the Budget with or without amendment, and providing for Referendum vote on the Budget in accordance with the procedures and time frames provided in LD499 as amended. The final vote on the School Budget shall be taken on or before the first Tuesday of June. A validation referendum on the School Budget shall be held annually on the second Tuesday of June. If a School Budget is not approved or validated prior to the first day of July, the prior fiscal year's School Budget shall become the School Budget for the ensuing fiscal year until a final School Budget is validated by a subsequent validation referendum.

ARTICLE VII. NOMINATIONS AND ELECTIONS

Sec. 7.01. Municipal Elections.

The regular municipal election shall be held annually on the first Tuesday after the first Monday in November. The School Committee election shall be held annually on the second Tuesday in June. All elections shall be conducted on a nonpartisan basis and without party designation on petitions and ballots. Except as otherwise provided by this Charter, the provisions of the laws of the State of Maine shall govern the qualifications of voters, the registration of voters, the manner of voting, absentee ballots, the duties of election officers and all other matters relating to the preparation for, conduct and management of elections. The requirements for the declaration of write in candidates and the procedures for tallying and reporting of votes cast for all write in candidates at municipal elections shall be in accordance with the provisions of State Law regarding candidates in State elections as set forth in Title 21-A of the Laws of the State of Maine.

ARTICLE IX. GENERAL PROVISIONS

Sec. 9.01. Terms of Elected Officials.

The terms of all elected officials, other than School Committee members, shall begin on the first Tuesday after the first Monday in December and end on the first Monday in December. The terms of School Committee members shall begin on the first Tuesday after the first Monday in July and end on the first Monday in July. Every elected official shall serve for his or her prescribed term and thereafter, if necessary, until his or her successor is elected and qualified.

SUMMARY: This amendment to the Lisbon Town Charter would modify Article IV, Sections 4.01, 4.04, and 4.05, Article VI, Section 6.05, Article VII, Section 7.01, and Article IX, Section 9.01 to provide that elections for School Committee members and the School Department Budget validation referendum shall occur annually on the second Tuesday of June.

CHARTER(requires Election to Amend)¹

ARTICLE I. GRANT OF POWERS TO THE TOWN

Sec. 1.01. Incorporation.

The inhabitants of the Town of Lisbon, within the limits as now established or as hereafter established in the manner provided by law, shall be a municipal corporation by the name of the Town of Lisbon.

Sec. 1.02. Powers and Duties.

The Town shall have, exercise and enjoy all the rights, immunities, powers, privileges and franchises, and shall be subject to all the duties, liabilities and obligations provided for herein, or otherwise pertaining to or incumbent upon said Town as a municipal corporation, or the inhabitants or municipal authorities thereof. It may enact bylaws, regulations and ordinances not inconsistent with the Constitution and laws of the State of Maine, and impose penalties for the breach thereof, to be recovered for such uses as said bylaws, regulations and ordinances shall provide. The Town may acquire property within or without its corporate limits for any town purpose, in fee simple or any lesser interest or estate, by purchase, gift, devise, lease or condemnation, and may sell, lease, mortgage, hold, manage and control such property as its interest may require.

Sec. 1.03. Construction.

In this Charter, mention of a particular power shall not be construed to be exclusive or to restrict the scope of the powers that the Town would have if the particular power were not mentioned. The Charter shall be liberally construed to the end that the Town may have all the powers necessary or convenient for the conduct of its municipal affairs, including all powers the Town may assume pursuant to state laws and to the provisions of the State Constitution.

Sec. 1.04. Intergovernmental Relations.

The Town may exercise any of its powers or perform any of its functions and may participate in the financing thereof, jointly or in cooperation, by contract or otherwise, with any one or more municipalities, states or civil divisions or agencies thereof, or of the United States or any agency thereof.

¹Editor's note(s)—Printed herein is the council-manager charter of the town, as adopted by the charter commission on Sept. 15, 2005. Amendments to the charter are indicated by parenthetical history notes following amended provisions. The absence of a history note indicates that the provision remains unchanged from the original charter. Obvious misspellings have been corrected without notation. For stylistic purposes, a uniform system of headings, catchlines and citations to state statutes has been used. Additions made for clarity are indicated by brackets.

Sec. 1.05. Separation of Powers.

The Town of Lisbon, pursuant to authority granted by the Home Rule Amendment to the Maine Constitution and statutory authority under the Maine Revised Statutes, exercises both legislative and administrative powers in carrying out its governmental functions. Legislative powers are vested solely and exclusively with the Town Council. This Legislative function pertains to the enactment of Ordinances, Regulations, Resolutions and Orders, and with the establishment of Policy, the purpose of which is to determine a course of conduct for Town government, and to formulate Rules of Conduct consistent therewith. Administrative powers are vested in the Town Manager and Town Staff. These executive functions vested in the Town Manager and Town Staff exist for the purpose of carrying out administratively the Legislative Policies adopted, approved and set down by the Town Council. This Charter recognizes a firm line of division between these two governmental functions and herein expresses the principal that members of the Town Council shall not be involved in the exercise of the administrative powers of the Town, except to determine that the Legislative Enactments and Policies adopted by Council are being carried out by Town Administration.

(C.O. of 9-16-2008, § 2008-152J; Ref. of 11-4-2008; Ref. of 11-3-2015)

ARTICLE II. TOWN COUNCIL

Sec. 2.01. Composition, Eligibility, Election and Terms.

- (a) *Composition.* There shall be a Town Council of seven (7) members. Each member of the Council shall be nominated and elected by the qualified voters of the Town at large. Each Councilor shall also be a Sewer Commissioner.
 - (b) *Eligibility.* Only qualified voters of the Town who reside in the Town shall be eligible to be nominated, to be elected, and to hold the office of Councilor, and each Councilor shall be sworn in the manner hereinafter prescribed.
 - (c) *Election, Terms.* Councilors shall be elected to serve staggered three-year terms as provided for in Article X.
- (Ref. of 4-16-2019)

Sec. 2.02. General Powers and Duties.

The Town Council shall constitute the municipal officers of the Town, and all powers of the Town shall be vested in the Town Council, except as otherwise expressly provided by this Charter. The Town Council shall provide for the exercise of all powers and for the performance and administration of all the fiscal, prudential and municipal affairs of the Town. Except as otherwise expressly provided by this Charter, all legislative powers of the Town shall be vested in the Town Council, which shall be and constitute the legislative body of the Town as that term is used in the Laws of the State of Maine. Said powers shall include the power to fill vacancies on the Board of Water Commissioners.

Sec. 2.03. Compensation.

Except as provided in Article X, the Council may determine the annual salary of Councilors by ordinance, but no such ordinance increasing the salary of members of the Town Council shall take effect during the then current fiscal year.

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(Supp. No. 42)

Sec. 2.04. Chair.

- (a) *Election and Term.* At its organizational meeting held on the first Tuesday after the first Monday in December, or as soon thereafter as practicable, it shall elect, by a majority vote of the entire Council, one of its members as Chair and one of its members as Vice-Chair for the ensuing year, and the Council shall fill, for an unexpired term, any vacancy in the office of Chair or Vice-Chair that may occur. This Chair shall be recognized as head of the town government for all ceremonial purposes and by the Governor for purposes of military law, but the Chair shall have no regular administrative duties. In the temporary absence or disability of the chair, the Vice-Chair shall exercise all the powers of the Chair during such temporary absence or disability of the Chair. It shall be the duty of the Chair to (1) preside at all meetings of the Council; (2) develop, after consultation with the Town Manager, agenda for Council meetings, provided that no Councilor shall be denied the right to place an item on the agenda; (3) after consultation with the Council, represent the Council in all dealings with the Town Manager and with all statutory and advisory boards, commissions and committees in person or by delegation.
- (b) *Term Limit.* No member of the Town Council shall be eligible for election as Chair or Vice-Chair for more than two consecutive one-year terms. For purposes of this section, election to an unexpired term of less than six (6) months shall not be considered a term.
- (c) *Removal.* The Council may remove the Chair by a vote of five (5) Councilors, after public notice, notice in writing to the Chair, and a public hearing. The Chair may elect to waive the requirements for public notice and/or a public hearing.

(T.M. of 9-19-2006, § 2006-43, Ref. of 11-7-2006)

Sec. 2.05. Secretary to the Council.

In addition to the statutory duties of the Town Clerk, the Town Clerk shall act as Secretary of the Council and shall make and maintain a public record of all proceedings of the Council, including all votes, and shall perform such other duties as may be assigned to him or her by this Charter or the Council. The Clerk may delegate any of said duties to one or more subordinates.

Sec. 2.06. Proceedings of the Council.

- (a) *Meetings.* The Council shall meet regularly at least once each month at such times and places as the Council may prescribe. Special meetings may be held on the call of the Chair or of four or more members of the Council by causing notification to be given in hand or left at the usual dwelling place of each Councilor. If practicable, such notice shall be given not less than twelve hours before the special meeting and shall be published in a newspaper or newspapers having general circulation in the town. The Chair, and the Vice Chair when acting as Chair, shall exercise full privileges of Council membership including participation in deliberations on all issues before Council and the right to vote on all issues.
- (b) *Rules.* The Council shall determine its own rules of procedure and order of business. The term limits for each office shall be administered separately and a term as Vice Chair, shall not preclude the Vice chair from being elected the Chair.
- (c) *Voting.* Voting shall be by show of hands except that a vote recording the yeas and nays of the Councilors shall be taken for final passage of any ordinance or upon the request of any Councilor. A majority of the members of the Council shall constitute a quorum, and no vote shall be taken in the absence of a quorum, but a smaller number may adjourn from time to time and may compel the attendance of absent members in

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(Supp. No. 42)

the manner and subject to the penalties prescribed by the rules of the Council. No other action of the Council shall be binding or valid unless adopted by four or more affirmative votes.

(C.O. of 9-16-2008, § 2008-152A, Ref. of 11-4-2008)

Sec. 2.07. Action Requiring an Ordinance.

In addition to other acts required by law or by specific provision of this Charter to be done by ordinance, those acts of the Council shall be by ordinance which (1) adopt or amend an administrative code, or establish, alter or abolish any Town department, office or agency; (2) provide for a fine or other penalty or establish a rule or regulation for violation of which a fine or other penalty is imposed; (3) regulate the rate at which a business or establishment may charge for its services; (4) convey or lease real or personal property of the Town except tax acquired property; or (5) amend or repeal any ordinance previously adopted. Acts other than those referred to in this section may be accomplished by ordinance, order, or resolve.

(Ref. of 11-8-2011)

Sec. 2.08. Ordinances.

- (a) *Procedure.* An ordinance may be introduced by any Councilor at any regular or special meeting of the Council and may not be enacted except after public hearing thereon. All Ordinances shall be submitted in writing. Notice of all public hearings on any proposed ordinance shall be given at least seven (7) days in advance of the public hearing by publication in a newspaper or newspapers having general circulation in the Town and by posting copies of said notice at the Town Hall and such other places as the Council may designate. An ordinance, in order to be finally adopted, must be read and voted upon at two separate meetings of the Town Council held not less than seven days apart without any material amendment of the ordinance between the first and second vote. Except as otherwise provided in this Charter, every ordinance shall be effective 21 days after the date of final adoption.
- (b) *Emergency Ordinances.* The Town Council may adopt an emergency ordinance to meet a public emergency affecting life, health, property, or the public peace. An emergency ordinance shall be plainly designated as such and shall contain a statement that an emergency exists and describing it in clear and specific terms. An emergency ordinance may be adopted at the meeting at which it is introduced without a second reading upon affirmative vote of at least 5 members of the Town Council. It shall become effective at the time of adoption or at such later time as the Council may specify. An emergency ordinance may be repealed by the adoption of a repealing ordinance in the same manner as the emergency ordinance was originally adopted. Every ordinance shall stand repealed as of the ninety-first (91st) day following the date on which it was adopted unless adopted under the provisions of Subsection 2.08(a) within the emergency ordinance period.
- (c) *Copies.* Copies of ordinances shall be available to the public for free or for a reasonable price to be fixed by the Council.

(T.M. of 9-19-2006, § 2006-43, Ref. of 11-7-2006; C.O. of 9-16-2008, § 2008-152B, Ref. of 11-4-2008)

Sec. 2.09. Investigations and Subpoena Power.

The Council may make investigations into the affairs of the Town and the conduct of any Town department, office or agency and for this purpose may establish by ordinance a hearing procedure that includes the issuance of subpoenas to compel the attendance of witnesses and the production of evidence, the administering of oaths, the taking of testimony, and other procedures.

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Sec. 2.10. Prohibitions.

- (a) *Holding Other Office.* Except pursuant to an agreement under the Interlocal Cooperation Act, no Councilor shall hold any other Town of Lisbon office or employment by the Town of Lisbon while holding the office of Councilor, and no former Councilor shall hold any compensated appointive Town office or Town employment until one year after leaving office of Councilor.
- (b) *Appointments and Removals.* Except as provided herein, neither the Council nor any of its members shall in any manner dictate the appointment or removal of any Town administrative officers or employees within the jurisdiction of the Town Manager or his or her subordinates, but the Council may express its views and fully and freely discuss with the Manager anything pertaining to appointment and removal of such officers and employees.
- (c) *Interference with Administration.* Except for the purpose of inquiries and investigations under Section 2.09, the Council or its members shall deal with the Town officers and employees who are subject to the direction and supervision of the Manager solely through the Manager, and neither the Council nor its members shall give orders to any such officer or employee, either publicly or privately.

(T.M. of 9-19-2006, § 2006-43, Ref. of 11-7-2006)

Sec. 2.11. Vacancies; Forfeiture of Office; Filling of Vacancies.

- (a) *Vacancies.* The office of Councilor shall become vacant upon a Councilor's nonacceptance, death, resignation, failure to qualify for the office within ten days after written demand of the Council, forfeiture of office, or failure of the municipality to elect a person to the office.
- (b) *Forfeiture of Office.* A councilor may forfeit the office if the Councilor (1) lacks at any time during his or her term of office any qualifications for the office prescribed by this Charter or by law, (2) knowingly and willfully violates any express prohibition or other provision of this Charter, of the terms of their oath of office, the Town's Ethics Policy, or any other Town provision relating to the conduct of a Councilor, including violation of confidentiality requirements (3) is convicted of any crime or offense which is reasonably related to his or her ability to serve as councilor, (4) fails to attend three consecutive regular meetings of the Council without being excused by the Council, (5) malfeasance of office, (6) failure to carry out the duties of the office, or (7) misappropriation of funds.

In its review of a Council member, the Council shall have the authority to issue a public reprimand, to cause a reduction of elimination of salary, to suspend the member for a specific period of time, or to cause removal of a Council member which shall result in the seat being declared vacant. A Councilor charged with conduct constituting grounds for forfeiture of office shall be entitled to a public hearing on demand of that Councilor. Notice of such hearing shall be published in one or more newspapers of general circulation in the municipality at least one (1) week in advance of the hearing.

- (c) *Filling of Vacancies.* If a seat on the Town Council becomes vacant more than six (6) months prior to the next regular Town election, the vacancy shall be filled for the unexpired term by a special election. The Town Council shall follow the time frames for the availability, and filing of nomination petitions and the date of the special election in Section 7.02 of this Charter except that shorter time frames may be prescribed by Council where it can be assured that the time frames for circulating nomination petitions and for the Town Clerk to prepare ballots is adequate. If a seat on the Town Council becomes vacant within six (6) months prior to the next regular Town election, the Council shall appoint a qualified person to fill the vacancy.

(C.O. of 9-16-2008, §§ 2008-152C, 2008-152D; Ref. of 11-4-2008; Ref. of 11-3-2015 ; Ref. of 4-16-2019)

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(Supp. No. 42)

Sec. 2.12. Judge of Qualifications.

The Council shall be the judge of the election and qualifications of all officers elected by the voters under this Charter and of the grounds for forfeiture of their office and for that purpose shall have the power to issue subpoenas to compel the attendance of witnesses and the production of evidence as provided for in Section 2.09 of this Charter. An officer charged with conduct constituting grounds for forfeiture of office shall be entitled to a public hearing if the officer requests one in writing within five (5) days after the officer is given notice that the Council will examine the question, and notice of such hearing shall be published in one or more newspapers of general circulation in the municipality at least seven (7) days in advance of the hearing.

ARTICLE III. TOWN MANAGER

Sec. 3.01. Appointment; Qualifications; Compensation.

The Council shall appoint a Town Manager for an indefinite term or a definite term by contract and fix his or her compensation. The Manager shall be appointed solely on the basis of character and executive and administrative qualifications with special reference to actual experience in, or knowledge of, accepted practice in respect to the duties of office as hereafter set forth. The Manager need not be a resident of the Town or State at the time of appointment but may reside outside the Town of Lisbon while in office only with the approval of the Town Council. The Council shall appoint a Town Attorney.

(Ref. of 11-4-2014)

Sec. 3.02. Powers and Duties of the Town Manager.

The Town Manager shall be the chief administrative officer of the Town and the head of the administrative branch of the Town government. The Manager shall be responsible to the council for the proper administration of all affairs of the Town. The Manager shall have the following powers and duties:

- (a) Except as provided in Section 2.10(b), The Manager shall appoint, prescribe the duties of, supervise and, when necessary for the good of the Town, suspend or remove all town employees and appointive administrative officers provided for by or under this Charter, except as otherwise provided by law, by this Charter, or by personnel rules adopted pursuant to this Charter. The Manager may authorize any administrative officer who is subject to his or her direction and supervision to exercise these powers with respect to subordinates in that officer's department, office or agency. The Town Manager's appointments of the following administrative offices shall be subject to confirmation by the Council: Town Clerk, Police Chief, Fire Chief, Public Works Director, Finance Director, Tax Assessor, and Town Treasurer/Tax Collector.
- (b) The Manager shall direct and supervise the administration of all departments, offices and agencies of the Town except as otherwise provided by this Charter or by law.
- (c) The Manager shall attend all meetings of the Council except when his or her attendance is excused by the Council, and except when his or her removal is being considered, and shall have the right to take part in discussion but may not vote
- (d) The Manager shall see that all laws, provisions of the charter and acts of the council, subject to enforcement by him or her or by officers subject to his or her direction and supervision, are faithfully executed.

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- (e) The Manager shall prepare and submit the annual budget, the annual capital program and annual financial and administrative reports to the Council and be responsible for the administration of the annual budget and capital program after their adoption.
 - (f) The Manager shall act as purchasing agent for all departments of the Town, except the School Department.
 - (g) The Manager shall prepare and submit to the Council such reports and shall perform such duties as the council may require and shall make such recommendations to the council concerning the affairs of the Town as he or she deems desirable or as the Council may request.

(T.M. of 9-19-2006, § 2006-43, Ref. of 11-7-2006; Ref. of 11-4-2014)

Sec. 3.03. Removal.

The Council may remove the Manager from office in accordance with the following procedures:

- (a) The Council shall adopt by affirmative vote of a majority of all its members a preliminary resolution which shall state the reasons for removal and may suspend the Manager from duty for a period not to exceed 30 days. A copy of the resolution shall be delivered to the Manager within five (5) days of the vote.
- (b) Within five (5) days after the delivery of a copy of the resolution, the Manager may file with the Council a written request for a public hearing. The hearing shall be held at a council meeting not earlier than ten (10) nor later than twenty (20) days after the request is filed. The Manager may file with the Council a written reply not later than five (5) days before the hearing.
- (c) The Council may adopt a final resolution of removal, which may be made effective immediately, by affirmative vote of a majority of all its members at any time after ten (10) days from the date when a copy of the preliminary resolution was delivered to the Manager, if the Manager has not requested a public hearing, or at any time after the public hearing, if one has been requested.
- (d) The Manager shall continue to receive his or her salary until the effective date of a final resolution of removal.

Sec. 3.04. Absence of Town Manager; Vacancy.

In any case involving the Manager's absence or disability for a period which is reasonably expected to be twenty-one (21) days or less, the Manager shall designate in writing, subject to the approval of the Council, a qualified administrative officer of the Town to exercise the powers and perform the duties of the Manager as acting Town Manager during such absence or disability and shall file said designation with the Town Clerk. During such absence or disability, the Council may revoke such designation at any time and appoint another qualified person other than a member of the Council, to serve until the manager shall return or his or her disability shall cease. In any case in which the absence or disability is reasonably expected to exceed twenty-one (21) days, or in the event the Office of Town Manager becomes vacant by death, resignation, removal or otherwise, said appointment shall be made by the Council.

ARTICLE IV. SCHOOL DEPARTMENT

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(Supp. No. 42)

Sec. 4.01. School Committee; Qualifications; Election and Term.

There shall be a School Committee of five (5) members nominated and elected by the qualified voters of the Town at large, as provided in Article VII. Only qualified voters of the Town shall be eligible to be nominated, to be elected, and to hold the office of School Committee member. School Committee members shall be elected ~~at regular municipal elections as provided in Article VII~~ and shall serve staggered three year terms as provided for in Article X.

Sec. 4.02. Powers and Duties.

The School Committee shall have all the powers and duties prescribed for superintending school committees by the general laws of the State of Maine. The School Committee shall direct the operations of the School Department of the Town of Lisbon and for financial purposes shall be governed by Article VI.

Sec. 4.03. Salary.

The compensation of the School Committee shall be established by the Council by ordinance.

Sec. 4.04. Chair.

At its organizational meeting held on the first Tuesday after the first Monday in ~~December~~July, or as soon thereafter as practicable, the School Committee shall elect, by a majority vote of the entire Committee, one of its members as Chair for the ensuing year, and the School Committee shall fill for an unexpired term any vacancy in the office of Chair that may occur. The Chair shall preside at all meetings of the School Committee and may vote on any matter to come before the Committee.

(T.M. of 9-19-2006, § 2006-43, Ref. of 11-7-2006)

Sec. 4.05. Vacancy, Forfeiture of Office, Filling of Vacancies.

The office of School Committee member shall be deemed vacant or forfeited for the same reasons that the office of Councilor shall be deemed vacant or forfeited as provided in section 2.11. If any vacancy shall occur, the vacancy shall be filled until the next ~~regular School Committee~~ election by appointment of the remaining members of the School Committee. At the next ~~regular School Committee~~ election, a new member of the School Committee shall be elected to serve for the remainder of the term, if any, of the member whose office became vacant or was forfeited.

Sec. 4.06. Major Appropriations.

No action of the School Committee which authorizes a lease or other contractual obligation of the School Department for capital equipment whose costs per unit exceeds two hundred fifty thousand dollars (\$250,000) and which exceeds a term of twelve months shall be effective unless and until said action is ratified by the qualified voters of the Town in a referendum conducted in accordance with the provisions set forth in Article VIII. This provision specifically excludes agreements for services, personnel contracts and collective bargaining agreements.

(T.M. of 9-19-2006, § 2006-43, Ref. of 11-7-2006; Amendment of 11-8-2016)

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ARTICLE V. ADMINISTRATIVE ORGANIZATION AND DEPARTMENTS

Part 1. General Administration

Sec. 5.11. Creation of Departments.

The Council may, by ordinance, establish Town departments, offices, boards, or agencies in addition to those created by this Charter and may prescribe the functions of all departments, offices, boards, and agencies, except that no function assigned by this Charter to a particular department, office, board, or agency may be discontinued or assigned to any other.

Sec. 5.12. Direction by Manager.

All departments, offices and agencies under the direction and supervision of the Town Manager shall be administered by an officer appointed by and subject to the direction and supervision of the Town Manager. All department heads shall be appointed by the Town Manager, and the Manager's appointment of the following administrative officers shall be subject to confirmation by the Council: Town Clerk, Police Chief, Fire Chief, Public Works Director, Finance Director, Tax Assessor, Town Treasurer/Tax Collector, and Town Attorney. With the consent of the Council, the Town Manager may serve as the head of one or more of such departments, offices or agencies or may appoint one person as the head of two or more of them.

Sec. 5.13. Water Department.

All functions of the Water Department shall be administered by the Board of Water Commissioners provided for by Chapter 241, Maine Private and Special Laws of 1903 and amended by Chapter 34, Maine Private and Special Laws of 1955, and this Charter, as may be amended.

Part 2. Personnel Administration

Sec. 5.21. Merit Principle.

All appointments and promotions of Town officials and employees shall be made solely on the basis of merit and fitness for the position. The appointing Town Official(s) shall determine the qualifications of potential employees and where applicable may conduct examinations, including testing related to job functions and utilize such other methods as may be deemed appropriate to determine the qualifications of an applicant.

(Ref. of 11-8-2011)

Sec. 5.22. Personnel Director.

The Town Manager or his or her appointee shall be the Personnel Director, and the Personnel Director shall administer the personnel system of the Town.

Sec. 5.23. Personnel Rules.

The Personnel Director shall prepare personnel rules, a draft of which shall be submitted to the Council no later than two years after the effective date of this charter. The Council may adopt the proposed rules with or without amendment. These rules shall provide for:

- (1) The classification of all Town positions, based on the duties, authority or responsibility of each position, with adequate provision for reclassification of any position whenever warranted by changed circumstances;
- (2) A pay plan for all Town positions;
- (3) Methods for determining the merit and fitness of candidates for appointment or promotion, or demotion or dismissal;
- (4) Policies and procedures regulating reduction in force and removal of employees;
- (5) Policies governing disciplinary measures such as suspension, demotion, or discharge, with provisions for presentation of charges, hearing rights and appeals;
- (6) The hours of work, attendance regulations and provisions for sick and vacation leaves;
- (7) Policies and procedures governing persons holding provisional appointments; and,
- (8) Other practices and procedures necessary to the administration of the Town personnel system.

Where there is a conflict between the Rules adopted by Council under this Provision, with Collective Bargaining Agreements, the provisions of the Collective Bargaining Agreements shall govern.

(T.M. of 9-19-2006, § 2006-43, Ref. of 11-7-2006; C.O. of 9-16-2008, § 2008-152E, Ref. of 11-4-2008)

Part 3. Tax Administration

Sec. 5.31. Tax Assessor.

There shall be a single Tax Assessor appointed by the Town Manager who is confirmed by the Town Council pursuant to Section 2.10. The Tax Assessor shall have custody of and maintain the assessment records of the Town and shall perform all duties and responsibilities as are prescribed for assessors by the laws of the State of Maine. The Tax Assessor must be a certified Maine Assessor as designated and certified by the State of Maine. The Town Manager may also appoint one or more assistant assessors.

(Ref. of 11-8-2011)

Sec. 5.32. Board of Assessment Review.

The Town Council shall appoint a Board of Assessment Review of five members as provided by state law and shall adopt appropriate ordinances establishing the terms of the members and the procedures to be followed in processing appeals from decisions of the Tax Assessor. In the absence of appointment, the Town Council shall act as the Board of Assessment Review.

(Ref. of 11-8-2011)

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Part 4. Town Clerk

Sec. 5.41. Town Clerk.

There shall be a Town Clerk appointed by the Town Manager who is confirmed by the Town Council pursuant to Section 2.10. He or she shall perform all duties and responsibilities provided for municipal clerks under the general law, under this Charter, and such other duties as the Council may require.

Part 5. Other Boards and Agencies

Sec. 5.51. Planning Board.

There shall be a Planning Board consisting of five members, serving staggered terms of three (3) years, appointed by the Town Council. Each Planning Board member shall be a qualified voter of the Town. The Planning Board shall annually elect one of its members as its Chair. No member may be elected to more than two consecutive terms as Chair. By ordinance the Council may provide for the appointment of two associate members of the Planning Board.

Sec. 5.52. Powers and Duties of Planning Board.

The Planning Board shall have such powers and perform such duties as are provided by the laws of the State of Maine, this Charter, or ordinances duly adopted by the Council. Among other things, the Planning Board shall be responsible for evaluating and updating the Town's comprehensive plan, and shall annually review the capital program as provided for in Article VI.

Sec. 5.53. Zoning Board of Appeals.

There shall be a Zoning Board of Appeals, which shall have such powers and perform such duties as are provided by the laws of the State of Maine and the ordinances duly adopted by the Council. The Zoning Board of appeals shall annually elect one of its members as its Chair. No member may be elected to more than two consecutive terms as Chair.

Sec. 5.54. Reserved.

Editor's note(s)—This section was deleted in its entirety by voters at the Nov. 6, 2012 referendum election. The former section pertained to Budget Advisory Board.

Sec. 5.55. Conservation Commission.

A Conservation Commission shall be appointed by the Council as provided by the laws of Maine.

Sec. 5.56. Salaries.

The compensation of the Planning Board, Zoning Board of Appeals, Library Governing Board, and Conservation Commission, if any, shall be established by the Council by ordinance.

Sec. 5.57. Board of Water Commissioners.

- (a) *Powers and Duties.* There shall continue to be a Board of Water Commissioners which shall have the powers, duties, and responsibilities set forth in chapter 241 of the Maine Private and Special Laws of 1903 as amended by chapter 34 of the Maine Private and Special Laws of 1955, except as provided in this Charter.
- (b) *Appointments; Terms.* The Board of Water Commissioners shall consist of three persons, each a resident of the Town, elected at the annual municipal election for terms of three years. The incumbent members of the Board shall serve for the remainder of their terms. Any Water Commissioner whose term expires after the abolition of the Town Meeting shall be deemed to be serving a term which expires on June 30 following the date of the next general election of Town Officers held more than three years after the anniversary of their election.
- (c) *Vacancies.* A Water Commissioner will be deemed to have forfeited or vacated their office for the same reasons that the office of Councilor is deemed to be vacated or forfeited under Sections 2.11(a) and 2.11(b) of this Charter. Vacancies on the Board of Water Commissioners shall be filled by the Council.
- (d) *Salary.* The Water Commissioners shall receive such salary as the Town Council shall annually determine by ordinance. Said salaries shall be paid from revenues of the Water Department.
- (e) *Bonds.* The Town may issue bonds and notes upon the same terms and conditions as are set forth in section 10 of chapter 34 of the Private and Special Laws of 1955 except that approval shall be by the Town Council rather than the town meeting and the bonds shall be signed by the members of the Town Council rather than the Board of Selectmen.
- (f) *Extensions.* The Board of Water Commissioners shall have the authority to authorize extensions of the water system as provided in section 12 of chapter 34 of the Private and Special Laws of 1955, or as provided under the general laws of Maine, except that approval of the town meeting shall not be required.
- (g) *Disposition of Income.* Receipts of the Board of Water Commissioners shall continue to be deposited and accounted for as provided in section 13 of chapter 34 of the Private and Special Laws of 1955 except that the reference in such section to the Board of Selectmen shall hereafter be taken as meaning the Town Council and the reference to a vote of the Town shall be taken as referring to a vote of the Town Council.
- (h) *Water Rates.* Water rates shall continue to be set as provided in section 14 of chapter 34 of the Private and Special Laws of 1955 except that the reference to the Board of Selectmen in sub-section V shall be taken as referring to the Town Council and the requirement of an affirmative vote of the Town before the establishment of a sinking fund shall no longer apply.

(Ref. of 11-3-2015)

Sec. 5.58. Library Governing Board.

There shall be a Library Governing Board consisting of five members serving staggered terms of three years appointed by the Council.

ARTICLE VI. FINANCIAL PROVISIONS

(Supp. No. 42)

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Sec. 6.01. Fiscal Year.

The fiscal year of the Town shall begin on the first day of July and end on the last day of June.

Sec. 6.02. Submission of Budgets; Budget Messages.

On or before the third Tuesday of March each year, the Town Manager and the School Committee shall submit to the Town Council line item budgets for the ensuing fiscal year. The budget messages accompanying the budgets shall explain the respective budgets both in fiscal terms and in terms of programs. They shall outline the proposed financial policies for the Town and the School Department respectively for the ensuing fiscal year, describe the important features of the respective budgets, indicate any major changes from the current year with respect to financial policies, expenditures, and revenues, and the reasons for the same, summarize the debt position of the Town and School Department respectively, and include such other information as the Town Manager and the School Committee believe to be desirable.

(C.O. of 9-16-2008, § 2008-152F, Ref. of 11-4-2008)

Sec. 6.03. Budgets.

The budgets, excluding that of the Water Department, shall, respectively, provide financial plans for Town and School Department funds and activities for the ensuing fiscal year, and except as required by this Charter, shall be in such form as the Town Manager and School Committee shall deem advisable, or as the Town Council may require. In organizing the budgets, the Manager and the School Committee shall use the most feasible combination of expenditure classification by fund, organizational unit, program, and purpose. It shall begin with a clear general summary of its contents; shall show in detail all estimated income, shall indicate the proposed property tax levy, and shall set forth all proposed expenditures, including debt service, for the ensuing fiscal year; and shall be so arranged as to reflect comparative figures for actual and estimated income and expenditures for the current fiscal year and actual income and expenditures for the preceding fiscal year. The budgets shall state separately:

- (1) Proposed expenditures for current operations during the ensuing fiscal year detailed by offices, departments or agencies in terms of their respective work programs and the method of financing such expenditures; and
- (2) Proposed capital expenditures for the ensuing fiscal year detailed by offices, departments, or agencies, when practicable, and stating the proposed method of financing each such capital expenditure.

Sec. 6.04. Council Action on Budget.

- (a) *Notice and Hearing.* The Town Council shall publish in one or more newspapers having general circulation in the Town a general summary of the budgets and a notice stating:
 1. The times and places where copies of the budget messages and the budgets will be available to the public, and
 2. The time and place (not less than two weeks after the first such publication) of a public hearing on the proposed budgets.
- (b) *Budget Deliberations.* The Town Council shall review the proposed budgets at budget sessions which may be informal but which shall be open to the public. Except as otherwise provided herein, The the Council shall complete its review of the budgets no later than the last Tuesday in June.

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- (c) *Amendments Before Adoption.* After the public hearing, the Town Council may adopt the Manager's budget with or without amendment. It may by amendment add or increase programs or amounts and delete or decrease programs or amounts except expenditures for debt service or otherwise required by law. The Council may adopt the School budget as proposed and may amend it, but such amendments shall be limited to adding to or decreasing the total amount of the budget.
- (d) *Adoption.*
1. Town Budget. The final vote on the Town Budget shall be taken on or before the last Tuesday of June. If Council fails to adopt a Budget for the Town by the last Tuesday in June, the Budget as presented by the Town Manager shall become the Budget to be implemented on a month to month basis until such time as a final Budget is approved.
 2. School Budget. Until such time as the Town of Lisbon becomes certified as a member of a Regional School Unit by the Commissioner of the Maine Department of Education, the Town Council shall act as the Board of the Regional School Unit, approving the Budget with or without amendment, and providing for Referendum vote on the Budget in accordance with the procedures and time frames provided in LD499 as amended. The final vote on the School Budget shall be taken on or before the first Tuesday of June. A validation referendum on the School Budget shall be held annually on the second Tuesday of June. If a School Budget is not approved or validated prior to the first day of July, the prior fiscal year's School Budget shall become the School Budget for the ensuing fiscal year until a final School Budget is validated by a subsequent validation referendum.
- (e) *Post Adoption Amendments in School Budget.* Within 30 days after the budget for the School Department becomes final, the School Committee shall adopt such amendments in the school budget as may be necessary to absorb any decrease or expend any increase in the total amount of the budget which was approved by the Council. The Superintendent of Schools shall forward to the Town Council a copy of the final revised budget. Thereafter the School Department budget shall not be amended except in accordance with the provisions of this Charter.
- (C.O. of 9-16-2008, § 2008-152F, Ref. of 11-4-2008)

Commented [FCA1]: Lisa - This change fixes the date for the school budget referendum so that it will generally occur simultaneously with the School Committee election (2nd Tuesday in June); however, it's not strictly necessary. I see that the Town has generally managed to get the budget finalized for a vote on that date without this requirement.

Sec. 6.05. Amendments After Adoption.

- (a) *Supplemental Appropriations.* If during the fiscal year, the Town Manager, in the case of the Town's budget, or the Superintendent of Schools, in the case of the School budget, certifies that there are available for appropriation revenues from state or federal sources or from private gifts or bequests, or from other sources, in excess of those estimated in the budget, the Town Council may make supplemental appropriations for the fiscal year up to the amount of the estimated excess. All supplemental appropriations shall be in the form of an Ordinance and approved in accordance with the provisions of Section 2.08 of this Charter.
- (b) *Emergency Appropriations.* To meet a public emergency affecting life, health, property, or the public peace, the Town Council may take emergency action to appropriate the necessary funds. To the extent that there are no unappropriated revenues available to meet such an emergency, the Council may authorize the issuance of temporary notes, which may be renewed from time to time but which must be paid not later than the last day of the fiscal year following that in which the emergency appropriation was made.
- (c) *Reduction of Appropriations.* If at any time during the fiscal year it appears probable to the Manager that available revenues in the Town budget will be insufficient to fund the amount budgeted in a particular account, they shall report to the Town Council without delay, indicating the amount of the anticipated deficit in that account, any remedial action which they have taken, and their recommendations regarding any further steps to be taken. The Council shall then take such further action as it deems necessary to prevent or

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minimize the effect of any deficit and, for that purpose, may reduce the sums appropriated in particular budget accounts to the extent of any unencumbered balance, except that no appropriation for debt service shall be reduced and no other appropriation account shall be reduced below the level required by law.

- (d) *Transfer of Line Item Appropriations.* Upon written request by the Manager or by the School Committee through the Superintendent of Schools, the Council may, after public hearing, transfer part or all of any line item balance within an appropriation account, except debt service, to another line item within the same or any other appropriation account of the Town or School budgets respectively.

(C.O. of 9-16-2008, § 2008-152G; Ref. of 11-4-2008; Ref. of 11-3-2015)

Sec. 6.06. Lapse of Appropriation.

Every general fund appropriation shall lapse at the close of the fiscal year to the extent that it has not been expended or encumbered, except that an appropriation for a capital expenditure shall continue in force until the purpose for which it was made has been accomplished or abandoned. A capital expenditure shall be deemed to have been abandoned and the appropriation shall lapse if five years pass without any disbursement from or encumbrance of the appropriation.

(Ref. of 11-8-2011)

Sec. 6.07. Audit.

The Town Council shall annually provide for an audit of the municipal finances for the preceding year by a reputable accounting firm.

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

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- 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)

Sec. 6.09. Permanent Financing.

The Town may issue general obligation and revenue obligation securities for any purpose for which municipalities may raise money in accordance with the provisions of the Maine Revised Statutes; however, it is contemplated that these purposes shall be restricted to general capital purposes, and shall not be for the purpose of providing funding for general Town operations. The Town may also issue general obligation or revenue obligation securities for funding or refunding all or any part of its existing debt.

(a) *Adoption Procedures.*

- (1) Where the Town Council has the authority to adopt an Ordinance providing for permanent financing, it shall follow the procedures for the passage of Ordinances under Section 2.08 of this Charter.
- (2) Where a Referendum vote is required under the provisions of Section 8.11(b)(2) of this Charter, then the Council by Order shall submit the Ordinance to Referendum vote in accordance with the provisions of Section 8.21(b). Prior to considering an Order calling for a Referendum vote on an Ordinance providing for permanent financing, the Town Council shall hold a public hearing. Notice of that public hearing shall be advertised at least once in one or more newspapers of general circulation in the Town, not less than seven (7) days nor more than fifteen (15) days before final action by the Council on the Order.

(b) *Form and Content of Borrowing Ordinance.* An Ordinance authorizing the issuance of permanent financing shall contain at least the following provisions:

- (1) An appropriation of a sum of money to be raised in whole or in part by the issuance of the bonds, notes or securities for an authorized purpose or purposes.
- (2) A statement of the amount of the permanent financing to be issued.
- (3) A description of the purpose or purposes for which the permanent financing is being issued.

(c) *Combination of Improvements.* Two or more authorized purposes may be included in a single Ordinance authorizing the issuance of permanent financing.

(d) *Effective Date.* A permanent financing Ordinance issued by the Town Council under its authority, and not requiring public Referendum, shall become effective twenty-one (21) days after final approval. A permanent financing Ordinance enacted by Referendum vote shall become effective upon its approval and certification of the vote by the Town Council.

(e) *Installment, Prepayment and Term.* Bonds, notes and any securities issued pursuant to this Section may be in serial form payable in annual installments, which need not be equal, the total of which shall extinguish the entire debt at maturity, pursuant to the requirements of 30-A M.R.S.A. § 5772(3). Any bond, note or other security may be prepaid in whole or in part at any time as may be permitted in accordance with the terms and conditions of the borrowing of the original bond, note or security. The terms of such bonds, notes or securities shall not exceed thirty (30) years from the date that they are issued.

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- (f) *Application of Proceeds.* The proceeds of bonds, notes or other securities issued pursuant to this Section shall be used only for the purposes specified in the Ordinance authorizing the issuance of such permanent financing. All proceeds not so used shall be applied to the repayment of the principle and/or interest of such permanent financing.
 - (g) *Anticipatory Borrowing.* The Town Finance Director, with the approval of the Chairman of the Town Council and the Town Manager, may borrow money temporarily by the issuance of notes in anticipation of the issuance of serial bonds, notes or other securities, after approval of said bonds, notes or other securities by the Town Council or at Referendum vote. Except as otherwise provided herein, the issuance of said notes shall be subject to the laws of the State relating thereto.
 - (h) *Execution of Permanent Financing; Determination of Details.* All bonds, notes or other securities issued by the Town pursuant to this Section, shall be signed by the Town Finance Director and countersigned by the Chairman of the Town Council and the Town Manager. In the absence of a contrary provision in any Ordinance authorizing serial bonds, notes or other securities, the Town Finance Director, with the approval of the Chairman of the Town Council and the Town Manager, shall determine the date or dates, maturities, denomination, interest rate or rates, and other details of each issue of serial bonds, notes or other securities, and any notes issued in anticipation of such serial bonds, notes or other securities, and shall provide for the sale thereof.
 - (i) *General Obligations; Revenue Bonds.* All bonds, notes or other securities issued pursuant to this Section shall be general obligations of the Town, provided, however, that nothing herein contained shall be deemed to prevent the issuance of revenue bonds in accordance with, and subject to, the provisions of the Maine Revised Statutes relating thereto as amended.
 - (j) *Refinancing.* Bonds, notes or other securities may be issued in accordance with the provisions of this Section and any other relevant provisions of the Charter of the Town of Lisbon, and after approval by Town Council by Ordinance, in order to refinance any outstanding bond, note or security or other indebtedness of the Town. This authority to refinance any outstanding permanent financing includes financing approved at public Referendum and shall not require additional voter approval for the refinancing.

(Ref. of 11-8-2011)

Editor's note(s)—Ref. of 11-8-2011 repealed the former section and enacted a new section as set out herein. The former section pertained to bond issues.

Sec. 6.10. Borrowing in Anticipation of Taxes.

In anticipation of the collection of taxes, the Council may by Order authorize borrowing by the issuance of notes, which said notes may be renewed, but all such notes or renewals thereof, shall mature and be paid no later than the end of the fiscal year in which the borrowing occurred. In the absence of a contrary provision on an Order authorizing said notes, the Town Finance Director with the approval of the Chairman of the Town Council and the Town Manager, shall determine the date or dates, maturities, denominations, interest rate or rates, and other details of each issue of notes or renewals thereof and shall provide for the sale thereof.

(C.O. of 9-16-2008, § 2008-152K, Ref. of 11-4-2008)

ARTICLE VII. NOMINATIONS AND ELECTIONS

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(Supp. No. 42)

Sec. 7.01. Municipal Elections.

The regular municipal election shall be held annually on the first Tuesday after the first Monday in November. ~~The School Committee election shall be held annually on the second Tuesday in June.~~ All elections shall be conducted on a nonpartisan basis and without party designation on petitions and ballots. Except as otherwise provided by this Charter, the provisions of the laws of the State of Maine shall govern the qualifications of voters, the registration of voters, the manner of voting, absentee ballots, the duties of election officers and all other matters relating to the preparation for, conduct and management of elections. The requirements for the declaration of write in candidates and the procedures for tallying and reporting of votes cast for all write in candidates at municipal elections shall be in accordance with the provisions of State Law regarding candidates in State elections as set forth in Title 21-A of the Laws of the State of Maine.

(Special election of 6-10-2014)

Sec. 7.02. Nomination by Petition.

- (a) *Petitions.* Candidates for Town Council, School Committee, and Water Commission shall be nominated by petition. Any qualified voter of the Town may be nominated for election as a Council member, School Committee member, or Water Commissioner by not less than 50 nor more than 75 qualified voters of the Town by signing a nomination petition. Nomination petitions shall be filed on forms provided by the Town Clerk. Each petition shall clearly indicate the office to which nomination is sought. No nomination petitions shall be issued by the Clerk more than forty (40) days prior to the earliest date upon which a completed petition could legally be accepted by the Clerk. The signatures on a nominating petition need not all be affixed to the same paper, but an affidavit which has been executed by the circulator shall be attached to each separate sheet of the petition. The circulator shall state in the affidavit the number of signatures on the paper, that each signature was affixed in the circulator's presence, and that the circulator believes it to be the genuine signature of the person whose name it purports to be. The petitioners shall sign their names in ink. Each signer shall indicate his or her street address next to his or her signature. The name and address of the signers and of the candidates do not have to be identical in form to the voting registration list as long as their identity can be clearly determined from the information provided. There is no limit on the number of petitions which may be signed by any one voter.
- (b) *Filing and Acceptance.* All separate papers comprising a nominating petition shall be assembled and filed with the Town Clerk as a single document not earlier than one hundred (100) days nor later than sixty (60) days before the scheduled date of the election. If the 60th day falls on a Saturday, Sunday, a day recognized by the State of Maine as a legal holiday, or a day that the Lisbon Town Office is closed for business, the final filing date shall be the next regular business day. The Council may, on the recommendation of the Town Clerk, set a shorter time for filing nomination petitions in the case of special elections but under no conditions shall the time for circulating nominating petitions be less than ten (10) days nor the last filing day be less than fourteen (14) days before the day of the election. The Clerk shall note the time and date when each nominating petition is filed. No petition shall be accepted unless accompanied by a signed acceptance of the nomination by the candidate.
- (c) *Certification of Validity.* Within five (5) business days after the filing of a nominating petition, the Clerk shall notify the candidate and the petition circulator whether or not the petition satisfies the requirements of this Article. If a petition is found to be insufficient, the Clerk shall immediately return it to the person who filed it together with a statement as to why it is insufficient. Within the regular time for filing petitions such a petition may be amended and filed again. The Clerk shall keep on file each petition found to be valid at least until the expiration of that calendar year.

(C.O. of 9-16-2008, § 2008-152D, Ref. of 11-4-2008; Amendment of 6-13-2017 ; Ref. of 4-16-2019)

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Sec. 7.03. Voting Places.

The Council may, by ordinance, divide the Town into wards for the purpose of establishing convenient voting places. The voting places established for municipal elections shall be the same as those established for state elections.

(Ref. of 4-16-2019)

Sec. 7.04. Names on Ballots.

- (a) *At Large Candidates.* The full names and addresses of all candidates for Council member, for School Committee, and for Water Commissioner, except any who has died, withdrawn, or become ineligible, shall be printed on the ballot without party designation under the heading "For Council Member", "For School Committee Member", or "For Water Commission." The name of any candidate as it appears on the ballot need not be identical with the list of registered voters as long as the identity of the candidate can be clearly determined.

(Ref. of 4-16-2019)

Sec. 7.05. Order of Names on the Ballot.

When two or more candidates have been nominated for any office, the order of their names on the ballot shall be determined by lot. The lots shall be drawn by the Town Clerk.

Sec. 7.06. Determination of Election Results.

- (a) *Number of Votes.* Each voter shall be entitled to vote for as many at large candidates as there are vacancies to be filled.
- (b) *Plurality.* Elections shall be determined by plurality vote. In case of a tie, a run-off shall be held between the candidates having an equal number of votes. The run-off election shall be held no later than thirty (30) days after the tie is officially declared.

(Ref. of 4-16-2019)

Sec. 7.07. Ballots for Ordinances.

An ordinance which is to be voted on in accordance with Article VIII shall be presented on the ballot by title only. The ballot title of an ordinance may differ from its legal title and shall be a clear and concise statement regarding the substance of the measure without argument or slanting. Below the ballot title shall appear the following question: "Shall the ordinance described above be adopted?" Immediately below such question shall appear in the following order the words "yes" and "no" and, to the left of each, a square in which the voter may indicate his or her vote.

Sec. 7.08. Voting Machines.

The Council may provide for the use of mechanical or other devices for voting or counting voters in a manner not inconsistent with state law, notwithstanding the provisions of this Charter regarding the form and content of paper ballots.

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ARTICLE VIII. INITIATIVE, REFERENDUM, RECALL AND SPECIAL TOWN MEETING

Part 1. General Provisions

Sec. 8.11. General Authority.

- (a) *Initiative.* The qualified voters of the Town shall have the power to propose ordinances to the Council. If the Council fails to adopt an ordinance in the same form as proposed in all material respects, the voters may adopt or reject it at an election. Such power shall not extend to the budget or capital program or any ordinance relating to appropriation of money, levy of taxes, or salaries of appointed officers or employees. Ordinances relating to the salaries of elected officials are subject to the initiative process.
- (b) *Referendum.*
 - 1. *Ordinance.* The qualified voters of the Town shall have the power to require reconsideration by the Council of any adopted ordinance and, if the Council fails to repeal an ordinance so reconsidered, to approve or reject it at a Town election. Such power shall not extend to the budget or capital program, any emergency ordinance, or any ordinance relating to appropriation of money, levy of taxes, or salaries of appointed officers or employees. Ordinances relating to the salaries of elected officials are subject to the referendum process.
 - 2. *Borrowing; Major Appropriations.* No action of the Town Council which approves the issuance of any general obligation or revenue obligation bond of the Town or which authorizes a lease or other contractual obligation of the Town for capital equipment whose costs per unit exceed \$250,000 and which exceeds a term of 12 months shall be effective unless and until said action is ratified by the qualified voters of the Town in a referendum conducted in accordance with the provisions set forth in this Article. A referendum to ratify action by the Town Council to approve the issuance of any general obligation or revenue obligation bond in a principal amount that exceeds \$1,000,000 must be held on the first Tuesday following the first Monday in November, except where the purpose of the funding is to respond to an emergency. An emergency is defined as an unexpected occurrence or set of circumstances that demands immediate action and refers to circumstances where the Town is unable to provide adequate necessary services to its citizens or where the public peace or the life, health, property, or safety of the Town and/or its inhabitants is at risk. This provision specifically excludes agreements for services, personnel contracts and collective bargaining agreements.
- (c) *Recall.* The qualified voters of the Town shall have the power to recall any member of the Town Council, School Committee, or Water Commission in accordance with the provisions set forth in this Article.
- (d) *Special Town Meeting.* The qualified voters of the Town shall have the power to reconsider any budget appropriation at a special Town meeting called by petition. The petition must cite the specific appropriation(s) to be included in the warrant for the special Town meeting.

(T.M. of 9-19-2006, § 2006-43, Ref. of 11-7-2006; Ref. of 11-4-2014 ; Amendment of 11-8-2016)

Part 2. Initiative and Referendum

Sec. 8.21. Commencement of Proceedings.

- (a) *Petitioners Committee; Affidavit.* Any five qualified voters of the Town may commence initiative or referendum proceedings by filing with the Clerk an affidavit stating that they will constitute the petitioners committee and be responsible for circulating the petition and filing it in proper form, stating their names and street addresses, specifying the mailing address to which all notices to the committee are to be sent, and setting out in full the proposed ordinance or the ordinance sought to be reconsidered. Promptly after the affidavit of the petitioners committee is filed, the Clerk shall issue the appropriate petition blanks to the petitioners committee.
- (b) *Council Action.* The Town Council may submit on its own initiative, a proposal for the enactment, repeal or amendment of any ordinance except as otherwise prohibited in this Charter, and specifically to comply with the provisions for approval of bond issues and certain contracts for capital equipment or expenditures as may be required under the provisions of Section 6.09 of this Charter as well as Subsection 8.11(b)(2) and Section 4.06. Such proposition submitted to the voters may be voted on at any municipal election or any special election called by the Town Council and should such proposition receive a majority of the votes cast thereon at such election, it shall be enacted, repealed or amended accordingly.

(T.M. of 9-19-2006, § 2006-43, Ref. of 11-7-2006)

Sec. 8.22. Petitions.

- (a) *Number of Signatures.* Initiative and referendum petitions must be signed by qualified voters of the Town at least equal in number to 15 percent of the total number of qualified voters who cast votes for Governor in the most recent gubernatorial election.
- (b) *Form and Content.* All papers of a petition shall be uniform in size and style and shall be assembled as one document for filing. Each signature shall be executed in ink and shall be followed by the street address of the person signing. Petitions shall contain or have attached thereto throughout their circulation the full text of the ordinance proposed or sought to be reconsidered.
- (c) *Affidavit of Circulator.* Each paper of a petition shall have attached to it when filed an affidavit which has been executed by the circulator. The circulator shall state in the affidavit that the circulator personally circulated the paper, the number of signatures thereon, that each signature was affixed in the circulator's presence, that the circulator believes it to be the genuine signature of the person whose name it purports to be, and that each signer had an opportunity before signing to read the full text of the ordinance proposed or sought to be reconsidered. At any time prior to the issuance of the Clerk's certificate, a signer may have his or her name removed from the petition by filing a signed written request that this be done.
- (d) *Time for Filing Referendum Petitions.* Referendum petitions must be filed within 20 days after final adoption by the Council of the ordinance sought to be reconsidered.

(T.M. of 9-19-2006, § 2006-43, Ref. of 11-7-2006)

Sec. 8.23. Procedure after Filing.

- (a) *Certificate of Clerk; Amendment.* Within 20 days after the petition has been filed, the Clerk shall complete a certificate as to its sufficiency, specifying, if it is insufficient, why it is defective. The Clerk shall promptly send a copy of the certificate to the petitioners' committee by mail. A petition certified as insufficient for lack of the required number of valid signatures may be amended once if the petitioners' committee files a notice of intention to amend it with the Clerk within two days after receiving the copy of the Clerk's certificate and

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files a supplementary petition upon additional papers within ten days after receiving the copy of such certificate. Such supplementary petition shall comply with the requirements of subsections (b) and (c) of section 8.22. Within five days after it is filed, the Clerk shall complete a certificate as to the sufficiency of the petition as amended and promptly send a copy of such certificate to the petitioners' committee by mail as in the case of an original petition. If a petition or amended petition is certified as sufficient, or if a petition or amended petition is certified as insufficient, and the petitioners' committee does not elect to amend or request Council review under subsection (b) of this section within the time required, the Clerk shall promptly present the certificate to the Council and the certificate shall then be a final determination as to the sufficiency of the petition.

- (b) *Council Review.* If a petition or amended petition has been certified as being insufficient, the committee may, within two days after receiving the copy of such certificate, file a request that it be reviewed by the Council. The Council shall review the certificate at its next meeting following the filing of such request and approve or disapprove it. The Council's determination shall then be a final determination as to the sufficiency of the petition.
- (c) *Court Review; New Petition.* A final determination as to the sufficiency of a petition shall be subject to court review and the time limits relating to that petition shall be tolled during the review process. A final determination of insufficiency, even if sustained upon court review, shall not prejudice the filing of a new petition for the same purpose. A new petition shall proceed independently of the proceedings to determine the sufficiency of the prior petition.

(Ref. of 11-8-2011)

Sec. 8.24. Referendum Petitions; Suspension of Effect of Ordinance.

When a referendum petition is filed with the Town Clerk, the ordinance sought to be reconsidered shall be suspended from taking effect. Such suspension shall terminate on the earliest to occur of the following events:

- (1) There is a final determination of insufficiency of the petition in accordance with section 8.23 (a) or (b) hereof, or
- (2) The petitioners' committee withdraws the petition, or
- (3) The Council repeals the ordinance, or
- (4) The referendum is adopted at the Town election.

Sec. 8.25. Action on Petitions.

- (a) *Action by Council.* When an initiative or referendum petition has been finally determined to be sufficient, the Council shall promptly consider the proposed ordinance or reconsider the referred ordinance. If the Council fails to adopt the proposed ordinance without any material change within 60 days or fails to repeal the referred ordinance within 30 days after the date when the petition was finally determined to be sufficient, it shall submit the proposed or referred ordinance to the voters.
- (b) *Submission to Voters.* The vote on a proposed or referred ordinance or the referendum required by section 8.11(b)(2) shall be held not less than 30 days and not later than one year from the date of the final Council vote thereon. The vote may be taken at a special election or at a regular Town election if one is to be held within the period prescribed in this subsection. Copies of the proposed or referred ordinance or the action described in section 8.11(b)(2) shall be made available to the voters within a reasonable time prior to the election.

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- (c) *Withdrawal of Petitions.* An initiative or referendum petition may be withdrawn at any time prior to a final determination of sufficiency of the petition by filing with the Clerk a request for withdrawal signed by at least four members of the petitioners' committee. Upon the filing of such request, the petition shall have no further force or effect and all proceedings thereon shall be terminated.

Sec. 8.26. Results of Election.

- (a) *Initiative.* If a majority of the qualified voters voting on a proposed ordinance vote in its favor, it shall be considered adopted upon certification of the election results and shall be treated in all respects in the same manner as ordinances of the same kind adopted by the Council so long as the total number of votes cast for and against the ordinance is at least equal to 30% of the total number of qualified voters who cast votes for Governor in the most recent gubernatorial election. If conflicting ordinances are approved at the same election, the one receiving the greatest number of affirmative votes shall prevail to the extent of such conflict.
- (b) *Ordinance Referendum.* If a majority of the qualified voters voting on a referred ordinance vote against it, it shall be considered repealed upon certification of the election results so long as the total number of votes cast for and against the referred ordinance is at least equal to 30% of the total number of qualified voters who cast votes for Governor in the most recent gubernatorial election.
- (c) *Borrowing; Major Appropriations.* If a majority of the qualified voters voting on ratification of an action of the Town Council in accordance with section 8.11(b)(2) vote in its favor, the action shall be considered ratified as required by that section.

Part 3. Recall

Sec. 8.31. [Generally.]

- (a) *Commencement of Proceedings; Recall Committee; Affidavit.* Any five or more qualified voters may commence recall proceedings by filing with the Clerk an affidavit stating that they will constitute the recall committee and be responsible for circulating the recall petition and filing it in proper form, stating their names and street addresses, specifying the mailing address to which all notices to the committee are to be sent and setting out in full the name, address and office of the Town Councilor, School Committee Member, or Water Commissioner sought to be recalled and a statement detailing the reason or reasons therefor.
- (1) *Basis for Petition.* The required statement detailing the reason or reasons for the recall as stated on the affidavit shall be directly related to the requirements, duties and obligations of the position for which the recall is sought. The reasons for removal shall constitute acts which are in and of themselves contrary to law or to a specific requirement or obligation of the office, the improper and/or unlawful execution of some action where the action itself is not unlawful or improper, or the failure to perform some action which is officially required as a requirement or obligation of the office.
- (2) *External Review.* Within five (5) working days of being advised by the Town Clerk of the filing of a recall affidavit, the official who has been proposed to be recalled, may request the Town Council that the Town Council, by majority vote, shall appoint an independent third-party examiner who is not a property owner, business owner, taxpayer, or resident of the Town of Lisbon and who has experience in municipal matters and in mediation, arbitration or legal proceedings, to review the affidavit stating the reasons for recall, in order to determine the sufficiency of those reasons in accordance with the standards set forth in Subsection (1) above. This appointment shall occur at the next scheduled meeting of the Town Council or the Town Council may elect to call a special meeting to make the appointment. The examiner shall have full authority to conduct such investigation as is deemed

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appropriate to determine the sufficiency of the reasons stated in the recall affidavit. The examiner shall submit a written report to the Town Council and Town Clerk with copies to the official proposed for recall and the recall committee stating whether or not the petition meets the criteria and if it is determined that the criteria are not met, the petition will go no further and have no further effect. The written report shall be submitted within twenty-one (21) days of appointment unless another time is designated by Council. Any time frame for the submission of the report may be extended by Council.

- (3) *Appeal.* If the officer or official being proposed for recall or the recall committee is aggrieved by the report and decision of the examiner, then each shall have the right to appeal the examiner's decision to the Lisbon Ethics Panel. The Ethics Panel shall have the authority to conduct an independent investigation, hold hearings, take evidence, or do whatever it deems to be necessary and appropriate to determine whether the decision of the examiner is correct. If the result of the appeal is that sufficient cause is found to move forward, then the Clerk shall issue the circulation petitions to the Recall Committee. If the Ethics Panel determines that there is no cause for recall, then the matter shall be ended and shall go forward no further.
- (4) *Issuance of Petitions.* If there is no challenge to the recall affidavit or the independent examiner and/or the Ethics Panel find that there is sufficient reason to support the recall, then the Clerk shall promptly issue the appropriate petition blanks to the Recall Committee.
- (5) *Further Appeal.* The determination by the independent examiner or the Ethics Panel may be appealed to the Superior Court, Androscoggin County. Such appeal shall not stay the time frames for the petition and subsequent proceedings under the provisions of this section unless ordered by the Court.

(b) *Petitions.*

- (1) *Number of Signatures.* Recall petitions must be signed by qualified voters of the Town at least equal in number to 15 percent of the total number of qualified voters who cast votes for Governor in the most recent gubernatorial election.
- (2) *Form and Content.* All papers of a petition shall be uniform in size and style and shall be assembled as one document for filing. Each signature shall be executed in ink and shall be followed by the street address of the person signing. Petitions shall contain or have attached thereto throughout their circulation the full name, address and office of the person sought to be recalled and a statement detailing the reason or reasons therefor.
- (3) *Affidavit of Circulator.* Each paper of a petition shall have attached to it when filed an affidavit which has been executed by the circulator. The circulator shall state in the affidavit that the circulator personally circulated the paper, the number of signatures thereon, that each signature was affixed in the circulator's presence, that the circulator believes it to be the genuine signature of the person whose name it purports to be, and that each signer had an opportunity before signing to read the full name, address and office of the person sought to be recalled and the statement detailing the reason or reasons therefor. At any time prior to the issuance of the Clerk's certificate, a signer may have his or her name removed from the petition by filing a signed written request that this be done.
- (4) *Time for Filing Recall Petition.* A recall petition must be filed within 30 days of the issuance of the petition blanks to the recall committee.

(c) *Procedure after Filing.*

- (1) *Certificate of Clerk; Amendment.* Within 20 days after the circulated petition has been filed, the Clerk shall complete a certificate as to its sufficiency, specifying, if it is insufficient, why it is defective. The Clerk shall promptly send a copy of the certificate to the recall committee by mail. A petition certified as insufficient for lack of the required number of valid signatures may be amended once if the recall committee files a notice of intention to amend it with the Clerk within two days after receiving the

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copy of the Clerk's certificate and files a supplementary petition upon additional papers within ten days after receiving the copy of such certificate. Such supplementary petition shall comply with the requirements of subsections (b)(2) and (b)(3) of section 8.31. Within five days after it is filed, the Clerk shall complete a certificate as to the sufficiency of the petition as amended and promptly send a copy of such certificate to the recall committee by mail as in the case of an original petition. If a petition or amended petition is certified as sufficient, or if a petition or amended petition is certified as insufficient, and the recall committee does not elect to amend or request Council review under subsection (2) of this section within the time required, the Clerk shall promptly present the certificate to the Council and the certificate shall then be a final determination as to the sufficiency of the petition.

- (2) *Council Review.* If a petition or amended petition has been certified as being insufficient, the recall committee may, within two days after receiving the copy of such certificate, file a request that it be reviewed by the Council. The Council shall review the certificate at its next meeting following the filing of such request and approve or disapprove it. The Council's determination shall then be a final determination as to the sufficiency of the petition.
 - (3) *Public Hearing.* Subsequent to Council's determination of sufficiency, the Council shall convene a public hearing in order to allow the members of the public to attend and have an opportunity to discuss the recall petition and the basis and criteria for the recall. If the matter has been referred to an independent examiner, then, if possible, the independent examiner will chair the public hearing. If no independent examiner has been appointed or is available, then the chair of the Town Council shall appoint another individual to chair the public hearing.
 - (4) *Court Review; New Petition.* A final determination as to the sufficiency of a petition shall be subject to court review. A final determination of insufficiency, even if sustained upon court review, shall not prejudice the filing of a new petition for the same purpose.
- (d) *Actions on Petitions.* The Council shall, within 30 days following a final determination that the recall petition is sufficient, hold a municipal election for the purpose of submitting the question of recall to a vote of the qualified voters of the Town. Pending the outcome of the election, the elected official who is the subject of the recall petition shall continue to exercise all of the privileges of his or her office. An official shall be recalled when a majority of those voting thereon shall have voted in the affirmative so long as the total number of votes cast for and against recall is at least equal to 30% of the total number of qualified voters who cast votes for Governor in the most recent gubernatorial election. Where the voters have recalled an official, the Council shall fill the vacancy thus created in accordance with the provisions of Section 2.11 of this Charter.
- (e) *Candidacy of Incumbent.* An official who is recalled by the voters shall be allowed to seek re-election at the special election called for the purpose of filling the vacancy created by the recall by filing a notice with the Town Clerk that he or she wishes to have his or her name appear on the ballot. The request shall be filed no later than the fifteenth day preceding the election. The official shall not be required to circulate a nomination petition. Other qualified voters who seek to fill the vacancy created by the recall shall have until the fifteenth day preceding the election to file with the Town Clerk a petition as required by the Charter for a regular municipal election.
- (f) *Recall Ballot.* The ballot for recall shall contain the following question: "Shall (name of person being subjected to recall) be recalled from the office of (name of office)?" Immediately below such question shall appear in the following order the words "yes" and "no" and to the left of each, a square in which the voter may indicate his or her vote.

(C.O. of 9-16-2008, § 2008-152D, Ref. of 11-4-2008; Ref. of 11-8-2011; Ref. of 4-16-2019)

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Part 4. Special Town Meeting

Sec. 8.41. Commencement of Proceedings; Petitioners' Committee; Affidavit.

Any five or more qualified voters of the Town may commence proceedings to call a special Town meeting to reconsider budget article(s) by filing with the Clerk an affidavit stating that they will constitute the petitioners' committee and be responsible for circulating the petition and filing it in the proper form, stating their names and street addresses, specifying the mailing address to which all notices to the committee are to be sent, and setting out in full the budget article(s) to be included in the special Town meeting warrant. Promptly after the affidavit of the petitioners' committee is filed, the Clerk shall issue the appropriate petition blanks to the petitioners' committee.

Sec. 8.42. Petitions for Special Town Meeting.

- (a) *Number of Signatures.* Petitions calling for a special Town meeting must be signed by qualified voters of the Town equal in number to at least 10 percent of the total number of qualified voters who cast votes for Governor in the most recent gubernatorial election.
- (b) *Form and Content.* All papers of a petition shall be uniform in size and style and shall be assembled as one document for filing. Each signature shall be executed in ink and shall be followed by the street address of the person signing. Petitions shall contain or have attached thereto throughout their circulation the full text of the budget article(s) to be included in the special Town meeting warrant.
- (c) *Affidavit of Circulator.* Each paper of a petition shall have attached to it when filed an affidavit which has been executed by the circulator. The circulator shall state in the affidavit that the circulator personally circulated the paper, the number of signatures thereon, that each signature was affixed in the circulator's presence, that the circulator believes it to be the genuine signature of the person whose name it purports to be, and that each signer had an opportunity before signing to read the full text of the budget article(s) to be included in the special Town meeting warrant. At any time prior to the issuance of the Clerk's certificate, a signer may have his or her name removed from the petition by filing a signed written request that this be done.
- (d) *Time for Filing Special Town Meeting Petitions.* Special Town meeting petitions must be filed within 15 days after the budget being questioned became legally adopted.

(Special election of 6-10-2014)

Sec. 8.43. Procedure After Filing.

- (a) *Certificate of the Clerk; Amendments.* Within 5 days after the petition is filed, the Clerk shall complete a certificate as to its sufficiency, specifying, if it is insufficient, why it is defective. The Clerk shall promptly send a copy of the certificate to the petitioners' committee by mail. A petition certified as insufficient for lack of the required number of valid signatures may be amended once if the petitioners' committee files a notice of intention to amend it with the Clerk within two days after receiving the copy of the certificate and files a supplementary petition upon additional papers within five days after receiving the copy of such certificate. Such supplementary petition shall comply with the requirements of subsections (b) and (c) of section 8.42. Within five days after it is filed, the Clerk shall complete a certificate as to the sufficiency of the petition as

amended and promptly send a copy of such certificate to the petitioners' committee by mail as in the case of an original petition. If a petition or amended petition is certified as sufficient, or if a petition or amended petition is certified as being insufficient and the petitioners' committee does not elect to amend or request Council review under subsection (b) of this section within the time required, the Clerk shall promptly present the certificate to the Council and the certificate shall then be a final determination as to the sufficiency of the petition.

- (b) *Council Review.* If a petition or amended petition has been certified as being insufficient, the committee may, within two days after receiving the copy of such certificate, file a request that it be reviewed by the Council. The Council shall review the certificate at a Council meeting to be held within 3 days following the filing of such request and approve or disapprove it. The Council's determination shall then be a final determination as to the sufficiency of the petition.
- (c) *Court Review; New Petition.* A final determination as to the sufficiency of a petition shall be subject to court review. A final determination of insufficiency, even if sustained upon court review, shall not prejudice the filing of a new petition for the same purpose it filed within the time required in the case of an original petition.

Sec. 8.44. Special Town Meeting Petitions; Suspension of Effect of Budget Articles.

When a petition for a special Town meeting is filed with the Town Clerk, the budget article(s) to be included in the special Town meeting warrant shall be suspended from taking effect. Such suspension shall terminate on the earliest to occur of the following events:

- (1) There is a final determination of insufficiency of the petition in accordance with section 8.43(a) or (b) hereof, or
- (2) The petitioners' committee withdraws the petition, or
- (3) The special Town meeting acts on the budget article(s).

Sec. 8.45. Action on Petitions.

- (a) *Action by Council.* When a petition for a special Town meeting has been finally determined to be sufficient, the Council shall set a date for a special Town meeting to be held not later than 15 days after such determination. Copies of the special Town meeting warrant shall be made available at the Town Office as soon as practicable and shall be available at the special Town meeting.
- (b) *Withdrawal of Petitions.* A petition for a special Town meeting may be withdrawn at any time prior to a final determination of sufficiency of the petition by filing with the Clerk a request for withdrawal signed by at least four members of the petitioners' committee. Upon the filing of such request the petition shall have no further force or effect and all proceedings thereon shall be terminated.

Sec. 8.46. Results of Special Town Meeting.

- (a) *Budget Article(s).* If a majority of the qualified voters voting on a budget article at a special Town meeting vote in its favor it shall be considered adopted, and shall be treated in all respects in the same manner as budget articles of the same kind adopted by the Council, so long as the total number of votes cast for or against the budget article at the special Town meeting is at least 250. If the special Town meeting does not adopt a budget article(s) as provided herein, the original budget article passed by the Council will immediately take effect.

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(Supp. No. 42)

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- (b) *[Adoption of budget.]* If the budget, or any part thereof, has not been finally adopted on July 1, then the budget for the prior year, or part thereof corresponding with that being challenged, shall remain proportionately in effect.

ARTICLE IX. GENERAL PROVISIONS

Sec. 9.01. Terms of Elected Officials.

The terms of all elected officials, other than School Committee members shall begin on the first Tuesday after the first Monday in December and end on the first Monday in December. The terms of School Committee members shall begin on the first Tuesday after the first Monday in July and end on the first Monday in July. Every elected official shall serve for his or her prescribed term and thereafter, if necessary, until his or her successor is elected and qualified.

Sec. 9.02. Oath of Office.

Every officer of the Town shall, before entering upon the duties of that office, take and subscribe to the following oath or affirmation, which shall be filed and kept in the office of the Town Clerk: "I solemnly swear (or affirm) that I will support the Constitution and will obey the laws of the United States and of the State of Maine; that I will, in all respects, observe the provisions of the Charter and ordinances of the Town of Lisbon and will faithfully discharge the duties of the office of _____."

Sec. 9.03. Conflict of Interest.

If any elected or appointed officer, official, employee, or the spouse of any such person, has a substantial financial interest, direct or indirect, in any contract with the Town or in the purchase or sale of any land, material, supplies, or service to the Town or to a contractor supplying the Town, that person shall make known that interest and shall refrain from voting or otherwise participating in his or her capacity as an elected or appointed officer, official, or employee in making any such purchase or sale or in making such contract. Any such person who willfully conceals said financial interest or that of his or her spouse, or willfully violates the requirements of this section shall be guilty of malfeasance in office or position and shall forfeit the same. Any contract made in violation of this section shall be voidable by the Town. An elected or appointed officer, official, employee or spouse of any such person may participate in a commercial transaction with the Town only where that commercial transaction is governed by a competitive bid process.

(C.O. of 9-16-2008, § 2008-152I, Ref. of 11-4-2008)

Sec. 9.04. Prohibited Activities.

- (a) *Discrimination.* No person shall be appointed to or removed from or in any way favored or discriminated against with respect to any Town office or employment because of race, sex, or political or religious opinions or affiliations.
- (b) *Solicitation of Advantage.* No person shall directly or indirectly give, render, pay, offer, solicit, or accept any money, service, or other valuable consideration for any appointment, promotion, or proposed promotion to, or any advantage in, a position in Town government. No elected or appointed official or employee of the Town shall solicit or accept any valuable consideration from any person as an inducement to confer a special advantage upon that person in his or her dealing with the Town.

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(Supp. No. 42)

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- (c) *Political Solicitation.* No officer, official or employee of the Town shall solicit any contributions or services not relating to his or her employment from any Town employee whose compensation, tenure, job security, or other employment benefits are subject to the control or influence of the solicitor.
 - (d) *Violations.* Violations of this section shall be dealt with under section 2.11(b) of this Charter and under any ordinance or personnel policy which the Town Council may adopt.

Sec. 9.05. Separability.

If any provision of this Charter is determined to be invalid, the other provisions shall not be affected thereby. If the application of this Charter to any person or circumstances is held to be invalid, its application to other persons or circumstances shall not be affected thereby.

Sec. 9.06. Repealing Clause.

All acts and parts of acts of the private and special laws of Maine relating to the Town of Lisbon that are inconsistent with the provisions of this Charter are repealed.

Sec. 9.07. Short Title.

The Charter shall be known and may be cited as "Lisbon Town Charter". The Clerk shall cause it to be printed and made available to the public.

ARTICLE X. TRANSITIONAL PROVISIONS

Sec. 10.01. First Election.

This Charter, if approved, shall become effective immediately upon adoption, but only for the limited purpose of conducting a municipal election under Article VII hereof. The first election shall be held on May 13, 2006. The selectmen shall adopt temporary regulations applicable only to the first election designed to insure its orderly conduct and to prevent fraud and to provide for a possible recount of ballots. For all other purposes, this Charter shall become effective on July 1, 2006.

Sec. 10.02. Election of First Town Council and Budget Advisory Board.

- (a) *Initial Staggering of Terms.* The terms of Councilors and Budget Advisory Board members elected at the first election under this Charter shall be staggered as set forth below. At the next regular municipal election and thereafter, Councilors and Budget Advisory Board members shall be elected to fill the terms of those members whose terms are expiring. Seven Councilors and seven Budget Advisory Board members shall be elected on May 13, 2006, three at large and two from each Voting District. The Councilor and Budget Advisory Board member from each Voting District who received the greatest number of votes shall be elected for a two year term and the other shall be elected for a one year term. The at large Councilor and Budget Advisory Board member receiving the greatest number of votes shall be elected for a term of three years. The at large Councilor and Budget Advisory Board member receiving the second greatest number of votes shall serve for a term of two years. The at large Councilor and Budget Advisory Board member receiving the third largest number of votes shall serve for a term of one year. If there is a tie between Councilors or Budget Advisory Board members, the length of term shall be decided by lot. The first "year" of the term of each Councilor and Budget Advisory Board member shall begin on July 1, 2006 and end on December 4, 2006.

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(Supp. No. 42)

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- (b) *Salary.* Each Councilor shall receive a salary of \$1,500 for his or her first year of office and the Chair shall receive a salary of \$1,800 for the first year. The word "year" herein is defined as set forth in Section 10.02(a). These salaries may be modified pursuant to Section 2.03 of this Charter.
- (c) *First Meeting.* The newly elected members of the Town Council shall meet on July 1, 2006 at 7:00 p.m. at a meeting place previously determined by the Board of Selectmen for the purpose of:
1. Taking the oath of office;
 2. Electing a Chair and Vice-Chair;
 3. Adopting such ordinances and resolutions as may be necessary to effect the transition of government under this Charter and to maintain effective municipal government during the transition period; and
 4. Taking up such other business as the Council may wish to consider.
- (d) *Transitional Ordinances.* The Town Council shall follow the procedures set forth in Section 2.08 for the adoption of ordinances except that, at the first meeting and within 60 days thereafter, the Council may enact emergency ordinances for which there is an urgent need in order to accomplish an orderly transition of Town government.

Sec. 10.03. School Committee.

The terms of the school committee members in office on the effective date of this Charter shall not be altered or affected.

Commented [FCA2]: Can we shorten this to make terms expire as of July 1 of the year in which the existing term is set to expire?

Sec. 10.04. First Budget.

The budget of the Town which is in effect on the effective date of this Charter shall continue in effect and may be amended only as permitted by this Charter.

Sec. 10.05. Existing Officers and Employees.

Existing officers and employees of the Town shall continue to serve until and unless replaced or removed as provided in this Charter.

Sec. 10.06. Existing Ordinances.

All Town ordinances, regulations, orders, or resolves in force at the time when this Charter takes effect, not inconsistent with the provisions of this Charter, shall continue in force until amended or repealed.

Sec. 10.07. Existing Contracts and/or Obligations.

All rights, actions, proceedings, prosecutions, and contracts of the Town or any of its departments, pending when this Charter goes into effect and not inconsistent herewith, shall be enforced, continued or completed in all respects as though begun or executed hereunder.

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(Supp. No. 42)

Timeline - Annual Municipal And Charter Referendum Election

Item #	Action	Legal Deadline	Recommended Date
1	Announce Nomination Papers to be Released for Circulating.	Per Charter papers are available 100 days prior to Election Day on July 31, 2023	Tuesday, July 11, 2023
2	Introduce proposed charter amendment and bond ordinance.	Council Meeting	Tuesday, August 15, 2023
3	Council Adopts charter amendment and approves bond ordinance-First Reading. Council Approves Election Warrant for Nov 7, 2023	Council Meeting	Tuesday, August 15, 2023
4	Council sets public hearings for charter amendment and bond ordinance for September 5, 2023	Council Meeting	Tuesday, August 15, 2023
5	Council votes YES or NO on ballot recommendations for charter amendment and bond ordinance.	Council Meeting	Tuesday, August 15, 2023
6	Send ads to Sun Journal, Wednesday August 16th	Email Public Hearing ad for charter amendment to run in newspaper on Sunday, August 27	Wednesday, August 16, 2023
7	Notices of Public Hearings are published in a local newspaper having general circulation in the Town.	Per Title 30-A § 2104 subsection 5 paragraph A - at least 7 days before the public hearing. However, Not more than 15 days but not less than 7 days before final council action. See charter Sec. 6.09.(a).2.	Sunday, August 27, 2023
8	Council Holds Charter Amendment & Bond Ordinance Public Hearings & Adopts Second Readings for Charter Amendment and Bond Ordinance.	Hold hearing not less than 7 days before published notice in newspaper. Per Charter, Second Reading for Charter Amendment	Tuesday, September 5, 2023
9	Nomination Papers Due & Ballots Ordered	30-A MRSA 2528 Voter's approved new deadline for filing nomination papers 60 days prior to the Election and that's when the ballots get ordered for printing so we need the language, treasurer's information, signatures, etc not less than 60 days prior to Election.	Friday, September 8, 2023
10	Absentee ballots available	30 days prior to referendum.	Sunday, October 08, 2023
11	Post Election Warrants and Specimen Ballots on Website at both Post Offices and Town Office Building	7 days before election. See 21-A MRSA 621-A and 30-A MRSA 2523	Tuesday, October 31, 2023
12	Annual Municipal & Referendum Election	Per Charter, hold Annual Municipal Election	Tuesday, November 7, 2023

Lisbon School Department

Charter Amendment Request *August 8, 2023*

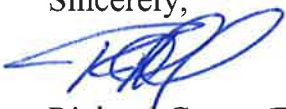
Dear Town Councilors and Lisbon/Lisbon Falls Residents:

The election of public officials is one of the most important and pivotal processes to the local governance of our towns and schools. Over the last two years the Lisbon School Committee has been discussing changing the timeline for their annual elections as a result of feedback and research that has been received from members who have resigned and those who have been elected. The challenge for newly elected committee members in November is the fact that these individuals are joining the conversation well after the school budget has been approved and students and staff have retired. They also are not able to participate in the annual retreat where the district goals and vision/focus are reviewed, revised and implemented. As a result, many of these newly elected members are currently asked to take action on items and make decisions with a limited amount of access to the information and training, which cannot occur until after they are sworn in.

In the spring of 2023, the Lisbon School Committee contacted the executive director of Maine School Management Association (MSMA) in an effort to determine when school districts held their annual elections and based on the data that we were provided, over 83% of the school districts in Maine who responded, have their elections at the same time as their budget referendums which occurs prior to the end of June. As a result, these newly elected members are able to participate and provide input during the summer months which surprisingly is the busiest time of the year for district administrators as we are very busy hiring staff and preparing for the start of the new school year. These newly elected members would also have the opportunity to participate and provide input during the annual retreat in August which is a time when the yearly goals and focus is developed. As a result, the Lisbon School Committee is proposing that the Lisbon Town Charter be amended so that the annual elections for members be changed so that they occur at the same time as our budget referendum in June.

Please feel free to contact me directly at rgreen@lisbonschoolsme.org or 353-6711 X 1005 if you have any questions.

Sincerely,



Richard Green, Ed. D.
Superintendent of Schools
Lisbon School Department





Town of Lisbon

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

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: ORDER 2023-155 Ordinance Authorizing Issuance of Bonds for Burrough Road Bridge Project
Date: August 15, 2023

Summary

This Bond Ordinance is for the purpose of financing the design, permitting and construction of repairs, replacements and improvements to bridges and related roads and facilities located in or on Burrough Road. This is a First Reading and will require a Roll Call Vote.

Recommendation

To approve the Bond Ordinance as presented for the purpose of financing the design, permitting and construction of repairs, replacements and improvements to bridges and related roads and facilities located in or on Burrough Road; and to set the Public Hearing for Tuesday, September 5, 2023 at 7:00 PM.

Attachments

1. Lisbon_Burrough Bridge_GOB23 Ordinance
2. Order to Set Hearing for Bond

ORDINANCE AUTHORIZING THE ISSUANCE OF UP TO \$650,000 IN GENERAL
OBLIGATION BONDS AND NOTES OF THE TOWN OF LISBON, MAINE

BE IT ORDAINED, that, pursuant to Article 6.09 and 8.11(b)(2) of the Charter of the Town of Lisbon and Title 30-A, Section 5772 of the Maine Revised Statutes:

1. The Town of Lisbon, Maine (the “Town”) be and hereby is authorized to borrow an amount not to exceed Six Hundred and Fifty Thousand Dollars (\$650,000) for the purpose of financing the design, permitting and construction of repairs, replacements and improvements to bridges and related roads and facilities located in or on Burrough Road in the Town (the “Project”);
2. The Town, acting through the Town Manager and Finance Director, be and hereby is authorized from time to time to issue and sell to an investment bank, a financial institution, the Maine Municipal Bond Bank, the United States of America, or any other person or persons (each a “Purchaser”) its general obligation bonds in an aggregate principal amount not to exceed Six Hundred and Fifty Thousand Dollars (\$650,000) (the “Bonds”) for the purposes of paying for all or a portion of the Project;
3. The proceeds of the Bonds, including any investment earnings thereon, shall be appropriated for the costs of the Project;
4. The estimated period of utility of the Project is greater than twenty (20) years and that this declaration shall be conclusive determination thereof;
5. The Bonds shall be payable over a term not to exceed thirty (30) years from the date of issue of the Bonds and shall bear interest at a rate or rates to be determined by the Finance Director;
6. The Finance Director, with the approval of the Chairman of the Town Council and Town Manager, shall have the authority to fix the terms and conditions applicable to the Bonds, including their date(s), maturity or maturities, denomination(s), interest rate(s), place(s) of payment, form(s), and other terms, provisions and details, including to provide that the Bonds may be redeemable with or without premium prior to their final maturity, and to hire such financial advisors and other consultants, if any, as the Finance Director deems necessary to assist with the sale of the Bonds, all on such terms as the Finance Director determines to be in the Town’s best interest;
7. The Bonds shall be issued in registered form in the name of the Town, be executed and delivered by the Finance Director and countersigned by the Chairman of the Town Council and the Town Manager under the official seal of the Town, attested by the Town Clerk, and execution of the Bonds by the Chairman of the Town Council and Town Manager shall be a definitive demonstration of their approval of the terms thereof;
8. A tax levy shall be made for each year in which the Bonds are outstanding in an amount necessary to meet the payment of the annual serial installments of principal and the installment of interest due on the Bonds and such amounts shall be included in the tax

levy for each year until all outstanding principal and interest due on the Bonds has been paid;

9. The Finance Director, with approval of the Chairman of the Town Council and Town Manager, be and hereby is authorized from time to time to issue and sell to a Purchaser its bond anticipation notes (the "Notes") in an aggregate principal amount not to exceed Six Hundred and Fifty Thousand Dollars (\$650,000) for the purpose of providing interim financing for the Project in anticipation of the issuance of the Bonds. Execution of such Notes by the Chairman of the Town Council and Town Manager shall be a definitive demonstration of their approval of the terms thereof. Each issue of Notes shall be subject to prepayment at any time but shall be paid within one year after the date of issue of such Notes. The Notes shall bear interest at a rate or rates to be determined by the Finance Director and interest shall be payable at maturity of the Notes;
10. The Town Manager and Finance Director be and hereby are authorized to make application on behalf of the Town to one or more purchasers for the purpose of requesting that a Purchaser purchase the Bonds, Notes or both, and to execute and deliver a loan agreement with a Purchaser in such form and substance as such Purchaser shall require, provided that, notwithstanding any other provision of this Ordinance, any such loan agreement may obligate the Town to accept a loan from such Purchaser and issue the Bonds or Notes to such Purchaser at a rate or rates of interest not to exceed the rate or rates determined by the officer signing the loan agreement and set forth in the loan agreement;
11. The Town may covenant and consent that the interest on the Bonds and Notes is includable, under the U.S. Internal Revenue Code of 1986, as amended, including regulations adopted and amended pursuant to such Code (the "Code"), in the gross income of the holders of the Bonds to the same extent and in the same manner that the interest on bills, bonds, notes or other obligations of the United States are includable;
12. The Finance Director be and hereby is authorized, to the extent allowed by law, to designate the Bonds and Notes as "qualified tax-exempt obligations" of the Town pursuant to the requirements of the Code, including without limitation Section 265(b)(c)(3);
13. If and to the extent applicable and subject to appropriation, the Town shall take any and all actions required under the Code to maintain the tax-exempt status of the interest on the Bonds and Notes and to maintain the status of the Bonds and Notes as "qualified tax-exempt obligations" of the Town, and the Bonds and Notes shall be subject to such further terms and conditions as may be agreed to by the Finance Director to carry into effect the full purport and intent of this Ordinance;
14. The Town Council, Town Manager, Finance Director, Town Clerk and all other officers, officials, employees or agents of the Town be and each of them hereby is authorized to execute and deliver any and all instruments, agreements, certificates and other documents, and to take any and all actions, including affixing the seal of the City, as may

be necessary, convenient or appropriate to carry out the full purport and intent of this Ordinance;

15. If any Town official, officer or employee whose signature may be required in connection with the issuance and sale of the Bonds or Notes is for any reason unavailable to approve and execute the required documents, the persons then acting in such capacity on behalf of said official, officer or employee, whether an assistant, a deputy or in some other capacity, is authorized to act on behalf of such official, officer or employee and to perform such acts themselves;
16. If any Town official, officer or employee who has signed, attested or sealed the Bonds or Notes shall cease to be such officers before the Bonds or Notes so signed, attested and sealed shall have been actually authenticated and delivered by the Town, such Bonds and Notes nevertheless may be authenticated, delivered and issued with the same force and effect as though the person or persons had not ceased to be such official, officer or employee;
17. All actions of the Town Council, Town Manager, Finance Director, Town Clerk, and all other officers, officials, employees or agents of the Town heretofore taken with respect to the issuance of the Bonds and Notes, including distribution of any requests for proposals, are in all respects hereby ratified, approved and confirmed.
18. The engagement of the law firm of Preti, Flaherty, Beliveau & Pachios LLP to act as bond counsel to the Town, to advise the Town with respect to the issuance of the Bonds and Notes, to prepare documentation and to render opinions as may be required by a purchaser is hereby ratified, approved and confirmed;
19. That a referendum election question regarding the ratification of this Ordinance be placed on the ballot for the November 7, 2023 municipal election, and that the Town Clerk is hereby authorized to take all actions required of the Town Clerk for the referendum question to be considered by the voters, and that a ballot title and referendum question in substantially the following form appear in the warrant for and on the ballot at said election, accompanied by a statement of the Town's Finance Director, in accordance with Title 30-A, Section 5772 of the Maine Revised Statutes:

Shall an ordinance entitled Ordinance Authorizing The Issuance Of Up To \$650,000 In General Obligation Bonds And Notes Of The Town Of Lisbon, Maine be approved and ratified?

20. This Ordinance and all authority granted hereunder, shall be conditioned upon ratification of this Ordinance by the voters of the Town, pursuant to Article 8.11(b)(2) of the Town Charter, and shall be effective as of the date of its ratification by the voters of the Town and certification by the Town Council.

ORDER FOR PUBLIC HEARING

WHEREAS, the Municipal Officers of the Town of Lisbon have considered and approved in concept the issuance of bonds for the purpose of financing the design, permitting and construction of repairs, replacements and improvements to bridges and related roads and facilities located in or on Burrough Road; and

WHEREAS, pursuant to the Charter of the Town of Lisbon, a public hearing is required in order to authorize any such financing;

NOW, THEREFORE, BE IT ORDERED by the Town Council of the Town of Lisbon that a Public Hearing be held on Tuesday the 5th day of September at 7:00 PM at the Lisbon Town Office, 300 Lisbon Street in the Town of Lisbon, and be it further ordered by the Town Council that notice of the Hearing be published in one or more newspapers of general circulation within the Town of Lisbon not less than seven nor more than fifteen days prior to such Public Hearing and the scheduled final action by the Council scheduled after the Public Hearing at its regular meeting on September 5, 2023.



Town of Lisbon

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

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: ORDER 2023-156 Approve Election Warrant
Date: August 15, 2023

Summary

Set Elections for November 7, 2023

Recommendation

Approve the Election Warrant for November 7, 2023.

Attachments

1. Warrant for Nov 7 2023 Election

TOWN OF LISBON

WARRANT

NOVEMBER 7, 2023

Androscoggin County, ss.

State of Maine

TO: Ryan McGee, Constable of the Town of Lisbon: You are hereby required in the name of the State of Maine to notify the voters of the Town of Lisbon of the Annual Municipal and Referendum Election.

TO THE VOTERS OF THE TOWN OF LISBON:

You are hereby notified that a Municipal and Bond Referendum Election will be held by secret ballot at the Lisbon High School Gymnasium, 2 Sugg Drive, polling place located within the Town of Lisbon on Tuesday, November 7, 2023.

The Municipal Election will be held in accordance with and include details set out in an Order to be adopted by the Lisbon Town Council on September 5, 2023, copies of which are on file with and may be reviewed at the office of the Lisbon Town Clerk.

THE FOLLOWING OFFICES WILL BE DETERMINED:

- Councilor – At Large (Vote for One) 3 Year Term
- School Committee – (Vote for One) 3 Year Term
- School Committee – (Vote for One) 2 Year Term
- Water Commission – (Vote for One) 3 Year Term

THE FOLLOWING REFERENDUM QUESTIONS WILL BE DETERMINED:

CHARTER AMENDMENT – QUESTION 1

QUESTION: “SHALL THE MUNICIPALITY APPROVE THE CHARTER AMENDMENT SUMMARIZED BELOW?”

SUMMARY: THIS AMENDMENT TO THE LISBON TOWN CHARTER WOULD MODIFY ARTICLE IV, SECTIONS 4.01, 4.04, AND 4.05, ARTICLE VI, SECTION 6.04, ARTICLE VII, SECTION 7.01, AND ARTICLE IX, SECTION 9.01 TO PROVIDE THAT ELECTIONS FOR SCHOOL COMMITTEE MEMBERS AND THE SCHOOL DEPARTMENT BUDGET VALIDATION REFERENDUM SHALL OCCUR ANNUALLY ON THE SECOND TUESDAY OF JUNE.

**YES
NO**

BOND ORDER – QUESTION 2

QUESTION: SHALL AN ORDINANCE ENTITLED “ORDINANCE AUTHORIZING THE ISSUANCE OF UP TO \$650,000 IN GENERAL OBLIGATION BONDS AND NOTES OF THE TOWN OF LISBON, MAINE” BE APPROVED AND RATIFIED?

YES
NO

REGISTRAR HOURS: Monday thru Friday from 8:30 AM to 4:00 PM and Election Day November 7 from 7:00 AM to 8:00 PM.

CASTING OF ABSENTEE BALLOTS: You are hereby notified that the Town Clerk intends to process absentee ballots Election Day at 8:00 a.m., 10:00 a.m., 12:00 PM, 2:00 PM, 4:00 PM, 7:00 PM and 8:00 PM in accordance with M.R.S.A. Title 21A Section 759 (7).

POLLING HOURS: The polls shall open at 7:00 a.m. and close at 8:00 PM

Given under our hands this 15th day of August, A.D. 2023.

Harry Moore, Jr., Chairman

Ray Robishaw, Vice Chairman

Fern Larochelle

Jo-Jean Keller

Christine Cain

Donald Fellows

Mark Lunt

A true Copy,

Attest: _____
Lisa M. Ward, Lisbon Town Clerk

Constable's
Return of Posting

Lisbon,

State of Maine

Androscoggin, ss.

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

Date: _____

Constable, Town of Lisbon, Maine



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

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: Water Commission – Councilor Fellows
Date: August 15, 2023

Summary

Recommendation

Attachments

None



Lisbon Police Department

A Community Policing Agency

300 Lisbon St.
Lisbon, ME 04250

Ryan A. McGee
Chief of Police

8/07/2023

To: Glenn Michalowski
Lisbon Town Manager

From: Chief Ryan McGee

Reference: River Road speed investigation

In regards to the River Road speed complaint that was made to the Town Council, this was looked into and investigated and the following determinations were made.

The Police Department speed trailer was placed on River Road (newly paved section) on July 17th. The speed trailer remained in this location until August 7th recording speed data. This trailer will record speed in both directions. The speed limit on this roadway is 35mph.

The data shows that during that time period, 1,455 vehicles were detected. This includes traffic that was traveling toward this sign on River Road that may have turned right onto Hudon Road before passing the speed trailer, as well as vehicles that passed the trailer in both directions. The average speed during the two-week time period was 24mph. A high speed of 58 mph was recorded once, which occurred on a Saturday morning between 0600-0700 hrs. The next highest speed recorded was 32 mph.

After reviewing the data, it shows that the community is complying with the speed limits on this roadway, and a review of adding stop signs is not warranted at this time.

In speaking to a resident in that area, they explained that sometimes they do not believe people look towards the newly paved section of River Rd thinking this is a driveway. In order to warn the public that this is a three-way intersection, a "three-way intersection" road sign will be added along with another sign that states to "look both ways". Please see the attachment of what these roadway signs look like. I will work with the Public works director to get these installed.

I have spoken to the residents that made the initial complaint and others in the area and explained the next course of action which they were pleased with.

Please don't hesitate to reach out if you have any further questions.

Respectfully,

Ryan McGee
Chief of Police



Lisbon Police Department

A Community Policing Agency

300 Lisbon St.
Lisbon, ME 04250

Ryan A. McGee
Chief of Police



Full Account	Description	Type	Revised	Actual
1000-20-200-40402 -	Fees & Fines	Expense	0.00	1,441.71
1000-20-200-53943 -	LRAP Expense	Expense	0.00	20,275.00
1000-20-200-53945 -	Insurance Claim Expense	Expense	0.00	8,618.56
1000-20-205-50108 -	Elected Officials	Expense	17,730.00	19,572.50
1000-20-205-50202 -	Workers Comp Insurance	Expense	55.00	74.15
1000-20-205-50230 -	FICA Employer Costs	Expense	1,357.00	1,492.28
1000-20-205-50301 -	Office Supplies	Expense	500.00	230.24
1000-20-205-50307 -	Advertising	Expense	800.00	653.21
1000-20-205-50401 -	Professional Development	Expense	250.00	-395.00
1000-20-205-50960 -	Employee Recognition	Expense	5,000.00	4,259.97
1000-20-210-50101 -	Town Manager	Expense	102,991.00	103,853.59
1000-20-210-50104 -	Non Supervisory	Expense	0.00	149,736.10
1000-20-210-50107 -	Administrative	Expense	60,000.00	49,196.52
1000-20-210-50201 -	Unemployment Costs	Expense	192.00	0.00
1000-20-210-50202 -	Workers Comp Insurance	Expense	3,765.00	5,336.63
1000-20-210-50210 -	MEPERS - Employer Share	Expense	16,790.00	32,935.91
1000-20-210-50220 -	Health Insurance	Expense	40,697.00	31,873.95
1000-20-210-50230 -	FICA Employer Costs	Expense	12,470.00	22,967.45
1000-20-210-50301 -	Office Supplies	Expense	200.00	2,383.96
1000-20-210-50306 -	Postage	Expense	250.00	187.94
1000-20-210-50307 -	Advertising	Expense	1,000.00	134.03
1000-20-210-50352 -	Cell Phone/Allowances	Expense	840.00	1,050.00
1000-20-210-50401 -	Professional Development	Expense	1,000.00	1,854.14
1000-20-210-50402 -	Dues and Memberships	Expense	0.00	1,913.00
1000-20-210-50413 -	Mileage/ travel reimbursement	Expense	2,900.00	4,925.46
1000-20-210-50451 -	Contracted Professional Servic	Expense	0.00	3,175.00
1000-20-210-50452 -	Audit services	Expense	9,850.00	18,183.33
1000-20-215-50108 -	Elected Officials	Expense	751.00	393.90
1000-20-215-50202 -	Workers Comp Insurance	Expense	2.00	2.58
1000-20-215-50230 -	FICA Employer Costs	Expense	58.00	30.22
1000-20-215-50301 -	Office Supplies	Expense	50.00	1.60
1000-20-215-50306 -	Postage	Expense	50.00	0.00
1000-20-215-50307 -	Advertising	Expense	250.00	42.45
1000-20-215-50401 -	Professional Development	Expense	140.00	0.00
1000-20-216-50108 -	Elected Officials	Expense	5,000.00	5,279.72
1000-20-216-50202 -	Workers Comp Insurance	Expense	16.00	22.60
1000-20-216-50230 -	FICA Employer Costs	Expense	382.00	404.08
1000-20-216-50301 -	Office Supplies	Expense	250.00	24.50
1000-20-216-50306 -	Postage	Expense	150.00	75.41
1000-20-216-50307 -	Advertising	Expense	500.00	1,298.82
1000-20-216-50401 -	Professional Development	Expense	400.00	70.00
1000-20-216-50451 -	Contracted Professional Servic	Expense	5,000.00	12,320.80
1000-20-220-50450 -	Legal expense	Expense	40,000.00	41,586.63
1000-20-220-50451 -	Contracted Professional Servic	Expense	0.00	2,169.70
1000-20-225-50102 -	Department Head	Expense	64,792.00	61,543.72
1000-20-225-50104 -	Non Supervisory	Expense	33,780.00	37,445.81

1000-20-225-50130 -	Temporary/seasonal	Expense	7,000.00	5,895.99
1000-20-225-50140 -	Overtime wages	Expense	2,300.00	1,133.35
1000-20-225-50201 -	Unemployment Costs	Expense	248.00	0.00
1000-20-225-50202 -	Workers Comp Insurance	Expense	347.00	551.97
1000-20-225-50210 -	MEPERS - Employer Share	Expense	10,390.00	10,144.37
1000-20-225-50220 -	Health Insurance	Expense	21,365.00	13,889.26
1000-20-225-50230 -	FICA Employer Costs	Expense	8,252.00	7,766.35
1000-20-225-50301 -	Office Supplies	Expense	2,000.00	2,623.63
1000-20-225-50306 -	Postage	Expense	1,500.00	1,415.09
1000-20-225-50307 -	Advertising	Expense	800.00	261.63
1000-20-225-50308 -	Printing	Expense	3,200.00	1,416.28
1000-20-225-50352 -	Cell Phone/Allowances	Expense	420.00	420.00
1000-20-225-50401 -	Professional Development	Expense	700.00	1,183.50
1000-20-225-50402 -	Dues and Memberships	Expense	600.00	315.00
1000-20-225-50412 -	Meals and Lodging	Expense	50.00	0.00
1000-20-225-50413 -	Mileage/ travel reimbursement	Expense	100.00	221.21
1000-20-225-50451 -	Contracted Professional Servic	Expense	600.00	0.00
1000-20-225-50455 -	Profesional Services	Expense	8,800.00	0.00
1000-20-225-50536 -	R&M: Equipment	Expense	2,800.00	1,196.00
1000-20-225-50710 -	Equipment	Expense	0.00	4,545.00
1000-20-230-50102 -	Department Head	Expense	74,124.00	87,835.93
1000-20-230-50104 -	Non Supervisory	Expense	69,319.00	90,743.60
1000-20-230-50140 -	Overtime wages	Expense	0.00	3,291.77
1000-20-230-50201 -	Unemployment Costs	Expense	288.00	0.00
1000-20-230-50202 -	Workers Comp Insurance	Expense	461.00	748.36
1000-20-230-50210 -	MEPERS - Employer Share	Expense	14,775.00	18,642.69
1000-20-230-50220 -	Health Insurance	Expense	45,730.00	45,619.35
1000-20-230-50230 -	FICA Employer Costs	Expense	10,974.00	13,256.56
1000-20-230-50301 -	Office Supplies	Expense	3,000.00	2,187.24
1000-20-230-50306 -	Postage	Expense	800.00	-4,812.02
1000-20-230-50352 -	Cell Phone/Allowances	Expense	420.00	420.00
1000-20-230-50401 -	Professional Development	Expense	1,400.00	2,114.75
1000-20-230-50402 -	Dues and Memberships	Expense	500.00	335.00
1000-20-230-50413 -	Mileage/ travel reimbursement	Expense	500.00	664.62
1000-20-230-50451 -	Contracted Professional Servic	Expense	1,500.00	1,635.96
1000-20-230-50536 -	R&M: Equipment	Expense	0.00	699.84
1000-20-235-50104 -	Non Supervisory	Expense	116,529.00	114,541.46
1000-20-235-50140 -	Overtime	Expense	2,500.00	1,647.88
1000-20-235-50201 -	Unemployment Costs	Expense	288.00	0.00
1000-20-235-50202 -	Workers Comp Insurance	Expense	383.00	768.88
1000-20-235-50210 -	MEPERS - Employer Share	Expense	12,260.00	11,851.28
1000-20-235-50220 -	Health Insurance	Expense	13,910.00	44,511.60
1000-20-235-50230 -	FICA Employer Costs	Expense	9,106.00	8,175.08
1000-20-235-50301 -	Office Supplies	Expense	3,000.00	2,009.55
1000-20-235-50306 -	Postage	Expense	7,500.00	6,609.02
1000-20-235-50401 -	Professional Development	Expense	600.00	36.00
1000-20-235-50402 -	Dues and Memberships	Expense	100.00	30.00

1000-20-235-50413 -	Mileage/ travel reimbursement	Expense	500.00	66.12
1000-20-235-50470 -	Registry Services	Expense	0.00	21.00
1000-20-240-50104 -	Non-supervisory wages	Expense	35,706.00	26,857.15
1000-20-240-50201 -	Unemployment Costs	Expense	96.00	0.00
1000-20-240-50202 -	Workers Comp Insurance	Expense	115.00	208.44
1000-20-240-50210 -	MEPERS - Employer Share	Expense	3,678.00	2,739.37
1000-20-240-50220 -	Health Insurance	Expense	3,045.00	1,869.88
1000-20-240-50230 -	FICA Employer Costs	Expense	2,731.00	2,197.38
1000-20-240-50301 -	Office Supplies	Expense	375.00	758.71
1000-20-240-50306 -	Postage	Expense	250.00	844.30
1000-20-240-50308 -	Printing	Expense	300.00	0.00
1000-20-240-50401 -	Professional Development	Expense	500.00	2,145.00
1000-20-240-50402 -	Dues and Memberships	Expense	150.00	40.00
1000-20-240-50413 -	Mileage/ travel reimbursement	Expense	300.00	904.49
1000-20-240-50451 -	Contracted Professional Servic	Expense	35,000.00	32,000.00
1000-20-240-50470 -	Registry Services	Expense	600.00	715.00
1000-20-240-50624 -	Mapping & Microfiliming	Expense	2,000.00	0.00
1000-20-240-53935 -	Revaluation	Expense	0.00	30,000.00
1000-20-245-50102 -	Department Head	Expense	79,468.00	84,023.09
1000-20-245-50104 -	Non Supervisory	Expense	0.00	31,394.64
1000-20-245-50201 -	Unemployment Costs	Expense	96.00	0.00
1000-20-245-50202 -	Workers Comp Insurance	Expense	2,753.00	2,903.13
1000-20-245-50210 -	MEPERS - Employer Share	Expense	8,185.00	10,205.73
1000-20-245-50220 -	Health Insurance	Expense	17,723.00	13,189.99
1000-20-245-50230 -	FICA Employer Costs	Expense	6,079.00	8,868.83
1000-20-245-50301 -	Office Supplies	Expense	250.00	1,410.83
1000-20-245-50306 -	Postage	Expense	100.00	251.92
1000-20-245-50352 -	Cell Phone/Allowances	Expense	420.00	420.00
1000-20-245-50375 -	Gas	Expense	0.00	801.64
1000-20-245-50401 -	Professional Development	Expense	200.00	399.00
1000-20-245-50402 -	Dues and Memberships	Expense	0.00	210.00
1000-20-245-50501 -	Vehicle Repairs	Expense	0.00	66.31
1000-20-245-50530 -	Software and Services	Expense	0.00	6,000.00
1000-20-245-50624 -	Mapping & Microfiliming	Expense	1,000.00	5,529.44
1000-20-255-50221 -	HRA Costs	Expense	30,000.00	25,811.37
1000-20-255-50601 -	General Liability	Expense	5,506.00	7,988.00
1000-20-255-50602 -	Vehicle Insurance	Expense	19,074.00	18,420.00
1000-20-255-50603 -	Police Liability	Expense	5,049.00	5,838.00
1000-20-255-50604 -	Property Insurance	Expense	36,213.00	41,980.00
1000-20-255-50606 -	Crime Insurance	Expense	405.00	408.00
1000-20-255-50607 -	Public Officials	Expense	1,471.00	1,589.00
1000-20-255-50608 -	Employment Liability	Expense	1,963.00	2,276.00
1000-20-255-50609 -	Public Officials Bond Insuranc	Expense	2,125.00	3,900.00
1000-20-255-50610 -	Critical Incident Ins.	Expense	1,200.00	0.00
1000-20-265-50360 -	Minor equipment	Expense	20,000.00	12,882.34
1000-20-265-50454 -	Internet and website hosting	Expense	11,825.00	13,178.41
1000-20-265-50530 -	Software and Services	Expense	198,052.00	231,645.34

1000-20-265-50536 -	R&M: Equipment	Expense	20,000.00	29,719.64
1000-20-275-50930 -	Tax overlay	Expense	0.00	13,285.38
1000-20-275-50935 -	TIF Payments	Expense	0.00	259,239.46
1000-20-280-51300 -	Required Local Share	Expense	4,627,820.00	4,417,383.00
1000-20-280-51310 -	Add'l Local Share	Expense	2,693,517.00	2,854,811.04
1000-20-280-51320 -	Local Share Debt	Expense	446,833.00	475,388.30
1000-20-280-51330 -	Local Share Adult Education	Expense	22,406.00	16,902.97
1000-20-515-50104 -	Non-supervisory wages	Expense	11,249.00	15,262.41
1000-20-515-50201 -	Unemployment Costs	Expense	90.00	0.00
1000-20-515-50202 -	Workers Comp Insurance	Expense	556.00	567.16
1000-20-515-50230 -	FICA taxes	Expense	860.00	1,153.74
1000-20-515-50302 -	Operating supplies	Expense	6,000.00	7,067.06
1000-20-515-50451 -	Contracted Professional Servic	Expense	0.00	6,285.00
1000-20-515-50510 -	Electricity	Expense	48,000.00	47,739.13
1000-20-515-50511 -	Water usage fees	Expense	2,200.00	2,202.08
1000-20-515-50512 -	Telephone	Expense	9,000.00	11,041.69
1000-20-515-50513 -	Sewer Expense	Expense	800.00	821.24
1000-20-515-50514 -	Heating Fuel	Expense	13,000.00	21,769.75
1000-20-515-50515 -	Natural Gas	Expense	29,000.00	39,257.16
1000-20-515-50520 -	Building Expense	Expense	20,000.00	25,480.30
1000-20-515-50536 -	R&M: Equipment	Expense	30,000.00	43,389.53
1000-20-515-50549 -	R & M Buildings	Expense	17,000.00	20,557.14
1000-30-305-50102 -	Department Head	Expense	5,562.00	5,728.84
1000-30-305-50202 -	Workers Comp Insurance	Expense	193.00	208.57
1000-30-305-50210 -	MEPERS - Employer Share	Expense	573.00	767.78
1000-30-305-50230 -	FICA Employer Costs	Expense	426.00	417.18
1000-30-305-50301 -	Office Supplies	Expense	50.00	0.00
1000-30-310-50140 -	Overtime wages	Expense	5,000.00	0.00
1000-30-310-50202 -	Workers Comp Insurance	Expense	16.00	13.60
1000-30-310-50210 -	MEPERS - Employer Share	Expense	515.00	353.16
1000-30-310-50230 -	FICA Employer Costs	Expense	383.00	264.78
1000-30-310-50301 -	Office Supplies	Expense	50.00	17.98
1000-30-310-50306 -	Postage	Expense	100.00	173.47
1000-30-310-50352 -	Cell Phone allowance	Expense	365.00	374.98
1000-30-310-50401 -	Professional Development	Expense	500.00	404.44
1000-30-310-50413 -	Mileage/ travel reimbursement	Expense	0.00	283.87
1000-30-310-50440 -	General Assistance	Expense	25,000.00	34,042.94
1000-40-405-50102 -	Department Head	Expense	81,598.00	91,860.04
1000-40-405-50104 -	Non Supervisory	Expense	781,144.00	976,145.54
1000-40-405-50107 -	Administrative	Expense	41,778.00	50,965.75
1000-40-405-50116 -	Union	Expense	17,000.00	13,378.60
1000-40-405-50117 -	Misc. Police Detail	Expense	7,000.00	9,380.72
1000-40-405-50130 -	Temporary/seasonal	Expense	18,000.00	11,546.57
1000-40-405-50140 -	Overtime wages	Expense	27,040.00	27,177.64
1000-40-405-50143 -	Court time	Expense	5,000.00	5,356.98
1000-40-405-50144 -	Training	Expense	0.00	503.44
1000-40-405-50145 -	Replacement Wages	Expense	108,403.00	155,519.86

1000-40-405-50201 -	Unemployment Costs	Expense	2,040.00	-473.55
1000-40-405-50202 -	Workers Comp Insurance	Expense	37,163.00	42,822.49
1000-40-405-50210 -	MEPERS - Employer Share	Expense	116,193.00	161,576.55
1000-40-405-50220 -	Health Insurance	Expense	293,934.00	287,301.72
1000-40-405-50230 -	FICA Employer Costs	Expense	81,850.00	95,536.14
1000-40-405-50260 -	Uniform cleaning	Expense	500.00	19.95
1000-40-405-50301 -	Office Supplies	Expense	3,950.00	3,989.93
1000-40-405-50302 -	Operating supplies	Expense	14,000.00	3,907.07
1000-40-405-50306 -	Postage	Expense	350.00	403.86
1000-40-405-50307 -	Advertising	Expense	200.00	0.00
1000-40-405-50308 -	Printing	Expense	2,350.00	2,217.00
1000-40-405-50349 -	Recruitment Testing	Expense	1,750.00	1,425.14
1000-40-405-50351 -	Clothing/Boot Allowance	Expense	19,400.00	18,030.63
1000-40-405-50352 -	Cell Phone/Allowances	Expense	5,854.00	6,296.34
1000-40-405-50353 -	Physicals	Expense	1,300.00	1,015.00
1000-40-405-50375 -	Gas	Expense	24,046.00	34,038.75
1000-40-405-50377 -	Diesel	Expense	79.00	145.25
1000-40-405-50378 -	Tires Expense	Expense	4,128.00	6,184.66
1000-40-405-50401 -	Professional Development	Expense	12,386.00	1,386.53
1000-40-405-50413 -	Mileage/ travel reimbursement	Expense	450.00	260.00
1000-40-405-50415 -	Education Program	Expense	2,608.00	0.00
1000-40-405-50501 -	Vehicle Repairs	Expense	9,000.00	9,744.51
1000-40-405-50512 -	Telephone	Expense	9,228.00	8,153.96
1000-40-405-50532 -	R&M Office Equipment	Expense	2,000.00	1,871.01
1000-40-405-50536 -	R&M: Equipment	Expense	5,500.00	5,368.89
1000-40-405-50710 -	Equipment	Expense	3,750.00	3,737.21
1000-40-405-50720 -	Equipment – vehicles	Expense	67,000.00	67,000.00
1000-40-415-50102 -	Department Head	Expense	73,932.00	87,651.20
1000-40-415-50104 -	Non Supervisory	Expense	218,000.00	81,095.13
1000-40-415-50130 -	Temporary/seasonal wages	Expense	0.00	142,656.95
1000-40-415-50201 -	Unemployment Costs	Expense	1,188.00	0.00
1000-40-415-50202 -	Workers Comp Insurance	Expense	19,434.00	26,648.43
1000-40-415-50210 -	MEPERS - Employer Share	Expense	7,615.00	21,174.15
1000-40-415-50220 -	Health Insurance	Expense	24,365.00	37,367.10
1000-40-415-50230 -	FICA Employer Costs	Expense	22,333.00	23,561.19
1000-40-415-50301 -	Office Supplies	Expense	500.00	261.52
1000-40-415-50302 -	Operating supplies	Expense	9,000.00	7,587.21
1000-40-415-50306 -	Postage	Expense	75.00	12.24
1000-40-415-50351 -	Clothing/Boot Allowance	Expense	3,000.00	4,072.57
1000-40-415-50352 -	Cell Phone/Allowances	Expense	420.00	385.00
1000-40-415-50353 -	Physicals	Expense	5,000.00	2,531.00
1000-40-415-50370 -	Parts - Supplies	Expense	6,200.00	6,175.19
1000-40-415-50375 -	Gas	Expense	1,250.00	2,393.73
1000-40-415-50377 -	Diesel	Expense	3,500.00	8,064.73
1000-40-415-50378 -	Tires Expense	Expense	2,500.00	0.00
1000-40-415-50401 -	Professional Development	Expense	7,500.00	6,155.71
1000-40-415-50413 -	Mileage/ travel reimbursement	Expense	175.00	43.80

1000-40-415-50490 -	Capital Projects Reserve	Expense	75,000.00	75,000.00
1000-40-415-50511 -	Water Usage	Expense	525.00	399.00
1000-40-415-50512 -	Telephone	Expense	2,508.00	3,288.88
1000-40-415-50513 -	Sewer Expense	Expense	337.00	249.20
1000-40-415-50536 -	R&M: Equipment	Expense	25,000.00	67,801.00
1000-40-415-50544 -	R & M: Radios	Expense	5,800.00	11,557.67
1000-40-415-50560 -	Fire Fighting Foam	Expense	3,000.00	1,800.72
1000-40-415-50561 -	EMS Supplies	Expense	2,500.00	1,951.06
1000-40-415-50562 -	Personal Protective Equipment	Expense	26,460.00	20,010.72
1000-40-415-50563 -	Hose Replacement	Expense	8,000.00	10,475.35
1000-40-415-50710 -	Equipment	Expense	14,175.00	39,709.10
1000-40-430-50100 -	LEMS Stipend	Expense	199,842.00	334,626.96
1000-40-430-50104 -	Non Supervisory	Expense	1,570.00	0.00
1000-40-430-50201 -	Unemployment Costs	Expense	12.00	0.00
1000-40-430-50202 -	Workers Comp Insurance	Expense	62.00	60.47
1000-40-430-50230 -	FICA Employer Costs	Expense	120.00	0.00
1000-40-450-50104 -	Non Supervisory	Expense	46,204.00	50,827.89
1000-40-450-50140 -	Overtime	Expense	2,160.00	2,441.88
1000-40-450-50201 -	Unemployment Costs	Expense	137.00	0.00
1000-40-450-50202 -	Workers Comp Insurance	Expense	945.00	883.48
1000-40-450-50210 -	MEPERS - Employer Share	Expense	4,449.00	5,096.36
1000-40-450-50220 -	Health Insurance	Expense	24,365.00	25,504.64
1000-40-450-50230 -	FICA Employer Costs	Expense	3,700.00	3,661.42
1000-40-450-50302 -	Operating supplies	Expense	425.00	135.35
1000-40-450-50351 -	Clothing/Boot Allowance	Expense	600.00	346.96
1000-40-450-50352 -	Cell Phone/Allowances	Expense	350.00	726.58
1000-40-450-50375 -	Gas	Expense	2,250.00	3,044.56
1000-40-450-50378 -	Tires Expense	Expense	700.00	725.20
1000-40-450-50401 -	Professional Development	Expense	400.00	0.00
1000-40-450-50453 -	Animal Shelter Services	Expense	13,064.00	14,080.95
1000-40-450-50536 -	R&M: Equipment	Expense	950.00	1,760.06
1000-40-450-50710 -	Equipment	Expense	250.00	0.00
1000-40-460-50104 -	Non Supervisory	Expense	198,255.00	186,752.71
1000-40-460-50116 -	Union	Expense	3,500.00	0.00
1000-40-460-50130 -	Temporary/seasonal	Expense	21,000.00	11,067.23
1000-40-460-50140 -	Overtime wages	Expense	1,350.00	756.95
1000-40-460-50145 -	Replacement Wages	Expense	35,000.00	61,704.35
1000-40-460-50201 -	Unemployment Costs	Expense	680.00	0.00
1000-40-460-50202 -	Workers Comp Insurance	Expense	822.00	1,203.33
1000-40-460-50210 -	MEPERS - Employer Share	Expense	23,038.00	33,341.31
1000-40-460-50220 -	Health Insurance	Expense	39,245.00	27,054.84
1000-40-460-50230 -	FICA Employer Costs	Expense	19,554.00	19,609.11
1000-40-460-50301 -	Office Supplies	Expense	880.00	993.36
1000-40-460-50302 -	Operating supplies	Expense	0.00	27.99
1000-40-460-50307 -	Advertising	Expense	120.00	0.00
1000-40-460-50349 -	Recruitment Testing	Expense	300.00	0.00
1000-40-460-50351 -	Clothing/Boot Allowance	Expense	2,250.00	1,420.22

1000-40-460-50401 -	Professional Development	Expense	1,450.00	752.50
1000-40-460-50512 -	Telephone	Expense	1,682.00	1,926.09
1000-40-460-50536 -	R&M: Equipment	Expense	1,125.00	733.00
1000-40-460-50710 -	Equipment	Expense	0.00	29.99
1000-50-505-40402 -	Fees & Fines	Expense	0.00	59.92
1000-50-505-50102 -	Department Head	Expense	81,840.00	90,022.40
1000-50-505-50104 -	Non Supervisory	Expense	367,245.00	364,493.60
1000-50-505-50107 -	Administrative	Expense	19,760.00	40,646.89
1000-50-505-50116 -	Union	Expense	17,000.00	0.00
1000-50-505-50140 -	Overtime wages	Expense	40,000.00	23,300.49
1000-50-505-50201 -	Unemployment Costs	Expense	1,090.00	0.00
1000-50-505-50202 -	Workers Comp Insurance	Expense	36,053.00	30,727.56
1000-50-505-50210 -	MEPERS - Employer Share	Expense	52,410.00	53,235.58
1000-50-505-50220 -	Health Insurance	Expense	118,021.00	89,934.50
1000-50-505-50230 -	FICA Employer Costs	Expense	38,927.00	39,602.86
1000-50-505-50240 -	Medical testing	Expense	600.00	899.10
1000-50-505-50301 -	Office Supplies	Expense	1,500.00	1,161.50
1000-50-505-50302 -	Operating supplies	Expense	8,500.00	9,433.83
1000-50-505-50306 -	Postage	Expense	150.00	30.66
1000-50-505-50307 -	Advertising	Expense	1,000.00	0.00
1000-50-505-50330 -	Drug Testing	Expense	1,500.00	2,481.53
1000-50-505-50351 -	Clothing/Boot Allowance	Expense	10,000.00	12,102.10
1000-50-505-50352 -	Cell Phone/Allowances	Expense	1,600.00	1,666.20
1000-50-505-50360 -	Minor equipment	Expense	3,000.00	2,530.04
1000-50-505-50363 -	Culverts	Expense	15,000.00	3,113.54
1000-50-505-50366 -	Asphalt-Hot Top	Expense	25,000.00	10,340.68
1000-50-505-50367 -	Excavation Expense	Expense	5,000.00	0.00
1000-50-505-50370 -	Parts - Supplies	Expense	42,710.17	60,633.19
1000-50-505-50371 -	Sand & Gravel	Expense	10,000.00	4,204.88
1000-50-505-50375 -	Gas	Expense	8,000.00	19,783.54
1000-50-505-50376 -	Oils and lubricants	Expense	4,500.00	9,807.92
1000-50-505-50377 -	Diesel	Expense	20,000.00	32,306.32
1000-50-505-50378 -	Tires Expense	Expense	5,000.00	5,452.47
1000-50-505-50401 -	Professional Development	Expense	4,000.00	1,289.27
1000-50-505-50402 -	Dues and Memberships	Expense	0.00	-105.00
1000-50-505-50412 -	Meals and Lodging	Expense	0.00	608.42
1000-50-505-50413 -	Mileage/ travel reimbursement	Expense	500.00	0.00
1000-50-505-50430 -	Filing fees/licenses/permits	Expense	1,200.00	797.10
1000-50-505-50455 -	Profesional Services	Expense	26,400.00	14,478.39
1000-50-505-50511 -	Water Usage	Expense	500.00	377.59
1000-50-505-50512 -	Telephone	Expense	4,020.00	4,096.80
1000-50-505-50513 -	Sewer Expense	Expense	465.00	482.04
1000-50-505-50535 -	Rental of Equipment	Expense	25,000.00	30,405.31
1000-50-505-50536 -	R&M: Equipment	Expense	8,000.00	10,833.99
1000-50-505-50537 -	Equipment Painting	Expense	5,000.00	106.94
1000-50-505-50538 -	Loam & Seed	Expense	1,500.00	0.00
1000-50-505-50539 -	R&M: Catch Basins & Manhole Cv	Expense	500.00	1,953.43

1000-50-505-50541 -	Ground repair and maintenance	Expense	6,500.00	3,642.02
1000-50-505-50544 -	R & M: Radios	Expense	1,500.00	2,790.69
1000-50-505-50545 -	R & M: TREE REMOVE/REPLA	Expense	4,500.00	5,000.00
1000-50-505-50547 -	R & M: SIGNS	Expense	3,000.00	2,924.16
1000-50-505-50548 -	R & M: STREETS	Expense	25,000.00	19,943.29
1000-50-505-50710 -	Equipment	Expense	0.00	12,500.00
1000-50-505-50770 -	Infrastructure- Paving	Expense	475,000.00	480,134.45
1000-50-510-50140 -	Overtime	Expense	65,000.00	62,332.22
1000-50-510-50202 -	Workers Comp Insurance	Expense	1,686.00	7,134.95
1000-50-510-50210 -	MEPERS - Employer Share	Expense	6,695.00	5,892.02
1000-50-510-50230 -	FICA Employer Costs	Expense	4,973.00	4,582.69
1000-50-510-50303 -	Other Supplies	Expense	160,000.00	244,380.21
1000-50-510-50370 -	Parts - Supplies	Expense	25,000.00	39,741.46
1000-50-510-50451 -	Contracted Professional Servic	Expense	50,000.00	49,998.00
1000-50-520-50104 -	Non Supervisory	Expense	152,110.00	144,997.92
1000-50-520-50140 -	Overtime wages	Expense	0.00	3,664.24
1000-50-520-50202 -	Workers Comp Insurance	Expense	7,586.00	5,735.96
1000-50-520-50210 -	MEPERS - Employer Share	Expense	12,366.00	7,826.86
1000-50-520-50220 -	Health Insurance	Expense	49,693.00	31,752.54
1000-50-520-50230 -	FICA Employer Costs	Expense	11,636.00	11,155.19
1000-50-520-50240 -	Medical testing	Expense	500.00	202.84
1000-50-520-50301 -	Office Supplies	Expense	500.00	487.28
1000-50-520-50302 -	Operating supplies	Expense	6,000.00	4,839.55
1000-50-520-50306 -	Postage	Expense	80.00	29.55
1000-50-520-50308 -	Printing	Expense	1,500.00	1,434.08
1000-50-520-50330 -	Drug Testing	Expense	350.00	12.50
1000-50-520-50351 -	Clothing/Boot Allowance	Expense	3,500.00	1,962.14
1000-50-520-50352 -	Cell Phone allowance	Expense	420.00	420.00
1000-50-520-50369 -	Land Fill	Expense	4,000.00	4,295.67
1000-50-520-50370 -	Parts - Supplies	Expense	10,000.00	11,669.61
1000-50-520-50377 -	Diesel	Expense	6,000.00	8,449.70
1000-50-520-50378 -	Tires Expense	Expense	4,500.00	859.20
1000-50-520-50430 -	Filing fees/licenses/permits	Expense	700.00	1,645.40
1000-50-520-50501 -	Vehicle Repairs	Expense	0.00	39.67
1000-50-520-50511 -	Water usage fees	Expense	2,100.00	2,185.53
1000-50-520-50512 -	Telephone	Expense	1,512.00	1,265.11
1000-50-520-50513 -	Sewer Expense	Expense	530.00	399.64
1000-50-520-50536 -	R&M: Equipment	Expense	5,000.00	7,256.07
1000-50-520-50556 -	Trash Removal	Expense	290,000.00	274,926.83
1000-50-520-50720 -	Equipment – vehicles	Expense	0.00	573.75
1000-50-535-50510 -	Electricity	Expense	78,000.00	60,188.23
1000-50-535-50534 -	Hydrant Rental	Expense	480,000.00	480,000.00
1000-50-535-50536 -	R&M: Equipment	Expense	12,000.00	21,100.39
1000-60-605-50102 -	Department Head	Expense	59,641.00	77,909.80
1000-60-605-50104 -	Non Supervisory	Expense	108,461.00	162,880.93
1000-60-605-50140 -	Overtime	Expense	0.00	73.20
1000-60-605-50202 -	Workers Comp Insurance	Expense	703.00	1,205.27

1000-60-605-50210 -	MEPERS - Employer Share	Expense	14,971.00	23,972.46
1000-60-605-50220 -	Health Insurance	Expense	60,665.00	71,807.04
1000-60-605-50230 -	FICA Employer Costs	Expense	12,860.00	17,461.12
1000-60-605-50301 -	Office Supplies	Expense	3,100.00	1,939.28
1000-60-605-50302 -	Operating supplies	Expense	30,000.00	32,615.03
1000-60-605-50306 -	Postage	Expense	3,650.00	2,797.85
1000-60-605-50308 -	Printing	Expense	250.00	250.00
1000-60-605-50352 -	Cell Phone/Allowances	Expense	420.00	420.00
1000-60-605-50511 -	Water usage fees	Expense	240.00	171.00
1000-60-605-50512 -	Telephone	Expense	2,304.00	2,109.02
1000-60-605-50513 -	Sewer Expense	Expense	175.00	123.60
1000-60-605-50536 -	R&M: Equipment	Expense	1,000.00	2,027.90
1000-60-615-29653 -	MTM Seniors Program Exp	Expense	0.00	2,724.98
1000-60-615-50102 -	Department Head	Expense	71,987.00	89,548.95
1000-60-615-50104 -	Non Supervisory	Expense	157,424.00	234,353.40
1000-60-615-50130 -	Temporary/seasonal	Expense	144,000.00	173,843.73
1000-60-615-50140 -	Overtime	Expense	4,513.00	5,069.99
1000-60-615-50202 -	Workers Comp Insurance	Expense	17,629.00	17,125.18
1000-60-615-50210 -	MEPERS - Employer Share	Expense	18,440.00	29,888.73
1000-60-615-50220 -	Health Insurance	Expense	61,685.00	67,642.77
1000-60-615-50230 -	FICA Employer Costs	Expense	28,911.00	37,580.98
1000-60-615-50301 -	Office Supplies	Expense	1,200.00	1,663.43
1000-60-615-50302 -	Operating supplies	Expense	41,700.00	51,770.67
1000-60-615-50306 -	Postage	Expense	200.00	103.98
1000-60-615-50307 -	Advertising	Expense	1,000.00	357.43
1000-60-615-50351 -	Clothing/Boot Allowance	Expense	0.00	871.94
1000-60-615-50352 -	Cell Phone/Allowances	Expense	840.00	840.00
1000-60-615-50355 -	Co-Ed Softball/Fast Pitch	Expense	7,753.00	300.00
1000-60-615-50356 -	Summer Trips	Expense	10,000.00	23,476.00
1000-60-615-50357 -	Sunshine Hill	Expense	3,000.00	55,669.07
1000-60-615-50358 -	New Programs	Expense	5,045.00	26,152.99
1000-60-615-50359 -	Officials	Expense	3,800.00	2,841.90
1000-60-615-50375 -	Gas	Expense	3,800.00	6,360.25
1000-60-615-50377 -	Diesel	Expense	800.00	839.44
1000-60-615-50380 -	Uniforms/safety equipment	Expense	500.00	1,050.64
1000-60-615-50401 -	Professional Development	Expense	225.00	1,499.12
1000-60-615-50414 -	Senior Meals Expense	Expense	7,000.00	6,692.31
1000-60-615-50501 -	Vehicle Repairs	Expense	3,000.00	2,355.28
1000-60-615-50510 -	Electricity	Expense	300.00	258.82
1000-60-615-50511 -	Water Usage	Expense	4,500.00	2,506.14
1000-60-615-50512 -	Telephone	Expense	3,540.00	3,761.49
1000-60-615-50513 -	Sewer Expense	Expense	750.00	1,149.24
1000-60-615-50522 -	Space Rental	Expense	2,200.00	985.00
1000-60-615-50536 -	R&M: Equipment	Expense	5,000.00	5,218.45
1000-60-615-50541 -	Grounds maintenance	Expense	9,200.00	7,579.67
1000-60-615-50542 -	River Trail maint and repair	Expense	5,000.00	4,122.20
1000-60-615-50543 -	R&M: Green Thumb	Expense	4,690.00	4,736.87

1000-60-615-50556 -	Trash Removal	Expense	1,150.00	1,179.43
1000-60-615-50710 -	Equipment	Expense	0.00	12,900.00
1000-60-620-50442 -	Transportation services	Expense	42,000.00	40,000.00
1000-60-620-50650 -	Historical Society	Expense	2,000.00	2,000.00
1000-60-620-50651 -	LACO	Expense	1,000.00	1,000.00
1000-60-620-50652 -	Memorial Day	Expense	2,800.00	1,635.90
1000-60-620-50653 -	MMA	Expense	8,074.00	8,879.00
1000-70-705-29705 -	TIF-Downtown	Expense	0.00	555.74
1000-70-705-50102 -	Department Head	Expense	70,975.00	74,872.43
1000-70-705-50201 -	Unemployment Costs	Expense	96.00	0.00
1000-70-705-50202 -	Workers Comp Insurance	Expense	228.00	332.70
1000-70-705-50210 -	MEPERS - Employer Share	Expense	7,311.00	7,636.90
1000-70-705-50220 -	Health Insurance	Expense	3,045.00	3,136.38
1000-70-705-50230 -	FICA Employer Costs	Expense	5,430.00	5,950.19
1000-70-705-50301 -	Office Supplies	Expense	0.00	0.13
1000-70-705-50302 -	Operating supplies	Expense	4,200.00	8,100.22
1000-70-705-50306 -	Postage	Expense	300.00	9.16
1000-70-705-50307 -	Advertising	Expense	5,000.00	4,419.43
1000-70-705-50352 -	Cell Phone/Allowances	Expense	695.00	420.00
1000-70-705-50401 -	Professional employee training	Expense	3,500.00	2,183.24
1000-70-705-50402 -	Dues and Memberships	Expense	2,250.00	2,102.50
1000-70-705-50406 -	AVCOG Dues	Expense	9,625.00	10,465.36
1000-70-705-50412 -	Meal allowance	Expense	525.00	801.63
1000-70-705-50413 -	Mileage/ travel reimbursement	Expense	1,050.00	2,388.18
1000-85-850-50405 -	PSAP Fees	Expense	21,892.00	22,972.95
1000-85-850-50920 -	County tax	Expense	803,220.00	836,291.50
1100-70-715-53944 -	Main St Grant 2022 Program	Expense	0.00	150,000.00
1100-70-720-53936 -	Residential Plow Loan Exp	Expense	0.00	12,500.00
1100-70-720-53939 -	Origination Fee Exp	Expense	0.00	19.00
1100-70-725-50852 -	FAME Loan - Admin	Expense	0.00	524.25
2000-00-000-29202 -	Wellness Grant	Expense	0.00	558.36
2000-00-000-29349 -	Giving Tree	Expense	0.00	1,704.42
2000-00-000-29353 -	Thanksgiving	Expense	0.00	3,289.96
2000-00-000-29357 -	2018 Byrne/JAG Grant Exp	Expense	0.00	-25.00
2000-00-000-29404 -	Federal Drug Forfeiture	Expense	0.00	2,842.09
2000-00-000-29500 -	Town Buildings	Expense	0.00	214,000.00
2000-00-000-29602 -	Library Adult Programs	Expense	0.00	494.17
2000-00-000-29609 -	Library Patrick Memorial	Expense	0.00	164.52
2000-00-000-29615 -	Library Summer Reading Program	Expense	0.00	2,420.67
2000-00-000-29623 -	Library Huston Memorial	Expense	0.00	295.89
2000-00-000-29653 -	MTM Seniors Program	Expense	0.00	65,674.34
2000-00-000-29703 -	TIF-Dingley Press	Expense	0.00	54,933.00
2000-00-000-29705 -	TIF-Downtown	Expense	0.00	76,626.48
2000-00-000-29731 -	MDF Entrepreneurship Grant	Expense	0.00	34,946.77
2000-00-000-29778 -	Facade Grant	Expense	0.00	11,850.00
2000-00-000-50961 -	P&R Vehicle Ins Exp	Expense	0.00	14,595.93
2000-00-000-53225 -	20 BYRNE/JAG EXP	Expense	0.00	2,723.00

2000-00-000-53827 -	2019 JAG/BYRNE GRANT	Expense	0.00	2,966.96
2000-00-000-53855 -	Generator Expense	Expense	0.00	489.50
2000-00-000-53900 -	Local Entertainment	Expense	0.00	1,550.00
2000-00-000-53907 -	PD Safety & Equip Res Exp	Expense	0.00	18,130.23
2000-00-000-53908 -	Fire Station Study Res Exp	Expense	0.00	24,966.50
2000-00-000-53912 -	P&R Vehicle Rep Res Exp	Expense	0.00	50,000.00
2000-00-000-53913 -	PW VEH & EQUIP RES EXP	Expense	0.00	30,821.00
2000-00-000-53915 -	PW Salt Shed Res Exp	Expense	0.00	477,500.00
2000-00-000-53920 -	Charging Station Expenses	Expense	0.00	277.07
2000-00-000-53921 -	2021 HSG Expense	Expense	0.00	12,677.56
2000-00-000-53937 -	ARPA Funds Expense	Expense	0.00	247,085.93
2000-00-000-53938 -	Beaver Park Fee Exp	Expense	0.00	7,800.84
2000-00-000-53941 -	MDF Entr Ecosystem Imp Exp	Expense	0.00	1,122.46
2000-00-000-53942 -	Solid Waste Vehicle Res Exp	Expense	0.00	147,445.00
2000-00-000-53946 -	Resilency Grant Exp	Expense	0.00	290.00
2000-40-405-50380 -101	Uniforms/safety equipment	Expense	0.00	2,389.00
2000-60-615-50390 -	2023 Full Plate Full Pote Exp	Expense	0.00	1,196.00
2100-40-470-50900 -	Miscellaneous Items	Expense	0.00	10,265.43
2200-70-910-50230 -	FICA taxes	Expense	0.00	1,040.77
2200-70-910-50302 -	Operating supplies	Expense	0.00	212.71
2200-70-910-50307 -	Advertising	Expense	0.00	8,723.39
2200-70-910-50451 -	Contracted Professional Servic	Expense	0.00	510.00
2200-70-910-50670 -	Moxie Festival	Expense	0.00	15,334.82
2200-70-910-5401 -	Merchandise	Expense	0.00	11,369.69
2200-70-910-5402 -	Fireworks	Expense	0.00	6,000.00
2200-70-910-5403 -	Parade	Expense	0.00	6,109.20
2200-70-910-5404 -	Vendors	Expense	0.00	750.00
2200-70-910-5405 -	Entertainment	Expense	0.00	10,953.42
2200-70-910-5407 -	Logistics	Expense	0.00	4,424.10
2200-70-910-5408 -	Moxie Bass Fishing Tournament	Expense	0.00	823.50
3000-80-810-53401 -	2006 Bond Principal	Expense	36,000.00	0.00
3000-80-810-53403 -	2010 Bond Principal	Expense	53,040.00	53,040.00
3000-80-810-53404 -	2011 Bond Principal	Expense	27,000.00	0.00
3000-80-810-53405 -	2014 QECB Principal	Expense	42,320.00	43,988.29
3000-80-810-53406 -	2017 Bond Principal	Expense	150,000.00	150,000.00
3000-80-810-53409 -	2020 Bond Principal	Expense	0.00	150,000.00
3000-80-810-53603 -	2010 Bond Interest	Expense	15,354.00	14,453.09
3000-80-810-53605 -	2014 QECB Interest	Expense	15,106.00	13,436.85
3000-80-810-53607 -	2017 Bond Interest	Expense	22,455.00	19,657.50
3000-80-810-53609 -	2020 Bond Interest	Expense	0.00	9,090.00
3000-80-810-53612 -	2022 Bond Int Ferry	Expense	0.00	84,623.47
4000-00-000-50490 -	Capital Projects Reserve	Expense	0.00	3,737.07
4000-20-920-53210 -	USDA-RD Loan/Grant CIP	Expense	0.00	919,058.20
4000-40-405-29536 -	Police Crusier Reserve	Expense	0.00	6,241.78
4000-90-000-53608 -	Pinewood Road Exp	Expense	0.00	10,057.50
4000-90-000-53918 -	Ferry Road Expense	Expense	0.00	1,949,262.93
6000-50-525-50102 -	Department Head	Expense	87,353.00	96,925.06

6000-50-525-50104 -	Non Supervisory	Expense	206,603.00	192,717.98
6000-50-525-50107 -	Admin Wages	Expense	17,712.00	0.00
6000-50-525-50140 -	Overtime wages	Expense	22,900.00	30,480.92
6000-50-525-50201 -	Unemployment Costs	Expense	697.00	0.00
6000-50-525-50202 -	Workers Comp Insurance	Expense	10,994.00	7,267.64
6000-50-525-50210 -	Maine State retirement	Expense	32,636.00	24,002.59
6000-50-525-50215 -	Admin Benefits	Expense	8,606.00	0.00
6000-50-525-50220 -	Health insurance	Expense	95,058.00	52,501.08
6000-50-525-50221 -	HRA Costs	Expense	3,724.00	1,813.19
6000-50-525-50230 -	FICA taxes	Expense	24,239.00	23,963.98
6000-50-525-50240 -	Medical testing	Expense	250.00	268.42
6000-50-525-50301 -	Office supplies	Expense	2,500.00	2,607.56
6000-50-525-50303 -	Other Supplies	Expense	37,000.00	48,615.83
6000-50-525-50306 -	Postage	Expense	8,500.00	5,505.97
6000-50-525-50307 -	Advertising	Expense	300.00	0.00
6000-50-525-50330 -	Drug Testing	Expense	400.00	677.65
6000-50-525-50331 -	Small Tools	Expense	3,000.00	2,982.17
6000-50-525-50351 -	Clothing/Boot Allowance	Expense	4,250.00	3,961.90
6000-50-525-50352 -	Cell Phone allowance	Expense	2,564.00	2,077.66
6000-50-525-50375 -	Gas	Expense	2,980.00	5,471.82
6000-50-525-50377 -	Diesel	Expense	1,600.00	1,718.52
6000-50-525-50401 -	Professional employee training	Expense	3,000.00	2,373.00
6000-50-525-50413 -	Mileage/Travel Reimbursement	Expense	300.00	0.00
6000-50-525-50430 -	Filing fees/licenses/permits	Expense	1,085.00	1,561.04
6000-50-525-50450 -	Legal expense	Expense	1,000.00	999.88
6000-50-525-50452 -	Audit services	Expense	2,550.00	1,683.33
6000-50-525-50455 -	Profesional Services	Expense	10,000.00	2,567.50
6000-50-525-50483 -	Security System Maintenance	Expense	2,880.00	2,985.89
6000-50-525-50510 -	Electricity	Expense	99,000.00	129,681.34
6000-50-525-50511 -	Water usage fees	Expense	15,500.00	19,930.82
6000-50-525-50512 -	Telephone	Expense	1,920.00	777.21
6000-50-525-50514 -	Heating Fuel	Expense	7,000.00	12,629.94
6000-50-525-50530 -	Software and Services	Expense	32,920.00	0.00
6000-50-525-50539 -	R&M: Catch Basins & Manhole Cv	Expense	7,500.00	4,655.83
6000-50-525-50546 -	R & M: SEWER	Expense	72,000.00	68,375.52
6000-50-525-50550 -	Meter Read	Expense	10,000.00	21,261.96
6000-50-525-50555 -	Sludge Disposal	Expense	94,400.00	100,651.33
6000-50-525-50556 -	Trash Removal	Expense	1,600.00	2,518.88
6000-50-525-50557 -	CCTV & Cleaning Out	Expense	10,000.00	1,650.00
6000-50-525-50601 -	General Liability	Expense	1,016.00	1,217.00
6000-50-525-50602 -	Vehicle Insurance	Expense	857.00	990.00
6000-50-525-50604 -	Property Insurance	Expense	9,861.00	11,027.00
6000-50-525-50750 -	Improvements other than buildi	Expense	150,000.00	49,769.30
6000-50-525-50806 -	Bond Administration Fees	Expense	2,200.00	0.00
6000-50-525-53307 -	Vactor Lease	Expense	37,313.00	37,312.89
6000-50-525-53400 -	2004 FR Bond Principal	Expense	17,500.00	17,500.00
6000-50-525-53401 -	2005 FR Bond Principal	Expense	25,000.00	25,000.00

6000-50-525-53405 -	2014 QECB Principal	Expense	16,458.00	17,106.56
6000-50-525-53600 -	2004 FR Bond Interest	Expense	2,011.00	1,311.68
6000-50-525-53601 -	2005 FR Bond Inteest	Expense	3,315.00	2,563.82
6000-50-525-53605 -	2014 QECB Interest	Expense	5,875.00	5,225.44
6000-50-525-53610 -	Interim Financing Interest	Expense	43,904.00	0.00

Enc/Reqs	Available Budget	Percent Used
0.00	-1,441.71	0.00
0.00	-20,275.00	0.00
0.00	-8,618.56	0.00
0.00	-1,842.50	110.39
0.00	-19.15	134.82
0.00	-135.28	109.97
0.00	269.76	46.05
0.00	146.79	81.65
0.00	645.00	-158.00
0.00	740.03	85.20
0.00	-862.59	100.84
0.00	-149,736.10	0.00
0.00	10,803.48	81.99
0.00	192.00	0.00
0.00	-1,571.63	141.74
0.00	-16,145.91	196.16
0.00	8,823.05	78.32
0.00	-10,497.45	184.18
0.00	-2,183.96	1,191.98
0.00	62.06	75.18
0.00	865.97	13.40
0.00	-210.00	125.00
0.00	-854.14	185.41
0.00	-1,913.00	0.00
0.00	-2,025.46	169.84
0.00	-3,175.00	0.00
0.00	-8,333.33	184.60
0.00	357.10	52.45
0.00	-0.58	129.00
0.00	27.78	52.10
0.00	48.40	3.20
0.00	50.00	0.00
0.00	207.55	16.98
0.00	140.00	0.00
0.00	-279.72	105.59
0.00	-6.60	141.25
0.00	-22.08	105.78
0.00	225.50	9.80
0.00	74.59	50.27
0.00	-798.82	259.76
0.00	330.00	17.50
0.00	-7,320.80	246.42
0.00	-1,586.63	103.97
0.00	-2,169.70	0.00
0.00	3,248.28	94.99
0.00	-3,665.81	110.85

0.00	1,104.01	84.23
0.00	1,166.65	49.28
0.00	248.00	0.00
0.00	-204.97	159.07
0.00	245.63	97.64
0.00	7,475.74	65.01
0.00	485.65	94.11
0.00	-623.63	131.18
0.00	84.91	94.34
0.00	538.37	32.70
0.00	1,783.72	44.26
0.00	0.00	100.00
0.00	-483.50	169.07
0.00	285.00	52.50
0.00	50.00	0.00
0.00	-121.21	221.21
0.00	600.00	0.00
0.00	8,800.00	0.00
0.00	1,604.00	42.71
0.00	-4,545.00	0.00
0.00	-13,711.93	118.50
0.00	-21,424.60	130.91
0.00	-3,291.77	0.00
0.00	288.00	0.00
0.00	-287.36	162.33
0.00	-3,867.69	126.18
0.00	110.65	99.76
0.00	-2,282.56	120.80
0.00	812.76	72.91
0.00	5,612.02	-601.50
0.00	0.00	100.00
0.00	-714.75	151.05
0.00	165.00	67.00
0.00	-164.62	132.92
0.00	-135.96	109.06
0.00	-699.84	0.00
0.00	1,987.54	98.29
0.00	852.12	65.92
0.00	288.00	0.00
0.00	-385.88	200.75
0.00	408.72	96.67
0.00	-30,601.60	320.00
0.00	930.92	89.78
0.00	990.45	66.99
0.00	890.98	88.12
0.00	564.00	6.00
0.00	70.00	30.00

0.00	433.88	13.22
0.00	-21.00	0.00
0.00	8,848.85	75.22
0.00	96.00	0.00
0.00	-93.44	181.25
0.00	938.63	74.48
0.00	1,175.12	61.41
0.00	533.62	80.46
0.00	-383.71	202.32
0.00	-594.30	337.72
0.00	300.00	0.00
0.00	-1,645.00	429.00
0.00	110.00	26.67
0.00	-604.49	301.50
0.00	3,000.00	91.43
0.00	-115.00	119.17
0.00	2,000.00	0.00
0.00	-30,000.00	0.00
0.00	-4,555.09	105.73
0.00	-31,394.64	0.00
0.00	96.00	0.00
0.00	-150.13	105.45
0.00	-2,020.73	124.69
0.00	4,533.01	74.42
0.00	-2,789.83	145.89
0.00	-1,160.83	564.33
0.00	-151.92	251.92
0.00	0.00	100.00
0.00	-801.64	0.00
0.00	-199.00	199.50
0.00	-210.00	0.00
0.00	-66.31	0.00
0.00	-6,000.00	0.00
0.00	-4,529.44	552.94
0.00	4,188.63	86.04
0.00	-2,482.00	145.08
0.00	654.00	96.57
0.00	-789.00	115.63
0.00	-5,767.00	115.93
0.00	-3.00	100.74
0.00	-118.00	108.02
0.00	-313.00	115.94
0.00	-1,775.00	183.53
0.00	1,200.00	0.00
0.00	7,117.66	64.41
0.00	-1,353.41	111.45
0.00	-33,593.34	116.96

0.00	-9,719.64	148.60
0.00	-13,285.38	0.00
0.00	-259,239.46	0.00
0.00	210,437.00	95.45
0.00	-161,294.04	105.99
0.00	-28,555.30	106.39
0.00	5,503.03	75.44
0.00	-4,013.41	135.68
0.00	90.00	0.00
0.00	-11.16	102.01
0.00	-293.74	134.16
0.00	-1,067.06	117.78
0.00	-6,285.00	0.00
0.00	260.87	99.46
0.00	-2.08	100.09
0.00	-2,041.69	122.69
0.00	-21.24	102.66
0.00	-8,769.75	167.46
0.00	-10,257.16	135.37
0.00	-5,480.30	127.40
0.00	-13,389.53	144.63
0.00	-3,557.14	120.92
0.00	-166.84	103.00
0.00	-15.57	108.07
0.00	-194.78	133.99
0.00	8.82	97.93
0.00	50.00	0.00
0.00	5,000.00	0.00
0.00	2.40	85.00
0.00	161.84	68.57
0.00	118.22	69.13
0.00	32.02	35.96
0.00	-73.47	173.47
0.00	-9.98	102.73
0.00	95.56	80.89
0.00	-283.87	0.00
0.00	-9,042.94	136.17
0.00	-10,262.04	112.58
0.00	-195,001.54	124.96
0.00	-9,187.75	121.99
0.00	3,621.40	78.70
0.00	-2,380.72	134.01
0.00	6,453.43	64.15
0.00	-137.64	100.51
0.00	-356.98	107.14
0.00	-503.44	0.00
0.00	-47,116.86	143.46

0.00	2,513.55	-23.21
0.00	-5,659.49	115.23
0.00	-45,383.55	139.06
0.00	6,632.28	97.74
0.00	-13,686.14	116.72
0.00	480.05	3.99
0.00	-39.93	101.01
808.79	9,284.14	33.68
0.00	-53.86	115.39
0.00	200.00	0.00
0.00	133.00	94.34
0.00	324.86	81.44
0.00	1,369.37	92.94
0.00	-442.34	107.56
0.00	285.00	78.08
0.00	-9,992.75	141.56
0.00	-66.25	183.86
0.00	-2,056.66	149.82
0.00	10,999.47	11.19
0.00	190.00	57.78
0.00	2,608.00	0.00
0.00	-744.51	108.27
0.00	1,074.04	88.36
0.00	128.99	93.55
0.00	131.11	97.62
0.00	12.79	99.66
0.00	0.00	100.00
0.00	-13,719.20	118.56
0.00	136,904.87	37.20
0.00	-142,656.95	0.00
0.00	1,188.00	0.00
0.00	-7,214.43	137.12
0.00	-13,559.15	278.06
0.00	-13,002.10	153.36
0.00	-1,228.19	105.50
0.00	238.48	52.30
0.00	1,412.79	84.30
0.00	62.76	16.32
0.00	-1,072.57	135.75
0.00	35.00	91.67
0.00	2,469.00	50.62
0.00	24.81	99.60
0.00	-1,143.73	191.50
0.00	-4,564.73	230.42
0.00	2,500.00	0.00
0.00	1,344.29	82.08
0.00	131.20	25.03

0.00	0.00	100.00
0.00	126.00	76.00
0.00	-780.88	131.14
0.00	87.80	73.95
0.00	-42,801.00	271.20
0.00	-5,757.67	199.27
0.00	1,199.28	60.02
0.00	548.94	78.04
17,815.48	-11,366.20	142.96
0.00	-2,475.35	130.94
0.00	-25,534.10	280.13
0.00	-134,784.96	167.45
0.00	1,570.00	0.00
0.00	12.00	0.00
0.00	1.53	97.53
0.00	120.00	0.00
0.00	-4,623.89	110.01
0.00	-281.88	113.05
0.00	137.00	0.00
0.00	61.52	93.49
0.00	-647.36	114.55
0.00	-1,139.64	104.68
0.00	38.58	98.96
0.00	289.65	31.85
0.00	253.04	57.83
0.00	-376.58	207.59
0.00	-794.56	135.31
0.00	-25.20	103.60
0.00	400.00	0.00
0.00	-1,016.95	107.78
0.00	-810.06	185.27
0.00	250.00	0.00
0.00	11,502.29	94.20
0.00	3,500.00	0.00
0.00	9,932.77	52.70
0.00	593.05	56.07
0.00	-26,704.35	176.30
0.00	680.00	0.00
0.00	-381.33	146.39
0.00	-10,303.31	144.72
0.00	12,190.16	68.94
0.00	-55.11	100.28
0.00	-113.36	112.88
0.00	-27.99	0.00
0.00	120.00	0.00
0.00	300.00	0.00
0.00	829.78	63.12

0.00	697.50	51.90
0.00	-244.09	114.51
0.00	392.00	65.16
0.00	-29.99	0.00
0.00	-59.92	0.00
0.00	-8,182.40	110.00
0.00	2,751.40	99.25
0.00	-20,886.89	205.70
0.00	17,000.00	0.00
0.00	16,699.51	58.25
0.00	1,090.00	0.00
0.00	5,325.44	85.23
0.00	-825.58	101.58
0.00	28,086.50	76.20
0.00	-675.86	101.74
0.00	-299.10	149.85
0.00	338.50	77.43
0.00	-933.83	110.99
0.00	119.34	20.44
0.00	1,000.00	0.00
0.00	-981.53	165.44
0.00	-2,102.10	121.02
0.00	-66.20	104.14
0.00	469.96	84.33
0.00	11,886.46	20.76
0.00	14,659.32	41.36
0.00	5,000.00	0.00
0.00	-17,923.02	141.96
0.00	5,795.12	42.05
0.00	-11,783.54	247.29
0.00	-5,307.92	217.95
0.00	-12,306.32	161.53
0.00	-452.47	109.05
0.00	2,710.73	32.23
0.00	105.00	0.00
0.00	-608.42	0.00
0.00	500.00	0.00
0.00	402.90	66.43
0.00	11,921.61	54.84
0.00	122.41	75.52
0.00	-76.80	101.91
0.00	-17.04	103.66
0.00	-5,405.31	121.62
0.00	-2,833.99	135.42
0.00	4,893.06	2.14
0.00	1,500.00	0.00
0.00	-1,453.43	390.69

0.00	2,857.98	56.03
0.00	-1,290.69	186.05
0.00	-500.00	111.11
0.00	75.84	97.47
0.00	5,056.71	79.77
0.00	-12,500.00	0.00
0.00	-5,134.45	101.08
0.00	2,667.78	95.90
0.00	-5,448.95	423.19
0.00	802.98	88.01
0.00	390.31	92.15
0.00	-84,380.21	152.74
0.00	-14,741.46	158.97
0.00	2.00	100.00
0.00	7,112.08	95.32
0.00	-3,664.24	0.00
0.00	1,850.04	75.61
0.00	4,539.14	63.29
0.00	17,940.46	63.90
0.00	480.81	95.87
0.00	297.16	40.57
0.00	12.72	97.46
0.00	1,160.45	80.66
0.00	50.45	36.94
0.00	65.92	95.61
0.00	337.50	3.57
0.00	1,537.86	56.06
0.00	0.00	100.00
0.00	-295.67	107.39
0.00	-1,669.61	116.70
0.00	-2,449.70	140.83
0.00	3,640.80	19.09
0.00	-945.40	235.06
0.00	-39.67	0.00
0.00	-85.53	104.07
0.00	246.89	83.67
0.00	130.36	75.40
0.00	-2,256.07	145.12
0.00	15,073.17	94.80
0.00	-573.75	0.00
0.00	17,811.77	77.16
0.00	0.00	100.00
0.00	-9,100.39	175.84
0.00	-18,268.80	130.63
0.00	-54,419.93	150.17
0.00	-73.20	0.00
0.00	-502.27	171.45

0.00	-9,001.46	160.13
0.00	-11,142.04	118.37
0.00	-4,601.12	135.78
0.00	1,160.72	62.56
0.00	-2,615.03	108.72
0.00	852.15	76.65
0.00	0.00	100.00
0.00	0.00	100.00
0.00	69.00	71.25
0.00	194.98	91.54
0.00	51.40	70.63
0.00	-1,027.90	202.79
0.00	-2,724.98	0.00
0.00	-17,561.95	124.40
0.00	-76,929.40	148.87
0.00	-29,843.73	120.72
0.00	-556.99	112.34
0.00	503.82	97.14
0.00	-11,448.73	162.09
0.00	-5,957.77	109.66
0.00	-8,669.98	129.99
0.00	-463.43	138.62
0.00	-10,070.67	124.15
0.00	96.02	51.99
0.00	642.57	35.74
0.00	-871.94	0.00
0.00	0.00	100.00
0.00	7,453.00	3.87
0.00	-13,476.00	234.76
0.00	-52,669.07	1,855.64
0.00	-21,107.99	518.39
0.00	958.10	74.79
0.00	-2,560.25	167.38
0.00	-39.44	104.93
0.00	-550.64	210.13
0.00	-1,274.12	666.28
0.00	307.69	95.60
0.00	644.72	78.51
0.00	41.18	86.27
0.00	1,993.86	55.69
0.00	-221.49	106.26
0.00	-399.24	153.23
0.00	1,215.00	44.77
0.00	-218.45	104.37
0.00	1,620.33	82.39
0.00	877.80	82.44
0.00	-46.87	101.00

0.00	-29.43	102.56
0.00	-12,900.00	0.00
0.00	2,000.00	95.24
0.00	0.00	100.00
0.00	0.00	100.00
0.00	1,164.10	58.43
0.00	-805.00	109.97
0.00	-555.74	0.00
0.00	-3,897.43	105.49
0.00	96.00	0.00
0.00	-104.70	145.92
0.00	-325.90	104.46
0.00	-91.38	103.00
0.00	-520.19	109.58
0.00	-0.13	0.00
0.00	-3,900.22	192.86
0.00	290.84	3.05
0.00	580.57	88.39
0.00	275.00	60.43
0.00	1,316.76	62.38
0.00	147.50	93.44
0.00	-840.36	108.73
0.00	-276.63	152.69
0.00	-1,338.18	227.45
0.00	-1,080.95	104.94
0.00	-33,071.50	104.12
0.00	-150,000.00	0.00
0.00	-12,500.00	0.00
0.00	-19.00	0.00
0.00	-524.25	0.00
0.00	-558.36	0.00
0.00	-1,704.42	0.00
0.00	-3,289.96	0.00
0.00	25.00	0.00
0.00	-2,842.09	0.00
0.00	-214,000.00	0.00
0.00	-494.17	0.00
0.00	-164.52	0.00
0.00	-2,420.67	0.00
0.00	-295.89	0.00
0.00	-65,674.34	0.00
0.00	-54,933.00	0.00
0.00	-76,626.48	0.00
0.00	-34,946.77	0.00
0.00	-11,850.00	0.00
0.00	-14,595.93	0.00
0.00	-2,723.00	0.00

0.00	-2,966.96	0.00
0.00	-489.50	0.00
0.00	-1,550.00	0.00
0.00	-18,130.23	0.00
0.00	-24,966.50	0.00
0.00	-50,000.00	0.00
0.00	-30,821.00	0.00
0.00	-477,500.00	0.00
0.00	-277.07	0.00
0.00	-12,677.56	0.00
0.00	-247,085.93	0.00
0.00	-7,800.84	0.00
0.00	-1,122.46	0.00
0.00	-147,445.00	0.00
0.00	-290.00	0.00
0.00	-2,389.00	0.00
0.00	-1,196.00	0.00
0.00	-10,265.43	0.00
0.00	-1,040.77	0.00
0.00	-212.71	0.00
0.00	-8,723.39	0.00
0.00	-510.00	0.00
0.00	-15,334.82	0.00
0.00	-11,369.69	0.00
0.00	-6,000.00	0.00
0.00	-6,109.20	0.00
0.00	-750.00	0.00
0.00	-10,953.42	0.00
0.00	-4,424.10	0.00
0.00	-823.50	0.00
0.00	36,000.00	0.00
0.00	0.00	100.00
0.00	27,000.00	0.00
0.00	-1,668.29	103.94
0.00	0.00	100.00
0.00	-150,000.00	0.00
0.00	900.91	94.13
0.00	1,669.15	88.95
0.00	2,797.50	87.54
0.00	-9,090.00	0.00
0.00	-84,623.47	0.00
0.00	-3,737.07	0.00
0.00	-919,058.20	0.00
0.00	-6,241.78	0.00
0.00	-10,057.50	0.00
289,436.50	-2,238,699.43	0.00
0.00	-9,572.06	110.96

0.00	13,885.02	93.28
0.00	17,712.00	0.00
0.00	-7,580.92	133.10
0.00	697.00	0.00
0.00	3,726.36	66.11
0.00	8,633.41	73.55
0.00	8,606.00	0.00
0.00	42,556.92	55.23
0.00	1,910.81	48.69
0.00	275.02	98.87
0.00	-18.42	107.37
0.00	-107.56	104.30
0.00	-11,615.83	131.39
0.00	2,994.03	64.78
0.00	300.00	0.00
0.00	-277.65	169.41
0.00	17.83	99.41
0.00	288.10	93.22
0.00	486.34	81.03
0.00	-2,491.82	183.62
0.00	-118.52	107.41
0.00	627.00	79.10
0.00	300.00	0.00
0.00	-476.04	143.87
0.00	0.12	99.99
0.00	866.67	66.01
0.00	7,432.50	25.68
0.00	-105.89	103.68
0.00	-30,681.34	130.99
0.00	-4,430.82	128.59
0.00	1,142.79	40.48
0.00	-5,629.94	180.43
0.00	32,920.00	0.00
0.00	2,844.17	62.08
0.00	3,624.48	94.97
0.00	-11,261.96	212.62
0.00	-6,251.33	106.62
0.00	-918.88	157.43
0.00	8,350.00	16.50
0.00	-201.00	119.78
0.00	-133.00	115.52
0.00	-1,166.00	111.82
0.00	100,230.70	33.18
0.00	2,200.00	0.00
0.00	0.11	100.00
0.00	0.00	100.00
0.00	0.00	100.00

0.00	-648.56	103.94
0.00	699.32	65.23
0.00	751.18	77.34
0.00	649.56	88.94
0.00	43,904.00	0.00

Full Account	Description	Type	Budgeted
1000-20-200-40001 -	Real estate and personal prope	Revenue	0.00
1000-20-200-40004 -	Supplmental Real & Prop Taxes	Revenue	0.00
1000-20-200-40020 -	Motor vehicle excise taxes	Revenue	-1,800,000.00
1000-20-200-40021 -	Boat excise taxes	Revenue	-5,000.00
1000-20-200-40030 -	Interest/Penalties on Taxes	Revenue	-33,000.00
1000-20-200-40160 -	Agent Fees	Revenue	-38,000.00
1000-20-200-40226 -	State revenue sharing	Revenue	-1,370,000.00
1000-20-200-40227 -	Urban road initiative program	Revenue	-94,000.00
1000-20-200-40230 -	Homestead exemption	Revenue	0.00
1000-20-200-40232 -	Tree Growth Reimbursement	Revenue	-13,000.00
1000-20-200-40233 -	BETE Reimbursement	Revenue	0.00
1000-20-200-40235 -	State Road Revenue	Revenue	-21,301.00
1000-20-200-40260 -	Fax Revenue	Revenue	0.00
1000-20-200-40261 -	Copier Revenue	Revenue	-400.00
1000-20-200-40262 -	NSF Fees	Revenue	-500.00
1000-20-200-40903 -	Water Dept Admin Reimbursement	Revenue	-11,856.00
1000-20-200-40904 -	Water Dept Benefit Reimburseme	Revenue	-5,595.00
1000-20-200-40905 -	Water Dept IT Reimbursement	Revenue	-3,800.00
1000-20-200-40906 -	Water Dept Insur Reimbursement	Revenue	-16,226.00
1000-20-200-40991 -	Misc Revenue	Revenue	0.00
1000-20-200-40992 -	MEMIC Dividend	Revenue	-13,000.00
1000-20-200-40993 -	Unemployment Dividend	Revenue	0.00
1000-20-200-44409 -	Investment earnings	Revenue	-28,000.00
1000-20-200-48033 -	Insurance Claim Revenue	Revenue	0.00
1000-20-216-40265 -	Planning/Appeals Fees	Revenue	0.00
1000-20-225-40100 -	Business licenses	Revenue	-12,500.00
1000-20-225-40110 -	Clerk Fees	Revenue	-600.00
1000-20-225-40112 -	Vital Records	Revenue	-7,000.00
1000-20-225-40113 -	Animal Licenses	Revenue	-1,000.00
1000-20-225-40263 -	Notary Fees	Revenue	-1,800.00
1000-20-245-40114 -	Town Plumbing permits	Revenue	-5,000.00
1000-20-245-40116 -	Code Enforcement Fines	Revenue	0.00
1000-20-245-40266 -	Construction Fees	Revenue	-15,000.00
1000-20-245-40269 -	Electrical Permits	Revenue	0.00
1000-20-245-40271 -	T1 Site Plan Review	Revenue	0.00
1000-20-245-40710 -	Codes-Sign	Revenue	0.00
1000-30-310-40228 -	General assistance reimburseme	Revenue	-17,500.00
1000-40-405-40400 -	Court fines	Revenue	0.00
1000-40-405-40401 -	Parking Tickets	Revenue	0.00
1000-40-405-40410 -	Police Report Fees	Revenue	-1,500.00
1000-40-405-40412 -	Town Concealed Weapon Permit	Revenue	0.00
1000-40-405-40420 -	SRO Reimbursement	Revenue	-65,512.00
1000-40-405-40421 -	School Detail	Revenue	-7,000.00
1000-40-405-40991 -	Misc Revenue	Revenue	0.00
1000-40-415-40991 -	Misc Revenue	Revenue	0.00
1000-40-450-40450 -	ACO Fines & Fees	Revenue	-300.00

1000-40-450-40451 -	Sabattus ACO Revenue	Revenue	-20,958.00
1000-40-450-40452 -	Bowdoin ACO Revenue	Revenue	-11,532.00
1000-40-450-40453 -	Durham ACO Revenue	Revenue	-11,395.00
1000-40-460-40431 -	Lisbon Emergency Dispatch	Revenue	-6,500.00
1000-50-505-40470 -	PW Dam Cleanup	Revenue	0.00
1000-50-520-40500 -	Solid Waste Permits	Revenue	-101,500.00
1000-50-520-40501 -	Metal	Revenue	-23,000.00
1000-50-520-40502 -	Cardboard	Revenue	-12,000.00
1000-50-520-40505 -	Yard Items	Revenue	-27,000.00
1000-50-520-40506 -	Tires	Revenue	-2,300.00
1000-50-520-40515 -	Unversal Waste	Revenue	-8,200.00
1000-50-520-40521 -	Commercial Disposal Fee	Revenue	-2,300.00
1000-50-520-40522 -	Excavation Revenue	Revenue	-2,000.00
1000-60-605-40360 -	Library Non-Resident	Revenue	-1,200.00
1000-60-605-40361 -	Library Fines	Revenue	-1,000.00
1000-60-605-40362 -	Library Fax	Revenue	-200.00
1000-60-605-40363 -	Damage/Lost Fee	Revenue	-300.00
1000-60-605-40960 -	Restricted Donations	Revenue	0.00
1000-60-615-40300 -	Before School	Revenue	-70,000.00
1000-60-615-40301 -	Fitness Center	Revenue	-18,000.00
1000-60-615-40303 -	Playground	Revenue	-35,000.00
1000-60-615-40304 -	Trekker	Revenue	-44,000.00
1000-60-615-40306 -	Marion T. Morse	Revenue	-4,500.00
1000-60-615-40307 -	Fitness Instruction	Revenue	-12,000.00
1000-60-615-40308 -	Senior Meals	Revenue	-7,000.00
1000-60-615-40309 -	New Programs	Revenue	-5,000.00
1000-60-615-40310 -	Moxie 5-K	Revenue	-3,000.00
1000-60-615-40311 -	Moxie Car Show	Revenue	-3,000.00
1000-60-615-40320 -	Basketball 1-3	Revenue	-1,210.00
1000-60-615-40321 -	Basketball 4-6	Revenue	-2,023.00
1000-60-615-40322 -	Winter/Spring Swim	Revenue	-1,500.00
1000-60-615-40330 -	Summer Basketball	Revenue	-400.00
1000-60-615-40332 -	Summer Football	Revenue	-2,000.00
1000-60-615-40333 -	Summer Pee Wee Field Hockey	Revenue	-120.00
1000-60-615-40334 -	Summer Soccer	Revenue	-700.00
1000-60-615-40336 -	Co-ed Softball	Revenue	-7,000.00
1000-60-615-40340 -	Fall Field Hockey	Revenue	-520.00
1000-60-615-40341 -	Fall Soccer	Revenue	-5,000.00
1000-60-615-40342 -	Football Tackle 5-6	Revenue	-3,300.00
1000-60-615-40343 -	Football Tackle 7-8	Revenue	-2,500.00
1000-60-615-40344 -	Track & Field	Revenue	-3,000.00
1000-60-615-40380 -	Park Cabin Rent	Revenue	-4,800.00
1100-70-715-40750 -	Late/Penalty Fees	Revenue	0.00
1100-70-715-40751 -	Loan Interest	Revenue	0.00
1100-70-715-44409 -	Investment earnings	Revenue	0.00
1100-70-720-40750 -	Late/Penalty Fees	Revenue	0.00
1100-70-720-40751 -	Loan Interest	Revenue	0.00

1100-70-720-40752 -	Origination Fee	Revenue	0.00
1100-70-720-44409 -	Investment earnings	Revenue	0.00
1100-70-725-44409 -	Investment earnings	Revenue	0.00
1100-70-730-44409 -	Investment earnings	Revenue	0.00
1100-70-735-44409 -	Investment earnings	Revenue	0.00
2000-00-000-29206 -	ACO Carry Forward	Revenue	0.00
2000-00-000-29348 -	Giving Tree	Revenue	0.00
2000-00-000-29352 -	THANKSGIVING	Revenue	0.00
2000-00-000-29603 -	Library Adult Programs	Revenue	0.00
2000-00-000-29616 -	Library Summer Reading Program	Revenue	0.00
2000-00-000-29652 -	MTM Seniors Program Rev	Revenue	0.00
2000-00-000-29732 -	MDF Entrepreneurship Grant	Revenue	0.00
2000-00-000-29777 -	Facade Grant	Revenue	0.00
2000-00-000-40462 -	20 BYRNE/JAG REV	Revenue	0.00
2000-00-000-48005 -	2020 HSG PD Rev	Revenue	0.00
2000-00-000-48009 -	Rec Summer Camp Scholar Rev	Revenue	0.00
2000-00-000-48010 -	Beaver Park Fee Rev	Revenue	0.00
2000-00-000-48015 -	2021 HSG Revenue	Revenue	0.00
2000-00-000-48017 -	Claire Paquette Memorial Rev	Revenue	0.00
2000-00-000-48027 -	2019 JAG/BYRNE GRANT	Revenue	0.00
2000-00-000-48030 -	Hatch Road Escrow	Revenue	0.00
2000-00-000-48032 -	Community Resilience Grant	Revenue	0.00
2000-60-615-40200 -	2023 Full Plate Full Pote Rev	Revenue	0.00
2100-40-470-40460 -	DARE Fundraising Revenue	Revenue	0.00
2100-40-470-44409 -	Investment earnings	Revenue	0.00
2200-70-910-40701 -	Moxie Donation	Revenue	0.00
2200-70-910-40702 -	Moxie Souvenir Sales	Revenue	0.00
2200-70-910-40704 -	Moxie Vendor Fees	Revenue	0.00
2200-70-910-40705 -	Moxie Sponsor Revenue	Revenue	0.00
2200-70-910-40707 -	MOXIE - Bass Fishing	Revenue	0.00
2300-20-315-40991 -	Misc Revenue	Revenue	0.00
2300-20-315-44409 -	Investment earnings	Revenue	0.00
4000-20-920-45110 -	USDA-RD Loan/Grant Proceeds	Revenue	0.00
5100-20-935-44409 -	Investment earnings	Revenue	0.00
6000-50-525-40600 -	Domestic Sewer Revenue	Revenue	-1,205,665.00
6000-50-525-40601 -	Industrial Sewer Revenue	Revenue	-77,247.00
6000-50-525-40602 -	Septage Revenue	Revenue	-119,500.00
6000-50-525-40603 -	Finance Charges	Revenue	-8,500.00
6000-50-525-40606 -	Sewer Application Fee	Revenue	0.00
6000-50-525-40607 -	Sewer Hook-Up Fee	Revenue	0.00
6000-50-525-40991 -	Misc Revenue	Revenue	-15,000.00

Actual	Enc/Reqs	Budget vs Actual Difference	Percent Difference
-13,937,805.10	0.00	13,937,805.10	0.00
-12,565.25	0.00	12,565.25	0.00
-1,810,605.32	1,059.48	9,545.84	100.53
-6,291.30	0.00	1,291.30	125.83
-28,412.72	0.00	-4,587.28	86.10
-43,407.01	0.00	5,407.01	114.23
-2,428,874.11	0.00	1,058,874.11	177.29
-101,096.00	0.00	7,096.00	107.55
-702,905.00	0.00	702,905.00	0.00
-16,866.08	0.00	3,866.08	129.74
-281,234.00	0.00	281,234.00	0.00
-21,728.31	0.00	427.31	102.01
-12.00	0.00	12.00	0.00
-99.60	0.00	-300.40	24.90
-135.00	0.00	-365.00	27.00
-12,685.75	0.00	829.75	107.00
-5,239.63	0.00	-355.37	93.65
-5,201.20	0.00	1,401.20	136.87
-17,763.00	0.00	1,537.00	109.47
368.60	434.60	-803.20	0.00
-17,304.95	0.00	4,304.95	133.12
-5,444.00	0.00	5,444.00	0.00
-149,892.43	0.00	121,892.43	535.33
-13,786.85	0.00	13,786.85	0.00
-3,650.00	0.00	3,650.00	0.00
-23,447.50	0.00	10,947.50	187.58
-230.23	0.00	-369.77	38.37
-8,840.20	216.80	1,623.40	123.19
-488.00	431.00	-943.00	5.70
-2,106.00	0.00	306.00	117.00
-6,645.00	0.00	1,645.00	132.90
-1,200.00	0.00	1,200.00	0.00
-33,156.05	470.40	17,685.65	217.90
-9,114.86	0.00	9,114.86	0.00
-150.00	0.00	150.00	0.00
-275.00	0.00	275.00	0.00
-29,851.36	0.00	12,351.36	170.58
-1,205.29	0.00	1,205.29	0.00
-150.00	0.00	150.00	0.00
-1,246.30	0.00	-253.70	83.09
-396.00	10.00	386.00	0.00
-73,426.78	0.00	7,914.78	112.08
-4,190.83	0.00	-2,809.17	59.87
-50.00	0.00	50.00	0.00
-110.00	0.00	110.00	0.00
-250.00	0.00	-50.00	83.33

-19,214.00	0.00	-1,744.00	91.68
-11,268.00	0.00	-264.00	97.71
-12,134.00	0.00	739.00	106.49
-7,000.00	0.00	500.00	107.69
-5,000.00	0.00	5,000.00	0.00
-110,579.00	0.00	9,079.00	108.94
-22,002.10	0.00	-997.90	95.66
-12,321.17	0.00	321.17	102.68
-38,918.50	0.00	11,918.50	144.14
-2,388.00	0.00	88.00	103.83
-7,706.00	0.00	-494.00	93.98
-15,118.00	0.00	12,818.00	657.30
-1,800.00	0.00	-200.00	90.00
-2,580.00	0.00	1,380.00	215.00
-1,152.10	0.00	152.10	115.21
-131.50	0.00	-68.50	65.75
-521.49	0.00	221.49	173.83
-270.00	0.00	270.00	0.00
-104,486.50	0.00	34,486.50	149.27
-18,452.60	0.00	452.60	102.51
-74,047.88	0.00	39,047.88	211.57
-78,891.86	0.00	34,891.86	179.30
-8,541.00	0.00	4,041.00	189.80
-7,618.72	0.00	-4,381.28	63.49
-6,724.25	15.75	-291.50	95.84
-29,737.64	0.00	24,737.64	594.75
-12,179.14	0.00	9,179.14	405.97
-3,000.00	0.00	0.00	100.00
-2,593.40	0.00	1,383.40	214.33
-2,848.40	0.00	825.40	140.80
-914.80	0.00	-585.20	60.99
-1,339.80	0.00	939.80	334.95
-1,384.88	0.00	-615.12	69.24
-318.00	0.00	198.00	265.00
-516.40	0.00	-183.60	73.77
-1,050.00	0.00	-5,950.00	15.00
-1,502.80	0.00	982.80	289.00
-4,080.60	0.00	-919.40	81.61
-2,963.60	0.00	-336.40	89.81
-1,632.00	0.00	-868.00	65.28
-2,970.00	0.00	-30.00	99.00
-4,800.00	0.00	0.00	100.00
-252.04	0.00	252.04	0.00
-3,554.79	0.00	3,554.79	0.00
-21,949.52	0.00	21,949.52	0.00
-427.04	0.00	427.04	0.00
-2,907.05	0.00	2,907.05	0.00

-250.00	0.00	250.00	0.00
-7,184.67	0.00	7,184.67	0.00
-4,252.08	0.00	4,252.08	0.00
-153.10	0.00	153.10	0.00
-125.01	0.00	125.01	0.00
-2,651.00	0.00	2,651.00	0.00
-2,690.00	0.00	2,690.00	0.00
-5,369.51	0.00	5,369.51	0.00
-820.11	0.00	820.11	0.00
-2,647.15	0.00	2,647.15	0.00
-12,342.00	0.00	12,342.00	0.00
-12,202.20	0.00	12,202.20	0.00
-25,766.00	0.00	25,766.00	0.00
-2,947.95	0.00	2,947.95	0.00
-6,518.85	0.00	6,518.85	0.00
-900.00	0.00	900.00	0.00
-11,530.85	0.00	11,530.85	0.00
-11,212.12	0.00	11,212.12	0.00
-50.00	0.00	50.00	0.00
-2,967.00	0.00	2,967.00	0.00
-12,810.00	0.00	12,810.00	0.00
-49,897.50	0.00	49,897.50	0.00
9,000.00	0.00	-9,000.00	0.00
-3,393.00	0.00	3,393.00	0.00
-942.59	0.00	942.59	0.00
-500.00	0.00	500.00	0.00
-15,524.07	0.00	15,524.07	0.00
-10,525.00	0.00	10,525.00	0.00
-24,175.00	0.00	24,175.00	0.00
-92.11	0.00	92.11	0.00
-1,780.78	0.00	1,780.78	0.00
-126.88	0.00	126.88	0.00
-775,256.62	0.00	775,256.62	0.00
-747.54	0.00	747.54	0.00
-1,204,279.22	0.00	-1,385.78	99.89
-114,041.46	0.00	36,794.46	147.63
-136,211.83	0.00	16,711.83	113.98
-8,683.90	0.00	183.90	102.16
-326.22	0.00	326.22	0.00
-13,048.78	0.00	13,048.78	0.00
-345.11	0.00	-14,654.89	2.30

Town of Lisbon

Town Council

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

MEMO

To: Glenn Michalowski, Town Manager / Melanie Alexander, Assistant Town Manager
From: Samantha Bryant, Finance Director
Subject: Statutory Quarterly Finance Report
Date: July 11, 2023

Per Town Code:

The finance director shall submit quarterly investment reports to the town manager and town council. The report shall list the institution, investment type, amount, interest rate, maturity, current market value (for maturities of over three months), and the aggregate rate of return on the investments for the quarter.

To ensure that adequate cash flows are available for town use, a cash flow budget report will also be required quarterly.

At the end of the fiscal year, the finance director will provide an aggregate report of the investments and the rate of return achieved.

Per State Law 30A MRSA 5603.2.B:

Upon request, provide an account of the finances of the municipality and exhibit the official records to the municipal officers or to any committee appointed by them to examine the accounts. The municipal officers shall examine the treasurer's accounts at least once every 3 months;

Investment Report

Institution	Investment Type	Current Value	Current Yield	Maturity
Northeast Bank	Money Market Account	\$2,011,414.39	4.85%	n/a
Portland Trust Co	Mutual Fund	\$1,284,309.37	4.97%	n/a
Portland Trust Co	Mutual Fund	\$1,112,753.65	4.97%	n/a
Lisbon Community Federal Credit Union	Savings Account	\$5,918.61	0.20%	n/a
Lisbon Community Federal Credit Union	Certificate of Deposit	\$21,216.14	2.75%	7/15/24

Please also note that the Town's operating accounts with Androscoggin Bank are earning 2.70%.

As this report is also the end of the fiscal year, here is an aggregate summary of investments and the rate of return achieved.

Investment Report

Institution	Investment Type	6/30/23 Value	7/1/22 Value	Annual Return
Northeast Bank	Money Market Account	\$2,011,414.39	n/a	4.85%
Portland Trust Co IMA	Mutual Fund	\$1,284,309.37	\$2,164,535.47*	-40.67%*
Portland Trust Co Pooled Sub Accounts	Mutual Fund	\$1,112,753.65	\$1,047,238.09	6.25%
Lisbon Community Federal Credit Union	Savings Account	\$5,921.56**	\$5,442.99	8.74%**
Lisbon Community Federal Credit Union	Certificate of Deposit	\$21,216.14	\$20,641.29	2.78%

*In March 2023, \$943,885.33 was removed from this account.

**An external deposit was made to this account.

Cash Flow Budget Report

On 4/1/23 there was \$9,788,274.79 in the General Checking Account. On 6/30/23, there was \$5,633,031.90, which was a decrease of \$4,155,242.89. For comparison, on 6/30/22, there was \$7,050,077.36.

The main reason for this decline was the \$2,009,000 transferred from this account to Northeast Bank to secure a higher rate of return for Town funds as shown in the investment report. When factoring that in, available cash on 6/30/22 was actually ~\$500k higher than at the same time last year largely due to a projected budget surplus.

The main causes of a budget surplus are motor vehicle, state sharing, and investment revenues are well above budget, while expenses overall largely were in line with budget.

Treasurer's Accounts Review

Enclosed is an unaudited budget versus actual report for FY23.



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

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: ROS-1/ROS-2 Proposed Zoning Changes Discussion
Date: August 15, 2023

Summary

For the past several months, the Lisbon Planning Board has been working with North Star Planning to develop new zoning standards for the Rural Open Space I and II (ROS-I and ROS-II) districts. The goal of these updates is to improve flexibility and fairness for residential development in these zones while preserving farmland, forest, and open space.

Recommendation

1. Hold a joint Planning Board/Council meeting to discuss ordinance changes. Once PB and Council are in agreement, hold a public meeting to get feedback.
2. Take a step back from the developed ordinance changes, and hold a public meeting/listening session where different options are presented.

Attachments

1. LisbonROSCouncilMemo8.3.23

MEMORANDUM

TO: Lisbon Town Council
Glenn Michalowski, Town Manager

CC: Mark Stambach, Code Enforcement Officer

From: Kate Burch, Planner, North Star Planning

RE: ROS-I/ROS-II Proposed Zoning Changes – Next Steps

Date: August 3, 2023

Overview

For the past several months, the Lisbon Planning Board has been working with North Star Planning to develop new zoning standards for the Rural Open Space I and II (ROS-I and ROS-II) districts. The goal of these updates is to improve flexibility and fairness for residential development in these zones while preserving farmland, forest, and open space.

Currently, The ROS-I zone allows limited residential development, requiring an Open Space Subdivision if the parcel is greater than 10 acres. In the ROS-II zone, new residential subdivisions are not allowed, back lots are not allowed, and all new residential lots must have driveways on existing public streets. The purpose of these restrictions is to maintain Lisbon's agricultural base, forest land, and open space, and to limit the density of residential development in an area without utilities. However, these restrictions prevent many people from dividing their land and/or require a subdivision process that may be costly.

The Planning Board held 3 workshops on May 11, June 8, and June 22 and considered different zoning options. The Board developed a set of ordinance updates, but expressed that they do not wish to move forward without getting more input from the public.

North Star Planning and Town staff have identified two options to continue the process:

1. Hold a joint Planning Board/Council meeting to discuss ordinance changes. Once PB and Council are in agreement, hold a public meeting to get feedback.
2. Take a step back from the developed ordinance changes, and hold a public meeting/listening session where different options are presented.

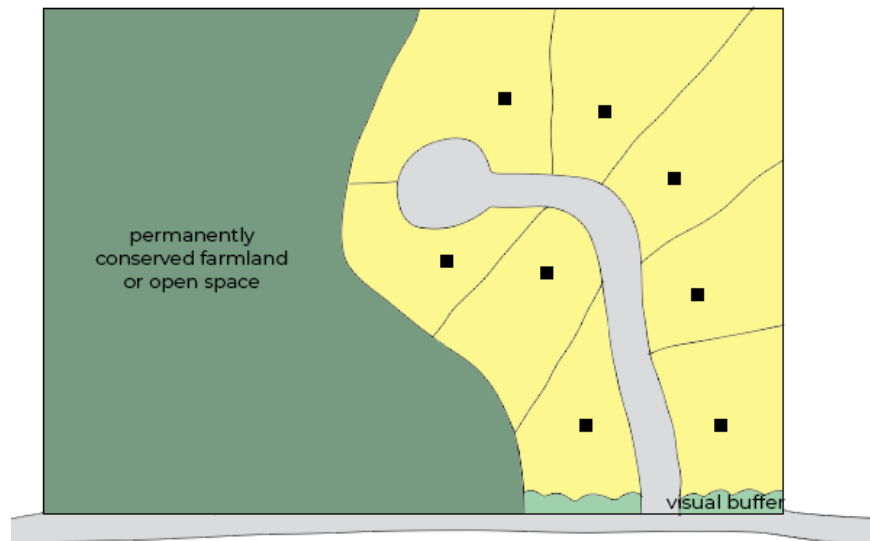
Planning Board Ordinance Development

The Board considered different tools to preserve rural land while still allowing flexibility for housing development. The two primary options are Conservation/Open Space Subdivisions and Maximum Lot Size.

Conservation or Open Space Subdivision

A fairly common tool in rural communities in Maine is requiring conservation subdivisions on large parcels and/or in agricultural zones. A conservation subdivision requires that the subdivider permanently conserve at least 50% of the parcel as open space with an easement, while the rest of the land can be divided into house lots of a smaller minimum lot size. These subdivisions are typically designed by a developer.

Conservation Subdivision Example:



Maximum Lot Size

Another approach to preserving farm, forest, and open lands is through a maximum lot size ordinance. A maximum lot size ordinance sets a maximum lot size and a maximum density: for example, 1 acre lots and 2 units per 10 acres. Dimensional requirements are kept flexible. Setback requirements can be adjusted to keep development close to roads, or to maintain rural views by keeping development set back from roads.

The benefits of Maximum Lot Size include:

- Embedded in zoning dimensional standards, so simpler to apply and enforce
- The remaining large parcel area does not have to be conserved under an easement
- Applies to all lot splits, not just subdivisions

The Board concluded that maximum lot size was a better approach for Lisbon as it provided more flexibility and less work for property owners.

Example Scenarios

These scenarios show how the Maximum Lot Size regulations developed would be applied in ROS-I and ROS-II.

ROS-I – 25 acre lot

Under current zoning, this parcel owner would be required to do an Open Space Subdivision. They would be required to permanently conserve 12.5 acres of the land, and could build five 2.5 acre house lots.

Under Maximum Lot Size:

- Maximum lot size: 1.5 acres
- Maximum density: 1 unit per 5 acres
- Minimum road frontage: 300'
- 4 new house lots, 19 acres preserved



ROS-II – 60 acre lot

Under current zoning, this parcel could not be subdivided.

Under Maximum Lot Size:

- Maximum lot size: 2 acres
- Maximum density: 1 unit per 10 acres
- Minimum road frontage: 300'
- 5 new house lots, 50 acres preserved



Ordinance Updates

The Planning Board developed the following ordinance changes and updates.

Definitions

Agriculture means the production, keeping or maintenance for sale or lease of plants and/or animals, including but not limited to forages and sod crops, grains and seed crops, dairy animals and dairy products, poultry and poultry products, livestock, fruits and vegetables, and ornamental and greenhouse products. Agriculture does not include forest management and timber harvesting activities.

Commercial farm means any parcel used for agriculture that meets at least one of the following conditions:

1. Eligible for or enrolled the current use taxation Farm and Open Space Tax Law (36 M.R.S. § § 1101 - 1121)
2. At least the minimum required farm income for the filing of an IRS Form-F of the landowner is derived from farm uses

Farm employee means any person who gains income from employment on a commercial farm.

Farm labor housing is a new or existing single or multi-family dwelling and/or other permanent structure converted into apartments, that is occupied by farm employees and their family members, on a commercial farm. Any housing occupied by the landowner or the landowner's family is not considered farm labor housing.

Division 5 – Rural Open Space District I

Sec. 70-352. - Permitted uses.

After the effective date of this amendment, no new residential building permits shall be issued for parcels larger than 1.5 acres, except to replace existing residences or for farm labor housing on a commercial farm.

Division 5A – Rural Open Space District II

Sec. 70-358. - Permitted uses.

After the effective date of this amendment, no new residential building permits shall be issued for parcels larger than 2 acres, except to replace existing residences or for farm labor housing on a commercial farm.

Sec. 70-361. - Dimensional requirements.

Lots in the rural open space II district shall meet or exceed the minimum requirements as identified in section 70-536 and the following (refer also to article VI of this chapter):

- (1) *Maximum coverage.* Maximum coverage of lot by structures in the rural open space district II shall not exceed 20 percent; except that high intensity farming shall not exceed 25 percent.
- (2) ~~Lot standards.~~ Lots shall comply with the following:
 - a. Lots shall have a minimum area of 60,000 square feet and a maximum area of 100,000 square feet.
 - b. ~~After the effective date of this amendment, lots for residential use shall have the required frontage on an existing publically maintained road.~~
 - c. ~~The lot frontage to lot depth ratio shall be 1:1.5.~~

Sec. 70-362. - Performance or land use standards.

Permitted uses and conditional uses in this division shall conform to the performance standards delineated in article VI of this chapter and the following:

- ~~(1) After the effective date of this amendment, residential subdivisions are prohibited.~~
- (2) After the effective date of this amendment, residential backlots are prohibited.

New Dimensional Standards

District	Minimum Lot Size	Maximum Lot Size	Maximum Density	Minimum Road Frontage	Minimum Shore Frontage	Minimum Front Setback	Shoreland Area	Minimum Side Setback	Minimum Rear Setback	Maximum Lot Coverage
Rural Open Space I										
Residential/Other Uses	20,000 SF per DU; 20,000 SF	1.5 acres	1 unit per 5 acres	150'	150'	50' arterial, 35' collector, 25' minor	75'	25'	25'	20%
Agriculture/High-intensity	40,000 SF	none	1 unit per 5 acres	150'	150'		75'	25'	25'	25%
Rural Open Space II										
Residential/Other Uses	40,000 SF per DU; 40,000 SF	2 acres	1 unit per 10 acres	300'	300'	50'	75'	25'	25'	20%
Agriculture/High-intensity	40,000 SF	none	1 unit per 10 acres	150'	150'	50'	75'	25'	25'	25%



Town of Lisbon

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

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: ORDER 2023-157 Appointments to the Ethics Panel
Date: August 15, 2023

Summary

The Applicants have submitted their completed applications to the Council.

Recommendation

Appoint two new members to the Ethics Panel.

Attachments

None



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

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: ORDER 2023-158 Accept Resignation of Dan Leeman as Associate Member of the Planning Board and appoint him as Regular Member to 2025
Date: August 15, 2023

Summary

Mr. Leeman resigns as Associate Member in order to be appointed Regular Member.

Recommendation

Accept the resignation of Dan Leeman as an Associate Member of the Planning Board, and appoint Dan Leeman as a Regular Member of the Planning Board to 2025.

Attachments

None



Town of Lisbon

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

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: ORDER 2023-159 Appointment to the Planning Board
Date: August 15, 2023

Summary

The Applicant has submitted a completed application to the Council.

Recommendation

Appoint Applicant to the Planning Board as an Associate Member.

Attachments

None



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

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: ORDER 2023-160 Appointment to the Lisbon Development Committee
Date: August 15, 2023

Summary

The Applicant has submitted a completed application to the Council.

Recommendation

Appoint Applicant to the Lisbon Development Committee.

Attachments

None



Town of Lisbon

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

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: ORDER 2023-161 Appointment to the Finance Committee
Date: August 15, 2023

Summary

The Applicant has submitted a completed application to the Council.

Recommendation

Appoint Applicant to the Finance Committee.

Attachments

None



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

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: ORDER 2023-162 Appointments to the Recreation Committee
Date: August 15, 2023

Summary

The Applicants have submitted completed applications to the Council.

Recommendation

To appoint a Regular Member and an Associate Member to the Recreation Committee.

Attachments

None



Town of Lisbon

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

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: ORDER 2023-163 Appointment of Emergency Management Director
Date: August 15, 2023

Summary

Lisa Ward has agreed to accept reappointment as Emergency Management Director.

Recommendation

Appoint Lisa Ward as Emergency Management Director.

Attachments

None