



AGENDA
COUNCIL MEETING & WORKSHOP
FEBRUARY 19, 2019
LISBON TOWN OFFICE
6:30 P.M.

Town Council

Norm Albert, Chairman
Kris Crawford, Vice Chair
Christopher Brunelle
Kasie Kolbe
Fernand Larochelle, Jr.
Mark Lunt
Allen Ward

1. CALL TO ORDER & PLEDGE TO FLAG

2. ROLL CALL

___ Councilor Albert ___ Councilor Brunelle ___ Councilor Crawford ___ Councilor Kolbe
___ Councilor Larochelle ___ Councilor Lunt ___ Councilor Ward

Town Clerk reading of meeting rules

3. **WORKSHOP - Comprehensive Plan & Planning Board Goals**

4. GOOD NEWS & RECOGNITION

2019-27 ORDER – Spirit of America Resolution

5. PUBLIC HEARINGS

6. AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS

7. CONSENT AGENDA

2019-28 ORDER – A. Municipal Accounts Payable & Payroll Warrants -

#262019	\$8710.00	#50	\$ 185,017.37
#21419	\$8976.32	#51	\$ 20,508.01

B. School Accounts Payable & Payroll Warrants -

#1919	\$85,411.50	#19	\$5,045.25
#1041	\$359,923.76	#1042	\$11,578.58
#1043	\$320,855.87		

C. Minutes of February 5, 2019

D. Set public hearing for renewal Special Entertainment Permit for the Flux Restaurant on March 5

E. Set public hearing for renewal Special Entertainment Permit for the Railroad Restaurant & Pub

8. COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

2019-29 ORDER – Municipal Budget Schedule 2018-2019 & School Budget Validation Timeline

2019-30 ORDER – ATV Access Road Ordinance – *First Reading*

2019-31 ORDER – Tax Acquired Property Disposal

2019-32 ORDER – Timeline for Charter Amendment

2019-33 ORDER – Lisbon Cannabis Company – Medical Marijuana Establishment License

2019-34 ORDER – Memorial Day Road Closure

2019-35 ORDER – Comprehensive Plan Vote

2019-36 ORDER – Solicit Bids for Turnout Gear

2019-37 ORDER – Temporary Road Postings

9. OTHER BUSINESS

A. Council Committee Reports:

1. School (Councilor Albert)

2. Planning Board (Councilor Ward)

3. LDC (Councilor Larochelle)

4. Conservation Commission (Councilor Ward)

5. Recreation (Councilor Kolbe)

6. County Budget (Councilor Ward)

7. Library (Councilor Lunt)

8. Water Department (Councilor Crawford)

B. Town Manager's Report

C. Water Department Report

D. Department Head Written Reports

10. APPOINTMENTS

11. COUNCIL COMMUNICATIONS

12. AUDIENCE PARTICIPATION & RESPONSE NEW ITEMS

13. EXECUTIVE SESSION

2019-38 ORDER – Per 1 MRSA Section 405 (6)(A) Personnel Matters

2019-39 ORDER – Per 1 MRSA Section 405 (6) (C) Acquisition of Real Property or Economic Development

14. ADJOURNMENT

2019-40 ORDER – To Adjourn

SUMMARY OF LISBON COUNCIL MEETING RULES

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

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

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



Town of Lisbon

Diane Barnes
Town Manager

Town Council
Norm Albert, Chairman
Kris Crawford, Vice
Chair
Christopher Brunelle
Kasie Kolbe
Fernand Larochelle, Jr.
Mark Lunt
Allen Ward

MEMO

To: Town Council
From: Diane Barnes, Town Manager
Subject: Recommendations
Date: February 19, 2019

Agenda Item 2019-31 Tax Acquired Property Disposal

The Town of Lisbon foreclosed on the following properties on December 17, 2019 for non-payment of Real Estate Taxes. The 30-day redemption period has now expired after the taxpayers were notified by mail that they have 30 days to redeem their property by paying all outstanding taxes and fees owed before the Town takes steps to dispose of the tax acquired property. The properties below remain unpaid.

<u>Name</u>	<u>Address</u>	<u>Total Owed as of 2/19/2019</u>
Gendron & Gendron	Off Cross Street	\$ 3,191.12
Christine Smith	8 Whispering Pines	\$ 506.39

Recommendation

Authorize the Town Manager to advertise the Tax Acquired property for sale by sealed bid with the amount due as a minimum bid.

Agenda Item 2019-34 Memorial Day Road Closure

The Coombs Mountfort American Legion post 158 would like the Council to consider the following road closures from 9AM to completion for Lisbon's Memorial Day Parade from Lisbon High School down Route 196 to Main Street, Main Street to School Street, School Street to MTM Community Center.

Recommendation

Authorize the 2019 Lisbon Memorial Day Parade Road Closures from Lisbon High School on Route 196 to Main Street, Main Street to School Street, and School Street to the MTM Community Center from 9AM to completion.

Agenda Item 2019-36 Solicit Bids for Turnout Gear

The Fire Chief is requesting permission to go out to bid for structural firefighting turnout gear. The expected cost to purchase the gear is estimated to exceed \$10,000 for the 5 sets of gear. This was planned and funded in the current budget.

Recommendation

Authorize the Fire Chief to solicit bids for firefighting turnout gear.

Agenda Item 2019-37 Temporary Road Postings

The Public Works Director is requesting authorization to post weight limits for the list of roads in the Council packet as permitted per Title 29-A (Chapter 21, Subchapter 3), Section 2395 and to adopt for incorporation into Lisbon's Code for local roads the State's Rules found in Chapter 308 the State adopted per Title 29-A Section 2395.

Recommendation

Adopt the MDOT State Rules in Chapter 308 for local roads and authorize the Temporary Road Closures listed as presented.

**NOTICE OF PUBLIC HEARING
COMPREHENSIVE PLAN UPDATE**

Pursuant to the procedures of the Growth Management Act, MSRA 30-A, Section 4324, the Lisbon Planning Board hereby gives notice that it will hold a public hearing on the proposed Comprehensive Plan Update. This Plan Update makes amendments the Comprehensive Plan last updated in 2011. Following the hearing, the Planning Board may recommend adoption of the plan to the Town Council. Changes included in this Comprehensive Plan Update include:

- Updated demographic, economic and land use data,
- Updated inventory of municipal facilities and services,
- Focus on implementation of community goals through 3 high priority areas:
 - Focus on the Basics: Schools, Roads, Infrastructure
 - Boost the Value of Parks and Public Spaces
 - Best Face Forward: Raising the Bar for Community and Private Investment

At the public hearing the Board will receive testimony from interested persons and the general public on any portion of the Comprehensive Plan Update. The draft Comprehensive Plan Update may be viewed in the Town Office or at the Library or online at **www.lisbonme.org**.

The public hearing will be held in Council Chambers at the Lisbon Town Office, 300 Lisbon Street, Lisbon, on Thursday, February 28, 2019, starting at 7:00pm. Comments and questions may be submitted in person at the meeting or in writing in advance of the public hearing. Written comments may be submitted to the Code Enforcement Department in person or mailed to: Town of Lisbon Code Enforcement Department, 300 Lisbon Street, Lisbon, ME, 04250.

For further information, contact Dennis Douglass, Code Enforcement Officer, at **DDouglass@lisbonme.org**, or (207) 353-3000, ext 111.

MEMORANDUM

TO: Karin Paradis, Planning Board Chair

CC: Don Fellows, Planning Board Vice Chair
Dennis Douglas, Code Enforcement Officer

From: Ben Smith, AICP, Principal, North Star Planning 

RE: Planning Board Goals 2019

Date: January 24, 2019

At the Planning Board meeting on February 10, 2019, the Board discussed a number of goals for the upcoming year. The goals build on the goal setting work of last year and draw from the draft Comprehensive Plan update.

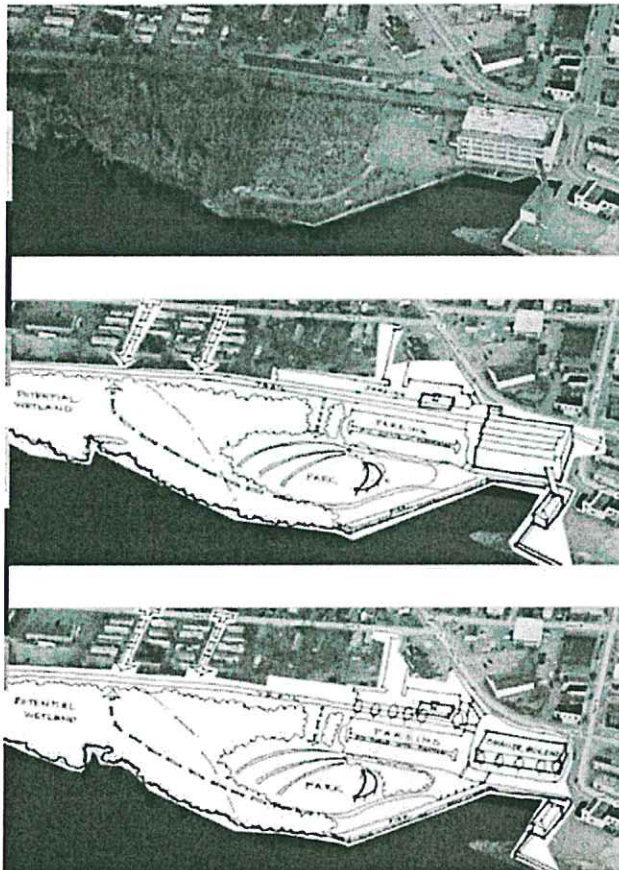
Ordinances

- Address standards for Child Day Care in home and Children's Day Care Facility.
 - There are recurring issues caused by the difference between Lisbon's capacity limit of 8 children and the State's limit of 12 children
 - There should also be consideration for making Child Day Care in home a Permitted Use as opposed to a Conditional Use, based on the number of applications that are approved by the Board
- Add standards to allow Accessory Dwelling Units
 - Accessory Dwelling Units would add flexibility for homeowners to add new living spaces that are separate from the primary dwelling unit.
- Add standards to allow Tiny Homes
 - Tiny Homes are currently in a regulatory no-man's-land as they are not manufactured homes, not RV's and not structures on foundations. There may be ways to get Lisbon ready for Tiny Homes as accessory dwelling units or a Tiny Home Village, but only part of this is in the Town's hands due to the state building code.
- Create a Land Use Ordinance through the consolidation of Chapter 62-Site Plans, Chapter 66-Subdivisions, and Chapter 70-Zoning Ordinances

- This is a large undertaking that might be an appropriate next step in the fine tuning the ordinances for alignment with the updated Comprehensive Plan.

Planning

- Complete Comprehensive Plan update
 - This effort is on track for formal review and adoption in early 2019.
- Waterfront Area Planning
 - This effort involves master planning and conceptual site planning work for the Worumbo Mill site. It might also be advantageous to include the Knight-Celotex property in this effort. Concepts from the 2013 Route 196 Master Plan are shown below.



- Beaver Park Planning
 - This effort would involve coordination with the Recreation Department to plan for site, programming and facility improvements at this regionally important facility to help make it an even more valuable asset for Lisbon and visitors in the future.

Diane Barnes

From: Dennis Douglass
Sent: Monday, February 11, 2019 3:28 PM
To: Diane Barnes
Cc: karin langdon paradis; Donald Fellows; Ben Smith
Subject: Planning Board budget
Attachments: Planning Board Goals 2019.pdf

To Lisbon Town Council and Town Manager,

The Planning Board has reviewed and approved the proposed budget and 2019 board goals and present both for your approval. The budget is lower than previous years and includes the professional services of our contract planner. While being mindful of expenses, the board strongly values the expertise and professional guidance provided by our planner. With lofty and lengthy goals for 2019 and strong resurgence of business and residential development in town ,the planner's guidance is both invaluable and a wise investment and truly an expense we can't afford not to make.

Karin L Paradis
Planning Board Chair

RESOLUTION

The 2019 Lisbon, Maine Spirit of America Foundation Tribute honors Angela Shambarger for commendable community service. Providing for: Recognition of Angela Shambarger's volunteerism and community service for over 50 years.

BE IT RESOLVED by the Town Council of the Town of Lisbon as follows:

WHEREAS, Angela is well known throughout Lisbon for her fifteen years of commitment and her dedication to so many Lisbon organizations benefitting the Lisbon School District.

WHEREAS, Angela was a member of the Lisbon Community School PTO for nine years, serving as its President from 2009 to 2014.

WHEREAS, She was a member of the Phillip W. Sugg Middle School Parent Action Group for six years and its President for four years. She was instrumental in creating a new fundraising process for the school and was part of the planning team, which forged the collaboration with the Ripple Effect Leadership Program for students.

WHEREAS, She was part of the planning team that received 501C3 non-profit status for the parent-teacher organizations and formed LCSPTO, Inc. allowing the individual groups to share the status and resources. The combined fundraising efforts of these organizations has raised tens of thousands of dollars to directly benefit the students of Lisbon. Under her leadership and the board, this group assumed the responsibility for training volunteers in the Lisbon School District.

WHEREAS, She was the volunteer Cross Country Travel Coach for the middle school for six years.

WHEREAS, She has been a member of the Lisbon School District Planning team since 2012.

WHEREAS, She is a founding member of the Lisbon Performing Arts Center Initiative and current president as it works with the Lisbon School District and community to renovate the Lisbon High School performing arts space.

WHEREAS, She is an active member in the Lisbon High School Athletic and Music Boosters and volunteers for other town initiatives as the need arises.

NOW THEREFORE, BE IT RESOLVED by the Town Council of the Town of Lisbon that Angela Shambarger be recognized for her admirable achievements and honors, which she has instilled upon this community receiving the 2019 Lisbon Spirit of America Foundation Tribute;

BE IT FURTHER RESOLVED that a copy of this resolution be framed and presented to Angela Shambarger for appropriate display.

Given under our hands this 19th day of February A.D. 2019.

LISBON TOWN COUNCIL

Allan Ward, Chairman

Christopher Brunelle

Norman Albert

Kris Crawford

Kasie Kolbe

Fern Larochelle

Mark Lunt

A true Copy,

Attest: _____
Municipal Clerk (Clerk Signature & seal)



TOWN COUNCIL MEETING MINUTES FEBRUARY 5, 2019

Christopher Brunelle, At Large 2019
Mark Lunt, District 1 2019
Kris Crawford, District 2, 2019
Fern Larochelle, At Large 2020
Normand Albert, At Large 2021
Kasie Kolbe, District 1 2021
Allen Ward, District 2 2021

CALL TO ORDER. The Chairman, Normand Albert, called the meeting to order and led the pledge of allegiance to the flag at 7:00 PM.

ROLL CALL. Members present were Councilors Ward, Albert, Kolbe, Brunelle, Lunt, Crawford, and Larochelle. Also present were Diane Barnes, Town Manager; and approximately 3 citizens in the audience, as well as Planning Board Member Karin Paradis

GOOD NEWS & RECOGNITION

Councilor Crawford stated how well the Water Department did over the weekend dealing with the water main break on South Street.

PUBLIC HEARING – NONE AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS - NONE

CONSENT AGENDA

VOTE (2019-19) Councilor Ward, seconded by Councilor Larochelle moved to approve the following:

A. Municipal Accounts Payable & Payroll Warrants -

#1162019	\$4,631.93	#2252019	\$ 6,866.44
#48	\$159,158.51	#49	\$14,152.81
#1302019	\$6726.79	# 252019	\$438,862.76

B. School Accounts Payable & Payroll Warrants -

#18	\$3,137.59	#1039	\$338,782.65
#1040	\$11,412.38	#1919	\$85,411.50

C. Minutes of January 15, 2019

D. Renewal Liquor License – Angelo’s Pizzeria of Lisbon

Order passed – Vote 7-0.

COUNCIL ORDERS, ORDINANCES, & RESOLUTIONS

TAX ACQUIRED PROPERTY REDEMPTION NOTICES

INTRODUCTION: Mrs. Barnes said the Town of Lisbon foreclosed on the following properties on January 18, 2019 for non-payment of Real Estate Taxes. The next step in the process is to have Council authorize a 30-day redemption period in which taxpayers are notified by mail that they have 30 days to redeem their property by paying all outstanding taxes and fees owed before the Town takes steps to dispose of the tax acquired property.

Name	Address	Total Owed as of 3/8/2019
James Davis & Jennifer Campbell	21 Serena Street	\$12,094.57

VOTE (2019-20) Councilor Larochelle, seconded by Councilor Kolbe moved to authorize the Town Treasurer to send out a 30-day notice of redemption to the tax acquired property owners of record allowing them to pay all real estate taxes and fees owed on the property in full by the end of the 30-day period of redemption, and to accept the funds until Council takes action to dispose of the property and issue a quit claim deed when payment in full is received. **Order passed - Vote 7-0.**

TAX COLLECTOR CERTIFICATE OF SETTLEMENT

INTRODUCTION: Mrs. Barnes explained the Tax Collector is entitled from his/her liability under Maine State Statute when the Tax Collector has settled in full all taxes assessed and committed for each given year. This is the final step taken in connection with the duties of the Tax Collector, and is the foundation of his/her discharge from further liability for collection of taxes for that year. The uncollected taxes for 2018 has gone through the lien process and is now the responsibility of the treasure to collect any remaining unpaid taxes. The uncollected personal property tax has been through the court process with a judgment granted to the Town of Lisbon.

VOTE (2019-21) Councilor Brunelle, seconded by Councilor Kolbe moved to approve and sign the certificate of settlement for Diane Barnes, Tax Collector for the tax year 2018. **Order passed - Vote 7-0.**

CMP-LED LIGHT CONVERSION CONTRACT

INTRODUCTION: Mrs. Barnes explained Central Maine Power has a new program that started in December 2018 to convert CMP owned street lights from sodium powered to LED powered similar to their program years ago when they converted mercury lights to sodium lights at no cost to the municipality. The only cost would be for Police presences if the municipality required them for traffic control. CMP has contracted with Target to complete the conversions. Target is dedicated to this program which provides for a faster turnaround time.

This program is on a first come first serve basis. They have completed the conversion for the Towns of Poland and Sebago. The next town to be converted will be Dayton with work commencing in April of 2019. They have four other towns near the Farmington area that will be done next with a total of eighteen getting agreements approved and signed.

The municipality will be required to enter into a fifteen-year agreement with CMP the same as what was required when they converted mercury to sodium. The agreement states that CMP will supply and maintain the outdoor lighting service described in accordance with CMP's Rates, Terms, and Conditions on file with the Maine PUC. CMP will furnish, own, and maintain standard distribution-type poles, laminated wood poles, and decorative poles. When such poles are furnished strictly for area lighting, the customer shall pay a special facilities charge. If any light fails to operate, CMP will repair or replace it at its options, within a reasonable time after the customer gives CMP notice of the light failure.

The Customer (Municipality) will pay the charges for this outdoor lighting service from the date of installation until the Agreement is terminated (15 years). The Customer will furnish, own, and maintain any poles other than the standard types offered by CMP. The Customer will provide CMP with notice of light fixture failure.

The decorative lights in the area of Lisbon Street and Village Street will not be converted until they get them on the tariff by the 3rd quarter of 2019. These lights will be included in the agreement but done at a later date when CMP has the conversion in place.

The total estimated annual savings provided to us by CMP is approximately \$22,000.

COUNCILOR COMMENTS: Alan Seamans, member of the Conservation Commission and community member spoke in favor of the CMP program. He stated that the LED lights will use 72% less energy. The environmental benefit is a dramatic reduction in Fossil Fuel usage. The lights have full cut off fixtures, which means there is zero light emitted from 90 degrees or above the bulbs and from 90 degrees to 80 degrees below, which offers a much better quality of lighting, including the warm white color coming off of them, as opposed to

the new blue light features that some of the other bulbs being sold have. Mr. Seamans said he was concerned with CMP's lack of trust with communities and other Municipalities not using the savings from this plan responsibly.

VOTE (2019-22) Councilor Larochelle, seconded by Councilor Ward as restated by the Chairman, moved to authorize the Town Manager to enter into a 15 year agreement with CMP for the conversion of CMP owned street lights from sodium to LED, contingent upon the Council receiving clarification regarding the Special Facilities Charge. **Order passed - Vote 7-0.**

OTHER BUSINESS

A. COUNCIL COMMITTEE REPORTS

1. School: Councilor Albert said the Preliminary Budget looks good. He congratulated the Cheerleaders for winning the Regional competition and wished them luck as they head to the State Competitions.
2. Planning: Councilor Ward said there was a Public Hearing for a Day Care and Subdivision with the Planning Board last week. He said the Preliminary Comprehensive Plan is now on the Website. He asked the Planning Board Chairman, Karin Paradis, if Council could have a Workshop with the Planning Board Members a half hour before the Council Meeting on February 19th at 6:30 to discuss the Comprehensive Plan. He said the Planning Board agreed to do that.
3. LDC: Councilor Larochelle said he had nothing to report.
4. Conservation Commission: Councilor Ward said they are working on a Composting Plan to be considered with this budget as well as the work on the Invasive Species and the Solar project. Mr. Seaman stated that they are also working on creating a better map of Beaver Park.
5. Recreation: Councilor Kolbe said the Winter Festival was well attended. The Moxie Committee met last night and chose their Logo Design.
6. County Budget: Councilor Ward said he had nothing to report.
7. Library: Councilor Lunt said he had nothing to report.
8. Water Department: Councilor Crawford reported there were four Water Main breaks in the month of January.

B. TOWN MANAGER'S REPORT

Mrs. Barnes stated that she budgeted 9% for health insurance and it came in at 4% costs.

APPOINTMENTS

CONSERVATION COMMISSION

VOTE (2019-23) Councilor Brunelle, seconded by Councilor Larochelle moved to appoint Christopher Huston to the Conservation Commission. **Order passed – Vote 7-0.**

APPEALS BOARD

VOTE (2019-24) Councilor Larochelle, seconded by Councilor Lunt moved to appoint Christopher Huston to the Appeals Board. **Order passed - Vote 7-0**

LISBON DEVELOPMENT COMMITTEE- 3 REAPPOINTMENTS

VOTE (2019-25) Councilor Larochelle, seconded by Councilor Lunt moved to appoint Meridith Lord, Donald Fellows, and Cheryl Haggerty to the Lisbon Development Committee. **Order passed - Vote 7-0**

COUNCILOR COMMUNICATIONS

Councilor Ward asked Mrs. Barnes to go over the plan for the Departments to present their goals to the Council. She stated the goals will be presented as they go through the budget process. Councilor Albert stated that the Council goals would also be submitted for Departments to be able to review. Councilor Ward recommended that all goals should be presented to Mrs. Barnes by February 28th for review.

AUDIENCE PARTICIPATION FOR NEW ITEMS - NONE**EXECUTIVE SESSION - NONE****ADJOURNMENT**

VOTE (2019-26) Councilor Larochelle, seconded by Councilor Kolbe moved to adjourn at 7:35 PM. **Order passed - Vote 7-0.**

Lisa Smith, Deputy Town Clerk
Date Approved: February 19, 2019

Schedule for School Budget Validation Referendum FY1920 - BVR

<u>Action</u>	<u>Legal Deadline or Timeframe & Notes</u>	<u>Recommended Date</u>
School Committee Meeting	Discuss budget amounts to send to Council and voters	Monday, February 25, 2019
School Committee Presents Budget to Council		Tuesday, March 12, 2019
School Committee requests Council to Set Election and Public Hearing Dates	Send Memo no later than Wednesday the week before meeting to Town Clerk requesting Council set dates, then facilities needs to be reserved.	Tuesday, April 2, 2019
Send Notice to Sun Journal Advertising Notice of Public Hearing	Has to be to the Sun Journal before 10AM. Send 2nd request for second ad at the same time. <i>Note the second ad can't run less than 2 weeks after the 1st ad.</i>	Friday, April 12, 2019
First Publication of Notice of Public Hearing in a local newspaper having general circulation in the Town.	Town Charter, Sec. 6.04. <i>(Council shall publish in one or more newspapers... a general summary of the budgets and a notice stating time and place of Public Hearing.)</i>	Sunday April 14, 2019
School Committee requests Council to Approve Warrant	Send Warrant no later than Wednesday the week before meeting to Town Clerk When adopted ballots get ordered.	Tuesday, April 16, 2019
Second Publication of Notice of Public Hearing in a local newspaper having general circulation in the Town.	Town Charter, Sec. 6.04. <i>(Council shall publish in one or more newspapers... a general summary of the budgets and a notice stating time and place of Public Hearing.) Must run at least 7 days before hearing.</i>	Monday April 29, 2019
School Committee's final vote on Budget and Vote on "Notice of amounts adopted at budget meeting".		Monday, May 6, 2019
School Budget Public Hearing/Public Comment at Town Office. School Capital Improvement Plan Public Hearing	Per Town Charter Sec. 6.04 (Council shall publish in one or more newspapers... a general summary of the budgets and a notice stating time and place of Public Hearing.)	Tuesday, May 7, 2019
Council adopts School Budget at <u>Budget Meeting</u> .	Budget Meeting date used on the warrant. Absentee ballots available next day.	Tuesday, May 14, 2019
Town Clerk posts Warrant	Warrant typically posted day after budget meeting. Warrant shall be posted 7 days prior to Election Day. <i>20-A MRSA § 1486(3)</i>	Wednesday, May 15, 2019
School Budget Validation Referendum	Must be held on or before 30 th day following <u>budget meeting</u> per law. <i>20-A MRSA § 1486(2)</i> "Notice of Amounts Adopted at Budget Meeting" is a necessary posting to occur at the polling place(s).	Tuesday, June 11, 2019

ARTICLE IV. - RECREATION ACTIVITIES ON PUBLIC WAYS
DIVISION 1. - GENERALLY

Sec. 50-261. - Purpose.

The purpose of this ordinance is to authorize the operation of ATVs on designated roadways in the Town of Lisbon.

Sec. 50-262. - Definitions.

Accompanied by adult. "Accompanied by an adult" means, with respect to operation of an ATV, within visual and voice contact and under the effective control of a child's parent or guardian or another person 21 years of age or older.

All-terrain vehicle or ATV. "All-terrain vehicle" or "ATV" means a motor-driven, off-road, recreational vehicle capable of cross-country travel on land, snow, ice, marsh, swampland or other natural terrain. "All-terrain vehicle" or "ATV" includes, but is not limited to, a multitrack, multi-wheel or low-pressure tire vehicle; a motorcycle or related 2-wheel, 3-wheel or belt-driven vehicle; an amphibious machine; or other means of transportation deriving motive power from a source other than muscle or wind. For purposes of this subpart, "all-terrain vehicle" or "ATV" does not include an automobile as defined in 29-A M.R.S. § 101(7); an electric personal assistive mobility device as defined in 29-A M.R.S. § 101(22-A); a truck as defined in 29-A M.R.S. § 101(88); a snowmobile; an airmobile; a construction or logging vehicle used in performance of its common functions; a farm vehicle used for farming purposes; or a vehicle used exclusively for emergency, military, law enforcement or fire control purposes.

ATV access route. For the purpose of this ordinance, an ATV access route shall be defined as a public way maintained by the Town of Lisbon and designated by the Town Council as an ATV access route. ATVs are only to be used by the public on such designated public ways to gain access to the Lisbon ATV Trail System.

Lisbon ATV Trail System. A designated path commonly used and maintained for ATVs which is administered, in part, by the Town of Lisbon in association with a designated ATV Trail Organization.

Public way. "Public way" means a way, owned and maintained by the State, a county or a municipality, over which the general public has a right to pass.

Sec. 50-263. - Use and operation of Lisbon ATV access routes.

- (a) Operation of an ATV within the Town of Lisbon shall comply with 12 M.R.S. § 13157-A, Operation of ATVs.
- (b) Use and operation of an ATV on a public way shall not obstruct or interfere with the use of the way by traffic or pedestrians.
- (c) The Lisbon ATV access routes will be posted as OPEN from June 1st thru October 31st from sunrise to sunset. All other times/dates the ATV access routes will be posted as CLOSED.
- (d) Each year, in the month of December, prior to the opening of the ATV access routes and Lisbon ATV Trail System, the designated ATV Committee shall be designated or re-designated by the Lisbon Town Council and an annual review of the ATV access routes and Lisbon ATV Trail system shall be conducted. The review will be performed by the Town Manager, Chief of Police or designated officer, Public Works Director, and a designated representative of the ATV Trail Committee.
- (e) Operators under the age of 18 must have a valid driver's license and/or be accompanied by an adult age 21 or older.

Sec. 50-264. - ATV access routes.

The town council does hereby designate the following portions of public ways as ATV access routes, with travel limited to the extreme right of the public way in the same direction as motor vehicle traffic. The posted speed limit for ATV's on ATV access routes shall be ten miles per hour and signs designating the ATV access route and the speed limit shall be conspicuously posted. ATV access routes have been established using guidelines under 12 M.R.S. § 13157-A § 6(H).

(1) Miller Road.

(2) Memorial Street (from Spring Street intersection to Route 196)

(3) Spring Street

(4) Hudon Road

(5) Village Street

(6) Ferry Road (~~between Miller Rd. and Bretton Rd.~~)

(7) River Road (from intersection of Hudon Road to Route 196)

~~(3)~~(8) Wagg Road.

~~(4)~~(9) County Road.

~~(5)~~(10) Burrough Road (from Route 125 to Bowdoin Town Line).

~~(6)~~(11) Gould Road (from Route 125 intersection westerly to #75 Gould Road).

~~(7)~~(12) Wing Street (From #48 Wing Street to the Wing Street / Route 9 intersection)

~~(8)~~(13) Route 9 (From intersection of Wing Street to Route 196)

~~(9)~~(14) Lisbon Street/Route 196 (From intersection of Route 9 to #568 Lisbon Street/Route 196)

~~(10)~~(15) Scottsdale Street.

~~(11)~~(16) Huston Street (from intersection of Scottsdale Street westerly on Huston Street to end).

(17) Route 196

- From the intersection of River Road, south on Route 196/Lisbon Street to approximately 610 Lisbon Street/ Route 196 at the start of the ATV trail.
- From Memorial Street North onLisbon Street / Route 196 to approximately 211 Lisbon Street / Route 196 for access to fuel and convenience stores.

~~(12)~~(18) Capital Avenue.

~~(13)~~(19) Summer Street (from Main Street, Rte 125, to intersection of Edgecomb Road).

~~(14)~~(20) Edgecomb Road (from intersection of Summer Street westerly to start of Transmission Line trail).

~~(15)~~(21) Cotton Road.

~~(16)~~(22) Pinewoods Road (~~from intersection of Cotton Road Southwesterly to the Pinewoods Road Recreational fields~~).

Sec. 50-265. - Signs.

Designated ATV access routes shall be posted along the public ways to clearly define the approved access route. Posted signs shall include the 10 MPH speed limit and the designated ATV access route. The designated ATV Trail Organization shall be responsible for production, placement and overall maintenance of the signage. This shall be done in coordination with and approval of the Lisbon Public Works Department.

Sec. 50-266. - Penalty for violation of division.

Penalties for violation of this division shall be as follows:

- (1) On the occasion of the first violation, the individual violator will be issued a warning, which shall contain the name and address of the violator, the nature of the violation and the location of the violation.
- (2) On the second and subsequent violations:
 - a. Second violation—\$50.00 fine.
 - b. Third violation—\$100.00 fine.
 - c. Fourth and subsequent violations—\$200.00 fine.
- (3) This ordinance shall be enforced by the Lisbon Police Department.

Sec. 50-267.—ATV Trail Map. Repealed (C.M. of 08-14-2018 V. 2018-158)

CM 10-16-2018 Vote 2018-233



Lisbon Police Department

A Community Policing Agency

300 Lisbon St.
Lisbon, ME 04250

Marc R. Hagan
Chief of Police

To: Town Manager Diane Barnes

From: Chief of Police Marc Hagan

Subject: Proposed ATV Access to Public Ways

Date: 02/11/2019

I have reviewed the proposed increase in ATV access to public ways in the Town of Lisbon and spoken with my supervisors with regard to the issue. It is my belief that this significant increase would not be in the best interest of public safety.

The concerns raised are as follows:

1. Approximately 14,000 vehicles use Route 196, in the area of River Road, on a daily basis according to a 2017 MDOT traffic count. The traffic count in the Route 196/Village Street area ranges from 12,000 - 14,000 vehicles daily, and the Route 196/Route 9 area averages between 16,000 to 17,000 vehicles. The Route 196 corridor through Lisbon is clearly a heavily travelled roadway and to allow the addition of all-terrain vehicles onto or adjacent to this area of the public roadway seems inadvisable.
2. Of the 149 motor vehicle crashes investigated in the Town of Lisbon in 2018, 80 were on Route 196. To be fair, not every crash that took place during this time occurred in the proposed ATV accessible area. With that being stated however, our records show 30 motor vehicle crashes have occurred within the Sabattus River Bridge/Frosthill/River Road area over the past 4 years. Again, the concern is that allowing all-terrain vehicles to be operated next to or with motor vehicle traffic in this area does not seem appropriate.
3. Village Street, near Route 196, does not have an adequate width to allow for the safe operation of atv's with motor vehicles. Parking is allowed on both sides of the roadway in this area, which will force the atv's into the travel lane with motor vehicles.
4. The narrow road shoulder, combined with the sharp corners, inclines/declines, on the Ferry Road do not allow for the safe operation of atv's on or beside this roadway.
5. There was also concern raised with regard to the potential increase in calls for service from motorists, and residents along the Pinewoods, Ferry, and Hudon Roads with regard to noise and erratic operation complaints that will fall upon the police department to address.

Respectfully,

MRH

Timeline - Charter Amendment

Item #	Action	Legal Deadline	Recommended Date
1	Introduce proposed order; Council orders public hearing to be held on proposed order.	Council Meeting	Tuesday, March 5, 2019
2	Notice of Public Hearing published in a local newspaper having general circulation in the town.	Per Title 30-A Section 2104 Subsection 5 paragraph A - at least 7 days prior to public hearing. Send ad to Sun Journal March 20	Sunday, March 24, 2019
3	PUBLIC HEARING	Not less than 7 days after published notice.	Tuesday, April 2, 2019
4	Within 7 days after the hearing, Final Action of Council authorizing Order of proposed amendment. Election must be held at least 30 days after Order is passed.	Per Title 30-A Subsection 1	Tuesday, April 2, 2019
5	Council approves the Warrant calling for Referendum Election	Not less than 45 days prior to Election Day. See 30-A MRSA 2528	Tuesday, April 16, 2019
6	Post Referendum Warrant in each district	7 days before Election Day. See 21-A MRSA 621-A and 30-A MRSA 2523	On or before Monday, June 3, 2019
7	Absentee Ballots Available	30 days prior to Referendum	Friday, May 10, 2019
8	Referendum Election	See Above Requirements	Tuesday, June 11, 2019

DRAFT AMENDMENTS TO CHARTER OF TOWN OF LISBON

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 ~~elected by the registered voters of the Town. Three members shall be~~ nominated and elected by the qualified voters of the Town at large ~~and two Councilors shall be nominated and elected by the qualified voters of each of the two Voting Districts as provided for in Section 7.03.~~ 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. ~~District Councilors shall reside in the Voting District from which they are elected and they shall establish such residence no later than the earliest date on which nomination petitions for the office may be circulated.~~
- (c) *Election, Terms.* Councilors shall be elected to serve staggered three-year terms as provided for in Article X.

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 or 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. ~~If the vacancy is a seat of a District Councilor, the person elected or appointed to fill the vacancy shall be a resident of the applicable Voting District. Should a Councilor who is elected from a particular District change their residence from that District~~

~~to another District within the Town of Lisbon, that Councilor shall be allowed to serve out that portion of their term until the next election during which Councilors are elected. At that time, the seat shall be declared vacant for the remainder of that Councilor's term and a new Councilor qualified from that District shall be elected to fulfill the remainder of the term. If by virtue of a change in District lines, a Councilor elected from a particular District, without having physically moved the Councilor's residence, is nevertheless located in a District other than that from which they were elected, they shall be permitted to serve out the remainder of the term but shall not be eligible for reelection as a Councilor from the original District.~~

ARTICLE VII. - NOMINATIONS AND ELECTIONS

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 ~~at large~~, School Committee member, or Water Commissioner ~~at large~~ by not less than 50 nor more than 75 qualified voters of the Town by signing a nomination petition. ~~Any qualified voter may be nominated for election as a Council member from the district in which he or she resides by not less than 50 nor more than 75 qualified voters of the district 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 ~~and, if for Town Council, whether the seat is at large or for a specified district~~. 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.

Sec. 7.03. - Voting ~~Districts and~~ Places.

~~The Town shall be divided into two Council districts. Each district shall contain as nearly as practicable the same number of inhabitants. Each district shall be as compact as is reasonably practicable. At least once in every ten (10) years after the adoption of this Charter, the Council shall review the boundaries of the existing voting districts, and after public hearing thereon, shall by ordinance alter, change and establish the boundaries of each district so that each, as nearly as practicable, shall contain an equal number of voters. The lines of each voting district shall remain as established in this Charter until changed by ordinance.~~ 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.

Sec. 7.04. - Names on Ballots.

- (a) *At Large Candidates.* The full names and addresses of all candidates for Council member ~~at large~~, 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 ~~at Large~~", "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.
- ~~(b) *District Candidates.* The full names of each Council member candidate by district except any who has died, withdrawn, or become ineligible, shall be printed on the ballot without party designation under the heading "For District Council Member." The name of the 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.~~

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. ~~A voter may vote only for a district Council member who resides in the district in which that voter resides.~~
- (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.

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

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 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 ~~or, in the case of a recall of a Councilor elected from a district, signed by qualified voters of the district equal in number to at least 15 percent of the total number of qualified voters from that district 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 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 ~~or, in the case of recall of a Council member elected from a district, the qualified voters of that district.~~ 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.

Other _____

Business Name: Urban Cannabis Company

Agenda Item 2019-33

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

Signature: [Signature] Date: 12-4-18

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

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

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

INSPECTIONS REQUIRED

I, Dennis Douglass, the **Building Inspector** have verified that the premises at which the establishment will be located complies with all applicable Town Ordinances including, but not limited to, the building code, electrical code, and plumbing code, and have attached a report of findings in writing to the Town Clerk if applicable. check here if findings are to be attached.

Date: 2/7/19 Signature: [Signature]

I, Dennis Douglass, the **Code Officer** have inspected the location or the proposed location to determine whether the applicable ordinances relating to land use issues and building and safety codes issues have been satisfied and have attached a report of findings in writing to the Town Clerk if applicable. check here if findings are to be attached.

Date: 2/7/19 Signature: [Signature]

I, Dennis Douglass, the **Health Officer** have inspected the location or proposed location to determine whether all applicable ordinances relating to health and safety have been satisfied and have attached a report of findings in writing to the Town Clerk if applicable. check here if findings are to be attached.

Date: 2/7/19 Signature: [Signature]

I, Nate LeClair, the **Fire Chief** or his/her agent have inspected the location or proposed location to determine if all town ordinances and any other applicable regulations concerning fire and safety have been satisfied and have attached a report of findings in writing to the Town Clerk if applicable. check here if findings are to be attached.

Date: 2/7/19 Signature: [Signature]

I, Marc Hagan, the **Police Chief** or his/her agent have investigated the application, including the criminal history record information required under subsection 10-505(b)(2) and have attached a report of findings in writing to the Town Clerk if applicable. check here if findings are to be attached.

Date: 12/05/18 Signature: Marc R. Hagan

MEMORANDUM FROM THE TOWN CLERK

TO: Marc Hagan, Police Chief

FROM: Twila Lycette, Town Clerk

SUBJECT: Lisbon Memorial Day Parade – Road Closure

DATE: January 30, 2019

Attached please find a letter from the Coombs Mountfort American Legion Post 158 describing the details for the Lisbon Memorial Day Parade on May 27, 2019 starting at 9AM. .

Please address your concerns to the Council at or prior to the meeting; otherwise; your signature below indicates the Council should consider the road closures as presented.

Application reviewed on 01/31/19.

Road Closures okay to authorize



Marc Hagan, Police Chief

Please return the form to the Town Clerk's Office.



Coombs-Mountfort American Legion Post 158

Mail: P.O. Box 575

Location: 10 Webster Road

Lisbon, Maine 04250-0575

207-353-8192

January 30, 2019

Town Manager
300 Lisbon Street
Lisbon, ME 04250

Dear Diane,

On Monday, May 27, 2019, the Town of Lisbon will be celebrating Memorial Day with a parade coordinated by the American Legion Coombs-Mountfort American Legion Post 158 and Nelson-Conley Post 66. The legion sincerely wishes to continue coordinating this event but wants the event to be more of a town effort, calling it the Lisbon Memorial Day Parade. The changes in this year's parade mark the celebration of the 100th Anniversary of The American Legion. In addition, it is requested that the banner for this year's parade read "Lisbon Memorial Day Parade", to let the citizens of Lisbon know this is their parade.

This year's parade will originate at Lisbon High School on Rte. 196, with a form up time between 8 and 8:30 a.m. The parade will start at 9 a.m. travel down Rte. 196, turn left onto Main Street, left onto School Street, and terminate at the MTM Community Center. There will be an observance and a guest speaker at the podium behind the MTM Community Center to conclude the ceremony and parade.

The members of American Legion Post 66 and 158 would like to extend to you and other town officials the opportunity to participate in this year's parade. The services the town provides make it possible for us to work together as a community. Please insure all the selectmen are extended the opportunity to participate.

Points of Contact for the parade are James Veilleux at 330-1093 or Heidi Baird at 407-4171. Thank you in advance for your assistance.

Sincerely,

James A. Veilleux
Adjutant

COMPREHENSIVE PLAN SUBMITTAL FORM**Municipal Planning Assistance Program
Department of Agriculture, Conservation & Forestry**

I. Municipality: Town of Lisbon
Contact Person: Ben Smith, AICP
Title: Principal, North Star Planning
Address: 105 New Gloucester Road
North Yarmouth, ME 04097

Phone: 207-400-6097
Email: bsmith@northstar-planning.com

Place where comprehensive plan will be available for public inspection:

Lisbon Town Office
Address: 300 Lisbon Street
Lisbon, ME 04250
Hours: M-F, 8:30 - 4:30

II. Certification

I (we) certify that this comprehensive plan was prepared with the intent of complying with the Growth Management Act (30-A M.R.S.A. § 4312 - 4350.), that it includes all of the applicable required elements of the Maine Comprehensive Plan Review Criteria Rule (07-105 CMR 208), and that it is true and accurate.

A paper or electronic copy of the plan has been sent to the following regional planning organization for review and comment: Yes - BWS

Required Signatures:

Chief Elected Official

Norm Albert
Printed/Typed Name

Date: _____



Chairperson, Comprehensive Planning Committee

Karin Paradis
Printed/Typed Name

Date: 1/24/19



Town of Lisbon

Agenda Item 2019-36

Fire Department

Nathan LeClair, Fire Chief



To: Diane Barnes
Ref: Request for Council Agenda
Date: February 7, 2019

I'm requesting to be put on the February 19th Council Agenda. This is to request permission to go out to bid for structural firefighting turnout gear. The expected cost to purchase the gear is estimated to exceed \$10,000 for the 5 sets of gear. This was planned and funded for in the current budget.

Nathan LeClair

A handwritten signature in black ink, appearing to read "Nathan LeClair".

Fire Chief

MEMORANDUM FROM THE INTERIM PUBLIC WORKS DIRECTOR

TO: DIANE BARNES, TOWN MANAGER
FROM: STEVE AIEVOLI
SUBJECT: TEMPORARY ROAD CLOSURES/POSTINGS
DATE: FEBRUARY 13, 2019

We are requesting authorization to post weight limits for the following roads in their entirety per State Statute Title 29-A Section 2395. The duration will be from March 1st, 2019 through May 1st, 2019. Roads will be posted only within the limits of the Town of Lisbon. A copy of the State of Maine Statute Title 29-A and Chapter 308 Rules to Establish Seasonal Load Restrictions on Certain State and State Aid Highways are attached.

We are, also, requesting the Council adopt for incorporation into Lisbon's Code the MDOT Rules found in Chapter 308 for local roads.

Bowdoinham Road
Burrough Road
Edgecomb Road
Ferry Road
Fisher Road
Gould Road
Hudon Road
Keay Road
King Road
Littlefield Road
Mill Street
Moody Road
Pinewoods Road
River Road
Summer Street
Wing Street and Webster Road are posted year round.

Franklin Street and Park Street will be posted this year only due to the current paving situation with Park Street and Pinewoods Road

Please contact me if you have any questions.

**Chapter 308: RULES TO ESTABLISH SEASONAL LOAD RESTRICTIONS ON CERTAIN
STATE AND STATE AID HIGHWAYS**

SUMMARY: The following rules define the heavy load restrictions on posted State and State Aid Highways between November 15 to June 1, pursuant to the Department of Transportation's authority under Title 29-A M.R.S.A., Section 2395

SECTION 1. DEFINITIONS

1. The definitions contained in Title 29-A, Section 101 of the Maine Revised Statutes Annotated are hereby included.
2. **Limited Load Permit** - A written permit issued by the Maine Department of Transportation authorizing the transport of certain commodities under certain specified circumstances as defined in this chapter.
3. **Exemption Certificate** – A permit that was issued by the Maine Department of Transportation prior to the establishment of Limited Load Permits and allows for a partial load defined by axle configuration.
4. **Perishable Product** – Any commodity (typically food items) that require expeditious transportation in a controlled atmosphere for protection against heat or cold to prevent deterioration.
5. **Special mobile equipment.** "Special mobile equipment" means a motor vehicle with permanently mounted equipment not designed or used primarily for the transportation of persons or property. "Special mobile equipment" includes, but is not limited to, road construction or maintenance machinery, ditch-digging apparatus, stone crushers, air compressors, power shovels, cranes, graders, rollers, trucks used only to plow snow and for other duties pertaining to winter maintenance, including sanding and salting, well drillers and wood-sawing equipment or similar types of equipment.
6. **Special Commodity** – Includes any of the following:
 - a) Home delivered heating fuel (oil, gas, coal, stove size wood that is less than 36" in length, propane and wood pellets);
 - b) Petroleum products;
 - c) Groceries;
 - d) Bulk milk;

- e) Bulk feed;
- f) Solid waste;
- g) Animal bedding;
- h) Returnable beverage containers;
- i) Sewage from private septic tanks or porta-potties; or
- j) Medical gases.

SECTION 2. DESIGNATED CLOSED WAYS

In order to prevent excessive damage to State and State-Aid Highways, the Maine Department of Transportation Commissioner (MaineDOT) may close all or part of a highway to heavy vehicles during any time from November 15 to June 1. No heavy vehicles shall travel over closed ways except those permitted by this rule.

SECTION 3. NOTICE

Notice shall be given by erecting an orange poster at each end of a closed highway indicating the following: (1) the date of the posting, (2) a description of the highway that is closed, (3) a summary of the vehicles exempt from the closing, (4) the name of the Department's Representative, and (5) the applicable statutory and regulatory references.

SECTION 4. EXEMPTION – FROZEN HIGHWAYS

This rule shall not apply to any closed highway which is frozen. The highway is considered "frozen" only when the air temperature is 32 degrees Fahrenheit or below and no water is showing in the cracks of the road. Both conditions must be met.

SECTION 5. EXEMPT VEHICLES

The following vehicles are exempt from this rule and do not require any type of permit from MaineDOT:

1. Any vehicle or combination of vehicles registered for a gross weight of 23,000 pounds or less.
2. Any vehicle or combination of vehicles registered for a gross weight in excess of 23,000 pounds and traveling without a load other than tools or equipment necessary for the proper operation of the vehicle. This exemption does not apply to special mobile equipment. It shall be a defense to a violation of this sub-section if the combined weight of any vehicle or combination of vehicles registered for a gross weight in excess of 23,000 pounds and its load is in fact less than 23,000 pounds.

3. MaineDOT vehicles or other vehicles authorized by MaineDOT to maintain the roads under their authority.
4. Authorized emergency vehicles as defined in 29-A MRSA §2054, school buses, a wrecker towing a disabled vehicle of legal weight from a posted highway, and vehicles with three axles or less under the direction of a public utility and engaged in utility infrastructure maintenance or repair.
5. Any two axle vehicles registered for a gross weight in excess of 23,000 pounds and less than or equal to 34,000 pounds that are carrying any of the Special Commodities defined herein may operate without a permit.

SECTION 6. ELIGIBILITY FOR LIMITED LOADS

A Limited Load Permit specifies a reduced weight for a truck based upon its axle configuration and tire width. Applications for a Limited Load Permit must include a copy of the vehicle registration and a certified weigh slip for the empty weight of the vehicle. Applications are located on MaineDOT's Posted Roads website found at www.mainedot.gov. A Limited Load Permit is valid for as long as it is used to transport the same commodity and is owned by the same owner.

1. A Limited Load Permit is available for vehicles with a Gross Vehicle Weight Rating over 34,000 pounds and carrying a Special Commodity (Vehicles with a GVW from 23,000 pounds and up to 34,000 pounds are covered in Section 5). These vehicles must be carrying a partial load and the total vehicle with load weight equal to or less than that indicated on the Limited Load Permit issued by MaineDOT. This permit shall accompany the vehicle at all times as shall weigh slips, delivery slips, or bills of lading for the load being carried.
2. "Exemption Permits" issued prior to the implementation of this rule remain valid as long as the vehicle owner and registration number on the permit are still consistent with the vehicle's registration.

SECTION 7. OBTAINING TRIP TICKETS TO HAUL BULK PERISHABLE PRODUCTS OVER SEASONALLY POSTED ROADS

Trip Tickets are used to move bulk perishable items one time. Entities interested in obtaining a Trip Ticket must use the following process:

1. Entities intending to haul bulk perishable products over seasonally closed ways must secure a Trip Ticket from MaineDOT through its applicable region office. Information regarding the MaineDOT regions, office locations and contact information may be found on the MaineDOT web site at www.mainedot.gov.
2. Upon receipt of information regarding the requested route, vehicle axle configuration, and commodity being moved, MaineDOT will have up to 72 hours to review the request and may charge a reasonable fee for its administration of Trip Tickets.

3. Any Trip Ticket issued will be valid for a single move by a 5 axle or more combination vehicle and will be limited to a combined maximum weight of 80,000 pounds. The Trip Ticket may be further limited by time, route, and/or weather conditions.
4. The trip ticket must be kept with load at all times.
5. Additional trip tickets will not be issued to shippers that are in violation of any of the required conditions and rules.
6. At its sole discretion, MaineDOT may close any posted road to the hauling of bulk perishable products.

SECTION 8. EXCEPTIONS

MaineDOT, in its sole discretion, may allow heavy loads over posted roadways during times of emergency or in such instances where singular, nonrecurring moves are deemed to be unique, essential, and reasonably unforeseen. Permission for such moves will be made in writing specifying the limitations, and shall accompany the vehicle at all times.

STATUTORY AUTHORITY: 29-A MRS §2395; 23 MRS §§ 52, 4206

EFFECTIVE DATE:

December 18, 2016 – filing 2016-225

Title 29-A: MOTOR VEHICLES AND TRAFFIC
Chapter 21: WEIGHT, DIMENSION AND PROTECTION OF WAYS
Subchapter 3: PROTECTION OF WAYS

§2395. Ways requiring special protection

1. Right of the Department of Transportation. The Department of Transportation may restrict the weight or passage of any vehicle over any way when, in its judgment, such passage would be unsafe or likely to cause excessive damage to the way or bridge. Nothing in this Title may be construed to restrict or abridge this right.

[RR 1995, c. 1, §26 (COR) .]

2. Rules. The Department of Transportation may adopt rules to ensure proper use and prevent abuse of the public ways under the department's jurisdiction whenever those ways require special protection. Rules adopted pursuant to this section are routine technical rules as defined in Title 5, chapter 375, subchapter 2-A.

[2013, c. 55, §1 (AMD) .]

3. Designation by the Department of Transportation. The Department of Transportation may designate state and state aid highways and bridges over which restrictions on gross weight, speed, operation and equipment apply during periods of the year determined by the Department. It is unlawful for any vehicle to travel over public ways with a gross registered weight exceeding that prescribed by the Department and traveling with a load other than tools or equipment necessary for operation of the vehicle.

[1993, c. 683, Pt. A, §2 (NEW); 1993, c. 683, Pt. B, §5 (AFF) .]

4. Designation by counties and municipalities. County commissioners and municipal officers may designate public ways other than those in subsection 3 and impose restrictions within their respective jurisdictions similar to those made by the Department of Transportation under subsection 3. Any vehicle delivering home heating fuel or organic animal bedding material and operating in accordance with a permit issued by the Department of Transportation pursuant to this section may travel over any county or town way without a specific municipal or county permit. A municipality may impose additional restrictions for a vehicle delivering home heating fuel or organic animal bedding material to operate on public ways within that municipality but may not require a permit to operate according to those restrictions.

[2017, c. 25, §1 (AMD) .]

4-A. Municipal permit not required during declared drought emergency. Notwithstanding subsection 4, during a period of drought emergency declared by the Governor pursuant to Title 37-B, section 742, a person operating a vehicle that is transporting well-drilling equipment for the purpose of drilling a replacement water well or for improving an existing water well on property where that well is no longer supplying sufficient water for residents or agricultural purposes may travel over a county or municipal way without a specific county or municipal permit, as long as the following conditions are met:

A. The operator of the vehicle is operating in accordance with a permit issued by the Department of Transportation when a department permit is required for a road or way necessary to reach the county or municipal way on which the property to be drilled is situated; [2001, c. 540, §1 (NEW).]

B. The municipal or county manager or, in the absence of a municipal or county manager, a municipal or county officer or road commissioner is notified in advance; and [2001, c. 540, §1 (NEW).]

C. The operator of the vehicle is traveling on a road that is posted by a county or municipality in accordance with any additional restrictions the municipality or county may impose, excepting any requirement for a specific county or municipal permit. [2001, c. 540, §1 (NEW).]

[2001, c. 540, §1 (NEW) .]

5. Notice. A notice specifying the designated sections of a public way, the periods of closing and prescribed restrictions or exclusions must be conspicuously posted at each end of the public way requiring special protection in accordance with this section.

[1993, c. 683, Pt. A, §2 (NEW); 1993, c. 683, Pt. B, §5 (AFF) .]

6. Enforcement. Municipal officers within their respective municipalities have the same power as the State Police in the enforcement of this section and of all rules of the Department of Transportation, the county commissioners and the municipal officers that pertain to this section. The municipal officers, in such cases, serve without compensation.

[1993, c. 683, Pt. A, §2 (NEW); 1993, c. 683, Pt. B, §5 (AFF) .]

7. Violation. A violation of this section is a traffic infraction punishable by a fine, which may not be suspended, of not less than \$250.

[RR 2009, c. 2, §83 (COR) .]

8. Information on bridges. Whenever necessary, the Department of Transportation may provide to municipal and county officials information concerning the capacity of bridges under the jurisdiction of those officials and the advisability of posting those bridges.

[RR 2009, c. 2, §84 (COR) .]

SECTION HISTORY

1993, c. 683, §A2 (NEW). 1993, c. 683, §B5 (AFF). RR 1995, c. 1, §26 (COR). 1999, c. 600, §1 (AMD). 2001, c. 540, §1 (AMD). RR 2009, c. 2, §§83, 84 (COR). 2013, c. 55, §1 (AMD). 2017, c. 25, §1 (AMD).

The Revisor's Office cannot provide legal advice or interpretation of Maine law to the public.
If you need legal advice, please consult a qualified attorney.

Office of the Revisor of Statutes (mailto:webmaster_ros@legislature.maine.gov) · 7 State House Station · State House Room 108 · Augusta, Maine 04333-0007

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LISBON WATER DEPARTMENT

639 Lisbon Road
Lisbon Falls, Maine 04252
Tel. (207) 353-3020 Fax (207) 353-3004
William G. Alexander Jr., Superintendent
Marie Hale, Chairman, Jim Lemieux & Roger Bickford Commissioners

Saturday, February 2, 2019

Communication from the Lisbon Water Department Superintendent

Current activities:

Mill Street Bridge: Reed and Reed completed the main installation. However, the main failed its initial pressure test. Reed and Reed have located the leak in one of the bends and are developing plans to correct the leak. Once repaired the main will be disinfected and another pressure performed.

Distribution Maintenance: Flushing of the distribution system has been placed on hold until weather conditions allow for the safe discharge of water. In 2018, flushing all of the infrastructures was completed west and south of Webster Street and Route 196 to Frost Hill.

The Department identified three valves that required replacement due to inoperability and leaking packing. The valves which were replaced on December 19, 2018, are located on Memorial at Park and Spring Street at Memorial. An additional valve was added to the valve cluster on Memorial at Park to improve operator control of the system. To maintain firefighting capacity during these improvements required the installation of a temporary line from the Lisbon Tank down the hill to Wine Time Circle.

On January 8, 2019, a hydrant located at 57 Frost Hill Avenue required replacement due to the main valve leaking by. Parts are no longer available for R.D. Wood hydrants.

The water main on the Paper Mill Trail was retired on 1/10/2019 during repairs of a leak on Mill Street.

Distribution Leaks: Since the last report, the Water Department has experienced six water main breaks. The following list provides the date of occurrence, type, and cause of the break.

11/22/2018, 62 Ferry Road, circumferential break due to frost loading

12/11/2018, 107 Summer Street, circumferential break due to frost loading

12/13/2018, 72 Ferry Road, circumferential break due to frost loading

1/10/2019, Mill Street at Paper Mill Trail, pipeline fatigue due to age.

1/14/2019, Spring Street at Memorial Street, hydrant valve and hydrant, pipeline fatigue due to age.

1/28/2019, Zamore Street at Patterson Street, pipeline fatigue due to age.

2/1-2/2019, South at Main Street, pipeline fatigue due to age.

All excavations were paved at the completion of the repairs.

Plant maintenance: We continue to work on implementing a corrosion control program. Additionally, we will start water filter improvements and add a chlorine residual analyzer to the raw water inlet line. The addition of this instrument will add another layer of control to ensure that appropriate chlorine residuals levels are maintained before the water filters.

New Employees: The Water Dept. has hired Robert Cornelison. Robert has previously worked for another water utility.

Please contact me with any questions.

Sincerely,

MEMO

TO: DIANE BARNES, TOWN MANAGER
FROM: KATHY MALLOY, ASSESSOR
DATE: FEBRUARY 14, 2019
RE: JANUARY MONTHLY REPORT

Estimate of new value for 2019/20

- Mobile home in parks \$1,639,900
- Single family homes \$2,231,400
- Commercial \$1,484,500
- Multi Family \$144,00
- Land Splits \$315,500

Exemptions processed

- 11 veteran exemptions
- 64 homestead exemptions1145

Code Enforcement

Dennis J. Douglass

Code Enforcement Officer, Building Inspector, Licensed Plumbing
Inspector, Local Health Officer

Monthly Report for January 2019

Building permits issued - 2

- 1 Mobile home
- 1 new residential home

Electrical permits issued - 6

- 2 Remodel
- 1 New home
- 2 Upgrade service
- 1 Commercial alarm

Plumbing permits issued - 4

- 1 Mobile home hook-up
- 1 New HHE200
- 2 Internal plumbing

Misc. permits issued - 1

- Construction debris

Planning Board -

Public Hearing

Case #18-15 Conditional Use application – Home Daycare Business
Kelli Daigle – 7 Ridlon Road, Lisbon Maine 04250
Tax Map R8 Lot 9C

New Business

Case #18-16 Conditional Use application – Home Daycare Business
Christine Allen – 12 Wing Street, Lisbon Falls Maine 04252
Tax Map U26 Lot 045
☐ Proposed Home Daycare business for 8 or fewer children

Case #18-17 Subdivision Review application – Countryside Acres
Wayne & Verne Ricker – Mill Street
Tax Map R5 Lot 38B
☐ Proposed 6 lot Residential Subdivision

Town Planner – On-Going Comprehensive Plan work

Appeals Board - No cases to report.

Health Officer –

- On-going work as the Health Officer.
- Landlord/Tenant issues – Primarily heating, snow removal...



TOWN OF LISBON

Economic & Community Development

300 Lisbon Street

Lisbon, ME 04250

(207) 353-3000, ext. 122

(207) 353-3007, fax

Economic & Community Development January Report

TO: Diane Barnes, Town Manager
FROM: Tracey Steuber, Economic & Community Development Director
DATE: February 12, 2019
RE: Monthly Department Report

Well the New Year is off to a good start in the area of Economic and Community Development for Lisbon. In the area of communications, my department continues to update the Town's website, facebook page as well as the electronic sign. These are the sources used when notifying the public about events, department closures for the holiday, and other public information. This task is ongoing as needed. The best way for people to receive notifications would be to register on the website at www.lisbonme.org click on the icon marked as "sign-up for e-alerts."

January was busy meeting with a couple of business prospects for Lisbon. Although we are into the winter season, people are still looking at the possibility of opening their business here in Lisbon. This is encouraging for more growth potential.

Monthly Meetings: One of the most recognized statewide annual meetings I attend is the Maine Real Estate & Development Association (MEREDA) "Economic Development Forecast Conference." This event is held annually during the month of January and where nearly 1000 people in the area of all spectrums of economic development professionals gather to hear economic overviews by region and by industry of the previous year as well as forecasting for the upcoming year. We learned that overall, Maine had a strong real estate outcome in 2018 and the forecast is that we will experience a slight decline in real estate sales, the market will continue to be active. This is good news when working with new businesses looking to locate in the area.

The Lisbon Development Committee met to discuss parking in the downtown area as well as the possibility of another CDBG Micro-Enterprise Grant for 2019. The next step would to have me take the grant before council for permission to submit a Letter of Intent.

Met with the Town Manager regarding FY 2020 Economic & Community Development Budget.

Met with Mandy Olver with Olver Associates to discuss preparation for the Village Project RFP. This is the CDBG DR grant slated for the Village sidewalk project. Construction will begin in spring of 2019.

Other Projects: Under the town's revolving loan program, I was able to discharge the mortgage for loan #1177 Maurice Bonneau's Sausage Kitchen (building loan) as this loan was paid in full. Submitted the Economic & Community Development Annual Report for 2017-2018 to the town clerk. Drafted a parade application for the American Legion that is for their annual Memorial Day Parade.

Community Development Block Grant:

Facade Grant Projects: I completed the final closeout on the 2016 CDBG Micro-Enterprise Façade Grant and submitted it to the State. Lisbon received a letter from the State that we were in compliance.

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Town of Lisbon
YEAR-TO-DATE BUDGET REPORT

P 1
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FOR 2019 07

ACCOUNTS FOR: 1000 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12020500 Elected Officials							
12020500 50104 Non Supervisory	0	0	0	.00	.00	.00	.0%
12020500 50109 Elected Officials	17,730	0	17,730	10,909.44	.00	6,820.56	61.5%
12020500 50202 Workers Comp Insura	64	0	64	33.62	.00	30.38	52.3%
12020500 50230 FICA Employer Costs	1,357	0	1,357	834.24	.00	522.76	61.5%
12020500 50231 Medicare Employer C	0	0	0	.00	.00	.00	.0%
12020500 50301 Office Supplies	0	0	0	119.81	68.60	-188.41	100.0%
12020500 50302 Operating supplies	500	0	500	11.68	.00	488.32	2.3%
12020500 50305 Books and Periodica	0	0	0	.00	.00	.00	.0%
12020500 50306 Postage	100	0	100	.00	.00	100.00	.0%
12020500 50307 Advertising	1,000	0	1,000	534.44	.00	465.56	53.4%
12020500 50308 Printing	100	0	100	.00	.00	100.00	.0%
12020500 50401 Professional Develo	1,000	0	1,000	196.00	.00	804.00	19.6%
12020500 50402 Dues and Membership	0	0	0	.00	.00	.00	.0%
12020500 50403 Maine Municipal Ser	0	0	0	.00	.00	.00	.0%
12020500 50412 Meals and Lodging	0	0	0	.00	.00	.00	.0%
12020500 50413 Mileage/ travel rei	0	0	0	.00	.00	.00	.0%
12020500 50536 R&M: Equipment	0	0	0	.00	.00	.00	.0%
TOTAL Elected Officials	21,851	0	21,851	12,639.23	68.60	9,143.17	58.2%
12021000 Town Manager							
12021000 50101 Town Manager	96,482	0	96,482	59,379.20	.00	37,102.80	61.5%
12021000 50104 Non Supervisory	0	0	0	.00	.00	.00	.0%
12021000 50107 Administrative	47,502	0	47,502	29,235.20	.00	18,266.80	61.5%
12021000 50140 Overtime wages	500	0	500	.00	.00	500.00	.0%
12021000 50201 Unemployment Costs	495	0	495	199.00	.00	296.00	40.2%
12021000 50202 Workers Comp Insura	2,576	0	2,576	1,092.01	.00	1,483.99	42.4%
12021000 50210 MEPEERS - Employer S	14,449	0	14,449	8,882.12	.00	5,566.88	61.5%
12021000 50220 Health Insurance	38,768	0	38,768	21,796.49	.00	16,971.51	56.2%
12021000 50230 FICA Employer Costs	11,053	0	11,053	6,374.14	.00	4,678.86	57.7%
12021000 50231 Medicare Employer C	0	0	0	.00	.00	.00	.0%
12021000 50301 Office Supplies	600	0	600	330.84	-76.36	345.52	42.4%
12021000 50302 Operating supplies	0	0	0	.00	.00	.00	.0%
12021000 50305 Books and Periodica	0	0	0	.00	.00	.00	.0%
12021000 50306 Postage	250	0	250	1,730.89	.00	-1,480.89	692.4%
12021000 50307 Advertising	1,000	0	1,000	179.50	.00	820.50	18.0%
12021000 50308 Printing	1,200	0	1,200	.00	.00	1,200.00	.0%

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Town of Lisbon
YEAR-TO-DATE BUDGET REPORT

P 2
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FOR 2019 07

ACCOUNTS FOR: 1000 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12021000 50352 Cell Phone/Allowanc	840	0	840	455.00	.00	385.00	54.2%
12021000 50401 Professional Develo	1,500	0	1,500	561.86	.00	938.14	37.5%
12021000 50402 Dues and Membership	0	0	0	.00	.00	.00	.0%
12021000 50404 ACOG Dues and Fees	0	0	0	.00	.00	.00	.0%
12021000 50412 Meals and Lodging	100	0	100	.00	.00	100.00	.0%
12021000 50413 Mileage/ travel rei	2,900	0	2,900	1,489.24	.00	1,410.76	51.4%
12021000 50452 Audit services	9,850	0	9,850	9,850.00	.00	.00	100.0%
12021000 50453 Animal Shelter Serv	0	0	0	.00	.00	.00	.0%
12021000 50536 R&M: Equipment	0	0	0	.00	.00	.00	.0%
TOTAL Town Manager	230,065	0	230,065	141,555.49	-76.36	88,585.87	61.5%
12021500 Appeals Board							
12021500 50104 Non Supervisory	200	0	200	.00	.00	200.00	.0%
12021500 50108 Elected Officials	751	0	751	446.52	.00	304.48	59.5%
12021500 50202 Workers Comp Insura	4	0	4	1.40	.00	2.60	35.0%
12021500 50210 MEPEERS - Employer S	0	0	0	.00	.00	.00	.0%
12021500 50230 FICA Employer Costs	73	0	73	34.64	.00	38.36	47.5%
12021500 50231 Medicare Employer C	0	0	0	.00	.00	.00	.0%
12021500 50301 Office Supplies	50	0	50	.00	.00	50.00	.0%
12021500 50302 Operating supplies	0	0	0	.00	.00	.00	.0%
12021500 50305 Books and Periodica	0	0	0	.00	.00	.00	.0%
12021500 50306 Postage	50	0	50	.00	.00	50.00	.0%
12021500 50307 Advertising	375	0	375	.00	.00	375.00	.0%
12021500 50401 Professional Develo	200	0	200	.00	.00	200.00	.0%
12021500 50402 Dues and Membership	0	0	0	.00	.00	.00	.0%
12021500 50412 Meals and Lodging	0	0	0	.00	.00	.00	.0%
12021500 50413 Mileage/ travel rei	0	0	0	.00	.00	.00	.0%
TOTAL Appeals Board	1,703	0	1,703	482.56	.00	1,220.44	28.3%
12021600 Planning Board							
12021600 50104 Non Supervisory	1,000	0	1,000	244.37	.00	755.63	24.4%
12021600 50108 Elected Officials	5,000	0	5,000	2,302.06	.00	2,697.94	46.0%
12021600 50201 Unemployment compen	0	0	0	.00	.00	.00	.0%
12021600 50202 Workers Comp Insura	22	0	22	9.36	.00	12.64	42.5%
12021600 50210 MEPEERS - Employer S	0	0	0	.00	.00	.00	.0%
12021600 50230 FICA Employer Costs	459	0	459	194.61	.00	264.39	42.4%

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Town of Lisbon
YEAR-TO-DATE BUDGET REPORT

IP 3
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FOR 2019 07

ACCOUNTS FOR: 1000 General Fund	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12021600 50231 Medicare Employer C	0	0	0	.00	.00	.00	.0%
12021600 50301 Office Supplies	400	0	400	23.62	.00	376.38	5.9%
12021600 50302 Operating supplies	0	0	0	.00	.00	.00	.0%
12021600 50305 Books and Periodica	0	0	0	.00	.00	.00	.0%
12021600 50306 Postage	150	0	150	15.35	.00	134.65	10.2%
12021600 50307 Advertising	750	0	750	233.70	.00	516.30	31.2%
12021600 50308 Printing	0	0	0	.00	.00	.00	.0%
12021600 50401 Professional Develo	600	0	600	157.76	.00	442.24	26.3%
12021600 50402 Dues and Membership	0	0	0	.00	.00	.00	.0%
12021600 50412 Meals and Lodging	0	0	0	.00	.00	.00	.0%
12021600 50413 Mileage/ travel rei	0	0	0	.00	.00	.00	.0%
12021600 50451 Contracted Professi	21,250	0	21,250	10,624.98	1,770.83	8,854.19	58.3%
12021600 50455 Professional Service	2,500	0	2,500	.00	.00	2,500.00	.0%
12021600 50501 Vehicle Repairs	0	0	0	.00	.00	.00	.0%
TOTAL Planning Board	32,131	0	32,131	13,805.81	1,770.83	16,554.36	48.5%
12022000 Legal							
12022000 50301 Office Supplies	0	0	0	.00	.00	.00	.0%
12022000 50302 Operating supplies	0	0	0	.00	.00	.00	.0%
12022000 50305 Books and Periodica	0	0	0	.00	.00	.00	.0%
12022000 50306 Postage	0	0	0	.00	.00	.00	.0%
12022000 50440 General Assistance	0	0	0	.00	.00	.00	.0%
12022000 50450 Legal expense	40,000	0	40,000	33,698.03	.00	6,301.97	84.2%
12022000 50451 Contracted Professi	0	0	0	.00	.00	.00	.0%
TOTAL Legal	40,000	0	40,000	33,698.03	.00	6,301.97	84.2%
12022500 Clerk							
12022500 50102 Department Head	56,560	0	56,560	34,803.21	.00	21,756.79	61.5%
12022500 50104 Non Supervisory	20,263	0	20,263	10,651.65	.00	9,611.35	52.6%
12022500 50108 Elected Officials	0	0	0	.00	.00	.00	.0%
12022500 50130 Temporary/seasonal	5,500	0	5,500	3,869.64	.00	1,630.36	70.4%
12022500 50201 Unemployment Costs	608	0	608	99.50	.00	508.50	16.4%
12022500 50202 Workers Comp Insura	297	0	297	128.87	.00	168.13	43.4%
12022500 50210 MEPPERS - Employer S	5,656	0	5,656	3,480.32	.00	2,175.68	61.5%
12022500 50220 Health Insurance	16,644	0	16,644	9,396.86	.00	7,247.14	56.5%
12022500 50230 FICA Employer Costs	6,298	0	6,298	3,285.26	.00	3,012.74	52.2%

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ACCOUNTS FOR: 1000 General Fund	ORIGINAL APPROP	TRANFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12022500 50231 Medicare Employer C	0	0	0	.00	.00	.00	.0%
12022500 50301 Office Supplies	1,800	0	1,800	1,731.23	137.38	-68.61	103.8%
12022500 50302 Operating supplies	0	0	0	.00	.00	.00	.0%
12022500 50305 Books and Periodica	0	0	0	.00	.00	.00	.0%
12022500 50306 Postage	770	0	770	805.71	.00	-35.71	104.6%
12022500 50307 Advertising	500	0	500	217.19	.00	282.81	43.4%
12022500 50308 Printing	3,400	0	3,400	3,300.16	.00	99.84	97.1%
12022500 50352 Cell Phone/Allowanc	420	0	420	245.00	.00	175.00	58.3%
12022500 50360 Minor equipment	0	0	0	.00	.00	.00	.0%
12022500 50401 Professional Develo	1,480	0	1,480	1,151.00	.00	329.00	77.8%
12022500 50402 Dues and Membership	600	0	600	446.00	.00	154.00	74.3%
12022500 50412 Meals and Lodging	900	0	900	740.27	.00	159.73	82.3%
12022500 50413 Mileage/ travel rei	2,500	0	2,500	328.23	.00	2,171.77	13.1%
12022500 50451 Contracted Professi	600	0	600	.00	.00	600.00	.0%
12022500 50455 Professional Service	12,795	0	12,795	1,690.00	.00	11,105.00	13.2%
12022500 50536 R&M: Equipment	2,200	0	2,200	1,353.00	.00	847.00	61.5%
12022500 50710 Equipment	0	0	0	.00	.00	.00	.0%
TOTAL Clerk	139,791	0	139,791	77,723.10	137.38	61,930.52	55.7%
12023000 Finance							
12023000 50102 Department Head	77,228	0	77,228	47,526.43	.00	29,701.57	61.5%
12023000 50104 Non Supervisory	28,011	0	28,011	17,241.60	.00	10,769.40	61.6%
12023000 50140 Overtime wages	0	0	0	.00	.00	.00	.0%
12023000 50201 Unemployment Costs	495	0	495	99.50	.00	395.50	20.1%
12023000 50202 Workers Comp Insura	379	0	379	168.15	.00	210.85	44.4%
12023000 50210 MEPPERS - Employer S	10,524	0	10,524	4,752.64	.00	5,771.36	45.2%
12023000 50220 Health Insurance	33,081	0	33,081	12,918.09	.00	20,162.91	39.0%
12023000 50230 FICA Employer Costs	8,051	0	8,051	4,591.99	.00	3,459.01	57.0%
12023000 50231 Medicare Employer C	0	0	0	.00	.00	.00	.0%
12023000 50301 Office Supplies	4,000	0	4,000	2,015.45	-134.30	2,118.85	47.0%
12023000 50302 Operating supplies	0	0	0	.00	.00	.00	.0%
12023000 50305 Books and Periodica	0	0	0	.00	.00	.00	.0%
12023000 50306 Postage	1,500	0	1,500	392.99	.00	1,107.01	26.2%
12023000 50352 Cell Phone/Allowanc	420	0	420	280.00	.00	140.00	66.7%
12023000 50401 Professional Develo	2,000	0	2,000	403.71	.00	1,596.29	20.2%
12023000 50402 Dues and Membership	520	0	520	225.00	.00	295.00	43.3%
12023000 50412 Meals and Lodging	0	0	0	480.23	.00	-480.23	100.0%
12023000 50413 Mileage/ travel rei	800	0	800	124.75	.00	675.25	15.6%
12023000 50535 Rentals of other eq	0	0	0	.00	.00	.00	.0%
12023000 50536 R&M: Equipment	0	0	0	.00	.00	.00	.0%

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12023000 50805 Interest expense	0	0	0	.00	.00	.00	.0%
12023000 50807 Bad Debt	0	0	0	.00	.00	.00	.0%
TOTAL Finance	167,009	0	167,009	91,220.53	-134.30	75,922.77	54.5%
12023500 Tax Collection							
12023500 50102 Department Head	0	0	0	.00	.00	.00	.0%
12023500 50104 Non-Supervisory	125,564	0	125,564	71,408.20	.00	54,155.80	56.9%
12023500 50130 Temporary/seasonal	2,500	0	2,500	3,400.38	.00	-900.38	136.0%
12023500 50140 Overtime	1,500	0	1,500	756.13	.00	743.87	50.4%
12023500 50201 Unemployment Costs	1,072	0	1,072	398.00	.00	674.00	37.1%
12023500 50202 Workers Comp Insura	467	0	467	192.93	.00	274.07	41.3%
12023500 50210 MEPEERS - Employer S	12,642	0	12,642	8,869.89	.00	3,772.11	70.2%
12023500 50220 Health Insurance	31,504	0	31,504	16,040.51	.00	15,463.49	50.9%
12023500 50230 FICA Employer Costs	9,912	0	9,912	5,269.60	.00	4,642.40	53.2%
12023500 50231 Medicare Employer C	0	0	0	.00	.00	.00	.0%
12023500 50301 Office Supplies	4,500	0	4,500	1,542.69	465.03	2,492.28	44.6%
12023500 50302 Operating supplies	0	0	0	.00	.00	.00	.0%
12023500 50305 Books and Periodica	0	0	0	.00	.00	.00	.0%
12023500 50306 Postage	7,000	0	7,000	3,947.91	1,108.96	1,943.13	72.2%
12023500 50352 Cell Phone/Allowanc	0	0	0	.00	.00	.00	.0%
12023500 50401 Professional Develo	1,300	0	1,300	610.00	.00	690.00	46.9%
12023500 50402 Dues and Membership	0	0	0	60.00	.00	-60.00	100.0%
12023500 50412 Meals and Lodging	250	0	250	523.19	.00	-273.19	209.3%
12023500 50413 Mileage/ travel rei	500	0	500	343.50	.00	156.50	68.7%
12023500 50470 Registry Services	0	0	0	.00	.00	.00	.0%
12023500 50536 R&M: Equipment	0	0	0	.00	.00	.00	.0%
TOTAL Tax Collection	198,711	0	198,711	113,362.93	1,573.99	83,774.08	57.8%
12024000 Assessor							
12024000 50102 Department Head	59,452	0	59,452	36,582.40	.00	22,869.60	61.5%
12024000 50104 Non-supervisory wag	14,560	0	14,560	9,533.91	.00	5,026.09	65.5%
12024000 50201 Unemployment Costs	495	0	495	99.50	.00	395.50	20.1%
12024000 50202 Workers Comp Insura	1,533	0	1,533	640.87	.00	892.13	41.8%
12024000 50210 MEPEERS - Employer S	7,402	0	7,402	4,228.24	.00	3,173.76	57.1%
12024000 50220 Health Insurance	28,084	0	28,084	4,744.58	.00	23,339.42	16.9%
12024000 50230 FICA Employer Costs	5,662	0	5,662	3,118.96	.00	2,543.04	55.1%

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ACCOUNTS FOR: 1000 General Fund	ORIGINAL APPROP	TRANFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12024000 50231 Medicare Employer C	0	0	0	.00	.00	.00	.0%
12024000 50301 Office Supplies	400	0	400	326.76	.00	73.24	81.7%
12024000 50302 Operating supplies	0	0	0	.00	.00	.00	.0%
12024000 50305 Books and Periodica	0	0	0	.00	.00	.00	.0%
12024000 50306 Postage	250	0	250	20.15	.00	229.85	8.1%
12024000 50307 Advertising	0	0	0	.00	.00	.00	.0%
12024000 50308 Printing	300	0	300	.00	.00	300.00	.0%
12024000 50341 Natural Gas	0	0	0	.00	.00	.00	.0%
12024000 50352 Cell Phone/Allowanc	0	0	0	.00	.00	.00	.0%
12024000 50401 Professional Develo	400	0	400	40.00	.00	360.00	10.0%
12024000 50402 Dues and Membership	200	0	200	70.00	.00	130.00	35.0%
12024000 50412 Meals and Lodging	0	0	0	.00	.00	.00	.0%
12024000 50413 Mileage/ travel rei	800	0	800	227.88	.00	572.12	28.5%
12024000 50451 Contracted Professi	3,000	0	3,000	1,785.00	.00	1,215.00	59.5%
12024000 50470 Registry Services	800	0	800	366.00	.00	434.00	45.8%
12024000 50480 Fire Prevention	0	0	0	.00	.00	.00	.0%
12024000 50515 Natural Gas	0	0	0	.00	.00	.00	.0%
12024000 50536 R&M: Equipment	200	0	200	.00	.00	200.00	.0%
12024000 50624 Mapping & Microfili	1,000	0	1,000	2,000.00	.00	-1,000.00	200.0%
TOTAL Assessor	124,538	0	124,538	63,784.25	.00	60,753.75	51.2%

12024500 Code Enforcement

12024500 50102 Department Head	77,777	0	77,777	47,859.20	.00	29,917.80	61.5%
12024500 50104 Non Supervisory	0	0	0	.00	.00	.00	.0%
12024500 50201 Unemployment Costs	248	0	248	99.50	.00	148.50	40.1%
12024500 50202 Workers Comp Insura	1,936	0	1,936	805.96	.00	1,130.04	41.6%
12024500 50210 MEPEERS - Employer S	7,778	0	7,778	5,109.28	.00	2,668.72	65.7%
12024500 50220 Health Insurance	22,881	0	22,881	11,883.61	.00	10,997.39	51.9%
12024500 50230 FICA Employer Costs	5,950	0	5,950	3,453.96	.00	2,496.04	58.0%
12024500 50231 Medicare Employer C	0	0	0	.00	.00	.00	.0%
12024500 50301 Office Supplies	500	0	500	111.01	.00	388.99	22.2%
12024500 50302 Operating supplies	0	0	0	.00	.00	.00	.0%
12024500 50305 Books and Periodica	0	0	0	.00	.00	.00	.0%
12024500 50306 Postage	100	0	100	53.55	.00	46.45	53.6%
12024500 50307 Advertising	0	0	0	.00	.00	.00	.0%
12024500 50308 Printing	0	0	0	.00	.00	.00	.0%
12024500 50352 Cell Phone/Allowanc	420	0	420	245.00	.00	175.00	58.3%
12024500 50375 Gas	850	0	850	503.75	.00	346.25	59.3%
12024500 50401 Professional Develo	750	0	750	350.00	.00	400.00	46.7%
12024500 50402 Dues and Membership	250	0	250	.00	.00	250.00	.0%

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ACCOUNTS 1000	FOR: General Fund	ORIGINAL APPROP	TRANFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12024500	50412 Meals and Lodging	0	0	0	.00	.00	.00	.0%
12024500	50413 Mileage/ travel rei	0	0	0	.00	.00	.00	.0%
12024500	50451 Contracted Professi	0	0	0	.00	.00	.00	.0%
12024500	50501 Vehicle Repairs	500	0	500	.00	.00	500.00	.0%
12024500	50536 R&M: Equipment	0	0	0	.00	.00	.00	.0%
12024500	50624 Mapping & Microfili	1,000	0	1,000	.00	.00	1,000.00	.0%
TOTAL Code Enforcement		120,940	0	120,940	70,474.82	.00	50,465.18	58.3%
12025000 Contingency Grants Match								
12025000	50301 Office Supplies	0	0	0	.00	.00	.00	.0%
12025000	50302 Operating supplies	0	0	0	.00	.00	.00	.0%
12025000	50305 Books and Periodica	0	0	0	.00	.00	.00	.0%
12025000	50306 Postage	0	0	0	.00	.00	.00	.0%
TOTAL Contingency Grants Match		0	0	0	.00	.00	.00	.0%
12025500 Liability Insurance								
12025500	50221 HRA Costs	41,650	0	41,650	13,365.93	.00	28,284.07	32.1%
12025500	50301 Office Supplies	0	0	0	.00	.00	.00	.0%
12025500	50302 Operating supplies	0	0	0	.00	.00	.00	.0%
12025500	50305 Books and Periodica	0	0	0	.00	.00	.00	.0%
12025500	50306 Postage	0	0	0	.00	.00	.00	.0%
12025500	50600 Insurance Deductibl	0	0	0	.00	.00	.00	.0%
12025500	50601 General Liability	8,455	0	8,455	6,323.25	.00	2,131.75	74.8%
12025500	50602 Vehicle Insurance	29,459	0	29,459	22,389.25	.00	7,069.75	76.0%
12025500	50603 Police Liability	15,812	0	15,812	11,859.00	.00	3,953.00	75.0%
12025500	50604 Property Insurance	18,934	0	18,934	14,200.50	.00	4,733.50	75.0%
12025500	50605 Fire Fighter Insura	1,118	0	1,118	838.50	.00	279.50	75.0%
12025500	50606 Crime Insurance	1,189	0	1,189	891.75	.00	297.25	75.0%
12025500	50607 Public Officials	3,860	0	3,860	2,895.00	.00	965.00	75.0%
12025500	50608 Employment Liabilit	8,651	0	8,651	6,600.25	.00	2,050.75	76.3%
12025500	50609 Public Officials Bo	1,580	0	1,580	1,580.00	.00	.00	100.0%
TOTAL Liability Insurance		130,708	0	130,708	80,943.43	.00	49,764.57	61.9%
12026000 Risk Management								
12026000	52530 Police: R&M - Equip	0	0	0	.00	.00	.00	.0%

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ACCOUNTS FOR: 1000 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12026000 52531 Rec: R&M - Equipmen	0	0	0	.00	.00	.00	.0%
TOTAL Risk Management	0	0	0	.00	.00	.00	.0%
12026500 Technology							
12026500 50302 Operating supplies	0	0	0	.00	.00	.00	.0%
12026500 50360 Minor equipment	20,000	0	20,000	14,034.99	.00	5,965.01	70.2%
12026500 50370 Parts - Supplies	0	0	0	.00	.00	.00	.0%
12026500 50401 Professional Develo	0	0	0	.00	.00	.00	.0%
12026500 50402 Dues and Membership	0	0	0	.00	.00	.00	.0%
12026500 50430 Filing fees/license	0	0	0	.00	.00	.00	.0%
12026500 50451 Contracted Professi	0	0	0	.00	.00	.00	.0%
12026500 50454 Internet and websit	6,000	0	6,000	2,527.54	.00	3,472.46	42.1%
12026500 50460 Monitoring costs/la	0	0	0	.00	.00	.00	.0%
12026500 50521 Network Maintenance	0	0	0	.00	.00	.00	.0%
12026500 50530 Software and Servic	0	175,021	175,021	149,048.62	.00	25,972.38	85.2%
12026500 50532 Lease of IT Equipme	0	0	0	.00	.00	.00	.0%
12026500 50533 Software licenses	0	0	0	.00	.00	.00	.0%
12026500 50536 R&M: Equipment	15,000	0	15,000	4,269.88	.00	10,730.12	28.5%
12026500 50623 Public Access Chann	0	0	0	.00	.00	.00	.0%
TOTAL Technology	41,000	175,021	216,021	169,881.03	.00	46,139.97	78.6%
12027500 Miscellaneous General Governme							
12027500 50301 Office Supplies	0	0	0	.00	.00	.00	.0%
12027500 50302 Operating supplies	0	0	0	.00	.00	.00	.0%
12027500 50305 Books and Periodica	0	0	0	.00	.00	.00	.0%
12027500 50306 Postage	0	0	0	.00	.00	.00	.0%
12027500 50442 Transportation Seri	0	0	0	.00	.00	.00	.0%
12027500 50710 Equipment	0	0	0	.00	.00	.00	.0%
12027500 50720 Equipment - vehicle	0	0	0	.00	.00	.00	.0%
12027500 50730 Equipment - furnitu	0	0	0	.00	.00	.00	.0%
12027500 50740 Equipment - technol	0	0	0	.00	.00	.00	.0%
12027500 50741 Equipment - technol	0	0	0	.00	.00	.00	.0%
12027500 50750 Improvements other	0	0	0	.00	.00	.00	.0%
12027500 50780 Historic preservati	0	0	0	.00	.00	.00	.0%
12027500 50790 Depreciation expens	0	0	0	.00	.00	.00	.0%
12027500 50930 Tax overlay	122,676	0	122,676	.00	.00	122,675.57	.0%

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ACCOUNTS 1000	FOR: General Fund	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12027500	50935 TIF Payments	700,102	0	700,102	150,442.12	.00	549,659.56	21.5%
	TOTAL Miscellaneous General Governme	822,777	0	822,777	150,442.12	.00	672,335.13	18.3%
12028000	School Required							
12028000	51300 Required Local Shar	4,533,277	0	4,533,277	3,399,957.72	.00	1,133,319.28	75.0%
12028000	51310 Add'l Local Share	2,009,155	0	2,009,155	1,506,866.22	.00	502,288.78	75.0%
12028000	51320 Local Share Debt	467,075	0	467,075	350,306.28	.00	116,768.72	75.0%
12028000	51330 Local Share Adult E	14,276	0	14,276	10,707.03	.00	3,568.97	75.0%
	TOTAL School Required	7,023,783	0	7,023,783	5,267,837.25	.00	1,755,945.75	75.0%
12051500	Town Buildings							
12051500	50104 Non-supervisory wag	11,800	0	11,800	6,279.79	.00	5,520.21	53.2%
12051500	50201 Unemployment Costs	244	0	244	99.50	.00	144.50	40.8%
12051500	50202 Workers compensatio	534	0	534	236.73	.00	297.27	44.3%
12051500	50210 Maine State retirem	0	0	0	.00	.00	.00	.0%
12051500	50230 FICA taxes	903	0	903	480.44	.00	422.56	53.2%
12051500	50302 Operating supplies	6,100	0	6,100	3,538.38	.00	2,561.62	58.0%
12051500	50451 Contracted Professi	6,500	0	6,500	6,629.76	.00	-129.76	102.0%
12051500	50455 Profesional Service	0	0	0	.00	.00	.00	.0%
12051500	50483 Security System Mai	0	0	0	90.00	.00	-90.00	100.0%
12051500	50510 Electricity	48,000	0	48,000	25,860.53	.00	22,139.47	53.9%
12051500	50511 Water usage fees	2,000	0	2,000	1,464.47	.00	535.53	73.2%
12051500	50512 Telephone	7,600	0	7,600	4,328.99	.00	3,271.01	57.0%
12051500	50513 Sewer Expense	600	0	600	535.35	.00	64.65	89.2%
12051500	50514 Heating Fuel	12,000	0	12,000	7,968.84	.00	4,031.16	66.4%
12051500	50515 Natural Gas	30,000	0	30,000	12,136.83	.00	17,863.17	40.5%
12051500	50516 Do not use	0	0	0	.00	.00	.00	.0%
12051500	50520 Building Expense	20,000	0	20,000	560.00	.00	19,440.00	2.8%
12051500	50536 R&M: Equipment	30,000	0	30,000	10,048.19	.00	19,951.81	33.5%
12051500	50549 R & M Buildings	17,000	0	17,000	27,362.74	.00	-10,362.74	161.0%
12051500	50554 Universal waste col	0	0	0	.00	.00	.00	.0%
12051500	50705 Buildings	0	0	0	2,295.18	.00	-2,295.18	100.0%
	TOTAL Town Buildings	193,281	0	193,281	109,915.72	.00	83,365.28	56.9%
12090100	Abatements							
12090100	50901 Tax abatements	10,000	0	10,000	13,650.48	.00	-3,650.48	136.5%

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YEAR-TO-DATE BUDGET REPORT

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FOR 2019 07

ACCOUNTS FOR: 1000 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL Abatements	10,000	0	10,000	13,650.48	.00	-3,650.48	136.5%
13030500 Health Officer							
13030500 50102 Department Head	0	5,268	5,268	3,233.28	.00	2,034.72	61.4%
13030500 50201 Unemployment Costs	0	0	0	.00	.00	.00	.0%
13030500 50202 Workers Comp Insura	0	132	132	55.44	.00	76.56	42.0%
13030500 50210 MEPEERS - Employer S	0	527	527	.00	.00	527.00	.0%
13030500 50220 Health Insurance	0	0	0	.00	.00	.00	.0%
13030500 50230 FICA Employer Costs	0	403	403	232.85	.00	170.15	57.8%
13030500 50231 Medicare Employer C	0	0	0	.00	.00	.00	.0%
13030500 50301 Office Supplies	0	150	150	.00	.00	150.00	.0%
13030500 50302 Operating supplies	0	0	0	.00	.00	.00	.0%
13030500 50305 Books and Periodica	0	0	0	.00	.00	.00	.0%
13030500 50306 Postage	0	0	0	.00	.00	.00	.0%
13030500 50401 Professional Develo	0	0	0	.00	.00	.00	.0%
13030500 50402 Dues and Membership	0	0	0	.00	.00	.00	.0%
13030500 50412 Meals and Lodging	0	0	0	.00	.00	.00	.0%
13030500 50413 Mileage/ travel rei	0	0	0	.00	.00	.00	.0%
TOTAL Health Officer	0	6,480	6,480	3,521.57	.00	2,958.43	54.3%
13031000 General Assistance							
13031000 50102 Department Head	10,508	0	10,508	6,315.12	.00	4,192.88	60.1%
13031000 50201 Unemployment Costs	217	0	217	99.50	.00	117.50	45.9%
13031000 50202 Workers Comp Insura	38	0	38	16.86	.00	21.14	44.4%
13031000 50210 MEPEERS - Employer S	0	0	0	.00	.00	.00	.0%
13031000 50230 FICA Employer Costs	804	0	804	483.12	.00	320.88	60.1%
13031000 50231 Medicare Employer C	0	0	0	.00	.00	.00	.0%
13031000 50301 Office Supplies	100	0	100	.00	.00	100.00	.0%
13031000 50302 Operating supplies	0	0	0	.00	.00	.00	.0%
13031000 50305 Books and Periodica	0	0	0	.00	.00	.00	.0%
13031000 50306 Postage	200	0	200	18.01	.00	181.99	9.0%
13031000 50352 Cell Phone allowanc	363	0	363	195.96	.00	167.04	54.0%
13031000 50401 Professional Develo	0	0	0	.00	.00	.00	.0%
13031000 50412 Meals and Lodging	0	0	0	.00	.00	.00	.0%
13031000 50413 Mileage/ travel rei	0	0	0	.00	.00	.00	.0%
13031000 50440 General Assistance	25,000	0	25,000	17,061.86	.00	7,938.14	68.2%

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ACCOUNTS FOR: 1000 General Fund	ORIGINAL APPROP	TRANFRS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
13031000 50441 Fuel assistance	0	0	0	.00	.00	.00	.0%
13031000 50442 Transportation Seri	0	0	0	.00	.00	.00	.0%
13031000 50450 Legal Services	0	0	0	.00	.00	.00	.0%
13031000 50451 Contracted Professi	0	0	0	.00	.00	.00	.0%
13031000 50510 Electricity	0	0	0	15.00	.00	-15.00	100.0%
TOTAL General Assistance	37,230	0	37,230	24,205.43	.00	13,024.57	65.0%
14040500 Police							
14040500 50102 Department Head	77,270	0	77,270	47,552.01	.00	29,717.99	61.5%
14040500 50104 Non Supervisory	716,056	0	716,056	408,253.14	.00	307,802.86	57.0%
14040500 50107 Administrative	38,572	0	38,572	22,339.88	.00	16,232.12	57.9%
14040500 50113 Call out	0	0	0	.00	.00	.00	.0%
14040500 50114 School Detail	0	0	0	.00	.00	.00	.0%
14040500 50115 Police Oustide Assi	0	0	0	.00	.00	.00	.0%
14040500 50116 Union	0	0	0	.00	.00	.00	.0%
14040500 50117 Misc. Police Detail	7,000	0	7,000	3,654.29	.00	3,345.71	52.2%
14040500 50130 Temporary/seasonal	25,000	0	25,000	9,681.88	.00	15,318.12	38.7%
14040500 50140 Overtime wages	31,350	0	31,350	14,070.95	.00	17,279.05	44.9%
14040500 50141 Holiday/Personal ti	101,277	-101,277	0	10,849.63	.00	-10,849.63	100.0%
14040500 50142 Vacation/SL Replace	0	0	0	.00	.00	.00	.0%
14040500 50143 Court time	9,000	0	9,000	3,432.17	.00	5,567.83	38.1%
14040500 50144 Training	0	0	0	.00	.00	.00	.0%
14040500 50145 Replacement Wages	0	101,277	101,277	79,795.31	.00	21,481.69	78.8%
14040500 50201 Unemployment Costs	4,470	0	4,470	1,193.97	.00	3,276.03	26.7%
14040500 50202 Workers Comp Insura	34,086	0	34,086	14,799.07	.00	19,286.93	43.4%
14040500 50210 MEPRS - Employer S	100,887	0	100,887	57,433.06	.00	43,453.94	56.9%
14040500 50220 Health Insurance	305,913	0	305,913	148,946.14	.00	156,966.86	48.7%
14040500 50230 FICA Employer Costs	76,923	0	76,923	43,961.74	.00	32,961.26	57.2%
14040500 50231 Medicare Employer C	0	0	0	.00	.00	.00	.0%
14040500 50250 Safety Equip Reimbu	0	0	0	.00	.00	.00	.0%
14040500 50260 Uniform cleaning	800	0	800	339.70	.00	460.30	42.5%
14040500 50301 Office Supplies	3,250	0	3,250	1,319.36	159.99	1,770.65	45.5%
14040500 50302 Operating supplies	13,700	0	13,700	8,222.67	-50.63	5,527.96	59.6%
14040500 50305 Books and Periodica	0	0	0	.00	.00	.00	.0%
14040500 50306 Postage	750	0	750	161.97	.00	588.03	21.6%
14040500 50307 Advertising	750	0	750	119.65	.00	630.35	16.0%
14040500 50308 Printing	3,500	0	3,500	1,344.00	.00	2,156.00	38.4%
14040500 50349 Recruitment Testing	2,500	0	2,500	825.00	.00	1,675.00	33.0%
14040500 50350 Uniform Cleaning	0	0	0	.00	.00	.00	.0%
14040500 50351 Clothing/Boot Allow	18,900	0	18,900	13,128.15	.00	5,771.85	69.5%

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ACCOUNTS FOR: 1000 General Fund	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
14040500 50352 Cell Phone/Allowanc	5,670	0	5,670	3,254.29	.00	2,415.71	57.4%
14040500 50353 Physicals	200	0	200	247.00	.00	-47.00	123.5%
14040500 50354 Physical Fitness Re	0	0	0	.00	.00	.00	.0%
14040500 50360 Minor equipment	0	0	0	.00	.00	.00	.0%
14040500 50362 Computer software	0	0	0	.00	.00	.00	.0%
14040500 50370 Parts - Supplies	0	0	0	.00	.00	.00	.0%
14040500 50375 Gas	26,250	0	26,250	16,528.07	.00	9,721.93	63.0%
14040500 50377 Diesel	0	0	0	.00	.00	.00	.0%
14040500 50378 Tires Expense	4,200	0	4,200	1,012.83	.00	3,187.17	24.1%
14040500 50401 Professional Develo	14,420	0	14,420	10,781.48	.00	3,638.52	74.8%
14040500 50402 Dues and Membership	0	0	0	.00	.00	.00	.0%
14040500 50412 Meals and Lodging	0	0	0	.00	.00	.00	.0%
14040500 50413 Mileage/ travel rei	800	0	800	19.66	.00	780.34	2.5%
14040500 50415 Education Program	2,434	0	2,434	1,095.00	.00	1,339.00	45.0%
14040500 50460 Monitoring costs/la	0	0	0	.00	.00	.00	.0%
14040500 50501 Vehicle Repairs	10,000	0	10,000	3,910.80	.00	6,089.20	39.1%
14040500 50512 Telephone	10,000	0	10,000	5,605.80	.00	4,394.20	56.1%
14040500 50520 Building repairs an	0	0	0	.00	.00	.00	.0%
14040500 50530	0	0	0	.00	.00	.00	.0%
14040500 50532 R&M Office Equipmen	0	1,000	1,000	.00	.00	1,000.00	.0%
14040500 50535 Rentals of Equipmen	0	0	0	.00	.00	.00	.0%
14040500 50536 R&M: Equipment	1,000	5,500	6,500	3,961.80	.00	2,538.20	61.0%
14040500 50544 R & M: Radios	6,500	-6,500	0	340.00	.00	-340.00	100.0%
14040500 50710 Equipment	2,700	0	2,700	3,325.00	.00	-625.00	123.1%
14040500 50720 Equipment - vehicle	0	40,000	40,000	.00	.00	40,000.00	.0%
14040500 50730 Equipment - furnitu	40,000	-40,000	0	.00	.00	.00	.0%
14040500 50740 Equipment - technol	0	0	0	.00	.00	.00	.0%
14040500 50741 Equipment - technol	0	0	0	.00	.00	.00	.0%
14040500 50790 Depreciation expens	0	0	0	.00	.00	.00	.0%
TOTAL Police	1,696,128	0	1,696,128	941,505.47	109.36	754,513.17	55.5%
14041500 Fire Department							
14041500 50102 Department Head	70,013	0	70,013	43,084.80	.00	26,928.20	61.5%
14041500 50104 Non Supervisory	150,000	0	150,000	71,811.22	.00	78,188.78	47.9%
14041500 50201 Unemployment Costs	247	0	247	99.50	.00	147.50	40.3%
14041500 50202 Workers Comp Insura	18,306	0	18,306	8,107.25	.00	10,198.75	44.3%
14041500 50210 MEPPERS - Employer S	7,001	0	7,001	4,308.48	.00	2,692.52	61.5%
14041500 50220 Health Insurance	22,881	0	22,881	12,918.08	.00	9,962.92	56.5%
14041500 50230 FICA Employer Costs	16,831	0	16,831	8,261.67	.00	8,569.33	49.1%
14041500 50231 Medicare Employer C	0	0	0	.00	.00	.00	.0%

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ACCOUNTS 1000	FOR: General Fund	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
14041500	50250	Safety Equip Reimbu	0	0	.00	.00	.00	.0%
14041500	50260	Uniform cleaning	0	0	.00	.00	.00	.0%
14041500	50301	Office Supplies	500	500	755.50	.00	-255.50	151.1%
14041500	50302	Operating supplies	10,000	10,000	3,600.43	.00	6,399.57	36.0%
14041500	50305	Books and Periodica	0	0	.00	.00	.00	.0%
14041500	50306	Postage	50	50	19.12	.00	30.88	38.2%
14041500	50350	Uniform Cleaning	0	0	.00	.00	.00	.0%
14041500	50351	Clothing/Boot Allow	3,500	3,500	635.81	.00	2,864.19	18.2%
14041500	50352	Cell Phone/Allowanc	420	420	210.00	.00	210.00	50.0%
14041500	50353	Physicals	5,000	5,000	2,374.00	.00	2,626.00	47.5%
14041500	50360	Minor equipment	0	0	.00	.00	.00	.0%
14041500	50362	Computer software	0	0	.00	.00	.00	.0%
14041500	50370	Parts - Supplies	5,500	5,500	1,708.29	.00	3,791.71	31.1%
14041500	50375	Gas	1,900	1,900	1,530.49	.00	369.51	80.6%
14041500	50377	Diesel	3,700	3,700	2,828.67	.00	871.33	76.5%
14041500	50378	Tires Expense	2,600	2,600	1,642.20	.00	957.80	63.2%
14041500	50401	Professional Develo	5,000	5,000	3,502.00	300.00	1,198.00	76.0%
14041500	50402	Dues and Membership	0	0	.00	.00	.00	.0%
14041500	50412	Meals and Lodging	0	0	.00	.00	.00	.0%
14041500	50413	Mileage/ travel rei	300	300	120.70	.00	179.30	40.2%
14041500	50451	Contracted Professi	0	0	.00	.00	.00	.0%
14041500	50453	Animal Shelter Serv	0	0	.00	.00	.00	.0%
14041500	50460	Monitoring costs/la	0	0	.00	.00	.00	.0%
14041500	50481	Fire Investigation	0	0	.00	.00	.00	.0%
14041500	50482	Fire Alarm Maintena	0	0	.00	.00	.00	.0%
14041500	50483	Security System Mai	0	0	.00	.00	.00	.0%
14041500	50490	Capital Projects Re	75,000	75,000	.00	.00	75,000.00	.0%
14041500	50501	Vehicle Repairs	0	0	.00	.00	.00	.0%
14041500	50511	Water Usage	2,395	2,395	1,034.05	.00	1,360.95	43.2%
14041500	50512	Telephone	2,600	2,600	1,436.68	.00	1,163.32	55.3%
14041500	50513	Sewer Expense	214	214	147.84	.00	66.16	69.1%
14041500	50530	Software and Servic	0	0	.00	.00	.00	.0%
14041500	50536	R&M: Equipment	24,000	24,000	17,969.03	.00	6,030.97	74.9%
14041500	50544	R & M: Radios	8,300	8,300	8,043.96	.00	256.04	96.9%
14041500	50560	Fire Fighting Foam	3,000	3,000	1,490.00	.00	1,510.00	49.7%
14041500	50561	EMS Supplies	1,500	1,500	306.80	.00	1,193.20	20.5%
14041500	50562	Personal Protective	20,500	20,500	2,137.84	.00	18,362.16	10.4%
14041500	50563	Hose Replacement	5,000	5,000	.00	.00	5,000.00	.0%
14041500	50710	Equipment	0	0	.00	.00	.00	.0%
14041500	50720	Equipment - vehicle	0	0	.00	.00	.00	.0%
14041500	50730	Equipment - furnitu	0	0	.00	.00	.00	.0%
14041500	50740	Equipment - technol	0	0	.00	.00	.00	.0%
14041500	50741	Equipment - technol	0	0	.00	.00	.00	.0%
14041500	50790	Depreciation expens	0	0	.00	.00	.00	.0%

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ACCOUNTS FOR: 1000 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL Fire Department	466,258	0	466,258	200,084.41	300.00	265,873.59	43.0%
14043000 Emergency Management							
14043000 50100 LEMS Stipend	127,885	0	127,885	95,913.36	.00	31,971.64	75.0%
14043000 50104 Non Supervisory	1,546	0	1,546	951.20	.00	594.80	61.5%
14043000 50201 Unemployment Costs	32	0	32	.00	.00	32.00	.0%
14043000 50202 Workers Comp Insura	6	0	6	7.80	.00	-1.80	130.0%
14043000 50210 MEPPERS - Employer S	0	0	0	.00	.00	.00	.0%
14043000 50230 FICA Employer Costs	119	0	119	72.65	.00	46.35	61.1%
14043000 50231 Medicare Employer C	0	0	0	.00	.00	.00	.0%
14043000 50301 Office Supplies	0	0	0	.00	.00	.00	.0%
14043000 50302 Operating supplies	0	0	0	.00	.00	.00	.0%
14043000 50305 Books and Periodica	0	0	0	.00	.00	.00	.0%
14043000 50306 Postage	0	0	0	.00	.00	.00	.0%
14043000 50401 Professional Develo	0	0	0	.00	.00	.00	.0%
14043000 50402 Dues and Membership	35	0	35	.00	.00	35.00	.0%
14043000 50412 Meals and Lodging	0	0	0	.00	.00	.00	.0%
14043000 50413 Mileage/ travel rei	0	0	0	.00	.00	.00	.0%
TOTAL Emergency Management	129,623	0	129,623	96,945.01	.00	32,677.99	74.8%
14045000 Animal Control							
14045000 50104 Non Supervisory	41,606	0	41,606	24,226.65	.00	17,379.35	58.2%
14045000 50140 Overtime	2,400	0	2,400	1,499.71	.00	900.29	62.5%
14045000 50201 Unemployment Costs	397	0	397	99.50	.00	297.50	25.1%
14045000 50202 Workers Comp Insura	823	0	823	751.70	.00	71.30	91.3%
14045000 50210 MEPPERS - Employer S	3,918	0	3,918	2,533.64	.00	1,384.36	64.7%
14045000 50220 Health Insurance	22,881	0	22,881	12,918.09	.00	9,962.91	56.5%
14045000 50230 FICA Employer Costs	3,367	0	3,367	1,788.04	.00	1,578.96	53.1%
14045000 50231 Medicare Employer C	0	0	0	.00	.00	.00	.0%
14045000 50250 Safety Equip Reimbu	0	0	0	.00	.00	.00	.0%
14045000 50260 Uniform cleaning	0	0	0	.00	.00	.00	.0%
14045000 50301 Office Supplies	0	0	0	.00	.00	.00	.0%
14045000 50302 Operating supplies	250	0	250	-50.82	.00	300.82	-20.3%
14045000 50305 Books and Periodica	0	0	0	.00	.00	.00	.0%
14045000 50306 Postage	0	0	0	.00	.00	.00	.0%
14045000 50351 Clothing/Boot Allow	600	0	600	.00	.00	600.00	.0%

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ACCOUNTS 1000	FOR: General Fund	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
14045000	50352 Cell Phone/Allowanc	626	0	626	518.09	.00	107.91	82.8%
14045000	50360 Minor equipment	0	0	0	.00	.00	.00	.0%
14045000	50370 Parts - Supplies	0	0	0	.00	.00	.00	.0%
14045000	50375 Gas	2,700	0	2,700	1,633.26	.00	1,066.74	60.5%
14045000	50378 Tires Expense	685	0	685	.00	.00	685.00	.0%
14045000	50401 Professional Develo	500	0	500	16.06	.00	483.94	3.2%
14045000	50402 Dues and Membership	0	0	0	.00	.00	.00	.0%
14045000	50412 Meals and Lodging	0	0	0	.00	.00	.00	.0%
14045000	50413 Mileage/ travel rei	0	0	0	.00	.00	.00	.0%
14045000	50451 Contracted Professi	500	0	500	.00	.00	500.00	.0%
14045000	50453 Animal Shelter Serv	11,712	0	11,712	11,711.70	.00	.30	100.0%
14045000	50454 Internet and websit	0	0	0	.00	.00	.00	.0%
14045000	50456 Veterinary Services	0	0	0	68.74	.00	-68.74	100.0%
14045000	50460 Monitoring costs/la	0	0	0	.00	.00	.00	.0%
14045000	50501 Vehicle Repairs	0	0	0	680.04	.00	-680.04	100.0%
14045000	50530 Software and Servic	0	0	0	.00	.00	.00	.0%
14045000	50536 R&M: Equipment	700	0	700	70.86	.00	629.14	10.1%
14045000	50544 R & M: Radios	0	0	0	.00	.00	.00	.0%
14045000	50710 Equipment	400	0	400	123.65	.00	276.35	30.9%
14045000	50720 Equipment - vehicle	0	0	0	.00	.00	.00	.0%
14045000	50730 Equipment - furnitu	0	0	0	.00	.00	.00	.0%
14045000	50740 Equipment - technol	0	0	0	.00	.00	.00	.0%
14045000	50741 Equipment - technol	0	0	0	.00	.00	.00	.0%
14045000	50790 Depreciation expens	0	0	0	.00	.00	.00	.0%
TOTAL Animal Control		94,065	0	94,065	58,588.91	.00	35,476.09	62.3%

14046000 Lisbon Communications Center

14046000	50104 Non Supervisory	193,148	0	193,148	105,821.51	.00	87,326.49	54.8%
14046000	50116 Union	0	0	0	.00	.00	.00	.0%
14046000	50130 Temporary/seasonal	20,425	0	20,425	12,230.70	.00	8,194.30	59.9%
14046000	50140 Overtime wages	2,250	0	2,250	18,019.96	.00	-15,769.96	800.9%
14046000	50141 Replacement Wages	37,493	-37,493	0	2,651.00	.00	-2,651.00	100.0%
14046000	50142 Vacation/Sick Leave	0	0	0	.00	.00	.00	.0%
14046000	50144 Training	0	0	0	.00	.00	.00	.0%
14046000	50145 Replacement Wages	0	37,493	37,493	18,442.36	.00	19,050.64	49.2%
14046000	50201 Unemployment Costs	1,410	0	1,410	398.00	.00	1,012.00	28.2%
14046000	50202 Workers Comp Insura	912	0	912	235.81	.00	676.19	25.9%
14046000	50210 MEPEPS - Employer S	23,367	0	23,367	9,688.37	.00	13,678.63	41.5%
14046000	50220 Health Insurance	37,667	0	37,667	32,999.03	.00	4,667.97	87.6%
14046000	50230 FICA Employer Costs	19,379	0	19,379	11,518.13	.00	7,860.87	59.4%

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ACCOUNTS FOR: 1000 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
14046000 50231 Medicare Employer C	0	0	0	.00	.00	.00	.0%
14046000 50250 Safety Equip Reimbu	0	0	0	.00	.00	.00	.0%
14046000 50260 Uniform Cleaning	0	0	0	.00	.00	.00	.0%
14046000 50301 Office Supplies	2,400	0	2,400	1,653.06	.00	746.94	68.9%
14046000 50302 Operating supplies	0	0	0	.00	.00	.00	.0%
14046000 50305 Books and Periodica	0	0	0	.00	.00	.00	.0%
14046000 50306 Postage	0	0	0	.00	.00	.00	.0%
14046000 50307 Advertising	120	0	120	.00	.00	120.00	.0%
14046000 50308 Printing	0	0	0	.00	.00	.00	.0%
14046000 50349 Recruitment Testing	500	0	500	250.00	.00	250.00	50.0%
14046000 50350 Uniform Cleaning	0	0	0	.00	.00	.00	.0%
14046000 50351 Clothing/Boot Allow	1,750	0	1,750	934.29	.00	815.71	53.4%
14046000 50352 Cell Phone/Allowanc	0	0	0	.00	.00	.00	.0%
14046000 50354 Physical Fitness Re	0	0	0	.00	.00	.00	.0%
14046000 50360 Minor equipment	0	0	0	.00	.00	.00	.0%
14046000 50362 Computer software	0	0	0	.00	.00	.00	.0%
14046000 50370 Parts - Supplies	0	0	0	.00	.00	.00	.0%
14046000 50401 Professional Develo	1,400	0	1,400	1,051.26	.00	348.74	75.1%
14046000 50402 Dues and Membership	0	0	0	.00	.00	.00	.0%
14046000 50412 Meals and Lodging	0	0	0	.00	.00	.00	.0%
14046000 50413 Mileage/ travel rei	100	0	100	100.00	.00	.00	100.0%
14046000 50512 Telephone	1,800	0	1,800	969.96	.00	830.04	53.9%
14046000 50520 Building repairs an	0	0	0	.00	.00	.00	.0%
14046000 50536 R&M: Equipment	1,125	0	1,125	.00	.00	1,125.00	.0%
14046000 50544 R & M: Radios	0	0	0	.00	.00	.00	.0%
14046000 50710 Equipment	0	0	0	.00	.00	.00	.0%
14046000 50720 Equipment - vehicle	0	0	0	.00	.00	.00	.0%
14046000 50730 Equipment - furnitu	0	0	0	.00	.00	.00	.0%
14046000 50740 Equipment - technol	0	0	0	.00	.00	.00	.0%
14046000 50741 Equipment - technol	0	0	0	.00	.00	.00	.0%
14046000 50790 Depreciation expens	0	0	0	.00	.00	.00	.0%
TOTAL Lisbon Communications Center	345,246	0	345,246	216,963.44	.00	128,282.56	62.8%
15050500 Department of Public Works							
15050500 50102 Department Head	80,018	0	80,018	38,131.21	.00	41,886.79	47.7%
15050500 50104 Non Supervisory	365,983	0	365,983	200,267.87	.00	165,715.13	54.7%
15050500 50107 Administrative	18,706	0	18,706	11,344.02	.00	7,361.98	60.6%
15050500 50116 Union	0	0	0	.00	.00	.00	.0%
15050500 50140 Overtime wages	40,000	0	40,000	14,513.19	.00	25,486.81	36.3%
15050500 50201 Unemployment Costs	2,472	0	2,472	994.99	.00	1,477.01	40.3%

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ACCOUNTS FOR: 1000 General Fund	ORIGINAL APPROP	TRANFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
15050500 50202 Workers Comp Insura	28,586	0	28,586	13,034.41	.00	15,551.59	45.6%
15050500 50210 MEPPERS - Employer S	45,440	0	45,440	21,545.46	.00	23,894.54	47.4%
15050500 50220 Health Insurance	166,744	0	166,744	62,799.07	.00	103,944.93	37.7%
15050500 50230 FICA Employer Costs	38,610	0	38,610	19,121.78	.00	19,488.22	49.5%
15050500 50231 Medicare Employer C	0	0	0	.00	.00	.00	.0%
15050500 50240 Medical testing	1,200	0	1,200	1,002.19	.00	197.81	83.5%
15050500 50250 Safety Equip Reimbu	0	0	0	.00	.00	.00	.0%
15050500 50301 Office Supplies	1,100	0	1,100	1,232.52	-130.98	-1.54	100.1%
15050500 50302 Operating supplies	7,000	0	7,000	3,746.16	.00	3,253.84	53.5%
15050500 50303 Other Supplies	1,350	0	1,350	17.98	.00	1,332.02	1.3%
15050500 50305 Books and Periodica	0	0	0	.00	.00	.00	.0%
15050500 50306 Postage	100	0	100	69.69	.00	30.31	69.7%
15050500 50307 Advertising	1,000	0	1,000	2,687.63	.00	-1,687.63	268.8%
15050500 50310 Grants Match	6,500	-6,500	0	2,267.30	.00	-2,267.30	100.0%
15050500 50320 Cleaning supplies	0	0	0	.00	.00	.00	.0%
15050500 50330 Drug Testing	0	0	0	192.00	.00	-192.00	100.0%
15050500 50331 RENAME	15,000	-15,000	0	438.10	.00	-438.10	100.0%
15050500 50332 Street Supplies	0	0	0	.00	.00	.00	.0%
15050500 50333 Signs	0	0	0	.00	.00	.00	.0%
15050500 50334 Construction materi	0	0	0	.00	.00	.00	.0%
15050500 50340 MDOT Match	0	0	0	.00	.00	.00	.0%
15050500 50351 Clothing/Boot Allow	10,000	0	10,000	4,938.77	.00	5,061.23	49.4%
15050500 50352 Cell Phone/Allowanc	1,146	0	1,146	900.53	.00	245.47	78.6%
15050500 50360 Minor equipment	3,000	0	3,000	1,912.79	.00	1,087.21	63.8%
15050500 50362 Cold Patch	0	0	0	148.13	.00	-148.13	100.0%
15050500 50363 Culverts	15,000	0	15,000	662.37	.00	14,337.63	4.4%
15050500 50364 Heavy Machinery: Ho	0	0	0	.00	.00	.00	.0%
15050500 50365 Paving	0	0	0	.00	.00	.00	.0%
15050500 50366 Asphalt-Hot Top	0	15,000	15,000	2,323.91	.00	12,676.09	15.5%
15050500 50367 Excavation Expense	5,000	0	5,000	.00	.00	5,000.00	.0%
15050500 50370 Parts - Supplies	40,000	0	40,000	33,766.52	.00	6,233.48	84.4%
15050500 50371 Sand & Gravel	0	6,500	6,500	7,619.08	.00	-1,119.08	117.2%
15050500 50372 Paint	0	0	0	.00	.00	.00	.0%
15050500 50375 Gas	10,125	0	10,125	-6,015.39	.00	16,140.39	-59.4%
15050500 50376 Oils and lubricants	4,500	0	4,500	817.43	.00	3,682.57	18.2%
15050500 50377 Diesel	27,000	0	27,000	18,400.37	.00	8,599.63	68.1%
15050500 50378 Tires Expense	5,000	0	5,000	1,830.66	.00	3,169.34	36.6%
15050500 50401 Professional Develo	4,000	0	4,000	475.30	.00	3,524.70	11.9%
15050500 50402 Dues and Membership	0	0	0	.00	.00	.00	.0%
15050500 50410 Casual Labor	0	0	0	.00	.00	.00	.0%
15050500 50412 Meals and Lodging	0	0	0	.00	.00	.00	.0%
15050500 50413 Mileage/ travel rei	200	0	200	332.48	.00	-132.48	166.2%
15050500 50430 Filing fees/license	1,200	0	1,200	896.00	.00	304.00	74.7%
15050500 50452 Audit Services	0	0	0	.00	.00	.00	.0%

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ACCOUNTS FOR: 1000 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
15050500 50455 Professional Service	26,400	0	26,400	1,222.32	.00	25,177.68	4.6%
15050500 50460 Monitoring costs/la	0	0	0	.00	.00	.00	.0%
15050500 50501 Vehicle Repairs	0	0	0	.00	.00	.00	.0%
15050500 50511 Water Usage	375	0	375	128.02	.00	246.98	34.1%
15050500 50512 Telephone	4,000	0	4,000	2,036.04	.00	1,963.96	50.9%
15050500 50513 Sewer Expense	560	0	560	124.32	.00	435.68	22.2%
15050500 50535 Rental of Equipment	30,000	0	30,000	9,695.85	.00	20,304.15	32.3%
15050500 50536 R&M: Equipment	8,000	0	8,000	5,156.51	.00	2,843.49	64.5%
15050500 50537 Equipment Painting	3,000	0	3,000	74.30	.00	2,925.70	2.5%
15050500 50538 Loam & Seed	1,500	0	1,500	3,276.89	.00	-1,776.89	218.8%
15050500 50539 R&M: Catch Basins &	5,000	0	5,000	4,738.77	.00	261.23	94.8%
15050500 50541 Ground repair and m	6,000	0	6,000	4,800.00	.00	1,200.00	80.0%
15050500 50543 R&M: Green Thumb	0	0	0	.00	.00	.00	.0%
15050500 50544 R & M: Radios	1,000	0	1,000	218.70	.00	781.30	21.9%
15050500 50545 R & M: TREE REMOVE	6,000	0	6,000	2,500.00	.00	3,500.00	41.7%
15050500 50546 R & M: SEWER	0	0	0	.00	.00	.00	.0%
15050500 50547 R & M: SIGNS	3,000	0	3,000	1,029.67	.00	1,970.33	34.3%
15050500 50548 R & M: STREETS	20,000	0	20,000	15,419.36	.00	4,580.64	77.1%
15050500 50554 Universal waste col	0	0	0	.00	.00	.00	.0%
15050500 50710 Equipment	0	0	0	.00	.00	.00	.0%
15050500 50720 Equipment - vehicle	30,000	0	30,000	30,816.50	.00	-816.50	102.7%
15050500 50730 Equipment - furnitu	0	0	0	.00	.00	.00	.0%
15050500 50740 Heavy Machinery	0	0	0	.00	.00	.00	.0%
15050500 50741 Equipment - technol	0	0	0	.00	.00	.00	.0%
15050500 50770 Infrastructure- Pav	425,000	0	425,000	42,295.04	.00	382,704.96	10.0%
15050500 50790 Depreciation expens	0	0	0	.00	.00	.00	.0%
TOTAL Department of Public Works	1,515,815	0	1,515,815	585,946.81	-130.98	929,999.17	38.6%
15051000 Winter Operations							
15051000 50140 Overtime	65,000	0	65,000	26,657.62	.00	38,342.38	41.0%
15051000 50201 Unemployment Costs	248	0	248	.00	.00	248.00	.0%
15051000 50202 Workers Comp Insura	4,901	0	4,901	2,198.39	.00	2,702.61	44.9%
15051000 50210 MEPEERS - Employer S	6,825	0	6,825	.00	.00	6,825.00	.0%
15051000 50230 FICA Employer Costs	4,972	0	4,972	1,895.92	.00	3,076.08	38.1%
15051000 50231 Medicare Employer C	0	0	0	.00	.00	.00	.0%
15051000 50250 Safety Equip Reimbu	0	0	0	.00	.00	.00	.0%
15051000 50301 Office Supplies	0	0	0	.02	.00	-.02	100.0%
15051000 50302 Operating supplies	0	0	0	.00	.00	.00	.0%
15051000 50303 Other Supplies	140,000	0	140,000	109,542.91	.00	30,457.09	78.2%
15051000 50305 Books and Periodica	0	0	0	.00	.00	.00	.0%

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ACCOUNTS FOR: 1000 General Fund	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
15051000 50306 Postage	0	0	0	13.36	.00	-13.36	100.0%
15051000 50320 Cleaning Supplies	0	0	0	.00	.00	.00	.0%
15051000 50334 Construction materi	0	0	0	.00	.00	.00	.0%
15051000 50360 Minor equipment	0	0	0	.00	.00	.00	.0%
15051000 50370 Parts - Supplies	15,000	0	15,000	2,505.91	.00	12,494.09	16.7%
15051000 50375 Gas	0	0	0	.00	.00	.00	.0%
15051000 50380 Uniforms/safety equ	0	0	0	.00	.00	.00	.0%
15051000 50451 Contracted Professi	50,000	0	50,000	33,332.00	.00	16,668.00	66.7%
15051000 50501 Vehicle Repairs	0	0	0	.00	.00	.00	.0%
15051000 50536 R&M: Equipment	0	0	0	.00	.00	.00	.0%
15051000 50710 Equipment	0	0	0	.00	.00	.00	.0%
TOTAL Winter Operations	286,946	0	286,946	176,146.13	.00	110,799.87	61.4%

15052000 Solid Waste

15052000 50102 Department Head	0	0	0	53.19	.00	-53.19	100.0%
15052000 50104 Non Supervisory	102,169	0	102,169	59,098.47	.00	43,070.53	57.8%
15052000 50130 Temporary/seasonal	0	0	0	.00	.00	.00	.0%
15052000 50140 Overtime wages	0	0	0	789.47	.00	-789.47	100.0%
15052000 50201 Unemployment Costs	968	0	968	398.00	.00	570.00	41.1%
15052000 50202 Workers Comp Insura	4,915	0	4,915	2,318.73	.00	2,596.27	47.2%
15052000 50210 MEPEERS - Employer S	8,101	0	8,101	5,970.43	.00	2,130.57	73.7%
15052000 50220 Health Insurance	45,761	0	45,761	26,677.68	.00	19,083.32	58.3%
15052000 50230 FICA Employer Costs	7,816	0	7,816	3,983.27	.00	3,832.73	51.0%
15052000 50231 Medicare Employer C	0	0	0	.00	.00	.00	.0%
15052000 50240 Medical testing	250	0	250	.00	.00	250.00	.0%
15052000 50250 Safety Equip Reimbu	0	0	0	.00	.00	.00	.0%
15052000 50301 Office Supplies	500	0	500	88.01	.00	411.99	17.6%
15052000 50302 Operating supplies	3,000	0	3,000	3,118.45	.00	-118.45	103.9%
15052000 50303 Other Supplies	0	0	0	88.66	.00	-88.66	100.0%
15052000 50305 Books and Periodica	0	0	0	.00	.00	.00	.0%
15052000 50306 Postage	60	0	60	22.18	.00	37.82	37.0%
15052000 50307 Advertising	100	0	100	71.80	.00	28.20	71.8%
15052000 50308 Printing	1,200	0	1,200	611.00	.00	589.00	50.9%
15052000 50351 Clothing/Boot Allow	1,800	0	1,800	1,011.74	.00	788.26	56.2%
15052000 50352 Cell Phone allowanc	420	0	420	245.00	.00	175.00	58.3%
15052000 50360 Minor equipment	0	0	0	.00	.00	.00	.0%
15052000 50368 Hauling	10,800	0	10,800	2,479.50	.00	8,320.50	23.0%
15052000 50369 Land Fill	4,000	0	4,000	2,936.35	.00	1,063.65	73.4%
15052000 50370 Parts - Supplies	8,000	0	8,000	3,700.99	.00	4,299.01	46.3%
15052000 50375 Gas	0	0	0	.00	.00	.00	.0%

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ACCOUNTS 1000	FOR: General Fund	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
15052000	50377 Diesel	8,325	0	8,325	5,918.49	.00	2,406.51	71.1%
15052000	50378 Tires Expense	4,000	0	4,000	3,023.39	.00	976.61	75.6%
15052000	50401 Professional Develo	250	0	250	.00	.00	250.00	.0%
15052000	50402 Dues and Membership	0	0	0	.00	.00	.00	.0%
15052000	50412 Meals and Lodging	0	0	0	.00	.00	.00	.0%
15052000	50413 Mileage/ travel rei	250	0	250	.00	.00	250.00	.0%
15052000	50430 Filing fees/license	700	0	700	396.00	.00	304.00	56.6%
15052000	50470 Registry Services	0	0	0	.00	.00	.00	.0%
15052000	50501 Vehicle Repairs	0	0	0	.00	.00	.00	.0%
15052000	50511 Water usage fees	2,500	0	2,500	948.32	.00	1,551.68	37.9%
15052000	50512 Telephone	1,500	0	1,500	783.09	.00	716.91	52.2%
15052000	50513 Sewer Expense	500	0	500	188.16	.00	311.84	37.6%
15052000	50535 Rentals of Equipmen	0	0	0	.00	.00	.00	.0%
15052000	50536 R&M: Equipment	5,000	0	5,000	3,480.94	.00	1,519.06	69.6%
15052000	50544 R & M: Radios	0	0	0	.00	.00	.00	.0%
15052000	50547 R & M: SIGNS	0	0	0	.00	.00	.00	.0%
15052000	50551 Solid waste tipping	0	0	0	.00	.00	.00	.0%
15052000	50552 Solid waste curbsid	0	0	0	.00	.00	.00	.0%
15052000	50553 Hazardous waste col	0	0	0	.00	.00	.00	.0%
15052000	50554 Universal waste col	0	0	0	.00	.00	.00	.0%
15052000	50555 Sludge Disposal	275,000	-275,000	0	16,075.42	.00	-16,075.42	100.0%
15052000	50556 Trash Removal	0	275,000	275,000	127,126.31	.00	147,873.69	46.2%
15052000	50710 Equipment	0	0	0	.00	.00	.00	.0%
15052000	50720 Equipment - vehicle	0	0	0	.00	.00	.00	.0%
15052000	50730 Equipment - furnitu	0	0	0	.00	.00	.00	.0%
15052000	50740 Equipment - technol	0	0	0	.00	.00	.00	.0%
15052000	50741 Equipment - technol	0	0	0	.00	.00	.00	.0%
15052000	50790 Depreciation expens	0	0	0	.00	.00	.00	.0%
TOTAL Solid Waste		497,885	0	497,885	271,603.04	.00	226,281.96	54.6%
15053500 Other Public Works								
15053500	50510 Electricity	107,000	0	107,000	46,983.19	.00	60,016.81	43.9%
15053500	50534 Hydrant Rental	406,000	0	406,000	304,500.00	.00	101,500.00	75.0%
15053500	50536 R&M: Equipment	8,500	0	8,500	3,164.00	.00	5,336.00	37.2%
TOTAL Other Public Works		521,500	0	521,500	354,647.19	.00	166,852.81	68.0%
16060500 Library								
16060500	50102 Department Head	54,089	0	54,089	33,414.78	.00	20,674.22	61.8%

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ACCOUNTS FOR: 1000 General Fund	ORIGINAL APPROP	TRANFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
16060500 50104 Non Supervisory	99,049	0	99,049	58,658.51	.00	40,390.49	59.2%
16060500 50140 Overtime	0	0	0	.00	.00	.00	.0%
16060500 50201 Unemployment Costs	1,508	0	1,508	597.00	.00	911.00	39.6%
16060500 50202 Workers Comp Insura	663	0	663	292.52	.00	370.48	44.1%
16060500 50210 MEPPERS - Employer S	12,394	0	12,394	7,638.60	.00	4,755.40	61.6%
16060500 50220 Health Insurance	70,173	0	70,173	39,346.59	.00	30,826.41	56.1%
16060500 50230 FICA Employer Costs	11,716	0	11,716	6,500.20	.00	5,215.80	55.5%
16060500 50231 Medicare Employer C	0	0	0	.00	.00	.00	.0%
16060500 50250 Safety Equip Reimbu	0	0	0	.00	.00	.00	.0%
16060500 50301 Office Supplies	3,700	0	3,700	1,517.29	.00	2,182.71	41.0%
16060500 50302 Operating supplies	39,468	0	39,468	13,109.65	650.00	25,708.35	34.9%
16060500 50303 Other Supplies	0	0	0	97.30	.00	-97.30	100.0%
16060500 50304 Supplies Spacial Ev	0	0	0	.00	.00	.00	.0%
16060500 50305 Books and Periodica	0	0	0	875.89	99.97	-975.86	100.0%
16060500 50306 Postage	2,112	0	2,112	893.25	.00	1,218.75	42.3%
16060500 50308 Printing	550	0	550	.00	.00	550.00	.0%
16060500 50352 Cell Phone/Allowanc	420	0	420	280.00	.00	140.00	66.7%
16060500 50360 Minor equipment	0	0	0	.00	.00	.00	.0%
16060500 50401 Professional Develo	550	0	550	.00	.00	550.00	.0%
16060500 50402 Dues and Membership	200	0	200	.00	.00	200.00	.0%
16060500 50412 Meals and Lodging	0	0	0	.00	.00	.00	.0%
16060500 50413 Mileage/ travel rei	300	0	300	.00	.00	300.00	.0%
16060500 50451 Contracted Professi	0	0	0	.00	.00	.00	.0%
16060500 50511 Water usage fees	225	0	225	108.40	.00	116.60	48.2%
16060500 50512 Telephone	1,900	0	1,900	971.14	.00	928.86	51.1%
16060500 50513 Sewer Expense	145	0	145	67.20	.00	77.80	46.3%
16060500 50535 Rentals of Equipmen	550	0	550	180.75	.00	369.25	32.9%
16060500 50536 R&M: Equipment	650	0	650	590.43	.00	59.57	90.8%
16060500 50710 Equipment	0	0	0	.00	.00	.00	.0%
16060500 50720 Equipment - vehicle	0	0	0	.00	.00	.00	.0%
16060500 50730 Equipment - furnitu	0	0	0	.00	.00	.00	.0%
16060500 50740 Equipment - technol	0	0	0	.00	.00	.00	.0%
16060500 50741 Equipment - technol	0	0	0	.00	.00	.00	.0%
16060500 50790 Depreciation expens	0	0	0	.00	.00	.00	.0%
TOTAL Library	300,362	0	300,362	165,139.50	749.97	134,472.53	55.2%
16061500 PARKS & RECREATION							
16061500 50102 Department Head	61,922	0	61,922	38,105.60	.00	23,816.40	61.5%
16061500 50104 Non Supervisory	163,453	0	163,453	97,625.29	.00	65,827.71	59.7%
16061500 50130 Temporary/seasonal	126,310	0	126,310	95,686.89	.00	30,623.11	75.8%

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Town of Lisbon
YEAR-TO-DATE BUDGET REPORT

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FOR 2019 07

ACCOUNTS 1000	FOR: General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
16061500	50140 Overtime	5,819	0	5,819	1,184.47	.00	4,634.53	20.4%
16061500	50201 Unemployment Costs	5,196	0	5,196	597.00	.00	4,599.00	11.5%
16061500	50202 Workers Comp Insura	16,267	0	16,267	6,502.00	.00	9,765.00	40.0%
16061500	50210 MEPPERS - Employer S	15,328	0	15,328	6,547.21	.00	8,780.79	42.7%
16061500	50220 Health Insurance	59,007	0	59,007	33,469.10	.00	25,537.90	56.7%
16061500	50230 FICA Employer Costs	27,350	0	27,350	17,324.24	.00	10,025.76	63.3%
16061500	50231 Medicare Employer C	0	0	0	.00	.00	.00	.0%
16061500	50301 Office Supplies	1,200	0	1,200	258.67	.00	941.33	21.6%
16061500	50302 Operating supplies	41,700	0	41,700	22,175.35	.00	19,524.65	53.2%
16061500	50303 Other Supplies	0	0	0	.00	.00	.00	.0%
16061500	50304 Supplies Special Ev	0	0	0	.00	.00	.00	.0%
16061500	50305 Books and Periodica	0	0	0	.00	.00	.00	.0%
16061500	50306 Postage	300	0	300	25.48	.00	274.52	8.5%
16061500	50307 Advertising	500	0	500	71.80	.00	428.20	14.4%
16061500	50308 Printing	0	0	0	.00	.00	.00	.0%
16061500	50351 Clothing/Boot Allow	0	0	0	.00	.00	.00	.0%
16061500	50352 Cell Phone/Allowanc	420	0	420	210.00	.00	210.00	50.0%
16061500	50355 Co-Ed Softball/Fast	12,000	0	12,000	6,291.94	.00	5,708.06	52.4%
16061500	50356 Summer Trips	36,000	0	36,000	16,229.13	.00	19,770.87	45.1%
16061500	50357 Sunshine Hill	3,000	0	3,000	2,415.38	.00	584.62	80.5%
16061500	50358 New Programs	8,000	0	8,000	7,522.04	.00	477.96	94.0%
16061500	50359 Officials	3,400	0	3,400	2,715.54	.00	684.46	79.9%
16061500	50360 Minor equipment	0	0	0	.00	.00	.00	.0%
16061500	50361 Athletic equipment	0	0	0	.00	.00	.00	.0%
16061500	50370 Parts - Supplies	0	0	0	.00	.00	.00	.0%
16061500	50371 Sand & Gravel	0	0	0	.00	.00	.00	.0%
16061500	50375 Gas	5,500	0	5,500	2,996.65	.00	2,503.35	54.5%
16061500	50376 Oil and lubricants	0	0	0	.00	.00	.00	.0%
16061500	50377 Diesel	1,400	0	1,400	809.95	.00	590.05	57.9%
16061500	50380 Uniforms/safety equ	500	0	500	.00	.00	500.00	.0%
16061500	50401 Professional Develo	1,200	0	1,200	347.85	.00	852.15	29.0%
16061500	50402 Dues and Membership	0	0	0	.00	.00	.00	.0%
16061500	50411 Cleaning Services	0	0	0	.00	.00	.00	.0%
16061500	50412 Meals and Lodging	0	0	0	.00	.00	.00	.0%
16061500	50413 Mileage/ travel rei	400	0	400	.00	.00	400.00	.0%
16061500	50414 Senior Meals Expens	7,000	0	7,000	2,936.87	.00	4,063.13	42.0%
16061500	50483 Security System Mai	360	0	360	180.00	.00	180.00	50.0%
16061500	50490 Comprehensive Plan	0	0	0	.00	.00	.00	.0%
16061500	50501 Vehicle Repairs	3,000	0	3,000	2,057.80	222.36	719.84	76.0%
16061500	50510 Electricity	300	0	300	139.05	.00	160.95	46.4%
16061500	50511 Water Usage	1,312	0	1,312	545.26	.00	766.74	41.6%
16061500	50512 Telephone	2,800	0	2,800	1,574.16	.00	1,225.84	56.2%
16061500	50513 Sewer Expense	1,000	0	1,000	215.04	.00	784.96	21.5%
16061500	50516 Do not use	0	0	0	92.73	.00	-92.73	100.0%

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Town of Lisbon
YEAR-TO-DATE BUDGET REPORT

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FOR 2019 07

ACCOUNTS FOR: 1000 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
16061500 50520 Software and Servic	0	0	0	.00	.00	.00	.0%
16061500 50522 Space Rental	2,200	0	2,200	1,168.32	.00	1,031.68	53.1%
16061500 50536 R&M: Equipment	5,000	0	5,000	1,501.06	.00	3,498.94	30.0%
16061500 50540 R&M Rec Field	0	0	0	.00	.00	.00	.0%
16061500 50541 Grounds maintenance	11,500	0	11,500	6,812.15	.00	4,687.85	59.2%
16061500 50542 River Trail maint a	5,000	0	5,000	2,582.47	.00	2,417.53	51.6%
16061500 50543 R&M: Green Thumb	4,690	0	4,690	1,687.55	.00	3,002.45	36.0%
16061500 50547 R & M: SIGNS	0	0	0	.00	.00	.00	.0%
16061500 50556 Trash Removal	1,150	0	1,150	608.25	.00	541.75	52.9%
16061500 50710 Equipment	0	0	0	.00	.00	.00	.0%
16061500 50720 Equipment - vehicle	0	0	0	.00	.00	.00	.0%
16061500 50730 Equipment - furnitu	0	0	0	.00	.00	.00	.0%
16061500 50740 Equipment - technol	0	0	0	.00	.00	.00	.0%
16061500 50741 Equipment - technol	0	0	0	.00	.00	.00	.0%
16061500 50790 Depreciation expens	0	0	0	.00	.00	.00	.0%
TOTAL PARKS & RECREATION	641,484	0	641,484	381,212.29	222.36	260,049.35	59.5%
16062000 Public Services - Other							
16062000 50442 Transportation serv	40,000	0	40,000	30,000.00	.00	10,000.00	75.0%
16062000 50510 Electricity	0	0	0	.00	.00	.00	.0%
16062000 50650 Historical Society	2,000	0	2,000	.00	.00	2,000.00	.0%
16062000 50651 LACO	1,000	0	1,000	.00	.00	1,000.00	.0%
16062000 50652 Memorial Day	1,500	0	1,500	.00	.00	1,500.00	.0%
16062000 50653 MMA	8,500	0	8,500	.00	.00	8,500.00	.0%
TOTAL Public Services - Other	53,000	0	53,000	30,000.00	.00	23,000.00	56.6%
17070500 Economic Development							
17070500 50102 Department Head	57,276	0	57,276	35,238.40	.00	22,037.60	61.5%
17070500 50201 Unemployment Costs	248	0	248	99.50	.00	148.50	40.1%
17070500 50202 Workers Comp Insura	207	0	207	90.16	.00	116.84	43.6%
17070500 50210 MEPEERS - Employer S	5,726	0	5,726	3,523.84	.00	2,202.16	61.5%
17070500 50220 Health Insurance	10,201	0	10,201	5,759.00	.00	4,442.00	56.5%
17070500 50230 FICA Employer Costs	4,381	0	4,381	2,594.13	.00	1,786.87	59.2%
17070500 50231 Medicare Employer C	0	0	0	.00	.00	.00	.0%
17070500 50301 Office Supplies	450	0	450	621.45	.00	-171.45	138.1%
17070500 50302 Operating supplies	3,000	0	3,000	1,551.21	.00	1,448.79	51.7%

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Town of Lisbon
YEAR-TO-DATE BUDGET REPORT

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FOR 2019 07

ACCOUNTS FOR: 1000 General Fund	ORIGINAL APPROP	TRANSFRS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
17070500 50304 Supplies Special Ev	0	0	0	.00	.00	.00	.0%
17070500 50305 Books and Periodica	0	0	0	.00	.00	.00	.0%
17070500 50306 Postage	300	0	300	21.21	.00	278.79	7.1%
17070500 50307 Advertising	1,000	0	1,000	105.53	.00	894.47	10.6%
17070500 50352 Cell Phone/Allowanc	420	0	420	245.00	.00	175.00	58.3%
17070500 50360 Minor equipment	0	0	0	.00	.00	.00	.0%
17070500 50401 Professional employ	3,500	0	3,500	590.00	.00	2,910.00	16.9%
17070500 50402 Dues and Membership	3,000	0	3,000	1,605.00	.00	1,395.00	53.5%
17070500 50403 Maine Municipal Ser	0	0	0	.00	.00	.00	.0%
17070500 50405 PSAP Fees	0	0	0	.00	.00	.00	.0%
17070500 50406 AVCOG Dues	8,988	0	8,988	8,987.35	.00	.65	100.0%
17070500 50412 Meal allowance	500	0	500	.00	.00	500.00	.0%
17070500 50413 Mileage/ travel rei	1,000	0	1,000	294.90	.00	705.10	29.5%
17070500 50420 DSL/VPN/ Network Co	0	0	0	.00	.00	.00	.0%
17070500 50440 General assistance	0	0	0	.00	.00	.00	.0%
17070500 50540 Electronic equipmen	0	0	0	.00	.00	.00	.0%
17070500 50601 General Liability	0	0	0	.00	.00	.00	.0%
17070500 50670 Moxie Festival Dona	5,000	0	5,000	.00	.00	5,000.00	.0%
17070500 50710 Equipment	0	0	0	.00	.00	.00	.0%
17070500 50720 Equipment - vehicle	0	0	0	.00	.00	.00	.0%
17070500 50730 Equipment - furnitu	0	0	0	.00	.00	.00	.0%
17070500 50740 Equipment - technol	0	0	0	.00	.00	.00	.0%
17070500 50741 Equipment - technol	0	0	0	.00	.00	.00	.0%
17070500 50790 Depreciation expens	0	0	0	.00	.00	.00	.0%
17070500 50900 Miscellaneous Items	0	0	0	.00	.00	.00	.0%
TOTAL Economic Development	105,197	0	105,197	61,326.68	.00	43,870.32	58.3%
TOTAL General Fund	15,989,027	181,501	16,170,528	9,979,252.66	4,590.85	6,186,684.74	61.7%
TOTAL EXPENSES	15,989,027	181,501	16,170,528	9,979,252.66	4,590.85	6,186,684.74	

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|Town of Lisbon
|YEAR-TO-DATE BUDGET REPORT

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FOR 2019 07

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	15,989,027	181,501	16,170,528	9,979,252.66	4,590.85	6,186,684.74	61.7%

** END OF REPORT - Generated by Lydia Colston **



Town of Lisbon

Fire Department

Nathan LeClair, Fire Chief



To: Lisbon Town Council
Department Monthly Report: January 2019

In the month of January the Fire Department responded to 30 calls for service (includes inspections and various investigations and complaints, such as unpermitted burns). 2 of which were mutual aid calls. A 3 alarm fire in Brunswick and a structure fire in Sabattus. Both on the same day. The Department responded to 5 First Responder (Medical) calls and 1 call to assist Lisbon Emergency, with lifting.

This time of the year we start seeing an increase in carbon monoxide calls. We ask everyone to please make sure that there gas vents are clear of snow, furnaces are maintained, and to not run vehicles inside your garage with the door closed.

Every year we see at least one snow-blower incident. We started the year off with one. Please make sure that the snow-blower is off before reaching in to clear blockages.

In the month of January we saw the retirement of Firefighter Corey Chase. Corey came to Lisbon in 1992 and dedicated 26 years to protecting the citizens of the Town of Lisbon. If you include the 10 years he had prior to, he volunteered 36 years in the fire service. We wish Corey the best.

In January, Maine Bureau of Labor did an inspection of certain Town Departments. The Fire Department fared well with only minor issues and a couple of building issues that need to be address. The electrical panel at the Lisbon Falls Station and eye wash stations at both locations. The eye wash stations were not adequate enough for the chemicals that are stored and used at the fire stations.

January training is always doing the Federal and State mandated training. This includes topics such as sexual harassment, blood borne pathogens, respiratory protection and SCBA (self-contained breathing apparatus) review.

LIBRARY DEPARTMENT

TOWN COUNCIL /TOWN MANAGER MONTHLY REPORT

January 2019

Adult Books	1,239	Adult DVD's	335
Juvenile Books	830	Juvenile DVD's	119
Audio Books	82	Periodicals	159
ILL In	153	ILL Out	236
E-Readers Users	38	E-Reader Downloads	137
Adult Room Count	1,304	Juvenile Room Count	628
Patron Use Computers	302	New Patrons	30
Sat AM Storytime	19	Thursday PM Storytime	34
Legos Club	10	Animation Stop Motion	4
Crafts/Claudia	4	Steam Lab Program	6

*Library was closed January 1st & January 21st, MLK Day

January is always a transition month at the library. We successfully completed all our scheduled holiday programs and put away the holiday books and DVD's. We began to prepare to assist Lisbon citizens with their federal and state tax form needs since most of the forms can only be accessed through the state and federal government websites. We saw an increase in book and DVD circulation in the month of January.

The Library Department was successful in filling the 15-hour Library Aide position in January. Karen Shaw joined our staff on 1/16/19. She is learning quickly and patrons are pleased to work with a full library staff. All other members of the staff continue to work hard at their assigned tasks. Mrs. Medlen continues to re-bar-code the adult non-fiction collection while Mrs. Marenus continues to move our Inter Library Loan services forward as patrons seek more items from other Maine libraries. Our Children's Librarian, Bill Meakin and Library Assistant, Claudia Lemieux began to plan the 2019 Summer Reading Program. I completed the Library Department's "draft 2019-2020 budget" and met with the Town Manager and Finance for first review of the proposed budget. I will be ready for Town Council review as scheduled in March. I also completed and submitted the Library Department's 2017-18 annual report

The new heating unit in the backroom on the first floor of the building is working well. It keeps up with the need for heat nicely. The thermostat that regulates the heat in the backroom was finally put back in its original spot on the wall in the backroom. That has made a big difference in the temperature swings in that backroom. I watch the temperature carefully and use the heat monitor only on the very cold days to ensure we maintain sufficient heat throughout the first floor of the building. The new carpeting

is holding up very well this winter and certainly the “water hog” carpet/pad that was installed at the front of the desk picks up most of the snow, ice, sand and salt that people have on their footwear.

The library will host special programs throughout the February school vacation week to ensure families have programs and a fun place to visit. We will offer special crafts, a battery operated race track & car for children to try and have lots of board games available for family fun.

Respectfully submitted,

Diane I. Nadeau

Library Director

TOWN OF LISBON



Mark Stevens
Lisbon Parks & Recreation Director
18 School Street
Lisbon Falls, ME 04250
(207) 353-2289
mstevens@lisbonme.org



TO: Diane Barnes; Town Manager

SUBJECT: January 2018 Report

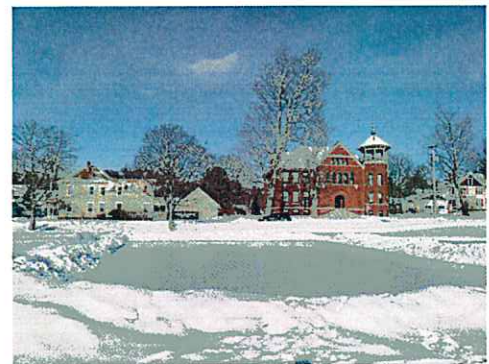
DATE: February 14, 2019

The 4th annual Winter Festival was held at Beaver Park on January 26th from 10 a.m. to 2 p.m. An estimated 400 people came and enjoyed snow shoeing, dog sledding, great food and entertainment. Sub Zero's Ice Carving owner, Jay took center stage and worked on cutting out the wolf pictured here. Greg Waters from River Side Wood Carving had is amazing display of work as well. The dog sleds offered three teams of dogs that pulled folks though the mile long park trail. 120 people took advantage of the dog sled rides through the park. For the first time ever the weather produced some amazing skating ponds on the open field where more than 100 people spent a good part of the day. I want to thank my staff for their hard work planning this event, and all the volunteers and sponsors, especially Mc. Donalds who helped us get this great event to the people of Lisbon.

Our Lost Valley Ski program kicked off on the first Monday in January. We only have 19 people in the program this year, but we are pleased because it is a revival of a program that we lost years ago because of the steep lift prices. The new owners have reached out to us offering lower prices making affordable once again.

We currently have 137 boys and girls registered to play basketball. The participants range from K-6 grades. The practices are held Monday – Thursday and games are on Saturday at LCS. As I mentioned in my previous reports, we have joined with other close by communities and offer home and away games for a better variety of play. We also have 4 travel teams competing in tournaments in February. We also Men's Basketball during the week at LCS.

Cribbage packs the MTM Center house every Monday morning. Some folks just can't get enough so recently we have the men come in to play cribbage on Wednesday and women play on Thursdays. Senior Coordinator, Aline Strout is also planning a trip to the Branson MO. and Nova Scotia and Prince Edward Island Canada in



2019. Lunch or breakfast is served every Friday. We also have the sewing club in room 11 three days a week at MTM. We hold fitness classes for the retired folks in room 12 on Tuesday and Fridays. We offer free movies on Tuesdays in room 10.

Wesley Walton has been doing an amazing amount of work in the park and also the MTM skating rink. Wesley has also been digitally mapping all our trails in Beaver Park. He will continue his work into Summer Street Park and also the walking trails along the river. This will enable anyone from any device to go to ALL TRAILS and get digital map of all our town trails at the push of a button.



Lisbon Police Department

A Community Policing Agency

300 Lisbon St.
Lisbon, ME 04250

Marc R. Hagan
Chief of Police

February 2019 Report to Council Police Department

In the month of January, the Lisbon Police Department received or responded to 992 calls for service. A total of 60 investigations were initiated, and there were 14 motor vehicle crashes. 28 persons were arrested, or issued criminal/civil summonses, and there were 179 traffic stops.

In January our sworn officers completed their annual electronic control weapon, also known as "taser", and pepper spray training. Several of the department's newer officers volunteered to be shot with the taser, so as to better understand the full impact of the tools use in the field as a defensive weapon. There were no volunteers to be sprayed with department-issued pepper spray, as that particular training experience is addressed during the 18-week criminal justice academy.

In January, the Town of Lisbon received a free solar-powered speed sign from the Maine Department of Transportation. The police department attended the introductory training, took possession of the sign, and will work with the new public works director in the spring to have the unit attached to a pole at a location to be determined. The software on the unit will flash to warn motor vehicle operators of their speeds, as well as record dates and times of violations to allow for targeted enforcement by the police department during times of high violations. This electronic sign should be a positive step towards enhancing the safety of the community in any neighborhood that it is posted in, and the department has expressed interest to MDOT if further signs should become available.

The calls for service in the month of January, and the first two-weeks of February, have shown a disturbing increase in the number of Domestic Violence related calls. There have been a total of 13 reported domestic disturbances in 2019 that have led to 8 persons being charged criminally with domestic violence assault. This compared to 5 reported domestic disturbances in December, and 9 reported domestic disturbances (2 arrests) during the same period last year. This department takes each case of domestic violence seriously, while working in partnership with the Androscoggin County District Attorney's Office, and other family crisis groups, to fully investigate all reported cases and safeguard the lives of the victims. This issue will continue to be monitored to determine if there are any changes or training requirements that should be addressed within this agency, or if there are needs to be addressed within the community as a whole.

Thank you,
Marc R. Hagan
Chief of Police

MEMORANDUM FROM THE PUBLIC WORKS DIRECTOR

TO: DIANE BARNES, TOWN MANAGER
FROM: STEVE AIEVOLI
SUBJECT: JANUARY 2019 MONTHLY REPORT
DATE: FEBRUARY 13, 2019

Public Works – January was a month when we received what seemed like one storm a week. The staff spent almost as much time doing maintenance and cleaning of the equipment each week as they spent on the roads plowing. This left little time to work on other areas of concern. Besides their normal daily duties they were able to fit in a couple days to prep for and do snow removal and were able to work on the unpaved portions of Park Street and Pinewoods Road several times. One of the storms we received was a mid-winter rain storm that caused drainage issues throughout town that kept the crew busy attempting to find and open basins that were covered in snow from the previous snow we received.

The highway crew had two staff members resign their positions this month which left us with two critical plow routes without drivers. We were able to quickly fill one of the positions and that person will be starting sometime next month. Mike Piela who has been in the 50/50 split position for almost two years has applied and has filled one of our open Mechanic positions. We are still advertising to hire one more mechanic and the second highway crew position. The staff of the Transfer Station and also two employees of the school department have been an enormous help with assisting with winter operations when they are called upon.

Transfer Station - Below is a summary of the items shipped during the past month.

<u>Item</u>	<u>Tonnage</u>
Single Stream	7.91
Trash	230.20
Bulky Waste	29.03
Wood	21.70
Brush	4.78
Compost	6.96
Waste Gas	55 gallons
Freon	36 units

MEMORANDUM FROM THE SEWER SUPERINTENDENT

TO: DIANE BARNES, TOWN MANAGER
FROM: STEVE AIEVOLI
SUBJECT: JANUARY 2019 MONTHLY REPORT
DATE: FEBRUARY 13, 2019

Below is a summary of the activities beyond the typical sewer system and treatment plant maintenance completed this month.

- Repainted grit hopper
- Installed steel plates under sludge container
- Repaired Madelyn Street pump station enclosure
- Installed shelving in maintenance garage
- Rt.196 pump #2 pulled and sent for a motor rewind
- Repaired a hydraulic leak on the bucket/boom truck
- Plowed the treatment plant and pump stations during and after the storms
- Zach Breton plowed with Public Works during several storms we received
- Patriot Mechanical repaired an issue with the Dewatering Building boiler
- Issue with Headworks Building Blower Motor. New motor was ordered.

Please contact me if you have any questions.

JANUARY 2019

**TOWN CLERK &
ELECTION DEPARTMENT**

The minutes from the Council meeting agendas and minutes for January were transcribed and uploaded online. Council meeting agendas and minutes were printed on acid free paper completing the 2018 book. Lisa transcribed the Planning Board minutes for January. She reviewed the 2018 Planning Book for completeness. The Council and Planning Board meetings were scheduled for live streaming for the months ahead.

Voter registration cards from the Bureau of Motor Vehicle are slowly being processed. We matched up death records to voter files to identify deletions and pulled those cards. Monthly BMV voter cards were processed. Lisa certified a few state petitions that had been circulated. I updated the web site with Election information about upcoming elections. The Order, Notice of Public Hearing, and Charter Amendment Timeline was prepared.

I updated the database for boards and committees, which contains names, addresses, phone numbers, and terms of office for easy access. The 2019-2020 budget was prepared. Invoices and bills were paid.

The MUNIS database was updated with Victualer and Mobile Home Park business license information and is waiting for validation prior to sending renewal license reminders. Games of Chance, renewal Special Entertainment Permits & Liquor Licenses are slowly coming in to be processed. Several Freedom of Access requests were processed and filed.

Our monthly State Vitals Report and the State of Maine Dog Report along with the revenues collected were given to finance to process and mail to Augusta. 60 Vital records were processed. 500 Certified vital record paper was ordered. Dog licensing late fees began on February 1. If you have not registered your dog, please do so! Make sure we have your correct email address...so you will get your reminders closer to the deadline. A reminder ad was placed in the Sun Journal. Year-end dog tags were reconciled. 69 online dog licenses were done last year as compared to over 100 this year. Lisa processed the January renewals and mailed tags to owners.

Lisa and I transferred the ballots out of the blue/green transfer cases and placed them into cardboard containers for short-term storage. We received the shelf supports and end stops for the roller shelving system. They will need to be installed at some point by Public Works.

Progress has been made on the Annual Town Report that is due prior to adopting the Municipal budget. Pictures have been gathered and department reports were received. The Town Report dedication information was formalized and added to the report. Letters from Elected Official like Governor, etc. were requested and received.

I serve as the Vital Records Working Group Chairman for the Maine Town & City Clerks Association. This committee is working on updating the 2012 Vital Statistics Manual for the Town & City Clerks to use. Our revisions are about 90% complete. When done the State Vital Records Office will make the final changes and then it should be ready to distribute in April. A very important project almost completed.