



AGENDA
COUNCIL MEETING
APRIL 17, 2018
LISBON TOWN OFFICE
7:00 P.M.

Town Council
Allen Ward, Chairman
Chris Brunelle, Vice Chairman
Norm Albert
Kris Crawford
Kasie Kolbe
Fern Larochelle
Mark Lunt

1. CALL TO ORDER & PLEDGE TO FLAG
2. ROLL CALL
 - ____ Councilor Albert ____ Councilor Brunelle ____ Councilor Crawford ____ Councilor Kolbe
 - ____ Councilor Larochelle ____ Councilor Lunt ____ Councilor WardTown Clerk reading of meeting rules
3. GOOD NEWS & RECOGNITION
2018-77 ORDER – Proclamation Recognizing the Lisbon High School Drama Club
4. PUBLIC HEARINGS
 - A. Victualer's License for Jason & Tyler LaVerdiere d/b/a Flux Restaurant
 - B. Victualer's License for EZ Mart d/b/a X-Tra Mart
 - C. Victualer's License for Walter Morse d/b/a Walt's Place
 - D. Victualer's License for Richard George d/b/a Subway
 - E. Amend Chapter 70 Zoning Ord, Division 13–District Uses, Sec 70-531 Table of Land Uses
5. AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS
6. CONSENT AGENDA
2018-78 ORDER – A. Municipal Accounts Payable & Payroll Warrants -

#110	\$21,833.22	#111	\$1,000.00
#112	\$163,086.81	#113	\$27,896.00
#114	\$17,826.40	#	\$

B. School Accounts Payable & Payroll Warrants -

##27	\$ 58.88	#28	\$180.08
#1052	\$ 349,936.75	#1053	\$13,197.35
#1054	\$319,427.10	#1055	\$29.84

C. Workshop Minutes of March 27, 2018, Regular Minutes of April 3, 2018
D. Victualer's License for the Flux Restaurant, Walt's Place, EZ Mart d/b/a X-tra Mart & Subway
E. Memorial Day Parade Street Closures
F. CMP Pole Permit – Mill Street
7. COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES
 - 2018-79 ORDER – Set Date for TIF Workshop
 - 2018-80 ORDER – Efficient Delivery of Local & Regional Services Grant
 - 2018-81 ORDER – Letter of Agreement-Androscoggin Valley Soil & Water Conservation District & Lisbon & Sabattus
 - 2018-82 ORDER – Transfer of Town Owned Vehicle – Police Department
 - 2018-83 ORDINANCE – Amend Chapter 70 Zoning Ord, Div.13–District Uses, Sec 70-531 Table of Land Uses-Final Reading
 - 2018-84 ORDER – Warrant June 12, 2018 School Budget Validation Referendum Election
 - 2018-85 ORDER – Authorization to Bid Fuel Oil
 - 2018-86 ORDER – Parks & Recreation Maintenance Position
 - 2018-87 ORDER – Lisbon Center Cemetery Discussion
 - 2018-88 ORDER – Set Council Workshop to Discuss Celotex Property (May 24th)
8. OTHER BUSINESS
 - A. Council Committee Reports:
 1. School (Councilor Albert)
 2. Planning Board (Councilor Ward)
 3. Water Department (Councilor Brunelle)
 4. LDC (Councilor Larochelle)
 5. Conservation Commission (Councilor Ward)
 6. Recreation (Councilor Kolbe)
 7. County Budget (Councilor Ward)
 8. Library (Councilor Lunt)
 - B. Town Manager's Report
 - C. Department Head Written Reports
9. APPOINTMENTS
2018-89 ORDER – Lisbon Development Committee (Regular Member – 3 Year Term to 2021)
10. COUNCIL COMMUNICATIONS
11. AUDIENCE PARTICIPATION & RESPONSE NEW ITEMS
12. EXECUTIVE SESSION
 - 2018-90 ORDER – Per 1 M.R.S.A. Section 405 (6) (A) Personnel Matters
 - 2018-91 ORDER – Per 1 M.R.S.A. Section 405 (6) (C) Acquisition of Real Property or Economic Development
13. ADJOURNMENT
2018-91 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

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

MEMO

To: Town Council

From: Diane Barnes, Town Manager

Subject: Recommendations

Date: April 17, 2018

Agenda Item 2018-80 Efficient Delivery of Local & Regional Services Grant

The State of Maine, Department of Economic and Community Development, announced an RFP opportunity for municipal, county or regional governments seeking to create efficiencies in service to its residents.

Maine State Government's Fund for the Efficient Delivery of Local and Regional Services, referred to as the "Fund", was established in 2005 to encourage intergovernmental cooperation on projects that will result in cost-savings, and ultimately a reduction in property taxes. In support of this, the Fund provides monetary assistance to municipalities, counties and state agencies that work together for this purpose.

Because Lisbon Emergency, Inc. is requesting financial assistance from Lisbon and Bowdoin for FY 19 to support the delivery of EMS services, we qualify to submit an RFP along with the support of the Town of Bowdoin as our regional partner for these funds. The deadline for submitting the RFP is April 30, 2018. There is no municipal match required.

The ECD Department with the support from Bowdoin we ask Council to authorize the Town Manager to submit an RFP for the Maine State Government's Fund for the Efficient Delivery of Local and Regional Services.

Recommendation

Authorize the Town Manager to submit an RFP for the Maine State Government's Fund for the Efficient Delivery of Local and Regional Services.

Agenda Item 2018-81 Letter of Agreement between Androscoggin Valley Soil & Water Conservation District And Lisbon & Sabattus

The municipalities of Lisbon and Sabattus work together through the Androscoggin Valley Stormwater Working Group (AVSWG) to meet the requirements of the Maine Department of Environmental Protection's (MDEP's) Municipal Separate Storm Sewer System (MS4) General Permit. The MS4 General Permit requires each municipality to develop and implement best management practices (BMPs) that will minimize stormwater pollution within their urbanized areas. The following areas are targeted to be accomplished as required by the MS4 General Permit.

- Education and Outreach
- Public Involvement and Participation
- Illicit Discharge Detection and Elimination
- Construction Site Stormwater Runoff Control
- Post- Construction Stormwater Management
- Pollution Prevention/ Good Housekeeping for Municipal Operations

Recommendation

Authorize the Town Manager to sign the Letter of Agreement between the Androscoggin Valley Soil & Water Conservation District and Lisbon & Sabattus.

**Agenda Item 2018-82
Transfer of Town Owned Vehicle – Police Department**

The Police Department's vehicle replacement plan includes the removal of a 2009 Ford Focus from our fleet. The vehicle in question has just over 70,000 miles on it and the initial intent was to sell the vehicle in a closed bid process. Kelley Blue Book values the car value between \$3,500 and \$5,300 in a private party sale. I have also spoken with acting Public Works Director Steve Aievoli and he has expressed interest in attaining the vehicle for shared use between the Public Works and Sewer Departments. The vehicle in question has been stripped of emergency lighting and radio equipment and the Police Chief is requesting guidance with regard to how the town would like to move forward.

Recommendation

Authorize the transfer of the 2009 Ford Focus to Public Works for shared use between the Public Works and Sewer Departments.

**Agenda Item 2018-85
Authorization to Bid Fuel Oil**

The Town of Lisbon requests to solicit sealed bids on the supply of fuel oil, kerosene, propane, diesel, and gasoline for applicable Town buildings.

Recommendation

Authorize the Town Manager to solicit fuel bids and to enter into a contract for best pricing.

PROCLAMATION

WHEREAS, *Lisbon High School Drama Club had a very dynamic and successful year! 43 students were involved in the classic production of "Sweeney Todd" in October, which had three sold out performances. Theatre Arts classes and Independent Costuming Class began working on the one act production "The Importance of Being Earnest" in September. After completing a formal analysis of Oscar Wilde's original two hour play and many hours of research, the 35 minute version was ready to be cast in December. Countless hours were spent in rehearsal, building and painting the set and creating costumes.*

WHEREAS, *On March 10th LHS Drama Club won the regional competition for the third year in a row, and went on to States in Rockland. Regional Festival All Cast Awards were awarded to Bradley Harriman, Gage Wright, Kierra Bouchard, and Geoffrey Shambarger. Special Judges Commendations were awarded to Ashley Greene for lighting, and Kierra Bouchard for Costume Design.*

WHEREAS, *On March 24th LHS Drama Club placed fourth out of nine schools at the Maine Drama Festival State One Act competition. State Festival All Cast Awards were awarded to Bradley Harriman, Gage Wright, Emily Chase, and Alex Cole. Special Judges Commendations were awarded to Kierra Bouchard for Costume Design, and the Entire Cast and Crew for Outstanding Ensemble.*

NOW THEREFORE, *We the Town Council of the Town of Lisbon, on this 17th day of April, 2018, would like to congratulate these students for their outstanding achievement. Well Done!!*

TOWN COUNCIL

Allen Ward, Chairman

Chris Brunelle, Vice Chairman

Norm Albert

Kris Crawford

Fern Larochelle

Kasie Kolbe

Mark Lunt

A true Copy,

Attest: _____
Municipal Clerk (Clerk Signature & seal)



TOWN OF LISBON

300 Lisbon Street, Lisbon, ME 04250

Agenda Item 2018-A-E

Twila D. Lycette, Town Clerk

PUBLIC HEARING

Notice is hereby given that the Lisbon Town Council intends to hold a public hearing on Tuesday, April 17, 2018 at 7:00 PM in the Town Office Public Meeting Room to hear comments on the following new Victualer's:

*Tyson & Jason LaVerdiere
d/b/a The Flux Restaurant
10 Main Street
Lisbon Falls, ME*

*EZ Mart d/b/a X-Tra Mart
10 Frost Hill Avenue
Lisbon Falls, ME*

*Walter Morse d/b/a
Walts Place
13 Village Street
Lisbon, ME*

*Richard George d/b/a Subway
568 Lisbon Street
Lisbon Falls, ME*

AND

To hear comments on the Amendments to Chapter 70, Zoning Ordinances, Division 13.-District Uses, Section 70-531 Table of Land Uses. A copy is on file at the Clerk's Office and online.

The public is invited to attend.

Twila Lycette, Town Clerk



**TOWN COUNCIL
WORKSHOP
MEETING MINUTES
MARCH 27, 2018**

Normand Albert, At Large 2018
Kasie Kolbe, District 1 2018
Allen Ward, District 2 2018
Christopher Brunelle, At Large 2019
Mark Lunt, District 1 2019
Kris Crawford, District 2, 2019
Fern Larochelle, At Large 2020

CALL TO ORDER. The Chairman, Allen Ward, called the meeting to order and waived the pledge of allegiance to the flag at 7:01 PM.

ROLL CALL. Members present were Councilors Ward, Albert, Kolbe, Larochelle, Brunelle, Lunt, and Crawford. Also present were Diane Barnes, Town Manager; Kathy Malloy, Assessing; Ryan Leighton, Public Works Director; Steve Aievoli, Sewer Operations Manager; Diane Nadeau, Library Director; and approximately 3 citizens in the audience.

BUDGET WORKSHOP

A. ASSESSING

Ms. Malloy presented the Assessing budget. Ms. Malloy said she would like to have a more cost effective reference system for the maps and survey materials. Councilor Larochelle asked if it would be possible to digitize the records. Ms. Malloy said yes it could be done but she would need someone to scan the older records into the computer. This would be a more cost effective way for individuals to cross reference the records.

Ms. Malloy requested an additional \$14,560 for a 20 hour a week assistant. Ms. Malloy said she spends a lot of time making copies, answering phones, and asking routine questions that an assistant could accomplish. This would allow more time for completing assessment tasks. Ms. Malloy stated that many towns of similar size to Lisbon have an assistant working with the town assessor. Ms. Malloy said there is currently a severe shortage of assessors in Maine. As such, Ms. Malloy stated that an assistant could also be trained to be the future Assessor for Lisbon. Councilor Ward asked if we had an administration person in the past. Ms. Malloy said she was the administration person under the previous Assessor. Councilor Larochelle asked if it was possible to find the right person, that would train to be an Assessor who would be willing to work part time, and what hours would they work. Councilor Albert stated it came down to recruitment and if someone would be willing to work for just twenty hours. Ms Malloy said a good place to recruit would be the Property tax school held in August where new students have an opportunity to become certified at the end of the course. Ms. Malloy stated that even Maine Revenue Service was having a hard time finding people to fill these positions. Ms. Malloy stated that there were a lot of tasks that did not need a lot of training to begin the position.

Councilor Larochelle asked if realtors or appraisers get charged by other communities to looking up records. Ms. Malloy stated that most communities have a computerized system and people can research for themselves.

Councilor Ward stated the Town Manager recommended this item stay in the budget and he agreed, but asked the council for their thoughts. Councilor Albert stated he would like to see the rest of the department budgets before making any decision. Councilor Larochelle said he would like to see a clearer job description for the position as well.

Councilor Ward asked about line item 5215 Contracted Services. Ms. Malloy stated that it was more of a safety net or contingency fund for unexpected expenses.

B. TECHNOLOGY

Mr. Ryan Leighton stated the server and some of the software had been upgraded. Also, the Police Department will be brought onto the LisbonME domain. He said the town needs to continue with workspace replacements.

Councilor Albert asked if there was a refurbishment and lifecycle schedule for the equipment. Mr. Leighton said machines are on a five year warranty schedule.

Councilor Ward asked what the town needs to move forward with technology upgrades. Councilor Albert said we need a disaster recovery plan so that the town could still function.

Councilor Albert said funds for Public Access Television should be discussed. He asked if it might be cheaper to add computers to the library for the public to use for viewing the town meetings instead. The Council agreed to discuss this further in the future.

Mrs. Colston said she has had a lot of extra work building the Munis system than originally explained by the product manufacturer. She indicated the town has not received adequate support to transition over to this system. She mentioned at some point the current TRIO system will not be enough for Lisbon.

Councilor Ward noted this budget does not reflect the resources needed to address issues with the Munis system implementation. Mrs. Colston agreed.

Mr. Leighton said the TRIO representatives should also be brought into the discussion as they have a major upgrade coming out that will be web based.

Councilor Albert requested to attend a meeting Mrs. Colston will be having with the Munis system Representatives.

C. TOWN BUILDINGS

Mr. Leighton stated some of the goals for the upcoming year included improving the integrity of the Town office, 385 Lisbon Street demolition, overhangs for both of the employee entrances, develop a HVAC system for Town Office, and new modular shelving for the Library.

Mrs. Barnes stated that the library shelving had been taking out of the budget and been placed in the unassigned fund along with the Transfer station door. Mr. Leighton stated that the projects could still possibly be covered by the current budget. Mrs. Barnes stated the proposed budget would then be lowered by \$18,000.

Councilor Ward asked about the demolition of 385 Lisbon Street. Mr. Leighton said the E.T. Smith Hose Co. project came in under budget and as such there is approximately \$15000 unused funds. These funds could possibly be used to demolish 385 Lisbon Street. Councilor Larochelle asked if we plan on selling the property, do we want to demolish the existing building or just sell the property.

Councilor Kolbe asked if the building was a safety concern. Mr. Leighton stated the utilities have been cut off and been secured.

Mr. Leighton said new modular library shelving had been estimated to cost approximately \$84,000. The contractor had offered several options for the shelves which could be either hand cranked or electrically driven and with three levels of safety security options. Mrs. Nadeau stated the shelves would double the linear footage and would be good for 20-25 years of growth.

Councilor Ward asked about the conversion to gas for the library. Mrs. Barnes stated that there were no bids for the Union Street project. Mr. Leighton said the recommendation was to see what the rest of the budget would look like and revisit the conversion. Councilor Ward stated if not the department is not planning on using the funds set aside for the conversion then those funds need to be put back into the budget for something else.

Councilor Ward asked why the town pays \$1100 for a dumpster when there is a Transfer Station. Mr. Leighton stated Public Works picks up the recycling but the trash is put in the dumpster. Councilor Ward recommended this item be removed from the budget.

D. PUBLIC WORKS

Mr. Leighton said most of the trucks are new so do not need as much for paint budget. Councilor Ward recommended to reduce Equipment Paint to \$3000

Mr Leighton said that with the increased road maintenance the town has been renting a lot of extra equipment. However, the department would probably not need to rent as much this budget cycle. Councilor Ward recommended reducing Equipment Rental to \$20,000.

Councilor Ward recommended reducing MDOT match to \$0. Councilor Ward recommended reducing Contracted Services to \$50,000.

E. SOLID WASTE

Councilor Ward stated there is nothing being done to educate people to recycle and the amount of trash is increasing 2% each year. Councilor Lunt said someone would have to intercept residents as they dump their trash as to where to place at the station. Councilor Larochelle stated a weight scale system would be an option, but then more staff would be required to administer. Councilor Albert said the weight scale system might also encourage illegal dumping because people do not want to pay. Councilor Crawford said the price of the permit needs to be considered with a possible increase in the annual fee.

Councilor Ward recommended a new goal for the Solid Waste Department would be to look at the fee schedule and improved monitoring of trash disposal and required permits.

F. WASTE WATER TREATMENT

Mr. Steve Aievoli stated one goal was to maintain 100% compliance with the DEP Wastewater License. Mr. Aievoli said the department was looking to upgrade that will improve conditions including electrical usage, equipment usage, and cost as a whole. Mr. Aievoli stated wanted to start the process to get pricing and approval for lab testing for our next discharge permit renewal. The testing would give all the information DEP would require for renewal.

Mr. Aievoli stated the department was looking to improve the appearance and maintenance of the facility. The facility needs a new gate, and the plan is to make the gate ourselves. Mr. Aievoli stated a fabricator has agreed to make the gate for approximately \$500 as opposed to paying \$3000 for a new gate.

Councilor Ward asked if the amount of \$2000 for Professional Development was enough for this budget as it has been reduced from last year's budget. Mr. Aievoli stated \$2000 was an adequate amount as there are only four employees at the facility that are required to have certification. Mr. Aievoli said each certification requires 18 hours of training every two years, and one class can equal 15 of those hours. Plus, there are required yearly safety classes as well.

Mr. Aievoli stated \$35,000 was the full budget for all of the outside lab testing, supplies and equipment.

Mr. Aievoli explained line 5425 Improvements at \$190,000 was for the new dump station. Mr. Aievoli stated that the new vacuum truck is significantly larger than the truck used previously. The Department has no place to dump when vacuuming the sewers. Mr. Aievoli said other sources have been used to complete the vacuuming. Mr. Aievoli stated the truck has been primarily used to clean the storm drains. Councilor Ward stated that the majority of the work done with the truck has been benefiting the Water Department not the Sewer Department. Mr. Aievoli agreed. Mrs. Diane Barnes stated as a condition of the rural development grant the town had to set aside a certain amount of improvements every year.

ADJOURNMENT

Seeing no further business, the chairman adjourned the meeting at 10:30pm.

Michelle Foss, Assistant Town Clerk
Date Approved: _____



**TOWN COUNCIL
MEETING MINUTES
APRIL 3, 2018**

Normand Albert, At Large 2018
Kasie Kolbe, District 1 2018
Allen Ward, District 2 2018
Christopher Brunelle, At Large 2019
Mark Lunt, District 1 2019
Kris Crawford, District 2, 2019
Fern Larochelle, At Large 2020

CALL TO ORDER. The Chairman, Allen Ward, 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; Mark Stevens, Park & Recreation Director; Donald Fellows, Planning Board Chairman; Curtis Lunt, Planning Board Member; Dan Leeman, Planning Board Member; Miriam Morgan-Alexander, Assessment Review Board/Appeals Board; plus one resident totaling approximately 5 citizens in the audience.

GOOD NEWS & RECOGNITION

A. PROCLAMATION RECOGNIZING 2018 SPIRIT OF AMERICA AWARD

(VOTE 2018-62A) Councilor Albert, seconded by Councilor Crawford moved to adopt this Proclamation recognizing Sylvia Doughty as follows:

The 2018 Lisbon, Maine Spirit of America Foundation Tribute honors Sylvia Doughty for commendable community service.

Providing for: Recognition of Sylvia Doughty's volunteerism and community service for over 50 years.

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

WHEREAS, Sylvia is well known throughout Lisbon for her life time of achievements through her commitment and her dedication to so many Lisbon organizations. In 1970, Sylvia was part of a group that created the Lisbon Recreation Department as an entity under the Lisbon Schools.

WHEREAS, Sylvia was involved with the Lisbon Jay-Cee's, the committee that founded and organized Lisbon Frontier Days, which became Lisbon Moxie Days in 1982. Sylvia was very involved with the High School Boosters, and more recently the Lisbon Sunshine Hill Senior's Program.

WHEREAS, The Sunshine Hill Senior's have been providing services to the retired population of Lisbon for over 10 years. Volunteer, Silvia Doughty, has helped to create a positive environment at the MTM Community Center for people to come, socialize, and develop lasting friendships. She is also a volunteer at the Lisbon Methodist Church.

WHEREAS, Sylvia is in the kitchen every Friday preparing meals for the folks that attend the MTM Center. She has provided hundreds of meals for thousands of people over the past ten years. She is considered by many to be Lisbon's Matriarch and a community leader to generations of Lisbon residents.

NOW THEREFORE, BE IT RESOLVED by the Town Council of the Town of Lisbon that Sylvia Doughty be recognized for her admirable achievements and honors, which she has instilled upon this community receiving the 2018 Lisbon Spirit of America Foundation Tribute; and for her contributions to the youth and seniors that has not gone unnoticed by the people of Lisbon.

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

Order passed – Vote 7-0.

PUBLIC HEARING - NONE

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS - NONE

CONSENT AGENDA

VOTE (2018-62) Councilor Brunelle, seconded by Councilor Kolbe moved to approve the following:

A. Municipal Accounts Payable & Payroll Warrants -

#104	\$ 897.43	#105	\$ 8,791.09
#106	\$166,148.09	#107	\$13,650.76
#108	\$ 8,686.35	#109	\$ 335,035.24

B. School Accounts Payable & Payroll Warrants -

#1050	\$313,871.36	#1051	\$13,863.97
#1818	\$ 93,245.35		

C. Council Meeting Minutes of March 20, 2018 and Special Meeting Minutes of March 21, 2018,
D. Setting Public Hearings on April 17 for Victualer Licenses for The Flux Restaurant, EZ Mart d/b/a X-Tra Mart, Walt's Place, and Richard George d/b/a Subway, plus a public hearing on April 17 to hear comments on Amendments to Chapter 70, Zoning Ordinance, Division 13.-District Uses, Sec.70-531 Table of Land Uses. **Order passed - Vote 7-0.**

COUNCIL ORDERS, ORDINANCES, & RESOLUTIONS

RHR SMITH AUDIT ENGAGEMENT LETTER

INTRODUCTION: Mrs. Barnes explained the engagement letter from RHR Smith confirms the understanding and scope of services provided to the town during the annual audit. They will audit the financial statements of the governmental activities, business type activities, any aggregate discretely presented component units, each major fund, and any aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the Town of Lisbon for the fiscal year ending June 30, 2018 for the following cost:

\$9,850	Town
\$9,717	School Department
\$2,550	Sewer Department

VOTE (2018-63) Councilor Crawford, seconded by Councilor Lunt moved to authorize the Town Manager to sign the engagement letter with RHR Smith for the annual audit. **Order passed - Vote 7-0.**

RECREATION DEPARTMENT – PORTLAND GREENDRINKS MICRO GRANT TO GPS TRAILS AND PRODUCE MAPS

INTRODUCTION: Mr. Stevens is requesting permission for the Conservation Commission to apply for a Portland Greendrinks Micro Grant. This grant from the environmental networking group, Portland Greendrinks will further the Greendrinks mission: to create a more environmentally, socially, and economically sustainable community by supporting local organizations, businesses, and green initiatives.

Mr. Stevens said the grant requires no match. Annica McGuirk indicated the Conservation Commission intends to apply the \$500 towards paying for a University of Maine in Farmington student to use GIS software to create a new

trail map that we can distribute at the town office, Beaver Park, and trail heads. The grant application deadline is April 25.

COUNCILOR COMMENTS: Councilor Lunt suggested other trails be done as well. Councilor Larochelle asked about goals. Mr. Stevens reported they will be working on the Forestry Management Plan focusing on open green spaces like the Summer Street Park and Pinewoods Road Park.

VOTE (2018-64) Councilor Brunelle, seconded by Councilor Lunt moved to authorize the Recreation Director/Conservation Commission to apply for a \$500 Portland Greendrinks Micro Grant. **Order passed - Vote 7-0.**

AMEND FEE SCHEDULE – PARKS & REC/MOXIE FESTIVAL/VICTUALER

Under Rules, Regulations, & Policies

INTRODUCTION: Mr. Stevens met with the Recreation Committee and they proposed increases in the following areas: Football, Moxie 5K, MTM Rentals for Commercial Gym/Pavilion and Pinewoods Rental. Ms. Steuber has requested the fee schedule include application fees for Art Vendors. The Town Clerk suggests two fee categories of licenses for Victualer's: 1) \$100 for Restaurants and all others, excluding Itinerant Vendors and \$50 for Itinerant Vendors.

Mr. Stevens requested one additional change and that was to change c. Summer co-ed slow pitch from \$450 to \$500 per team. He said that would be in addition to the recommendations submitted earlier.

VOTE (2018-65) Councilor Brunelle, seconded by Councilor Lunt moved to adopt the following amendments to Appendix C Fee Schedule:

Section this Code	Description	Fee/Rate
PARKS AND RECREATION		
30-90	Beaver Park fees:	
	Day use, per person per day:	
	Residents of Lisbon	2.00
	Non-residents	4.00
	Children three and under	Free
	Family pass, per family per year:	
	Residents of Lisbon	20.00
	Non-residents	35.00
	Sports teams, per season	35.00

	Per team practice, single game	5.00
	Lisbon School field trips	½ the fee the school collects
	Men's Adult Football League at Beaver Park	Season \$400.00
	Groups of 10 or more such as family reunions, company picnics, class reunions, nonresident schools, etc., will be charged \$2.00 per person regardless of resident or nonresident	2.00 per person
	Lone Pine Lodge and picnic shelter reservations	25.00 non-refundable deposit two weeks prior to event. 2.00 per person beyond the first 12 people attending
	Lisbon Fitness Center	15.00 per month
	a. Senior citizens (60 years and over)	10.00 per month
	Adult softball	
	a. Fall slow pitch	\$325.00 per team
	b. Women's fast pitch	\$425.00 per team
	c. Summer co-ed slow pitch	\$450.00 500.00 per team
	Summer day camps—7 week session	
	a. Resident	350.00
	b. Non-resident	375.00
	c. 1/2 time summer day camps	225.00
	d. Non-resident	250.00
	e. Sibling discount	-25.00

	Summer sports camps	30.00 each
	Non-resident	45.00 each
	Track and field	75.00
	Non-resident	90.00
	Swimming lessons	10.00 per week
	Non-resident	12.00 per week
	Moxie 5k Road Race	20.00 <u>25.00</u> pre-registration
		25.00 <u>30.00</u> race day per participant
	Moxie Car Show	10.00 per car
		5.00 per spectator
	Horse camp—1 week	250.00
	Before school rec	12.00 per week or 3.00 per day
	After school rec	40.00 per week or 10.00 per day
	Football	
	a. 7th/8th grade	75.00 <u>85.00</u>
	Non-resident	90.00
	b. Youth/ peewee	65.00 <u>75.00</u>
	<u>Peewee</u>	65.00 <u>70.00</u>
	Non-resident	80.00

	c. Flag	35.00
	Non-resident	50.00
	Soccer	35.00
	Non-resident	50.00
	Field hockey	65.00
	Non-resident	80.00
	Basketball	35.00
	Non-resident	50.00
MTM RENTAL		
	a. Commercial (revenue producing for profit)	
	1. Pavilion or gym	40.00 <u>60.00</u> per hour
	2. Room	20.00 <u>30.00</u> per hour
	3. Kitchen	50.00
	b. Non-profit (non-revenue producing)	
	1. Pavilion or gym	20.00 <u>30.00</u> per hour
	2. Room	10.00 <u>20.00</u> per hour
	3. Kitchen	50.00
	4. Town of Lisbon or school department events	Exempt
	Community gardens plot rental for annual 10' x 4' raised bed	30.00

	Pinewoods Road Sports Complex	100.00 <u>150.00</u> per day
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Section this Code	Description	Fee/Rate
ADMINISTRATIVE		
	Moxie Festival Saturday Craft/Trade Vendor Fees:	
	Lisbon Business or Lisbon Non-profit	\$75.00
	After May 18	\$125.00
	Out of Town or Out of Town Non-Profit	\$125.00
	After May 18	\$175.00
	Moxie Festival Saturday Food Vendor Fees:	
	Lisbon Businesses	\$100.00
	After May 18	\$150.00
	Out of Town Businesses	\$175.00
	After May 18	\$225.00
	Electrical Fee Per Space for Saturday only	\$25.00
	Friday Night All Vendors – no power available	\$100.00
	Clean Up Fee (if area not left clean)	\$25.00
	<u>Art Vendor Non-Refundable Application Fee</u>	<u>\$35.00</u>
	<u>After April 14</u>	<u>\$50.00</u>

Section this Code	Description	Fee/Rate
BUSINESSES		

10-253	Itinerant vendors application fee:	
	Temporary Stands (90 days or less)	75.00
	Six months itinerant vendor	100.00
	12 months itinerant vendor	150.00
	One week carnivals and festivals	200.00
	12-month outdoor flea market	100.00
	12-month indoor flea market	200.00
82-51	Victualer establishment annual license fee:	
	<u>Restaurants and all others, excluding Itinerant Vendors</u>	100.00
	<u>Itinerant Vendors</u>	<u>50.00</u>
	Reinspection by health officer or codes enforcement officer, per reinspection	150.00

Order passed - Vote 7-0.

AMEND CHAPTER 70 ZONING ORDINANCE,
DIVISION 13-DISTRICT USES, SECTION 70-531
TABLE OF LAND USES
First Reading

INTRODUCTION: Mr. Fellows explained that marijuana storefronts will be permitted in the Village, Diversified Development District, and Commercial areas in Lisbon. This means that retail stores that produce or manufacture marijuana for medical or recreational use will be required to apply for a conditional permit through the Planning Board. The Land Use Chart if adopted permits the use conditionally, which means that it can be considered and under some reasonable conditions, can be granted, but requires applications to go through the normal process that includes public hearings, notifying abutters, etc.

COUNCILOR COMMENTS: Councilor Albert said residents have a recourse so they can iron out concerns. Councilor Ward indicated he was more encouraged by the state's language now; he said it's a fair balance. Councilor Brunelle said this just clarifies where you can put in a "storefront" whether for recreational or medical.

VOTE (2018-66) Councilor Crawford, seconded by Councilor Larochelle moved to adopt the Chapter 70 Zoning Ordinance Amendments for Division 13- District Uses, Section 70-531 Table of Land Uses as follows:.

Sec. 70-530. Land uses.

All land use activities, as indicated Sec. 70-531 Table of Land Uses, shall conform to all of the applicable performance standards. The district designation for a particular site shall be determined from the Zoning Map of Lisbon, Maine.

(1) Key to Table of Land Uses:

P	Permitted by right if they comply with all applicable federal, state and town laws and regulations and the performance standards in article VI of this chapter. Uses may also require Subdivision and/or Site Plan Review approvals pursuant to other provisions of this Code.
C	Permitted upon authorization of a conditional use permit by the planning board in accordance with Article III of this Chapter. {May also require Site Plan Review and/or Subdivision approval}
No	Prohibited

(2) Abbreviations:

RP	Resource Protection
LR	Limited Residential
GR	General Residential
RO-I	Rural Open Space I
RO-II	Rural Open Space II
RR	Rural Residential
LRR	Limited Rural Residential
V	Village
C	Commercial
I	Industrial
DD	Diversified Development

Resource Based & Recreation Uses	RP	LR	GR	RO-I	RO-II	RR	LRR	V	C	I	DD ⁸
Commercial/Business Uses	RP	LR	GR ¹²	RO-I	RO-II	RR	LRR	V	C	I	DD
Child day care in home/eight or fewer children	NO	C	C	C	C	C	NO	C	NO	NO	P
Children's Day Care Facility	NO	NO	C	C	NO	C	C	C	C	C	C
Nursery school	NO	P	C	P	NO	P	P	P	NO	NO	C
Offices/office buildings not exceeding 2,500 sq. ft.	NO	NO	P	NO	NO	NO	NO	P	P	P	P
Office Building greater than 2,500 sq. ft.	NO	NO	NO	NO	NO	NO	NO	P	P	P	P
Convalescent, rest, nursing, or boarding homes	NO	NO	C	C	NO	C	C	P	NO	NO	C
Business occupations by resident in detached buildings	NO	NO	C	NO	C	NO	NO	P	P	NO	NO
Small businesses, on individual lots/principal building not exceeding 2,500 sq. ft.	NO	NO	C	NO	NO	NO	NO	P	P	NO	P
Campgrounds	NO	NO	NO	C	NO	C	NO	NO	NO	NO	NO
Hotel, motel, inn, tourist home	NO	NO	NO	NO	NO	NO	NO	P	P	NO	C
Medical/dental office or facility	NO	NO	NO	NO	NO	NO	NO	P	P	NO	P
Retail Store or outlet, such as grocery, drug, furniture	NO	NO	NO	NO	NO	NO	NO	P	P	NO	P
Marijuana Retail Store	NO	NO	NO	NO	NO	NO	NO	C	C	NO	C
Service Establishment, such as barbershop, beauty parlor, cleaner	NO	NO	NO	NO	NO	NO	NO	P	P	NO	P
Lawn & garden equipment sales/service	NO	NO	NO	C	C	NO	NO	P	P	NO	C
Snowmobile, motorcycle, recreational vehicle, ATV, boat sales/service	NO	NO	NO	NO	NO	NO	NO	P	P	NO	P

Automobile sales, etc	NO	NO	NO	NO	NO	NO	NO	P	P	NO	P
Auto service station, auto repair, gasoline service establishment	NO	NO	NO	NO	NO	NO	NO	P	P	NO	NO
Bakery or Food Shop	NO	NO	NO	NO	NO	NO	NO	P	P	NO	P
Eating Place	NO	NO	NO	NO	NO	NO	NO	P	P	NO	P
Recreational use such as bowling, theaters, dance hall	NO	NO	NO	NO	NO	NO	NO	P	P	NO	NO
Funeral home	NO	NO	NO	NO	NO	NO	NO	P	P	NO	NO
Auditoriums, gymnasiums, places of amusement or places of assembly	NO	NO	NO	NO	NO	NO	NO	P	P	NO	C
Self-storage facility	NO	NO	NO	NO	NO	NO	NO	P	P	P	C
Shop of painter, carpenter or other skilled worker	NO	NO	NO	NO	NO	NO	NO	P	P	NO	C
Wholesale establishment	NO	NO	NO	NO	NO	NO	NO	NO	P	P	NO
Warehouses	NO	NO	NO	NO	C	NO	NO	NO	P	P	P
Laboratory or research facility	NO	NO	NO	NO	NO	NO	NO	NO	P	P	NO
Laundry/dry cleaning	NO	NO	NO	NO	NO	NO	NO	P	P	P	NO
Retail sales of lumber/building supplies	NO	NO	NO	NO	NO	NO	NO	NO	P	P	NO
Yards of electrical, heating, painting, or roofing contractor	NO	NO	NO	NO	NO	NO	NO	NO	P ⁷	P	NO
Retail business or service involving manufacturing on the premises and not employing more than 10 people, the products of which are principally at sale at retail on the premises.	NO	NO	NO	NO	NO	NO	NO	NO	P ⁷	P	NO
Light manufacturing	NO	NO	NO	NO	NO	NO	NO	C	C	P	P
Business Office related directly to an industrial use on Premises	NO	NO	NO	NO	NO	NO	NO	NO	P	P	NO
Retail sales of products manufactured on premises	NO	NO	NO	NO	C	NO	NO	P	P	P	NO C

Notes:

1. Up to four dwelling units.
2. Home occupations, limited to 25 percent of the total floor area and employing no more than two outside employees.
3. Mobile home parks approved during the period June 29, 1971, through March 10, 1975, under the previous ordinance.
4. Mobile home parks, limited to area within 1,000 feet of a general residential district and where public water and sewer is available or is accessible.
5. Multifamily dwelling up to two dwelling units.
6. Multifamily dwellings containing more than four units.
7. Provided that where open storage is habitually involved, a solid, view-obstructing fence shall be erected between such storage and any adjoining residential district.
8. The planning board may allow to be located in the diversified development district certain uses which are not specifically listed by conducting a public hearing and approving by affirmative vote by a majority of its members.
9. A plan unit development or cluster development must contain a minimum of 15 dwelling units.
10. Must be in a planned unit development or cluster development.
11. Multifamily dwellings are permitted as an element of the revitalization of commercial and/or industrial structures.

12. Small businesses, on individual lots/principal building not exceeding 2,500 sq. ft. are a conditional use in the general residential district.
13. Minimum lot size must be 40,000 sf. to raise nondomestic animals.

Roll Call Vote: Yeas – Albert, Lunt, Crawford, Larochelle, Ward, Kolbe, and Brunelle. Nays - None.
Order passed - Vote 7-0.

SET COUNCIL SUMMER MEETING DATES

VOTE (2018-67) Councilor Ward, seconded by Councilor Crawford moved to meet July 10 and August 21. The second Tuesday of the Month for both months was then suggested to be consistent. Seeing no objections.

Amendment #1: Councilor Ward, seconded by Councilor Crawford moved to meet July 10 and August 14. Amendment # 1 passed – Vote 7-0. **Main Motion as Amended #1 passed - Vote 7-0.**

SCHOOL COMMITTEE SET SCHOOL BUDGET VALIDATION REFERENDUM ELECTION DATE, ORDER PUBLIC HEARING & BALLOT PRINTING

INTRODUCTION: The School's Business Manager recommends the Council set the School Budget Validation Referendum Election on June 12, 2018 to coincide with the State Primary. This information is used to prepare the Warrant for the Council to sign at their April 17 Council meeting. The Business Manager, also, recommends the Council set the School Budget Public Hearing on May 8, 2018 at the Lisbon Town Office and order ballots using the date "May 15, 2018" for budget adoption.

VOTE (2018-68) Councilor Albert, seconded by Councilor Crawford moved to set the School Budget Validation Referendum Election on June 12, 2018 to coincide with the State Primary, set the School Budget Public Hearing on May 8, 2018 at the Lisbon Town Office, and authorize the Town Clerk to order ballots printed with the "May 15, 2018" budget adoption date. **Order passed - Vote 7-0.**

SET REGISTRAR HOURS & CASTING OF ABSENTEE BALLOTS FOR JUNE 12, 2018 ELECTION

VOTE (2018-69) Councilor Albert, seconded by Councilor Crawford moved to set the Registrar Hours and Casting of Absentee Ballots as follows:

Registrar Hours: June 5, 6, 7, 8 and June 11 during regular office hours from 8:30 AM to 4:30 PM and on Election Day, June 12 during the polling hours from 7:00 AM to 8:00 PM.

Casting Absentee Ballots on Election Day: 8AM, 10AM, 1PM, 3PM, 4PM, 7PM and 8PM on Election Day in accordance with M.R.S.A. Title 21A Section 759 (7).

Order passed - Vote 7-0.

TAX COLLECTOR CERTIFICATE OF SETTLEMENT

INTRODUCTION: Mrs. Barnes explained that 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 2017 have either been paid in full or a legal process has been completed to collect the taxes.

Title 36, Chapter 105 §760-A. Minor or burdensome amounts

1. Not collected. After the date for perfection of collections, municipal officers may discharge collectors from any obligation to collect unpaid personal property taxes that the

municipal officers determine are too small or too burdensome to collect economically and authorize the municipal treasurer to remove those taxes from the municipal books.

[1991, c. 231, (NEW) .]

2. Discharged. Collectors shall identify the unpaid taxes discharged under subsection 1 on the tax lists.

Golden Dragon Martial Arts Academy \$13.44

VOTE (2018-70) Councilor Albert, seconded by Councilor Lunt moved to approve and sign the certificate of settlement for Diane Barnes, Tax Collector for the tax years 2017, discharge the Tax Collector from any obligation to collect the personal property taxes assessed to Golden Dragon Martial Arts Academy, and authorize the Treasurer to write off the tax in the amount of \$13.44. **Order passed - Vote 7-0.**

PUBLIC WORKS BID PROJECTS

INTRODUCTION: Mrs. Barnes requested permission to advertise the following projects for bid.

Paving RFP - As a result of discussions at the Town Council workshop on March 27, 2018 we request permission to develop an RFP for paving projects based on an anticipated budgeted amount of \$425,000. The RFP will clearly state bids will be awarded contingent on final budget adoption.

Road Striping - We are requesting permission to advertise the annual center line and edge line road striping.

Road Salt - Each year AVCOG advertises a joint purchase of Road Salt and Liquid Calcium/Magnesium Chloride RFP. We are requesting permission to have our estimated 3000 tons of salt included as part of this process.

COUNCILOR COMMENTS: Councilor Larochelle ask Mrs. Barnes to check on restriping for the paving project to be sure the budget included that.

VOTE (2018-71) Councilor Crawford, seconded by Councilor Brunelle moved to authorize the Public Works Director to advertise the bids for the paving RFP, road striping, and road salt. **Order passed - Vote 7-0.**

OTHER BUSINESS

A. COUNCIL COMMITTEE REPORTS

1. School: Councilor Albert said there was nothing to report.
2. Planning: Mr. Fellows said their board is informally adding the consolidation of site plan, sub-division, and zoning ordinance into one plan.
3. Water Commission: Councilor Brunelle reported the Water Commission met and elected Marie Hale for Chairman and James Lemieux for Vice Chairman. He said they talked about the filter being cleaned, which is now back on line and indicated the PUC approved their rate increase. The next meeting is scheduled for April 10 at 5:30 p.m.
4. LDC: Councilor Larochelle reported they had their organizational meeting and picked a chairman and vice-chairman. Their meetings are now listed on the town's website. He said it was nice to see stuff happening on Village Street.
5. Conservation Commission: Councilor Ward said there was nothing to report.
6. Recreation: Councilor Kolbe said there was nothing to report.
7. County Budget: Councilor Ward said there was nothing to report.

8. Library: Councilor Lunt said there was nothing to report.

B. TOWN MANAGER'S REPORT

Mrs. Barnes reported the Maine Department of Transportation will be holding a public hearing on May 2 at MTM at 6:00 PM to discuss the Route 125 Main Street and Route 196 project. The Council discussed the match required. Councilor Larochelle suggested some funds be set aside yearly to help fund it, although some may require bonding, but maybe not all. Mrs. Barnes pointed out that whether the town funds or bonds or does both, a referendum question will be required for permission to spend it.

APPOINTMENTS

CONSERVATION COMMISSION

VOTE (2018-72) Councilor Larochelle, seconded by Councilor Lunt moved to appoint Alan R. Seamans to the Conservation Commission for a two year term which expires June 30, 2020. **Order passed – Vote 7-0.**

LISBON DEVELOPMENT COMMITTEE

VOTE (2018-73) Councilor Larochelle, seconded by Councilor Albert moved to approve Meredith Lord to the Lisbon Development Committee for a one year term to January 31, 2019. **Order passed – Vote 7-0.**

COUNCILOR COMMUNICATIONS - NONE

AUDIENCE PARTICIPATION FOR NEW ITEMS

Dorothy Fitzgerald commented that she attended the budget meeting last Tuesday. She said the transfer station personnel were treated unfairly, they are understaffed, it is a dangerous job, there are three (3) compactors to monitor, which have to be emptied, and that they can't do all that and check for permits. She said they do a good job and help the elderly and disabled when needed. She suggested Lisbon go back to an onsite director, like when Merton Ricker was there.

EXECUTIVE SESSION

VOTE (2018-74) Councilor Albert, seconded by Councilor Brunelle moved to go into Executive Session at 8:02 pm per 1 MRSA Section 405405 (6) (E) Consultations with Legal Counsel. **Order passed – Vote 7-0.**

The Council Secretary was dismissed. The Council came out of executive session at 8:50 p.m. The meeting resumed.

ADJOURNMENT

VOTE (2018-76) Councilor Brunelle, seconded by Councilor Larochelle moved to adjourn at 8:50 p.m. **Order passed - Vote 7-0.**

Twila D. Lycette, Council Secretary
Town Clerk, Lifetime CCM/MMC
Date Approved: April 17, 2018

**TOWN OF LISBON
VICTUALER APPLICATION**

License Type: _____ \$ 100 NO ALCOHOL ☒ \$ 200 WITH ALCOHOL

Owner: Tyson LaVerdiere Home Phone: (207)-861-1306
 Business Email Address: Tyson129@gmail.com Cell Phone: (207)-861-1306
 Owner's Home Address: 10 Main Street, Lisbon Falls, Me, 04252
 Home Phone: (207)-899-5527 Cell Phone: (207)-899-5527
 Home Email Address: jrcchef0316@icloud.com
 Residence(s) for last five years: #13, 19th Fire Road, Ching Village, Me 04926
 Name of Business: FLUX Restaurant Business Phone: _____
 Location doing Business in town (street address): 12 Main Street, Lisbon Falls

List Applicant / Partners / Corporate Officers:

Name: Tyson LaVerdiere Birth date: _____
 Name: _____ Birth date: _____
 Name: _____ Birth date: _____
 Name: _____ Birth date: _____

Does the applicant have a valid State of Maine Food Vendor License: NO

If YES, attached COPY to application before submitting. IF NOT, date submitted: TBD

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

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

If so, describe specific circumstances _____

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

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

Re-inspection fees are \$150 per visit after the 1st visit.

Signature: Tyson LaVerdiere Date: 1-30-18

Business Name: Flux Restaurant Victualer's

INSPECTION REQUIRED

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

Signature: [Signature] Date: 2/15/18

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

Signature: [Signature] Date: 2/15/18

COMPLETE TO HERE BEFORE FILING

INFORMATION

All Victualer licenses expire May 31 annually. The Councilors are the Municipal Licensing Board. The first Victualer application requires a public hearing, but renewals will not. Public records checks can take up to a week or more to process. Complete applications must contain the Health Office/CEO signature. Councilors meet on the first and third Tuesdays of the month. Complete application and fees paid are required prior to the Council meeting. Meetings are held at the Town Hall at 7PM in the conference room.

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

SUGGESTED CONTACTS:

353-3000 Ext 112... Town Clerk
353-3000 Ext 111... Health Officer
353-3000 Ext 111... Code Enforcement Officer
353-2500... Police Department
287-5671... State Health Inspection Dept.

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

TOWN OF LISBON

VICTUALER APPLICATION

License Type: _____ \$ 100

Owner: Walter Monse Lois Campbell Home Phone: 837-1517
 Business Email Address: Wolfs Place 17 Email.com Cell Phone: 319 0108
 Owner's Home Address: 1 Higgins Street Lisbon Falls
 Home Phone: 837-1517- Cell Phone: 319 0108

Home Email Address: _____

Residence(s) for last five years: 1 Higgins Street

Name of Business: Wolfs Place Business Phone: 504.2283

Location doing Business in town (street address): 13 Village Street

List Applicant / Partners / Corporate Officers:

Name: Walter Monse Birth date: _____
 Name: Lois Campbell Birth date: _____
 Name: _____ Birth date: _____
 Name: _____ Birth date: _____

Does the applicant have a valid State of Maine Food Vendor License: YES

If YES, **attached COPY to application before submitting.** IF NOT, date submitted: _____

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

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

If so, describe specific circumstances _____

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

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

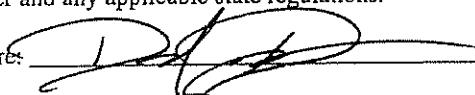
Re-inspection fees are \$150 per visit after the 1st visit.

Signature: Walter Monse Lois Campbell Date: 8-21-18

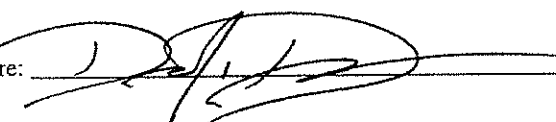
Business Name: Walt's Place

INSPECTION REQUIRED

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

Signature:  Date: 3/21/18

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

Signature:  Date: 3/21/18

COMPLETE TO HERE BEFORE FILING

INFORMATION

All Victualer licenses expire May 31 annually. The Councilors are the Municipal Licensing Board. The first Victualer application requires a public hearing, but renewals will not. Public records checks can take up to a week or more to process. Complete applications must contain the Health Office/CEO signature. Councilors meet on the first and third Tuesdays of the month. Complete application and fees paid are required prior to the Council meeting. Meetings are held at the Town Hall at 7PM in the conference room.

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

SUGGESTED CONTACTS:

353-3000 Ext 112... Town Clerk
353-3000 Ext 111... Health Officer
353-3000 Ext 111... Code Enforcement Officer
353-2500..... Police Department
287-5671..... State Health Inspection Dept.

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

TOWN OF LISBON

VICTUALER APPLICATION

License Type: _____ \$ 100

Owner: Mustafa Samal Home Phone: 914-346-8797

Business Email Address: EZmartFoodsCorp@gmail.com Cell Phone: (914) 906-5644

Owner's Home Address: 112 IROQUOIS Rd

Home Phone: 914-906-5644 Cell Phone: _____

Home Email Address: MUST389@gmail.com

Residence(s) for last five years: 112 IROQUOIS Rd

Name of Business: EZ mart Foods of ME Business Phone: 207-353-4610

Location doing Business in town (street address): 10 Frost Hill Ave - Lisbon Hills ME

List Applicant / Partners / Corporate Officers:

Name: Mustafa Samal Birth date: _____

Name: Khalil Samal Birth date: _____

Name: _____ Birth date: _____

Name: _____ Birth date: _____

Does the applicant have a valid State of Maine Food Vendor License: NO pending

If YES, attached COPY to application before submitting. IF NOT, date submitted: _____

Has applicant's business license ever been revoked? _____ If so, why? _____

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

If so, describe specific circumstances _____

Does the establishment have a valid liquor license? pending If so, when does it expire? _____


I, Mustafa Samal (owner's name), M-V-P (title) am authorized to sign on behalf of said business, and further declare that the forgoing information is accurate and true to the best of my knowledge and belief, and that the applicant does hereby acknowledge a public records check may be conducted. All licenses expire annually May 31st.
Re-inspection fees are \$150 per visit after the 1st visit.

Signature: [Signature] Date: 3-21-18

Business Name: EZ Mart Foods of Main INC.

INSPECTION REQUIRED

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

Signature:  Date: 3/20/18

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

Signature:  Date: 3/20/18

COMPLETE TO HERE BEFORE FILING

INFORMATION

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

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

SUGGESTED CONTACTS:

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

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

Revised March 12, 2018

Jamel Realty, LLC
P.O. Box 311
Yonkers, NY

TOWN OF LISBON

VICTUALER APPLICATION

License Type: _____ \$ 100

Owner: Richard George Home Phone: _____

Business Email Address: rich@rwgholdings.com Phone: 837-8520

Owner's Home Address: _____

Home Phone: _____ Cell Phone: _____

Home Email Address: _____

Residence(s) for last five years: _____

Name of Business: RWG Holdings dba Subway Business Phone: 353-6840

Location doing Business in town (street address): 568 Lisbon St. Lisbon Falls.

List Applicant / Partners / Corporate Officers:

Name: Richard George Birth date: _____

Name: _____ Birth date: _____

Name: _____ Birth date: _____

Name: _____ Birth date: _____

Does the applicant have a valid State of Maine Food Vendor License: yes

If YES, **attached COPY to application** before submitting. IF NOT, date submitted: _____

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

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

If so, describe specific circumstances _____

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

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

Re-inspection fees are \$150 per visit after the 1st visit.

Signature: _____ Date: 3/21 2018

Business Name: Subway

INSPECTION REQUIRED

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

Signature:  Date: 4/4/18

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

Signature:  Date: 4/4/18

COMPLETE TO HERE BEFORE FILING

INFORMATION

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

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

SUGGESTED CONTACTS:

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

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

Revised March 12, 2018

MEMORANDUM FROM THE TOWN CLERK

TO: Diane Barnes, Town Manager & Town Councilors

FROM: Twila Lycette, Town Clerk

SUBJECT: Memorial Day Parade

DATE: April 17, 2018

The Coombs Mountfort American Legion Post 158 is requesting permission to close the roads for the Memorial Day Parade this year on May 30 (**see their letter attached with specifics**). A copy was given to the Police Chief and Fire Chief for their review. When the parade is over, participants will be meeting at the Post for refreshments.



Coombs-Mountfort American Legion Post 158

Mail: P.O. Box 575

Location: 10 Webster Road

Lisbon, Maine 04250-0575

207-353-8192

April 2, 2018

Town Manager
300 Lisbon Street
Lisbon, ME 04250

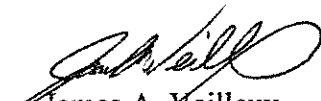
Dear Diane,

Memorial Day will be observed on Monday, May 28th. Coombs-Mountfort American Legion Post 158, Lisbon, is coordinating this year's parade. It will originate at Crafts on Rte 196, Lisbon Falls, with form up time between 8 AM and 8:30 AM. The parade will start at 9 AM. It will terminate at Coombs-Mountfort Post 158, Lisbon. The usual observances are scheduled for MTM Community Center, Lisbon High School, the Veterans Memorial Bridge, and Post 158. Refreshments will be served to all parade participants at Post 158 at the end of the parade.

The members of 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.

Contact person for the parade is James Veilleux at 330-1093. Thank-you in advance for your assistance.

Sincerely,



James A. Veilleux
Adjutant

LISBON POLE PERMIT INSPECTION REPORT

PERMIT REQUESTED BY: CMP

LOCATION: 60 Mill St

CODE ENFORCEMENT DEPARTMENT

I, DENNIS J. DOUGLAS, have reviewed the application and find the pole to be

located in front of property of 60 MILL STREET

and the physical address is MILL STREET

Additional Comments: BETWEEN POLE 7 & 8

Date: 4/11/18 Signed by: [Signature]

Recommendation: Deny permission for the following reason: _____

Date: _____ Signed by: _____

PLEASE FORWARD TO PUBLIC WORKS DEPARTMENT

PUBLIC WORKS DEPARTMENT

I, Elwood Beal, have visually inspected this location and find no reason to prohibit placing pole(s) where requested.

Comments: _____

Date: 4/11/18 Signed by: Elwood Beal

Recommendation: Deny permission for the following reason: _____

Date: _____ Signed by: _____

PLEASE RETURN TO THE TOWN CLERK

Notification: 10300428208

Work Order: 801000181106

CENTRAL MAINE POWER COMPANY

APPLICATION FOR POLE LOCATION OR UNDERGROUND LOCATION

In the City/Town of: Lisbon, Maine

To the: ☐ City
☒ Town
☐ County of: Androscoggin, Maine

☒ Central Maine Power hereby applies for permission to:

- ☒ Construct and maintain poles together with attached facilities and appurtenances upon, along or across certain streets and highways in said City/Town as described below.
- ☐ Construct and maintain buried cables, conduits, manholes and handholes, together with wire and cables, transformers, cutouts, and other equipment therein, under, along, and across certain streets and highways in said City/Town as described below.

☒ Central Maine Power Company and N/A jointly apply for permission to construct and maintain poles together with attached facilities and appurtenances upon, along or across certain streets and highways in said City/Town as described below.

1. Starting Point: Pole 7
2. Road (State & CMP): Mill Street / Lisbon Center Road
3. Direction: South
4. Distance: 40' feet
5. Number of Poles: 1

- ☒ Overhead wires shall have a minimum clearance of 18 feet over the public highway and be constructed to conform with the requirements of the National Electric Safety Code.
- ☐ Buried cable facilities shall be placed at a minimum depth of 36 inches under pavement and 30 inches elsewhere and be constructed to conform with the requirements of the National Electric Safety Code.

Any person, firm, or corporation to be adversely affected by this proposed location shall file a written objection with the State Department of Transportation, City, Town or County stating the cause of said objection within fourteen (14) days after the publication of this notice or ninety (90) days after installation of facilities without publication.

- ☐ Public Notice of this application has been given by publishing the text of the same ☒ Not Published

In: _____

On: _____

CENTRAL MAINE POWER COMPANY

N/A

By: Wayne Potvin Date: Mar 12, 2018 By: _____ Date: _____

Work Order: 801000181106

SKETCH TO ACCOMPANY APPLICATION FOR POLE OR UNDERGROUND LOCATIONS

Page of

By: Wayne Potvin

Facilities to consist of wood poles and appurtenances with a minimum clearance of wire and cables not less than 21 feet over the public highway, and/or underground facilities to consist of buried cables, conduits, transformers and manholes for operation at 7200 volts to ground single phase. Construction to be suitable for future operation at a voltage not to exceed 22KV to ground single phase. Right-of-way limits indicated are based on the best field information available. Poles/ Pads are staked. For further information call: Wayne Potvin at Central Maine Power Company tel: 207-629-1834 . Pole/Pad spans shown are approximate.

Feet Behind Curb	Feet Behind Guard Rail	Feet to C/L Traveled Way	Pole / Pad #	Highway Lines

Notification: 10300428208

Work Order: 801000181106

LOCATION PERMIT

Upon the Application of Center Maine Power Company and N/A

dated Mar 12, 2018, asking for permission, in accordance with law, to construct and maintain poles, buried cables, conduits, and transformers, together with attached facilities and appurtenances over, under, along or across certain highways and public roads in the location described in said application, permission is hereby given to construct, reconstruct, maintain and relocate in substantially the same location, said facilities and appurtenances in the City / Town of Lisbon

approximately located as follows:

- 1. Starting Point: Pole 7
- 2. Road (State & CMP): Mill Street / Lisbon Center Road
- 3. Direction: South
- 4. Distance: 40' feet
- 5. Number of Poles: 1

Facilities shall consist of wood poles and appurtenances with a minimum of wire and cable not less than 18 feet over the public highway and/or buried cables or conduit and appurtenances placed a minimum depth of 36 inches under pavement and 30 inches elsewhere, all in a manner conforming to the National Electric Safety Code.

By: _____
By: _____
By: _____
By: _____
By: _____
Municipal Officers

Office of the _____

Received and Recorded in Book _____, Page _____

Attest: _____
Clerk



MEMORANDUM

TO: Diane Barnes, Town Manager
FROM: Tracey Steuber, Economic & Community Development Director
SUBJECT: Approval to submit an Efficient Delivery of Local and Regional Services Grant
DATE: April 10, 2018

The State of Maine, Department of Economic and Community Development, announced an RFP opportunity for municipal, county or regional governments seeking to create efficiencies in service to its residents.

Maine State Government's Fund for the Efficient Delivery of Local and Regional Services, referred to as the "Fund", was established in 2005 to encourage intergovernmental cooperation on projects that will result in cost-savings, and ultimately a reduction in property taxes. In support of this, the Fund provides monetary assistance to municipalities, counties and state agencies that work together for this purpose.

Because Lisbon Emergency, Inc. is requesting financial assistance from Lisbon and Bowdoin for FY 19 to support the delivery of EMS services, we qualify to submit an RFP along with the support of the Town of Bowdoin as our regional partner for these funds.

The deadline for submitting the RFP is April 30, 2018. There is no municipal match required.

The ECD Department with the support from Bowdoin we ask Council to authorize the Town Manager to submit an RFP for the Maine State Government's Fund for the Efficient Delivery of Local and Regional Services.

State of Maine - Department of Economic and Community Development

Office of Community Development

RFP#201711194

Efficient Delivery of Local and Regional Services

PART I INTRODUCTION

A. Purpose and Background

The Department of Economic and Community Development ("Department") is seeking proposals to provide Efficient Delivery of Local and Regional Services as defined in this Request for Proposals (RFP) document. This document provides instructions for submitting proposals, the procedure and criteria by which the Provider(s) will be selected and the contractual terms which will govern the relationship between the State of Maine ("State") and the awarded Applicant(s).

Maine State Government's Fund for the Efficient Delivery of Local and Regional Services, hereinafter referred to as the "Fund", was established in 2005 to encourage intergovernmental cooperation on projects that will result in cost-savings, and ultimately a reduction in property taxes. In support of this, the Fund provides monetary assistance to municipalities, counties and state agencies that work together for this purpose.

B. General Provisions

1. From the time this RFP is issued until award notification is made, all contact with the State regarding this RFP must be made through the aforementioned RFP Coordinator. No other person/ State employee is empowered to make binding statements regarding this RFP. Violation of this provision may lead to disqualification from the bidding process, at the State's discretion.
2. Issuance of this RFP does not commit the Department to issue an award or to pay expenses incurred by an Applicant in the preparation of a response to this RFP. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.
3. All proposals should adhere to the instructions and format requirements outlined in this RFP and all written supplements and amendments (such as the Summary of Questions and Answers), issued by the Department. Proposals are to follow the format and respond to all questions and instructions specified below in the "Proposal Submission Requirements" section of this RFP.
4. Applicants shall take careful note that in evaluating a proposal submitted in response to this RFP, the Department will consider materials provided in the proposal, information obtained through interviews/presentations (if any), and internal Departmental information of previous contract history with the Applicant (if any). The Department also reserves the right to consider other reliable references and publicly available information in evaluating an Applicant's experience and capabilities.
5. The proposal shall be signed by a person authorized to legally bind the Applicant and shall contain a statement that the proposal and the pricing contained therein will remain valid and binding for a period of 180 days from the date and time of the bid opening.
6. The RFP and the selected Applicant's proposal, including all appendices or attachments, shall be the basis for the final contract, as determined by the Department.
7. Following announcement of an award decision, all submissions in response to this RFP will be considered public records available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA) (1 M.R.S. §§ 401 et seq.).
<http://www.mainelegislature.org/legis/statutes/1/title1sec401.html>

8. The Department, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in proposals received in response to this RFP.
9. The State of Maine Division of Procurement Services reserves the right to authorize other Departments to use the contract(s) resulting from this RFP, if it is deemed to be beneficial for the State to do so.
10. All applicable laws, whether or not herein contained, shall be included by this reference. It shall be the Applicant's responsibility to determine the applicability and requirements of any such laws and to abide by them.

C. Eligibility to Submit Bids

In accordance with Maine Revised Statute Title 30-A § 6201, eligible applicants are Maine municipalities, counties or regional government subdivisions.

<http://www.mainelegislature.org/legis/statutes/30-A/title30-Asec6201.html>

Regional government subdivisions are those that are pursuant to Maine Revised Statute Title 30-A chapters 115 or 119.

<http://www.mainelegislature.org/legis/statutes/30-A/title30-Ach115sec0.html>

<http://www.mainelegislature.org/legis/statutes/30-A/title30-Ach119sec0.html>

D. Contract Term

The Department is seeking a cost-efficient proposal(s) to provide services, as defined in this RFP, for the anticipated contract period defined in the table below. Please note that the dates below are estimated and may be adjusted, as necessary, in order to comply with all procedural requirements associated with this RFP and the contracting process. The actual contract start date will be established by a completed and approved contract.

Contract Renewal: Following the initial term of the contract, the Department may opt to renew the contract for two (2) renewal periods, as shown in the table below, and subject to continued availability of funding and satisfactory performance.

The term of the anticipated contract, resulting from this RFP, is defined as follows:

Period	Start Date	End Date
Initial Period of Performance	June 15, 2018	June 30, 2019
Renewal Period #1	July 1, 2019	June 30, 2020
Renewal Period #2	July 1, 2020	June 30, 2021

NOTE: Any funds received as a result of this application will be expended within 18 months of the contract date between the Department and the grantee. Any unused funds will be returned to the Department for use in future grant awards.

E. Number of Awards

The Department anticipates making multiple awards as a result of this RFP process.

MEMORANDUM FROM THE PUBLIC WORKS DIRECTOR

TO: DIANE BARNES, TOWN MANAGER
FROM: STEVE AIEVOLI, WWTP SUPERINTENDENT/INTERIM PW DIRECTOR
SUBJECT: REQUEST TO ENTER INTO AN AGREEMENT WITH AVSWCD
DATE: 4/12/2018

We request permission to enter into an agreement with the Androscoggin Valley Soil and Water Conservation District (AVSWCD) to enable the town to meet the education and outreach requirements in year 5 of the MS4 permit. AVSWCD is coordinating this effort with Lewiston and Auburn, Sabattus has recently signed on and we are requesting approval to join them.

This agreement would focus on two items, the first is to provide outreach for the upcoming storm drain stenciling event, which will be done in a press release to provide details of the event, and also contacting local TV stations to try and get them to attend at least one of the events. The stenciling is done by volunteers in the priority areas. The second will be a survey that will be completed by students at Bates College. This survey will be an assessment of both the implementation and impact of the Stormwater Awareness Plan, this is requirement in permit year 5 of the town's MS4 permit. The results of this survey will be compared to the results of the next survey that will need to be done in year 5 of the next permit cycle. This comparison will be used to judge the implementation and impact of the Stormwater Awareness Plan.

Please contact me if you have any questions.

Androscoggin Valley Soil and Water Conservation District

Making Conservation Work for You

LETTER OF AGREEMENT

between

Androscoggin Valley Soil and Water Conservation District

and

the municipalities of Lisbon and Sabattus

March 19, 2018

This Letter of Agreement applies to a mutual collaborative agreement made by and between Androscoggin Valley Soil and Water Conservation District (heretofore referenced as “the District”) and the municipalities of Lisbon and Sabattus.

The principle office of the District is located at: 254 Goddard Road, Lewiston, ME 04240.

BACKGROUND

The municipalities of Lisbon and Sabattus work together through the Androscoggin Valley Stormwater Working Group (AVSWG) to meet the requirements of the Maine Department of Environmental Protection’s (MDEP’s) Municipal Separate Storm Sewer System (MS4) General Permit. The MS4 General Permit requires each municipality to develop and implement best management practices (BMPs) that will minimize stormwater pollution within their urbanized areas. This is accomplished through six minimum control measures (MCMs) required by the MS4 General Permit.

These requirements are:

- Education and Outreach
- Public Involvement and Participation
- Illicit Discharge Detection and Elimination
- Construction Site Stormwater Runoff Control
- Post- Construction Stormwater Management
- Pollution Prevention/ Good Housekeeping for Municipal Operations

TARGET AUDIENCE AND GOAL

The target audience for the BMP Adoption Plan is college educated, 35-55 year-old residents in the urbanized area and/or priority watershed, who currently apply fertilizers, pesticides, and/or herbicides. Thirty-five to fifty-five year-old individuals are established in their careers and likely have an income to support maintaining their lawns. In addition, those in this age range are more willing to change their behavior than other ages. The goal is for 50% of this audience to understand that water does run off their property, not all is absorbed, and it will carry with it pollutants such as lawn chemicals, pet waste, and oil drops and that this water will enter the storm drain system and discharge, untreated, directly into bodies of water used for drinking fishing, and swimming.

OBJECTIVE

The Stormwater Group has approached the District for assistance in implementing some requirements of the 2013-2018 MS4 General Permit.

The District will focus primarily on MCM 1: Education and Outreach and MCM 2: Public Involvement and Participation. The objective of this agreement is to define the tasks that the District will be taking on during this permit cycle.

CATCH BASIN STENCILING EVENT PERMIT YEAR 5 (2018)

The catch basin stenciling event is an activity conducted annually by the AVSWG to meet the requirements of MCM1 BMP 1.3 as detailed on Table 1. This is a one-day event where children and their families gather in each of the four municipalities to stencil a message onto catch basins in pre-defined priority locations. In the past, there have been two groups that split between the four municipalities (one for Auburn/Lewiston and one for Sabattus/Lisbon).

The planning and organization of this event will involve:

- Coordinating with Lisbon and Sabattus on the time and location of this event to ensure that it is part of the larger press release. Writing a press release and submitting it. Contacting local TV stations to try and get them to attend at least one of the events. The District will not exceed three hours for the municipalities of Lisbon and Sabattus on outreach for the stormwater event.

PUBLIC AWARENESS OBLIGATION PERMIT YEAR 5 (2017-2018)

The District agrees to work with Bates College students, who developed a survey tool in 2015, to complete a program awareness evaluation during permit year 5 (PY5) (July 1, 2017 – June 30, 2018). The evaluation is a required task for MCM 1 BMP 1.3 as shown on Table 1. The goal is to produce a deliverable survey and analyze that survey using the tool the students developed in 2015.

The planning and organization of this will involve:

- Scheduling and attending meetings with Bates College representatives and students
- Press releases, social media posts, and mailings to raise awareness about the survey
- Providing Bates College with information needed about the Stormwater Group and the MS4 General permit
- Working with Bates College to evaluate the outreach program and implement the survey.

The Stormwater Group agrees to attend meetings if requested to by Bates College, provide information needed to the District and Bates College on request, and be available for support to the District on request. For the implementation of the survey for Lisbon and Sabattus, the District will not exceed twenty hours.

FINANCIAL UNDERSTANDING

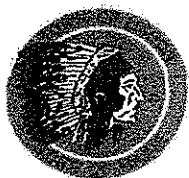
The Stormwater Group agrees to pay the District \$60/ hour for work associated with these tasks and \$0.54/ mile for any personal vehicle use related to these tasks. The District agrees to keep detailed records of time spent performing work for the Stormwater Group and to send an invoice on a monthly basis. The Stormwater Group agrees to pay the District within one month of the invoice date. The District estimates that this work shall not exceed \$1380.00

OTHER

This agreement is for the specific tasks defined above. Individual task order agreements can be made as requested by the Stormwater Group and agreed to by the District that are outside the parameters of this agreement. This agreement is valid until the end of the current MS4 General Permit cycle, June 30, 2018. This agreement can be terminated by either party with a written notice that will become effective 30 days after the notice is written.

Town of Lisbon
Representative _____ Date _____
Town of Lisbon Mailing
Address _____
Town of Sabattus
Representative _____ Date _____
Town of Sabattus Mailing
Address _____
AVSWCD
Chair _____ Date _____
AVSWCD District
Manager _____ Date _____
AVSWCD Mailing
Address _____

Androscoggin Valley Soil and Water Conservation District (AVSWCD) is an equal opportunity program provider and employer. AVSWCD prohibits discrimination in its programs on the basis of race, color, national origin, gender, age, disability, political beliefs, sexual orientation or marital or family status.



Lisbon Police Department

A Community Policing Agency

Agenda Item 2018-82

300 Lisbon St.
Lisbon, ME 04250

Marc R. Hagan
Chief of Police

To: Town Manager Barnes

From: Chief Hagan

Subject: Transfer of Town owned vehicle

Date: 04/03/2018

The Police Department's vehicle replacement plan includes the removal of a 2009 Ford Focus from our fleet. The vehicle in question has just over 70,000 miles on it and the initial intent was to sell the vehicle in a closed bid process. Kelley Blue Book values the car value between \$3,500 and \$5,300 in a private party sale. I have also spoken with acting Public Works Director Steve Aievoli and he has expressed interest in attaining the vehicle for shared use between the Public Works and Sewer Department. The vehicle in question has been stripped of emergency lighting and radio equipment and I am requesting guidance with regard to how the Town would like to move forward. Thank you.

MRH

Twila Lycette

From: Dennis Douglass
Sent: Friday, March 23, 2018 9:32 AM
To: Diane Barnes; Twila Lycette
Cc: Don Fellows; Karin Paradis; Ben Smith
Subject: Marijuana issue
Attachments: Agenda March 22 2018.pdf; LAND USE CHART - Ordinance Amendment 3-8-2018.docx

Attached is the amendment to the Land Use Chart as recommended by the Planning Board. The Planning Board held a Public Hearing for this amendment on 3/22/2018.

1. A category has been added for Marijuana Retail Stores under Commercial/Business Uses
2. Amendments were made to the existing category, Retail sales of products manufactured on premises

Dennis J. Douglass

Town of Lisbon
CEO, BI, LPI, LHO



LAND USE CHART

Sec. 70-530. Land uses.

All land use activities, as indicated Sec. 70-531 Table of Land Uses, shall conform to all of the applicable performance standards. The district designation for a particular site shall be determined from the Zoning Map of Lisbon, Maine.

(1) Key to Table of Land Uses:

P	Permitted by right if they comply with all applicable federal, state and town laws and regulations and the performance standards in article VI of this chapter. Uses may also require Subdivision and/or Site Plan Review approvals pursuant to other provisions of this Code.
C	Permitted upon authorization of a conditional use permit by the planning board in accordance with Article III of this Chapter. {May also require Site Plan Review and/or Subdivision approval}
No	Prohibited

(2) Abbreviations:

RP	Resource Protection
LR	Limited Residential
GR	General Residential
RO-I	Rural Open Space I
RO-II	Rural Open Space II
RR	Rural Residential
LRR	Limited Rural Residential
V	Village
C	Commercial
I	Industrial
DD	Diversified Development

Commercial/Business Uses		RPLR	GR ¹²	RO-I	RO-II	RR	LRRV	C	I	DD ⁸
Child day care in home/eight or fewer children		NOC	C	C	C	C	NO	C	NO	P
Children's Day Care Facility		NONO	C	C	NO	C	C	C	C	C
Nursery school		NOP	C	P	NO	P	P	NO	NO	C
Offices/office buildings not exceeding 2,500 sq. ft.		NONO	P	NO	NO	NO	NO	P	P	P
Office Building greater than 2,500 sq. ft.		NONO	NO	NO	NO	NO	NO	P	P	P
Convalescent, rest, nursing, or boarding homes		NONO	C	C	NO	C	C	P	NO	C
Business occupations by resident in detached buildings		NONO	C	NO	C	NO	NO	P	P	NO
Small businesses, on individual lots/principal building not exceeding 2,500 sq. ft.		NONO	C	NO	NO	NO	NO	P	P	NO
Campgrounds		NONO	NO	C	NO	C	NO	NO	NO	NO
Hotel, motel, inn, tourist home		NONO	NO	NO	NO	NO	NO	P	P	C
Medical/dental office or facility		NONO	NO	NO	NO	NO	NO	P	P	P
Retail Store or outlet, such as grocery, drug, furniture		NONO	NO	NO	NO	NO	NO	P	P	P
<u>Marijuana Retail Store</u>		NONO	NO	NO	NO	NO	NO	C	C	C
Service Establishment, such as barbershop, beauty parlor, cleaner		NONO	NO	NO	NO	NO	NO	P	P	P
Lawn & garden equipment sales/service		NONO	NO	C	C	NO	NO	P	P	C
Snowmobile, motorcycle, recreational vehicle, ATV, boat sales/service		NONO	NO	NO	NO	NO	NO	P	P	P
Automobile sales, etc		NONO	NO	NO	NO	NO	NO	P	P	P
Auto service station, auto repair, gasoline service establishment		NONO	NO	NO	NO	NO	NO	P	P	NO
Bakery or Food Shop		NONO	NO	NO	NO	NO	NO	P	P	P
Eating Place		NONO	NO	NO	NO	NO	NO	P	P	P
Recreational use such as bowling, theaters, dance hall		NONO	NO	NO	NO	NO	NO	P	P	NO
Funeral home		NONO	NO	NO	NO	NO	NO	P	P	NO
Auditoriums, gymnasiums, places of amusement or places of assembly		NONO	NO	NO	NO	NO	NO	P	P	C
Self-storage facility		NONO	NO	NO	NO	NO	NO	P	P	C
Shop of painter, carpenter or other skilled worker		NONO	NO	NO	NO	NO	NO	P	P	C
Wholesale establishment		NONO	NO	NO	NO	NO	NO	NO	P	NO
Warehouses		NONO	NO	NO	C	NO	NO	NO	P	P
Laboratory or research facility		NONO	NO	NO	NO	NO	NO	NO	P	NO
Laundry/dry cleaning		NONO	NO	NO	NO	NO	NO	P	P	NO
Retail sales of lumber/building supplies		NONO	NO	NO	NO	NO	NO	NO	P	NO
Yards of electrical, heating, painting, or roofing contractor		NONO	NO	NO	NO	NO	NO	NO	P	NO
Retail business or service involving manufacturing on the premises and not employing more than 10 people, the products of which are principally at sale at retail on the premises.		NONO	NO	NO	NO	NO	NO	NO	P	NO
Light manufacturing		NONO	NO	NO	NO	NO	NO	C	C	P
Business Office related directly to an industrial use on Premises		NONO	NO	NO	NO	NO	NO	NO	P	NO
Retail sales of products manufactured on premises		NONO	NO	NO	C	NO	NO	P	P	NO
Accessory Uses & Structures		NONO	P/C	P/C	P/C	P/C	P	P	P	P
Industrial Uses		RPLR	GR	RO-I	RO-II	RR	LRRV	C	I	DD ⁸
Junkyards		NONO	NO	C	NO	C	NO	NO	C	NO
Transmission facilities-radio, television, power, telephone		NONO	NO	C	C	C	C	NO	C	NO
Sawmills		NONO	NO	C	C	C	C	NO	NO	P
Truck Terminal		NONO	NO	NO	NO	NO	NO	NO	P	NO

**WARRANT
SCHOOL BUDGET VALIDATION REFERENDUM
(20-A M.R.S.A. §§ 1486 and 2307)**

TOWN OF LISBON

Androscoggin County, ss.

State of Maine

TO: Marc Hagan, Constable of the Town of Lisbon: You are hereby required in the name of the State of Maine to notify the voters of the Town of Lisbon of the School Budget Validation Referendum election described in this warrant.

TO THE VOTERS OF THE TOWN OF LISBON:

You are hereby notified that a school budget validation referendum election will be held at the Lisbon High School Gymnasium, 2 Sugg Drive, Lisbon Falls, Maine for Ward 1 and Ward 2 on Tuesday, June 12, 2018 for the purpose of determining the following questions:

Question 1: Do you favor approving the Town of Lisbon school budget for the upcoming school year that was adopted at the Town council meeting held Tuesday, May 15, 2018? YES NO

Question 2: The following is a nonbinding expression of opinion for the consideration of the Town Council and School Committee.

If you voted NO was it because the budget was (please fill in one): TOO LOW
TOO HIGH

The voting on the Questions shall be by secret ballot referendum at one polling location located within the Town of Lisbon, and the polls shall be opened at 7:00 a.m. and closed at 8:00 p.m.

The Registrar of Voters shall hold office hours while the polls are open to correct any error in, change a name, or address on the voting list; to accept the registration of any person eligible to vote and to accept new enrollments. A person who is not registered as a voter may not vote in any election.

Given under our hand this _____ day of _____ 2018 at Lisbon, Maine.

Allen Ward, Chair

Chris Brunelle, Vice Chair

Normand Albert

Kris Crawford

Kassie Kolbe

A true Copy of the warrant,

Fern Larochelle Jr.

Attest: _____ (Clerk Signature & seal)
Municipal Clerk

Mark Lunt

RETURN

Androscoggin County, ss.

State of Maine

TO: The municipal officers of the Town of Lisbon

I certify that I have notified the voters of the Town of Lisbon of the time and place of the referendum election by posting an attested copy of the within warrant as follows:

<u>DATE</u>	<u>TIME</u>	<u>LOCATION OF POSTING</u>
_____	_____	<u>Lisbon Town Office & Lisbon Post Office, Ward 1</u>
_____	_____	<u>Lisbon Falls Post Office, Ward 2</u>
_____	_____	_____

Being public and conspicuous places in said city/town and being at least seven days next prior to the date of the referendum election.

Dated at the Town of Lisbon _____, 2018.

Constable, Town of Lisbon, Maine

Code Enforcement

Dennis J. Douglass

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

Monthly Report for March 2018

Building permits issued - 12

- 5 Residential new homes
- 3 Commercial projects
- 2 Remodels
- 1 Storage shed
- 1 Misc.

Electrical permits issued - 15

- 5 Remodels
- 2 New homes
- 1 Commercial
- 5 New services
- 2 Misc.

Plumbing permits issued - 6

- 4 Internal plumbing
- 2 Commercial projects

Misc. permits issued - 1

- 1 – Remodeling debris

Planning Board -

- Chapter 70. Zoning Ordinance. Division 13. District Uses. Land Use Chart
 - Marijuana retail sales
- Future Land Use Workshop / Comprehensive Plan updates
- Budget requests / 2018 Goals

Appeals Board - No cases to report.

Health Officer -

- Landlord/Tenant issues
- Victualer inspections for all food prep businesses.



TOWN OF LISBON

Economic & Community Development

300 Lisbon Street

Lisbon, ME 04250

(207) 353-3000, ext. 122

(207) 353-3007, fax

Economic & Community Development March Report

TO: Diane Barnes, Town Manager
FROM: Tracey Steuber, Economic & Community Development Director
DATE: March 14, 2018
RE: Monthly Department Report

LDC (Lisbon Development Committee): The LDC group met during March to discuss the submission of another Community Development Block Grant – Downtown Revitalization project for the Lisbon Village area. The grant was due on March 30th and will be awarded the beginning of May. The grant award will be in the amount of \$300,000. Should we become the award recipient, we will have public workshops as we begin the project process. Stay tuned for updates.

Community Development Block Grant – Downtown Revitalization Falls Streetscape Project: The new sidewalk project for the falls is slated to begin April 17th and end in June. The first phase of the project will take place on Union Street.

The Miller Block (Rusty's Lantern) project is scheduled to begin its work in May. Both of these projects will be going on at the same time so folks may see some delays in traffic and may want to seek other routes. I would also like to point out that the falls will **remain open for business** during the construction period.

New Business Opened in Lisbon Village: On March 31st there was a grand opening and ribbon cutting for Walt's Place – Family Fun Center. This is a great addition to have in the village area giving families a place to go. They have a snack bar along with serving Giffords Ice Cream with all the fixings. Check them out on Facebook for hours and activities. Welcome to Lisbon Village!

Moxie Festival 2018: The Moxie Festival Committee has adopted a Mission Statement.

To provide an entertaining, professionally run, yet distinctively different Festival, true to the Spirit of MOXIE. With the support of volunteer efforts and community involvement, the Festival benefits the citizens and businesses of Lisbon and continues to encourage community development.



The committee continues to move forward with the festival and has hired Marcey Crosskill as a part-time Assistant Moxie Festival Coordinator to work with the EDC Office and committee. We are very excited to have Marcey on board and she will start in mid-April.

The next Moxie Festival Planning Meeting will be held on Tuesday, April 24th, 5:30 p.m. at the Lisbon Town Office. Please join us!

afterschool program on 4/3/18. MTM programming needs will change the rest of the school year therefore the library will not fit their schedule of events. We will resume this program in fall of 2018.

The Children's Services staff are busy preparing for the upcoming "Libraries Rock" 2018 Summer Reading Program. We will reach out to the local schools, day cares and private schools with the information.

We hope to have the Children's Garden ready for the children and their families by the end of April. Public Works staff will take care of the waterfall/pond and I will speak to Mark Stevens about the maintenance of the lawn area. The children are excited to have their playhouse, sand table and lawn area "open for business".

Mrs. Medlen and I continue to make our way through the adult book collection. She is re-barcoding the adult fiction collection while I access, weed, and purchase updates in the adult non-fiction collection. Patrons continue to be pleased with the access, ease and availability of materials from libraries throughout the state of Maine. I will keep the Town Council and Town Manager informed.

Respectfully submitted,
Diane I. Nadeau
Library Director

To: Town Council
Ref: Monthly Report
Date: April 13, 2018

In the month of March the Fire Department had 30 calls for service (includes inspections and various investigations, such as unpermitted burns). 10 of which were coded as medical responses. Only one call this month was coded as an EMS assist call.

The calls varied from fire alarms, investigations, vehicle accidents, and mutual aid calls. We provided aid to Sabattus for a chimney fire and to Brunswick twice. Once to the scene of a fire and once for station coverage.

In the up coming month you may see department personnel at the old Miller's building doing training. The new owners have offered the property for us to use during the next couple of weeks. Having this resource available to us is very valuable for the firefighters to fine-tune their skills

Personnel continue to work hard, behind the scenes. They spend time maintaining equipment and apparatus to make sure it's all in the ready state.

Respectfully submitted

Nathan LeClair
Deputy Chief

Robert Robitaille
Deputy Chief

To: Diane Barnes and the Town Council

From: Lydia Colston, CPA

Re: March Financials

I have compiled the March 2018 General Fund financial information for review.

There are a couple of items under expenditures to point out. Technology budget is over budget. Winter public works account 5385:Supplies-Other is over budget by about \$56,000. This is a result of the additional salt/sand purchases that have been required as a result of late winter storms. The entire winter public works budget is currently over expended \$7,003.

Capital Outlay expense shows as being over expended because of expenses related to the paving bond. Removing those expenses leaves the capital outlay expenses right on target with the budget.

Excise Revenues is up over prior year by approximately \$71,000.

Sewer Department Revenue is up over prior year by \$112,000.

Miscellaneous revenue shows a negative amount because of adjustments made as a result of the prior year audit.

Town of Lisbon
Schedule of Revenues- General Fund with Sewer Department
For the Period ended March 31, 2018
For management use only

	<u>Final Budget</u>	<u>March Actual Amount</u>	<u>YTD Actual Amount</u>	<u>Collected (Uncollected) Balance-YTD</u>	<u>Percent of Budget Collected</u>
Taxes:					
Property Taxes	\$ 12,512,172	-	12,512,172	-	100.00%
Supplemental Tax	-	-	5,455	5,455	
Revenue in Lieu of Taxes	-	-	-	-	
Excise Taxes	1,504,000	137,415	1,098,290	(405,710)	73.02%
Registration Fees	27,000	2,511	19,690	(7,310)	72.93%
Interest and Cost on Taxes	34,000	2,145	18,625	(15,375)	54.78%
Licenses and Permits:					
Business permits and fees	27,900	930	23,945	(3,955)	85.82%
All other construction fees	12,000	9,207	22,576	10,576	188.13%
Town Clerk	20,895	3,989	14,189	(6,706)	67.91%
Intergovernmental:					
State Revenue Sharing	602,000	23,593	426,732	(175,268)	70.89%
General Assistance	12,750	9,035	37,236	24,486	292.04%
Tree Growth reimbursement	15,000	-	11,569	(3,431)	77.13%
BETE reimbursement	168,713	-	168,713	-	100.00%
Homestead reimbursement	541,677	-	408,240	(133,437)	75.37%
Urban rural incentive program	96,964	-	98,468	1,504	101.55%
Veteran reimbursement	10,000	-	-	(10,000)	0.00%
Miscellaneous State aid	215,483	19,680	219,680	4,197	101.95%
Sewer Department	1,107,340	118,117	866,552	(240,788)	78.26%
Charges for Services:					
Police and Dispatch	135,645	41,153	113,860	(21,785)	83.94%
Fire Dept	-	-	1,098	1,098	0.00%
Public Services	300,246	18,269	243,714	(56,532)	81.17%
Investment Income	13,000	6,806	23,026	10,026	177.12%
Other revenues:					
TIF	443,004	-	-	(443,004)	0.00%
Recycling	94,500	7,860	91,112	(3,388)	96.41%
Reimbursements	47,612	-	20,675	(26,937)	43.42%
Miscellaneous	600	(3,657)	9,225	8,625	1537.53%
Total Revenues	<u><u>\$ 17,942,501</u></u>	<u><u>\$ 397,053</u></u>	<u><u>\$ 16,454,842</u></u>	<u><u>\$ (1,487,659)</u></u>	

Town of Lisbon
Schedule of Departmental Operations- General Fund
For the Period ended March 31, 2018
For management use only

	Final Budget	March Actual	YTD Actual	Budget Variance Remaining (Overexpended)	Percent of Budget Spent
General Government:					
Elected Officials	21,825	2,229	15,525	6,300	71.13%
Town Manager	224,733	23,149	165,170	59,563	73.50%
Contingency / Grant match	5,000	-	-	5,000	0.00%
Insurance	120,665	7,720	109,266	11,399	90.55%
Legal	40,000	255	22,640	17,360	56.60%
Technology	183,692	(6,462)	166,569	17,123	90.68%
Town Building	245,155	20,452	140,997	104,158	57.51%
Assessing	78,496	9,584	65,396	13,100	83.31%
Board of Appeals	1,686	94	646	1,040	38.33%
Planning Board	32,936	704	17,002	15,934	51.62%
Code Enforcement	113,326	12,056	84,244	29,082	74.34%
Finance	162,076	16,900	116,986	45,090	72.18%
Tax Collector	176,651	19,930	143,733	32,918	81.37%
Town Clerk/Elections	134,938	11,104	87,186	47,752	64.61%
Economic Development	103,403	8,385	70,675	32,728	68.35%
Total General Government	1,644,582	126,099	1,206,036	438,546	
Public Safety					
Police	1,448,781	139,158	1,049,707	399,075	72.45%
Animal Control	90,086	7,643	67,415	22,671	74.83%
Communications	344,103	36,843	258,263	85,840	75.05%
Fire	447,190	22,002	274,250	172,940	61.33%
Emergency	1,742	191	1,305	437	74.89%
Total Public Safety	2,331,902	205,836	1,650,938	680,964	

For Management Use Only

Public Works:					
Public Works	1,479,067	91,068	926,753	552,314	62.66%
Winter Public Works	271,103	61,209	339,315	(68,212)	125.16%
Solid Waste	489,810	43,482	346,757	143,053	70.79%
Hydrant Rental	325,733	81,433	244,300	81,433	75.00%
Street & Traffic Lights	110,500	8,136	58,762	51,738	53.18%
Total Public Works	<u>2,676,213</u>	<u>285,327</u>	<u>1,915,887</u>	<u>760,326</u>	
Public Services:					
Parks & Recreation	565,868	32,764	390,647	175,221	69.04%
Lisbon Falls Library	269,404	27,212	197,376	72,028	73.26%
Health Officer	6,288	644	4,391	1,897	69.83%
Community Service	40,000	1	30,001	9,999	75.00%
Miscellaneous	13,000	-	10,332	2,668	79.48%
Total Public Services	<u>894,560</u>	<u>60,620</u>	<u>632,747</u>	<u>261,813</u>	
General Assistance	<u>29,068</u>	<u>1,435</u>	<u>32,952</u>	<u>(3,884)</u>	<u>113.36%</u>
Intergovernmental- County Tax	<u>639,783</u>	<u>620,540</u>	<u>639,459</u>	<u>324</u>	<u>99.95%</u>
Miscellaneous:					
Tax Increment Financing payments	443,004	-	-	443,004	0.00%
Abatements	10,000	441	18,303	(8,303)	183.03%
Bad Debts	-	-	-	-	0.00%
Total Miscellaneous	<u>453,004</u>	<u>441</u>	<u>18,303</u>	<u>434,701</u>	
Debt Service - Town:	<u>214,492</u>	<u>-</u>	<u>203,686</u>	<u>10,806</u>	<u>94.96%</u>
Capital Outlay: Town	<u>371,569</u>	<u>40,142</u>	<u>1,471,987</u>	<u>(1,100,418)</u>	<u>396.15%</u>
Sewer Department	<u>1,100,427</u>	<u>109,269</u>	<u>840,352</u>	<u>260,075</u>	<u>76.37%</u>
Total Expenditures	<u>\$ 10,355,600</u>	<u>\$ 1,449,710</u>	<u>\$ 8,612,348</u>	<u>\$ 1,743,252</u>	<u>83.17%</u>

For Management Use Only

LIBRARY DEPARTMENT

TOWN COUNCIL /TOWN MANAGER MONTHLY REPORT

March 2018

CIRCULATION STATISTICS:

Adult Bks	1,246	Adult DVD's	358
Juv.Bks.	711	Juv. DVD's	198
Audio Bks.	105	Periodicals	187
ILL in	156	ILL Out	203
E-Readers Users	22	E-Reader Downloads	52
E-Audio Downloads	46	Gear/Kits	2
MTM Center Storytime	31	Gartley School Lib. Visits	NA
Steam Lab Science	13	Lace Storytime/K.Glizow	4
Legos Club	21	Patron Use Computers	400
Friday Art Club	1	Friday Crafts	13
Priv.School Visits	17	Thurs.3:30 PM Storytime	28
Adult Room Count	1,448	Children Rom. Count	554
Thurs. Am StoryTime	7	Sat. AM Storytime	17
New Patrons	30	Playhouse Use	0

Library closed at 1:30 PM 3/8/17 & closed at 12 noon 3/13/17 due to snowstorms.

The Library Department saw an increase in the number of Lisbon citizens seeking copies of state and federal tax forms in March. We also had more pre-school aged children attend the new Thursday afternoon Storytime. The staff and I continued to move forward in all MILS programs.

I attended and was officially appointed to begin to serve as the MILS representation on the Maine InfoNet Executive Board on April 2, 2018. I am honored to represent the Lisbon community and the other 14 MILS libraries on this important committee. Academic, public, Maine State Library and other consortiums are represented on this Board. There seems to be important and exciting advances in technological services coming to all libraries through the work of this committee. I will keep the Town Council and Town Manager informed. The Maine INfoNet Executive Board meets once a month.

The Children's Services department saw an increase in the number of school aged children attend the weekly Friday programs in March. The weather improved and winter sports had ended so many families returned to enjoy the crafts, Legos, art and science programs. The children's staff hosted the last MTM



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: Monthly Report, March 2018

DATE: April 11th, 2018

Assistant Director, Dan Leeman and I attended the 2018 Spring Maine Recreation and Parks Conference at Samoset Resort in Rockland. We attended sessions that included invasive species, and Affordable Care Act (ACA) Laws and how they apply to Parks and Recreation Part time and seasonal staff. Networking with other towns each year at these conferences prove to be a valuable way to share and get ideas to create more opportunities for people to recreate.

Our Department is in the process of accepting applications for summer employment.

Our annual brochure is in the process of being created.

The Annual Fishing Derby has been canceled this year due to the lack of availability of new fish. We will plan on having our derby again in 2019.

We began selling individual and family passes for Beaver Park in March.

The Recreation Committee met on the first Monday in March and reviewed the Parks and Recreation Budget.

Fees were approved by the Town Council.

Our Sunshine Hill Senior's enjoyed a St. Patrick day dinner comprised of Corned beef.

Our Swimming program held at the Lewiston YWCA was held in March.



Lisbon Police Department

A Community Policing Agency

300 Lisbon St.
Lisbon, ME 04250

Marc R. Hagan
Chief of Police

April Report to Council Police Department

In the month of March the Lisbon Police Department received or responded to one thousand and thirty two (1,032) calls for service. The calls for service ranged from arrests and traffic related summonses to checking on closed businesses, motor vehicle crashes, and other criminal investigations. Lisbon officers arrested or issued criminal/civil summonses to forty (40) persons, covered fourteen (14) reportable motor vehicle crashes, conducted sixty eight (68) investigations, and stopped two hundred and forty six (246) traffic stops.

There was an increase of ninety six (96) calls for service in March compared to February. There were also fifteen (15) additional arrests or criminal citations, fifteen (15) additional criminal investigations, and twenty five (25) additional traffic stops during March. This increase in activity comes at a difficult time for this agency as we currently have two officers out of work due to work related injury, and are one officer down due to the loss of an officer in January. The remaining available officers have been working a significant amount of overtime to provide patrol coverage, which comes at a cost both financially and personally to both Town and staff.

The month of March also saw a disturbing trend in the number of Domestic Violence related calls for service that Lisbon PD officers responded to. There were a total of twelve (12) reported domestic arguments that required police intervention during March. Six (6) of those calls for assistance resulted in arrest. In the months of December, January, and February combined there were only three (3) arrests for domestic assault. The cause of the dramatic increase in domestic disputes is currently unknown. This department takes each case of domestic violence seriously and we are focusing additional training during the month of April towards d/v investigations to ensure that our response is meeting the needs of the victims and the Lisbon community as a whole.

March concluded with a sentencing hearing for a Brunswick resident who attempted to purchase a firearm illegally in Lisbon in July of 2015. **Evan Lewis**, a convicted felon, was sentenced in U.S. District Court this month to 2½ years in prison and three years of supervised release for providing false information during an attempt to purchase a firearm at a Lisbon pawn shop. Detective Sergeant Bill Tapley's thorough investigation, teamwork, and cooperation with the Bureau of Alcohol, Tobacco, Firearms and Explosives led to this conviction and sentencing.

Thank you.

MEMORANDUM FROM THE PUBLIC WORKS DIRECTOR

TO: DIANE BARNES, TOWN MANAGER
FROM: STEVE AIEVOLI
SUBJECT: MARCH 2018 MONTHLY REPORT
DATE: APRIL 10, 2018

Public Works – March had a couple nor'easters come through that kept the crew busy with snow plowing. The crew spent several days patching potholes. The worst areas will be addressed this summer when Route 196 from Capital Avenue to Main Street is rehabilitated by MDOT. Did snow removal towards the end of the month at the town office, MTM and the municipal lots to open up the parking areas. Equipment repairs and maintenance were also completed throughout the month.

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

<u>Item</u>	<u>Tonnage</u>
Single Stream	6.8
Trash	217.47
Bulky Waste	30.58
Wood	22.98
Shingles	7.45
Freon	32 units

Please contact me if you have any questions.

MEMORANDUM FROM THE SEWER SUPERINTENDENT

TO: DIANE BARNES, TOWN MANAGER
FROM: STEVE AIEVOLI
SUBJECT: MARCH 2018 MONTHLY REPORT
DATE: APRIL 9, 2018

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

- Repaired one of the vacuum tubes on the Vactor truck
- Serviced the sludge holding tank roots blowers
- Serviced the Massey Ferguson Tractor before spring
- Davis pump station grit screw gear box repaired
- Repaired a manhole cover and ring on Rt. 196
- Cleaned the Chlorine Contact tanks
- Vactor serviced at PW so it is ready for sewer cleaning
- Davis pump #2 removed. Needs to be rewound
- Quarterly storm water inspections done at the treatment plant
- Tom Webster Attended Chainsaw Safety training

Please contact me if you have any questions.

APRIL 2018
CLERK & ELECTION DEPARTMENT
STATUS REPORT

Council Meeting Minutes for March and April were transcribed and posted online along with the agendas and supporting documents. Renewal Victualer and Mobile Home Park applications were mailed and applications are coming in.

Monthly vital record fees were mailed to Augusta, along with the monthly report. The dog report was mailed to Augusta along with a check. The 2017 list of dogs and owners was prepared for the ACO and Police Department to use.

10 boxes of old ballots and 20 other boxes ready for destruction according to the Municipal Records Disposition Schedule were approved and destroyed. The vault shelving braces and end stops arrived and will be installed by the end of April.

The Planning Board minutes and agendas were proofed to ensure everything was included in the binders for the year. Council meeting minutes and agendas were proofed to ensure all the minutes, agendas, and attachments were in the binders for 2017.

The Town Clerk attended the State of Maine Archive Advisory Board (AAB) meeting. Legislative changes were discussed at the Archives Advisory Board level to dispense with rule making for scheduled changes to the Municipal Disposition Schedule. Final version to be adopted at the AAB meeting on April 13.

The Town Clerk sent the town's annual report out to be printed; we ordered 260 copies in color. It will be available online after April 17 so you can visit our website to review a copy or drop by the Town Office to pick up a copy then.

The Department processed 44 voter registration changes between March 1 and April 1, 2018. 10 of those were new voters. We certified around 80 clean election campaign forms and nomination papers.

The Town Clerk sent the ballot questions to ESS for programming and printing and the memory sticks to the Secretary of State's office. Some Election workers have already been hired for the June 12, 2018 School Budget Validation Referendum Election and State Primary. The Town Clerk will schedule the Public Works crew to assist with setting up. The School's Warrant was completed, proofed, and placed on the agenda for Council approval.

The town set up live streaming on our website so Council meetings can be viewed in real time online. Software was downloaded for video conversion and uploading so Great Falls can air them on TV on Channel 1302.

The Clerk and Election budget was prepared for Town Manager and the Finance Director's review. The list of annual appointments were updated for the Town Manager's appointments in June. Renewal letters will be sent by the end of the month.

Recently adopted town ordinances were codified so the online version is up to date. New copies for the Code Books were received and will need to be incorporated into our local books.