



AGENDA
SPECIAL COUNCIL MEETING
OCTOBER 30, 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 Ward
Town Clerk reading of meeting rules

3. GOOD NEWS & RECOGNITION

4. PUBLIC HEARINGS

- A. Chpt 70 Zoning, Dist. IV Dist. Regs, Dist. 13 Dist. Uses, Sec. 70-530 Land Uses Amendments
- B. Repeal Emergency Marijuana Moratorium

5. AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS

6. CONSENT AGENDA

2018-237 ORDER – A. Minutes of October 2, 2018 and October 16, 2018

7. COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

2018-238 ORDINANCE–Amend Chpt 70 Zoning, Dist. IV Dist. Regs, Dist. 13 Dist. Uses, Sec. 70-530 Land
Uses-*Second Reading*

2018-239 ORDINANCE –Repeal Emergency Marijuana Moratorium – *Second Reading*

2018-240 ORDER - Paving Bid Change Order

2018-241 ORDER- Finance Department Temporary Staffing

8. OTHER BUSINESS

9. APPOINTMENTS

10. COUNCIL COMMUNICATIONS

11. AUDIENCE PARTICIPATION & RESPONSE NEW ITEMS

12. EXECUTIVE SESSION

13. ADJOURNMENT

2018-241 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, Chairma
Christopher
Brunelle, Vice
Chairman
Norm Albert
Dale James Crafts
Kris Crawford

MEMO

To: Town Council
From: Diane Barnes, Town Manager
Subject: Recommendations
Date: October 30, 2018

Agenda Item 2018-240 Paving Bid Change Order

The Public Works Director is requesting that a change order be approved to add Whitney and Madeline Streets to the paving Contract. These are two streets that St. Laurent was allowed to do under the Sewer contract this fall and he recommended the town pave them this fall. He indicated they were up against weather constraints, but want to be ready to move forward if weather permits.

Original 2018/2019 Paving Bid Amount:	\$588,691.62
Contractor: All States Paving	
Negotiated Contract Amount (Park Street, Pinewoods Road, Warren Circle and Amalfi St.)	\$130,000.00
Change Order #1 (Whitney and Madelyn Streets)	\$57,000.00
Total Contract to Date	\$187,000.00

Recommendation

Approve the change order to add Whitney and Madeline Streets to the paving contract to have St. Laurent pave these this fall.

Agenda Item 2018-241 Finance Department Temporary Staffing

As you all know, the financials (accounts payable) portion of MUNIS went live on October 1. In the 3 weeks since this time I have been kept extremely busy troubleshooting and monitoring the new system, as well as continuing to work on the other modules that still need to go live. This has resulted in very little time available for the day to day finance director duties. I anticipate this being the case until all modules are implemented and fully operational.

In order to make this transition successful I would need to hire someone to handle the bookkeeping and other daily requirements of my job, allowing me to fully focus on the implementation of new system. I anticipate the additional person would expedite the transition and help insure the integrity of the data. I estimate the position

would last approximately 1 year.

I have reached out to a couple of temporary staffing firms for determine availability and cost of a temporary staff person. Included with this memo are two quotes from firms that responded, Kelly Services and Complete Labor and Staffing. Based on these quotes, my recommendation is to utilize Kelly services for this position and I estimate the cost for 1 year of service to be \$41,600 for a 40 hour a week position. Benefits for this position are paid for by the staffing company. I recommend funding the position from the \$75,000 previously set aside for MUNIS.

Recommendation

To authorize the Town Manager permission to enter into a contract with Kelly Services for Finance Department temporary personnel for 1 year at \$41,600 and designate funds previously set aside for Munis to this position.



TOWN OF LISBON
300 Lisbon Street, Lisbon, ME 04250

Agenda Item 2018-4A

Agenda Item 2018-4B

Twila D. Lycette, Town Clerk
Michelle Foss, Assistant

PUBLIC HEARING

Ordinance Amendments

Notice is hereby given that the Lisbon Town Council intends to hold a Special Council Meeting to hold a public hearing on October 30, 2018 at 7:00 PM in the Town Office Public Meeting Room to hear comments on amendments to the Emergency Marijuana Moratorium and Chapter 70 Zoning, Article IV. District Regulations, District 13 District Uses, Section 70-530 Land Uses. The public is invited to attend.

Copies of these amendments may be viewed or obtained at the Town Clerk's Office, 300 Lisbon Street, Lisbon or online at www.lisbonme.org.

The public is invited to attend.

Twila Lycette, Town Clerk



TOWN COUNCIL MEETING MINUTES OCTOBER 2, 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, Councilor 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, Kolbe, Brunelle, Lunt, and Larochelle.

VOTE (2018-209A) Councilor Kolbe, seconded by Councilor Larochelle moved to excuse Councilors Albert and Crawford's absence. **Order passed – Vote 5-0.**

Also present were Diane Barnes, Town Manager; Dennis Douglass, CEO; Nate LeClair, Fire Chief; Kathy Malloy, Assessor; Thomas Martin, Public Works Director; Diane Nadeau, Librarian; Tracey Steuber, Economic Development Director; Karen Paradis, Planning Board Chairman; Donald Fellows, Planning Board Member; Miriam Morgan-Alexander, Appeals Board/Assessing Review Board Member; and approximately 10 citizens in the audience.

GOOD NEWS & RECOGNITION

Chairman Ward reported he attended the 10 Annual Dempsey Challenge this year. He said it is a great cause and he encouraged others to join them in the future.

PUBLIC HEARING

A. DOWNTOWN REVITALIZATION CDBG GRANT IN THE AMOUNT OF \$300,000

The Chairman opened the public hearing. Ms. Steuber reported that work on the budget, design, and engineering were moving forward and indicated that this public hearing was also a requirement of this grant.

Dorothy Fitzgerald asked if this was a new grant or a continuation of an existing grant. Councilor Ward said this is a new grant to enhance the Lisbon Village area.

After a couple more comments, the Chairman closed the public hearing.

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS

Mr. Fellows, Vice Chairman of the Planning Board indicated the Planning Board was recommending the Town Council hold off on lifting the moratorium for now.

Councilor Brunelle announced he had a conflict of interest in this matter. He said he personally appreciated everyone's interest in the matter and that he would be standing down as a Councilor to act as a resident and business owner to discuss this matter.

Councilor Ward pointed out that Council received a memo from legal explaining more in detail the effect of a Moratorium and the opting in or out options in December.

CONSENT AGENDA

VOTE (2018-209B) Councilor Larochelle, seconded by Councilor Lunt moved to approve the following:

A. Municipal Accounts Payable & Payroll Warrants -

#2		#2	
7	\$9,860.75	8	\$183,436.56
#2		#3	
9	\$18,213.67	0	\$8,187.64
#3			
1	\$678,617.66		

B. School Accounts Payable & Payroll Warrants -

#1901	\$205,174.65
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C. Workshop Minutes of September 13, 2018 and Minutes of September 18, 2018,

D. Schedule Public Hearing on October 16 for General Assistance Amendments to Chapter 14 Appendix A Overall Maximums, Appendix B Food Maximums, Appendix C Housing , and Appendix D Utilities, plus approve the annual, and the

E. Seniors Plus Memorandum Of Understanding for Meals at MTM.

Order passed - Vote 5-0.

COUNCIL ORDERS, ORDINANCES, & RESOLUTIONS

ANDROSCOGGIN LAND TRUST – MEMORANDUM OF AGREEMENT

INTRODUCTION: Jim Pross, an attorney for Skelton, Taintor & Abbott in Auburn and member plus Past President of the Land Trust reported the Androscoggin Land Trust (ALT) is a private, non-profit 501(c)(3) membership-supported organization dedicated to protecting, through land conservation the important natural areas and outdoor experience in the Androscoggin River watershed. The original MOU was signed in September of 2009. The Androscoggin Land Trust currently conserves over 5,000 acres of land, including ten miles of riverfront along the Androscoggin River. He said they manage 667 acres in Lisbon; 105 acres they own and 562 they protect with easements.

The Town of Lisbon and the Androscoggin Land Trust Memorandum of Understanding outlines the mutually agreed upon purpose, scope, and responsibilities of both entities regarding the preservation and use of the newly renamed Town of Lisbon Island now known as the John Ackerman Island in the Androscoggin River, approximately 4 +/- acres, which was donated to the Androscoggin Land Trust. Accordingly, the Androscoggin Land Trust and the Town of Lisbon, operate under this MOU (see attached). He mentioned the Land Trust wanted to re-name the Island in memory of a very dear departed and dedicated conservation steward that had been a tremendous asset to the land trust over the years. He said he was seeking the town's blessing on renaming it. He pointed out the new contract will be self-renewing to formally show their ongoing commitment to the town.

COUNCILOR COMMENTS: Councilor Ward suggested the names in the self-renewing contract be eliminated and that only titles would be needed. Mr. Pross explained the names and titles should be fine.

VOTE (2018-210) Councilor Lunt, seconded by Councilor Larochelle moved to approve the Androscoggin Land Trust Memorandum of Agreement presented and changed to remove the names of the appointees. **Order passed - Vote 5-0.**

SIDEWALK PLOWING PROGRAM CHANGES

INTRODUCTION: Mr. Martin recommended the Council approve making a few changes to the amount of coverage in order to stay within the \$50,000 Sidewalk budget for snowplowing. He reported that last year there were sidewalks added to the route, which put the contact amount over by almost \$4,000. Mr. Martin suggested

making a few subtle changes to the routes in order to keep the town under the budgeted amount; for instance, the town could eliminate trail snowplowing or other places that have never been or may not need to be done and then add coverage for Kelly Park that needs to be done (See proposed schedule attached).

COUNCILOR COMMENTS:

VOTE (2018-211) Councilor Larochelle, seconded by Councilor Brunelle moved to approve the Amendments presented to the Sidewalk Plowing Program. **Order passed - Vote 5-0.**

CRACK SEALING BID AWARD

INTRODUCTION: Mr. Martin reported he advertised the Crack Sealing Program looking for someone to supply 1000 gallons of Asphalt Crack Sealing, furnished, and installed. The town received the following bids on September 14:

B&G Specialties for \$21,000 and Pike Industries for \$27,830

The apparent low bidder is B&G Specialties of Windham, Maine. The basis of award is per gallon, which was \$21.00 and 27.83 respectively. Mr. Martin solicited budget numbers from other Towns at around \$1.50 per gallon; hence the \$15,000 request. Given the small paving program we are completing this season, Mr. Martin is requesting the Council award the bid to B&G Specialties for \$21,000 for 1,000 gallons to go as far as possible. He indicated this would be part of the program next year.

VOTE (2018-212) Councilor Lunt, seconded by Councilor Kolbe moved to award the Crack Sealing Bid to B&G Specialties for \$21,000 for 1,000 gallons to go as far as possible. **Order passed - Vote 5-0.**

SINGLE STREAM RECYCLING

INTRODUCTION: Mr. Martin reported the recycling changes are not going to be the big global impact as previously thought. He presented the Council with a summary covering 2007 to present showing a small overall impact to the budget.

COUNCILOR COMMENTS: Councilor Ward confirmed that there would be cushion enough to absorb these increases.

PUBLIC WORKS TRUCK BID AWARD

INTRODUCTION: The Public Works Director advertised for a standard work truck model ¾ Ton Pickup Truck bid on September 11 and received the following bids by the deadline September 25:

Pape Chevrolet (Red) for \$30,816.50 and O'Connors GMC for \$32,525.00

The apparent low bidder is Pape Chevrolet of Portland. The trucks are identical in style except one is Red and one is Slate in color. Mr. Martin recommends awarding the bid to Pape Chevrolet for \$ 30,816. There is \$30,000 allocated in the budget and the balance would come from the Public Works' operating budget.

COUNCILOR COMMENTS: Mr. Martin indicated Pape Chevrolet is holding the unit for Lisbon and the older truck could be sold through Auction International.

VOTE (2018-214) Councilor Larochelle, seconded by Councilor Lunt moved to award the Public Works Truck bid to Pape Chevrolet for \$30,816.50 as presented. **Order passed - Vote 5-0.**

MARIJUANA DISCUSSION

INTRODUCTION: Councilor Brunelle announced he had a conflict of interest in this matter and indicated he would be abstaining.

Councilor Brunelle said speaking as a business owner and resident he understood the reasons for adopting a moratorium. He said the land use chart already has some designations. He said this moratorium should be repealed already. He said Lisbon is supposed to be a great place to do business and there are individuals here who want to do legitimate businesses. He said the Council should repeal the moratorium tonight that the Council is holding businesses up.

Mrs. Paradis said this is a very complicated issue. She suggested the Council adopt the Planning Boards recent land use chart amendments before lifting the moratorium.

COUNCILOR COMMENTS: Councilor Larochelle mentioned a lot of work has gone into this so Lisbon should be ready at about the same time the state's new law goes into effect.

Mrs. Barnes pointed out the Planning Board needs to hold a public hearing first (October 11), then the Council could do their first reading (October 16), hold their public hearing, and adopt any changes at a second reading (October 30), opting in or out at the same time perhaps; she offered to obtain that language.

VOTE (2018-215) Councilor Lunt, seconded by Councilor Kolbe moved to hold a Special Council Meeting on October 30 at 7:00 PM for this public hearing and second reading. **Order passed - Vote 4-0-1. (Abstained: Brunelle)**

GENERAL ASSISTANCE AMENDMENTS TO CHAPTER 14
APPENDIX A OVERALL MAXIMUMS, APPENDIX B FOOD MAXIMUMS,
APPENDIX C FOR HOUSING, AND D FOR UTILITIES
First Reading

VOTE (2018-216) Councilor Kolbe, seconded by Councilor Larochelle moved to adopt the following General Assistance Amendments to Chapter 14 Appendix A Overall Maximums, Appendix B Food Maximums, Appendix C for Housing, and Appendix D for Utilities as follows:

Appendix A- Overall Maximums - Persons in Household

2017/2018	1	2	3	4	5
Androscoggin County	641	726	915	1169	1397

New Maximums - Persons in Household

2018/2019	1	2	3	4	5
Androscoggin County	669	736	932	1193	1461

Appendix B-Food Maximums No Change in the Food Maximums

Androscoggin County	1	2	3	4	5
2018/2019	192	352	504	640	760

Appendix C - Housing

Appendix C is a listing of the maximum levels of assistance for housing (both heated and unheated). These maximum levels were developed by MMA using 2009-2010 HUD Fair Market Rent values that include utility costs. Because the FMR numbers include utility and heating costs, the applicable average utility and heating allowances, as developed by the Maine State Housing Authority (MSHA), are subtracted from the FMR to obtain a pure "housing" cost.

2017/2018			2018/2019		
# Bedrooms	UnHeated	Heated	# Bedrooms	Unheated	Heated
1	538	659	1	<u>540</u>	<u>664</u>
2	711	838	2	<u>711</u>	<u>847</u>
3	896	1079	3	<u>907</u>	<u>1094</u>
4	1071	1294	4	<u>1122</u>	<u>1349</u>

Appendix D – Utilities

There was no change in the Utilities

1)Electricity Maximums for Households Without Electric Hot Water: The maximum amounts allowed for utilities, for lights, cooking and other electric uses excluding electric hot water and heat:

Number in Household	Weekly	Monthly
1	\$14.00	\$60.00
2	\$15.70	\$67.50
3	\$17.45	\$75.00
4	\$19.70	\$86.00
5	\$23.10	\$99.00
6	\$25.00	\$107.00

NOTE: For each additional person add \$7.50 per month.

2)Electricity Maximums for Households With Electrically Heated Hot Water: The maximum amounts allowed for utilities, hot water, for lights, cooking and other electric uses excluding heat:

Number in Household	Weekly	Monthly
1	\$20.08	\$86.00
2	\$23.75	\$102.00
3	\$27.70	\$119.00
4	\$32.25	\$139.00
5	\$37.30	\$160.00
6	\$41.00	\$176.00

NOTE: For each additional person add \$10.00 per month.

Appendix E

There was no change in fuel. We use what the applicate uses per month or the cap of what is allowed for that month at the current price for fuel.

Month	Gallons	Month	Gallons
September	50	January	225
October	100	February	225
November	200	March	125
December	200	April	125
		May	50

Appendix F

There was no change in Personal and Household Supplies

Number in Household	Weekly Amount	Monthly Amount
1-2	\$10.50	\$45.00
3-4	\$11.60	\$50.00
5-6	\$12.80	\$55.00
7-8	\$14.00	\$60.00

NOTE: For each additional person add \$1.25 per week or \$5.00 per month.

Roll Call Vote: Yeas – Lunt, Larochelle, Ward, Kolbe, and Brunelle. Nays - None. Order passed - Vote 5-0.

STREET NAME APPROVAL – 911 ADDRESSING OFFICER REQUEST
ADOPT THERESE LANE

INTRODUCTION: Ms. Malloy said there is a new lot off the Ridge Road between the address range of 95 and 103 Ridge Road. Since there is a potential for multiple dwellings accessing the same drive, the owners of the property, Louis and Pamela Sullivan, have requested Council adopt the named Therese Lane for their extended 300-foot driveway.

VOTE (2018-217) Councilor Larochelle, seconded by Councilor Brunelle moved to adopt the name Therese Lane located between 95 and 103 on Ridge Road (Route 9). **Order passed - Vote 5-0.**

FIRE DEPARTMENT – AUTHORIZATION TO APPLY FOR THE
ASSISTANCE TO FIREFIGHTERS GRANT

INTRODUCTION: Chief LeClair is requesting Council permission to apply for the Assistance to Firefighters Grant (AFG). The AFG is a federal grant through FEMA requiring 5% in matching funds. The primary goal of the AFG is “to meet the firefighting and emergency response needs of fire departments and nonaffiliated emergency medical service organizations. Since 2001, AFG has helped firefighters and other first responders obtain critically needed equipment, protective gear, emergency vehicles, training and other resources necessary for protecting the public and emergency personnel from fire and related hazards.” The grant deadline ends October 26. Chief LeClair indicated his goal would be to research the possibility of applying for the grant to help fund the truck that is going to a referendum vote.

VOTE (2018-218) Councilor Larochelle, seconded by Councilor Kolbe moved to authorize the Fire Chief to apply for the Assistance to Firefighters Grant. **Order passed - Vote 5-0.**

ADOPT RESOLUTION
FOR CDBG DOWNTOWN REVITALIZATION PROGRAM FOR \$300,000

INTRODUCTION: Ms. Steuber reported the town received another Community Development Block Grant Downtown Revitalization Grant for the Lisbon Village Streetscape Project in the amount of \$300,000. As part of the Phase II grant process, the town held a public hearing tonight to hear public comments as part of the Project Development Phase regarding the CDBG-DR Lisbon Village Streetscape Project.

The Resolution in the Council’s packet outlines the town’s responsibilities and gives the Town Manager the authorizations necessary to carry out the duties and responsibilities for implementing this CDBG Program.

Ms. Steuber mentioned this is a 5% matching grant and that typically \$500,000 is awarded.

VOTE (2018-219) Councilor Larochelle, seconded by Councilor Brunelle moved to adopt the State of Maine Community Block Grant Program Resolution as follows:

WHEREAS, the Town of Lisbon wishes to apply to the Department of Economic and Community Development for a Community Development Block Grant to carry out a community development program; and

WHEREAS, the planning process required by Maine Law and the CDBG Program have been complied with, including participation in the planning process by low and moderate income families and individuals and the community has conducted at least one duly advertised public hearing; and

WHEREAS, the Town of Lisbon is cognizant of the requirement that should the intended National Objective of the CDBG program not be met all CDBG funds must be repaid to the State of Maine CDBG program; and

NOW THEREFORE, be it resolved by the Council of the Town of Lisbon that the Town Manager:

- 1) Is authorized and directed to submit an application for the Downtown Revitalization Program in the Amount of \$300,000, to the Department of Economic and Community Development on behalf of the Town of Lisbon, substantially in the form presented to this council,
- 2) Is authorized to make assurances on behalf of the Town of Lisbon required as part of such applications, and
- 3) Is authorized and directed, upon acceptance of said funds to carry out the duties and responsibilities for implementing and said program(s), consistent with the Charter of the Town of Lisbon and the laws and regulations governing planning and implementation of community development programs in the State of Maine.

Order passed - Vote 5-0.

CDBG FAÇADE GRANT CHANGE ORDER – GLASS BID

INTRODUCTION: Ms. Steuber said that due to timing and no interest in bids for the masonry and carpentry work, the owners have asked to award the complete window and door replacement project to Portland Glass. Council had already awarded Portland Glass in the amount of \$17,900 and the additional amount of \$1,874.96 will cover the complete cost for window and door replacement.

Location	Bidder	Additional Work
14 Main Street	Portland Glass (Windows/Doors)	\$1,874.96

Ms. Steuber said after speaking with the owners she is requesting Council award the Windows/Doors Replacement Change Order from Portland Glass in the amount of \$1,874.96.00 as part of the CDBG Façade Grant requirements for a total award amount of \$19,774.96. This award is contingent on the work being completed by the November 30, 2018 deadline.

VOTE (2018-220) Councilor Larochelle, seconded by Councilor Kolbe moved to award the bid to Portland Glass for \$1,874.96 contingent upon the work being completed by the November 30, 2018 deadline. **Order passed - Vote 5-0.**

2018 WINTER SAND BIDS

INTRODUCTION: Mr. Martin said he advertised for Winter Sand Bids to supply 1500 Cubic Yards of sand delivered to the Towns Stock pile on Capital Avenue on September 11 and received the following bids:

Copp Exc. for \$13,065.00 and Country Fare for \$19,125.00

Mr. Martin said given the amount of work that is in the Public Works Agenda to be completed this fall he recommended Council accept the proposal from Copp Excavation for the 1500 cubic yards for the contract sum of \$13,065.

COUNCILOR COMMENTS:

VOTE (2018-221) Councilor Larochelle, seconded by Councilor Brunelle moved to award the 2018 Winter Sand bid to Copp Excavation in the amount of \$13,065 for 1500 cubic yards. **Order passed - Vote 5-0.**

OTHER BUSINESS

A. COUNCIL COMMITTEE REPORTS

1. Planning: Councilor Ward reported the Planning Board reviewed Kieran Transport's site plan moving his office and repair shop from 725 Lisbon Street to the other side of Lisbon Street at 745. They also discussed the Comprehensive Plan update and held a workshop to discuss the marijuana moratorium.
2. LDC: Councilor Larochelle reported LDC discussed some feedback on Graziani's Square. He said they were excited to see what the future holds for this site.
3. Conservation Commission: Councilor Ward reported their next meeting will be on October 16 at 6:00 PM at Franks.
4. Recreation: Councilor Kolbe said she had nothing to report.
5. County Budget: Councilor Ward said the County Budget Committee will be meeting tomorrow night and then they will have two more workshops.
6. Library: Councilor Lunt said he had nothing to report.

B. TOWN MANAGER'S REPORT – NONE
(MDOT Update Earlier)

C. DEPARTMENT HEAD GOALS & UPDATE

PUBLIC WORKS GOALS

Mr. Martin said these goals were previously created by the former Public Works Director. He reported on the following goals:

1. Purchase a new wheeler to replace 211. He said this should remain on the list to do.
2. Mr. Martin said the Council just replaced unit 206 with a new 3/4 ton pickup.
3. The Repairs to the gas and diesel fuel pumps should extend the time for replacement.
4. Mr. Martin reported he has not done anything yet to replace the salt shed.
5. The list included greater emphasis and potential incentive program developed for proper equipment care and custody; Mr. Martin reported his people do a terrific job with the equipment and keeping it running for the age of those pieces.

The Transfer Station goals included staffing increases and installation of a scale system. Mr. Martin said paying for each pound by the scale system definitely has its merits; he offered to look into this.

1. The list included a Fee Schedule Study including collection options - Electronic payments, "punch card" or Equivalent, cost benefit for scale installation; Mr. Martin reported this had not been yet.
2. The list included review traffic count data to determine peak usage and ultimately consider hours of operation Improvements; Mr. Martin indicated this had been reviewed and that he is looking into updating signs as well. Councilor Ward discussed traffic changes downtown.

Councilor Kolbe asked about updating the ordinances so they are in compliance with the sticker program, hours, etc. Mrs. Barnes suggested the Council hold a workshop in January prior to budget season to discuss this further.

ECONOMIC DEVELOPMENT

Mrs. Steuber reported on the following goals:

1. Ms. Steuber said the *How to do Business in Lisbon Guide* has been created.
2. Ms. Steuber reported she has continued with Business & Community Services Visitations. They are going very well.
3. The list included working with businesses to host after work networking opportunities. Ms. Steuber said this is going well, also; there is an After Hours Event being held at the Furniture Superstore next Thursday at 6PM and the topic covers town projects and the local referendum questions.
4. Ms. Steuber reported that Networking with Local Agencies, Developers & Business potentials is ongoing.
5. Ms. Steuber mentioned that her log of potential vacant properties for development includes recently available properties along Route 196.
6. The list included Continue to See Potential Grant Opportunities; Ms. Steuber mentioned she is looking for Parks & Rec grants for the community.

ASSESSOR

Ms. Malloy reported on the following goals:

1. The list included making property tax cards and assessments available on-line; Ms. Malloy indicated the town is about to enter into a contract with TRIO within the next couple of weeks to make this available.
2. The list included the E-911 Addressing Officer sharing some responsibility with the Code Enforcement Officer; Ms. Malloy explained that Mr. Douglass does all the measuring and together they assign the numbers.
3. Ms. Malloy said she is working on obtaining GIF maps; quote to be obtained soon.
4. Ms. Malloy mentioned Succession planning and training the new employee is ongoing and going well.

LIBRARY DIRECTOR

Mrs. Nadeau reported on the following goals:

1. Continue To Move Lisbon Lib. Forward In The Mils System: Mrs. Nadeau reported that when these goals were presented to town council last winter and my date of February 7, 2018 they had approximately 10,000 items from the original 39,000 to re-barcode with the new MILS 14-Digit Barcodes. As of September 25, 2018, approximately 5,000 items are left to re-barcode. Lisbon went live in May 2017, but began to rebar-code in November 2016 to ensure we had a head start on this big project.
2. Expand Ill Services: Mrs. Nadeau said that they have reached out to patrons via the Facebook page, Lisbon's website, and good old-fashioned paper handouts to explain and encourage Inter-Library Loan (ILL) services to let patrons know about this wonderful service. It gives patrons the opportunity to order from their electronic devices, and borrow from almost all types of libraries in Maine and offers millions of items to them. Our ILL services average approximately 165 to 170 items per month received for our Lisbon patrons and about the same at about 160 items sent to other Maine libraries. Lisbon's books have traveled as far north as Fort Kent and as far south as Kennebunk and then out to Rangeley and Calais. Lisbon's patrons now order and enjoy books, audio books, music CD's, DVD's, computer games, and language tapes. Patrons of all ages now take advantage of this wonderful service. She said she sees children as young as six with their first library card and senior citizens using it.
3. Weed the Collection: Mrs. Nadeau reported she has successfully weeded the adult nonfiction collection this fiscal year. She began the project on September 2017 and it was completed in April 2018. She handled and assessed every book to ensure its continued usefulness and timeliness to patrons, the value to our collection, and to the entire MILS

System. She withdrew 899 titles and was successful in purchasing 350 new updated titles in many subject areas that include medical, self-help, technology, science and home improvements. She continued to purchase updated nonfiction titles as they became available. She said the nonfiction collection now reflects our community's needs and interests. Patrons are pleased with the new selections and feel the stacks are now more patron friendly without the fear of falling books due to packed solid shelves; the shelves are more browser friendly. She said she would continue to assess the adult fiction collection this fiscal year and follow the same strict procedure to ensure the collection is maintained to all state standards.

4. Adapt the Children's Programs To Reflect Our Juvenile Patrons Needs: Mrs. Nadeau said they expanded their summer reading program this past summer. The addition of a big kickoff program included "Magic with Peter Boie," which was held at the MTM Center brought more children to the program. She said she continued the Tuesday afternoon and evening weekly programs to reach as many children and their families as possible. The children read 1,463 hours in six weeks this summer and beat last summer's record-breaking count. They collaborated with the Recreation Department this summer to offer their summer camp participants their own summer reading program. About 12 MTM campers and their counselors made their way to the library every Thursday for their very own Summer Reading Program. It was successful for the children and the Lisbon Library. They will continue to work with the Recreation Department throughout the school year and certainly will offer a Summer Reading Program tailored to the needs of their campers again next summer.

Mrs. Nadeau said they have now refocused their attention to the other weekly children's programs. The weekly pre-school Storytime has seen an increase in participation. The weekly Friday programs are also important to Lisbon children and their families. The Lego program is still of interest and the "Crafts with Claudia" has seen a big increase in participation. Claudia has worked hard to develop clever and fun crafts for all ages including younger siblings who accompany the school-aged participants.

Mrs. Nadeau said they continue to research new science programs, and with the help of patrons, have developed an "ANIMATION/STOP MOTION VIDEO Club. The children develop their own little videos on their smartphones and showcase them on the Lisbon Library Facebook page. Approximately 10 to 14 children now attend this new program. Children's Services staff will continue to research new programs to ensure the Lisbon children continue to attend library programs.

5. Expand Adult Programming: Mrs. Nadeau said along with the two programs mentioned in the goals document, the library also hosted a second Maine author and he discussed his book "Mainers on The Titanic." She said they have not offered any fall programs yet due to the pending shutdown for the carpet replacement project. She said they hope to offer two programs before the holidays, including a Maine Vietnam Vet who has written a book about his military experiences and hopefully a cookbook author who will share her recipes just in time for the holiday baking season. She said they would certainly coordinate their programs with the MTM center to ensure they offer a variety of programs to the Lisbon community.

6. Research Ways and Equipment To Maximize 1st Floor Space: Mrs. Nadeau said certainly the pending carpet replacement and backroom heating upgrade will help with space needs tremendously. They will re-gain 14 shelves in the backroom and the weeding of the nonfiction collection bought back much needed shelving space. She said they have consolidated the paperback service down to one large rack and eliminated the other, which has allowed them to offer more private patron computer space. She mentioned they would take this opportunity while both rooms are empty to reconfigure some staff workspace to maximize the front room area.

CODE ENFORCEMENT OFFICER

Mr. Douglass reported on the following goals:

1. Recertification complete.
2. The list included improve gateways to the Town; Mr. Douglass reported he has focused on Route 196 entryways to Lisbon, that several properties have been cleaned up and some buildings are empty now. He said Knight Celotex is working on cleaning up their site. Kieran Transport's new trucking center will help take care of that entryway. He said a lot is happening on Route 196 between the state and town projects. He mentioned 120 building permits have already been issued surpassing last year's amount and it is only October. He indicated a lot of time and effort has gone into dealing with dangerous buildings as well. He mentioned that the Town Offices have all been re-keyed and new master keys have been distributed.

Mr. Douglass mentioned the back fencing at the Library needs attention. He said the generator at the Police Department needs to be serviced. He said there is a lot to do over at Beaver Park as well.

3. The list included working with other department heads on a Town business brochure; Mr. Douglass reported the How to do Business in Lisbon Guide has been completed.

Councilor Brunelle removed himself from his Council seat and spoke from the public lectern. He explained he put in a closed bid for a piece of property on Route 196 and that he came into the town office for permits. Councilor Kolbe interrupted and called for a point of order. The Chairman asked Councilor Brunelle to get to the point. Councilor Kolbe interrupted once again with a point of order (not the place for this). The Chairman ruled the point of order in order.

APPOINTMENTS – NONE

COUNCILOR COMMUNICATIONS - NONE

AUDIENCE PARTICIPATION & RESPONSE FOR NEW ITEMS

Dorothy Fitzgerald said the minutes of September 18 mentioned funds from the Façade Grant might be available to purchase other items. She asked if it could include a plaque in the School Street Garden where the wheels from the Worumbo Mill were. Mrs. Barnes said there would not be any money left, but this would not be allowed anyway under this grant.

Mrs. Fitzgerald asked if the speed limit signs on School Street could be lowered. They are way up on the poles and they should be at eye level.

EXECUTIVE SESSION

VOTE (2018-220A) Councilor Larochelle, seconded by Councilor Lunt moved to go into Executive Session per 1 MRSA Section 405 (6) C Acquisition of Real Property or Economic Development. **Order passed – Vote 5-0.**

The Council came out of executive session at 9:25 PM and the Chairman resumed the meeting.

VOTE (2018-220B) Councilor Kolbe, seconded by Councilor Larochelle moved that the Town enter into an agreement for purchase of real estate at 1 Canal Street, Tax Map U05, Lot 14 with payment for the real estate not to exceed \$30,000 contingent upon the town entering into an agreement to obtain access to the real estate for purposes of conducting environmental assessments; and contingent on the results of said environmental assessment; and that the Town Manager be authorized to negotiate the final terms of the agreements and to execute the agreements and all related documents on behalf of the Town. **Order passed – Vote 5-0.**

ADJOURNMENT

VOTE (2018-221) Councilor Kolbe, seconded by Councilor Larochelle moved to adjourn at 9:26 PM. **Order passed - Vote 5-0.**

Twila D. Lycette, Council Secretary
Town Clerk, Lifetime CCM/MMC
Date Approved: November 13, 2018



TOWN COUNCIL MEETING MINUTES OCTOBER 16, 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, Councilor 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; Steve Aievoli, Wastewater Treatment Plant Director; Judy Hardy-Goddard, Deputy General Assistance Director; Lydia Colston, Finance Director; Marc Hagan, Police Chief; Nate LeClair, Fire Chief; Mark Stevens, Parks & Recreation Director; Ray Schlotterbeck, Deputy ACO; and approximately 10 citizens in the audience.

GOOD NEWS & RECOGNITION

Ray Schlotterbeck said the Lisbon High School Field Hockey team played into overtime tied at 1-1; they made us proud. He said the Lisbon Cross-Country boys at the Mountain Valley Conference came in runner up and that his son ran one the race being undefeated.

Councilor Larochelle said the DARE Football game was last weekend. He mentioned many people attended. He thanked the Lisbon Police Department, volunteers from the District Attorney's office, Lisbon Emergency, and other who were involved with this event. They handed over \$10,000 to the DARE program; such a good opportunity to do good things.

PUBLIC HEARING

A. GENERAL ASSISTANCE AMENDMENTS TO CHAPTER 14 MAXIMUMS APPENDIXES A-D

The Chairman opened the public hearing. Mrs. Hardy-Goddard reported DHHS provides Lisbon with the maximums. She said the only items changed were in Appendix A in Overall Maximums and Appendix C in Housing. The Chairman closed the public hearing.

B. BOND ORDER: \$294,000 FOR ROUTE 125 FROM HUSTON STREET TO URBAN COMPACT LINE

The Chairman opened the public hearing. There were no comments. The Chairman closed the public hearing.

C. BOND ORDER: \$430,000 FOR ROUTE 125/ROUTE 196 TO HUSTON STREET

The Chairman opened the public hearing. There were no comments. The Chairman closed the public hearing.

D. BOND ORDER: \$675,000 FOR FIRE TRUCK

The Chairman opened the public hearing. Chief LeClair reported this money would be used to replace the 1994 truck scheduled for replacement in 2019 in the Capital Improvement Plan. He explained that

there are funds available in a couple of different places for this purchase so the town might not have to bond the entire amount. Councilor Ward pointed out there is information out there on social media, plus the town mailed information to households, and that he would greatly appreciate voters support for these projects at the polls on Election Day.

The Chairman closed the public hearing.

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS - NONE

CONSENT AGENDA

VOTE (2018-260) Councilor Larochelle, seconded by Councilor Kolbe moved to adopt the following:

A. Municipal Accounts Payable & Payroll Warrants -

#32	\$181,465.25	#33	\$18,826.36
#1092018	\$ 2,417.40	#10092018	\$10,570.40
#10162018	\$185,853.32	#	\$

B. School Accounts Payable & Payroll Warrants -

#9	\$5,582.52	#1018	\$10,391.34
#1017	\$357,081.69	#1902	\$174,162.18

C. CMP /Consolidated Communications Pole Permit – New Pole Intersection of Ridge Road & Wing Street, AND

D. CMP/Consolidated Communications Pole Permit – New Pole on Capital Avenue

Order passed - Vote 7-0.

COUNCIL ORDERS, ORDINANCES, & RESOLUTIONS

CDBG FAÇADE GRANT BIDS – 14 MAIN STREET

INTRODUCTION: The following bid was advertised in the Sun Journal, Town website and sent to the following:

<u>Location</u>	<u>Bidder</u>	<u>Bid</u>
14 Main Street	RW Dupal Carpentry	\$4,200

There were no bids received on the deadline date/time of 9/3/2018, however after speaking with DECD, they have allowed us to seek a quote after the bid deadline. This bid has been accepted by the property owner as well as DECD. The Scope of Work consists of the following: Scrape, Repair and Paint Trim along roof and windows on both front and back of the building. Repair damaged corner trim and paint. Two-day lift rental. Ms. Steuber reports after speaking with the owners that she would be requesting Council to award the one Carpentry bid from R.W. Dupal Carpentry in the amount of \$4,200 as part of the CDBG Façade Grant requirements. This award is contingent on the work being completed by the November 30, 2018 deadline.

VOTE (2018-224) Councilor Crawford, seconded by Councilor Albert moved to award the Façade Grant bid for carpentry work at 14 Main Street to RW Dupal Carpentry in the amount of \$4,200 contingent upon the work being completed by November 30, 2018. **Order passed - Vote 7-0.**

SPEED ENFORCEMENT GRANT, DISTRACTED DRIVING ENFORCEMENT GRANT, & BYRNE/JAG GRANT

INTRODUCTION: The Bureau of Highway Safety is in the process of releasing their list of grants for the 2019 calendar year. Due to short turnaround time between the releases and due dates of the grants, and the fact they don't always align with Town Council meetings, we are requesting this approval prior to grant release. These monetary grant awards would be used to reimburse the Town of Lisbon for officer overtime used to enforce speed and distracted driving laws. The Lisbon Police Department will be qualifying for roughly the following grant awards:

Speed Enforcement Grant - \$1,850
Distracted Driving Enforcement Grant - \$10,375

The annual Byrne/Justice Assistance Grant (JAG) opportunity has been released. The Federal Government decides on an annual basis how much each law enforcement agency will be awarded based on annual reported crime statistics. This year the Lisbon Police Department has the opportunity to apply for an award of \$2,992. If approved, this money would be used to purchase a new mobile radio for a cruiser and a portable radio.

VOTE (2018-225) Councilor Crawford, seconded by Councilor Larochelle moved to authorize the Police Chief permission to apply for, accept, and spend grant monies should the Lisbon Police Department's requests be approved for the: 1) Speed Enforcement Grant for \$1,850, 2) Distracted Driving Enforcement Grant for \$10,375, and 3) Byrne/JAG Grant for \$2,992. **Order passed - Vote 7-0.**

DINGLEY TIF REVENUES

INTRODUCTION: Mrs. Barnes reported on the following Dingley TIF Revenue:

Current Balance	\$ 508,793.36 (includes FY19 TIF Revenue)
Minus FY 19 ED Budget	<u>-105,197.00</u>
Available Total	\$ 403,596.36
 MDOT Matching Funds	 \$ 155,946.07
Minus 10% Rt 196/125 Traffic Pattern	- 3,000.00 +/-
Minus 10% Rt 196 Mill & Fill Final Bill	- 40,000.00 +/-
Total Available	\$ 112,946.07 +/-
 Rt 196 to Huston Street Town Share 10%	 \$ 430,000.00 +/-
Huston Street to Urban Compact Line	\$ 294,000.00 +/-
FY 19 Dingley TIF Revenue-Town	\$ 364,956.00 +/-
FY 20 Dingley TIF Revenue-Town	\$ 364,956.00 +/-
FY 21 Dingley TIF Revenue-Town	\$ 364,956.00 +/-
FY 22 Dingley TIF Revenue-Town	\$ 364,956.00 +/-
FY 23 Dingley TIF Revenue-Town	\$ 364,956.00 +/-
Next 4 Years Dingley TIF Revenue	\$1,459,824.00 +/-
Minus Next 4 Years ED Budget	<u>- 420,000.00 +/-</u>
Estimated Balance	\$1,039,824.00

COUNCILOR COMMENTS: Councilor Larochelle explained that MDOT plans to advertise the Rt 196 to Huston Street project during January 2020 with construction to begin in the spring of 2020. Huston Street to the Urban Compact Line project will not start until funding is in place and after the Rt 196 to Huston Street project has been completed so these projects will not be started at the same time. He said it is not the idea that we need this money, the money is already there, it is just a matter of allocating it correctly; there is \$400,000 available and more coming in every year so it is possible these projects will not affect taxes. The Dingley TIF allows these monies to be used for infrastructure and for things like purchasing a fire engine.

Councilor Albert pointed out there are resources here the town can use to make the payment(s) when the time comes. The town is looking at making its first payment two years out. He indicated it appeared there was \$400,000 in TIF funds available. There will be \$260,000 in the CIP reserve account at the end of next year and the payment isn't expected until the following year when another amount would be added to the \$260,000. He said the town should be able to come up with a payment that will not affect taxes, but as pointed out before, the town will

have to bond the entire cost. Councilor Ward said he felt confident that there would be only a minimal tax increase.

Mr. Fellows mentioned that if Lisbon voters did not approve the road bonds the town is still on the hook to pay for engineering, etc. Councilor Lunt said voters might see more of a tax impact from voting no than yes.

CHPT 70 ZONING, DIST. IV DIST. REGS, DIST. 13 DIST. USES,
SEC. 70-530 LAND USES AMENDMENTS
First Reading

INTRODUCTION: Councilor Brunelle announced that he had a conflict of interest and would be abstain from voting on this ordinance.

Mrs. Paradis presented the Planning Boards recommendations and said the final draft had a few minor changes made by the attorney. She said the Planning Board decided to leave the decision to license, limit the number of establishments, or create a permit fee up to the Council.

COUNCILOR COMMENTS: Councilor Ward explained that this would be the first reading, the public hearing and second reading is scheduled for the Council's Special meeting on October 30, and that this ordinance could then go into effect 21 days later on November 20.

Mrs. Barnes said if the town decided to regulate this in any way the Council could review and pass an emergency ordinance at their November 13 meeting, which could take effect that same day. Then a permanent ordinance could be introduced to run concurrent with that so that a second reading could be held on December 4 making an effective date of December 25 if passed.

Councilor Albert said he was fine with licensing, and fees, but not regulating the number of establishments. He commented that the state pushes this to local to regulate and then the new burden and costs to regulate it falls upon the town. He said the state is better equipped to regulate this.

Councilor Larochelle recommended yearly licensing, without fees. He indicated a yearly license would give the town some control through licensing to ensure establishments are operating correctly. He said the State did their homework and regulates lots of stuff, but if done correctly the local level could have a little more control.

Councilor Crawford said he was in favor of annual local reviews by the Police Department, Fire Chief, and/or Code Enforcement Officer.

Councilor Larochelle suggested introducing an Emergency Marijuana Ordinance while addressing the permanent ordinance so everything fits into place effective December 25 as mentioned earlier.

Councilor Ward explained that our ordinance as written addresses both medical and recreational as if we had opted in for both. He suggested the town clarify its intent to Opt In for Medical at this point and recommended the motion tonight to adopt the land use chart include wording to Opt In for Medical Retail.

Jason Smith, current Retail Store business owner in Woolwich, Winthrop, and looking at Portland, reported Brunswick just adopted licensing requirements and a \$1,500 application fee. Their application fee had been designed to weed out smaller operations. Councilor Kolbe pointed out the \$1,500 application fee limits this to applicants that are more serious. He said the State conducts inspections and has the ability to shut a business down if not in compliance; they may or may not notify the local level. He said Brunswick limited this operation to the industrial park, which is extremely costly to obtain a space in an industrial park.

Mr. Fellows went through the process from dropping off an application at the Code Enforcement Office, getting on the Planning Board's agenda, the Planning Board's determination on whether the application is complete and a couple weeks later they would hold a hearing, then approving it as is or with conditions; it is approximately a 3-week process or more. He mentioned the Planning Board requires a site plan review for property that had been unoccupied for 2 years or more as well.

VOTE (2018-227) Councilor Larochelle, seconded by Councilor Crawford moved to adopt the Chapter 70 Zoning, District IV. District Regs, District 13. District Uses, Sec. 70-530 Land Uses amendments and intent to Opt In for Medical Marijuana categories 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.

Note: Businesses dealing with Adult Use (Recreational) or with Medical Use of Marijuana are included in the Commercial/Business Uses category and are specifically titled "Medical Marijuana Businesses" and "Adult Use (Recreational) Marijuana Businesses." No marijuana business shall be considered under any other section or sub-section of this Table of Land Uses.

(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
Conservation/recreation	P	P	P	P	P	P	P	P	P	P	P
Piers/Docks/Floats	P	C	P	C	P	C	C	C	C	C	C
Agriculture	P	P	P	P	P	P	P	P	P	P	P
Forest Management Activities	P	P	P	P	P	P	P	P	P	P	P
Timber Harvesting	P	P	P	P	P	P	P	P	P	P	P
Open Space Use	P	P	P	P	P	P	P	P	P	P	P
Boathouses	C	C	P	C	P	C	P	P	P	P	P
Public/Private Recreation Facilities	C	C	NO	C	P	C	C	P	C	NO	P

High Intensity Farming	NO	NO	NO	C	P	C	NO	NO	NO	NO	NO
Kennels & Animal Hospitals	NO	NO	NO	C	C	C	NO	NO	C	NO	NO
Accessory uses/structures	P	P/	P	P	P	P/	P	P	P	P	P
Residential Uses	RP	LR	GR	RO-I	RO-II	RR	LRR	V	C	I	DD 8
Single-family Dwelling	C	P	P	P	P	P	P	P	NO	NO	P1°
Mobile Home	NO	NO	NO	P	P	P	NO	NO	NO	NO	NO
Two Family Dwelling	NO	P	P	P	P	P	P	P	NO	NO	P1°
Multifamily Dwelling	NO	NO	P/C ⁵	PC ⁶	NO	P/	NO	P	NO ¹	NO ¹¹	P1°
Mobile Home Parks	NO	NO	P ³	NO	NO	P ⁴	NO	NO	NO	NO	NO
Home Occupations	P	P	P	P	P	P	P	P	P	NO	P
Planned Unit Development/Cluster	NO	C	C	C	NO	C	C	P	NO	NO	P ⁹
Raising of nondomestic animals	P1	P13	P13	P13	P13	P13	P13	P13	P13	P13	P13
Raising of Domestic Pets	P	P	P	P	P	P	P	P	P	P	P
Conversion of existing buildings which do not meet dimensional requirements or parking requirement to unit housing	NO	NO	C	NO	NO	NO	NO	C	NO	NO	NO
Dwelling Unit necessary to a business for owners or Employees or custodial purposes	NO	NO	NO	NO	NO	NO	NO	P	P	P	C
Accessory Uses & Structures	C	P/	P/C	P/C	P/C	P/	P/C	P	P	P	P
Public/Semi-Public Uses	RP	LR	GR	RO-I	RO-II	RR	LRR	V	C	I	DD 8
Utility/Public Works	C	C	C	C	NO	C	NO	P	P	P	P
Church/Place of Worship, Parish House, Rectory, Convent & Religious Institutions	NO	P	P	P	NO	P	P	P	NO	NO	P
Public, Private, Parochial Schools	NO	P	P	P	NO	P	P	P	NO	NO	C
Public Buildings	NO	P	P	P	NO	P	P	P	P	NO	P
Semipublic activities such as clubs not operated for private gain, fraternal org., charitable or education	NO	C	P	P	NO	P	C	P	NO	NO	C
Semipublic activities, clubs & institutions	NO	C	NO	NO	NO	P	NO	P	NO	NO	P
Parking Lot Public/Private	NO	NO	NO	NO	NO	NO	NO	P	P	P	C
Public Utilities	P	P	P	P	P	P	P	P	P	P	P

Public Garages and Storage Yards	NO	NO	NO	NO	NO	NO	NO	C	P	P	C
Public Facilities other than those permitted	NO	C	NO	NO	NO	NO	NO	P	P	NO	C
Public Utility Building	NO	NO	C	NO	NO	NO	NO	P	P	P	P
Accessory Uses & Structures	P	P	P	P	P	P	P	P	P	P	P
Commercial/Business Uses	RP	LR	GR¹²	RO-I	RO-II	RR	LR R	V	C	I	DD 8
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	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
Medical Marijuana Businesses (See footnote 14 for definitions) <u>Marijuana: Retail Store</u>	RP	LR	GRI2	RO-I	ROII	RR	LR R	V	C	I	DD 8
• <u>Registered Caregivers-(Retail Stores)</u>	NO	NO	NO	NO	NO	NO	NO	C	C	NO	C
• <u>Registered Dispensaries</u>	NO	NO	NO	NO	NO	NO	NO	C	C	C	C
• <u>Marijuana Testing Facilities</u>	NO	NO	NO	NO	NO	NO	NO	C	C	C	C
• <u>Manufacturing Facilities</u>	NO	NO	NO	NO	NO	NO	NO	NO	C	C	C
Adult Use (Recreational) Marijuana Businesses (See footnote 15 for definitions)	RP	LR	GRI2	RO-I	ROII	RR	LR R	V	C	I	DD 8
• <u>Marijuana Stores</u>	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO
• <u>Cultivation Facilities</u>	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO
• <u>Products Manufacturing Facilities</u>	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO
• <u>Testing Facilities</u>	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO
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	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	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
Accessory Uses & Structures	NO	NO	P/C	P/C	P/C	P/ C	C	P	P	P	P
Industrial Uses	RP	LR	GR	RO-I	RO-II	RR	LR R	V	C	I	DD 8
Junkyards	NO	NO	NO	C	NO	C	NO	NO	NO	C	NO

Transmission facilities-radio, television, power, telephone	NO	NO	NO	C	C	C	C	NO	C	P	NO
Sawmills	NO	NO	NO	C	C	C	NO	NO	NO	P	NO
Truck Terminal	NO	NO	NO	NO	NO	NO	NO	NO	P	P	NO
Bottling & beverages	NO	NO	NO	NO	NO	NO	NO	NO	P	P	NO
Manufacturing, processing, assembly of products or Goods.	NO	NO	NO	NO	NO	NO	NO	NO	P	P	NO
Above ground storage of propane or flammable petroleum fuel products stored in accordance with rules promulgated by the state fire marshal	NO	NO	NO	NO	NO	NO	NO	C	C	P	NO
Commercial & industrial uses and facilities not meeting criteria for permitted uses	NO	NO	NO	NO	NO	NO	NO	NO	C	C	NO
Temporary construction, excavation, fabrication or Processing	NO	NO	NO	C	C	C	NO	NO	C	P	NO
Accessory Uses & Structures	NO	NO	NO	P	P	C	C	P	P	P	P
Signs	P	P	P/C	P	P	P	P	P	P	P	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.
14. **Medical Marijuana Businesses**
 - Registered caregivers retail stores – authorized to cultivate medical marijuana for qualifying patients, and operating a retail store to sell medical marijuana to qualifying patients.
 - Registered dispensaries – authorized to cultivate and dispense medical marijuana to qualifying patients and caregivers.
 - Marijuana testing Facilities – authorized to test medical marijuana for contamination, and potency and cannabinoid profile.

- Manufacturing facilities – authorized to manufacture marijuana products and marijuana concentrate for medical use.

15. Adult Use (Recreational) Marijuana Businesses

- Marijuana stores – authorized to sell marijuana, marijuana products, immature marijuana plants and seedlings directly to consumers.
- Cultivation facilities – authorized to grow, prepare and package marijuana for sale to other marijuana businesses.
- Products manufacturing facilities – authorized to blend, infuse or extract components of the marijuana plant to make marijuana products such as ointments, tinctures or edibles, for sale to marijuana stores or other marijuana products manufacturing facilities.
- Testing facilities – authorized to conduct research, analysis and testing of marijuana and marijuana products for contamination, potency and safety.

Roll Call Vote: Yeas – Albert, Lunt, Crawford, Larochelle, Ward, and Kolbe. Nays - None. Abstentions - Brunelle. Order passed - Vote 6-0-1.

REPEAL EMERGENCY MARIJUANA MORATORIUM

First Reading

INTRODUCTION: Councilor Ward said if all this goes through the Code Enforcement Office could accept new applications on November 20 with final approval perhaps by the Planning Board in December.

VOTE (2018-228) Councilor Larochelle, seconded by Councilor Albert moved to adopt the amendment to Lisbon Code of Ordinances to Repeal the Emergency Moratorium as follows:

AMENDMENT TO LISBON CODE OF ORDINANCES

Repeal of Emergency Moratorium Ordinance on Medical Marijuana Registered Caregiver Retail Stores, Registered Dispensaries, Marijuana Testing Facilities and Manufacturing Facilities (Adopted at Council Meeting of 9-4-2018, Council Vote 2018-180)

The Town Council hereby amends the Lisbon Code of Ordinances by repealing the Emergency Moratorium Ordinance on Medical Marijuana Registered Caregiver Retail Stores, Registered Dispensaries, Marijuana Testing Facilities and Manufacturing Facilities, which was adopted in Council Vote 2018-180 at the September 4, 2018 Council Meeting, effective November 20, 2018. It is the intent of the Council that this repeal amendment shall become effective at the same time as the amendment to the Land Use Chart, Lisbon Code of Ordinances Section 70-531, that addresses permitted locations for medical marijuana businesses, which in accordance with Section 2.08 of the Town Charter shall be effective 21 days after the Council's second reading on October 30, 2018.

Roll Call Vote: Yeas – Albert, Lunt, Crawford, Larochelle, Ward, and Kolbe. Nays - None. Abstentions - Brunelle. Order passed - Vote 6-0-1.

**GENERAL ASSISTANCE AMENDMENTS TO
CHAPTER 14 MAXIMUMS APPENDIXES A – D**

Second Reading

VOTE (2018-229) Councilor Larochelle, seconded by Councilor Crawford moved to adopt the following General Assistance Amendments to Chapter 14 Appendix A Overall Maximums, Appendix B Food Maximums, Appendix C for Housing, and Appendix D for Utilities as follows:

Appendix A- Overall Maximums - Persons in Household

2017/2018	1	2	3	4	5
Androscoggin County	641	726	915	1169	1397

New Maximums - Persons in Household

2018/2019	1	2	3	4	5
Androscoggin County	669	736	932	1193	1461

Appendix B-Food Maximums No Change in the Food Maximums

Androscoggin County	1	2	3	4	5
2018/2019	192	352	504	640	760

Appendix C - Housing

Appendix C is a listing of the maximum levels of assistance for housing (both heated and unheated). These maximum levels were developed by MMA using 2009-2010 HUD Fair Market Rent values that include utility costs. Because the FMR numbers include utility and heating costs, the applicable average utility and heating allowances, as developed by the Maine State Housing Authority (MSHA), are subtracted from the FMR to obtain a pure "housing" cost.

2017/2018			2018/2019		
# Bedrooms	UnHeated	Heated	# Bedrooms	Unheated	Heated
1	538	659	1	540	664
2	711	838	2	711	847
3	896	1079	3	907	1094
4	1071	1294	4	1122	1349

Appendix D – Utilities

There was no change in the Utilities

1)Electricity Maximums for Households Without Electric Hot Water: The maximum amounts allowed for utilities, for lights, cooking and other electric uses excluding electric hot water and heat:

Number in Household	Weekly	Monthly
1	\$14.00	\$60.00
2	\$15.70	\$67.50
3	\$17.45	\$75.00
4	\$19.70	\$86.00
5	\$23.10	\$99.00
6	\$25.00	\$107.00

NOTE: For each additional person add \$7.50 per month.

2)Electricity Maximums for Households With Electrically Heated Hot Water: The maximum amounts allowed for utilities, hot water, for lights, cooking and other electric uses excluding heat:

Number in Household	Weekly	Monthly
1	\$20.08	\$86.00
2	\$23.75	\$102.00
3	\$27.70	\$119.00

4	\$32.25	\$139.00
5	\$37.30	\$160.00
6	\$41.00	\$176.00

NOTE: For each additional person add \$10.00 per month.

Appendix E

There was no change in fuel. We use what the applicate uses per month or the cap of what is allowed for that month at the current price for fuel.

Month	Gallons	Month	Gallons
September	50	January	225
October	100	February	225
November	200	March	125
December	200	April	125
		May	50

Appendix F

There was no change in Personal and Household Supplies

Number in Household	Weekly Amount	Monthly Amount
1-2	\$10.50	\$45.00
3-4	\$11.60	\$50.00
5-6	\$12.80	\$55.00
7-8	\$14.00	\$60.00

NOTE: For each additional person add \$1.25 per week or \$5.00 per month.

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

AUTHORIZE ISSUANCE OF BONDS UP TO \$294,000 FOR RTE 125/HUSTON-URBAN COMPACT LINE *Second Reading*

VOTE (2018-230) Councilor Larochelle, seconded by Councilor Kolbe moved to adopt the following ordinance as follows:

ORDINANCE AUTHORIZING THE TOWN OF LISBON TO ISSUE UP TO \$294,000 IN BONDS TO FINANCE LISBON'S 10% SHARE OF THE COST OF RECONSTRUCTING STATE ROUTE 125 FROM HUSTON STREET TO THE URBAN COMPACT LINE.

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

(1) that the Town of Lisbon (the "Town") be authorized to issue general obligation bonds in an amount not to exceed \$294,000 and notes in anticipation thereof (collectively, the "Bonds"), to fund Lisbon's 10% share of the costs of reconstruction of State Route 125 from the intersection of Huston Street to the Urban Compact Line (the "Project"), subject to approval of federal and state funding of approximately \$2,935,000 to finance remaining Project costs;

(2) That the proceeds of the Bonds, including any investment earnings on the Bonds, be appropriated for the costs of the Project;

(3) That the Finance Director be authorized to arrange for the sale of the Bonds at public or private sale to such parties as the Finance Director determines to be in the best interest, to execute and deliver loan agreements and other contracts, certificates and instruments as the Finance Director shall determine prudent in connection with the issuance and sale of the Bonds, to approve the date(s), maturity or maturities,

denomination(s), interest rate(s), place(s) of payment, form(s) and other terms, provisions, and details of such Bonds, and to provide for the sale and delivery against payment thereof, to provide that the Bonds may be redeemable or callable, with or without premium, prior to their maturity, and to hire such financial advisors and other consultants, if any, as the Finance Director deems necessary to assist with the sale of the Bonds, all on such terms (not inconsistent with this Order) as the Finance Director shall approve;

(4) That the Bonds be issued in registered form in the name of the Town, executed and delivered by the Finance Director and countersigned by the Chairman of the Town Council and the Town Manager under the official seal of the Town attested by the Town Clerk;

(5) That the Municipal Officers, being the Town Council, Town Manager, Finance Director and Clerk of the Town of Lisbon are each authorized to do or cause to be done all such acts, including but not limited to the execution and delivery of any and all contracts, agreements, certificates and other documents as may be necessary or advisable in order to carry out the provisions of this Ordinance in connection with the issuance and delivery by the Town of the Bonds;

(6) That if any Municipal Officer whose signature may be required in connection with the issuance and sale of the Bonds is for any reason unavailable to approve and execute the required documents, the persons then acting in such capacity on behalf of such Municipal Officer, whether an assistant, a deputy or in some other capacity, is authorized to act on behalf of such Municipal Officer and to perform such acts themselves;

(7) That if any of the Municipal Officers who have signed, attested, or sealed the Bonds shall cease to be such officers before the Bonds so signed, attested and sealed shall have been actually authenticated and delivered by the Town, such Bonds nevertheless may be authenticated, delivered and issued with the same force and effect as though the person or persons who signed, attested or sealed the Bonds had not ceased to be such Municipal Officer;

(8) That it shall be a condition to the foregoing authority conferred by this Ordinance that the voters of the Town, pursuant to Article 8.11(b)(2) of the Town Charter, ratify the adoption of this Ordinance;

(9) That the Town Clerk file an attested copy of this Ordinance with the minutes of this meeting and make attested copies of this Ordinance available to the public;

(10) That a referendum election question regarding the ratification of this Ordinance be placed on the ballot for the November 6, 2018 municipal election, and that the Town Clerk is hereby authorized to take all actions required of the Town Clerk for that referendum question to be considered by the voters, and that a ballot title and referendum question in the following form appear in the warrant for and on the ballot at said election, accompanied by a statement of the Town's Finance Director with respect to said indebtedness in accordance with section 5772 of Maine Revised Statutes Title 30-A:

ORDINANCE AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION SECURITIES OF THE TOWN OF LISBON IN AN AMOUNT NOT TO EXCEED \$294,000 FOR THE PURPOSE OF FINANCING LISBON'S 10% SHARE OF THE COST OF RECONSTRUCTING STATE ROUTE 125 FROM HUSTON STREET TO THE URBAN COMPACT LINE.

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

AUTHORIZE ISSUANCE OF BONDS UP TO
\$430,000 FOR RTE 125/ROUTE 196 TO HUSTON ST
Second Reading

VOTE (2018-231) Councilor Kolbe, seconded by Councilor Crawford moved to adopt the following ordinance as follows:

ORDINANCE AUTHORIZING THE TOWN OF LISBON TO ISSUE UP TO \$430,000 IN BONDS TO FINANCE LISBON'S 10% SHARE OF THE COST OF RECONSTRUCTING STATE ROUTE 125 FROM STATE ROUTE 196 TO HUSTON STREET.

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

- (1) that the Town of Lisbon (the "Town") be authorized to issue general obligation bonds in an amount not to exceed \$430,000 and notes in anticipation thereof (collectively, the "Bonds"), to fund Lisbon's 10% share of the costs of reconstruction of State Route 125 from the intersection of State Route 196 to Huston Street (the "Project"), subject to approval of federal and state funding of approximately \$4,300,000 to finance remaining Project costs;
- (2) That the proceeds of the Bonds, including any investment earnings on the Bonds, be appropriated for the costs of the Project;
- (3) That the Finance Director be authorized to arrange for the sale of the Bonds at public or private sale to such parties as the Finance Director determines to be in the best interest, to execute and deliver loan agreements and other contracts, certificates and instruments as the Finance Director shall determine prudent in connection with the issuance and sale of the Bonds, to approve the date(s), maturity or maturities, denomination(s), interest rate(s), place(s) of payment, form(s) and other terms, provisions, and details of such Bonds, and to provide for the sale and delivery against payment thereof, to provide that the Bonds may be redeemable or callable, with or without premium, prior to their maturity, and to hire such financial advisors and other consultants, if any, as the Finance Director deems necessary to assist with the sale of the Bonds, all on such terms (not inconsistent with this Order) as the Finance Director shall approve;
- (4) That the Bonds be issued in registered form in the name of the Town, executed and delivered by the Finance Director and countersigned by the Chairman of the Town Council and the Town Manager under the official seal of the Town attested by the Town Clerk;
- (5) That the Municipal Officers, being the Town Council, Town Manager, Finance Director and Clerk of the Town of Lisbon are each authorized to do or cause to be done all such acts, including but not limited to the execution and delivery of any and all contracts, agreements, certificates and other documents as may be necessary or advisable in order to carry out the provisions of this Ordinance in connection with the issuance and delivery by the Town of the Bonds;
- (6) That if any Municipal Officer whose signature may be required in connection with the issuance and sale of the Bonds is for any reason unavailable to approve and execute the required documents, the persons then acting in such capacity on behalf of such Municipal Officer, whether an assistant, a deputy or in some other capacity, is authorized to act on behalf of such Municipal Officer and to perform such acts themselves;
- (7) That if any of the Municipal Officers who have signed, attested, or sealed the Bonds shall cease to be such officers before the Bonds so signed, attested and sealed shall have been actually authenticated and delivered by the Town, such Bonds nevertheless may be authenticated, delivered and issued with the same force and effect as though the person or persons who signed, attested or sealed the Bonds had not ceased to be such Municipal Officer;
- (8) That it shall be a condition to the foregoing authority conferred by this Ordinance that the voters of the Town, pursuant to Article 8.11(b)(2) of the Town Charter, ratify the adoption of this Ordinance;
- (9) That the Town Clerk file an attested copy of this Ordinance with the minutes of this meeting and make attested copies of this Ordinance available to the public;
- (10) That a referendum election question regarding the ratification of this Ordinance be placed on the ballot for the November 6, 2018 municipal election, and that the Town Clerk is hereby authorized to take all actions required of the Town Clerk for that referendum question to be considered by the voters, and that a ballot title and referendum question in the following form appear in the warrant for and on the ballot at said election, accompanied by a statement of the Town's Finance Director with respect to said indebtedness in accordance with section 5772 of Maine Revised Statutes Title 30-A:

ORDINANCE AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION SECURITIES OF THE TOWN OF LISBON IN AN AMOUNT NOT TO EXCEED \$430,000 FOR THE PURPOSE OF FINANCING LISBON'S

10% SHARE OF THE COST OF RECONSTRUCTING STATE ROUTE 125 FROM STATE ROUTE 196 TO HUSTON STREET.

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

AUTHORIZE ISSUANCE OF BONDS UP TO
\$675,000 FOR FIRE TRUCK
Second Reading

VOTE (2018-232) Councilor Albert, seconded by Councilor Crawford moved to adopt the following ordinance as follows:

ORDINANCE AUTHORIZING THE TOWN OF LISBON TO ISSUE UP TO \$675,000 IN BONDS TO FINANCE THE PURCHASE OF A FIRE ENGINE

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

- (1) That the Town of Lisbon (the “Town”) be authorized to issue general obligation bonds in an amount not to exceed \$675,000 and notes in anticipation thereof (collectively, the “Bonds”), to fund the purchase of a “pumper” fire engine;
- (2) That the proceeds of the Bonds, including any investment earnings on the Bonds, be appropriated for the costs of the Project;
- (3) That the Finance Director be authorized to arrange for the sale of the Bonds at public or private sale to such parties as the Finance Director determines to be in the best interest, to execute and deliver loan agreements and other contracts, certificates and instruments as the Finance Director shall determine prudent in connection with the issuance and sale of the Bonds, to approve the date(s), maturity or maturities, denomination(s), interest rate(s), place(s) of payment, form(s) and other terms, provisions, and details of such Bonds, and to provide for the sale and delivery against payment thereof, to provide that the Bonds may be redeemable or callable, with or without premium, prior to their maturity, and to hire such financial advisors and other consultants, if any, as the Finance Director deems necessary to assist with the sale of the Bonds, all on such terms (not inconsistent with this Order) as the Finance Director shall approve;
- (4) That the Bonds be issued in registered form in the name of the Town, executed and delivered by the Finance Director and countersigned by the Chairman of the Town Council and the Town Manager under the official seal of the Town attested by the Town Clerk;
- (5) That the Municipal Officers, being the Town Council, Town Manager, Finance Director and Clerk of the Town of Lisbon are each authorized to do or cause to be done all such acts, including but not limited to the execution and delivery of any and all contracts, agreements, certificates and other documents as may be necessary or advisable in order to carry out the provisions of this Ordinance in connection with the issuance and delivery by the Town of the Bonds;
- (6) That if any Municipal Officer whose signature may be required in connection with the issuance and sale of the Bonds is for any reason unavailable to approve and execute the required documents, the persons then acting in such capacity on behalf of such Municipal Officer, whether an assistant, a deputy or in some other capacity, is authorized to act on behalf of such Municipal Officer and to perform such acts themselves;
- (7) That if any of the Municipal Officers who have signed, attested, or sealed the Bonds shall cease to be such officers before the Bonds so signed, attested and sealed shall have been actually authenticated and delivered by the Town, such Bonds nevertheless may be authenticated, delivered and issued with the same force and effect as though the person or persons who signed, attested or sealed the Bonds had not ceased to be such Municipal Officer;

- (8) That it shall be a condition to the foregoing authority conferred by this Ordinance that the voters of the Town, pursuant to Article 8.11(b)(2) of the Town Charter, ratify the adoption of this Ordinance;
- (9) That the Town Clerk file an attested copy of this Ordinance with the minutes of this meeting and make attested copies of this Ordinance available to the public;
- (10) That a referendum election question regarding the ratification of this Ordinance be placed on the ballot for the November 6, 2018 municipal election, and that the Town Clerk is hereby authorized to take all actions required of the Town Clerk for that referendum question to be considered by the voters, and that a ballot title and referendum question in the following form appear in the warrant for and on the ballot at said election, accompanied by a statement of the Town's Finance Director with respect to said indebtedness in accordance with section 5772 of Maine Revised Statutes Title 30-A:

ORDINANCE AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION SECURITIES OF THE TOWN OF LISBON IN AN AMOUNT NOT TO EXCEED \$675,000 FOR THE PURPOSE OF FINANCING the purchase of a "pumper" fire engine.

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

AMEND ARTICLE IV, DIVISION 1,
SECTION 50-261 THRU 267 ATV ORD & REPEAL MAP
Second Reading

VOTE (2018-233) Councilor Larochelle, seconded by Councilor Crawford moved to adopt the ATV Ordinance amendments as presented to Article IV, Division 1, Sections 50-261 through 267, and repeals the ATV Trail Map as follows:

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

Sec. 50-261. - Purpose.

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

Sec. 50-262. - Definitions.

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

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

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

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

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

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

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

Sec. 50-264. - ATV access routes.

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

- (1) Miller Road.
- (2) Ferry Road (between Miller Rd. and Bretton Rd.).
- ~~(3) River Road.~~
- (4) ~~(3)~~ Wagg Road.
- ~~(5) (4)~~ County Road.
- ~~(6) (5)~~ Burrough Road (from Route 125 to Bowdoin Town Line).
- ~~(7) (6)~~ Gould Road (from Route 125 intersection westerly to #75 Gould Road).
- (7) Wing Street (From #48 Wing Street to the Wing Street / Route 9 intersection)
- (8) Route 9 (From intersection of Wing Street to Route 196)
- (9) Lisbon Street/Route 196 (From intersection of Route 9 to #568 Lisbon Street/Route 196)
- ~~(8) (10)~~ Scottsdale Street.
- ~~(9) (11)~~ Huston Street (from intersection of Scottsdale Street westerly on Huston Street to end).
- ~~(10) Rte 196 (between #580 Lisbon Street and #610 Lisbon Street).~~
- ~~(11) (12)~~ Capital Avenue.
- ~~(12) (13)~~ Summer Street (from Main Street, Rte 125, to intersection of Edgecomb Road).
- ~~(13) (14)~~ Edgecomb Road (from intersection of Summer Street westerly to start of Transmission Line trail).
- ~~(14) (15)~~ Cotton Road.
- ~~(15) (16)~~ Pinewoods Road (from intersection of Cotton Road Southwesterly to the Pinewoods Road Recreational fields).

Sec. 50-265. - Signs.

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

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

Penalties for violation of this division shall be as follows:

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

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

~~The Lisbon ATV Trail Map is attached as part of this ordinance.~~

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~~Footnotes:~~

~~—(5)—~~

~~Editor's note—This Route Map is inaccurate and is being revised. For now, please follow trail signs on the trails.~~

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

Order passed - Vote 7-0.

WARRANT FOR NOVEMBER 6, 2018

VOTE (2018-234A) Councilor Larochelle, seconded by Councilor Brunelle moved to approve the Election Warrant for November 6, 2018. **Order passed - Vote 7-0.**

OTHER BUSINESS

A. COUNCIL COMMITTEE REPORTS

1. School: Councilor Albert said the School Committee is slowly making gains with their staffing shortage.
2. Planning: Councilor Ward said the Planning Board discussed the Land Use Chart and listened to Ben's presentation on the Comprehensive Plan.
3. LDC: Councilor Larochelle explained LDC talked about using the remaining FAÇADE Grant monies to purchase matching planters to go along with the park benches in the Village area for \$6,259.60 and asked Council to approve this purchase.

VOTE (2018-234B) Councilor Larochelle, seconded by Councilor Brunelle moved to authorize the Town Manager to purchase planters in the amount of \$6,259.60. **Order passed - Vote 7-0.**

4. Conservation Commission: Councilor Ward said the Conservation Commission met at Franks at 6:00 PM. They discussed the solar proposals for town properties. He said he encouraged them to start a composting program.
5. Recreation: Councilor Kolbe said she had nothing to report.
6. County Budget: Councilor Ward said revenues increased and expenses had been cut by \$41,450 so far reducing the percentage of increase from 5.18% or 4.6% now. Progress is being made.
7. Library: Councilor Lunt said the Library is closed and fines will be forgiven so bring your books back when they reopen.

B. TOWN MANAGER'S REPORT

Mrs. Barnes said they have started the carpet work so perhaps they can open back up sooner. She mentioned cleanup work is going on at Graziano's Square now. She thanked Cheryl Haggerty for putting together the video on the road referendums for social media. She said they were able to provide some valuable information. She thanked the Fire Department for putting in some long hours over the weekend fighting a fire in Mechanic Falls. She said on Friday she would be in Augusta to help set the rates for the Health Insurance Premiums for the upcoming year.

C. CONTRACTED TOWN PLANNER – WRITTEN UPDATE

Councilor Ward said Ben Smith from North Star Planning sent in his written report outlining where his time has been spent, where his time will be spent this next quarter, and finishing up the Comprehensive Plan. Councilor Ward said he would accept this report as written.

D. DEPARTMENT HEAD WRITTEN REPORTS

E. DEPARTMENT GOALS PRESENTATIONS

TOWN CLERK

Mrs. Lycette reported on the following goals:

1. The list included Records Retention. Mrs. Lycette indicated the high density roller shelving was installed in April and boxes were replaced onto shelves as near as possible by department. She explained information was gathered from the boxes and input into an excel spreadsheet sheet creating a finding aid so we have once again an index to help locate materials in the vault. Several boxes were targeted for destruction and picked up by Public Works last week.
2. Codify Ordinance more frequently. Mrs. Lycette said the town typically sends out codification work a few times a year; however, one was completed in July and another one will go out at the end of this month.
3. The list included Records Restoration. She said a contract has been issued with Kofile and they picked up the book for restoration work in September. This project is moving ahead nicely.
4. The list included Employee Training and Succession Planning. Mrs. Lycette said training has been ongoing for years. She indicated over the last decade that many temporary Assistants were trained. She mentioned her Deputy Clerk, Jody Durisko recently received her Certified Clerk of Maine designation and that her Assistant Town Clerk, Gwen Michel still does Election related work for the town and has done so for the past 20 years. She mentioned Pauline Pelletier currently works at the front counter and she fills in for notary work. She indicated her recent 4-

hour Assistant Clerk, Nina Hodgkins has been putting in extra hours for training as well. She reported she filled the 16-hour part-time Assistant Town Clerk position recently and that the new individual will begin on Monday.

Mrs. Lycette said employee succession training should include Wardens and Election Clerks. She mentioned that she would be conducting an Election Official training on Saturday for Election Clerks and Wardens. She said the town currently has several capable candidates to fill the Warden position and they are Rick Roberts, Jody Durisko, Monique Gayton, and Sheila Gray.

RECREATION DIRECTOR

Mr. Stevens reported on the following goals:

1. Staff hires were completed. He said the list included minimum wage/longevity wages. He said new hires are making what existing employees who have worked for the town for some time are making. He said the town should consider what impact minimum wage is having on staff. He said in most instances new hires have less responsibilities but could be making the same wage as someone who has been working for the town for some time.
2. The list included Program Resource Guide printed by April 1. He mentioned registration started 30 days earlier. However, everyone still seems to register at the last minute.
3. Summer Camp and include trips with camp fees has been a huge success. Most parents are supportive and love not having to worry about fees at trip time.
7. The After-School Special Guests piece is working out nicely, especially when it gets colder outside. He said the Library trips are a big hit as well.
8. The list included Installing Water Source for Gardens and MTM. He said the Water Department will be completing this project on Friday.
9. A Dog Park at Summer Street was on the list. He said recently they discovered a well in the park. They are clearing trees and cleaning up the brush. He said off street parking will be reviewed.
10. The Androscoggin River Trail was on the list. He said they added 10 parking spots on Capital Avenue last year giving access to the Trail from Capital Avenue. Troop 109 is looking at installing Adirondack chairs next spring.
11. The list included Beaver Park's forestry plan, invasive species program, increase parking at Beaver Park and Summer Street Park. He mentioned they removed the Norway maple trees from Gazebo Park and that they decided to plant these two replacement trees somewhere else; he said he did not know just where that would be yet.

POLICE CHIEF

Chief Hagan reported on the following goals:

1. The list included Increase community outreach. Chief Hagan explained that his officers are trying to stop in on a daily basis to our schools. He said he went over today to have lunch with the children. They appear to be interacting with more individuals and sharing trading cards as well.
2. Increase directed enforcement activity. He said that each week his officers cover a different section of town. This corresponds with the daily complaints. He reported 2,154 stops were made, which is 125 more stops than last year.
3. Increase direct supervision and leadership. He explained the IT responsibilities shifted away from the Sergeant's position to the Com Center so now more time for supervision and leadership is taking place, which is going well. He indicated the budget had 35% more money to cover training so employees were taking courses and putting in the hours it takes to complete them.
4. Decrease level of liability/risk to Town of Lisbon, police department, and individual officers. He mentioned dealing with mental illness and domestic violence was among the highest risk to employees and towns. He said his

approach has been to determine what could happen and how to prevent that from happening, which is the best strategy for lowering risks. Focusing on these topics mean officers will be less likely to make a mistake.

5. Increased cross training and succession planning was on the list. Chief Hagan said the IT person is cross training the Com Center staff so that they can deal with IT issues in the future.

6. Increase training opportunities for all personnel. Chief Hagan said he would be looking for grants to help fund additional training opportunities. He pointed out that a lot of hard work goes into these types of trainings.

7. Continue movement toward 5-year goals related to personnel, training, and equipment. He said his department is well on its way to meeting all of these goals.

FIRE CHIEF

Chief LeClair reported on the following goals:

1. Increase volunteer base through recruitment efforts. He said four new individuals have joined the staff recently. He mentioned that new hires have to go through physicals, background checks, etc. so follow up with the appropriate training for certifications when necessary.

2. Develop procedure for handling first responder requests for service. The new call out structure is working well, but takes policing. There used to be 10-12 showing up regularly for calls costing about \$200 per call. Today, those with EMS credentials only go on those calls. He reported the State recently reviewed the department and found no issues with personnel, but our records needed straightening out. He said they are getting there now; checking equipment and complainant with what the State is looking for.

3. Chief LeClair said he would have added doing more community events and grant writing to this list. He indicated so many different things can be done with Fire Prevention. He said his department could participate in Career day at the High School. Councilor Ward said he would like to see the Fire Department equipment at home games. Chief LeClair mentioned their Open House at Aubuchon's Hardware on October 27 from 10AM to 2PM. He said grants are out there so many funds out there that could be obtained to host more community events.

FINANCE DIRECTOR

Mrs. Colston reported on the following goals:

1. Going live with MUNIS was on this list; she reported they went live on October 1 with finance. She mentioned they needed additional help with the finance duties because MUNIS requires 100% of her attention right now and she is obtaining a quote for help with payroll, too, which is next to go live.

2. Cross training was on the list. She said she was cross training new personnel. She indicated they were fully staffed at the front counter now and concentrating on filling the sewer billing position backup.

3. Mrs. Colston said although the CIP was on the list that will need to be put on hold.

WASTEWATER TREATMENT PLANT

Steve Aievoli reported on the following goals:

1. The list included a completing the projects associated with the USDA RD Loan. He reported the first phase of projects went out to bid in May. St. Laurent & Son Excavation was awarded the projects. This first phase is for gravity sewer replacements on the following streets.

- Park Street – Sewer Replacement Completed October 12th, Still Manhole work to be done after Base pavement is complete then again next spring when surface pavement is done
 - Whitney Street – Work began Friday October 12th. Expected completion by October 23rd
 - Madelyn Street – Start date is October 24th or once Whitney is completed
 - Andrea Street – This Street is a last minute addition that I was notified about on Thursday October 11th and if the weather Cooperates the start date is October 31st or after Madelyn Street is complete
 - Nason Street – Scheduled to be completed 2019
 - Osborn Street – Scheduled to be completed 2019
 - Ferry Road – Scheduled to be completed 2019
2. The list included striving to maintain 100% compliance with the DEP issued waste discharge license. He reported the department has maintained 100% compliance with the discharge license. He indicated they did have one minor problem with the DMR-QA proficiency testing that is required by the EPA. They failed one test due to an equipment issue. He said that once the problem was identified and rectified, they ordered a make-up test and passed without a problem. He mentioned they had a couple issues on the Whitney Street sewer replacement project. The force main for the Madelyn Street pump station has been broken twice. The P.U.C. and DEP have been notified.
3. The list also included starting the process to do the necessary outside laboratory testing required for the renewal of the wastewater discharge license that will need to be renewed by December 2020. He said in the past this testing was required to be done in the final year of the discharge permit. With our current permit it is now being done in permit year 4. His goal is to get the approval necessary to begin the testing by no later than January 2019. This testing is quite expensive. \$7,500 was added to the budget to cover the added cost. He indicated three laboratories were contacted for a quote to do the testing. One has submitted a quote, the second & third should be sending a quote this week. The quote they received was from Clearwater Laboratory of Newport. This is the laboratory that did this testing when it was last done in 2014. He said the second Lab is Envirosystems Inc., which is now Enthalpy Analytical in Hampton, NH. They will be sending a quote this week. And, the third laboratory is Lotic, Inc. of Belfast. They recently moved and contacting them was a challenge. We should receive a quote from them soon.
4. The list included buildings, grounds, equipment, maintenance and appearance improvements. He reported on the flood damage repair, which has turned out to be a lengthy process. He said they did not know the amount of the claim until the end of July. It took over 3 weeks to get quotes from all the contractors. The contractor that was awarded the work already had other jobs they were working on or scheduled; however, work began today October 16.

Mr. mentioned they had four tree's that were either dyeing or damaged in the storm last October cut down. They are working on getting a stump grinder to remove the stumps from three of them so we can loom and seed the area to improve its appearance as it is just inside the main gate.

Mr. Aievoli said he replaced the steel floor on the inside of the utility body of the 2008 ford f-250, sanded and repainted the rear of the utility body and the rear bumper. Also sanded and painted the rockers and cab corners.

Mr. Aievoli said the treatment plant entrance gate needed replacing. He indicated the cost to build a gate in house was more expensive than the cost to have one built that we could install. The posts were set on September 26 and the measurements were sent to the vendor so they could build the gate to those measurements. He said the gate is scheduled to be completed the beginning of next week and we will install it once received.

APPOINTMENTS – NONE

COUNCILOR COMMUNICATIONS

Councilor Ward thanked all the Department Heads for their updates. The information was very much appreciated.

Councilor Larochelle said the "Out & About with Town Government" held at the Furniture Superstore went well. It was a good overview of what is happening in our community. He said he would like to see this continued with a

different venue perhaps. He said he would like to see if they could get 20 to 30 people out plus a handful of businesses. He said it was great to see Department Heads reaching out to the community; this could go a long ways in educating people and keeping our residents up to date on what is happening in our community. It should be fun.

AUDIENCE PARTICIPATION FOR NEW ITEMS

Dorothy Fitzgerald said she was not in favor of losing our contract with Durham for dispatching services. Mrs. Barnes said Durham cancelled their ACO contract with us, but decided to come back this year so we are now sharing ACO services again so the impact to revenues will not as big. Mrs. Fitzgerald said she mentioned this because have the county do our dispatch could save us money, too.

Mrs. Fitzgerald said the signs at the Worumbo Wheel Park are littering all over the place. Mrs. Barnes indicated the Code Enforcement Officer removes the ones not in compliance with our town regulations. Councilor Albert pointed out that the signs in the right-of-way are legal. Mrs. Barnes said duplicates are okay if they are over 30 feet apart.

EXECUTIVE SESSION

VOTE (2018-235A) Councilor Kolbe, seconded by Councilor Brunelle moved to go into Executive Session at 9:15 PM per 1 MRSA Section 405 (6) (D) Labor Negotiations. **Order passed – Vote 7-0.**

The Council came out of executive session at 9:25 PM and resumed the meeting.

VOTE (2018-235B) Councilor Crawford, seconded by Councilor Larochelle moved to ratify the Teamsters Local Union No. 340 Public Works Bargaining Unit Contract effective July 1, 2017 through June 30, 2029 as presented. **Order passed - Vote 7-0.**

ADJOURNMENT

VOTE (2018-236) Councilor Crawford, seconded by Councilor Larochelle moved to adjourn at 9:30 PM. **Order passed - Vote 7-0.**

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



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.

Note: Businesses dealing with Adult Use (Recreational) or with Medical Use of Marijuana are included in the Commercial/Business Uses category and are specifically titled "Medical Marijuana Businesses" and "Adult Use (Recreational) Marijuana Businesses." No marijuana business shall be considered under any other section or sub-section of this Table of Land Uses.

(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

(C.M. of 11-15-2011. V. 2011-208)

[illegible]

Public Garages and Storage Yards	NO	NO	NO	NO	NO	NO	NO	C	P	P	C
Public Facilities other than those permitted	NO	C	NO	NO	NO	NO	NO	P	P	NO	C
Public Utility Building	NO	NO	C	NO	NO	NO	NO	P	P	P	P
Accessory Uses & Structures	P	P	P	P	P	P	P	P	P	P	P
Commercial/Business Uses	RP	LR	GR¹²	RO-I	RO-II	RR	LR	V	C	I	DD_s
Child day care in home/eight or fewer children	NO	C	C	C	C	NO	C	NO	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
Medical Marijuana Businesses (See footnote 14 for definitions) Marijuana Retail Store	RP	LR	GR¹²	RO-I	ROII	RR	LR	V	C	I	DD_s
• Registered Caregivers (Retail Store)	NO	NO	NO	NO	NO	NO	NO	C	C	NO	C
• Registered Dispensaries	NO	NO	NO	NO	NO	NO	NO	C	C	C	C
• Marijuana Testing Facilities	NO	NO	NO	NO	NO	NO	NO	C	C	C	C
• Manufacturing Facilities	NO	NO	NO	NO	NO	NO	NO	NO	C	C	C
Adult Use (Recreational) Marijuana Businesses (See footnote 15 for definitions)	RP	LR	GR¹²	RO-I	ROII	RR	LR	V	C	I	DD_s
• Marijuana Stores	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO
• Cultivation Facilities	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO
• Products Manufacturing Facilities	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO
• Testing Facilities	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO
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	
Accessory Uses & Structures	NO	NO	P/C	P/C	P/C	P/C	C	P	P	P	P	
Industrial Uses	R	P	L	GR	RO-I	RO-II	RR	LR	V	C	I	DD ⁸
Junkyards	NO	NO	NO	C	NO	C	NO	NO	NO	C	NO	
Transmission facilities-radio, television, power, telephone	NO	NO	NO	C	C	C	C	NO	C	P	NO	
Sawmills	NO	NO	NO	C	C	C	NO	NO	NO	P	NO	
Truck Terminal	NO	NO	NO	NO	NO	NO	NO	NO	P	P	NO	
Bottling & beverages	NO	NO	NO	NO	NO	NO	NO	NO	P	P	NO	
Manufacturing, processing, assembly of products or Goods.	NO	NO	NO	NO	NO	NO	NO	NO	P	P	NO	
Above ground storage of propane or flammable petroleum fuel products stored in accordance with rules promulgated by the state fire marshal	NO	NO	NO	NO	NO	NO	NO	C	C	P	NO	
Commercial & industrial uses and facilities not meeting criteria for permitted uses	NO	NO	NO	NO	C	C	NO	NO	C	C	NO	
Temporary construction, excavation, fabrication or Processing	NO	NO	NO	C	C	C	NO	NO	C	P	NO	
Accessory Uses & Structures	NO	NO	NO	P	P	C	C	P	P	P	P	
Signs	P	P	P/C	P	P	P	P	P	P	P	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.

14. Medical Marijuana Businesses

- **Registered caregivers** – authorized to cultivate medical marijuana for qualifying patients.
- **Registered dispensaries** – authorized to cultivate and dispense medical marijuana to qualifying patients and caregivers.
- **Marijuana testing Facilities** – authorized to test medical marijuana for contamination and potency.
- **Manufacturing facilities** – authorized to manufacture marijuana products and marijuana concentrate for medical use.

15. Adult Use (Recreational) Marijuana Businesses

- **Marijuana stores** – authorized to sell marijuana products directly to consumers.
- **Cultivation facilities** – authorized to grow, prepare and package marijuana.
- **Products manufacturing facilities** – authorized to blend, infuse or extract components of the marijuana plant to make marijuana products such as ointments, tinctures or edibles, for sale to marijuana stores or other marijuana products manufacturing facilities.
- **Testing facilities** – authorized to conduct research, analysis and testing of marijuana and marijuana products for contamination, potency and safety.

AMENDMENT TO LISBON CODE OF ORDINANCES

Repeal of Emergency Moratorium Ordinance on Medical Marijuana Registered Caregiver Retail Stores, Registered Dispensaries, Marijuana Testing Facilities and Manufacturing Facilities (Adopted at Council Meeting of 9-4-2018, Council Vote 2018-180)

The Town Council hereby amends the Lisbon Code of Ordinances by repealing the Emergency Moratorium Ordinance on Medical Marijuana Registered Caregiver Retail Stores, Registered Dispensaries, Marijuana Testing Facilities and Manufacturing Facilities, which was adopted in Council Vote 2018-180 at the September 4, 2018 Council Meeting, effective November 20, 2018. It is the intent of the Council that this repeal amendment shall become effective at the same time as the amendment to the Land Use Chart, Lisbon Code of Ordinances Section 70-531, that addresses permitted locations for medical marijuana businesses, which in accordance with Section 2.08 of the Town Charter shall be effective 21 days after the Council's second reading on October 30, 2018.

MEMORANDUM FROM THE PUBLIC WORKS DIRECTOR

TO: DIANE BARNES, TOWN MANAGER
FROM: TOM MARTIN
SUBJECT: 2018/2019 PAVING CHANGE ORDER #1
DATE: 10/24/2018

Diane,

I would like to request that a change order be approved to add Whitney and Madeline Streets to the paving Contract. These are two streets that St. Laurent was allowed to do under the Sewer contract this fall and we would like to pave them this fall. We are up against weather constraints, but we want to be ready to move forward if weather permits.

Original 2018/2019 Paving Bid Amount:	\$588,691.62
Contractor: All States Paving	
Negotiated Contract Amount (Park Street, Pinewoods Road, Warren Circle and Amalfi St.)	\$130,000.00
Change Order #1 (Whitney and Madelyn Streets)	\$57,000.00
Total Contract to Date	\$187,000.00

Thanks

Tom



FINANCE DIRECTOR'S MEMO

Lydia Colston, CPA, Finance Director

Diane Barnes, Town Manager

DATE: October 25, 2018

Agenda Item 2018-241

TO: Town Manager
Town Council

FROM: Lydia Colston, CPA, Finance Director

As you all know, the financials (accounts payable) portion of MUNIS went live on October 1. In the 3 weeks since this time I have been kept extremely busy troubleshooting and monitoring the new system, as well as continuing to work on the other modules that still need to go live. This has resulted in very little time available for the day to day finance director duties. I anticipate this being the case until all modules are implemented and fully operational.

In order to make this transition successful I would need to hire someone to handle the bookkeeping and other daily requirements of my job, allowing me to fully focus on the implementation of new system. I anticipate the additional person would expedite the transition and help insure the integrity of the data. I estimate the position would last approximately 1 year.

I have reached out to a couple of temporary staffing firms for determine availability and cost of a temporary staff person. Included with this memo are two quotes from firms that responded, Kelly Services and Complete Labor and Staffing. Based on these quotes, my recommendation is to utilize Kelly services for this position and I estimate the cost for 1 year of service to be \$41,600 for a 40 hour a week position. Benefits for this position are paid for by the staffing company. I recommend funding the position from the \$75,000 previously set aside for MUNIS.

Respectfully,

Lydia A. Colston, CPA

EXHIBIT A

PRICING AND SCREENING

Note: This Exhibit A is being used only to address pricing and screening requirements. It is not to be used as a standalone contract and does not modify any contractual terms agreed to in the Customer Services Agreement.

Customer and Kelly representative **must** initial the bottom of all pages of this agreement.

This Pricing Exhibit A is incorporated and made part of the Customer Services Agreement between Kelly Services, Inc. and Town of Lisbon. The pricing in Exhibit A is confidential and proprietary to Kelly. Customer agrees not to disclose the contents of Pricing Exhibit A to persons or entities not party to this agreement without Kelly's written permission.

1. TERM. The pricing in this Exhibit A shall be effective for work performed from October 2018, until October, 2019.

2. LOCATION(S). The Customer locations to be served are as follows:

Lisbon, Maine

3. PRICING.

COSTS FOR ASSIGNED EMPLOYEES

Job Title	Bill Rate/Mark-Up Kelly
Bookkeeper/Administrative/Reception/Clerical Support	1.55

4. PRICING FOR CONVERSION OF ASSIGNED EMPLOYEES.

Customer agrees to pay the conversion fees below upon the conversion of an Assigned Employee from Kelly's employment to Customer's employment. The conversion fee is based on the annualized salary (2,080 hours) of the converted employee. Multiply the assigned employee's hourly pay rate by 2,080 to determine the annualized salary.

Hours Worked on Assignment	% of Annualized Salary/Conversion Fee
1-240	20%
241-480	15%
481-640	10%
641+	\$1,000 RF

Kelly Services, Inc. _____

e1573 R12/15

Customer _____

5. PRICING FOR DIRECT HIRE POSITIONS FOR CANDIDATES.

- a. Customer will pay the following fee for each candidate that Customer (or any affiliate) employs in any capacity within 360 days after Kelly refers the candidate to Customer.
- b. This agreement applies to:
Referrals requested for the following position(s): All business lines, per contract
- c. Fee: 20% of the candidate's annualized salary, unless it is negotiated that the fee will be higher for special or hard-to-fill positions.

6. SCREENING REQUIREMENTS.

The following background/drug screens shall be performed on Assigned Employees prior to being placed at Customer location(s). N/A

7. MISCELLANEOUS.

- a. As it relates to the Kelly Guarantee, "reasonable notice" is defined as two (2) days.
- b. Kelly reserves the right to adjust pricing as specified in the terms of the agreement.

Kelly Services, Inc. _____

e1573 R12/15

Customer _____

**Complete
Labor & Staffing**

QUOTE FOR SERVICE

Billing Rate Quotation Issued: Town of Lisbon
Regular Billing Rate (Straight Time): \$23.99per hour – Bookkeeping

The billing rate above includes all wages, worker's compensation premiums, unemployment insurance, payroll taxes, and all other employer burdens; recruiting, administration, payroll funding, and liability insurance.

Customer acknowledges that they have care, custody, and control of the job site. Customer agrees to comply with all applicable laws, regulations, and ordinances relating to health and safety, and agrees to provide any site/task specific training and/or safety devices and protective equipment necessary or required by law.

Customer agrees to indemnify and hold harmless Complete Labor and Staffing for claims, damages or penalties arising out of violations of the Occupational Safety and Health Act (OSHA) of 1970, or any similar state law with respect to workplaces or equipment owned, leased, or supervised by Customer and to which employees are assigned.

Customer will not, without prior written consent of Complete Labor and Staffing, utilize Complete Labor and Staffing employees to operate vehicles. Customer agrees to defend, indemnify and hold harmless Complete Labor and Staffing from any claims and/or liability arising out of the unauthorized operation of vehicles by Complete Labor and Staffing employees.

Commencement of work by dispatched workers, or customer's signature on work ticket serves as confirmation of Customer's agreement to conditions of service listed on back of work ticket. Notice of 4 hour minimum per worker.

Customer agrees not to place workers in a supervisory position. Customer agrees to supervise workers at all times. Billable time begins at the time workers report to the workplace per your request.

If a temporary employee is given a lunch period to be deducted from their total hours per day, this instruction must be indicated on their timecard. If an indication of a deducted lunch is not indicated on the temporary employee's timecard, CLS will not deduct any amount of hours from the employee's timecard. It is the responsibility of the customer to indicate, in the form of "-1.2 hour lunch", this lunch deduction for CLS prior to relinquishing the signed timecard to the employee and CLS. No credits will be administered post-authorized timecard due to a missing lunch deduction by customer as CLS, by law, must pay the employee the hours indicated on the timecard as authorized by customer's signature on employee's timecard.

If customer wishes to utilize CLS temporary employees for a jobsite under prevailing wage contract, CLS must be provided with the prevailing wage rates, contract containing contract identification number and clear indication by customer of appropriate tier of labor prior to temporary employee utilization from CLS. A billing rate will then be established between CLS and customer prior to work performed. If customer fails to provide this information and documents to CLS prior to temporary employee utilization on a jobsite under prevailing wage contract, customer will be issued an appropriate billing rate in relation to the wages owed to the temporary employees and employer costs CLS will sustain to be determined under by full discretion of CLS with an additional 2% administrative fee. Additionally, if any claims, attorney/legal fees, settlements, fines or additional fees are incurred by Complete Labor and Staffing due to non-disclosure of said items prior to temporary employee utilization, these costs will be reimbursed to Complete Labor and Staffing in full under the same payment terms set forth in this contract.

Jobs must be cancelled a minimum of one hour prior to start time to avoid minimum billing.

We guarantee our workers will satisfy you or the first two hours are on us. If you are not satisfied with the workers, call us within the first two hours and we will replace them free of charge.

Overtime will be billed at one and one-half times the regular billing rate for all time worked over forty hours in a pay period, or over eight hours per day as mandated by state labor law. At your request, we will be happy to substitute workers to avoid overtime situations.

Complete Labor and Staffing work week begins on Saturday and ends on Friday.

Invoices are due **Seven Days** from receipt (unless other arrangements have been made).

Customer may hire worker for no fee after individual has completed 450 hours or 45 working days.

After reviewing this "Quote for Service", please sign and fax back to us @ (207) 994-2215

Customer Name (Print) _____ Title _____

Customer Signature _____ Date _____

Complete Labor and Staffing _____ Date _____

Complete Labor and Staffing

64 Lisbon Street, Lewiston, ME 04240

Phone- 207-994-2211

Fax - 207-994-2215