



**TOWN COUNCIL
MEETING MINUTES
SEPTEMBER 15, 2020**

Fern Larochelle 2020
Normand Albert, Vice Chair 2021
Kasie Kolbe 2021
Allen Ward, Chairman 2021
Mark Lunt 2022
Donald Fellows 2022
Jeffrey Ganong 2022

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

ROLL CALL. Members present were Councilors Ward, Kolbe, Lunt, Larochelle, Ganong, and Fellows. Also present were Diane Barnes, Town Manager; Kayla Tierney, Finance Director; Brett Richardson, Economic & Community Development Director; Ryan McGee, acting Police Chief and approximately one citizen in the audience.

VOTE (2020-163) Councilor Larochelle, seconded by Councilor Fellows moved to excuse Councilor Albert.
Order passed – Vote 6-0.

GOOD NEWS & RECOGNITION

CHILDHOOD CANCER AWARENESS PROCLAMATION

VOTE (2020-164) Councilor Larochelle, seconded by Councilor Kolbe moved to adopt the following Proclamation:

The Proclamation offered is as follows: The Town of Lisbon supports Going Gold in the month of September in support of Childhood Cancer Awareness.

WHEREAS, Cancer is the leading cause of death by disease among U.S. Children and is detected in more than 15,000 of our country's sons and daughters every year; and

WHEREAS, in the State of Maine cancer affects more than 50 new children and families annually, where more than 400 children are undergoing treatment currently and where we are ranked in the top range of incidence of all cancers at 468.3 per 100,000 people; and

WHEREAS, September is nationally recognized as Childhood Cancer Awareness Month; and

WHEREAS, thanks to all the advances in research and treatment, the five year survival rate for all childhood cancers has climbed from less than 50 percent to 80 percent over the last several decades; and

WHEREAS, innovative studies are leading to real breakthroughs reminding us of the importance of supporting scientific discovery and moving closer to finding cures, though much work remains to be done; and

WHEREAS, 1 in 5 children diagnosed will not survive.

NOW THEREFORE, we the Town Council of Lisbon have declared our support for all of the children and families affected by Childhood Cancer. In doing so, we do recognize September as Maine Childhood Cancer Awareness Month. This is our way of paying tribute to the families, friends, professionals and communities who lend their strength to children fighting pediatric cancer.

Order passed – Vote 6-0.

Councilor Ward reported School has opened and now children are back in school and all is going well. He said things that can be addressed are being addressed.

PUBLIC HEARINGS - NONE

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS

Richard Main from Libby Street said he appreciated that the Town Council listens to their boards and committee members, and residents. He reported on the agenda item for Electric Charging Stations. He pointed out that government exists for the common good of all its residents and services should benefit all the people in the community. There are no countries that own filling stations and this is not something a community would do. He said very few in this community have the means to use one. Charging for electricity could fall upon the taxpayer to pay the bill. He said we are not at the point where the town can replace its vehicles (fire trucks, police cruisers, and/or ambulances) with electric vehicles, but at some point, in the future perhaps. He encouraged the Council to consider looking for a private energy supplier and recommended the Town Council not move forward with this because this is not in the best interest of the community as a whole.

Councilor Ward said Electric Charging Stations were only a part or piece of the puzzle in regards to discovering the many different energy sources available.

CONSENT AGENDA

VOTE (2020-165) Councilor Larochelle, seconded by Councilor Kolbe moved to approve the following:

- A. Municipal Accounts Payable Warrants - \$21,337.67
- B. Municipal Payroll Warrants - \$142,631.90
- C. School Accounts Payable Warrants - \$570,535.38
- D. School Payroll Warrants - \$1,036,129.55
- E. Minutes for September 1, 2020
- F. Set a Public Hearing for the Left Hand Club for a Special Entertainment Permit on October 6
- G. Set a Public Hearing on October 6 to discuss amendments to Chapter 4 GA Maximums & Appendixes

Order passed – Vote 6-0.

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

AWARD BID FOR LED MESSAGE SIGN

INTRODUCTION: Mr. Richardson reported the bid 2020-012 is for a new high resolution 9mm full color displays LED message sign with the ability to show text in multiple fonts, pictures, and graphics with the ability to display up to 4 lines. The sign comes with a 5-year warranty on parts and a 1-year warranty on labor. He said bids were solicited from six different companies, and publicly opened on Thursday, September 3 at 11:30 a.m. with Mrs. Barnes, Mr. Richardson, and Clay Bublak from Neokraft signs present. The following bids were received:

Neokraft Signs	647 Pleasant St., Lewiston ME	\$16,548.24
T. R. Sign Design, Inc.	Westbrook, ME	\$21,150.00

Mr. Richardson recommended awarding the bid to Neokraft Signs in the amount of \$16,548.24. The funds for this purchase will come from the DHHS Keep Maine Safe Grant. This will allow emergency messages and community information to be updated faster, remotely, and daily. He pointed out that individuals driving past the sign may also be a different audience from the website or Facebook users. He said he was looking forward to incorporating images and even Lisbon's unique images.

VOTE (2020-166) Councilor Larochelle, seconded by Councilor Kolbe moved to award the bid to Neokraft Signs in the amount of \$16,548.24. **Order passed - Vote 6-0.**

SOLICIT BIDS FOR NEW CRUISER

INTRODUCTION: Acting Chief McGee requested permission to send out requests for proposals for one (1) new Ford Interceptor SUV that was approved in the current budget. The intent is to request a bid for any leftover 2020 Ford SUV cruisers, if there are any available, rather than request a 2021, which could potentially cost more, and would delay delivery for several months, since production is limited due to COVID-19 factory shutdowns. If none were available, he said, then he would ask for a bid proposal for a 2021.

Acting Chief McGee said the new cruiser would replace Unit #6, which is a 2014 Ford Explorer. He recommended requesting an estimate be included for a trade-in. He indicated they might get between \$7,000 and \$9,000, which could be used next year to outfit the K-9 cruiser that is on the CIP replacement list. He reported next year the two cruisers to be replaced includes the K-9 cruiser, which costs a little more to outfit.

COUNCILOR COMMENTS: Councilor Larochelle asked if the current budget contained enough money to outfit the new cruiser this year. Acting Chief McGee said yes, so equipment to go inside it would be covered. He mentioned the standard equipment for the two new cruisers next year would be covered as well, but the extra equipment required for the K-9 cruiser would not, so it would be good to save this trade-in amount to outfit that cruiser next year.

VOTE (2020-167) Councilor Larochelle, seconded by Councilor Fellows moved to authorize the Town Manager and Acting Police Chief to solicit bids for a new Police Cruiser (Ford Explorer). **Order passed - Vote 6-0.**

AMEND CHAPTER 14 GENERAL ASSISTANCE MAXIMUMS & APPENDIXES

First Reading – Roll Call Vote Required

INTRODUCTION: Mrs. Barnes said the State of Maine has adopted new General Assistance Maximums that our municipality will now have to adopt. Appendixes A through H have been revised to reflect the State's new maximum levels. The law requires that the municipal officers adopt the local GA Ordinance and yearly Appendixes after notice and hearing.

VOTE (2020-168) Councilor Larochelle, seconded by Councilor Kolbe moved to adopt the following amendments to Chapter 14 General Assistance Maximums & Appendixes:

Chapter 14 - GENERAL ASSISTANCE

Footnotes:

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Editor's note— At the direction of the Town of Lisbon, Chapter 14 has been changed to read as herein set out. See § 14-36 for further explanation.

State Law reference— General assistance, 22 M.R.S.A. § 4301 et seq.

ARTICLE I. - IN GENERAL

Secs. 14-1—14-35. - Reserved.

ARTICLE II. - GENERAL ASSISTANCE ORDINANCE

Sec. 14-36. - Adoption.

The General Assistance Ordinance, prepared by the Maine Municipal Association, is hereby adopted and incorporated herein by reference, except for such portions as are deleted, modified, or amended in this article. Please refer to the ordinance on the town's website: <https://www.lisbonme.org/general-assistance-0>

Sec. 14-37. - Additions, deletions, insertions, and changes.

The General Assistance Ordinance is revised as follows:

Amend Article VI, Section 6.8 (B), effective on and after July 1, 2012:

- B) **Housing.** The administrator will provide assistance with rent or mortgage payments that are reasonable within the allowed maximum levels and in accordance with the housing assistance limits and exceptions provided in Title 22, section 4308, subsections 1-A and 1-B. See Appendix C of this ordinance for the current year's housing maximums. It is the applicant's responsibility to find suitable housing, although the administrator may help the applicant find housing when appropriate. The administrator will inform the applicant of the allowed housing maximums to assist the applicant in his or her search for housing. The allowed maximum for any applicant will be the categorical housing maximum representing the minimum dwelling unit space necessary to adequately shelter the applicant household. Applicants requesting assistance for housing that contains more bedrooms than are necessary for the number of household members will be provided assistance according to the maximum level of the number of rooms actually needed. (C.M. of 7-17-2012, V. 2012-92)

APPENDICES

Appendix A

Appendix A is a listing of the overall maximum levels of assistance pertaining to all municipalities in Maine. These new overall maximum levels of assistance have been calculated on the basis of the 2009-2010 HUD Fair Market Rent (FMR) values that will become effective on October 1, 2009. These maximum levels of assistance are established by Maine General Assistance law (22 MRSA (4305(3-B))) and cannot be altered by action of the municipal officers.

Amend Appendix A of the General Assistance Ordinance to incorporate the following maximum levels of assistance to be effective on and after October 16, 2018 for Androscoggin County, as follows:

GA Overall Maximums	
1 person household	725 <u>741</u>
2 person household	783 <u>798</u>
3 person household	1007 <u>1025</u>
4 person household	1265 <u>1287</u>
5 person household	1606 <u>1633</u>

(C.M. of 11-4-2009, V. 2009-158; C.M. of 7-17-2012, V. 2012-92; C.M. of 12-20-2016, V. 2016-269; C.M. of 11-14-2017, V. 2017-282; C.M. of 10-16-2018, V. 2018-229; C.M. 10-15-2019, V. 2019-203)

Appendix B

Appendix B is a listing of the maximum levels of assistance for food. These maximum levels are the same as the USDA 2009-2010 Thrifty Food Plan, which are presumed to be reasonable by regulation of the Department of Health and Human Services (DHHS). Note that the Appendix B maximums in this packet remain unchanged from the mid-year increase that was made in March 2009, due to the federal economic stimulus package. If the municipal officers wish to amend these maximum levels of food assistance, a local survey must be developed and provided to DHHS to justify the proposed alterations.

Amend Appendix B of the General Assistance Ordinance to incorporate the following maximum levels of assistance to be effective on and after October 16, 2018 for Androscoggin County, as follows:

Number in Household	Weekly	Monthly
1 person household	\$47.44	\$194.00 <u>\$204.00</u>
2 person household	\$86.98	\$355.00 <u>\$374.00</u>
3 person household	\$124.42	\$509.00 <u>\$535.00</u>
4 person household	\$158.14	\$646.00 <u>\$680.00</u>
5 person household	\$187.67	\$768.00 <u>\$807.00</u>

(C.M. of 11-4-2009, V. 2009-158; [C.M. of 12-20-2016, V. 2016-269](#); C.M. of 11-14-2017, [V. 2017-282](#); [C.M. of 10-16-2018, V. 2018-229](#); C.M. 10-15-2019, V. [2019-203](#))

Appendix C

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.

Amend Appendix C of the General Assistance Ordinance to incorporate the following maximum levels of assistance to be effective on and after October 16, 2018 for Androscoggin County, as follows:

<i>Unheated</i>			<i>Heated</i>	
<i>Bedrooms</i>	<i>Weekly</i>	<i>Monthly</i>	<i>Weekly</i>	<i>Monthly</i>
1	\$140.00	\$591.00- \$603.00	\$171.00	\$719.00- \$736.00
2	\$181.00	\$763.00- \$779.00	\$222.00	\$929.00- \$953.00
3	\$230.00	\$965.00- \$990.00	\$280.00	\$1,174.00- \$1,203.00
4	\$295.00	\$1,240.00- \$1,267.00	\$356.00	\$1,497.00- \$1,530.00

(C.M. of 11-4-2009, V. 2009-158; [C.M. of 12-20-2016, V. 2016-269](#); C.M. of 11-14-2017, [V. 2017-282](#); [C.M. of 10-16-2018, V. 2018-229](#); C.M. 10-15-2019, V. [2019-203](#))

GA Housing Maximums (Heated & Unheated Rents)

NOTE: NOT ALL MUNICIPALITIES SHOULD ADOPT THESE SUGGESTED HOUSING MAXIMUMS! Municipalities should ONLY consider adopting the following numbers, if these figures are consistent with local rent values. If not, a market survey should be conducted and the figures should be altered accordingly. The results of any such survey must be presented to DHHS prior to adoption. **Or** , no housing maximums should be adopted and eligibility should be analyzed in terms of the Overall Maximum—Appendix A. (See Instruction Memo for further guidance.)

Appendix D

Electric Utility Maximums

Without electric hot water

The maximum amounts allowed for utilities for lights, cooking, and other electric uses, excluding electric hot water are:

<i>Number in Household</i>	<i>Weekly</i>	<i>Monthly</i>
1	\$14.00	\$60.00
2	\$15.70	\$67.50
3	\$17.45	\$75.00
4	\$19.70- \$19.90	\$86.00
5	\$23.10	\$99.00
6	\$25.00	\$107.00

*Add \$7.50 a month for each additional family member.

With electric hot water

The maximum amount allowed for electric utilities for dwelling units that have electrically heated hot water shall be \$70 per month for the first member of the household, with an additional \$10 per month for each additional household member.

<i>Number in Household</i>	<i>Weekly</i>	<i>Monthly</i>
1	\$20.08- \$20.65	\$86.00- \$89.00

2	\$23.75	\$102.00
3	\$27.70	\$119.00
4	\$32.25	\$139.00
5	\$37.30 <u>\$38.75</u>	\$160.00 <u>\$167.00</u>
6	\$41.00	\$176.00

*Add \$10.00 a month for each additional family member.

Note: For electrically heated households, the maximum amount allowed for electrical utilities per month shall be the sum of the appropriate maximum amount under this subsection and the appropriate maximum amount for fuel as provided In Appendix E.

In accordance with the following conditions, the administrator may allow as a budgetable expense the amount of an applicant's summer-loaded special payment arrangement (SPA) or budget payment arrangement (BPA), as calculated by the electric utility and entered into by the applicant, even when the arranged payment amount exceeds the above maximums or actual usage.

- 1) The SPA or BPA, when annualized, does not exceed the above monthly maximums, when annualized, for non-electrically heated dwelling units.
- 2) The SPA or BPA, when annualized, does not exceed the above monthly maximums and the fuel assistance maximums, when annualized, for electrically heated dwelling units.
- 3) The administrator determines, in consultation with the utility, that the payment arrangement does not include in any part the installment payment of past debt unless the municipality guaranteed to the utility the allowance of such an arrangement as a condition of averting a disconnection.

Pursuant to the use-of-income requirements in section 6.6 of this ordinance, whenever the administrator budgets for SPA's or BPA's under this section, the recipient will be required to pay the SPA or BPA him or herself to the extent of the income capacity of the household.

([C.M. of 12-20-2016, V. 2016-269](#))

Appendix E

Heating Fuel

When considering requests for heating fuel, eligible applicants will be granted assistance with the actual amount necessary up to the following maximums:

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

When the dwelling unit is heated electrically, the maximum amount allowed for heating purposes will be calculated by multiplying the number of gallons of fuel allowed for that month by the current price per gallon.

When fuels such as wood, coal and/or natural gas are used for heating purposes, they will be budgeted at actual rates, if they are reasonable. However, no eligible applicant shall be considered to need more than:

7 tons of coal per year

8 cords of wood per year

126,000 cubic feet of natural gas per year, or

1,000 gallons of propane.

(C.M. of 11-4-2009, V. 2009-158; [C.M. of 12-20-2016, V. 2016-269](#).)

Appendix F

PERSONAL CARE & HOUSEHOLD SUPPLIES

(Appendix F, as Revised 09/2007)

<i>Number in Household</i>	<i>Weekly Amount</i>	<i>Monthly Amount</i>
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.

SUPPLEMENT FOR HOUSEHOLDS WITH CHILDREN UNDER 5

When an applicant can verify expenditures for the following items, a special supplement will be budgeted as necessary for households with children under 5 years of age for items such as cloth or disposable diapers, laundry powder, oil, shampoo, and ointment up to the following amounts:

<i>Number of Children</i>	<i>Weekly Amount</i>	<i>Monthly Amount</i>
1	\$12.80	\$55.00
2	\$17.40	\$75.00
3	\$23.30	\$100.00
4	\$27.90	\$120.00

(C.M. of 11-4-2009, V. 2009-158; [C.M. of 12-20-2016, V. 2016-269](#).)

Appendix G

2005-2006 Mileage Rate

This municipality adopts the State of Maine travel expense reimbursement rate as set by the Office of the State Controller. The current rate (until June 30, 2008) for approved employment and necessary medical travel etc. is 40 cents (40¢) per mile.

Please refer to the Office of State Controller for changes to this rate: Telephone: 626-8420 or visit:

<http://www.state.me.us/osc/>

Appendix H

Funeral Maximums

Burial Maximums

The maximum amount of general assistance granted for the purpose of a burial increased to \$1,475. The previous amount was \$1,125. Additional costs may be allowed by the GA administrator, where there is an actual cost, for:

- The wholesale cost of a cement liner if the cemetery by-laws require one;
- The opening and closing of the grave site; and
- A lot in the least expensive section of the cemetery. If the municipality is able to provide a cemetery lot in a municipally owned cemetery or in a cemetery under municipal control, the cost of the cemetery lot in any other cemetery will not be paid by the municipality.

The municipality's obligation to provide funds for burial purposes is limited to a reasonable calculation of the funeral director's direct costs, not to exceed the maximum amounts of assistance described in this section. Allowable burial expenses are limited to:

- Removal of the body from a local residence or institution;
- A secured death certificate or obituary;
- Embalming;
- A minimum casket;
- A reasonable cost for necessary transportation; and
- Other reasonable and necessary specified direct costs, as itemized by the funeral director and approved by the municipal administrator.

Cremation Maximums

The maximum amount of assistance granted for a cremation increased to \$1,025 from the prior maximum of \$785. Additional costs may be allowed by the GA administrator where there is an actual cost, for:

- A cremation lot in the least expensive section of the cemetery;
- A reasonable cost for a burial urn not to exceed \$55; and
- Transportation costs borne by the funeral director at a reasonable rate per mile for transporting the remains to and from the cremation facility.

(C.M. 10-15-2019, V. [2019-203](#))

Appendix I

26 MRSA § 1043 (23)

Misconduct. "Misconduct" means a culpable breach of the employee's duties or obligations to the employer or a pattern of irresponsible behavior, which in either case manifests a disregard for a material interest of the employer. This definition relates only to an employee's entitlement to benefits and does not preclude an employer from discharging an employee for actions that are not included in this definition of misconduct. A finding that an employee has not engaged in misconduct for purposes of this chapter may not be used as evidence that the employer lacked justification for discharge. [1999, c. 464, §2 (RPR).]

- A. The following acts or omissions are presumed to manifest a disregard for a material interest of the employer. If a culpable breach or a pattern of irresponsible behavior is shown, these actions or omissions constitute "misconduct" as defined in this subsection. This does not preclude other acts or omissions from being considered to manifest a disregard for a material interest of the employer. The acts or omissions included in the presumption are the following:
- (1) Refusal, knowing failure or recurring neglect to perform reasonable and proper duties assigned by the employer;
 - (2) Unreasonable violation of rules that are reasonably imposed and communicated and equitably enforced;

- (3) Unreasonable violation of rules that should be inferred to exist from common knowledge or from the nature of the employment;
- (4) Failure to exercise due care for punctuality or attendance after warnings;
- (5) Providing false information on material issues relating to the employee's eligibility to do the work or false information or dishonesty that may substantially jeopardize a material interest of the employer;
- (6) Intoxication while on duty or when reporting to work or unauthorized use of alcohol while on duty;
- (7) Using illegal drugs or being under the influence of such drugs while on duty or when reporting to work;
- (8) Unauthorized sleeping while on duty;
- (9) Insubordination or refusal without good cause to follow reasonable and proper instructions from the employer;
- (10) Abusive or assaultive behavior while on duty, except as necessary for self-defense;
- (11) Destruction or theft of things valuable to the employer or another employee;
- (12) Substantially endangering the safety of the employee, coworkers, customers or members of the public while on duty;
- (13) Conviction of a crime in connection with the employment or a crime that reflects adversely on the employee's qualifications to perform the work; or
- (14) Absence for more than 2 work days due to incarceration for conviction of a crime.

[1999, c. 464, §2 (NEW).]

B. "Misconduct" may not be found solely on:

- (1) An isolated error in judgment or a failure to perform satisfactorily when the employee has made a good faith effort to perform the duties assigned;
- (2) Absenteeism caused by illness of the employee or an immediate family member if the employee made reasonable efforts to give notice of the absence and to comply with the employer's notification rules and policies; or
- (3) Actions taken by the employee that were necessary to protect the employee or an immediate family member from domestic violence if the employee made all reasonable efforts to preserve the employment.

[1999, c. 464, §2 (NEW).]

Roll Call Vote: Yeas – Lunt, Larochelle, Ward, Kolbe, Ganong and Fellows. Nays - None. Order passed - Vote 6-0.

ELECTRIC CHARGING STATIONS DISCUSSION

INTRODUCTION: Councilor Fellows reported CMP and Efficiency Maine are offering grant funds to purchase Electric Charging Stations. He indicated there were Electric Charging Stations at Hannaford in Topsham and two in Auburn at car dealerships. He recommended the Council apply for CMP's Make Ready Grant Program funds to purchase something to put along the Route 196 Corridor in Lisbon. Suggested sites with Phase III power would include Worumbo site, Graziano Park, Town Office, and/or the downtown Municipal parking lot, although not very visible, it would be a good location. Councilor Ward suggested the Park and Ride that is already an established spot and located at the end of the trail with walkability to downtown restaurants, the Lisbon Library, and Main Street businesses. He remarked that some businesses in other communities have already purchased them to put on public property. The grant will cover up to \$4,000 per port. He indicated this would be a good use of available TIF money. He explained the different charging levels, equipment, and voltage requirements. He suggested applying for the Bosch EV800 Electric Vehicle Bollard Charging Station.

COUNCILOR COMMENTS: Councilor Larochelle recommended applying for the grant to see where it goes since the town would not be committed to accept these funds at this point. Installing an EV GO charging station could spark the incentive needed to encourage individuals to purchase these electric vehicles, or visitors to stop and shop in Lisbon, all while providing a valuable service and taping into a long-term revenue stream.

Mr. Richardson explained the benefits to our community and indicated he would be able to help submit the grant by the deadline on October 1.

VOTE (2020-169) Councilor Larochelle, seconded by Councilor Fellows moved to authorize Mr. Richardson and Councilor Fellows to apply for Electric Charging Station grant funds from the CMP Make Ready Grant Program. **Order passed - Vote 6-0.**

OTHER BUSINESS

A. COUNCIL COMMITTEE REPORTS

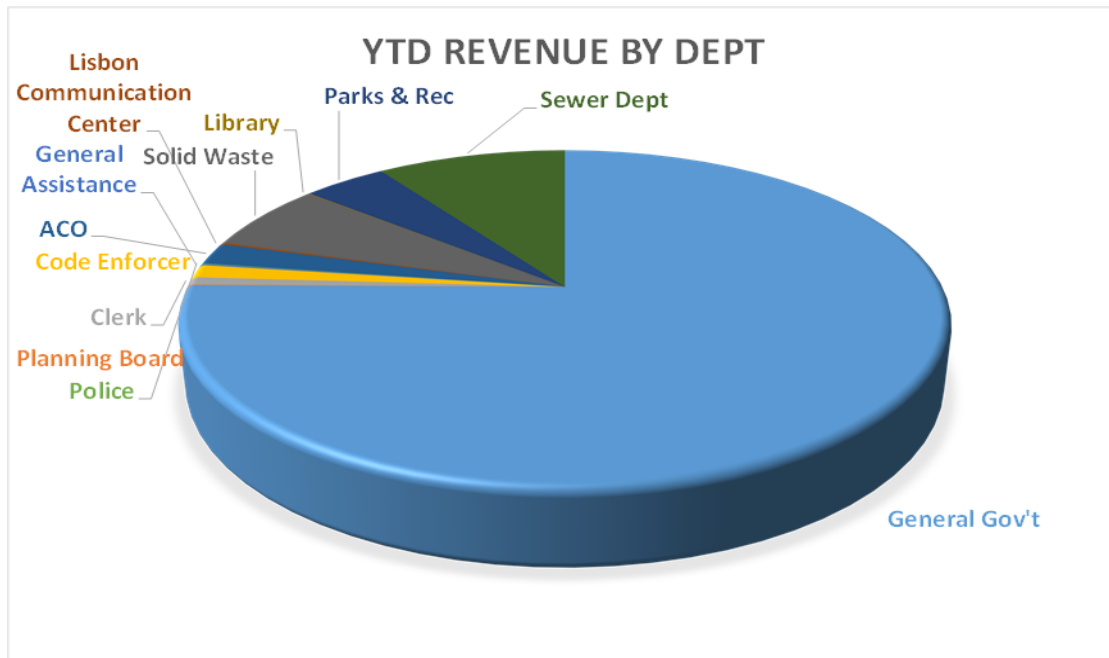
1. Planning: Councilor Fellows reported the Council meeting with the Planning Board would need to wait until the MMA Recreational Marijuana Workshop has been held so the video can be reviewed first. Councilor Ward said he would support the Planning Board and Code Enforcement Officer's recommendation on where this should land.
2. LDC: Councilor Larochelle said the typical crowd met to discuss what to focus on. He indicated it would take an extra effort of support to make things happen on the Village side of town. He said he visited a new business that recently opened there and suggested the new business owner contact the Economic Development Director to host a ribbon cutting ceremony.
3. Conservation Commission: Councilor Ward said Mr. Main reported he just met with Mr. Stevens and the committee at 6:00 p.m. tonight. The Forestry Plan is ready. The estimated revenue from cutting should be around \$30,000. He asked if there were any plans to put this revenue to good use for the Parks. He suggested this committee come up with some ideas.
4. County Budget: Councilor Ward said he and Councilor Lunt listened to a logistics presentation. He reported a \$149,000.00 budget cut, a shift of \$200,000 from reserves, and that they are now at a .05% increase.
5. Library: Councilor Lunt said he had nothing to report.
6. Water Commission: Councilor Fellows reported the Water Department is in the process of creating a memorial for William Bauer and are looking for ideas for a location.

B. TOWN MANAGER'S REPORT

Mrs. Barnes mentioned the town is working with the Water Department to get readings from the Northern Data software for the MUNIS Utility Billing module scheduled to start in November. Union negotiations just started. The town is now going through the TRIO conversion to sequel for the Assessing and Motor Vehicle programs.

C. DEPARTMENT HEAD WRITTEN REPORTS

Mrs. Tierney said revenues were in line with our projections to the budget as of the middle of Period 3, which covers July, August, through September 9. Revenues and expenditures should be around 25% collected and expended. Revenue sharing is in line with projections at \$201,492.00. Revenues collected on an organizational level within the general fund total \$834,168.00, which should jump up after our first collection of real estate taxes on September 15. Other revenues came in at \$114,426.00 bringing the total in revenues as of September 9 to \$948,594.00. She reported revenue totals broken down by department as follows:



- General Government largely comprised of :
 - \$457,917.78 collected from Motor Vehicle Excise Taxes
 - \$201,491.69 State Revenue Sharing
- Sewer Department largely comprised of:
 - \$55,002.40 Domestic Sewer Revenue
 - \$24,669.87 Septage Revenue
- Parks & Rec largely comprised of:
 - \$11,030.96 Playground Summer Camp
 - \$10,848.96 Trekker Summer Camp
 - \$4,192.80 Beaver Park Fees
- Solid Waste largely comprised of:
 - \$42,475.00 Transfer Station Stickers/Permits
 - \$8,613 Yard Items
- ACO largely comprised of:
 - \$10,661.50 Sabattus ACO Revenue
 - \$5,578 Bowdoin ACO Revenue
 - \$2,848.75 Durham ACO Revenue

Mrs. Tierney said expenditures were around 18% (due to a shift of some numbers and a spending freeze) as compared to FY 2019-2020 at 33% for this timeframe, Period 3. Total General Fund Expenses for year to date were \$2,967,936.12. For the FY2020-2021 Budget for General Fund Expenses total expended is \$16,831,006. \$28,340.15 has been encumbered, which leaves \$13,834,729.73 in the remaining budget. She said Debt Service is showing 45% expended as of Period 3, which is within her expectations because the first payments are due September 15 for a majority of our bonds; the remainders are paid out in the spring. The Sewer Fund is 24.80% expended, which is within the parameter of her expectations for Period 3. She said this trend is consistent with her expectations for the remainder of the year. She mentioned that our county tax bill has been paid in full.

Mrs. Tierney reported expenses broken down by department as follows:

General Fund by Dept ▼	YTD Expended ▼	% Expended ▼
Elected Officials	4,472.31	22.30
Town Manager	51,518.22	21.30
Appeals Board	150.39	8.80
Planning Board	917.63	5.00
Legal	4,385.25	11.00
Clerk	36,169.93	19.90
Finance	46,258.64	21.40
Tax Collection	42,755.40	22.60
Assessor	25,003.83	22.00
Code Enforcement	25,684.26	21.70
Liability Insurance Program	27,168.65	25.20
Technology	60,793.13	28.90
School	629,881.26	8.30
Town Buildings	18,737.18	7.70
Abatements	4,914.75	100.00
Health Officer	1,526.41	22.60
General Assistance	2,621.83	7.80
Police	310,263.92	19.40
Fire	74,348.74	16.40
Emergency Management	50,212.61	25.00
ACO	30,083.38	29.90
Lisbon Communication Center	72,163.45	20.90
Public Works	389,722.21	14.00
Library	61,294.76	21.00
Parks & Rec	169,224.90	27.30
Other Public Services	10,000.00	18.20
Economic Development	28,602.29	26.50
County Tax	789,060.79	100.00
Sewer	248,259.82	24.80
TOTAL GENERAL FUND	2,967,936.12	
TOTAL SEWER FUND	248,259.82	

Councilor Ward thanked Mrs. Tierney for her report. He said it was “Happy Tax Day” in Lewiston as well as in Lisbon, that staff at these offices were very busy today with long lines, and that he wanted to acknowledge everyone’s hardworking efforts, and some working overtime during this time.

APPOINTMENTS – NONE

COUNCILOR COMMUNICATIONS

Councilor Ward asked for an update on the sidewalk test taken in the Village Street area and to know the location where the contractor took the test. Mrs. Barnes indicated she would find out.

Councilor Fellows said he wanted to get a sense of where the Town Council stood on solar energy. He said a request for a proposal needs to go out for this.

Councilor Fellows reported he received a phone call from a resident regarding renewal stickers at the transfer station. He said he understood the issue and problem. This resident was turned away for being two weeks overdue. He went to the Town Hall to get a renewal but the line at 3:45 was very long and he knew he wouldn't get in to get one in time. He indicated he attempted to renew it two months earlier but there were no stickers available. Councilor Fellows asked if stickers could be made available earlier.

Mrs. Barnes explained this would mean the town would be purchasing stickers two times in one fiscal year, although not budgeted for this year it could perhaps be done. She mentioned the solid waste contract expired June 30. Right now the town pays \$130.00 a haul, but that is expected to increase to \$245 a haul. She is looking into other options. One option includes ecomaine recycling and contracted haulers, since they do not provide haulers.

Councilor Ward suggested the Council consider half way through this year realigning sticker fees to cover what basic level the town decides it wants for transfer station services. Councilor Fellows suggested creating an ad hoc committee.

Councilor Ward requested the appointments for the Finance Committee be added to the October 6 agenda.

AUDIENCE PARTICIPATION & RESPONSE FOR NEW ITEMS

Mrs. Lycette mentioned the Town Manager and her office have decided to open the Town Hall on Saturday, October 29 from 9:00 AM to 5:00 PM for Absentee Voting and voter registration. She reported the new Ballot Drop Box purchased from Fort Knox had been installed by the side door for voters to return their ballots in. Residents are also dropping off absentee applications there too. The drop box has a flag on it and only the Town Clerk's office has access to it. She said we are hopeful our residents will take advantage of our Saturday hours on October 29 should they want to vote by absentee and we would still be doing social distancing.

EXECUTIVE SESSION

VOTE (2020-170) Councilor Fellows, seconded by Councilor Larochelle moved to go into Executive Session at 9:12 PM per 1 MRSA Section 405(6) (A) Personnel Matters. **Order passed – Vote 6-0.**

The Council came out of executive session at 9:40 PM and resumed the meeting.

ADJOURNMENT

VOTE (2020-171) Councilor Lunt, seconded by Councilor Kolbe moved to adjourn at 9:40 PM. **Order passed - Vote 6-0.**

Twila D. Lycette, Council Secretary
Town Clerk, Lifetime CCM/MMC
Date Approved: October 6, 2020