



**TOWN COUNCIL
MEETING MINUTES
SEPTEMBER 6, 2022
LISBON TOWN OFFICE**

Mark Lunt 2022
Donald Fellows 2022
Jason Smith 2022
Fern Larochelle, Chair 2023
Harry Moore, Jr., Vice Chair 2024
Raymond Robishaw 2024
Christine Cain 2022

CALL TO ORDER. The Vice Chair, Harry Moore, called the meeting to order and led the Pledge of Allegiance to the Flag at 7:00 PM.

ROLL CALL. Members present were Councilors Fellows, Lunt, Larochelle, Robishaw, Cain and Moore. Also present were Ryan McGee, Interim Town Manager; Glenn Michalowski, Assistant Town Manager; Fire Chief Nate LeClair; EMS Chief Jim MacDonnell; Randy Cyr, Public Works Director; Ross Cunningham, Economic and Community Development Director; and approximately 3 citizens in the audience.

VOTE (2022-185) Councilor Larochelle, seconded by Councilor Fellows, moved to excuse Councilor Smith's absence.

Order passed – Vote 6-0.

GOOD NEWS & RECOGNITION

**PROCLAMATION FOR THE
LISBON SLOVAK CATHOLIC ASSOCIATION 125TH ANNIVERSARY**

Whereas The Slovak Catholic Association was organized on July 12th, 1897, and incorporated on September 4th, 1897, founded by Slovak immigrants, the majority of whom came to the United States of America between 1850 and 1925, *and*

Whereas The immigrants migrated from the Kosice region of what was then known as the Austro-Hungarian Empire, and among the founding fathers of the Association were Michael Borcak, Andre Jakubovic, George Hruby, Michael Karkos Sr., John Jambor, Joseph Proske, Andrew Karkos, and Mike Miller, *and*

Whereas The Saints Cyril and Methodius Church and the Slovak Catholic Association were the main organizations of Slovak interaction in this community, *and*

Whereas The Association also sponsored an excellent baseball team; the manager/coach of the team was John S. Karkos; and in addition, the Slovak Catholic Sokols (Falcons) sponsored very talented men's and women's track and field/gymnastic teams which each summer attended national "slets" (track meets) held in various cities of the country; and among the drill instructors of the senior men's team were Mr. John Ivansin, Mr. Emery Gensure, Mr. Andrew (Sparky) Adams, and Mr. Emery Stoklas; and instructors of the women's team were Mrs. Anna Sherbak Wakely, Mrs. Katherine Adams Gamache, and Mrs. Veronica Livernois Days, *and*

Whereas After World War II, the Association began accepting non-Slovaks because the remaining Slovak members could not financially support the Association, and Slovak fathers-in-law desired membership for their sons-in-law; and although the ethnicity of the current membership is now diversified, the By-Laws governing the rules of membership are basically the same as set forth by the original founders and the association still flourishes to this day, *and*

Whereas Presently, the membership has a limit of 450, and is involved in numerous civic projects including annual scholarships totaling \$2500.00 awarded to five deserving high school graduates each year; and this generous benevolence is a testimony of the Association's commitment to assist the young people of the community in their quest for higher education, *and*

Whereas In 1997, in honor of the Association's 100th Anniversary, the Town of Lisbon Officials issued a formal Proclamation designating July 12th, 1997 to be "Slovak Heritage Day"; and, in addition, Governor Angus King, Jr. issued a letter of recognition proclaiming July 12th, 1997 to be "Slovak Heritage Day" in the State of Maine; and, an official expression of sentiment from the members of the Maine House of Representatives and Senate recognizing the 100th Anniversary of the Association was received, and in October, 1997, Secretary of State Dan Gwadosky presented a commendation to S.C.A. President Eric E. Hutchins honoring the 100th year of our incorporation.

Now, Therefore, we, the Lisbon Town Council, do recognize July 12th, 2022 as the 125th Anniversary of the Slovak Catholic Association in Lisbon, Maine, and further extend appreciation to the members of the Association for their valuable service to the community of Lisbon, Maine. We further recognize that July 12th continues as the annual Anniversary of the Slovak Catholic Association.

PUBLIC HEARINGS

A. BOND ORDINANCE FOR PURPOSE OF FINANCING TWO FIRE TRUCKS

The Vice Chair opened the Public Hearing. Seeing no speakers, the Vice Chair closed the Public Hearing.

B. VICTUALER'S AND ITINERANT VENDOR LICENSE FOR KABAYAN PHILIPPINE FOODS

The Vice Chair opened the Public Hearing. Seeing no speakers, the Vice Chair closed the Public Hearing.

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS – NONE

CONSENT AGENDA

VOTE (2022-187) Councilor Lunt, seconded by Councilor Robishaw, moved to accept the Consent Agenda as presented:

- A. Municipal Accounts Payable Warrants - \$ 1,306,673.22
- B. Municipal Payroll Warrants - \$ 247,751.36
- C. School Accounts Payable Warrants - \$ 231,765.20
- D. School Payroll Warrants - \$ 676,762.48
- E. Minutes for August 16, 2022
- F. Victualer's and Itinerant Vendor License for Kabayan Philippine Foods
- G. Set Public Hearing for September 20th for a Special Amusement Permit for Lisbon Left Hand Club

Order passed - Vote 6-0.

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

QUESTION 1 BOND ORDER: AN ORDINANCE AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION SECURITIES OF THE TOWN OF LISBON IN AN AMOUNT NOT TO EXCEED \$1,700,000.00 FOR THE PURPOSE OF FINANCING TWO FIRE TRUCKS FOR A TERM NOT TO EXCEED 20 YEARS BE APPROVED AND RATIFIED. – *Second Reading.*

INTRODUCTION: The Finance Director, Kayla Tierney, provided proposals from (2) different financial institutions, as well as from the manufacturer for financing options for the proposed purchase of (2) Fire Trucks. The options are summarized below:

(1) Androscoggin Bank: Androscoggin Bank has provided two proposals for the Town's consideration: one for interim financing (BAN) and one for permanent financing (municipal lease). Each of these proposals assumes a closing on November 15, 2022, which should allow for bond work to be completed after authorization is granted. Both the lease proposal and the BAN are for \$1,684,958.86 which is the price of both firetrucks, inclusive of a 6.5% price increase that has already been indicated by the manufacturer.

a. Lease Proposal: For the municipal lease financing option, a 15 year term is provided with the first of 15 annual installments of principal and interest due on the first anniversary of closing. If the Town would prefer to make the first installment at closing, we may, which will save the Town on interest.

- **Equipment Cost:** \$1,684,958.86
- **Lease Term:** 15 years
- **Interest rate:** 4.37% (*the final installment may vary slightly)
- **Total Principal:** \$1,684,958.86
- **Total Interest:** \$647,965.88
- **Total P&I:** \$2,332,924.74
- **First Payment due:** November 15, 2023

- **Estimated Annual Payment:** \$155,528.32

b. Bond Anticipation Note (BAN): For the Bond Anticipation Note, options for 6 and 12 months are provided, which would give the option for applying for permanent financing through the Maine Municipal Bond Bank (MMBB) for either their spring or fall offering in 2023.

- **Option A:** For the “As Needed” borrowing of the aforementioned funds over a 6-month term, we offer a fixed tax-exempt interest rate of 3.97% per annum.
 - **Total Principal:** \$1,684,958.86
 - **Total Interest:** \$33,171.53
 - **Total Payments:** \$1,718,130.39
 - **Maturity Date:** May 15, 2023
- **Option B:** For the “As Needed” borrowing of the aforementioned funds over a 12-month term, we offer a fixed tax-exempt rate of 4.07% per annum.
 - **Total Principal:** \$1,684,958.86
 - **Total Interest:** \$68,577.82
 - **Total Payment:** \$1,753,536.68
 - **Maturity Date:** November 15, 2023
- **For Either Term:** Interest will be calculated on an actual/365-day basis on the Note, which will be issued without prepayment penalty. For either term, we understand that the Town of Lisbon will secure permanent financing through either the Maine Municipal Bond Bank or USDA Rural Development and pay off the BAN on or before the maturity date.

(2) The First National Bank: Fire Truck production has been a challenge for a number of municipalities. With that in mind, The First National Bank will present two loan amounts as it may be best to aim high and not use the entire available loan amount. There is also a 15 year and a 20-year rate for consideration. The First National Bank will structure it as a line of commitment, which is the same as the Town of Lisbon’s existing loan for the Sewer project that will turn into permanent financing with USDA RD. The Town can draw the funds as needed to a certain spot in time or when all of the funds are used; by doing this, we can lock in the loan and rate this year and not pay interest until we need to pay for the trucks. The line of commitment can also be set up for a 24-36-month line of commitment period; then the loan balance would be re-amortized.

a.

Loan Amount	\$ 1,700,000.00	\$ 1,700,000.00
Loan Term	15 Years	20 Years
Rate	4.65%	4.89%
Est. Annual Pmt.	\$ 160,675.32	\$ 135,967.42

b.

Loan Amount	\$ 1,750,000.00	\$ 1,750,000.00
Loan Term	15 Years	20 Years
Rate	4.65%	4.89%
Est. Annual Pmt.	\$ 165,401.07	\$ 139,966.46

3. Allegiance Fire & Rescue (Manufacturer): Allegiance Fire & Rescue is the vendor that we received a quote on for the purchase of the two firetrucks and the offer financing with Republic First National. Since the delivery time is well over a year (plus) out, the quote is for the first payment to be due in 24 months with 9, 11, & 14 payments, which is a 10, 12 & 15-year term range.

- a. Unit Cost** \$1,670,563

b. Number of Payments:

- 9 Payments of \$233,246.03 each year at a rate of 3.95%
- 11 Payments of \$199,684.25 each year at a rate of 4.09%
- 14 Payments of \$167,836.24 each year at a rate of 4.25%

Finance Committee Recommendation:

The Finance Committee met on September 1, 2022 in the Town Office with only 2 members. Fire Chief Nate LeClair and the Council Liaison to the Finance Committee, Ray Robishaw were also in attendance. Due to the number of active Finance Committee members, there was no official vote since there was not enough members for a quorum. The Finance Committee had an active discussion about the financing options for the purchase of (2) Fire trucks and came to a general consensus of a recommendation to council during this workshop meeting.

Finance Director, Kayla Tierney, provided all of the above information to the Finance Committee for their review. Nate LeClair answered questions about the replacement of the fire trucks and the age of the fire trucks. Kayla highlighted our options above into two main categories: (1) Permanent Financing or (2) Interim Financing to purchase and receive the trucks that will then be rolled into Permanent Financing at a later time.

The Finance Committee collectively preferred the idea of an interim financing that will later be rolled into permanent financing and we then focused on the details of the BAN with Androscoggin Bank or the line of commitment with the First National Bank; both are great options for the Town's financing needs. Androscoggin had better rates but the concern was the term for the interim financing with the 6 month and 12 month options. Given the supply chain management constraints felt currently, would 6 or 12 months be enough time to align with the production of the fire trucks to draw to pay for the equipment? The First National Bank was offering a 24-36-month period to draw on the line of commitment for \$1,700,000; the additional line would give us the flexibility to align with the production of the trucks and a cushion in case there is another price increase between now and time of payment. Kayla Tierney explained that we have the option to draw up to \$1,700,000 but we are not held to draw all of it. She further explained that with the interim financing options we can do installment payments that can in effect potentially lower the overall cost of both pieces of equipment at the end of it all.

Curtis Lunt inquired about the permanent financing option when all is said and done. Kayla Tierney replied that she will be inquiring to the Maine Municipal Bond Bank as they have historically had good rates and we will have plenty of time to get on the bond bank schedule for permanent financing.

Recommendation: It is the Finance Committee's recommendation to accept the First National Bank's proposal for interim financing at the 15-year term for \$1,700,000 and then to do permanent financing after receipt of the two fire trucks.

Finance Director's Recommendation:

I, Kayla Tierney, Finance Director for the Town of Lisbon concur with the recommendation of the Finance Committee to accept the First National Bank's proposal for interim financing at the 15-year term for \$1,700,000 and then to do permanent financing after receipt of the two fire trucks. It is my recommendation to do the interim financing to allow the Town to properly finance the exact purchase amount of the firetrucks when that information is actually known. There have been a lot of volatility in the current market for goods and services and the interim financing would support the Town if there was an additional uncontrollable price increase. Additionally, it will allow the Town the option to do installment payments which may be beneficial in the long run. Lastly, the First National Bank's option would allow for more time if the production of the truck ends up taking longer than expected. Once the interim financing is secured, discussion of permanent financing would begin.

COUNCILOR COMMENTS: Vice Chair Moore asked Chief LeClair to speak. Chief LeClair said he plans to help educate the Public regarding the reasons and the process for the purchase of new Fire Trucks.

VOTE (2022-188) Councilor Larochelle, seconded by Councilor Fellows, moved to Authorize the Finance Director to accept the First National Bank's proposal for interim financing at the 15-year term for \$1,700,000.00 and then to do permanent financing after receipt of the two fire trucks, and approve the Bond Order to be placed on the November referendum.

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

Order passed - Vote 6-0.

AMENDMENT TO CHAPTER 24 PUBLIC SAFETY, ARTICLE II FIREWORKS – *First Reading*

INTRODUCTION: In reviewing ordinances, the proposal is to update the attached Fireworks Ordinance to add “Noise Cannon” to the ordinance. Chief McGee proposed an amendment to our Fireworks ordinance to add “Noise Cannon” to the ordinance. He said it would now read ***Sec. 24-31. Sale and use of consumer fireworks and noise cannons.*** *Noise cannon*

means a device commonly referred to as a noise cannon or air cannon, designed and intended to create a loud noise through the sudden discharge of compressed air. Chief McGee said the Police Department had multiple complaints about an air/noise cannon. He said people who have medical conditions, PTSD, and pets have complained. He explained that he reached out to legal to find out how to address the problem to allow a citizen to still use their device while helping other citizens.

VOTE (2022-189) Councilor Fellows, seconded by Councilor Cain, moved to Approve the Amendment to Chapter 24 Public Safety, Article II Fireworks as follows and Set a Public Hearing for September 20, 2022:

Sec. 24-31. Sale and use of consumer fireworks and noise cannons.

The purpose of this ordinance is to clearly define the sale and use of fireworks within the Town of Lisbon.

(a) *Definitions.* The following definitions shall apply in this section:

(1) *Consumer fireworks* shall have the same meaning as in 27 Code of Federal Regulations, section 555.11 or subsequent provision, but includes only products that are tested and certified by a 3rd-party testing laboratory as conforming with United States Consumer Product Safety Commission standards in accordance with 15 United States Code, Chapter 47. "Consumer fireworks" does not include the following products:

- a. Missile-type rockets, as defined by the state fire marshal by rule;
- b. Helicopters and aerial spinners, as defined by the state fire marshal by rule;
- c. Sky rockets and bottle rockets. For purposes of this paragraph, "sky rockets and bottle rockets" means cylindrical tubes containing not more than 20 grams of chemical composition, as defined by the state fire marshal by rule, with a wooden stick attached for guidance and stability, that rise into the air upon ignition that may produce a burst of color or sound at or near the height and gives off light.

(2) *Display* means entertainment feature where the public or a private group is admitted or permitted to view the display or discharge of fireworks or special effects.

(3) Noise cannon means a device commonly referred to as a noise cannon or air cannon, designed and intended to create a loud noise through the sudden discharge of compressed air. Noise cannons used for public safety purposes are exempt from this Ordinance.

(b) *Permit required.*

- (1) No person shall use, display, fire, or cause to be exploded, consumer fireworks within the Town of Lisbon without a permit. Permits must be obtained from the office designated by the town manager on the day of use and shall not be issued in advance. This section shall not apply to a person in possession of a fireworks display permit by the State of Maine pursuant to Title 8, MRSA Section 227-A.
- (2) No permit shall be issued on any day with a fire danger class of 3, 4, or 5.
- (3) A person may use consumer fireworks only on that person's property or on the property of a person who has consented, in writing, to the use of consumer fireworks on that property.
- (4) The use, discharge, or ignition of fireworks shall not be permitted in close proximity to any building by maintaining a distance of no less than 100' from said building.

(c) *Fireworks restricted use.* A person shall not use, display, fire, or cause to be exploded consumer fireworks or a noise cannon within the Town of Lisbon except on the following days and during the following times:

- (1) July 4th, beginning at 4 p.m. and ending at 10 p.m.
- (2) Saturday of Moxie Weekend as set by council beginning at 4 p.m. and ending at 10 p.m.
- (3) December 31st, beginning at 4 p.m. and ending at 12:30 a.m. the following day.

(d) *Exception.* This section does not apply to a person issued a fireworks display permit by the State of Maine; pursuant to 8 M.R.S.A. § 227-A.

(e) *Violations.*

- (1) Any person who uses or possesses consumer fireworks or ~~possess consumer fireworks~~ a noise cannon with the intent to use in the Town of Lisbon in violation of this ordinance shall receive a citation.
- (2) The following civil penalties shall be imposed for violations of this ordinance (plus legal fees and court costs for an offense for the following):

First Citation: \$110

Second Citation: \$215

Third Citation: \$425

Fourth Citation and Subsequent Citations: \$500

- (f) Sale of fireworks in the Town of Lisbon shall be permitted providing all State of Maine statutes regarding such sale are satisfied and a valid permit to conduct sales is issued by the state fire marshal's office and the Town of Lisbon.

- (g) *Seizure and disposal.* The town may seize consumer fireworks that the town has probable cause to believe are used, possessed, or sold in violation of this section. Seized consumer fireworks shall be forwarded to the state for disposal.

(C.M. of 10-16-2012, V. 2012-165; C.M. of 8-6-2013, V. 2013-119; C.M. of 10-16-2012, V. 2012-165; C.M. of 8-6-2013, V. 2013-119; C.M. of 8-18-2015, V. 2015-236; C.M. of 8-18-2015, V. 2015-237 ; C.M. of 9-15-2015, V. 2015-277)

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

Order passed - Vote 6-0.

WORUMBO WATERFRONT FUNDING REQUEST FOR SAFETY LIGHTING

Chief McGee requested to remove item from agenda due to not receiving a bid in time for the meeting. The Vice Chair approved.

WORUMBO WATERFRONT PARTNER RFQ

INTRODUCTION: Mr. Cunningham said the Worumbo Steering Committee is ready to send out an RFQ (Request for Qualifications) to identify a partner “not for profit” organization to work with the town to design a landscaping plan, secure grants and public and private funding, develop and manage park infrastructure, and secure events at the waterfront. He said once identified, the Economic & Community Development office will work with this group to draft an MOU (memorandum of understanding) outlining the relationship and responsibilities of both the partner organization and the Town of Lisbon with regards to the Worumbo waterfront.

Mr. Cunningham said they hope this process takes 2-6 weeks, so they can work through the off season to be ready for Spring and that Positive Change Lisbon (PCL) has interest. He explained he is modeling the plan after Congress Square Park in Portland, but a different level than daily. He stated he will send an MOU to Council.

VOTE (2022-191) Councilor Fellows, seconded by Councilor Robishaw, moved to Authorize the release of attached Request for Qualifications to identify a partner “not for profit” organization to work with the town to design a landscaping plan, secure grant, public and private funding, develop and manage park infrastructure and secure events at the Worumbo waterfront.

Order passed - Vote 6-0.

APPROVE FERRY ROAD CLOSURE FOR THE WEEK OF SEPTEMBER 19th TO THE 23RD

INTRODUCTION:

Northeast Paving is requesting road closures during the week of September 19th for pipe installation.

Weather and material availability pending, we are requesting daily closures from 7:00 am thru 5:00 pm on Monday and Tuesday September 19th and 20th. These closures are for the installation of the two 36-inch SICPE pipes located at approximate project stations 104+20 and 97+10.

Their second request, weather and material availability pending, is to request a 24-hour per day, 3-day closure of Ferry Road Wednesday, September 21 thru Friday September 23. This closure will be located at the approximate project stations 11+25 thru 16+00, for the installation of the 60-inch x 46-inch pipe arch.

To keep the public aware of the daily closures, NEP will place a message board at each intersection of Ferry Road and Pinewoods Road indicating how far the roadway is open in each direction. Along with the two message boards, detour signs will be placed at all intersections within Ferry Road, and road closed signs will be placed at the immediate work zone. Messages on message boards will be changed as needed to current conditions.

VOTE (2022-192) Councilor Fellows, seconded by Councilor Lunt, moved to approve the closure of Ferry Road for the week of September 19th to the 23rd. Councilor Fellows, seconded by Councilor Lunt, proposed an amendment to allow discretion for the Town Manager to close the road for Public Safety reasons and to change the time frame if needed through thirty days. The Amendment to the motion was passed **Vote 6-0**.

Amended Order passed – Vote 6-0.

VILLAGE STREET IMPROVEMENTS BID RESULTS AND RECOMMENDATIONS

Generally, bidding sitework this late in the season does not result in favorable pricing as firms rush to complete work before winter conditions set in. With that said, it is not a sure thing that rebidding the project over the winter for 2023 construction will yield lower costs given the uncertainty of what pricing may be next season. We have contacted the contractors who took out bidding packages but did not bid on the project, and can hopefully get their feedback to discuss with the Council as they weigh options on Tuesday night.

As for the evaluation of the overall budget, the project funding can be summarized below:

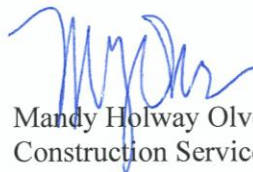
Ferry Road Loan	\$ 2,800,000
Ferry Road Budget Committed	\$ 1,900,000 (includes Construction, Engineering, Contingency)

This leaves \$900,000 available. With award of the construction and adding contingency and engineering, about \$850,000 would be needed to proceed with award to Glidden. In summary, there is sufficient funding available to complete both projects with the bond money.

Please let us know if you have any questions or need further information at this time.

Very truly yours,

OLVER ASSOCIATES INC.



Mandy Holway Olver P.E., Vice-President
Construction Services Manager

MHO/sb

2522/090

CC: Mr. Randy Cyr, Public Works Director

LISBON VILLAGE STREET ROADWAY IMPROVEMENTS
BID TAB

Item No.	Item Description	Est. QTY	Unit	Glidden Excavating & Paving Unit Price	Glidden Excavating & Paving Total Price	Eurovia Atlantic Coast, LLC Unit Price	Eurovia Atlantic Coast, LLC Total Price
1	Tree Removal	1	LS	\$ 9,600.00	\$ 9,600.00	\$ 20,000.00	\$ 20,000.00
2	Mobilization & Traffic Control	1	LS	\$ 225,000.00	\$ 225,000.00	\$ 177,000.00	\$ 177,000.00
3	2" Milling	7,500	SY	\$ 13.50	\$ 101,250.00	\$ 7.50	\$ 56,250.00
4	Remove & Reset Existing Granite Curb	3300	LF	\$ 35.00	\$ 115,500.00	\$ 79.00	\$ 260,700.00
5	ADA Crosswalk Ramp/Detectable Warning	16	EA	\$ 6,750.00	\$ 108,000.00	\$ 2,500.00	\$ 40,000.00
6	Temporary Erosion Control	1	LS	\$ 5,500.00	\$ 5,500.00	\$ 15,000.00	\$ 15,000.00
7	Roadway Pavement	900	Tons	\$ 130.00	\$ 117,000.00	\$ 175.00	\$ 157,500.00
8	Sidewalk & Driveway Pavement	300	Tons	\$ 170.00	\$ 51,000.00	\$ 326.00	\$ 97,800.00
9	Loam & Seeding	1	LS	\$ 17,500.00	\$ 17,500.00	\$ 28,000.00	\$ 28,000.00
10	Striping	1	LS	\$ 7,500.00	\$ 7,500.00	\$ 8,000.00	\$ 8,000.00
11	New Granite Curb	0	LF	\$ -	\$ -	\$ -	\$ -
12	Sidewalk Gravel	150	CY	\$ 130.00	\$ 19,500.00	\$ 155.00	\$ 23,250.00
TOTAL BID					\$ 777,350.00		\$ 883,500.00

PROPOSAL
VILLAGE STREET ROADWAY IMPROVEMENTS
TOWN OF LISBON, MAINE

Town of Lisbon, Maine
300 Lisbon Street
Lisbon, Maine 04250

Greetings:

The undersigned, as Bidder on the above indicated Project, declares that the only persons or parties interested as principals in this Bid or in the Contract proposed to be taken, are named herein; that this Bidder has carefully examined the location of the proposed work, the Drawings and Specifications including the Invitation to Bid, Proposal, Contract, and Technical Specifications; and proposes and agrees if this Bid is accepted that he/she will contract to provide all necessary and proper labor, machinery, equipment, facilities, and incidentals, and to do all the Work and furnish all labor and material necessary or proper to carry out the Contract in the manner and time therein set forth, and that he/she will do all other things required and incidental to the completion of the Work.

All entries in the entire proposal have been made clearly and in ink; total prices bid have been written in both words and figures. All items defined in the Contract Documents have been bid upon.

It is understood that this Bid may not be withdrawn within 90 days after the actual date of the opening thereof.

6/30/22
(Date)

Lise Glidden
(Signed)
Name: Lise Glidden
Title: Corporate Secretary
Representing: Glidden Excavating & Paving Inc
Address: 326 New Portland Rd
Gorham ME 04038

BID FORM

BIDDER agrees to perform all Work as described in these Contract Documents for the following unit prices for the payment items indicated:

ITEM	DESCRIPTION	APPROX. QUANTITY	UNITS	UNIT PRICE	TOTAL PRICE
1.	Tree Removal	LS	LS	\$ <u>9,600.00</u>	\$ <u>9,600.00</u>
2.	Mobilization & Traffic Control	LS	LS	\$ <u>225,000.00</u>	\$ <u>225,000.00</u>
3.	2" Milling	7500	SY	\$ <u>13.50</u>	\$ <u>101,250.00</u>
4.	Remove & Reset Existing Granite Curb	3300	LF	\$ <u>35.00</u>	\$ <u>115,500.00</u>
5.	ADA Crosswalk Ramp/Detectable Warning	16	EA	\$ <u>6,750.00</u>	\$ <u>108,000.00</u>
6.	Temporary Erosion Control	LS	LS	\$ <u>5,500.00</u>	\$ <u>5,500.00</u>
7.	Roadway Pavement	900	Tons	\$ <u>130.00</u>	\$ <u>117,000.00</u>
8.	Sidewalk & Driveway Pavement	300	Tons	\$ <u>170.00</u>	\$ <u>51,000.00</u>
9.	Loam & Seeding	LS	LS	\$ <u>17,500.00</u>	\$ <u>17,500.00</u>
10.	Striping	1	LS	\$ <u>7,500.00</u>	\$ <u>7,500.00</u>
11.	New Granite Curb (deleted Add#1)	0	LF	\$ <u>-</u>	\$ <u>-</u>
12.	Sidewalk Gravel	150*	CY	\$ <u>130.00</u>	\$ <u>19,500.00</u>

TOTAL BID (IN FIGURES):\$ 777,350.00

TOTAL BID (IN WORDS): SEVEN HUNDRED SEVENTY SEVEN THOUSAND Dollars
THREE HUNDRED AND FIFTY DOLLARS & NO CENTS

*Note: Asterisk indicates indeterminate quantity for bidding comparison.

The undersigned agrees to the following:

- To furnish all required insurance certificates and bonds within 10 days after formal acceptance of the proposal by the Owner. All insurance certificates and bonds must be furnished before formal execution of the contract by the Owner.
- To substantially complete the work within 75 calendar days and to fully complete the work within 90 calendar days of the formal Notice to Proceed.
- That the Owner may retain liquidated damages of \$750 per day for each day in excess of those mentioned above that the work is not completed as indicated.

PROPOSAL

VILLAGE STREET ROADWAY IMPROVEMENTS

TOWN OF LISBON, MAINE

Town of Lisbon, Maine
300 Lisbon Street
Lisbon, Maine 04250

Greetings:


The undersigned, as Bidder on the above indicated Project, declares that the only persons or parties interested as principals in this Bid or in the Contract proposed to be taken, are named herein; that this Bidder has carefully examined the location of the proposed work, the Drawings and Specifications including the Invitation to Bid, Proposal, Contract, and Technical Specifications; and proposes and agrees if this Bid is accepted that he/she will contract to provide all necessary and proper labor, machinery, equipment, facilities, and incidentals, and to do all the Work and furnish all labor and material necessary or proper to carry out the Contract in the manner and time therein set forth, and that he/she will do all other things required and incidental to the completion of the Work.

All entries in the entire proposal have been made clearly and in ink; total prices bid have been written in both words and figures. All items defined in the Contract Documents have been bid upon.

It is understood that this Bid may not be withdrawn within 90 days after the actual date of the opening thereof.

08/31/2022

(Date)



(Signed)

Name: Wayne A. Berry

Title: Division Manager

Representing: Eurovia Atlantic Coast, LLC dba Northeast Paving

Address: 953 Odlin Road

Bangor, ME 04401

Eurovia Atlantic Coast, LLC dba Northeast Paving
BID FORM

BIDDER agrees to perform all Work as described in these Contract Documents for the following unit prices for the payment items indicated:

ITEM	DESCRIPTION	APPROX. QUANTITY	UNITS	UNIT PRICE	TOTAL PRICE
1.	Tree Removal	LS	LS	\$ 20,000.00	\$ 20,000.00
2.	Mobilization & Traffic Control	LS	LS	\$ 177,000.00	\$ 177,000.00
3.	2" Milling	7500	SY	\$ 7.50	\$ 56,250.00
4.	Remove & Reset Existing Granite Curb	3300	LF	\$ 79.00	\$ 260,700.00
5.	ADA Crosswalk Ramp/Detectable Warning	16	EA	\$ 2,500.00	\$ 40,000.00
6.	Temporary Erosion Control	LS	LS	\$ 15,000.00	\$ 15,000.00
7.	Roadway Pavement	900	Tons	\$ 175.00	\$ 157,500.00
8.	Sidewalk & Driveway Pavement	300	Tons	\$ 326.00	\$ 97,800.00
9.	Loam & Seeding	LS	LS	\$ 28,000.00	\$ 28,000.00
10.	Striping	1	LS	\$ 8,000.00	\$ 8,000.00
11.	New Granite Curb (deleted Add#1)	0	LF	\$ NA	\$ NA
12.	Sidewalk Gravel	150*	CY	\$ 155.00	\$ 23,250.00

TOTAL BID (IN FIGURES):\$ 883,500.00

TOTAL BID (IN WORDS): Eight Hundred Eighty Three Thousand Five Hundred and Zero Cents Dollars

*Note: Asterisk indicates indeterminate quantity for bidding comparison.

The undersigned agrees to the following:

- a. To furnish all required insurance certificates and bonds within 10 days after formal acceptance of the proposal by the Owner. All insurance certificates and bonds must be furnished before formal execution of the contract by the Owner.
- b. To substantially complete the work within 75 calendar days and to fully complete the work within 90 calendar days of the formal Notice to Proceed.
- c. That the Owner may retain liquidated damages of \$750 per day for each day in excess of those mentioned above that the work is not completed as indicated.

The undersigned acknowledges the receipt of the following Addenda:

#1, 8/8/2022 -- #2, 8/22/2022 -- #3, 8/25/2022

NOTES ON PROPOSED SCHEDULE ASSOCIATED WITH THIS BID, IF ANY

Date: 08/31/2022

Signed: Wayne A. Berry

Name: Wayne A. Berry

Title: Division Manager

Representing: Eurovia Atlantic Coast, LLC dba Northeast Paving

Address: 953 Odlin Road

Bangor, ME 04401

Telephone: 207-945-0873

Fax: 207-945-0874

(Seal - if Bid is by Corporation)
(Also attached Certificate of Authority
for signatory to execute contract)

The undersigned acknowledges the receipt of the following Addenda:

#1 - 8/8/22 H 3 - 8/25/22

#2 - 8/22/22

NOTES ON PROPOSED SCHEDULE ASSOCIATED WITH THIS BID, IF ANY

A MAJORITY OF THE WORK CAN BE COMPLETED
IN 2022.

OVERLAY PAVING CANNOT BE COMPLETED BY 10/22/22 - PAVING
DEADLINE

Date: 8/30/22

Signed: Lisa Glidden

Name: Lisa Glidden

Title: Corporate Secretary

Representing: Glidden Excavating & Paving Inc

Address: 326 New Portland Rd

Gorham Me 04938

Telephone: 207 856 9990

Fax: 207 856 9998

(Seal - if Bid is by Corporation)
(Also attached Certificate of Authority
for signatory to execute contract)

Mr. Cyr stated that the bids came in much higher than expected, that the contractors are too booked. He stated he felt the bids were too expensive at this time. He said Public Works can use reclaim for now where needed to see if we can go out to bid next spring for better pricing. He said the original estimate was about \$400,000.00, which is nearly half of what the bids are.

COUNCILOR COMMENTS: Council discussed paving and bid options and work the Town can do in advance to prepare. Councilor Larochelle asked the Town Manager to follow up on this. The council was in general agreement that the Town should not accept a bid at this time, but wait for the spring per Mr. Cyr's advice.

VOTE (2022-193) For the purpose of discussion, Councilor Larochelle, seconded by Councilor Fellows, moved to authorize the Interim Town Manager to accept a Bid for the Village Street Improvements.

Order failed - Vote 0-6.

LISBON GREEN PURCHASING POLICY

INTRODUCTION:

STATEMENT OF THE POLICY

It is the policy & practice of the Town of Lisbon to:

Institute practices that reduce waste by increasing product efficiency and effectiveness, and

Purchase products that minimize environmental impacts, toxics, pollution, and hazards to worker and community safety to the greatest extent practicable, and

Purchase products that include recycled content, are durable and long-lasting, conserve energy and water, use agricultural fibers and residues, reduce greenhouse gas emissions, use unbleached or chlorine free manufacturing processes, are lead-free and mercury-free, and use wood from sustainably harvested forests (FSC) when & where possible.

Town employees making purchases requiring three written quotes or the bid process shall refer to this policy and shall include a copy of it in the request for quote or bid.

If a purchase does not conform to this policy, but is the most advantageous option for the town. A department director may request, the Town Manager or his Assistant waive the requirements of this policy at their discretion.

I. PURPOSE

To recognize the goals set forth in the Town of Lisbon Solid Waste Management Plan and the Lisbon Local Action Plan for Greenhouse Gas Emission Reductions and for Lisbon to be a responsible environmental leader.

Lisbon is a significant consumer of goods and services. The purchasing decisions of our employees and contractors can positively or negatively affect the environment. By including environmental considerations in our procurement decisions, along with our traditional concerns regarding price, performance, and availability, we will remain fiscally responsible and promote practices that improve public health and safety; reduce pollution and conserve natural resources. The purpose of this document is to establish the framework for a sustainability-based purchasing program for Lisbon.

By giving preference to environmentally friendly products whose quality, function, and cost are equal or superior to more traditional products, this policy will:

- conserve natural resources
- minimize pollution
- reduce the use of water and energy
- eliminate or reduce environmental health hazards to workers and our community
- support strong recycling markets
- reduce materials that are landfilled
- increase the use and availability of environmentally preferable products
- reward vendors who reduce environmental impacts in their production and distribution systems or services
- create a model for successfully purchasing environmentally preferable products that encourages other purchasers in our community to adopt similar goals
- support locally produced goods and services
- educate ourselves, our vendors, and our end users

It is not the intent of this policy to require a department, buyer or contractor to: to take any action that conflicts with local, state or federal requirements; procure products that do not perform adequately for their intended use; exclude adequate competition; or pursue products not available at a reasonable price in a reasonable period of time.

II. POLICY

All Town departments shall take every reasonable effort to reduce the amount of solid waste they generate, recycle materials recoverable from their operations, and maximize the procurement of recycled, energy efficient, and non-toxic products. Department Directors shall monitor compliance with the policy.

III. DEFINITIONS

1. Environmentally Responsible - products or product usage procedures, which are acknowledged to have minimal impact on the environment. Such products or procedures should reduce environmental impact through their composition and/or recyclability or by reduction in quantity and toxicity of waste products, energy use or water consumption.
2. Fiscally Responsible - The cost factor or purchase price for recycled products, or for more environmentally responsible items, should be consistent with a suggested variance of 10% above the acquisition cost for similar or less environmentally responsible items. Additional costs should be counter balanced by savings from improved usage procedures.
3. Recycled Product(s) - Products made with an identifiable percentage (1% - 100%) of post-consumer material content or of discarded virgin materials salvaged from the industrial waste stream. High-content recycled products contain a minimum of 50% of post-consumer material.
4. Waste Reduction - The act of avoiding, eliminating and reducing the amount of solid waste at the source of generation, at the point of usage and at the time of its discard.
5. Non-Toxic Product(s) - Any item which is not considered hazardous waste and that does not otherwise pose a threat to short or long-term human health during its use.
6. Energy-Efficient Product(s) – Products that meet the US Environmental Protection Agency's Energy Star qualifications or US Department of Energy's Federal Energy Management Program (FEMP) and vehicles that meet the US Environmental Protection Agency's Smart Way qualifications.
7. Life-Cycle Cost – The total cost of a product including procurement, use, maintenance, and disposal.

IV. PURCHASING

All Town employees shall make every reasonable effort to reduce the impact of purchased products and to purchase environmentally responsible products.

1. All Departments shall purchase products that are made with recycled, non-toxic, and/or recyclable materials and that minimize environmentally harmful processes and products in their production, as long as those items meet or exceed specifications and required quality levels set forth by the Town and meet cost guidelines laid out in this policy. The Town will give special attention to the purchase of products and materials made from post-consumer recycled materials.
2. When purchases are necessary, strong consideration shall be given to durable items, items having minimal packaging, and items that are readily recycled when discarded.
3. Town departments are encouraged to use independent, third-party, environmental product or service label standards when writing specifications for, or procuring, materials, products, or services.
4. Town departments shall make every reasonable effort to procure chemicals and products that have low toxicity or are non-toxic, except for water treatment purposes. Products with the following attributes should be favored:
 - a) Have the fewest adverse health effects such as skin, eye, nose, throat, and lung irritation from toxic compounds.
 - b) Contain the fewest chemicals that can enter the food chain to be consumed by aquatic plants and animals.
 - c) Contain the fewest volatile organic compounds (VOC's) that can escape during product use.
 - d) Avoid unnecessary additives such as fragrances and dyes.
 - e) Reduce product packaging and use recovered/recoverable materials when packaging is necessary.
5. Departments shall purchase and use rechargeable batteries where applicable.
6. Departments shall purchase and use recycled paper (minimum 20% post-consumer recycled content) for all documents whenever possible. Documents printed on recycled paper shall include the recycling symbol when possible.
7. All departments shall be provided with a constant supply of recycled paper in a 20-100% post-consumer range, with 100% post-consumer recycled paper being the goal depending on availability and quality.
8. All new business cards shall be printed on recycled card stock and shall display the recycling symbol.
9. All formal requests for

V. ENERGY EFFICIENCY

1. New and replacement equipment for lighting, heating, ventilation, refrigeration and air conditioning systems, water consuming fixtures and process equipment and all such components shall meet or exceed Federal Energy Management Program (FEMP) recommended levels, whenever practicable.
2. All products purchased by the Town of Lisbon and for which the U.S. EPA Energy Star certification is available shall meet Energy Star certification. See www.energystar.gov. When Energy Star labels are not available, products shall meet or exceed the FEMP recommended levels.
3. Solar thermal or on-demand water heaters shall be purchased whenever practicable. Where renewable forms of energy are unavailable or not practicable, natural gas shall be used where available in lieu of non-solar powered electricity for water heating.

VI. TRAINING

1. All new employees will be made aware of this policy and the reasoning behind it during New Employee Training.
2. A catalog of Environmentally Preferable Products made available through the Finance Department and shall be available on-line to increase awareness of opportunities to purchase Environmentally Preferable Products.

VII. COST

Department Directors are advised that the purchase of some Environmentally Responsible products may exceed the costs of comparable products. This factor alone should not determine whether an Environmentally Responsible product should be purchased, although it should be a factor in the decision. All purchases shall be handled in a fiscally responsible manner. Generally, for non-paper products, if the life-cycle cost of the environmentally responsible product does not exceed the cost of the alternative by more than 10%, and the product meets all necessary specifications, departments are required to request that the environmentally responsible product be purchased. Recycled paper should be purchased whenever possible, regardless of incremental cost.

VIII. PROGRAM EVALUATION

The Assistant Town Manager and Finance Director shall evaluate the success of this Policy's implementation and provide an annual report to the Town Manager. The report shall relate progress in meeting the goals and objectives of this Policy and note any barriers encountered, recommendations for resolution, and or/description of assistance needed to continuously improve staff's ability to meet this Policy's objectives for the procurement of environmentally preferable products and services.

IX. CONTRACTORS

1. Vendors, contractors, and grantees shall comply with applicable sections of this policy for products and services provided to the Town of Lisbon. In particular, vendors, contractors and grantees providing written materials to the Town shall do so using both sides of the paper and on recycled paper meeting minimum standards of the US EPA Guidelines and labeled as such. In addition, the use of binders, plastic covers, and other items that impede the recycling process are especially discouraged.
2. If the buyer making the selection from competitive bids or requesting department seeks to purchase products that do not meet the environmentally preferable purchasing criteria in this Policy, the buyer or department shall provide a written justification to the Town Manager for why compliance is not practicable, e.g., the product is not technically practical, economically feasible, or available within the timeframe required.
3. If a vendor that is under contract with the Town of Lisbon is no longer able to provide a product that meets this Environmentally Preferred Purchasing Policy, it shall notify the Department Director and provide written justification for why compliance is not practical. Prior written consent from the, authorized Town purchasing agent, shall be required before substituting any alternative product in addition to other standard contract amendment procedures.
4. Contractors and grantees whose contracts with the Town total less than \$1,000 are exempt from this policy, but are encouraged to follow this policy to the greatest extent possible.

COUNCILOR COMMENTS: Councilor Fellows recommended to remove the first sentence in part I: Purpose since it was inadvertently left in from the template that was used to create the policy.

Council was in general agreement to run this by the Department Heads before bringing back to Council and having Legal review it.

VOTE (2022-192) Councilor Fellows, seconded by councilor Lunt, moved to Table the matter until the October 4th, 2022 meeting.

Order passed - Vote 6-0.

OTHER BUSINESS

A. COUNCIL COMMITTEE REPORTS

1. School: Councilor Larochelle said he had nothing to report.
2. Planning Board: Councilor Fellows said they will meet on Thursday and discuss the sign ordinance issues.
3. Lisbon Development Committee: Mr. Cunningham said the next meeting is next Wednesday, they are working on the Banner project and Abandoned Properties.
4. Conservation Commission: Councilor Moore said that equipment is now in place for the Dam Project.
5. Recreation Committee: Councilor Moore said that Mark Stevens, Parks & Recreation Director, is in Scotland with 40 Seniors.
6. County Budget Committee: Councilor Lunt said he had nothing to report.
7. Library Governing Board: Councilor Lunt said the Summer Reading Program was a big success.
8. Water Commission: Councilor Fellows said they will meet next week.
9. Finance Committee: Councilor Robishaw said the Committee did not have a quorum when they met but they were able to make a recommendation for the Council.

B. TOWN MANAGER'S REPORT

Interim Town Manager Ryan McGee offered the following updates for Council:

- Updates with the Parks and Recreation Department: Mark Stevens advised his decision and selected the new Parks and Recreation Assistant Director to be Kate Madore. Kate was the Administrative Assistant for Parks and Rec and Mark stated the following: "her experience and knowledge she has acquired in the past 2.5 years with the department has made it an easy decision, she has proven leadership qualities with coordination of the Moxie Festival and many other aspects of the Recreation world." Congratulations to Kate on her new position at the Rec Department. This will now open up an Administrative Assistant position at the Rec Department.
- The ATV ride is scheduled for Sept 8th at Left hand club, currently we have Councilor Robishaw that will be attending, and I also will be attending. We have had one ATV committee meeting since the last council meeting, this included both ATV clubs in town, the warden service and also a representative from CMP. The meeting was productive and went very well. We have another ATV meeting schedule in September as well and will continue working with our ATV clubs to improve access to each other's trail systems.
- Main Street: McGee Construction has to close Main Street in two parts due to the water line in the middle of the road they are replacing from Union Street north towards School Street. This will expedite the work by closing it. The time frame of paving downtown Main Street is by the end of September. I have asked for them to come up with a plan to make downtown Main Street two-way traffic once it is paved, to allow more downtown traffic to the businesses.
- Ferry Road project: Met with new England pavement and they are looking at finishing the Ferry Road Project by end of October, and looking to reclaim road pavement the week of Sept 12th, place pavement binder on the week of Sept 26th, work on driveways and handwork on sides of roads and place surface pavement week of October 17th. Chief McGee has requested they add and paint the white fog lines as part of the project, as concerns were brought forward of safety while walking on that roadway.
- Local Road Assistance Program: Chief McGee is requesting Council Permission to apply and sign the application for the (LRAP) Local Roads Assistance Program through the Maine Department of Transportation. This program would give us \$68,804.00 in Urban Road funding and \$32,292.00 for Rural Road funding, totaling \$101,096.00. This funding is to be used for road capital improvements and/or maintenance of roadways. It can also be used for Traffic Safety signal safety, and he would like to use some of the funds for a few solar Electronic Speed signs and will work with the PW Director to fund some of the road projects for this upcoming year. This funding can also be used for roads, sidewalks, culverts, and bridge repairs.

VOTE (2022-192A) Councilor Larochelle, seconded by Councilor Fellows, made a motion to give the Interim Town Manager the authority to sign the application for the LRAP and to apply for this no-match funding that is available to the Town of Lisbon.

Order passed - Vote 6-0.

- Update on the Upper Dam Project: The U.S. Fish and Wildlife Service, one of the partners and supporters of the Upper Dam removal project, is planning a press event to celebrate the ground breaking start of the project. In the larger context of this event, our Lisbon Upper Dam project is the very first project to break ground that is funded by the Federal Bipartisan Infrastructure Law. He confirmed today the date and time for the event will be September 15th from noon to 1:00 pm. Representatives from the United States Fish and Wildlife Service, as well as the Massachusetts Regional office and members from the DC office will be in attendance. The Commissioner from the Maine Department of Marine Resources will also be in attendance along with members of the Atlantic Salmon Federation. Chief McGee would like to welcome the Council and members of the public to join the groundbreaking event.

LISBON EMERGENCY 2021-2022 YEAR END REPORT

2021-2022 YEAR END REPORT

LISBON EMERGENCY, INC



42 Village Street
Lisbon, Maine 04250
207-353-4079



2021-2022 YEAR END REPORT

Opening Statement

It is with pleasure that I report on the activities of Lisbon Emergency. Lisbon Emergency was able to purchase a new ambulance that was scheduled to be a demo model for the dealership. Lisbon Emergency locked in the purchase price in March, by the time we took delivery in June, the cost of a new ambulance increased by \$50,000 and lead time increased to 24-36 months (we saved \$50,000).

Lisbon Emergency changed ambulance billing company in 2020; our new billing company has proven to be a good move. Ambulance income has increased and billing fees have decreased. Lisbon Emergency has partnered with local ambulance transfer services to start providing medical transport for non-emergency transports. This has enabled Lisbon Emergency to staff our second ambulance on most Fridays and has increased revenue.

In July 2021, Lisbon Emergency, with approval from the Board, took Topsham Fire off our mutual aid run card. Topsham Fire wanted to start charging for mutual aid services and bill the patient. This is against the Center for Medicare Service insurance rules; Lisbon Emergency wanted no part in this billing practice. There has been no negative effect on patient care.

One of the biggest challenges facing EMS is the reimbursement rates. The reimbursements by insurance company rates have not keep up with current cost to run an ambulance service. For example: Lisbon Emergency is paid \$250.00 from the insurance companies for working a cardiac arrest on scene. Our cost is approximately: (many factors go into the cost):

• Labor cost (average cardiac arrest is 2.0 hours with 3+ providers)	\$135.00
• EZ-IO drill needle (Intraosseous)	\$195.28
• IV needle	\$ 3.69
• IV Extension Set	\$ 1.96
• Tegaderm and Tourniquet	\$ 2.79
• Fluid Drip Set	\$ 2.49
• Normal Sodium Chloride 0.9%	\$ 4.68
• IV/IO flushes	\$ 7.68
• Fluid Pressure Infusion Bag	\$ 18.28
• Multi-Function Defibrillator Pads	\$ 42.99
• King Airway Tube	\$ 55.99
◦ If an ET tube is only used cost drop by \$30.23	
• EtCO2 line	\$ 12.29
• ET/King Holder	\$ 5.79
• Lucas Suction Cup	\$ 65.99
• Video Laryngoscope Blade	\$ 48.99
• Oral and Nasal Airway	\$ 3.99
• Suction Canister	\$ 4.89
• Suction Tubing	\$ 3.99
Sub Total	\$ 669.65

Call Volume

Lisbon Emergency answered 1,409 calls for service the pass fiscal year. This is a record year; our average year is 1,040 calls.

2021-2022 YEAR END REPORT

	Bowdoin	Lisbon/Fall	Lewiston	Durham	Topsham	Sabattus	Misc/Can	Total
Jul-21	24	66	5	1				96
Aug-21	18	80	9	1		2		110
Sep-21	16	69	5	5			1	96
Oct-21	22	75	13	2			2	114
Nov-21	22	93	34	2		4	1	156
Dec-21	14	80	52	1	1	6	4	158
Jan-22	20	71	22	3		3	3	122
Feb-22	11	71	19				3	104
Mar-22	16	74	18	1	1	2	3	115
Apr-22	15	60	1				6	82
May-22	14	109	4			1		128
Jun-22	20	87	5	2		1	13	128

1409

- 79 calls were non-emergent transfer out of the 1,409
- Emergency calls
 - 2021/2022 1,330
 - 2020/2021 1,091
 - 2019/2020 1,047
 - 2018/2019 1,066
- Other ambulance services are seeing major increase in call volume. Sacopee Rescue call volume is up by 50%.

Second Calls

Lisbon Emergency staffs one ambulance, a second call happens when the first is already on a call.

- 2nd Calls given to mutual aid 78 calls
 - Average 1.7 per week
 - Cost to staff a second ambulance is \$9,408/week
 - Projected income is only \$1,020/per week
 - Would need a third ambulance at \$500,000+ (ambulance plus equipment)
- 3rd Calls given to mutual aid 6 calls
- 4th Calls given to mutual aid 4 calls

Response Times

The response time is the time from Lisbon Emergency receiving the call from Lisbon Comm Center until arriving on scene. The average time for Lisbon/Falls was 7.19 minutes and average time for Bowdoin was 16.49 minutes

2021-2022 YEAR END REPORT

Runs by Provider Impression (top 5)

Sick Person	16.75% of the calls
Medical-Weakness	10.16% of the calls
Behavioral	4.00% of the calls
Pain-Abdominal	3.85% of the calls
Cardiac-Chest Pain	2.59% of the calls

Runs by Response Disposition (top 4)

Treated – Transported by EMS	75.46% of the calls
Patient Treated – Refused Transport	6.23% of the calls
Patient Refuse Care and Transport	5.63% of the calls
Canceled	3.85% of the calls

Runs by Dispatch Reason (top 7)

Sick Person	16.38% of the calls
Falls	12.45% of the calls
Transfer	10.23% of the calls
Breathing Problem	10.16% of the calls
Traffic Incident	6.23% of the calls
Chest Pain- (non-Traumatic)	4.97% of the calls
Behavior	3.85% of the calls

Procedure Administered by Providers (top 5)

IV-Peripheral Vein	17.68% out of 752 calls with procedure
12 Lead Electrocardiogram	14.68% out of 752 calls with procedure
4 Lead Electrocardiogram monitoring	13.57% out of 752 calls with procedure
Blood Glucose Analysis	9.42% out of 752 calls with procedure
ETCo2 Monitoring	1.89% out of 752 calls with procedure

Medications Administered by Providers (top 6)

Oxygen	7.95% to all patients transported
Ondansetron	3.88% to all patients transported
Aspirin	2.19% to all patients transported
Fentanyl	2.19% to all patients transported
Nitroglycerin	2.13% to all patients transported
DuoNeb/Combivent	1.88% to all patients transported

Calls by Patient Age

< 1	.74%
1-9	2.89%
10-19	3.41%
20-29	6.00%
30-39	8.45%
40-49	6.52%
50-59	9.86%

2021-2022 YEAR END REPORT

60-69	17.42%
70-79	20.46%
80-89	12.08%
90 plus	5.11%

Runs by Destination Name (area EDs)

Central Maine Medical	432	32.02%
Mid-Coast	256	18.98%
St. Mary	192	14.23%
Maine Medical Center	20	1.48%

Cardiac Arrest

	Total	Return of Spontaneous Circulation
2020-2021	8	2
2021-2022	19	1

Pediatric Calls (age up to 18 years old)

- Total pediatric calls 42
 - 30 Transported by Lisbon Emergency
 - 2 Transported by Life Flight
 - 10 Parent Refused Transport
- Complaint Reported by Dispatch (Top 3 reasons)
 - Sick Person
 - Psychiatric
 - Traffic Incident

Activity Tracking Report

- Total Charges \$1,038,004.66
- Total Allowable by Insurance Companies \$ 417,549.66
- Total Collected \$ 393,047.40
- Percent Collected 94.35%

Payor Mix (% of Revenue)

Medicare	45.07%
Other Insurance	22.08%
Medicaid/Maine Care	18.41%
Blue Cross	6.93%
Self-Pay – Insured (Co pay)	3.49%
Veterans Administration	2.41%
Self-Pay Uninsured	1.47%
Facilities (hospitals and nursing home)	0.14%

Collections

- Patient's Accounts Sent to Collection 211
 - 18.15% of billable calls
- Dollar Amount Sent to Collection \$137,565.87
- Amount Collected \$ 2,208.00
 - 0.016% Collected

2021-2022 YEAR END REPORT

- 4 account close to bankrupt
- 11 accounts closed deceased
- Total amount with collection since 2006 \$1,670,756.33

Transfers

Lisbon Emergency started doing transfers with the second ambulance. November to April for United Ambulance Service. From May to June for Northeast Mobile Health.

- Project Income (using a BLS rate) \$34,496.00
 - United transfers 87
 - Northeast transfer 11
- Project Mile Income \$14,866.10
 - United 393.3
 - Northeast 239.3
- **Total Projected Income** **\$49,362.10**

Expenses

- Labor \$10,221.39
- Food Allowance \$ 982.08
- PPE \$ 292.00
- Medical Supplies \$ 300.00
- Fuel unknown
- **Projected Expense** **\$11,795.47**

Profit and Loss from Transfers

\$37,566.63

Recruitment and Retention

There is a major EMT and Paramedic shortage cross the county and in Maine. All 50 states are studying how to solve the problem. In the next ten years, how emergency medical care is performed will look totally different than the current model. Changes we could see:

1. Paramedics would be health care providers with a very limited public safety role. They would have college degrees, have a diverse education and have a better understanding of the basic sciences. They would have an enhanced skill set and would be a part of a health care system more aligned with a hospital or similar facility. They would not be in a primary response role, except for previously defined calls where ALS skills are immediately needed.
2. EMTs would be public safety providers who would handle the majority of EMS care and transport. We would abandon the current concept of basic life support and advanced life support and look specifically at the tasks needed for adequate care and then educate the EMT in those skills that may be beneficial, regardless of whether they were once considered BLS or ALS.
3. Not every patient needs ambulance transport. We need to modify the legal and regulatory systems so that non-emergent patients can be evaluated by EMS providers. Those meeting non-emergent criteria can be given referrals to non-hospital-based care facilities or primary care providers. Alternate transport methods, including ride-sharing and similar modalities, can be used. This would serve to make ambulances more readily available and would decrease ED crowding.
4. EMS would be empowered to take unique patient conditions to more appropriate facilities. Those with alcohol use disorders and other substance abuse issues could be routed to sobering facilities and/or substance abuse treatment centers instead of emergency departments. Homeless individuals can be an enormous burden on the EMS system as they tend to be a higher user of resources. They can be routed to facilities that aid the homeless. Psychiatric patients would be directed to predesignated psychiatric assessment and treatment facilities.

2021-2022 YEAR END REPORT

5. Specialized treatment and transport systems (e.g., medical helicopters, critical transport vehicles, bariatric transport vehicles) would be an integrated part of the EMS system and strategically placed based upon demand and geography
6. Technologies without demonstrated benefit (e.g., stroke ambulances, paramedics on motorcycles, horses and bicycles) would only be utilized when there has been bona fide scientific evidence of benefit.¹

Goals for 2022/2023

Data Collecting Report for the Center for Medicare Service

Up-date the "Continuous Quality Improvement" Plan

Develop a service "Safety Plan"

Up-Date 2018 By-Laws

Audit

Balance Sheet

	<u>Jun 30, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
1050 · TD Bank	18,797.33
1100 · LCCU Checking	51,586.33
1110 · LCCU Savings	132,729.79
1115 · LCCU Capital Savings	70,871.53
1120 · LCCU Money Market	58,748.51
1135 · LCCU Donations	2,137.34
1150 · Androscoggin Bank	10,993.72
1170 · Petty Cash	<u>228.35</u>
Total Checking/Savings	346,092.90
Other Current Assets	
12100 · Inventory Asset	<u>416.24</u>
Total Other Current Assets	<u>416.24</u>
Total Current Assets	346,509.14
Fixed Assets	
Accumulated	
Accum Depr Building	-80,034.00
Accum Depr Leasehold Improvemen	-48,127.00
Accum Depr Machinery & Equipmen	-301,344.60
Accum Depr Motor Vehicles	<u>-86,460.00</u>
Total Accumulated	-515,965.60
Fixed Assets	
Building	223,121.00
Leasehold Improvements	63,440.00
Machinery and Equipment	353,954.50

¹ [The Paramedic Shortage – Opportunity or Crisis? - JEMS: EMS, Emergency Medical Services - Training, Paramedic, EMT News](#)

2021-2022 YEAR END REPORT

Motor Vehicles	218,880.73
12500 · Medical Equipment	18,071.94
Fixed Assets - Other	<u>418.65</u>
Total Fixed Assets	<u>877,886.82</u>
Total Fixed Assets	<u>361,921.22</u>
TOTAL ASSETS	<u>708,430.36</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
1300 · Accounts Payable	<u>-2,690.48</u>
Total Accounts Payable	-2,690.48
Credit Cards	
1401 · WEX	<u>1,858.44</u>
Total Credit Cards	1,858.44
Other Current Liabilities	
1201 · Village Street Loan	41,698.71
1206 · 44 Loan	<u>168.71</u>
Total Other Current Liabilities	<u>41,867.42</u>
Total Current Liabilities	<u>41,035.38</u>
Total Liabilities	41,035.38
Equity	
32000 · Unrestricted Net Assets	533,533.28
Net Income	<u>133,861.70</u>
Total Equity	<u>667,394.98</u>
TOTAL LIABILITIES & EQUITY	<u>708,430.36</u>

Profit & Loss

	<u>Jul '21 - Jun 22</u>
Ordinary Income/Expense	
Income	
1001 · Ambulance Income	
1001B · Income from Collection Agency	4,856.49
1001 · Ambulance Income - Other	<u>522,158.64</u>
Total 1001 · Ambulance Income	527,015.13
1002 · Charitable Donations	2,137.30
1003 · Interest Income	325.98
1004 · Event Coverage & CPR Classes	6,038.50
1007 · Long Term Capital Gain	-1,449.99
1011 · Town of Bowdoin Income	52,851.32
1012 · Town of Lisbon Income	<u>199,841.24</u>
Total Income	<u>786,759.48</u>
Gross Profit	786,759.48

2021-2022 YEAR END REPORT

Expense

2100 · 42 Village Expenses

Repairs & Maintenance

2110 · Building Supplies

2110a · Bottle Water	46.66
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2110 · Building Supplies - Other	606.39
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Total 2110 · Building Supplies	653.05
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2121 · Building Service Contracts	279.00
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2122 · Landscaping and Plowing	2,943.49
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2123 · Building Repairs & Maintenance	744.93
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2124 · Trash Removal	719.55
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Repairs & Maintenance - Other	125.00
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Total Repairs & Maintenance	5,465.02
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Utilities

2131 · Cable TV, Internet, Telephone	3,613.92
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2132 · Electricity	1,952.55
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2133 · Heating Oil	1,807.07
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2134 · Propane	406.80
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2135 · Water & Sewer	780.16
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Total Utilities	8,560.50
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2100 · 42 Village Expenses - Other	58.03
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Total 2100 · 42 Village Expenses	14,083.55
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2150 · P.R. & Community Outreach	445.14
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2200 · Bank Fees

2210 · Interest Expense	2,320.54
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2200 · Bank Fees - Other	85.00
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Total 2200 · Bank Fees	2,405.54
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2250 · Credit Card Fees	247.92
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2300 · Employee

2310 · Education & Training

2311 · In House Training Fee Expense	342.00
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2312 · Specialty ABC Classes	294.21
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2310 · Education & Training - Other	650.00
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Total 2310 · Education & Training	1,286.21
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2320 · Employee Benefits & Gifts

2322 · Food Allowance	591.90
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2320 · Employee Benefits & Gifts - Other	292.20
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Total 2320 · Employee Benefits & Gifts	884.10
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2330 · Payroll

2331 · Agency Payments	999.73
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2335 · Payroll Processing Fees	1,762.80
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2336 · Payroll Taxes	123,028.90
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2337 · Wages & Salaries	330,960.35
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2021-2022 YEAR END REPORT

2338 · Payroll Expenses	140.70
2330 · Payroll - Other	<u>13,284.08</u>
Total 2330 · Payroll	470,176.56
2340 · Stipends	0.00
2350 · Uniforms	688.88
2360 · Infection Control/Employee Heal	<u>348.58</u>
Total 2300 · Employee	473,384.33
2400 · EMS Operations	
2410 · ALS Intercept Fees	7,300.00
2420 · Dispatching	6,500.00
2430 · Medical Equipment	
2431 · Medical Equip PM & Service Con	3,633.00
2432 · EMS Equipment	2,139.97
2433 · Ambulance Medication Cost	465.70
2430 · Medical Equipment - Other	<u>-110.20</u>
Total 2430 · Medical Equipment	6,128.47
2440 · Medical Supplies	
2441 · Medical Oxygen	
2441b · Oxygen Rental	1,602.04
2441 · Medical Oxygen - Other	<u>1,243.48</u>
Total 2441 · Medical Oxygen	2,845.52
2442 · Medical Supplies	
2443 · Member PPE	1,360.90
2442 · Medical Supplies - Other	<u>17,929.50</u>
Total 2442 · Medical Supplies	19,290.40
2440 · Medical Supplies - Other	<u>2,085.68</u>
Total 2440 · Medical Supplies	24,221.60
2445 · Medical Director	1,250.00
2450 · Monthly Billing Fees	17,067.26
2460 · Radio's, Pager, & Equipment	1,073.23
2470 · Vehicle expenses	
2471 · Registration & Inspection	40.00
2472 · Vehicle Repair & Maintenance	
401 · 401 Repairs	8,938.26
44 · 44 Repairs	6,532.91
2472 · Vehicle Repair & Maintenance - Other	<u>25.96</u>
Total 2472 · Vehicle Repair & Maintenance	15,497.13
2473 · Vehicle Fuel	
F401 · 401 Fuel	6,117.34
F403 · F44 - New Ambulance Fuel	<u>11,777.63</u>
Total 2473 · Vehicle Fuel	17,894.97
2470 · Vehicle expenses - Other	<u>646.15</u>
Total 2470 · Vehicle expenses	<u>34,078.25</u>

2021-2022 YEAR END REPORT

Total 2400 · EMS Operations	97,618.81
2474 · Reimbursement for Mileage	135.65
2500 · Office	
2510 · Computer & Software	2,923.37
2520 · Office Supplies	1,180.64
2530 · Postage	192.85
Total 2500 · Office	4,296.86
2600 · Professional Fees	
2610 · Accountant Fees	600.00
2620 · Insurance Expense	
2622 · Liability Insurance	6,835.50
2623 · Workman's Comp. Insurance	28,472.28
2624 · Health Insurance	13,579.18
2620 · Insurance Expense - Other	8,141.00
Total 2620 · Insurance Expense	57,027.96
2630 · Legal Fee	1,707.50
2640 · Licenses & Permits	873.32
2650 · Service Licenses	25.00
2600 · Professional Fees - Other	35.00
Total 2600 · Professional Fees	60,268.78
2810 · Misc. Expense	11.20
66900 · *Reconciliation Discrepancies	0.00
Total Expense	652,897.78
Net Ordinary Income	133,861.70
Net Income	133,861.70

Closing

Lisbon Emergency would like to thank the Towns of Lisbon and Bowdoin for their support. We look forward to providing emergency medical care and training to the resident and visitors of Lisbon and Bowdoin. Any comments or concerns, please call the station at 207-353-4079

James MacDonnell, Chief

Chief MacDonnell presented the report to Council and fielded questions. Councilor Moore asked for a copy of the audit. Chief MacDonnell said they hope to have it by January. Councilor Moore suggested the Town Manager assist with getting an auditor for that.

UPDATE FROM CONSOLIDATED COMMUNICATIONS

Simon Thorne from Consolidated Communications/Fidium updated the Council on their progress installing fiber optics in Lisbon. Mr. Thorne stated they are nearly done, but there is one area that will not receive service due to a lack of conduits underground. He said they include all the private roads that comprise Town & Country Trailer Park. Councilor Moore suggested it might be revisited in the future, and Mr. Thorne encouraged the residents in that area to contact Fidium to request service. He suggested any interested in the new service could go to fidiumfiber.com.

APPOINTMENTS—NONE**COUNCILOR COMMUNICATIONS—NONE****AUDIENCE PARTICIPATION & RESPONSE FOR NEW ITEMS**

Mr. Richard Nadeau of Summer Street said that there is a safety issue at the MTM Recreation Center. He said there are a lot of children and it is great to see, but there should be more sidewalks along the side streets that surround the park to keep the children safer.

Mr. Nadeau also informed the Council that he would like to try to get a Garden Club started in town.

Bill Kuhl, President of Positive Change Lisbon, said PCL will offer an RFQ for running the Worumbo event venue. He said he would like to have a designated member of the Council on board, and suggested a naming competition for the space since it will be a “venue” and not a “park.”

EXECUTIVE SESSION

VOTE (2022-195) Councilor Fellows, seconded by Councilor Larochelle, moved to go into Executive Session Per 1 MRSA Section 405(6)(A) Personnel Matters at 8:39 PM.

Order passed – Vote 6-0.

The Council came out of executive session at 9:15 PM.

VOTE (2022-196) Councilor Fellows, seconded by Councilor Lunt, moved to adjourn at 9:15 PM.

Order passed – Vote 6-0.

Lisa M. Ward, Council Secretary

Town Clerk

Date Approved: September 20, 2022