AGENDA
COUNCIL MEETING
September 5, 2024
LISBON TOWN OFFICE
6:30 PM MEETING

1. CALL TO ORDER & PLEDGE TO FLAG
2. ROLL CALL
   Harry Moore, Jr., Chair
   Raymond Robishaw, Vice Chair
   Mark Lunt
   Normand Albert
   Jo-Jean Keller
   Christine Cain
   Fern Larochelle
3. GOOD NEWS & RECOGNITION
4. PUBLIC HEARINGS
   A. Bond Ordinance for $6,000,000 General Obligation Bonds for Philip W. Sugg Middle School Renovations and Construction
5. AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS
6. CONSENT AGENDA
   A. *Consent Agenda Items*
      1. Muncipal and School Warrants:
         Municipal Accounts Payable: $314,450.62
         Municipal Payroll: $243,791.81
         School Accounts Payable: $243,066.96
         School Payroll: $17,567.57
7. COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES
   A. **Order 2024-150** Bond Ordinance for $6,000,000 General Obligation Bonds for Philip W. Sugg Middle School Renovations and Construction
   B. **Order 2024-151** Order Awarding $112,000 Bid to Genderon & Genderon for 2024-2025 Road Resurfacing Program
8. OTHER BUSINESS
   A. Council Committee Reports:
      1. School Committee – Councilor Cain
      2. Planning Board –Councilor Larochelle
      3. Lisbon Development Committee – Councilor Larochelle
      4. Conservation Commission – Councilor Moore
      5. Parks & Recreation Committee – Councilor Moore
      6. County Budget Committee – Councilor Moore
      7. Library Governing Board – Councilor Keller
      8. Water Commission – Councilor Robishaw
      9. Finance Committee – Councilor Robishaw

B. Town Manager's Report

9. APPOINTMENTS
   A. Appoint Sarah Bennett as local Emergency Management Director
10. COUNCIL COMMUNICATIONS
11. AUDIENCE PARTICIPATION & RESPONSE TO NEW ITEMS
12. ADJOURNMENT

TOWN OF LISBON
300 Lisbon Street, Lisbon, ME 04250

Glenn Michalowski, *Acting Town Clerk*
Alice Richards, *Deputy Town Clerk*

PUBLIC HEARING

Notice is hereby given that the Lisbon Town Council intends to hold a Public Hearing on September 5th, 2024 at 7:00 PM at the Town Office at 300 Lisbon Street in the Public Meeting Room to consider:

An Order and Ordinance authorizing the Town of Lisbon to issue up to $6,000,000 in bonds for renovations and school construction at the Phillip W. Sugg Middle School

That the Town be authorized to issue general obligation bonds in an amount not to exceed $6,000,000.00 and notes in anticipation thereof (collectively, the "Bonds"), to fund the costs of renovations, including gymnasium, office, and kitchen improvements, and construction of a 6-classroom addition at Philip W. Sugg Middle School

The public is invited to attend.

Glenn Michalowski, Acting Town Clerk

Constable's
Return of Posting
State of Maine

Lisbon, Androscoggin, ss.

Pursuant to the within notice, I have posted said notice at the Lisbon Post Office, the Lisbon Falls Post Office, and the Town Office Building, all being conspicuous and public places within the Town of Lisbon.

_____ _____

Date Constable, Town of Lisbon

Agenda Date: 9/3/2024

Municipal Accounts Payable

Date	Amount	Reference
8/20/2024	297,718.53	8202024
8/22/2024	16,732.09	8222024
Total	314,450.62	

Municipal Payroll

Date	Amount	Reference
8/22/2024	243,791.81	MPW and LWD 8/22/24
Total	243,791.81	

School Accounts Payable

Date	Amount	Reference
8/27/2024	243,066.96	2504
Total	243,066.96	

School Payroll Warrants

Date	Amount	Reference
8/23/2024	17,567.57	1017
Total	17,567.57	

Town of Lisbon

Harry Moore, Jr., Chair 2024
Raymond Robishaw, Vice Chair 2024
Mark Lunt 2025
Normand Albert 2025
Jo-Jean Keller 2025
Christine Cain 2024
Fern Larochelle 2023

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: **Order 2024-150** Bond Ordinance for $6,000,000 General Obligation Bonds for Philip W. Sugg Middle School Renovations and Construction
Date: September 5, 2024

Summary

Recommendation

Add Bond Ordinance for $6,000,000 General Obligation Bonds for Philip W. Sugg Middle School Renovations and Construction question to the November 5, 2024 General Referendum Election Ballot

Attachments

1. Lisbon $6M School Bond Ordinance_082924
2. Lisbon Council Order for $6M Bond Referendum_082924

ORDINANCE AUTHORIZING TOWN OF LISBON TO ISSUE $6,000,000 GENERAL OBLIGATION BONDS AND NOTES FOR RENOVATIONS AND SCHOOL CONSTRUCTION AT PHILIP W. SUGG MIDDLE SCHOOL

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

That the Town be authorized to issue general obligation bonds in an amount not to exceed $6,000,000.00 and notes in anticipation thereof (collectively, the "Bonds"), to finance all or a portion of the costs of the renovation, improvement, and equipment of the Philip W. Sugg Middle School and related facilities, including but not limited to the gymnasium, offices, and kitchen and construction of a five-classroom addition (the "Project");

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

That the Town Finance Director, be authorized to arrange for the sale of the Bonds at public or private sale to such parties, including the Maine Municipal Bond Bank, as the Finance Director determines to be in the Town's interest, to negotiate loan agreements and other contracts for that purpose, and to hire such financial advisors and other consultants, if any, as the Finance Director deems necessary to assist with the sale of the Bonds, all on such terms not inconsistent with this Ordinance as the Finance Director shall approve;

That any or all of the Bonds may be consolidated with and become a part of any other issue of temporary notes or general obligation bonds authorized to be issued by any previous or subsequent action of the Town Council;

That the Bonds be issued in registered form in the name of the Town, and that the Bonds and any related loan agreements be executed and delivered by the Finance Director and countersigned by the Chair of the Town Council ("Council Chair"), whose execution shall be conclusive evidence of approval of the terms and conditions thereof, and Town Manager under the official seal of the Town, as applicable, attested by the Town Clerk, and that any signature thereon may be by facsimile to the extent permitted by law;

That to the extent not inconsistent with this Ordinance, the Finance Director be authorized to approve the date(s), maturity(ies), denomination(s), interest rate(s), place(s) of payment, form(s) and other terms, provisions, and details of the Bonds, and provide for the sale and delivery against payment thereof;

That the Finance Director be authorized to provide on behalf of the Town that the Bonds may be redeemable or callable, with or without premium, prior to their maturity;

That no part of the proceeds of the Bonds shall be used, directly or indirectly, in any manner that would cause the Bonds to be "arbitrage bonds" or "private activity bonds" within the meaning of Sections 148 and 141 of the Internal Revenue Code of 1986, as amended (the "Code");

DRAFT

That in connection with the Bonds, the Finance Director be authorized to execute and deliver on behalf of the Town an Arbitrage and Use of Proceeds Certificate in form approved by the Town's bond counsel, and to covenant on behalf of the Town to file any information report and pay any rebate due to the United States in connection with the issuance of the Bonds, and to take all other lawful actions necessary to insure that the interest on the Bonds will be excludable from the gross income of the owners thereof for purposes of federal income taxation and to refrain from taking any action which would cause interest on the Bonds to become includable in the gross income of the owners thereof;

That the Finance Director, as applicable, may designate any of the Bonds as qualified tax-exempt obligations within the meaning of Section 265(b)(3) of the Code;

That the Finance Director be authorized to covenant and agree, on behalf of the Town, for the benefit of the holders of the Bonds, that the Town will file any required reports, make any annual financial or material event disclosure, and take any other actions that may be necessary to ensure that the disclosure requirements imposed by Rule 15c2-12 of the Securities and Exchange Commission, if applicable, are met;

That the Finance Director, Town Manager, Clerk, Council Chair and any other appropriate officers or officials of the Town be authorized to execute and deliver on behalf of the Town such other documents and certificates as may be necessary or convenient to the issuance, execution, or delivery of the Bonds;

That if the Clerk, Finance Director, Council Chair, or Town Manager for any reason be unavailable to, as applicable, approve, execute, or attest the Bonds or any related financing documents, the person or persons then acting in any such capacity, whether as assistant, deputy, or otherwise, be authorized to act for such unavailable official with the same force and effect as if such official had himself/herself performed such act;

That if any of the officers or officials of the Town who have signed, attested, or sealed the Bonds shall cease to be such officers or officials before the Bonds so signed, attested, and sealed shall have been actually authenticated or delivered by the Town, such Bonds nevertheless may be authenticated, delivered, and issued with the same force and effect as though the person or persons who signed, attested, or sealed the Bonds had not ceased to be such officer or official; and also, any such Bonds may be signed, attested, or sealed on behalf of the Town by those persons who, at the actual date of execution of the Bonds, shall be the proper officers or officials of the Town, although at the nominal date of the Bonds any such person shall not have been such officer or official;

That the term "cost" or "costs" as used herein and applied to the Project, or any portion thereof, includes, without limitation (i) the purchase price or acquisition cost of all or any portion of the Project; (ii) the cost of construction, building, alteration, enlargement, reconstruction, renovation, improvement, and equipping of the Project; (iii) the cost of all appurtenances and other facilities either on, above, or under the ground that are used or usable in connection with the Project; (iv) the cost of landscaping, site preparation, and remodeling of any improvements or

facilities related to the Project; (v) the cost of all labor, materials, building systems, machinery, and equipment related to the Project; (vi) the cost of land, structures, real property interests, rights, easements, and franchises acquired in connection with the Project; (vii) the cost of all utility extensions and site improvements and development related to the Project; (viii) the cost of planning, developing, preparation of specifications, surveys, engineering, feasibility studies, legal and other professional services associated with the Project; (ix) the cost of environmental studies and assessments performed in connection with the Project; (x) the cost of financing charges and issuance costs, including premiums for insurance, interest for a period not to exceed three years from the issue date of the Bonds and for any additional period permitted under Section 148 of the Code, underwriters' fees and costs, legal and accounting fees and costs, application fees, and other fees and expenses relating to the financing transaction; and (xi) the cost of all other financing authorized hereunder, whether related or unrelated to the foregoing;

That the Town hereby resolves and declares its official intent pursuant to Section 1.150-2(e) of the Treasury Regulations that the Town reasonably expects to use the proceeds of the Bonds to reimburse certain original expenditures from the Town's general or other fund, paid not earlier than 60 days prior to adoption of this Ordinance or to be paid, which original expenditures have been or will be incurred in connection with costs of the Project; and that the Town reasonably expects that the maximum principal amount that the Town will issue to finance the Project is the amount of Bonds authorized hereunder ($6,000,000); and further that an attested copy of this resolution and declaration of official intent be kept in the permanent records of the Town and be reasonably available for public inspection;

That any and all actions heretofore taken by any Town officers or officials in relation to the Bonds and in furtherance of the purport and intent of this Ordinance and not contrary to this Ordinance are hereby ratified, approved and confirmed;

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

That the Town Clerk file an attested copy of this Ordinance with the minutes of this meeting and in accordance with section 8.25(b) of the Town Charter make attested copies of this Ordinance available to the public.

So Ordained, this ___ day of _____, 2024.

_____ _____

_____ _____

_____ _____

_____

Lisbon Town Council

A true copy, attest:

_____
Lisbon Town Clerk
(Town Clerk to file an attested copy of this Ordinance with the Council meeting minutes)

COUNCIL ORDER SUBMITTING ORDINANCE AUTHORIZING TOWN OF LISBON TO ISSUE $6,000,000 GENERAL OBLIGATION BONDS AND NOTES FOR RENOVATIONS AND SCHOOL CONSTRUCTION AT PHILIP W. SUGG MIDDLE SCHOOL FOR RATIFICATION BY VOTERS

BE IT ORDERED, pursuant to Articles 6.09 and 8.11(b)(2) of the Charter of the Town of Lisbon and section 5772 of Title 30-A and Chapter 609 of Title 20-A of the Maine Revised Statutes:

That a referendum election be held on November 5, 2024, for the voters of the Town to consider ratifying the Council's adoption of an Ordinance, entitled "Ordinance Authorizing Town of Lisbon To Issue $6,000,000 General Obligation Bonds And Notes For Renovations and School Construction at Philip W. Sugg Middle School";

That the Town Clerk be directed and authorized to take all actions required of the Town Clerk for said referendum election to be called and held; and

That a referendum question in substantially the following form appear in the warrant for and on the ballot at said referendum election, accompanied by a signed statement of the Town Finance Director with respect to indebtedness in accordance with section 5772(2-A) of Title 30-A:

> **ARTICLE ##:** Shall the Town vote to approve and ratify the Town Council's adoption of an ordinance entitled "Ordinance Authorizing Town of Lisbon To Issue $6,000,000 General Obligation Bonds And Notes For Renovations and School Construction at Philip W. Sugg Middle School"?
>
> Town Council recommends: ___
> Finance Committee recommends: ___
> School Committee recommends: ___

FINANCE DIRECTOR'S FINANCIAL STATEMENT

1. Total Town Indebtedness

Bonds Outstanding and Unpaid	$13,829,178.00
Bonds Authorized but Unissued	$ 2,306,883.00
Bonds to be Issued if this Article is Approved	$ 6,000,000.00
Total:	$22,136,061.00

2. Estimated Costs of Proposed Bond

At an estimated annual interest rate of 6%, for a 25-year term, the estimated costs of this bond issue will be:

Principal	$ 6,000,000.00
Interest	$ 5,597,425.23
Total Principal & Interest to be Paid at Maturity	$11,597,425.23

3. Validity

The validity of the bonds and of the voters' ratification of the bonds may not be affected by any errors in the above Estimated Costs of Proposed Bonds. If the actual amount of the total debt service for the bond issue varies from the estimate, the ratification by the electors is nevertheless conclusive and the validity of the bond issue is not affected by reason of the variance.

_____
Samantha Bryant, Finance Director
Town of Lisbon

So Ordered, this ___ day of _____, 2024.

_____ _____

_____ _____

_____ _____

_____
Lisbon Town Council

A true copy, attest:

_____
Lisbon Town Clerk
(Town Clerk to file an attested copy of this Order with the meeting minutes)

Town of Lisbon

Harry Moore, Jr., Chair 2024
Raymond Robishaw, Vice Chair 2024
Mark Lunt 2025
Normand Albert 2025
Jo-Jean Keller 2025
Christine Cain 2024
Fern Larochelle 2023

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: **Order 2024-151** Order Awarding $112,000 Bid to Genderon & Genderon for 2024-2025 Road Resurfacing Program
Date: September 5, 2024

Summary

Recommendation

Award $112,000 Bid to Genderon & Genderon for 2024-2025 Road Resurfacing Program

Attachments

1. doc01672620240822121105

Town of Lisbon

Harry Moore, Jr., *Chair* 2024
Raymond Robishaw, *Vice Chair* 2024
Mark Lunt 2025
Donald Fellows 2025
Jo-Jean Keller 2025
Christine Cain 2024
Fern Larochelle 2023

Town of Lisbon
300 Lisbon St
Lisbon, ME, 04250
207-353-3000

Project Name: 2023-2024 Street Resurfacing Program
Project Number: 2024-005
Bid Submission Deadline: August 15, 2024
Bid Opening Time: 10:00 AM
Location: Town of Lisbon, 300 Lisbon St, Lisbon, ME, 04250

Introduction
Welcome to the bid submission for the 2024-2025 Street Resurfacing Program. Sealed bids will be received in the office of the Town Manager until 10:00 AM on August 15th, 2024 at the Town of Lisbon, 300 Lisbon St, Lisbon, ME, 04250. At this time, they will be publicly opened and read aloud. Please ensure that all required documents are enclosed in a sealed envelope clearly marked with the bid name and project number.
Attendance
Please record your attendance below:

Name of Company/Bidder	Representative Name	Signature
Griffen Excavation/BCI	Randi Griffen	
ACETO Earthworks	Adam Roberge	
Geodon + Geodon	Nick Mathon	

Bid Opening Process

The bid opening process is as follows:

a. Confirm the attendance of bidders.
b. Verify the receipt of all required bid documents.
c. Open and read aloud each bid proposal.
d. Record the bid amounts and any discrepancies.
e. Evaluate the bids for responsiveness and compliance.
f. Prepare a bid tabulation sheet.
g. Announce the apparent low bidder (subject to further review and verification).

Town of Lisbon

Harry Moore, Jr., *Chair* 2024
Raymond Robishaw, *Vice Chair* 2024
Mark Lunt 2025
Donald Fellows 2025
Jo-Jean Keller 2025
Christine Cain 2024
Fern Larochelle 2023

Bid Tabulation

Please use the following table to record the bid amounts and any discrepancies observed during the bid opening process:

Bidder Name	Base Bid Amount	Alternate(s)	Discrepancies/Notes
Gendron	85000	112000	
Aceto	81650	116200	
Rand Griffin	—	90000	No Bond or Base price

Bid(s) Opened by: Pat Mahar Signed 8/15/24

Witnessed by: [signature] Signed 8/15/24

TOWN OF LISBON
2024-2025 STREET RESURFACING PROGRAM
BID NO. 2024-005
REQUEST FOR PROPOSAL

Bid #2024-005
2024-2025 STREET SURFACING PROGRAM
July 15, 2024

Sir/Madam:

Sealed bids will be received in the office of the Town Manager until **Thursday August 15th, 2024 until 10:00 a.m.**, at which time they will be publicly opened and read aloud on the enclosed specifications for the **2024-2025 STREET SURFACING PROGRAM**.

The Town Council reserves the right to accept or reject any and all proposals.

Please use a sealed envelope clearly marked with the bid name and number when submitting your bid. Only sealed bids will be accepted. Faxed bids will not be considered.

Respectfully,

Glenn Michalowski
Town Manager

TOWN OF LISBON
2024-2025 STREET RESURFACING PROGRAM
BID NO. 2024-005

NOTICE TO CONTRACTORS

Bid Date: August 15, 2024 @ 10:00 a.m.

Sealed proposals for **2024-2025 STREET SURFACING PROGRAM** shall be received by the office of the Town Manager until **10:00 AM on Thursday August 15, 2024** and at that time will be publicly opened and read.

The scope of work for this program, includes: furnishing and installing (except as noted) all materials labor and equipment necessary to resurface or roads as listed, including: utility cover adjustments: shim, and overlay; driveway preparation and lawn and driveway restoration; set utilities to grade; and traffic control and cleanup. This Contract has specific completion date, as listed, following the scope of work description.

SCOPE OF WORK
STREET SURFACING

Hatch Road:

Scope: Regrade and compact existing base provide ¼" per foot crown, Pave 2.5" of 19mm base approx. 120 ton, Pave 1.5" of 12.5mm surface approx. 100 ton, Grade shoulders and provide driveway aprons, Road approximately 470 ft. X 20 ft., from Ferry Road to just beyond Young Road.

The following streets must be completed by October 30, 2024:

Hatch Road

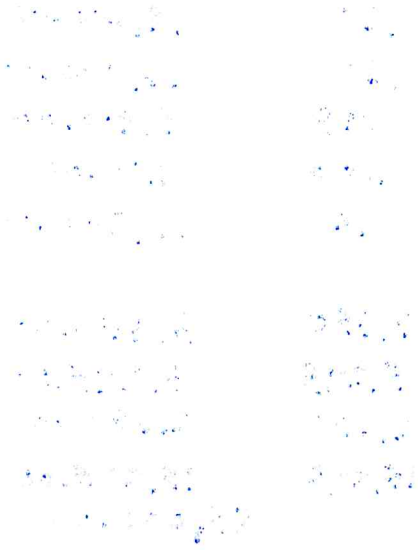
TOWN OF LISBON
2024-2025 STREET SURFACING PROGRAM
BID NO. 2024-005
PROPOSAL

To: Town Manager
Lisbon Town Office,
300 Lisbon Street
Lisbon, Maine 04250

The undersigned hereby declares that he/she has carefully examined the location of the proposed work, the proposed Contract Form and the Contract Documents therein referred to and that he/she proposes and agrees, if this Proposal is accepted, that he/she will contract with the Town of Lisbon, by its Town Manager, to provide all machinery, tools, labor, equipment and other means of construction and to do all the work and furnish all the materials, except those specified in the Specifications to be furnished by the Town, necessary to complete the work in the manner and time therein prescribed, in accordance with the conditions and requirements set forth in the Contract Documents and the requirements of the Director of Public Works as provided for therein; and that he/she will accept in full payment therefore the following sums to wit:

NO.	ITEM DESCRIPTION	QTY.	UNIT	UNIT COST	COST
1.	Furnish & Install 19.5mm HMA Surface Course	**120**	Tons:	160 /Ton	19,200.00
2.	Furnish & Install 12.5mm **FINE** HMA	**100**	Tons:	160 /Ton	16,000.00
3.	Furnish & Install Hand Placed HMA for Aprons	**20**	Tons:	295 /Ton	5,900.00
4.	Application of Bituminous Tack	200	Gals:	1.00 /Gals	200.00
5.	Regrade Existing Road Base	**1050**	SY:	16 /SY	16,800.00
6.	Furnish & Install Loam, Seed & Mulch	**1**	LS:	3,750 LS	3,750.00
7.	Traffic Control	**1**	LS:	5,295 LS	5,295.00
8.	Miscellaneous and Clean Up	**1**	LS:	2,650 LS	2,650.00
9.	Mobilization	**1**	LS:	15,205 LS	15,205.00
TOTAL:					$ 85,000.00

Exceptions, Exclusions, Other Notes, & Proposed Schedule: Complete in October.



The undersigned further agrees that, after notification by the Town Manager of the acceptance of his/her Proposal and the readiness of the Contract for signature, he/she will execute the Contract and furnish the required Bonds within ten (10) days, Saturdays, Sundays and Holidays, excepted, and that he/she will commence the work within ten (10) days after the execution of the Contract and deliverance of the Bonds, unless otherwise specified in the Supplemental Specifications or directed by the Director of Public Works in writing and that he/she will prosecute the work to its completion within the time limit specified in the Supplemental Specifications.

The undersigned further agrees that there shall be deducted from monies due the Contractor, not as a penalty, but as inspection costs, the sum of five hundred ($500.00) dollars for each working day beyond the time limit specified in the Supplemental Specifications which is required by the Contractor to complete the whole work to the satisfaction of the Director of Public Works.

The undersigned further agrees that in the employment of labor, preference will be given, all other things being equal, to the citizens of Lisbon and of the State of Maine, in that order.

The undersigned hereby further declares that the only persons or parties interested in this Proposal, as principals, are named below; that the Proposal is made without any connection with any other person or party making any proposal for the same work; and that no person acting for or employed by the Town of Lisbon is directly or indirectly interested in this Proposal or in any Contract which may be made under it or in profits expected to arise therefrom, except as provided by the Town Charter. The full names and addresses of all persons and parties interested in this Proposal, as principals, are as follows: (Give first and last names in full, and in the case of a Corporation, give names and addresses of President, Treasurer, and Manager; and in case of a Partnership, give names and addresses of members):

Gendron Corp. (dBa Gendron + Gendron) P.O. Box 1913, Lewiston, ME
John Gendron - Owner
Josh White - President
Joe Perriman - Vice President
Angela Studley - Controller



Accompanying this Proposal is a bid security deposit in the amount of **(5% of Bid Price) of** ($Bid Total) which is to become the property of the Town of Lisbon, by forfeiture, if the undersigned fails, after notification by the Town Manager of the acceptance of his/her Proposal, to execute a contract with the Town and furnish the required Bonds within the time agreed to herein; or, in case the undersigned withdraws his/her Proposal within thirty (30) days after the opening of the Proposals. Otherwise, the deposit will be returned to the undersigned in accordance with the provisions in the Notice to Contractors.

Company Name:	Gendron & Gendron
Address:	P.O. Box 1913
	Lewiston, ME 04240
Signature	
Printed Name and title:	Josh White, President
Firm's IRS ID #	82-1793030
Date	8/15/24
Telephone Number	207-782-7372
Fax #	207-782-7308
E-Mail Address	Josh@Gendroncorp.com



TOWN OF LISBON
2024-2025 STREET SURFACING PROGRAM
BID NO. 2024-005

DIVISION 10
SUPPLEMENTAL SPECIFICATIONS

10.01 SCOPE OF WORK:

The scope of work for this program, includes: furnishing and installing (except as noted) all materials labor and equipment necessary to resurface or roads as listed, including: utility cover adjustments: shim, and overlay; driveway preparation and lawn and driveway restoration; set utilities to grade; and traffic control and cleanup. This Contract has a specific completion date, as listed, following the scope of work description.

STREET SURFACING ALTERNBATE BID REQUEST

Provide the following in lieu of the project listed above.

Scope: Hatch Road prep and paving. Road approximately 470 ft. X 20 ft

- Replacement of existing culverts with 15" SICPE plus rehab/creation of drainage ditching alongside project area
- Limited Clearing of Vegetation including removal of trees which interfere with the drainage patches along the edge of the road
- Excavate top 6" Gravel, Install and Grade 6" layer of type "A" gravel crowned at ¼"per foot
- Install 2.5" of 19mm base approx. 120 ton,
- Install 1.5" of 12.5mm surface approx. 100 ton,
- Provide driveway aprons for 4-5 driveways
- Furnish & Install Loam, Seed & Mulch

2024 ROAD SURFACING ALTERNATE BID FORM

NO.	ITEM DESCRIPTION	QTY.	UNIT	UNIT COST	COST
1.	Furnish & Install 19.5mm HMA Surface Course	**120**	Tons:	160 /Ton	19,200.00
2.	Furnish & Install 12.5mm **FINE** HMA	**100**	Tons:	160 /Ton	16,000.00
3.	Furnish & Install Hand Placed HMA for Aprons	**20**	Tons:	295 /Ton	5,900.00
4.	Application of Bituminous Tack	**200**	Gals:	1.00 /Gals	200.00
5.	Excavate 6" of Existing Road Base,	**200** cy ~~SY~~:		24 /~~SY~~ cy	4,800.00
6.	Furnish, Install and Grade 6" of type "A" Gravel	**200** cy ~~SY~~:		134 /~~SY~~ cy	26,800.00
7.	Furnish & Install Loam, Seed & Mulch	**1**	LS:	5,000 LS	5,000.00
8.	Tree Removal/Clearing	**1**	LS:	3,500 LS	3,500.00
9.	Culvert replacement	80	LF:	120 LF	9,600.00
10.	Traffic Control	**1**	LS:	4,800 LS	4,800.00
11.	Miscellaneous and Clean Up	**1**	LS:	2,220 LS	2,220.00
12.	Mobilization	**1**	LS:	13,980 LS	13,980.00

TOTAL: $ 112,000.00

Exceptions, Exclusions, Other Notes, & Proposed Schedule: Complete in October.



AIA Document A310™ – 2010

Bid Bond

CONTRACTOR:
Name, legal status and address)
GENDRON CORP. DBA GENDRON & GENDRON
PO BOX 1913
LEWISTON, ME 04241-1913

SURETY:
(Name, legal status and principal place of business)
BERKLEY INSURANCE COMPANY
475 STEAMBOAT ROAD
GREENWICH, CT 06830

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

OWNER:
(Name, legal status and address)
TOWN OF LISBON, MAINE
300 LISBON STREET
LISBON, ME 04250

BOND AMOUNT: FIVE PERCENT OF ATTACHED BID (5%)

BOND NUMBER: GENDRON450

PROJECT: 2024-2025 STREET RESURFACING PROGRAM, BID NO. 2024-005, LISBON, ME
(Name, location or address, and Project number, if any)

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, **or** within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (I) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 13th day of **August , 2024.**

(Witness)	*GENDRON CORP. DBA GENDRON & GENDRON*
	(Principal) *(Seal)*
(Witness)	*(Title)* Josh Winslow - President
	BERKLEY INSURANCE COMPANY
	(Surety) *(Seal)*
	(Title)MELANIE A. BONNEVIE, ATTORNEY-IN-FACT

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured

Init.

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POWER OF ATTORNEY
BERKLEY INSURANCE COMPANY
WILMINGTON, DELAWARE

KNOW ALL MEN BY THESE PRESENTS, that BERKLEY INSURANCE COMPANY (the "Company"), a corporation duly organized and existing under the laws of the State of Delaware, having its principal office in Greenwich, CT, has made, constituted and appointed, and does by these presents make, constitute and appoint: ***Robert E. Shaw, Jr.; Heidi Rodzen; Joline L. Binette; Melanie A. Bonnevie; Samuel M. Goulet; Kenneth J. Coco; or Benjamin Shaw of Skillings - Shaw & Associates, Inc. of Auburn, ME*** its true and lawful Attorney-in-Fact, to sign its name as surety only as delineated below and to execute, seal, acknowledge and deliver any and all bonds and undertakings, with the exception of Financial Guaranty Insurance, providing that no single obligation shall exceed **One Hundred Million and 00/100 U.S. Dollars (U.S.$100,000,000.00),** to the same extent as if such bonds had been duly executed and acknowledged by the regularly elected officers of the Company at its principal office in their own proper persons.

This Power of Attorney shall be construed and enforced in accordance with, and governed by, the laws of the State of Delaware, without giving effect to the principles of conflicts of laws thereof. This Power of Attorney is granted pursuant to the following resolutions which were duly and validly adopted at a meeting of the Board of Directors of the Company held on January 25, 2010:

RESOLVED, that, with respect to the Surety business written by Berkley Surety, the Chairman of the Board, Chief Executive Officer, President or any Vice President of the Company, in conjunction with the Secretary or any Assistant Secretary are hereby authorized to execute powers of attorney authorizing and qualifying the attorney-in-fact named therein to execute bonds, undertakings, recognizances, or other suretyship obligations on behalf of the Company, and to affix the corporate seal of the Company to powers of attorney executed pursuant hereto; and said officers may remove any such attorney-in-fact and revoke any power of attorney previously granted; and further

RESOLVED, that such power of attorney limits the acts of those named therein to the bonds, undertakings, recognizances, or other suretyship obligations specifically named therein, and they have no authority to bind the Company except in the manner and to the extent therein stated; and further

RESOLVED, that such power of attorney revokes all previous powers issued on behalf of the attorney-in-fact named; and further

RESOLVED, that the signature of any authorized officer and the seal of the Company may be affixed by facsimile to any power of attorney or certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligation of the Company; and such signature and seal when so used shall have the same force and effect as though manually affixed. The Company may continue to use for the purposes herein stated the facsimile signature of any person or persons who shall have been such officer or officers of the Company, notwithstanding the fact that they may have ceased to be such at the time when such instruments shall be issued.

IN WITNESS WHEREOF, the Company has caused these presents to be signed and attested by its appropriate officers and its corporate seal hereunto affixed this 12th day of January, 2024.

BERKLEY INSURANCE COMPANY CORPORATE SEAL 1975 DELAWARE

Attest:
By _____
Ira S. Lederman
Executive Vice President & Secretary

Berkley Insurance Company
By _____
Jeffrey M. Hafter
Senior Vice President

STATE OF CONNECTICUT)
) ss:
COUNTY OF FAIRFIELD)

Sworn to before me, a Notary Public in the State of Connecticut, this 12th day of January, 2024, by Ira S. Lederman and Jeffrey M. Hafter who are sworn to me to be the Executive Vice President and Secretary, and the Senior Vice President, respectively, of Berkley Insurance Company.

MARIA C RUNDBAKEN
NOTARY PUBLIC
CONNECTICUT
MY COMMISSION EXPIRES
APRIL 30, 2024

_____
Notary Public, State of Connecticut

CERTIFICATE

I, the undersigned, Assistant Secretary of BERKLEY INSURANCE COMPANY, DO HEREBY CERTIFY that the foregoing is a true, correct and complete copy of the original Power of Attorney; that said Power of Attorney has not been revoked or rescinded and that the authority of the Attorney-in-Fact set forth therein, who executed the bond or undertaking to which this Power of Attorney is attached, is in full force and effect as of this date.

BERKLEY INSURANCE COMPANY CORPORATE SEAL 1975 DELAWARE

Given under my hand and seal of the Company, this 13TH day of AUGUST, 2024.

_____
Vincent P. Forte

Contractors Invoice

TO:	WORK PERFORMED AT:
Town of Lisbon	Hatch Rd

DATE	YOUR WORK ORDER NO.	OUR BID NO.
9-13-24		

DESCRIPTION OF WORK PERFORMED

- Clearing of tree & Brush Removal

- Replacing two Culvert Crossing's Installing Plastic 18in At Both Crossing's With Rip-Rap on Both End's

- Taking out 6in Gravel (to be stock Piled Mill st) Replacing with 6in off type A 3/4 in Gravel

- Grading & Compacting Road 20ft wide 1/4 in Per ft

- Loam seed hay side's of Road at Finish.

- Road Paveing done By B.C.I. (Dan Bulick) 2in 19mm Base 1.5 of Surface

Excavation 60,000 Aveing 30,000 Total 90,000

All Material is guaranteed to be as specified, and the above work was performed in accordance with the drawings and specifications provided for the above work and was completed in a substantial workmanlike manner for the agreed sum of 30000 Due At start 60000 Due At Completion Total Dollars ($ 90,000). Thank You Rand

This is a ☐Partial ☐Full invoice due and payable by: _____ (Month) _____ (Day) _____ (Year)

in accordance with our ☐Agreement ☐Proposal No. _____ Dated _____ (Month) _____ (Day) _____ (Year)

adams NC3822 09-11

Town of Lisbon

Sarah J. Bennett, MPA
Assistant Town Manager

Harry Moore, Jr., *Chair* 2024
Raymond Robishaw, *Vice Chair* 2024
Mark Lunt 2025
Normand Albert 2025
Jo-Jean Keller 2025
Christine Cain 2024
Fern Larochelle 2025

Subject: Lisbon Water Distribution Center Overview

Date: September 1, 2024

To: Glenn Michalowski, Town Manager; Council Chair, Harry Moore; Council Vice Chair, Raymond Robishaw; Councilor, Mark Lunt; Councilor, Normand Albert; Councilor, Jo-Jean Keller; Councilor, Christine Cain; Councilor, Fern Larochelle; Interim General Manager, Shellie Reynolds (LWD); Lisbon Emergency Response Team Members

From: Sarah Bennett, Assistant Town Manager

This memo serves to provide an overview of the Water Distribution Center activities of the Lisbon Emergency Response Team, staff, and volunteers from August 29, 2024 through August 31, 2024 in response to the Do Not Drink Water Order issued by the Lisbon Water Department.

TIMELINE:
8/29/24 - 3:07PM - Received notice of DNDW Order from Lisbon Water Department
8/29/24 - 3:15PM (approx.) - Activated the Lisbon Emergency Response Team
8/30/24 - 7:30AM to 7:30PM - Opened Water Distribution Center at Public Works
8/30/24 - 5:40PM (approx.) - DNDW Order Lifted by Lisbon Water Department
8/31/24 - 9:00AM to 3:00PM - Opened Water Distribution Center at Public Works

TOWN LEADERSHIP/LISBON EMERGENCY RESPONSE TEAM:
Town Manager, Glenn Michalowski
Assistant Town Manager, Sarah Bennett (Local Emergency Manager)
Public Works Director, Pat Maloy
Sewer Superintendent, Steve Aievoli
Fire Chief, Nate LeClair
Police Lieutenant, Jeff Picard
Economic and Community Development Director, Ross Cunningham
Parks and Recreation Director, Mark Stevens
Superintendents of Schools, Dr. Rick Green
School Facilities Director, Allen Ouellette
Lisbon EMS, John Cordts
Lisbon EMS, Amy MacDonnell

TOWN STAFF VOLUNTEERS:
Gerard (Grizz) Galipeau (Public Works)
Kevin Desjardins (Sewer)

Caleb Bancroft (Sewer)
Joe Harriman (Sewer)
Dean Logan (Parks and Recreation)
Detective, Renee Bernard (Police Department)
Officer Ouellette (Police Department)
Officer Matt Fischer (Police Department)
Ben Burgess (Fire Department)
Charlie Jordan (Fire Department)
Ryan Robitaille (Fire Department)
Dana Adams (Fire Department)
Tom McGrath (Fire Department)
Brandon Siderio (Fire Department)
Jeff Carr (Fire Department)
Leo Hewes (Fire Department)
Dana Adams (Fire Department)
Adam Kazimer (Fire Department)
Chuck Thompson (Fire Department)

COMMUNITY VOLUNTEERS:
Joey Robitaille (Lisbon School Department)
Lisbon Council Chair, Harry Moore
Lisbon Councilor, Fern Larochelle
Androscoggin County Commissioner, Garrett Mason
State Senator, Jeff Timberlake
State Representative, Rick Mason
Eric Schroeder, Resident
Chuck Harrison, Former LWD GM
Gerry Cote, Non-Resident Volunteer
Discover Lisbon:
Don Barter
Nick Craig
Julie Barron
Brad Hebert
Laura Yergin
Emily Rotondo

DONORS (FOOD/WATER):
Walmart (Water)
Poland Spring (Water)

Pepsi (Water)
Pine State Beverage (Water)
Valley Beverage (Water)
Market Basket Topsham (Water)
Shaw's Brunswick (Water)
American Red Cross (Water)
Androscoggin County EMA (Water)
Council Chair, Harry Moore (Water)
Sam's Lisbon (Food)
Dunkin Lisbon (Food)
Residents (Food)

WATER DONATED TO TOWN:
American Red Cross, 1 Pallet
Pepsi - 5 Pallets
Pine State Beverage - (Poland Spring) 219 Cases
Valley Beverage - 77 Cases/1912 (Cans)
Walmart, 20 Pallets
Poland Spring, 20 Pallets
Market Basket Topsham, 1 Pallet
Harry Moore - BJ's Auburn, 1 Pallet
Beaver Park, 2 Pallets
Shaw's Brunswick - 30 cases (Neil)
Androscoggin County EMA- 50 cases

FOOD DONATED TO DISTRIBUTION CENTER STAFF AND VOLUNTEERS:
Sam's, Sandwich Platter
Dunkin, 2 Dozen Donuts
Resident, 2 Dozen Donuts (unsure who)

PURCHASES MADE BY THE TOWN:
Walmart, 10 Pallets
Oxford Hannaford, 1 Pallet
Market Basket, 1 Pallet
Pizza (8/30/24), Domino's
Coffee (8/31/24), Dunkin Lewiston
Pizza and Sandwiches (8/31/24), Lisbon House of Pizza

Town of Lisbon

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PURCHASE MADE BY THE BY SCHOOL DEPARTMENT:
Walmart Brunswick, 2 Pallets
BJ's, 2 Pallets
Valley Beverage, 3 Pallets

CASES OF WATER DELIVERED TO RESIDENTS:
3 Delivered by PD
5 Picked Up at PD (Hand to Hand)
6 Delivered by School Department

DRUM ROLL PLEASE…….

Day 1 Distribution (Friday, 8/30/24): 1,720 Cases of Water (at one per household)
Day 2 Distribution (Saturday, 8/31/24): 254 Cases of Water (at one case per household)
Plus Cases Delivered (14)
Total Cases Distributed = 1,988

We estimate that approximately **50,000** bottles of water or over **41 pallets** worth were distributed. This is a modest estimate as it could be more based on case quantity variances per pallet. I used 24 bottle cases for the math. The Lisbon Water Department believes the number of affected residences was between **2,500 and 2,700**.

The success of the response to the Lisbon water emergency is the direct result of the swift action taken by the Lisbon Emergency Response Team members, staff, volunteers, and donors who all stepped into immediate action with little to no notice to assist our partners at the Lisbon Water Department while they navigated urgent communication and an inundation of concerned calls. To say I am amazed and grateful is an understatement. Together, we pulled off an enormous task with the primary mission being to ensure Lisbon residents had access to safe drinking water during a period of high stress and uncertainty. I am proud of our accomplishments and I hope each individual listed in this memo reflects upon their individual successes with pride and satisfaction. An after action debrief will be scheduled next week.

Respectfully,

Sarah Bennett

Sarah Bennett, MPA
Assistant Town Manager

Town of Lisbon

Harry Moore, Jr., Chair 2024
Raymond Robishaw, Vice Chair 2024
Mark Lunt 2025
Normand Albert 2025
Jo-Jean Keller 2025
Christine Cain 2024
Fern Larochelle 2023

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: Appoint Sarah Bennett as local Emergency Management Director
Date: September 5, 2024

Summary

Recommendation
Appoint Sarah Bennett as local Emergency Management Director

Attachments
None