AGENDA
Council Meeting
January 7, 2025
Lisbon Town Office
6:00 PM MEETING

Town Council
Fern Larochelle, *Chair* 2026
Chris Camire, *Vice Chair* 2027
Mark Lunt 2025
Normand Albert 2025
Jo-Jean Keller 2025
Jeremy Barnard 2027
Nicholas Craig 2027

1. CALL TO ORDER & PLEDGE TO FLAG
2. ROLL CALL
   Fern Larochelle, Chair
   Christoper Camire, Vice Chair
   Mark Lunt
   Normand Albert
   Jo-Jean Keller
   Jeremy Barnard
   Nick Craig
3. EXECUTIVE SESSION
   A. **(Order 2025-001)** Per 1 M.R.S.A § 405 (6)(E) Consult with Legal - Annual Council Training
4. GOOD NEWS & RECOGNITION
5. PUBLIC HEARINGS
   A. Automobile Graveyard License Renewal for Campbells Used Auto Parts, Inc
   B. Automobile Graveyard License Renewal for Huston's Auto Salvage
   C. Special Entertainment with Alcohol License and Liquor License Renewals for Lisbon Left Hand Club
6. AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS
7. CONSENT AGENDA
   A. **(Order 2025-002)** *Consent Agenda Items*
      1. Automobile Graveyard License Renewal for Campbells Used Auto Parts, Inc
      2. Automobile Graveyard License Renewal for Huston's Auto Salvage
      3. Special Entertainment with Alcohol License and Liquor License Renewals for Lisbon Left Hand Club
      4. Set a Public Hearing for January 21, 2025 for a Special Entertainment with Alcohol License Renewal and a Local Liquor License Renewal for Lotta Moxie, DBA Frank's Restaurant
      5. Approve Minutes for the December 17, 2024 meeting.
      6. Set a Public Hearing for January 21, 2025 for Ordinance Changes Ch. 70 Zoning Ordinance
      7. Approval of Municipal Accounts Payable of $321,340.75, Municipal Payroll of $268,653.02, School Accounts Payable of $219,973.33, and School Payroll of $453,803.72
      8. Set a Public Hearing for January 21, 2025 for a Medical Marijuana Retail License, a Medical Marijuana Manufacturing License, a Medical Marijuana Cultivation License, and a Victualer's License for Crystal Spring Healing Alternatives

Town Council
Fern Larochelle, *Chair* 2026
Chris Camire, *Vice Chair* 2027
Mark Lunt 2025
Normand Albert 2025
Jo-Jean Keller 2025
Jeremy Barnard 2027
Nicholas Craig 2027

9. Set a Public Hearing for January 21, 2024 Ordinance Changes to Chapter 70 - Zoning Updates
10. Approve a Pole Permit for Central Maine Power on Bowdoinham Road

8. COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES
   - A. **(Order 2025-003)** Adoption of the 2025 Council Meeting and Workshop Schedule
   - B. **(Order 2025-004)** COUNCIL ORDER SUBMITTING AMENDMENT TO ORDER AUTHORIZING THE TOWN OF LISBON TO ISSUE UP TO $2,800,000 IN BONDS TO FINANCE THE RECONSTRUCTION OF A PORTION OF THE FERRY ROAD AND RELATED IMPROVEMENTS
   - C. **(Order 2025-005)** Introduction of Ordinance Changes to Chapter 70 - Zoning Updates - First Reading
   - D. **(Order 2025-006)** Confirm Appointment of Alice Richards as Interim Town Clerk and Registrar of Voters
9. OTHER BUSINESS
   - A. Council Committee Reports:
     1. School Committee – Councilor Albert
     2. Planning Board – Councilor Craig
     3. Lisbon Development Committee – Councilor Larochelle and/or Councilor Keller
     4. Conservation Commission – Councilor Larochelle and/or Councilor Albert
     5. Parks & Recreation Committee – Councilor Camire
     6. County Budget Committee – Councilor Albert and Councilor Barnard
     7. Library Governing Board – Councilor Keller
     8. Water Commission – Councilor Albert
     9. Finance Committee – Councilor Barnard
     10. Revolving Loan Committee - Councilor Larochelle and/or Councilor Craig
   - B. Town Manager's Report
10. APPOINTMENTS
11. COUNCIL COMMUNICATIONS
12. AUDIENCE PARTICIPATION & RESPONSE TO NEW ITEMS
13. EXECUTIVE SESSION
    - A. **(Order 2025-007)** Per 1 M.R.S.A § 405 (6)(D) Labor Contract Negotiations
14. ADJOURNMENT

Town of Lisbon

Fern Larochelle Chair 2026
Christopher Camire, Vice Chair 2027
Mark Lunt 2025
Normand Albert 2025
Jo-Jean Keller 2025
Jeremy Barnard 2027
Nicholas Craig 2027

MEMO

To:	Town Council
From:	Glenn Michalowski, Town Manager
Subject:	**(Order 2025-001)** Per 1 M.R.S.A § 405 (6)(E) Consult with Legal - Annual Council Training
Date:	January 7, 2025

Summary

Recommendation

Attachments
None

Town Of Lisbon

Junkyard/Auto Graveyard Permit Renewal Application
$100.00 Application Fee

I/We Campbell's Used Auto Parts, Inc. hereby submit an application for a permit to establish, operate, maintain a Junkyard at the following described location and in accordance with the relevant previsions of State of Maine Statutes; Title 30-A, et. seq.

Applicant must answer all questions in full.

1. Give location of Junkyard and/or Auto Graveyard:
   36 River Road, Lisbon, ME 04250

2. Is this application make by or for a (check one):
   ☐ Company ☐ Partnership ☑ Corporation ☐ Individual

3. Were the Junkyard Law, Requirements, and Fees explained to you? ☑ Yes ☐ No

4. Is this property leased? ☐ Yes ☑ No
   Property Owner Name: _____
   Property Owner Address: _____

5. How is "yard" screened?
   Fence? Type of Fence Cedar Height 6 Feet
   Trees? Type of Trees _____
   Embankment? ☐ Gully ☐ Hill Other ☐

6. How far is the edge of "yard" from center of the highway? 25 ft

7. Can automobiles be seen from any part of the highway? ☐ Yes ☑ No

8. Is any portion of this "yard" on public property? ☐ Yes ☑ No

9. Is the "Yard" within 300 ft of Public park, playground, bathing beach, school, Church or Cemetery? ☐ Yes ☑ No

10. When was the "yard" established? (Year) 1959 By whom? Alvah Campbell

11. When was the last permit issued? (Year) December 2023 To whom? Martin, Mark, and David Campbell

Make complete sketch of the "yard". Show footage of all sides and location in relationship to adjacent properties. Show distance (in feet) from edge of the "yard" to center of State or Town Road. Include route number or local road name, name of nearest city/town in each direction, distance from nearest intersection, bridge or other known reference point. Please include where "North" is located on your map.

The undersigned certifies that the above information is true and correct to the best of his/her knowledge and that he/she is the owner or agent of the property or that he/she has been duly authorized by the owner to make that application and to receive the permit under the law.

Signature

Campbell's Used Auto Parts, Inc.

Name of Company, Corporation, Partnership

MARTIN A. CAMPBELL

Printed name

12-13-24

Date

REV 12.24

MUNICIPAL OFFICE USE ONLY

Application & Fee Received: 12/10/24

Date of Inspection: 12/16/24

Approved by: _____
Code Enforcement Officer

The following individuals or organizations should receive a copy of the finalized application:

____ Applicant
____ Code Enforcement Office
____ Department of Transportation
(#16 State House Station, Augusta, Maine 04333-0016)
____ Bureau to Motor Vehicles, Dealer Section
(101 Hospital St, #29 State House Station, Augusta, ME 04333-0029)

Town Of Lisbon

Junkyard/Auto Graveyard Permit Renewal Application
$100.00 Application Fee

I/We Huston's Auto Salvage hereby submit an application for a permit to establish, operate, maintain a Junkyard at the following described location and in accordance with the relevant previsions of State of Maine Statutes; Title 30-A, et. seq.

Applicant must answer all questions in full.

1. Give location of Junkyard and/or Auto Graveyard:
   9 Capital Avenue, Lisbon Falls, ME 04252

2. Is this application make by or for a (check one):
   ☐ Company ☐ Partnership ☐ Corporation ☒ Individual

3. Were the Junkyard Law, Requirements, and Fees explained to you? ☑ Yes ☐ No

4. Is this property leased? ☐ Yes ☒ No Change
   Property Owner Name: Carl + Sandra Huston
   Property Owner Address: 162 Main Street, Lisbon Falls, Maine 04252

5. How is "yard" screened?
   Fence? Type of Fence Wood. Height 8 Feet
   Trees? Type of Trees _____
   Embankment? ☐ Gully ☐ Hill Other ☐

6. How far is the edge of "yard" from center of the highway? 247 ft

7. Can automobiles be seen from any part of the highway? ☐ Yes ☑ No

8. Is any portion of this "yard" on public property? ☐ Yes ☑ No

9. Is the "Yard" within 300 ft of Public park, playground, bathing beach, school, Church or Cemetery? ☐ Yes ☑ No

10. When was the "yard" established? (Year) 1981 By whom? Carl Huston, Jr.

11. When was the last permit issued? (Year) December 2023 To whom? Carl Huston, Jr.

Make complete sketch of the "yard". Show footage of all sides and location in relationship to adjacent properties. Show distance (in feet) from edge of the "yard" to center of State or Town Road. Include route number or local road name, name of nearest city/town in each direction, distance from nearest intersection, bridge or other known reference point. Please include where "North" is located on your map.

The undersigned certifies that the above information is true and correct to the best of his/her knowledge and that he/she is the owner or agent of the property or that he/she has been duly authorized by the owner to make that application and to receive the permit under the law.

Carl Huston Jr.
Signature

Huston's Auto Salvage
Name of Company, Corporation, Partnership

Carl Huston Jr.
Printed name

12/14/2024
Date

MUNICIPAL OFFICE USE ONLY

Application & Fee Received: 12/10/24

Date of Inspection: 12/17/24

Approved by: _____
Code Enforcement Officer

The following individuals or organizations should receive a copy of the finalized application:

____ Applicant
____ Code Enforcement Office
____ Department of Transportation
(#16 State House Station, Augusta, Maine 04333-0016)
____ Bureau to Motor Vehicles, Dealer Section
(101 Hospital St, #29 State House Station, Augusta, ME 04333-0029)

Lisbon - Special Entertainment/Alcohol License Application

License Type:
✓ $100 Local Liquor License Application Fee
✓ $100 Special Entertainment with Alcohol License Application Fee

******NOTE: Must Attach State Liquor License Application***

Name of Business: Lisbon Left Hand Club Business Phone: 353-5220
Location of Business: 1 Left Hand Lane Lisbon ME 04250
Business Mailing Address: P.O. Box 715 Lisbon ME 04250
Owner: Club Members
Home Phone: 353-5220 Cell Phone: 2123585
Email Address: cproctor@strainrite.com
Owner's Home Address: 1 Left Hand Lane Lisbon ME 04250
Residence(s) for last five years: yes

List Applicant / Partners / Corporate Officers:

Name: Cathy Proctor Name: Allen Shorey Name: Chuck Masselli
Address: 11 Proctor Rd. Address: 7 Proctor Rd. Address: 26 Deer Run Rd.
Town/State: Lisbon ME Town/State: Lisbon ME Town/State: Wales, ME
Birthdate: [redacted] Birthdate: [redacted] Birth date: [redacted]

Has applicant's business license ever been revoked: No ? If so, why?

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

If so, describe specific circumstances

Does the establishment have a valid liquor license? yes If so, when does it expire? 1/6/2025

I, Cathy Proctor (name), Treasurer (title) is authorized to sign on behalf of said business, and further declare that the forgoing information is accurate and true to the best of my knowledge and belief, and that the applicant does hereby acknowledge a public records check may be conducted.

Signature: Cathy Proctor Date: 12/23/24

Application Copy

File Number: 18797

LICENSE #	APPLICATION DATE RECEIVED
CCP-90-100301	2024-11-18
LICENSE TYPE	LICENSEE
On-Premises: Beer, Wine & Spirits	LISBON LEFT HAND
AGENT NAME	EFFECTIVE DATE
	2024-01-08
EXPIRES	STATUS
2025-01-07	Active
PREMISES NAME	
LISBON LEFT HAND	

NEW SECONDARY LICENSE(S)

None selected

QUESTIONS

On-Premises: Beer, Wine & Spirit

1. Is your business and "Doing Business As" (DBA) name registered and in good standing with the Maine Secretary of State?

   If not, please address this with the Secretary of State before proceeding with this application. See https://www.maine.gov/sos/cec/corp/index.html for more information.

   Answer "No" if you are a Sole Proprietor.

   Yes
   19680069ND

2. Do licensee or applicant(s) have any interest in any other Maine Liquor License?

   No

3. Are all licensees/applicants citizens of the United States?

   Yes

4. Are all licensees/applicants residents of the State of Maine?

   Yes

5. Is your license for a club with a membership?

   Yes
   (document uploaded)

6. Is your license application for Vessel Corporation?

   No

7. Do you have a valid and current health license issued by Maine Department of Health and Human Services OR the Department of Agriculture?

   Yes
   (document uploaded)

8. Do you allow dancing or entertainment on the licensed premises? If so, You need to have a a license from the Maine State Fire Marshal. See https://www.maine.gov/dps/fmo/plans-review/applications for more information.

   Yes
   131

9. Will any law enforcement officer directly benefit financially from this license, if issued?

   No

10 Is the licensee or applicant for a license receiving, directly or indirectly, any money, credit, thing of value, endorsement of commercial paper, guarantee of credit or financial assistance of any sort from any person or entity within or without the State, if the person or entity is engaged, directly or indirectly, in the manufacture, distribution, wholesale sale, storage or transportation of liquor.

No

11 Is the licensee/applicant(s) directly or indirectly giving aid or assistance in the form of money, property, credit, or financial assistance of any sort, to any person or business entity holding a liquor license granted by the State of Maine?

No

12 Do you have a manager employed?

No

13 Has any of the listed applicants or an employed manager been denied a liquor license within the last 5 years?

No

14 Is any of the listed applicants the spouse, father, mother, child or other immediate family member of a person whose liquor license has been revoked or denied in the last 6 months?

No

15 Has any licensee/applicant or employed manager ever been convicted of any violation of the liquor laws in Maine or any State of the United States within the last 5 years?

No

16 Has the licensee/applicant(s) or manager ever been convicted of any violation of any law, other than minor traffic violations, in Maine or any State of the United States?

No

17 Does the licensee/applicant(s) own the premises?

Yes

18 At which address are your business records located?

20 Wagg Road Lisbon Maine 04250

19 What will be your business hours? Please indicate each day's open and close times.

Sunday 8 am to 2 pm
Monday 5:30pm to 10-11pm depending on darts schedule
Tue - closed
Wednesday 5:30pm to 11pm
Thursday - Closed
Friday - 5:30pm to 12 am
Saturday 10 am to 2 pm
Hours may be adjusted on Saturday and Sunday if an event is taking place

20 Please provide the name and distance from the premises to the nearest school, school dormitory and place of place of worship, measured from the main entrance of the premises to the main entrance of the school, school dormitory and place of worship by the ordinary course of travel.

Lisbon Elementary School 3.5 - 4 miles
Open Door Bible 2.5 miles

21 Is your application for a Hotel or Bed & Breakfast?

No

22 What is the gross food income for the licensure period that will end on the expiration date?

Estimate $21,000

23 What is the gross income from beer, wine, and spirits for the licensing period ending on the expiration date?

Estimate $63,500

24 Do you have a food menu?

Yes
(document uploaded)

DOCUMENTS

TYPE	FILE NAME	DESCRIPTION
Maine Health or Agriculture License	Scan 2024-11-16 1056.pdf	
Premises Floor Plan	floor plan 2024-11-18 1437.pdf	
Food Menu	Menu.doc	
Corporate Supplemental Form	Corporate Supplemental Form.pdf	
Maine Health or Agriculture License	eating and special enntertainment 2024-11-16 1056.pdf	
Club Questionnaire	Club Questionaire.docx	

APPLICANT

LISBON LEFT HAND

DECLARATION

☑ I certify that I am the applicant as described in this application, or that I am duly authorized to submit this application on the applicant's behalf.

All information provided in this application is accurate and correct. I understand that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine’s Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to $2,000 or by both.

State of Maine

DEPARTMENT OF HEALTH AND HUMAN SERVICES

EST ID: 6299

EATING PLACE TIER 3 125 Seats (in)

LISBON LEFT HAND CLUB
LEFT HAND LN
LISBON ME 04252

EXPIRES: 10/26/2025

FEE: $300.00

ATTN CATHY PROCTOR
LISBON LEFT HAND CLUB INC
LISBON LEFT HAND CLUB
PO BOX 715
LISBON ME 04250-0715

Jeanne M. Lambrew

Commissioner

NON-TRANSFERABLE

POST IN A CONSPICUOUS PLACE

Town of Lisbon, ME
300 Lisbon St.
Lisbon, ME 04250

Business License

THIS LICENSE EXPIRES : 01/02/2025
Unless previously revoked.

License Nu
131

Business Name: LISBON LEFT HAND CLUB

ID: 3866

Address: 20 WAGG RD

City, State, Zip: LISBON ME

This is to certify that the business named herein has been duly licensed in the Municipality of Lisbon by the Lisbon Town Council of said Municipality. This license is subject to the laws and ordinances for the regulation of the same.

Type: SPECIAL ENTERTAINMENT WITH ALCOHOL
Date Issued: 01/02/2024

PAID

By _____
AUTHORIZED MUNICIPAL OFFICIAL

Total Received.... **$100.00**

This License is NOT Transferable

SUPPLEMENTARY QUESTIONNAIRE FOR CLUB APPLICANTS

To be completed by On-Premises Licensees that operates as a Club

A. Date Club was incorporated:
_____1944_____

B. Purpose of the Club:

x□ Social

□ Recreational

□ Fraternal

C. When are regular meetings are held: _____2nd Sunday of each month_____

D. Date of election of club officers: _____November Meeting 11/10/2024_____

E. Date elected officers are installed: _____December meeting 12/8/2024_____

F. Total Membership:
_____103_____

G. Annual Dues:
_____$20.00_____

H. Payable When? _____By December 31, 2024_____

I. Does the club cater to the public or to groups of non-members on the premises? _____Y____
_____
_____

J. Excluding salaries, will any person, other than the Club, receive any of the financial profits from the sales of liquor?
NO Volunteer and ran by it members
_____
_____

K. If a manager or steward is employed, complete the following:

Name: _____ Date of Birth: _____

STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

Supplemental Ownership Form

28-A M.R.S. §651

All Questions Must Be Answered Completely.

1. Legal name of applicant: Lisbon Left Hand club	
2. Date of incorporation or registration: Unknown	3. State of incorporation: (if outside Maine)

4. **List the name, address, birth date, and title of officers, directors, owners over 10%, and persons with indirect financial interest in the applicant. (use additional pages, if needed)**

Name	Address	Date of Birth	Title	Ownership Stake (%)
Owned by its members				

NOTE: If no person holds an ownership interest equal to or greater than 10% complete the affidavit on the next page.

Affidavit

The undersigned authorized representative of the applicant swears or affirms that no person that holds an ownership interest in the applicant holds an ownership interest equal to or greater than 10%.

_____ _____

Affiant Signature Date

_____

Affiant Printed Name

State of _____, County of _____

I certify that on the date set forth below, the individual named above did appear personally before me and that I did identify this applicant by: (a) comparing his/her physical appearance with the photograph on the identifying document presented by the applicant and with the photograph affixed hereto, and (b) comparing the applicant's signature made in my presence on this form with the signature on his/her identifying document.

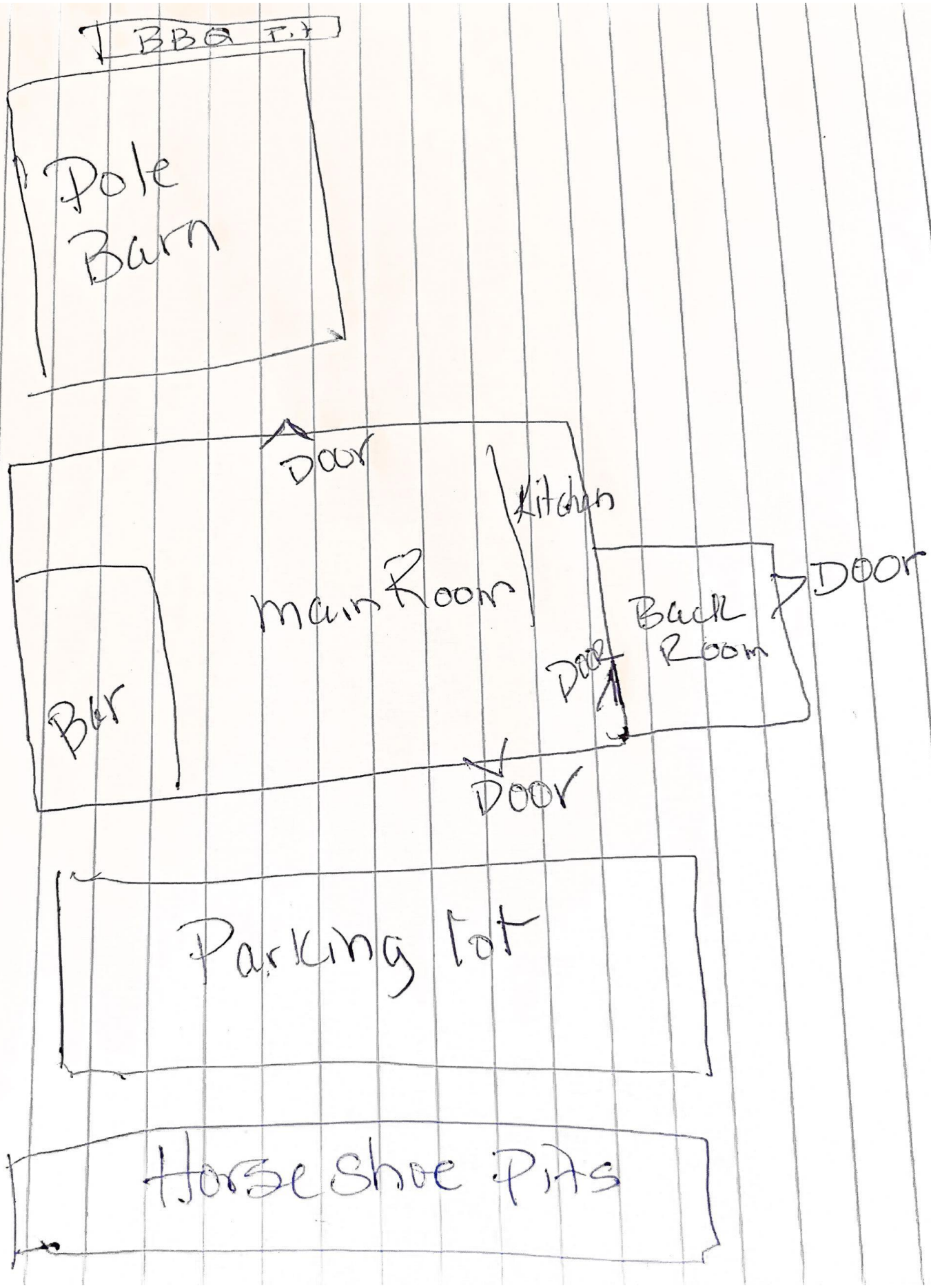
_____ _____

Signature of Notary Public Date

_____

Printed Name of Notary Public

WARNING: The statements on this application are made under oath or affirmation. False statements can be grounds for rejection of the application or suspension or revocation of a license. False swearing is a Class D crime punishable by up to 364 days incarceration and a $2,000 fine.


BBQ Pit
Pole Barn
Door
Kitchen
Main Room
Bar
Back Room
Door
Door
Door
Parking lot
Horseshoe Pits

Breakfast

Eggs	Toast
Bacon	English Muffin
Sausage	French Toast
Ham	Beans
Home Fries	Corn Beef Hash
Pancakes	Juice & Coffee

4 Items $8.00, 5 or more $10.00

Dinner

Hamburger	$2.75
Cheese Burger	$3.00
Chicken Nugget	$3.00
Chicken Sandwich	$3.00
Hot Sausage	$3.00
Hot Dogs	$2.50
Grill cheese	$3.00
French Fries	$3.00

Town Council
MEETING MINUTES
December 3, 2024
LISBON TOWN OFFICE
7:00 PM - COUNCIL MEETING

Jeremy Barnard
Christopher Camire
Nicholas Craig
Norm Albert
Jo-Jean Keller
Fern Larochelle
Mark Lunt

CALL TO ORDER & PLEDGE TO FLAG

The meeting was called to order by Councilor Moore at 7:00 pm followed by the Pledge of Allegiance. He thanked Councilors Larochelle and Lunt for their expertise and guidance during his time on the Council. He thanked Councilors Robishaw and Cain for their assistance. Councilor Cain took a moment to thank Councilor Larochelle for his confidence when he asked if she would be interested in filling a vacated council seat. She thanked the residents for their vote of confidence in electing her to finish the term and thanked the entire council and town office staff for keeping the council a smooth running operation and always interesting adventure. She learned a lot and forged many great relationships. Councilor Robishaw also thanked the residents for electing him to the council. He thanked the town office staff and commented that we have a good team in place and we are very lucky in Lisbon. They work very hard and do a very good job.
The meeting was turned over to the Town Clerk to moderate the Inarugarion of Elected Officials.

INAUGURATION OF ELECTED OFFICIALS & COUNCIL ORGANIZATION

Swearing in of Elected Officials

The Town Clerk introduced herself and stated that on November 5, 2024 along with the General Election, Lisbon held its Municipal Officers Election. The following were elected to the Town Council:
Jeremy Barnard 2523 votes
Christopher Camire 2302 votes
Nicholas Craig 3135 votes
Each newly elected councilor took the oath of office.

(2024-186) Election of Council Chairperson

The Town Clerk opened the floor for nominations for Council Chair. Councilor Albert nominated Nick Craig. Councilor Keller nominated Fern Larochelle. Hearing no other nominations, the Town Clerk closed the floor. The Council voted by secret ballot:
Councilor Larochelle: 5 votes
Councilor Craig: 2 votes
Councilor Larochelle was elected as the Chair.

(2024-187) Election of Council Vice Chairperson

The Town Clerk opened the floor for nominations for Council Vice-Chair. Councilor Albert nominated Chris Camire. Hearing no other nominations, the Town Clerk closed the floor. The Council voted by secret ballot:
Councilor Camire: 7 votes
Councilor Camire was elected the Council Vice-Chair.

(2024-188) Recess

(2024-188) Councilor Albert motioned the order, seconded by Councilor Lunt.
Order Passed; Vote: 7-0
The meeting entered recess at 7:10 pm.

ROLL CALL

Councilor Larochelle reconvened the meeting at 7:15 pm and welcomed the new council members. Members present were Councilors Barnard, Albert, Keller, Larochelle, Lunt, Camire and Craig. Also

present was Assistant Town Manager, Sarah Bennett, Economic Development Director, Ross Cunningham, Town Clerk, Becky Taylor-Chase and several residents.

EXECUTIVE SESSION

GOOD NEWS & RECOGNITION

Ross Cunningham, Economic Development Director, wanted to thank Discover Lisbon, Tiana, Lacome, Camdan Poisson, Len Lednum, Fern Larochelle, Amy Cunningham, Tim Ervin and Kyle Nystrom for their help decorating Main Street. He also thanked Tiana for putting up the tree.

Proclamation Recognizing Election Workers

The Town Clerk read the proclamation honoring the Election Clerks of Lisbon for their efforts facilitating the elections with the town.

Recognition of Sue Clemens-Dallaire

The Town Clerk presented Sue Clemens-Dallaire with a Certificate of Appreciation for her work as the election administrator for the November 5, 2024 General Election.

PUBLIC HEARINGS

East Coast Cure Medical Marijuana Retail Store License

Councilor Larochelle opened the public hearing at 7:19 pm. There were no comments so he closed the hearing at 7:19 pm.

River Driver Adult Use Marijuana Manufacturing License

Councilor Larochelle opened the public hearing at 7:19 pm. There were no comments so he closed the hearing at 7:19 pm.

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS

Harry Moore commented in support for the salary increase for the Town Manager agenda item. The information he presented was obtained through Maine Municipal Association specifically the salary survey. He commented on the following towns populations and pay:
Bath population 8861, the town manager pay is $61.71. Belfast population 7106, the town manager pay is $55.94, Brewer population 9582, the town manager pay is $69.23. Bridgton population 5421, the town manager pay is $67.17. Casco population 3683, the town manager pay is $58.42. Cumberland population 8520, the town manager pay is $79.32. Dover-Foxcroft population 4439, the town manager pay is $66.00. Elliot population 6934, the town manager pay is $56.48. Ellwsorth population 8499, the town manager pay is $62.50. Farmington population 7625, the town manager pay is $56.29. Freeport population 8825, the town manager pay is $81.54. Gray population 8363, the town manager pay is $61.43. Hamden population 7709, the town manager pay is $58.34. Herman population 6515, the town manager pay is $56.29. Kennebunkport population 3919, the town manager pay is $81.87. Kittery population 10,116, the town manager pay is $87.73. North Berwick population 5063, the town manager pay is $63.31. Old Town population 7372, the town manager pay is $64.01. Orono population 11,358, the town manager pay is $95.00. Presque Isle population 8792, the town manager pay is $57.70. Standish population 10,124, the town manager pay is $61.11. Yarmouth population 8983, the town manager pay is $73.14 and York population 9691, the town manager pay is $54.00. From reading the salaries, he commented that Lisbon's town manager is on the low end of that scale. His pay rate is $52.80. There are 483 municipalities in Maine. Lisbon ranks the 25th largest town and 38th in salary. He is advocating for the salary increase to pass going from N1 to N3 which will be $60 and some change. He is worth it and this is a retention tool.
Ray Robishaw also spoke in support of the salary increase for the town manager. It took months of work to find and hire the town manager. Chief McGee filled in doing double duty. He spent many hours working to keep Lisbon successful and the police department successful. It demonstrates that when you have a good person on your team you want to keep them. Mr. Moore's research shows he is way underpaid. Someone getting paid at that level, I'm not sure we would retain them. It's important to keep that motion moving forward and even with the research from Harry, this puts the

pay rate at mid-level. He really hopes the new council members will support this.

CONSENT AGENDA

(2024-189) ***Consent Agenda Items***
Councilor Albert motioned to remove item #1, Waive the Special Event Fee for Merry Main Street on the basis of Discover LIsbon's Non-Profit Status. There was no second, so the item remained on the consent agenda.
(2024-189) Councilor Craig motioned to approve the consent agenda, seconded by Councilor Lunt.
Order Passed, Vote 6-1

Waive the Special Event Fee for Merry Main Street on basis of Discover Lisbon's Non-Profit Status

Approve Medical Marijuana Retail Store License for East Coast Cure

Approve Adult Use Marijuana Manufacturing License for River Driver

Approval of Municipal Accounts Payable of $160,991.63, Municipal Payroll of $475,052.80, School Accounts Payable of $277,649.72, and School Payroll of $400,069.74

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

(2024-190) Approve Annual Salary Adjustment for Town Manager
(2024-190) Councilor Albert motioned for discussion, seconded by Councilor Lunt.
Councilor Albert stated the council needs to complete the review and then vote. It is unclear why this is on the agenda. Have the goals been met? He suggested the item be tabled so they can finish the review.
Councilor Barnard appreciated the research and felt the increase should be merit based.
Councilor Albert stated department heads do not give raised without evaulaions but that is what we would be doing here.
Councilor Larochelle stated the raise is overdue for the town manager. He agrees it is challenging for new council members. Moving forward we will meet all the milestones but recommends we approve.
Councilor Albert stated previous councilors would be sitting in on the evaluation. No new councilors would be participating. He felt we are setting a precedence. Stating leadership is exempt from the evaluation process. We should take one month to finish the process.
Councilor Larochelle felt it sends a message that we are not supporting management.
Councilor Craig asked what was overdue? The increase or the evaluation. Councilor Larochelle answer both were overdue.
Councilor Albert stated the contract is very clear; there is an annual evaluation. In 2023 the evaluation was done in August of 2024. We are missing milestones and we need to stay on task.
Councilor Barnard doesn't want to send a negative message and would like more concrete information before voting.
Councilor Lunt agrees to the evaulaiton. He stated he would like to withdraw his second to the motion.
The order did not receive another second and did not move forward.

(2024-191) Motion to Authorize Sale of 430 Ridge Rd., Lisbon, and Associated Agreements
(20204-191) Councilor Albert motioned the order, seconded by Councilor Lunt.
Order Passed, Vote 7-0
Councilor Larochelle gave a brief summary of the property. He stated is was dangerous and tearing it down had been considered. The property is split between Sabattus and Lisbon. Sabbattus has fronted money to tear it down. They have agreed to the sale.
The Assistant Town Manager read from the memo prepared by the Town Manager: I have outlined a summary of the history on this property as concisely as I can to provide context for the recommended

order.
• The property is in the early stages of disposition following foreclosure.
• Outstanding taxes and fees total $6,661.12, including amounts from six fiscal years.
• Further actions, including broker appointment and compliance with distribution requirements for excess proceeds, will require council direction.
The joint sale is necessary due to the shared ownership of the lot and the nonconforming status of one of the parcels. By proceeding with a joint sale, we can facilitate the quitclaiming of both parcels to a prospective new owner in a single transaction.
Councilor Craig asked about the new law regarding disposal of town property. It was stated the town can only keep the money owed for back taxes, legal fees etc. and anything above that goes to the owner.

(2024-192) Acceptance of $6,500 Donation from American Legion Post 158 and Establishment of Special Revenue Account for Ice Skating Rink at Graziano Square
(2024-192) Councilor Albert motioned the order, seconded by Councilor Keller.
Order Passed, Vote 7-0
Mark Stevens, Parks and Recreation Director, stated post 158 has been very active the last few months and reached out to offer some funds to support the skating rink.
Councilor Barnard asked if there were any concerns about if that is enough money. He is unclear of what the cost could be. Mr. Stevens stated it would be a small area, approximately 30x40.

OTHER BUSINESS

Council Committee Reports:
Councilor Larochelle wanted council members to look at the different committees and email him with their interest. At the next meeting they will review.

School Committee

Planning Board

Lisbon Development Committee

Conservation Commission

Parks & Recreation Committee

County Budget Committee

Library Governing Board

Water Commission

Finance Committee

Town Manager's Report
The Assistant Town Manager stated we have a PSAP agreement so that should be signed soon and will be on the agenda in January. Staff is working on their budgets. She also thanked the outgoing council members for their contributions. She has enjoyed working with them and getting to know her role with them. She is looking forward to working with the new council.

Council Goals
Councilor Larochelle stated the Town Manager learned of a new process for goal setting, so at the next meeting we will have him describe that process. We want to make sure everyone is working together, and we have a team approach to make goals attainable. If we are holding our town manager accountable we want to make sure we are setting goals that are achievable.
Councilor Albert stated back in September we spoke about having a charter commission. The charter needs a revamp and overhaul. We need to set up achievable and attainable goals.

APPOINTMENTS

(2024-193) Confirm Appointment of Liza Kimball from Associate Planning Board Member to Planning Board Member

(2024-193) Councilor Albert motioned the order, seconded by Councilor Lunt.

Order Passed, Vote 7-0

Councilor Craig commented that she is a wealth of knowledge and a great resource.
Councilor Albert commented she is more than qualified.

COUNCIL COMMUNICATIONS

Councilor Craig commented that he is happy to be here and thanked the residents that voted.
Councilor Keller commented about the improvements to the town's website. There are a couple of interesting meetings coming up. The Water Commission and a tentative Transfer Station Adhoc Committee meeting and a Public Safety Building Comittee meeting. You can find out more information on the town's website.
Councilor Larochelle would like the council to be forward thinking and do more workshops. He wanted to know if the council can do those at 6 before the regular meeting. Councilor Albert stated for context we use to do the budget in those workshops an hour before the meeting. We are laser focused for that hour and then go into the regular council business. Its a lot more productive.
Councilor Larocholle stated we have some catching up to do and we usually have a meeting with legal to go over the "do's and don'ts" of a councilor. That might be done in one of our workshops. He reminded people not to "reply all". If you are in an email of 3 or more it's considered doing town business and is a public meeting. Keep emails direct.
Councilor Keller has an article called the Art of Communication. Copies will be made and put in mailboxes.
Councilor Larochelle we can review the operating rules and they are subject to change with the new council. Take a look and bring any recommendations.

AUDIENCE PARTICIPATION & RESPONSE TO NEW ITEMS

Councilor Larochelle asked how many people were in attendance because their class required this as homework? There were approximately 10 students in attendance. He invited them to speak.
There was a question from the audience about the public hearing process. Councilor Larochelle stated there are requirements for a lot of different scenarios. Before it gets approved, there is an opportunity for the general public to comment for or against the item. When an ordinance changes, we need to hold a public hearing. It's exciting to see a lot of young people in the room. It's very important to be involved. It's important for the council to hear from the residents.
Melanie Simmons and Tessa McDaniels stated the assignment is for American Civ class and we need to write a paragraph about the meeting.
Charilie Turgeon congratulated the new and remaining council members. He stated their work is very admirable. He referred to Mr. Moore's information (previously brought up earlier in the meeting) and discussed Lisbon's population. He commented that we put the least amount of money into our school system in comparison to town's of similar size. The teacher shortage is real and is not going away anytime soon. Teachers are one of our biggest assets. They give back to the community.

ADJOURNMENT

Councilor Albert motioned to adjourn the meeting, seconded by Councilor Lunt.

Vote 7-0

The meeting adjourned at 8:09 pm.

_____
Rebecca Taylor-Chase, Town Clerk

Date Approved:

Agenda Date: 1/7/2024

Municipal Accounts Payable			
Date	Amount	Warrant Number	
12/18/2024	321,340.75		12172024
Total	321,340.75		

Municipal Payroll			
Date	Amount	Reference	
12/24/2024	55,066.25		water payroll 12/26 to be reimbursed
12/24/2024	213,413.98		town payroll 12/26
12/30/2024	172.79		town payroll correction
Total	268,653.02		

School Accounts Payable			
Date	Amount	Voucher Number	
12/17/2024	219,973.33		2512
Total	219,973.33		

School Payroll			
Date	Amount	Voucher Number	
12/13/2024	15,935.73		1064
12/13/2024	313.27		1065
12/13/2024	492.75		32
12/13/2024	132.34		1066
12/27/2024	1,458.34		1076
12/27/2024	16,250.52		1074
12/27/2024	313.27		1075
1/3/2025	5,355.60		1079
1/3/2025	3,909.11		38
1/3/2025	409,642.79		1077
Total	453,803.72		

Form 4501

Notification: 10301142468

CENTRAL MAINE POWER COMPANY

Work Order: 801000667701

APPLICATION FOR POLE LOCATION OR UNDERGROUND LOCATION

In the City/Town of: Lisbon, Maine

To the:

- ☐ City
- ☒ Town
- ☐ County of: Androscoggin, Maine

☒ Central Maine Power hereby applies for permission to:

☒ Construct and maintain poles together with attached facilities and appurtenances upon, along or across certain streets and highways in said City/Town as described below.

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

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

1. Starting Point: 44.039574, -70.034791
2. Road (State & CMP): Bowdoinham Road (3rd Class Road)
3. Direction: NORTH WEST
4. Distance: 900 feet
5. Number of Poles: 5

☒ Overhead wires shall have a minimum clearance of 18 feet over the public highway and be constructed to conform with the requirements of the National Electric Safety Code.

☐ Buried cable facilities shall be placed at a minimum depth of 36 inches under pavement and 30 inches elsewhere and be constructed to conform with the requirements of the National Electric Safety Code.

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

☐ Public Notice of this application has been given by publishing the text of the same

☒ Not Published

In:

On:

CENTRAL MAINE POWER COMPANY

Consolidated Communications of Northern New Eng

By: Edward Adams Date: 2024-12-20

By: Jessica Theriault Date: 12/23/2024

Jessica Theriault - Right of Way

Form 4502

Notification: 10301142468

CENTRAL MAINE POWER COMPANY

Work Order: 801000667701

SKETCH TO ACCOMPANY APPLICATION FOR POLE OR UNDERGROUND LOCATIONS

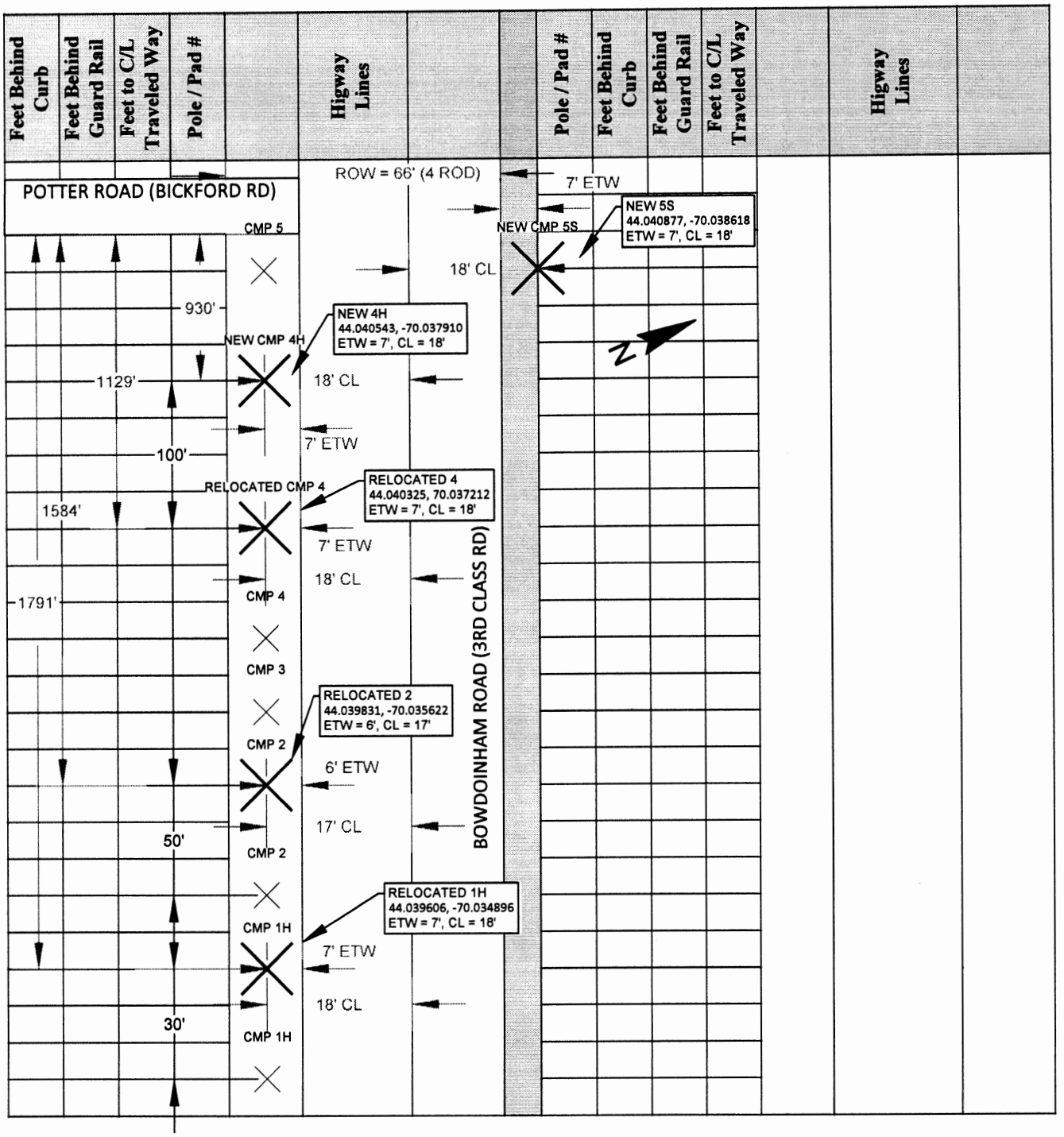
City / Town: LISBON

Date: 12-12-2024

Street: BOWDOINHAM ROAD (3RD CLASS ROAD)

By: EDWARD ADAMS

Facilities to consist of wood poles and appurtenances with a minimum clearance of wire and cables not less than 21 feet over the public highway, and/or underground facilities to consist of buried cables, conduits, transformers and manholes for operation at 7200 volts to ground single phase. Construction to be suitable for future operation at a voltage not to exceed 22KV to ground single phase. Right-of-way limits indicated are based on the best field information available. at Central Maine Power Poles/ Pads are staked. For further information call: EDWARD ADAMS at Central Maine Power Company tel: (207)-450-3026 . Pole/Pad spans shown are approximate.



Form 4503

Notification: 10301142468

Work Order: 801000667701

LOCATION PERMIT

Upon the Application of Center Maine Power Company and Consolidated Communications of Northern New En, dated Dec 20, 2024, asking for permission, in accordance with law, to construct and maintain poles, buried cables, conduits, and transformers, together with attached facilities and appurtenances over, under, along or across certain highways and public roads in the location described in said application, permission is hereby given to construct, reconstruct, maintain and relocate in substantially the same location, said facilities and appurtenances in the City / Town of Lisbon, approximately located as follows:

1. Starting Point: 44.039574, -70.034791
2. Road (State & CMP): Bowdoinham Road (3rd Class Road)
3. Direction: NORTH WEST
4. Distance: 900 feet
5. Number of Poles: 5

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

By:_____

By:_____

By:_____

By:_____

By:_____

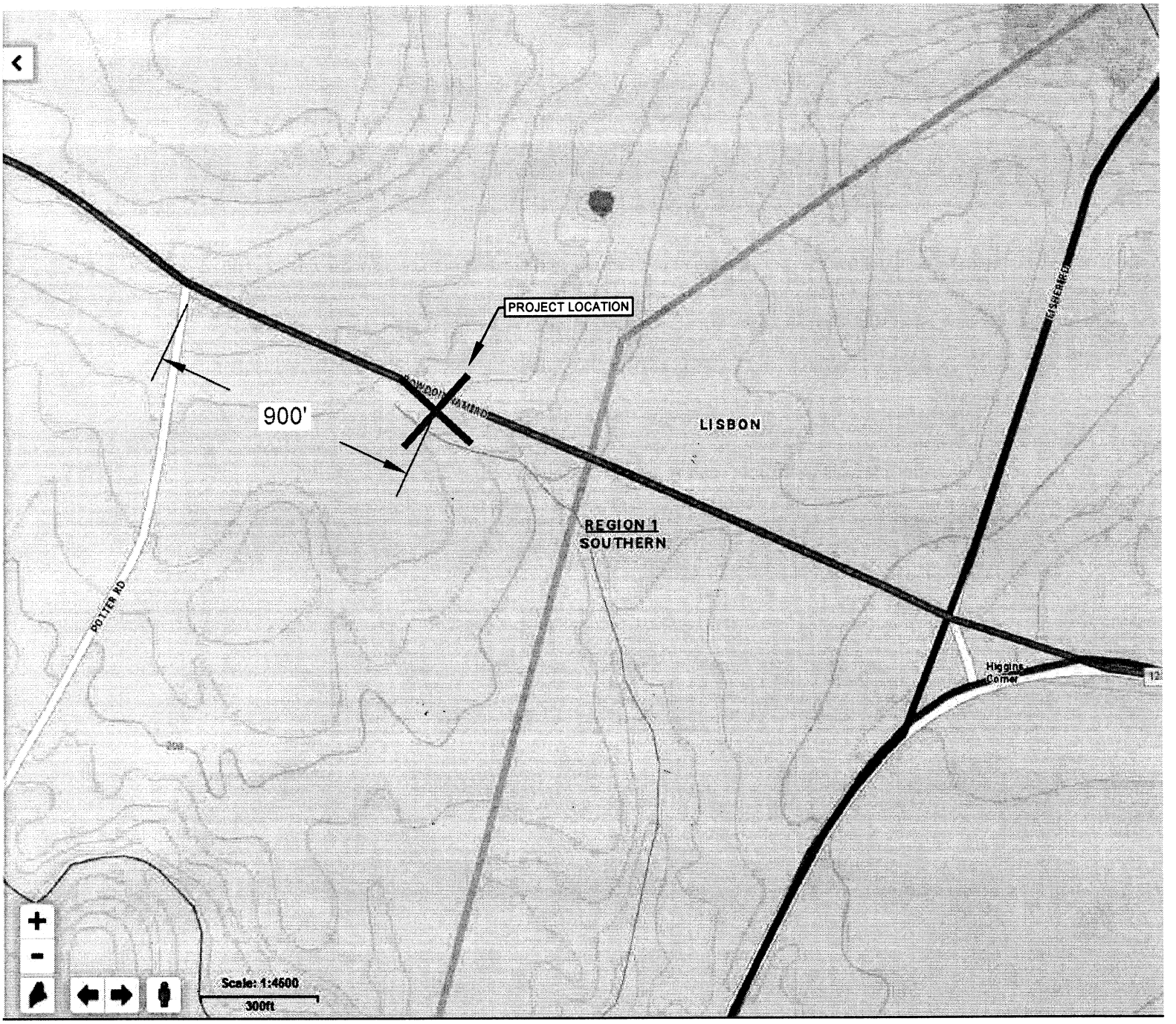
Municipal Officers

Office of the _____

Received and Recorded in Book_____, Page_____

Attest:_____

Clerk



MDOT MAP VIEWER SNIP

LISBON POLE PERMIT INSPECTION REPORT

PERMIT REQUESTED BY: CMP (Edward Adams)

LOCATION: Bowdoinham Rd

CODE ENFORCEMENT DEPARTMENT

I, MARK STANBERY, have reviewed the application and find the pole is located in front of property owned by: MARJORIE ARNDT

and the physical address of the property is: BOWDOINHAM ROAD MAP 03 LOT 019

Additional Comments: _____

Approved Date: 1/7/25 Signed by: Mark C Stanbery

****

Deny permission for the following reason: _____

_____

Date Denied: _____ Signed by: _____

PLEASE FORWARD TO PUBLIC WORKS DEPARTMENT

PUBLIC WORKS DEPARTMENT

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

Additional Comments: I found that Bowdoinham Rd is a 4 Rod Road

Approved Date: 12/20/24 Signed by: Pat Maloy

****

Deny permission for the following reason: _____

_____

Date Denied: _____ Signed by: _____

PLEASE RETURN TO THE TOWN CLERK

Town of Lisbon

Fern Larochelle Chair 2026
Christopher Camire, Vice Chair 2027
Mark Lunt 2025
Normand Albert 2025
Jo-Jean Keller 2025
Jeremy Barnard 2027
Nicholas Craig 2027

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: **(Order 2025-003)** Adoption of the 2025 Council Meeting and Workshop Schedule
Date: January 7, 2025

Summary

Regular Council Meetings

- Council will meet:
  - Once in **July** and **August**.
  - Once in **November** and **December**.
  - Regularly in other months as usual.
- Additional meetings can be added if needed.

Proposed Workshops

1. **January 14, 2025**: Annual Goal Setting Workshop.
2. **January 28, 2025**: Transfer Station Committee Recommendations Workshop.
3. **March 11, 2025**: School Budget Review.
4. **March 15 or 22, 2025**: Annual Full-Day Saturday Budget Workshop.
   - Departments will present their expense budgets to the Council and Finance Committee.

Recommendation

Council determine which Saturday they would like to hold the budget workshop, or provide guidance if they wish to proceed with an alternate workshop schedule.

Attachments

1. Proposed Council 2025 Calendar

2025

January

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	**7**	8	9	10	11
12	13	14	15	16	17	18
19	20	**21**	22	23	24	25
26	27	28	29	30	31	

February

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	**4**	5	6	7	8
9	10	11	12	13	14	15
16	17	**18**	19	20	21	22
23	24	25	26	27	28	

March

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	**4**	5	6	7	8
9	10	**11**	12	13	14	**15**
16	17	**18**	19	20	21	**22**
23	24	25	26	27	28	29
30	31					

April

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	**15**	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	**6**	7	8	9	10
11	12	13	14	15	16	17
18	19	**20**	21	22	23	24
25	26	27	28	29	30	31

June

Su	Mo	Tu	We	Th	Fr	Sa
1	2	**3**	4	5	6	7
8	9	10	11	12	13	14
15	16	**17**	18	19	20	21
22	23	24	25	26	27	28
29	30					

July

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	**15**	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	**19**	20	21	22	23
24	25	26	27	28	29	30
31						

September

Su	Mo	Tu	We	Th	Fr	Sa
	1	**2**	3	4	5	6
7	8	9	10	11	12	13
14	15	**16**	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	**7**	8	9	10	11
12	13	14	15	16	17	18
19	20	**21**	22	23	24	25
26	27	28	29	30	31	

November

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	**18**	19	20	21	22
23	24	25	26	27	28	29
30						

December

Su	Mo	Tu	We	Th	Fr	Sa
	1	**2**	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Proposed Regular Meeting
Workshop
Proposed Budget Workshops

Town of Lisbon

Fern Larochelle Chair 2026
Christopher Camire, Vice Chair 2027
Mark Lunt 2025
Normand Albert 2025
Jo-Jean Keller 2025
Jeremy Barnard 2027
Nicholas Craig 2027

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: **(Order 2025-004)** COUNCIL ORDER SUBMITTING AMENDMENT TO ORDER AUTHORIZING THE TOWN OF LISBON TO ISSUE UP TO $2,800,000 IN BONDS TO FINANCE THE RECONSTRUCTION OF A PORTION OF THE FERRY ROAD AND RELATED IMPROVEMENTS
Date: January 7, 2025

Summary
The Ferry Road bond project has $472,009.38 in unspent proceeds due to lower-than-expected bids and no unforeseen costs during construction. These funds can be reauthorized through a special election to be used for other road-related projects. The money must be spent by May 2025.

Proposed Use of Funds:

- Redesign of **Route 196/Canal Street** (a potential partnership with DOT, with further discussion at a future meeting).
- Improvements to **King Road**.
- Improvements to **Bisby Street**.
- Resurfacing town parking lot on Canal St.

The Public Works Director, Town Attorney, Economic and Community Development (ECD) Director, and I are available to discuss these options and other potential projects.

Recommendation

Attachments
1. Amendment_Lisbon GOB22 Project Amendment
2. Council Order_Lisbon GOB22 Amendment

AMENDMENT TO ORDER AUTHORIZING THE TOWN OF LISBON TO ISSUE UP TO $2,800,000 IN BONDS TO FINANCE THE RECONSTRUCTION OF A PORTION OF THE FERRY ROAD AND RELATED IMPROVEMENTS

WHEREAS, on September 7, 2021, 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, the Town Council of the Town of Lisbon, Maine (the "Council") duly adopted an Order Authorizing the Town of Lisbon to Issue Up To $2,800,000 in Bonds to Finance the Reconstruction of a Portion of the Ferry Road and Related Improvements (the "Order");

WHEREAS, the Order authorized the issuance of bonds for the purpose of financing the reconstruction of approximately 2.5 miles of the Ferry Road from the intersection of Ferry and Marshall Roads extending to the river bend area, and related improvements (the "Project");

WHEREAS, at a referendum election duly called and held by the Town of Lisbon, Maine (the "Town") on November 2, 2021, the voters of the Town ratified and approved the adoption of the Order and authorized the issuance of a general obligation bond of the Town to finance the Project;

WHEREAS, on May 19, 2022, the Town issued its 2022 General Obligation Road Bond in the principal amount of $2,800,000 (the "Bond") to the Maine Municipal Bond Bank (the "Bank");

WHEREAS, subsequent to the issuance of the Bond, the Town solicited bids for construction of the Project authorized by the Order and used the proceeds of the Bond to pay for all of the cost of the Project;

WHEREAS, as a result of unexpectedly low bids from qualified contractors and the absence of any additional costs associated with the Project, the Town has completed construction of the Project and currently $472,009.38 of the Bond proceeds remain unspent (the "Unspent Proceeds"); and

WHEREAS, the Town has identified governmental purposes comparable to the Project, namely the design, engineering, repair, restoration, rehabilitation, reconstruction, repaving, resurfacing and reclamation of Town streets, sidewalks, parking lots and related facilities, on which the Unspent Proceeds may be spent;

NOW, THEREFORE, 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 Section (1) of the Order Authorizing the Town of Lisbon to Issue Up To $2,800,000 in Bonds to Finance the Reconstruction of a Portion of the Ferry Road and Related Improvements (the "Order") be hereby amended to include additional permissible uses of the Bond proceeds, as follows:

(1) That the Town of Lisbon (the "Town") be authorized to issue general obligation bonds in an amount not to exceed $2,800,000 and notes in anticipation thereof (collectively, the "Bonds"), to fund (i) the reconstruction of approximately 2.5 miles

DRAFT

of the Ferry Road from the intersection of Ferry and Marshall Roads extending to the river bend area, and related improvements; and (ii) all or a portion of the cost of the design, engineering, construction, repair, restoration, rehabilitation, reconstruction, repaving, resurfacing and reclamation of Town streets, sidewalks, parking lots and related facilities (the "Project");

That the Order, as approved by the Council on September 7, 2021 and ratified by the voters of the Town on November 2, 2021, shall otherwise remain unchanged and in full force and effect.

That, for purposes of Treasury Regulation §1.150-2, the Town reasonably expects to incur debt to reimburse expenditures (including expenditures made within 60 days of the adoption of this Ordinance) temporarily advance from the Town's general fund, such expenditures to be made to pay the cost or a portion of the cost of the Project, as amended by this Ordinance, and that the maximum principal amount of debt to be issued by the Town for the Project, including for reimbursement purposes, is Two Million Eight Hundred Thousand Dollars ($2,800,000).

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 Section 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 January, 2025.

_____ _____

_____ _____

_____ _____

_____

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 AMENDMENT TO ORDER AUTHORIZING THE TOWN OF LISBON TO ISSUE UP TO $2,800,000 IN BONDS TO FINANCE THE RECONSTRUCTION OF A PORTION OF THE FERRY ROAD AND RELATED IMPROVEMENTS

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 of the Maine Revised Statutes:

That a referendum election be held on _____, 2025, for the voters of the Town to consider enactment of Ordinance, entitled "Amendment to Order Authorizing Town of Lisbon to Issue Up to $2,8000,000 in Bonds to Finance the Reconstruction of a Portion of the Ferry Road and Related Improvements" (the "Amendment");

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:

> Shall the Town vote to ratify and enact an ordinance amendment entitled "Amendment to Order Authorizing Town of Lisbon to Issue Up to $2,800,000 in Bonds to Finance the Reconstruction of a Portion of the Ferry Road and Related Improvements"?
>
> Town Council recommends: ___
> Finance Committee recommends: ___
> School Committee recommends: ___

FINANCE DIRECTOR'S FINANCIAL STATEMENT

1. <u>Total Town Indebtedness</u>

Bonds Outstanding and Unpaid	$
Bonds Authorized but Unissued	$
Bonds to be Issued if this Article is Approved	$
Total:	$

2. <u>Estimated Costs of Proposed Bond</u>

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

Principal	$
Interest	$
Total Principal & Interest to be Paid at Maturity	$

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 January, 2025.

_____ _____

_____ _____

_____ _____

_____
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

Fern Larochelle Chair 2026
Christopher Camire, Vice Chair 2027
Mark Lunt 2025
Normand Albert 2025
Jo-Jean Keller 2025
Jeremy Barnard 2027
Nicholas Craig 2027

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: **(Order 2025-005)** Introduction of Ordinance Changes to Chapter 70 - Zoning Updates - First Reading
Date: January 7, 2025

Summary

Kate Burch, AICP, Senior Planner from North Star Planning, will present the proposed updates to Lisbon's road standards, which aim to address gaps in existing regulations. These updates include introducing comprehensive standards for road design and construction for roads outside of subdivisions, as well as updates to Chapters 66 and 70 of the ordinance.
The changes focus on improving public safety, supporting municipal infrastructure, and ensuring long-term road quality. Key elements include:

- Updated classifications for streets and driveways.
- Requirements for dead-end street turnarounds and fire prevention measures.
- Performance bonds and inspection processes for new roads.
- Connectivity requirements for subdivision streets and maintenance agreements for private roads.

This proposal has undergone extensive collaboration with municipal staff, the Planning Board, and legal review. It is brought forward following workshops and approval from the Planning Board on November 14, 2024.
Kate will be available to answer questions and provide additional details during her presentation.

Recommendation

Attachments

1. Lisbon Roads Ordinance Memo for Council 11.7
2. Lisbon Roads Ordinance Town Council 1.7
3. NSP Brownfields SPR Memo for Council 1.7
4. NSP Commercial Zone Memo for Council 1.7

MEMORANDUM

TO: Lisbon Town Council

CC: Glenn Michalowski, Town Manager

From: Kate Burch, AICP, Senior Planner, North Star Planning

RE: Lisbon Roads Ordinance – Ordinance Changes – Chapter 70, Chapter 66

Date: December 23, 2024

Overview

Lisbon has no unified standards for road design and construction for roads built outside of a subdivision. The existing road standards lack dead end, driveway, turnaround, and fire prevention requirements for roads.

Road standards serve several purposes:

- Allow for well-planned, connected development to occur over time
- Protect public safety through emergency access and fire prevention, lessening strain on volunteer fire department
- Support municipal capacity by ensuring roads are well-constructed with plans for maintenance, and limit demand on public works, school busing, garbage collection, and other public services
- Proactive approach to prevent long-term issues of road quality and maintenance

The following road standards were developed by North Star Planning in consultation with Lisbon's Town Manager, Assistant Town Manager, Public Works, Fire Chief, and Code Enforcement Officer, as well as the technical standards (beginning page 5) developed with input from consulting engineer Mandy Holway, PE of Olver Associates. The Town Attorney, Kristen Collins, has reviewed this ordinance language. These standards also include some ordinance clean-up in the impacted sections.

Planning Board workshops discussing these ordinance standards were held at the April 11, June 27, and July 11 2024 meetings. The Board held a first reading of new ordinance standards on October 10, 2024. The Board approved the changes on November 14, 2024.

Proposed Changes - Chapter 70, Zoning

Section 70-1 Definitions

Arterial Street means a public roadway classified on the most recent functional classification map generated by the Maine Department of Transportation as a major or minor arterial street. These are streets

which serve primarily as major trafficways for travel between and through towns. Route 9, Route 125, and Route 196 are Arterial Streets.
Collector Street means a public roadway that complies with the standards in Table 70-618 and is classified on the most recent functional classification map generated by the Maine Department of Transportation as a collector street. These streets serve as feeders to arterial streets, as collectors of traffic from minor streets and for circulation and access in commercial and industrial areas. Bowdoinham Road, Burrough Road, Edgecomb Road, Ferry Road, Fisher Road, Frost Hill Avenue, Gould Road, King Road, Littlefield Road, Pine Woods Road, Store Road, Summer Street, Upland Road, Webster Road and Wing Street are Collector Streets.
Dead end street means a street with a single common ingress and egress.
Driveway means a route that provides access to no more than two lots from either a public or private right-of-way. A driveway shall not be used to provide lot frontage.
Local street means a street designed for public acceptance or a public roadway shown on the most recent functional classification map generated by the Maine Department of Transportation as a local street providing direct access within identifiable neighborhoods and lands, where through traffic is usually discouraged.
Major Street means a street that complies with the standards in Table 70-618 and serves more than 10 lots.
Minor Street means a street that complies with the standards in Table 70-618 and serves less than 10 lots.
Public Street means a public way established by or maintained under public authority, or a recorded way no less than 49.5 feet wide that is platted and dedicated for public use.
Street means a public or private road or way such as an alley, avenue, boulevard, highway, road, or other right-of-way, as well as an area on a subdivision plan designated as a right-of-way for vehicular access. A street shall exclude a driveway, as defined.
Private Way means a street that has not been accepted by the Town of Lisbon as a Public Street. Private ways do not include driveways or accessways typically referred to as "tote roads" or "woods roads."
~~*Street-arterial* means Route 9, Route 125 and Route 196.~~
~~*Street-collector* means Bowdoinham Road, Burrough Road, Edgecomb Road, Ferry Road, Fisher Road, Frost Hill Avenue, Gould Road, King Road, Littlefield Road, Pine Woods Road, Store Road, Summer Street, Upland Road, Webster Road and Wing Street.~~
Street line means a dividing line between a lot, tract or parcel of land and a contiguous street.
~~*Street-minor* means all streets other than arterial streets or collector streets.~~

Sec. 70-612 Roads and Driveways in the shoreland zone

Sec. 70-617 Roads and Driveways
The following standards shall apply to the construction of roads and/or driveways in all zoning districts.

(a) Street Classification

(b) Streets shall be classified as arterial, collector, local, major or minor streets, or private ways, according to the definitions set forth in Section 70-1.

(c) Standards

1) All streets shall meet the design and construction standards in the table in Sec. 70-618, Design & Construction Standards for Road and Driveways.
2) Streets shall be designed to integrate with the topography and natural features and provide safe travel for all users of the street.
3) Streets shall be designed for safe vehicle, pedestrian, and bicycle movement.
4) Any new street or road applied for through the development review process shall not be approved unless recommended by the Public Works Director, Fire Chief, and Police Chief,

who shall review the project for safety and the capacity to serve all users without undue risk of deterioration.

5) Streets for public acceptance must meet the standards in Chapter 46, Article III, Street Acceptance Standards.
6) Permanent survey monumentation (four-inch by four-inch by four-foot granite monument or approved equivalent) shall be provided and set by a State of Maine Professional Land Surveyor along the street at all changes in direction (including point of curvature and point of tangency for curved) on both sides of the street. Monument location and type at all other points must conform to standard State of Maine survey practices.
7) *Fire Prevention.*
    a. Streets with public water access shall provide fire hydrants every 1,000 feet.
    b. Streets without public water access with dwellings located more than 1,000 linear feet from a functioning fire hydrant shall provide a dry hydrant, fire pond, or dwellings on these streets must have a National Fire Protection Association (NFPA) 13D monitored sprinkler system installed.
    c. Hydrants, ponds, and sprinklers shall be approved by the Lisbon Fire Chief or designee.
    d. Hydrants, ponds, and sprinklers shall be routinely inspected by the Town of Lisbon and Lisbon Water District.
    e. Dead-end private roads not supplied with public water shall have hammerhead turnarounds installed every 1,000 linear feet.
8) *Performance bond.*
    a. The developer shall submit either a performance guarantee in an amount to be determined by the town manager, upon consultation with any staff or consultants deemed necessary, to be equal to the costs of furnishing, installing, connecting and completing all aspects of the street grading, construction, all layers of paving, storm drainage and utilities required within one year from the date of the guarantee. The performance guarantee may be in the form of a performance bond, letter of credit, or escrow deposit with a corresponding escrow agreement between the developer and the Town. The performance guarantee shall be renewed, subject to approval by the town manager, until the project is complete and has been satisfactorily inspected, or the permit has expired.
9) *Inspections.* The developer shall coordinate the construction of streets, drains, sewers, and utilities with the following responsible agencies:
    a. The Code Enforcement Officer and the town's consulting engineer shall work with the developer to schedule a preconstruction meeting and schedule of inspections based upon the developer's intended construction program. At a minimum, the Director of Public Works (and/or designee), the Code Enforcement Officer (and/or designee), and the town's consulting engineer shall be contacted by the developer to schedule inspections.
    b. When a minimum length of 300 feet (or the entire length of a street if it is less than 300 feet in length) has been excavated to subgrade and properly prepared for the placement of gravel, the Public Works Department shall be called to perform an inspection and approval granted before gravel is placed. Gravel shall be placed in compacted layers of not more than 8 inches. Before any surface material is placed in

any area, the work shall again be inspected by the Director of Public Works. The placement of bituminous concrete shall be done in accordance with this chapter, and be inspected by the Department of Public Works.

c. Prior to any water or sewer construction, necessary approvals shall be obtained from the Lisbon Water and Sewer Departments. A representative of each department shall be present whenever an existing sewer is to be cut, entered, or in any way disturbed. The Departments shall be notified immediately if any of its lines are damaged or in need of repair. If any municipal road is to be opened, approval must be obtained from the Town Council in advance of the work. All utilities shall certify in writing that the work has been accomplished to their satisfaction prior to acceptance by the Town of any street or way.

(d) Private Streets

1) All new private streets shall meet, at minimum, the standards for a Minor Road outlined in the table in Sec. 70-618, Design & Construction Standards for Road and Driveways.
2) No building permit shall be issued for a new primary dwelling unit with primary access from a private street serving a total of ten (10) or more lots, unless the street has been or will, as a condition of approval, be built or upgraded to meet the Major Street standards. These standards may be modified only where (1) the easement serving the property was conveyed prior to [date] and is not of sufficient width or contains other physical or legal restrictions which prevent the standards from being met; or (2) prior conveyances or construction abutting the private street make it impossible to meet the standards due to undue hardship.
3) Private roads that are part of a subdivision or site plan application, or that are intended for use to support a development requiring Planning Board review, shall be reviewed by the Planning Board.
4) Private roads not part of a subdivision or site plan application:
    a. *Submission requirements*. An application form and plan set shall be prepared by a Maine licensed engineer. At a minimum, the plan shall include the location and width of the right-of-way, a plan view and profile view of the roadway, the location and size of culverts and proposed drainage features.
    b. *Review authority.* All private road application forms and plans shall be submitted to and approved by the Code Enforcement Officer.

(e) Dead-end Streets

1) Cul-de-sacs and dead-end streets shall be provided with a suitable turning circle or turnaround, as follows:
    a. A hammerhead turnaround shall be constructed at a distance of 50 feet from the roadway edge at ninety degrees (90°) to the street it serves. Larger dimensions may be required by the Code Enforcement Officer to accommodate larger design vehicles anticipated to use the turnaround.
    b. All turning circles shall be paved to specified street standards and have the following minimum diameter:
        i. Right-of-way: 100 feet.

ii. Outer pavement edge: 85 feet.
iii. Inner pavement edge: 65 feet.

2) Temporary turnarounds may be allowed where future road extensions are planned if designed to allow discontinuance of the turning circle while not creating any lots with less than the required frontage for the zone in which located.
3) Driveways shall not be located off the ends of hammerhead turnarounds.
4) In the LR, GR, V districts, no dead end shall exceed 1,500 linear feet, or 15 lots.
5) In the RR, LRR, ROS-I, and ROS-II districts, no dead end shall exceed 2,500 linear feet, or 15 lots.

(f) Driveways

1) The maximum length of a driveway shall not exceed 1,000 feet.
2) All driveways serving more than 1 dwelling unit in excess of 150 feet shall contain at least one turnaround. The exact location of the turnaround shall be reviewed by the Fire Department.

Sec. 70-618, Design & Construction Standards for Road and Driveways

Standards	Collector Streets	Major Street	Minor Street
Road Type	Paved	Paved	Paved or Gravel
Maximum lots on dead-end street	15	15	10
Minimum width of right-of-way	60 feet	50 feet	50 feet
Minimum width of travel way	20' (add 8' of width for each lane of on-street parking)	18'	16'
Shoulder type	paved	paved	gravel
Shoulder width	5 feet	3 feet	2 feet
Sidewalks	Both Sides	One Side	None
Sidewalk Width Minimum (where required)	5 feet	5 feet	5 feet
Technical Standards			
Minimum grade	0.50%	0.50%	0.25%
Maximum grade	8%	8%	8%
Maximum grade at intersection and turnarounds	3 percent within 75 feet of intersection or turnarounds		

Minimum angle of intersections	90 degrees	90 degrees	70 degrees
Minimum tangent length between reverse curves	200 feet	100 feet	0 ft
Bituminous paved:			
Surface compacted	1 1/2 inch	1 1/2 inch	1 1/2 inch (if paved)
Base compacted	2 1/2 inch	2 1/2 inch	2 inch (if paved)
Road crown (minimum)	1/4"/ft.	1/4"/ft.	1/4"/ft.
Shoulder slope	3/4 inch—1 inch	3/4 inch—1 inch	3/4 inch—1 inch
Side slopes (drop to run)	1—3 min.	1—3 min.	1—3 min.
Base course (gravel)*	24 inches	18 inches	18 inches
Design speed	45 mph	25 mph	25 mph
Radius of turnaround at enclosed end:			
Property line (minimum)	65 feet	65 feet	65 feet
Pavement (minimum)	65 feet	65 feet	65 feet
Property line radii at intersection (minimum)	20 feet	20 feet	20 feet
Curb radii at intersections:			
90 degree intersections	25 feet	25 feet	25 feet
Less than 90° intersections	30 feet	30 feet	30 feet

Sec. 70-619 Additional construction standards for roads and driveways.

(a) *Typical Cross Section and Underdrain.* In lieu of an enlarged right-of-way, or drainage easements along the proposed street right-of-way, an underdrain may be used to provide drainage for surface water and/or water from the subbase of the street. Included with the submittal of the preliminary plan shall be a profile and cross section of the underdrain system and arrangement of the filter media surrounding the pipe. The selection of drain size and arrangement of the surrounding filter media shall be designed by a licensed professional

engineer, and the engineer's statement to this effect shall accompany the plan for approval. When underdrain is used, the base and subbase shall extend to the right-of-way line as much as possible. The surface drainage shall be handled satisfactorily and separate from the underdrain.

1) *Specification of Materials: Sub-base.* The aggregate sub-base course shall be sand or gravel of hard durable particles free from vegetative matter, lumps, or balls of clay and other deleterious substances. Aggregate for the sub-base shall contain no particles of rock exceeding six (6) inches in any dimension. The gradation shall meet the following grading requirements:

Sieve Designation	**Percentage of Weight Passing Square Mesh Sieves**
4-inch	100%
¼-inch	25—70%
No. 40	0—30%
No. 200	0—7%

2) *Base*. The aggregate base course shall be sand or gravel of hard durable particles free from vegetative matter, lumps, or balls of clay and other deleterious substances. Aggregate for the base shall contain no particles of rock exceeding three (3) inches in any dimension. The gradation shall meet the following grading requirements:

Sieve Designation	**Percentage of Weight Passing Square Mesh Sieves**
3-inch	100%
1/2 inch	45—70%
¼-inch	30—55%
No. 40	0—20%
No. 200	0—5%

3) *Pavement*.

a. *Base mix.* A base mix layer is required which meets the most recent MDOT Standard Specifications for plant mix grade B.
b. *Surface mix*. A surface mix layer is required which meets the most recent MDOT Standard Specifications for plant mix for grade C or grade D and liquid asphalt.

Proposed Changes - Chapter 66, Subdivision

DIVISION 3. – STREETS

Sec. 66-171. - Street names, signs and street lighting.

(a) *Names.* Streets which join or are in alignment with streets of abutting or neighboring properties shall bear the same name. Names of new streets shall not duplicate nor bear phonetic resemblance to the names of existing streets within the town and shall be subject to the approval of the E-911 addressing officer.

(b) *Signs.* Street name, traffic safety, and control signs shall be furnished and installed by the Subdivider. The type, size and location shall comply with town specifications.

(c) *Street lights.* Street lighting shall be installed as approved by the board.

(C.M. of 3-16-2010, V. 2010-43)

Sec. 66-172. - Classification.

In accordance with a comprehensive plan of the town and for the purposes of this article, streets are classified by function as Arterial, Collector, Major or Minor Streets, all as defined in Section 70-1.

~~(1) *Arterial streets.* These are streets which serve primarily as major trafficways for travel between and through towns.~~

~~(2) *Collector streets.* These are streets which serve as feeders to arterial streets, as collectors of traffic from minor streets and for circulation and access in commercial and industrial areas.~~

~~(3) *Minor streets.* These are streets which are local streets used primarily for access to abutting residential, commercial or industrial properties.~~

(C.M. of 3-16-2010, V. 2010-43)

~~**Sec. 66-173. - Comprehensive plan.**~~

~~Proposed streets shall conform, as far as practical to such comprehensive plan or policy statement as may have been adopted, in whole or in part, prior to a preliminary plan being determined to be pending pursuant to 1 M.R.S.A. § 302.~~

~~(C.M. of 3-16-2010, V. 2010-43)~~

Sec. 66-174. - Safety.

All streets in the subdivision shall be so designed that, in the opinion of the planning board, they will provide safe vehicular, bicycle, and pedestrian travel while discouraging movement of through traffic in residential areas.

(C.M. of 3-16-2010, V. 2010-43)

Sec. 66-175. - Compatibility with area, other streets and proposed use.

The arrangement, character, extent, width, grade and location of all streets shall be considered in their relation to existing or planned streets, to topographical conditions, to public convenience and safety, and their appropriate relation to the proposed use of the land to be served by such streets.

(C.M. of 3-16-2010, V. 2010-43)

Sec. 66-176. - Dead-end streets.

~~When dead-end streets are approved by the planning board, the planning board may require the reservation of a 20-foot-wide easement in the line of the street to provide continuation of pedestrian traffic or utilities to the next street. The planning board may also require the reservation of a 50-foot easement in line with the street to provide continuation of the street where future subdivision is possible.~~

(a) All proposed roads shall be designed as through roads, and shall connect at both ends to different public roads or provide an easement to allow a future connection. This provision may be waived by the Board under the following circumstances:

1) Lot location and/or configuration does not provide for connection to an existing public road;
2) Existing natural features and resources are located in such a fashion to prevent connections to a public road; or
3) Valuable open spaces or natural resources can be preserved by eliminating a second entrance into the property.

(b) When the Board waives the dead-end restriction, the following standards shall apply:

1) In the LR, GR districts, no dead end shall exceed 1,500 linear feet, or 15 lots.
2) In the RR, LRR, ROS-I, and ROS-II districts, no dead end shall exceed 2,500 linear feet, or 15 lots.
3) Dead ends shall be designed with a hammerhead or cul-de-sac turn around. Dead ends shall include 50-foot-wide right-of-way extensions to adjoining parcels at the approximate half way point, and at the end of the dead end.
4) Driveways shall not be located off the ends of hammerhead turnarounds.
5) The planning board may require the reservation of a 20-foot-wide easement in the line of the street to provide continuation of pedestrian traffic or utilities to the next street.
6) The planning may also require the reservation of a 50-foot easement in line with the street to provide continuation of the street where future subdivision is possible.

(C.M. of 3-16-2010, V. 2010-43)

Sec. 66-177. - Reserve strips.

Intentional use of private property or unaccepted rights-of-way as reserve strips to control access to streets shall be prohibited except where their control is definitely placed in the town under conditions approved by the planning board.
(C.M. of 3-16-2010, V. 2010-43)

Sec. 66-178. - Reserved.

Sec. 66-179. - Off-street loading.

Adequate off-street loading space, suitably surfaced, shall be provided in connection with lots designed for commercial use (i.e., large enough to accommodate parking or unloading, without blocking the traveled way).
(C.M. of 3-16-2010, V. 2010-43)

Sec. 66-180. - Railroad right-of-way.

Where a subdivision borders on or contains a railroad right-of-way, the planning board may require a street approximately parallel to end on each side of that right-of-way, at a distance suitable for the appropriate use of the intervening land, as for park purposes in residential districts. Such distance shall also be determined with due regard for approach grades and future grade separations.

(C.M. of 3-16-2010, V. 2010-43)

Sec. 66-181. - Widening existing streets.
Where a subdivision borders an existing narrow street (below standards set forth in this article) or when the comprehensive plan indicates plans for realignment or widening or a street that would require use of some of the land in the subdivision, the subdivider shall be required to show areas for widening or realigning such streets on the plan marked "Reserved for Street Realignment (or Widening) Purposes." It shall be mandatory to indicate such reservation on the final plan when a proposed widening or realignment is indicated in the comprehensive plan. Land reserved for such purposes may not be counted in satisfying setback or yard or area requirements of Chapter 70.
(C.M. of 3-16-2010, V. 2010-43)

Sec. 66-182. - Abutting arterial streets.
Where a subdivision abuts or contains an existing or proposed arterial street, the planning board may require marginal-access streets (streets parallel to arterial streets providing access to adjacent lots), reverse frontage (that is, frontage on a street other than the existing or proposed arterial street) with screen planting contained in a nonaccess reservation along the rear property line, or such other treatments as may be necessary for adequate protection of residential properties and to afford separation of through and local traffic.
(C.M. of 3-16-2010, V. 2010-43)

Sec. 66-183. - Subdivisions containing 15 or more lots.
Subdivisions containing 15 lots/dwelling units or more shall have at least two street connections with existing public streets or streets on an approved subdivision plan for which a bond has been filed.
(C.M. of 3-16-2010, V. 2010-43)

Sec. 66-184. - Entrances; collector and arterial streets.
Entrances shall comply with Chapter ~~63, Driveway Access Standards.~~ 46, Article V, Entrances onto Public Ways.
(C.M. of 3-16-2010, V. 2010-43)

Sec. 66-185. - Minor streets.
Minor streets in a subdivision shall be so laid out that their use by through traffic will be discouraged.
(C.M. of 3-16-2010, V. 2010-43)

Sec. 66-186. - Design and construction standards.
All streets shall be designed and constructed to meet the standards in Section 70-618 and 70-619. ~~following standards for streets according to their classification as determined by the planning board:~~
~~DESIGN AND CONSTRUCTION STANDARDS FOR STREETS~~

~~Item~~		~~Collector Streets~~	~~Minor Streets~~	~~Mobile Home Park~~
~~(1)~~	~~Minimum width right-of-way~~	~~60 feet~~	~~50 feet~~	~~20 feet~~
~~(2)~~	~~Minimum width of pavement~~	~~24 feet~~	~~20 feet~~	~~20 feet~~

Item		Collector Streets	Minor Streets	Mobile Home Park
(3)	Minimum grade	0.5 percent	0.5 percent	0.5 percent
(4)	Minimum grade	6 percent	8 percent	
(5)	Maximum grade at intersection and turnarounds	3 percent within 75 feet of intersection or turnarounds		
(6)	Minimum angle of intersections	90 degrees	90 degrees	90 degrees
(7)	Width of shoulders (paved)	4 feet	2 feet	N.A.
(8)	Minimum tangent length between reverse curves	200 feet	100 feet	100 feet
(9)	Bituminous paved:			
	Surface compacted	1 inch	1/2 inch	1/2 inch
	Base compacted	1 1/2 inch	1 1/2 inch	1 1/2 inch
(10)	Road crown (minimum)	1/4"/ft.	1/4"/ft.	1/4"/ft.
(11)	Shoulder slope	3/4 inch—1 inch	3/4 inch—1 inch	N.A.
(12)	Side slopes (drop to run)	1—3 min.	1—3 min.	1—3 min
(13)	Sidewalks (at option of planning board):			
	Width (minimum where required)	5 feet	5 feet	
	Base course (gravel)	8 inches	8 inches	

Item		Collector Streets	Minor Streets	Mobile Home Park
	Surface	2 inches bituminous hot top		
(14)	Dead-end or cul-de-sac streets:			
	Width		50 feet	
	Radius of turnaround at enclosed end:			
	Property line (minimum)		65 feet	65 feet
	Pavement (minimum)		65 feet	65 feet
(15)	Property line radii at intersection (minimum)		20 feet	20 feet
(16)	Curb radii at intersections:			
	90 degree intersections	25 feet	25 feet	25 feet
	Less than 90° intersections	30 feet	30 feet	30 feet
(17)	Design speed	50 mph	30 mph	30 mph

(18) Vertical curves in the profile of streets, shall be governed by the following criteria, the most stringent governing:

a. Length of vertical curve formula:

Expand

L	=	KA
L	=	Length of curve
A	=	Algebraic difference in intersecting slopes
K	=	Factor taken from table below

Values for K		
Design mph	30	50
For crest curves	28	85
For sag curves	35	75

b. The minimum length of any vertical curve shall be equal in feet to a number equal to three times the design speed.
c. Vertical curves shall be required at all changes of slope in vertical alignment of proposed streets.
(C.M. of 3-16-2010, V. 2010-43)

Sec. 66-187. - Typical street cross section, underdrain.
In lieu of an enlarged right-of-way, or drainage easements along the proposed street right-of-way, an underdrain may be used to provide drainage for surface water and/or water from the subbase of the street. Included with the submittal of the preliminary plan shall be a profile and cross section of the underdrain system and arrangement of the filter media surrounding the pipe. Selection of drain size and arrangement of the surrounding filter media shall be designed by a licensed professional engineer, and his statement to this effect shall accompany the plan for approval. When underdrain is used, the base and subbase as much as possible shall extend to the right-of-way line. It should be understood that surface drainage will still have to be handled satisfactorily and separate from the underdrain.
(C.M. of 3-16-2010, V. 2010-43)

Sec. 66-188. - Bases and pavement.
(a) Minimum thickness of material after compaction:

	Collector	Minor	Mobile Home Parks
Aggregate Sub-base Course	24″	18″	18″
Crushed Aggregate Base Course	3″	3″	3″
Hot Bituminous Pavement			
Total Thickness	2½	2″	2″
Surface Course	1″	½″	½″
Base Course	1½″	1½″	1½″

(b) *Specification of materials.*

(1) *Sub-base.* The aggregate sub-base course shall be sand or gravel of hard durable particles free from vegetative matter, lumps, or balls of clay and other deleterious substances. The gradation of the part that passes a four-inch square mesh sieve shall meet the following grading requirements.

Sieve Designation	Percentage of Weight Passing Square Mesh Sieves
4-inch	100%
¼-inch	25—70%
No. 40	0—30%
No. 200	0—7%

Aggregate for the sub-base shall contain no particles of rock exceeding 6 inches in any dimension.
2. *Base*. The aggregate base course shall be sand or gravel of hard durable particles free from vegetative matter, lumps, or balls of clay and other deleterious substances. The gradation of the part that passes a 1½-inch square mesh sieve shall meet the following grading requirements.

Sieve Designation	Percentage of Weight Passing Square Mesh Sieves
½-inch	100%
2-inch	45—70%
¼-inch	30—55%
No. 40	0—20%
No. 200	0—5%

Aggregate for the base shall contain no particles of rock exceeding three inches in any dimension.
3. *Pavement.*
a. *Base mix.* A base mix layer is required which meets MDOT specifications for plant mix grade B with an aggregate size no more than ¾″ maximum, and a liquid asphalt content between 5.2 percent and six percent by weight.
b. *Surface mix.* A surface mix layer is required which meets MDOT specifications for plant mix for grade C or grade D with an aggregate size no greater than ½″ and a liquid asphalt content between six percent and seven percent by weight.
(C.M. of 3-16-2010, V. 2010-43)

Sec. 66-189. - Grades.

~~(a) Grades of all streets shall conform in general to the terrain and shall not be less than one-half of one percent nor more than six percent for collector streets, or ten percent for minor streets, but in no case more than three percent within 75 feet of any intersection or turnaround.~~
~~(b) All changes in grade shall be connected by vertical curves of such length and radius as specified in this division so that clear visibility shall be provided.~~
~~(C.M. of 3-16-2010, V. 2010-43)~~

Sec. 66-190. - Intersections, generally.
Intersections of streets shall be at angles as close to 90 degrees as possible, and in no case shall two streets intersect at an angle smaller than 60 degrees. To this end, where one street approaches another between 60 to 90 degrees, the smaller street should be curved approaching the intersection.
(C.M. of 3-16-2010, V. 2010-43)

Sec. 66-191. - Cross street intersections.
Cross-street (four-cornered) intersections shall be avoided insofar as possible except as shown on the comprehensive plan or at other important traffic island sections. A distance of at least 200 feet shall be maintained between centerlines of off-set intersecting streets.
(C.M. of 3-16-2010, V. 2010-43)

Sec. 66-192. - Street lines at intersections.
Street lines at intersections shall be cut back to provide for curb street if not less than 25 feet for 90-degree intersections and 30 feet for intersections less than 90 degrees.
(C.M. of 3-16-2010, V. 2010-43)

Sec. 66-193. - Visibility.
Street intersections and curves shall be so designed as to permit adequate visibility for both pedestrian and vehicular traffic. That portion of any corner lot which is necessary to allow 25-foot sight lines three feet above the centerlines between intersecting streets shall be cleared of all growth (except isolated trees) and other obstructions. If directed, the ground shall be excavated to achieve visibility.
(C.M. of 3-16-2010, V. 2010-43)

Cross reference— Visual obstruction and interference, § 46-1; traffic and vehicles, ch. 50.

Sec. 66-194. - Dead-end street; turnaround.
A suitable turnaround shall be provided at the closed end of a dead-end street or cul-de-sac according to the standards of Sec. 66-176 and Sec. 70-618.
(C.M. of 3-16-2010, V. 2010-43)

Sec. 66-195. - Drainage.
All streets shall be provided with adequate drainage facilities to provide for the removal of stormwater to prevent flooding of the pavement and erosion of adjacent surface.
(C.M. of 3-16-2010, V. 2010-43)

Sec. 66-196. - Side slopes.
Side slopes shall not be steeper than three feet horizontal to one foot vertical graded, loams, (six inches compacted) and seeded as required.
(C.M. of 3-16-2010, V. 2010-43)

Sec. 66-197. - Rough grading.

Before grading is started, the entire right-of-way, width necessary for travelway, shoulders, sidewalks, drainageways, and utilities shall be cleared of all stumps, roots, brush, and other objectionable material. All shallow ledge, large boulders, and tree stumps protruding above the natural profile of the land shall be removed from the travelway, shoulders, sidewalks, and drainageways.
(C.M. of 3-16-2010, V. 2010-43)

Sec. 66-198. - Responsibility for shoulders and drainage.
Where curb and gutter are not required, stabilized shoulders and proper drainage shall be the responsibility of the subdivider in compliance with the requirements in this article until such time as the street is accepted as a townway.
(C.M. of 3-16-2010, V. 2010-43)

Sec. 66-199. - Supervision by town. ~~**manager.**~~
All streets shall be constructed according to street specifications in ~~this article~~ Chapter 70 and inspected by the town according to the standards in Sec. 70-617(b)(9). ~~the town manager.~~
(C.M. of 3-16-2010, V. 2010-43)

Sec. 66-200. - Seasonal water table.
All streets shall be constructed so that the minimum depth of street base material will be above the normal seasonal high water table of the soils upon which the street is constructed.
(C.M. of 3-16-2010, V. 2010-43)

Sec. 66-202. - Underground utilities.
All underground utilities shall be installed prior to paving to avoid cuts in the pavement. Building sewers and water service connections shall be installed to the edge of the right-of-way prior to paving.
(C.M. of 3-16-2010, V. 2010-43)

Sec. 66-203. - Public acceptance of streets.
The approval by the planning board of a proposed public street shall not be deemed to constitute or be evidence of any acceptance by the town of the street. Final acceptance of a proposed public street shall be by an affirmative vote of the council. Streets for public acceptance must meet or exceed the standards of Chapter 46, Article III, Street Acceptance Standards.
(C.M. of 3-16-2010, V. 2010-43)

Sec. 66-204. - Privately-owned streets.

(a) Where streets are to remain privately-owned, the following words shall appear on the recorded plan: All streets shall remain private streets to be maintained by the developer or the lot owners and shall not be accepted or maintained by the town.

(b) The applicant shall provide evidence that the private road will be maintained either by the applicant or by the lot owners or a homeowners' association or pursuant to a formal written road maintenance agreement. In the event that a homeowners' association is formed, each lot deed shall refer to the association by deed or other recorded instrument and shall designate the lot owner as an eligible member of the association. No road will be maintained by the Town until the Town has accepted the road, except where the Town holds a public easement over the road. No private road shall be offered to the Town for acceptance until it meets the design requirements in Sec. 70-617.

(C.M. of 3-16-2010, V. 2010-43)



NORTHSTAR PLANNING

Road Ordinance

Lisbon Town Council
January 7, 2025

Why does Lisbon need road ordinances?

- Currently **no standards** for road design and construction for roads built outside of a subdivision
- Allow for **well-planned, connected development** to occur over time
- Protect **public safety** and emergency services access
- Support **municipal capacity**
- **Proactive approach** to prevent long-term issues of road quality and maintenance

Elements of a Road Ordinance

- **Performance Guarantees & Inspections** - make sure work is completed and done correctly
- **Classification** - define driveways and different types of streets
- **Dead-end street limits** - promotes well-planned development, allows growth, and ensures safety
- **Fire prevention** - requires new streets to be designed for fire safety
- **Subdivision street connectivity** - encourages subdivisions to be designed to allow future improvements
- **Subdivision maintenance agreement** - ensures private streets

Also includes minor ordinance clean-up

Performance Bond & Inspections

Performance bond. For collector, major, and minor streets, the developer shall provide an itemized cost estimate for the street and related improvements.

- Developer provides check to the Town in amount determined by Town Manager

Inspections. The developer shall coordinate the construction of streets, drains, sewers, and utilities with the responsible agencies.

- CEO and consulting engineer hold preconstruction meeting; schedule of construction required
- Inspections at regular intervals

Driveway Classification

Driveway means a route that provides access to no more than two lots from either a public or private right-of-way. A driveway shall not be used to provide frontage.

The maximum length shall not exceed 1000 feet.

All driveways serving more than 1 dwelling unit in excess of 150 feet shall contain at least turnaround. The exact location shall be reviewed by the Fire Department.

Street Classification

Minor Street means a street that complies with the standards in Table 70-618 and serves less than 10 lots.

Major Street means a street that complies with the standards in Table Table 70-618 and serves more than 10 lots.

Private Way means a street that has not been accepted by the Town of Lisbon as a Public Street. Private ways do not include driveways or accessways typically referred to as "tote roads" or "woods roads."

No building permit shall be issued for a new primary dwelling unit with primary access from a private street serving a total of ten (10) or more lots, unless the street has been or will, as a condition of approval, be built or upgraded to meet the Major Street standards.

Dead End Streets

- Must have hammerhead or cul-de-sac
- No driveways off hammerheads
- **Max Length:**
  - 1,500 linear feet, or 15 lots in LR, GR, V
  - 2,500 linear feet, or 15 lots in RR, LRR, ROS-I, ROS-II

Fire Prevention

- Streets **with public water access** shall provide fire hydrants every 1,000 feet.
- Streets **without public water access** shall provide a dry hydrant **or** fire pond, **or** all dwellings beyond 1,000 linear feet from the fire hydrant shall have a National Fire Protection Association (NFPA) 13D monitored sprinkler system installed.
- Dead-end private roads not supplied with public water shall have hammerhead turnarounds installed every 1,000 linear feet.

Subdivision Streets - Connectivity

All proposed roads shall be designed as through roads, and shall connect at both ends to different public roads or provide an easement to allow a future connection.

Can be waived by PB if:

- Lot location and/or configuration does not provide for connection to an existing public road;
- Constraints on the subdivided parcel are such that no connections to existing public roads can be made;
- Existing natural features and resources are located in such a fashion to prevent connections to a public road; or
- Valuable open spaces or natural resources can be preserved by eliminating a second entrance into the property.

Subdivision Streets - Maintenance Agreement

- The applicant shall provide evidence that the private road shall be maintained either by the applicant or by the lot owners or a homeowners' association.
- In the event that a homeowners' association is formed, each lot deed shall refer to the association and shall require the lot owner to be a member of the association.
- No private road will be maintained by the Town until the Town has accepted the road.
- No private road shall be offered to the Town for acceptance until it meets the design requirements in Sec. 70-617.

MEMORANDUM

TO: Lisbon Town Council

CC: Glenn Michalowski, Town Manager

From: Kate Burch, AICP, Senior Planner, North Star Planning

RE: Ordinance Change - Sec. 62 – Potential Contamination Identification in Site Plan Review

Date: December 23, 2024

Overview

Lisbon has a significant number of potential sites of contamination due to the town's industrial past. In recent planning board applications that involve the re-use of former industrial, auto repair, or junkyard parcels, the Planning Board and Lisbon staff have expressed concerns that the applicant may not be aware of the potential contamination on site. The Board requested an ordinance change to add a submission requirement and review standard to Chapter 62, Site Plans, to require applicants to list any potential contamination sites based on the property's history or publicly available State data, and to give the Board discretion to require the applicant to undergo an environmental assessment and/or remediation as a Condition of Approval. The first reading of this ordinance occurred at the October 24, 2024 Planning Board meeting. The Planning Board approved the ordinance at the November 14, 2024 meeting.

Proposed Changes

Sec. 62-111. - Exhibits and information.
When the owner of the property or an authorized agent makes formal application for site plan review approval, the plan and accompanying documents shall contain at least the exhibits and information in this article. The following are required for both tier 1 and tier 2 developments unless otherwise noted.

(1) A fully executed and signed copy of the application for site plan review.
(2) Three copies of a site plan and accompanying documents for tier 1 developments and ten copies of a site plan and accompanying documents for tier 2 developments. The site plan shall be drawn at a scale sufficient to allow review of the items listed under the approval criteria, but at not more than 50 feet to the inch for that portion of the total tract of land being proposed for development, and showing the following:
[a-ah…..]
ai. Identification of any potential site contamination, based on previous known uses of the property and mapped sources in the Maine Environmental and Geographic Analysis Database.

Sec. 62-186. – Site Contamination and Brownfields
When there is evidence of potential site contamination based on previous property uses, or the site is identified in the Maine Environmental and Geographic Analysis Database, the Planning Board may require the applicant to work with the Town of Lisbon and/or Androscoggin Valley Council of Governments to undergo an Environmental Site Assessment of the property, contamination cleanup, and/or remediation as a condition of approval.

MEMORANDUM

TO: Lisbon Town Council

CC: Glenn Michalowski, Town Manager

From: Kate Burch, AICP, Senior Planner, North Star Planning

RE: Ordinance Change - Sec.70-531, Footnote 11

Date: December 23, 2024

Overview

At the August 8, 2024 Planning Board Meeting, Lisbon resident Don Fellows proposed the Planning Board should explore an ordinance change to allow the property owner of 102 Lisbon Street in the Commercial Zone to use a building on the property for multifamily housing. 102 Lisbon Street is currently in use as a retail business, the Building Material Exchange. There is a house on the property that was designated as office space on the property's site plan. This house has not been used for housing for more than 5 years, which is the time limit that a nonconforming residential use can be vacant before it is no longer grandfathered in Lisbon.

At the September 12. 2024 meeting the Lisbon Planning Board agreed that, due to the presence of existing homes in the Commercial zone, an ordinance change should be made to allow multifamily housing as a conditional use that is exempt from the 5-year limit on nonconforming uses. The Planning Board approved the change on September 17, 2024.

Proposed Change

Sec.70-531, Footnote 11: Multifamily dwellings are permitted conditionally ~~as an element of the revitalization of commercial zones that directly abut the Androscoggin River.~~ in structures that were last actively used as dwellings, notwithstanding any limitations pertaining to nonconforming uses in Sec. 70-5(b)(2).

Town of Lisbon

Fern Larochelle Chair 2026
Christopher Camire, Vice Chair 2027
Mark Lunt 2025
Normand Albert 2025
Jo-Jean Keller 2025
Jeremy Barnard 2027
Nicholas Craig 2027

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: **(Order 2025-006)** Confirm Appointment of Alice Richards as Interim Town Clerk and Registrar of Voters
Date: January 7, 2025

Summary
This agenda item seeks Council confirmation of the Town Manager's appointment of Alice Richards as Interim Town Clerk and Registrar of Voters. The appointment is necessary due to the resignation of the Town Clerk, effective January 2, 2025. Alice Richards will temporarily fulfill the responsibilities of the position to maintain the continuity of municipal and electoral functions until a permanent replacement is appointed.

Recommendation

Attachments
None