AGENDA
Council Meeting
February 4, 2025
Lisbon Town Office
6:30 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. **(2025-015)** Executive Session per 1 M.R.S.A. § 405(6)(E) for Consultations with Legal Counsel
   B. **(2025-016)** Executive Session per 1 M.R.S.A. § 405(6)(C) for a Revolving Loan Application
4. GOOD NEWS & RECOGNITION
5. PUBLIC HEARINGS
   A. New Local Liquor License, Special Entertainment with Alcohol License, and a Victualer's License for Two Mom's Diner
   B. Medical Marijuana Manufacturing License and a Victualer's License for 207 Edibles
6. AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS
7. CONSENT AGENDA
   A. **(2025-017)** *Consent Agenda Items*
      1. Approve Municipal Accounts Payable of $828,949.28, Municipal Payroll of $461,690.00, School Accounts Payable of $358,984.70, and School Payroll of $826,924.42
      2. Approve a New Local Liquor License, Special Entertainment with Alcohol License, and a Victualer's License for Two Mom's Diner
      3. Set a Public Hearing for February 18, 2025 for a Local Liquor License and a Special Entertainment with Alcohol License for Olive Pit Brewing
      4. Set a Public Hearing for February 18, 2025 for a Local Liquor License and a Special Entertainment with Alcohol License for the Slovak Catholic Association
8. COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES
   A. **(2025-018)** Approve the 2025 Lisbon Village Business Attraction Grant
   B. **(2025-019)** Authorize the Town Manager to Collect a Food Truck Fee and Amend the Fee Schedule
   C. **(2025-020)** Confirm the Town Manager's Appointment of Craig Bouchard to Local Health Officer and Local Emergency Management Director
   D. **(2025-021)** Renew Animal Control Contract with the Town of Durham

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

E. **(2025-022)** Approve a Medical Marijuana Manufacturing License and a Victualer's License for 207 Edibles

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
      1. Budget Workshop Schedule
10. COUNCIL COMMUNICATIONS
   A. 2025 Council Goals
11. AUDIENCE PARTICIPATION & RESPONSE TO NEW ITEMS
12. EXECUTIVE SESSION
   A. **(2025-023)** Executive Session per 1 M.R.S.A. § 405(6)(C) for Consideration of the Condition, Acquisition or Use of Real or Personal Property
13. 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: **(2025-015)** Executive Session per 1 M.R.S.A. § 405(6)(E) for Consultations with Legal Counsel
Date: February 4, 2025

Summary

Recommendation

Attachments
None

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: **(2025-016)** Executive Session per 1 M.R.S.A. § 405(6)(C) for a Revolving Loan Application
Date: February 4, 2025

Summary

Recommendation

Attachments
None

25-854

TOWN OF LISBON

300 Lisbon Street, Lisbon, ME 04250

Alice Richards, *Interim Town Clerk*
Lisa Smith, *Interim Deputy Clerk*

PUBLIC HEARING

Notice is hereby given that the Lisbon Town Council intends to hold a Public Hearing on February 4, 2025 at 7:00 PM at the Town Office at 300 Lisbon Street in the Public Meeting Room to consider:

New Business Licenses for

Two Mom's Diner (New Local Liquor Permit, New Special Entertainment with Alcohol Permit, and a Victualer's License)

and

207 Edibles (Medical Marijuana Retail License and a Victualer's License)

The public is invited to attend.

Alice Richards, Interim Town Clerk

Constable's
Return of Posting
State of Maine

Lisbon, Androscoggin, ss.

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

1-28-25
Date

Constable, Town of Lisbon

Lisbon - Special Entertainment & Alcohol Applications

License Type:
- ✓ $100 Local Liquor/Alcohol Permit Application Fee
- ✓ $100 Special Entertainment with Alcohol Application Fee
- ✓ $ 80 Advertisement Fee For First Time Liquor License Applicants Only

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

Name of Business: Two Moms Diner Business Phone: 207-419-9131

Location of Business: 222 Lisbon St.

Business Mailing Address: [redacted]

Owner: Desray Hayes

Home Phone: 207-419-9131 Cell Phone: " "

Email Address: Desray10919@gmail.com

Owner's Home Address: [redacted]

Residence(s) for last five years: [redacted]

List Applicant / Partners / Corporate Officers:

Name: John O'Brien Name: Desray Hayes Name: _____

Address: [redacted] Address: [redacted] Address: _____

Town/Sta[redacted] Town/Sta[redacted] Town/State: _____

Birthdate[redacted] Birthdate[redacted] Birth date: _____

Has applicant's business license ever been revoked: N ? If so, why? _____

Has any applicant / partner / corporate officer ever been convicted of a felony? N

If so, describe specific circumstances _____

Does the establishment have a valid liquor license? N If so, when does it expire? _____

I, Desray Hayes (name), Two Moms Diner (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: Desray Hayes Date: 01-14-25

LISBON – VICTUALER APPLICATION

License Type: $ 100.00 Restaurants & Others

Please print clearly. Attach additional paper if needed.

Name of Business: Two Mom's Diner

Business Location in town (street address): 222 Lisbon Street

Mailing Address: [redacted]

Email Address: Desaray H0919@gmail.com

Owner's Name: Desaray Hays

Owner's Home/Cell Phone: 207-419-9131

Owner's Home Address: [redacted]

Residence(s) for last five years (Street/Town/Zip): [redacted]
Lisbon Me

List Applicant / Partners / Corporate Officers:

Name: John O'Brien Date of Birth: [redacted]

Name: Desaray Hays Date of Birth: [redacted]

Name: _____ Date of Birth: _____

Name: _____ Date of Birth: _____

Applicant must have a valid State of Maine Food License. **State ID License No:** _____

_____ I have attached a copy of my **STATE FOOD LICENSE** to this application.

✓ IF NONE, date submitted: _____

Has applicant's business license ever been revoked? If so, explain: NO

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? N/A If so, when does it expire? _____

I, Desaray Mae Hays (owner's name), Two Moms Diner (title) am 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. **All licenses expire annually May 31st. Re-inspection fees are $150 per visit after the first visit.**

Signature: Desaray Mae Date: 01-14-25

Agenda Date: 2/4/2025

Municipal Accounts Payable			
Date	Amount	Warrant Number	
1/8/2025	345,058.92		01072025
1/14/2025	19,642.77		01132025
1/16/2025	14,232.16		01162025
1/22/2025	444,713.68		01212025
1/23/2025	5,301.75		01232025
Total	828,949.28		

Municipal Payroll			
Date	Amount	Reference	
1/9/2025	205,185.89		jan 9 town payroll
1/9/2025	23,979.79		jan 9 water payroll to be reimbursed
1/23/2025	208,297.79		jan 23 town payroll
1/23/2025	24,226.53		jan 23 water payroll to be reimbursed
Total	461,690.00		

School Accounts Payable			
Date	Amount	Voucher Number	
1/7/2025	196,427.28		2513
1/21/2025	162,557.42		2514
Total	358,984.70		

School Payroll			
Date	Amount	Voucher Number	
1/17/2025	12,490.38		1084
1/17/2025	713.86		42
1/17/2025	407,289.52		1083
1/17/2025	14,877.14		1085
1/17/2025	275,496.65		1089
1/17/2025	114,944.27		1086
1/17/2025	898.18		1087
1/17/2025	214.42		1088
Total	826,924.42		

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: **(2025-018)** Approve the 2025 Lisbon Village Business Attraction Grant
Date: February 4, 2025

Summary

To authorize a grant program designed to bring established businesses to the Lisbon Village Area.

Recommendation

Staff recommends approval

Attachments

1. Business Attraction Grant Program rev c post preti 1-23-25
2. Rubric rev c post preti 1-23-25
3. Sec._74_151.___Revolving_loan_fund__RLF_.

2025 Business Attraction Grant Program

Lisbon Village District, Lisbon, Maine

Sponsored by

Town of Lisbon

&

Lisbon Community Federal Credit Union

Grant Application Dates

February 15, 2025 – March 15 2025

FMI Contact

Ross Cunningham

Economic and Community Development Director

Rcunningham@lisbonme.org

207-353-3000 x122

Town of Lisbon

Ross Cunningham
Economic and Community Development Director

Town Council
Fern Larochelle, Chair
Chris Camire, Vice Chair
Mark Lunt
Jeremy Barnard
JoJean Keller
Normand Albert
Nicholas Craig

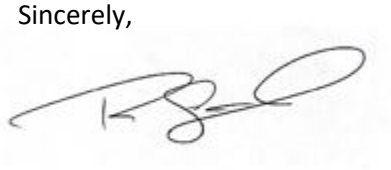
Greetings!

Thank you so much for your interest in our great community. Lisbon is a community of approximately 10,000 residents nestled conveniently in central Maine, roughly 30 minutes from four major metropolitan areas (Portland, Augusta, Lewiston/Auburn & Bath/Brunswick). Over the last 20 years, Lisbon has experienced a rebirth and has become a vibrant community with a diverse mix of local businesses and a wide variety of year round activities and festivals. With an energetic and supportive Economic and Community Development office and a newly reenergized "Main Street" program in "Discover Lisbon" (part of the statewide Main Street network), your business can receive support and guidance from this extremely active business community. With a median household income over $70,000, the local businesses receive strong support from the residents and there is significant "Buy Local" messaging happening here from multiple sources.

Over the years, the once bustling "Village District" of Lisbon has become less vibrant and we are actively seeking to bring back the glory of this historical and crucial area of town. By being part of this renewed growth, your business will have access to over 15,000 cars per day traveling along Route 196, the busiest east/west highway in the state.

We appreciate your interest in this program and look forward to seeing your application. For additional information about Lisbon, please see Enclosure B or contact me at any time.

Sincerely,



Ross H Cunningham

Economic and Community Development Director

Town of Lisbon

Rcunningham@lisbonme.org

207-353-3000 x122

Program Overview

The 2025 Business Attraction Grant Program is a joint public/private program between the Town of Lisbon and the Lisbon Community Federal Credit Union designed to encourage the relocation and expansion of established businesses from outside of Lisbon to establish operations within the Village District of Lisbon, Maine (see enclosure A). This program aims to stimulate economic growth, enhance community vibrancy, and create job opportunities.

Objectives

1. Support Local Economic Development: Attract established businesses to enhance the local economy.

2. Create Jobs: Foster job creation in the Village District.

3. Promote Community Engagement: Encourage businesses to actively participate in local events and initiatives.

Eligibility Criteria

Established Business: Applicants must own a "for profit business" and must have a proven track record of at least three years of year round operation in another location. Must provide a business plan forecasting the next 3 years.

Relocation/Expansion: Must provide documentation of relocation or expansion plans, to include site location if available, from outside of Lisbon to establish operations within the Village District (see appendix A). For available locations, please contact the Lisbon ECD office at rcunningham@lisbonme.org

Financial Stability: Applicants must demonstrate financial health and sustainability.

Business Type: Priority will be given to businesses that align with the community's economic development goals and provide essential services or unique offerings. See Appendix C for Town Vision

All applicants must comply with local ordinances and codes requirements throughout the process.

Grant Details

This grant total ($45,000) is funded by a contribution from the Town of Lisbon Revolving Loan Fund of $30,000 and a contribution from Lisbon Community Federal Credit Union of $15,000

This is, assuming conditions are met, a zero match/no repayment grant program. The funds will be distributed to selected businesses until expended, based on the grading matrix attached.

The grading matrix will be applied by a selection committee that is comprised of the following contributors:

Lisbon Economic and Community Development Director

Lisbon Finance Director

Lisbon Community Federal Credit Union Representative

Lisbon Development Committee Representative

The top candidates will be forwarded to the Lisbon Revolving Loan committee for further financial analysis and recommendation to Council.

Categories

There shall be two categories available.

Large Business Category -

Grant Amount: Up to $20,000

Eligibility: Established companies that are relocating or expanding into the Village District of Lisbon from outside of Lisbon. Businesses in the Large Business Category must employ 11 or more full time employees.

Commitment: Recipients must commit to remaining in the Village District for a minimum of five years if granted the full amount. Commitments for lesser grant amounts will be prorated at 1 year for every $4,000 granted. Downsizing staff after opening may result in a reduction of grant funding.

Small Business Category -

Grant Amount: Up to $12,000

Eligibility: Established companies that are relocating or expanding into the Village District of Lisbon from outside of Lisbon. Businesses in the Small Business Category shall employ 10 or fewer full time employees

Commitment: Recipients must commit to remaining in the Village District for a minimum of three years from date of opening if granted the full amount. Commitments for lesser grant amounts will be prorated at 1 year for every $4,000 granted

Commitment Exemption – Any business that fails to meet the time commitment due to acts of god or other unforeseen external circumstances may file a repayment appeal to the Lisbon Revolving Loan Committee by contacting the Lisbon ECD director. Recommendations of the RLF Committee will be forwarded to Lisbon Town Council for final decision.

Application Process

1. Application Form: Applicants must fully complete a detailed application form including:

- Business name and contact information
- Description of the business and its services/products
- Proposed location of new business
- Plans for relocation or expansion
- Financial statements for the past three years
- Expected economic impact (jobs created, investment amount, etc.)
- Community engagement plan (how the business will endeavor to become part of the community)
- Tax identification information (EIN, Owner SS if DBA)

2. Submission: Applications must be submitted electronically or by mail to the Lisbon Economic Development Office. **Applications open on Feb 15 2025 - and close on March 15 2025**

Ross Cunningham
Attn: Village Grant program
300 Lisbon St,
Lisbon, Maine 04250
rcunningham@lisbonme.org

3. Review Process:

- Applications will be reviewed by the selection committee
- The committee will evaluate applications based on eligibility criteria, economic impact, community benefits, and alignment with local development goals.
- Grants may be awarded until the funds have been exhausted for the 2025 grant program.
- Final approval remains with the Town Council and is subject to execution of a grant agreement documenting the conditions of the award.
- Grant applications with be evaluated based on the grading rubric; however, the selection committee has discretion to recommend awards based upon full consideration of all factors, including but not limited to the committee's determination of the most impactful way to allocate limited grant funds. Partial awards may be offered.

4. Award Announcement: Successful applicants will be notified within 30 days of the submission deadline. It is expected that the business will be open within 12 months of receiving their award notice.

Grant Disbursement

- Award recipients will receive ½ of their grant monies in a single payment upon signing a grant agreement that includes the appropriate time commitment to operate in the Village District. Balance of grant dollars to be paid at opening of business.

- Funds must be used for eligible business expenses related to the relocation or expansion, such as:

  - Leasehold improvements

  - Equipment purchases

  - Marketing and promotional activities

  - Hiring and training staff

Reporting and Compliance

- Progress Reports: Grant recipients must submit a 6 month status report detailing progress if not yet open. After opening, an initial report followed by an annual report must be submitted describing business performance, job creation, any support needed to improve and community engagement activities.

- Site Visits: The ECD office may conduct periodic site visits to monitor progress and ensure compliance with grant terms.

-Consequences for Non-Compliance: If a business fails open within 12 month from grant acceptance or fails to meet the applicable period of commitment to remain in business in Lisbon, they will be required to repay a portion of the grant based on the time remaining in the commitment period.

Promotion of the Program

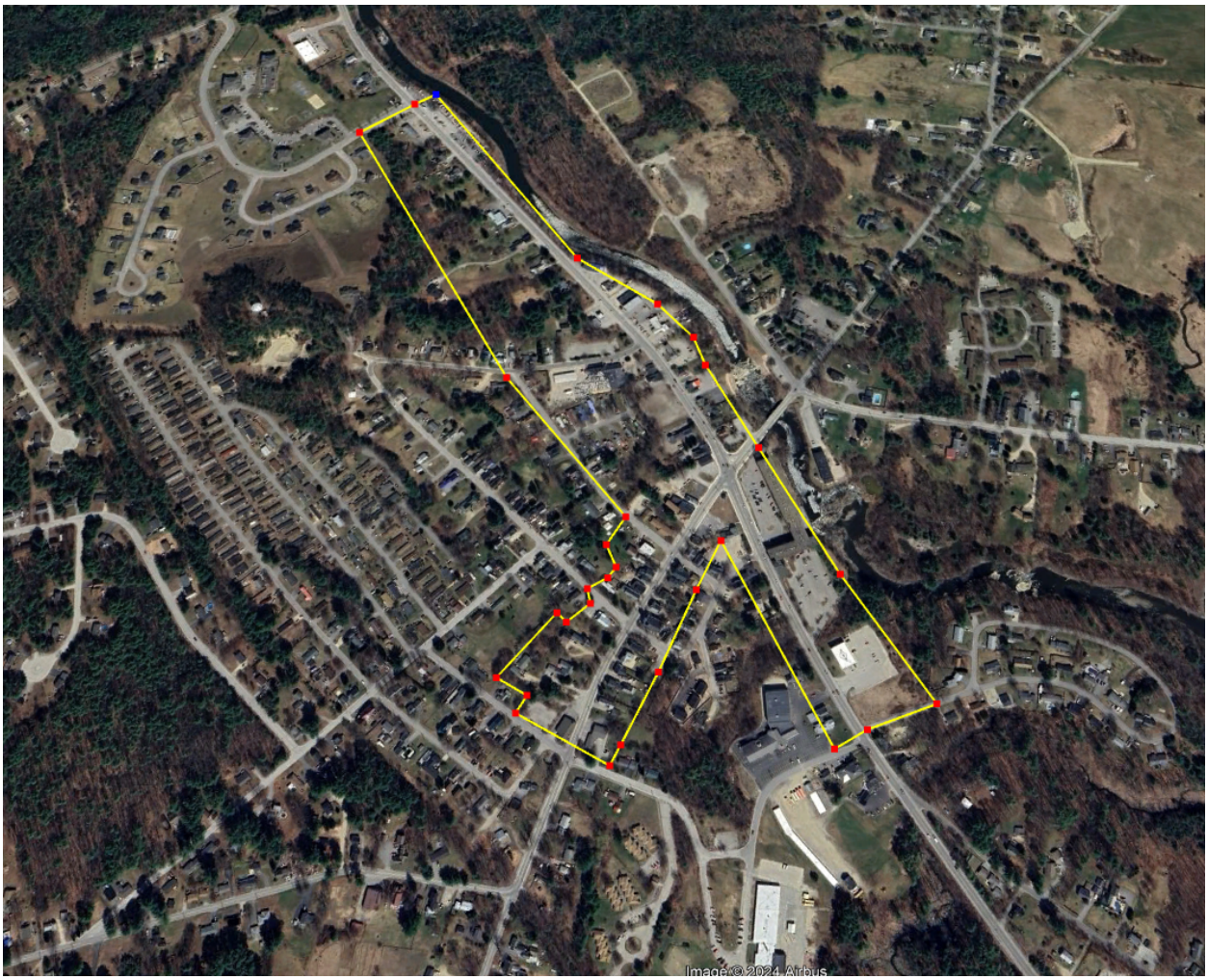
- The program will be promoted through local media, the town’s website, social media channels, and business networks to ensure maximum visibility and outreach.

Conclusion

The Business Attraction Grant Program aims to foster a thriving business environment in Lisbon’s Village District. By providing financial support and encouraging established companies to relocate or expand, this initiative will contribute to the town's economic vitality and community development.

Appendix A

Graphic representation of grant area – *see written description for details.*



Village Grant Program District Boundaries

The following properties will be considered eligible for the 2025 Lisbon Village Grant Program.

- All properties with road frontage along Route 196 Between the intersection (southern end) of 196 and Crest Ave and Gartley Street and the intersection (Northern end) of Route 196 and Premier Drive.

- All properties with road frontage on Village St from the intersection (West end) of Route 196 and Village St and the intersection (East End) of Village St and Gartley St

- All properties with road frontage on Memorial Drive from the intersection (West end) of Route 196 and Memorial Drive and the intersection (East End) of Memorial Drive and Spring St. *Property with road frontage on Spring St. is excluded.*

Town of Lisbon

A gem in the heart of Maine



PHOTO COURTESY OF THE TOWN OF LISBON

Above: Jenny and Josh, owners of J. Plum Home celebrate the opening of their new location on Union St in Lisbon Falls

Lisbon is celebrating its 225th year

A Maine Downtown Affiliate Community

Welcome to Lisbon, a growing community with vibrant businesses, recreational activities and quality entertainment. With approximately 10,000 residents and access to a workforce of over 74,000 within 15 miles, we have customers and workers available to support your business.

Open your business here!

Strategic Location: Lisbon is strategically located 30 minutes from four major metropolitan areas: Lewiston/Auburn, Portland, Augusta and Bath/Brunswick. This proximity provides access to larger markets while maintaining the charm and benefits of a smaller town.

Transportation Access: Lisbon is well-connected by Route 196 with over 15,000 vehicles per day. Proximity to both the Maine Turnpike (four miles) and I -295 (eight miles) facilitates easy transportation of goods and services.

Lower Cost of Living: Lisbon has a lower cost of living compared to neighboring communities, which translates directly into lower operational costs for businesses.

Local Government Support: Lisbon's Municipal government is highly supportive of new businesses, providing resources, guidance and often financial assistance to help with the establishment and growth of both new and existing businesses.

Community Engagement: Lisbon's strong sense of community is highly beneficial for businesses that rely on local customers. The community supports local businesses, builds meaningful connections, and creates a loyal customer base.

Town of Lisbon
300 Lisbon St, Lisbon Maine 04250
Ross H. Cunningham, Director, Economic and Community Development
207-353-3000 x122
Rcunningham@lisbonme.org
Lisbonme.org / Discoverlisbonme.org
Facebook / Lisbon economic and community development

Educated Workforce: Proximity to colleges and universities in nearby cities means access to a skilled and educated workforce. World-renowned institutions like Bates College, Bowdoin College and the University of Southern Maine are sources of young, talented workers. Additionally, the various workforce training programs available in the region help businesses train their employees and equip them with the necessary and relevant skills.

Come join us, move to Lisbon!

Teeming with small-town charm, Lisbon offers a close-knit community feel with friendly neighbors and a strong sense of local pride.

Safe and Affordable, Family Focused: Lisbon's lower cost of living makes it an attractive location for families and individuals seeking more affordable housing and living options. Lisbon is known for its low crime rate, contributing to a safe and secure environment for residents. The town has well-regarded schools, a vibrant parks and recreation department and access to continuing education opportunities — it is the ideal town for families with children.

Outdoor Activities: Surrounded by scenic landscapes, including forests, rivers, and its own 300-acre park, Lisbon offers ample opportunities for a range of outdoor activities that include hiking, fishing, bicycling, ATV riding, snowmobiling and kayaking.

Fairs, Festivals and More: The Town of Lisbon, in partnership with community groups such as Discover Lisbon, hosts various community events throughout the year. They include the Maine Blues Festival, Moxie Festival, Food Truck Rallies, a weekly farmers market, and a free outdoor Summer Concert series. These events foster a sense of belonging and vibrant community spirit.

So Close to so Much More: While enjoying the tranquility of small-town life with unique shopping and dining experiences, residents are still within a reasonable driving distance to larger cities like Portland, Bath/Brunswick, Lewiston/Auburn and Augusta, offering access to more extensive amenities, cultural events and job opportunities. ●

Outdoor Event Center in Central Maine!

In Lisbon, at the former site of the Worumbo Mill on the Androscoggin River, The Worumbo Riverfront Event Center (The WREC) is being developed. Managed by the not-for-profit group, the Friends of Worumbo (a committee of Discover Lisbon) the goal is to create a community gathering space and premier event venue in the heart of Maine. The group is working to preserve this beautiful riverfront space and bring economic growth to the community by turning it into an outdoor venue for music festivals, farmers' markets, food truck rallies and more. Motivated by the core values of connection, community growth, and the preservation of scenic natural resources, they are creating a treasure for the community, local businesses, and the great State of Maine to enjoy. **PROMOTERS!** If you are looking for an affordable place to hold your next outdoor concert or event, please email **friendsofworumbo@gmail.com**.



PHOTO BY JOSHUA TABOR

Appendix C

Vision for Lisbon as stated in the Comprehensive Plan

Our Vision for Lisbon

A vision statement is a community's aspirational look into the future and describes the Lisbon we all hope to see. It is the goalpost in the distance that the town officials, staff and volunteers are all working toward. One great way to think of a vision statement is to imagine what someone might say about Lisbon if they visit for the first time 20-30 years from now.

With these concepts in mind, and with information collected through the Public Participation process, the Board offers the following Vision Statement for Lisbon:

> Lisbon is the premier community for families in Androscoggin County. Lisbon's parks and recreational services, access to the Androscoggin River and waterfront amenities and quality schools, along with the variety of businesses, services and activities in the village areas make Lisbon a great place to grow up, raise a family or retire to. This focus on quality of place, combined with a location in the middle of three major job markets, make Lisbon a great choice for a hometown. It is a fun and energetic place, a healthy and active place. Key to this growth and energy is that Lisbon offers a range of housing options to accommodate a range of housing needs.
>
> Lisbon is a proud town that ensures its public spaces and public assets like roads, parks and public buildings are maintained and improved over time. Lisbon Falls and Lisbon Village retain their unique roles as activity centers for the region and town respectively. These areas are where you meet friends and neighbors throughout the day and offer a range of local experiences and services that make the town great.

Lisbon, Maine Village District Business Attraction Grant Program Scoring Rubric

Mission Statement: *To strengthen Lisbon's Village District by attracting established, impactful businesses that create jobs, enrich community life, and foster sustainable economic growth. This program is dedicated to supporting businesses that share a commitment to the community, bring essential services or unique offerings, and enhance the vibrancy of Lisbon's downtown area, contributing to a thriving local economy for residents and visitors alike.*

Welcome to the evaluation rubric guide for the 2025 Lisbon Village District Business Attraction Grant Program. Our mission is to strengthen Lisbon's Village District by attracting established, impactful businesses that create jobs, enrich community life, and foster sustainable economic growth. This rubric is designed to assess the potential of applicants based on key criteria that align with our mission and community goals.

The evaluation process prioritizes businesses that not only meet eligibility and financial requirements but also demonstrate a strong commitment to community engagement, economic impact, and alignment with the vision for a vibrant, thriving Lisbon Village District. We believe in fostering long-term partnerships that benefit both the business community and Lisbon residents, and this rubric ensures a fair, transparent, and thorough evaluation process.

Applicants will be assessed across multiple categories, including eligibility compliance, economic contribution, community involvement, and alignment with Lisbon's goals. The rubric provides a point-based system, with categories weighted based on their importance in achieving the program's objectives. High scores in areas such as economic impact and community engagement are crucial for success, as these elements will drive Lisbon's growth and prosperity.

We encourage all applicants to carefully review this rubric to understand the criteria and maximize their potential for success in this competitive program. The highest-scoring applicants will be selected for grant approval, with final decisions subject to review by the Lisbon Town Council.

Thank you for your interest in contributing to Lisbon's growth and vibrant future. We look forward to reviewing your application!

Evaluation Notes and Weighting Criteria

1. **Eligibility Compliance**: All applicants must meet minimum eligibility criteria before further evaluation. If any core eligibility criteria are not met, the application will not proceed to full evaluation.
2. **Economic Impact and Community Engagement**: These are weighted most heavily (30 and 15 points, respectively) due to the program's focus on economic growth and community involvement. High scores in these categories are essential for successful applicants.
3. **Financial Health**: Applications are favored if they demonstrate financial health.
4. **Feasibility of Project:** Projects with the best chance of long term success in Lisbon will be graded highest.

Category	Description	Points
1. Eligibility Compliance	Applicants must meet all eligibility requirements, including: three years of operation outside Lisbon, documentation of relocation/expansion plans, financial stability showing profit, and alignment with the grant program objectives. Partial credit if some eligibility requirements are met.	**0 - 15 points**
2. Economic Impact	The business's potential economic contribution, including anticipated job creation, investment amount, and overall contribution to Lisbon's economy. How well the business aligns with the goals of Lisbon's Village District, including the type of services offered, support for economic vitality, and enhancement of community vibrancy. Priority is given to businesses that provide essential or unique services. Points awarded in relation to anticipated economic impact.	**0 - 30 points**
3. Community Engagement Plan	The business's demonstrated commitment to engaging in Lisbon's community, such as plans to participate in local events, partnerships with local organizations, and other initiatives. Points awarded for a strong, specific, and realistic plan.	**0 - 15 points**
4. Financial Health and Stability	Demonstration of financial health through documentation (e.g., three years of financial statements) and sustainability. Higher scores for financially stable and well-documented applicants.	**0 - 20 points**
5. Feasibility of Project	Practicality and feasibility of relocation/expansion plans, including financial feasibility, timeline, and operational readiness. Points awarded for well-structured, achievable plans.	**0 - 20 points**

Total Possible Points: 100

Eligibility Compliance (0–15 Points)

11-15 Points (Outstanding):
Applicant has operated for three or more years outside Lisbon, with businesses in operation significantly longer earning higher consideration. Complete documentation of relocation or expansion plans is provided and the business strongly aligns with Lisbon's economic development goals.

8-10 Points (Strong):
Applicant meets most eligibility criteria, including at least three years of operation, with minor gaps in documentation, or alignment with Lisbon's goals.

5-7 Points (Moderate):
Applicant demonstrates partial eligibility, such as three years of operation, but lacks sufficient documentation, or shows limited alignment with Lisbon's goals.

0–4 Points (Weak):
Applicant fails to meet key eligibility criteria, such as operating for fewer than three years, providing inadequate documentation, or being misaligned with Lisbon's goals.

Economic Impact (0–30 Points)

24-30 Points (Outstanding):
Exceptional potential for economic contribution, with detailed plans showing high job creation, significant investment, and a strong, measurable impact on Lisbon's economy.

15-23 Points (Strong):
Significant economic impact with clear plans for job creation and investment, though projections may be less ambitious or detailed.

8-14 Points (Moderate):
Moderate economic impact potential, with vague or limited plans for job creation and investment, and unclear overall contribution to Lisbon's economy.

0–7 Points (Weak):
Minimal or no demonstrated economic impact, with inadequate plans for job creation, limited investment, or unsubstantiated claims.

Community Engagement Plan (0–15 Points)

11-15 Points (Outstanding):
Comprehensive, innovative, and realistic community engagement plan, with detailed strategies for local partnerships, event participation, and impactful initiatives.

8-10 Points (Strong):
Clear and realistic community engagement plan with specific initiatives and partnerships, though some elements may lack innovation or full feasibility.

5-7 Points (Moderate):
Basic community engagement plan with limited specificity, feasibility, or potential impact.

0–4 Points (Weak):
No or minimal community engagement plan, lacking detail, specificity, or feasibility.

Financial Health and Stability (0–20 Points)

16-20 Points (Outstanding):
Exceptional financial health demonstrated through detailed, credible documentation (e.g., three years of financial statements) and clear sustainability.

10-15 Points (Strong):
Strong financial health with complete documentation, though minor concerns about sustainability may exist.

6-9 Points (Moderate):
Moderate financial health, with incomplete documentation or minor concerns about stability and sustainability.

0-5 Points (Weak):
Poor financial health with insufficient documentation or significant concerns about stability and sustainability.

Feasibility of Project (0–20 Points)

16-20 Points (Outstanding):
Highly feasible project, with detailed, well-structured plans demonstrating financial and operational readiness and a realistic timeline.

10-15 Points (Strong):
Feasible project, with clear plans that are mostly well-structured and achievable, though minor gaps may exist.

6-9 Points (Moderate):
Moderate feasibility, with plans that lack sufficient detail or contain potential challenges to implementation.

0–5 Points (Weak):
Project is impractical or lacks sufficient detail to demonstrate feasibility.

Sec. 74-151. Revolving loan fund (RLF).

(a) *Statement of purpose.* The Town of Lisbon Revolving Loan Fund (RLF) is established to provide a source of financing, which may not otherwise be available, to support business development and sustainability. Used to fill a "financing gap" in a business development project, the RLF offers an option to complete a financing package. A "gap" occurs when the business is unable to fully finance their projects with equity, conventional financing or other private and public sources. While the RLF is not a substitute for conventional financing, it can fill the gaps in existing local financial markets and attract additional capital, which would otherwise not be available for economic development. It can also be used to assist businesses through emergent or temporary market conditions to help ensure their long-term sustainability.

The RLF adds another tool to the "tool box" of the town's economic development efforts. The RLF is not the primary source of financing for a business development project, however, the combination of public and private financing lessens the risk for the primary lender.

(b) *Goals and objectives.* It is the intent of the RLF to consider both existing and start-up businesses as equal under the criteria, with preference given to those expansions and start-ups that result in retained and new jobs and/or new sources of economic activity within the town. Lisbon seeks to work with healthy companies that have excellent potential for growth, will provide increased employment in the town and will help diversify the economic base.

Further the RLF seeks to:

(1) Retain and attract businesses that provide permanent jobs.

(2) Maximize investment within the town.

(3) Redevelop/utilize vacant and/or blighted property (land and/or buildings).

(4) Provide financial assistance to eligible businesses.

(5) Rehabilitation and/or creation of Lisbon housing stock.

(6) Further the comprehensive plan and economic development strategy.

(c) *Program description.* The RLF program is designed to offer financial support for the purchase of fixed capital assets or working capital. Depending on the loan program, eligible businesses may finance up to 30 percent of a project's cost up to a $100,000.00 (amount of available funding is determined by account balance). Special consideration for greater participation up to 50 percent will be given to projects that create high end, high wage positions and/or a substantial number of new job opportunities. Under certain circumstances and depending on the loan program, the maximum amount that could be available is 75 percent or $250,000.00 whichever is less.

Initial participation by conventional lending institutions is preferred, and Lisbon will take a subordinated security position to the bank, thus assisting less established firms in forming a banking relationship. Since Lisbon participation in a project must not displace local commercial lenders, a commercial lender letter declining participation must accompany any request for direct Lisbon financing unless both entities are participating in the project.

(d) *Eligibility and criteria.* Applicants must be a for-profit entity. Loans shall not be made to public, quasi-public or non-profit entities (with the exception of nonprofit housing organizations). The applicant must be the owner or have vested authority to apply for funding.

Eligible industries include*:

(1) Manufacturing.

(2) Industrial/commercial (service sector).

(3) Retail.

(4) Housing.

(5) Technology.

(6) Tourism.

(7) Biological and natural resources.

(8) Research and development.

*Exception—If warranted, a project may be presented by a business other than those mentioned for consideration if substantial economic impact is determined by job creation and/or retention or any other special criteria that is deemed acceptable.

Existing businesses within Lisbon or individuals looking to start a new business in Lisbon are eligible to apply for financing. The applicant must demonstrate a need for funds. All loan proceeds must be used in operations located within Lisbon.

Expansions and new businesses must be able to document that the planned project will result in job creation and/or retention or new sources of economic activity within Lisbon. (If the loan is based upon the retention of jobs, the applicant must clearly demonstrate that the jobs would be lost without the presence of the RLF funds).

(1) *Existing business criteria:*

a. Dedicated and experienced management.

b. Past performance.

c. Current economic viability of the business.

d. High potential for profitability.

e. High potential for growth.

f. Sufficient collateral and cash flow to service and secure the loan.

g. Inability to obtain conventional financing at rates and terms that make the project viable.

(2) *Start up business criteria:*

a. Market strengths such as providing a new service or product development or distribution in Lisbon as demonstrated by local market and/or feasibility study.

b. Complementary business development that serves an existing town/regional business entity.

c. Consistent with comprehensive plan and goals of the economic development plan for types of business and industry.

(3) *Emergency assistance and businesses attraction grants:*

From time to time the Town Council may authorize use of RLF monies to issue grants to businesses suffering the effects of temporary market conditions that, in the absence of the assistance to be provided through the RLF, may result in the closure of the business or its relocation outside of Lisbon. Additionally, the council may authorize development of a "Business Attraction Grant program" to be developed by the ECD Director to assist in a dedicated business attraction effort. Such grants shall be available only where authorized by order of the Council, which shall establish the eligibility, terms and conditions for such grants. The Council may delegate to the RLF Committee the authority to award grants up to an amount stated in the order.

(4) *Additional business requirements.*

a. The business must not sell or move within a period of five years.

b. The business must show adequate financial ability to repay the debt.

c. Must maintain hazard insurance on all collateral.

d. Must carry lines of insurance coverage appropriate to the business and corporate organization—minimum requirements would include business interruption insurance, general liability insurance and worker's compensation insurance (note: key man life insurance may be a requirement).

e. The Town of Lisbon must be listed as a lien holder when applicable.

(5) *Activities/use of funds.*

a. Land and building acquisitions.

b. Site preparation and land development costs.

c. Building construction.

d. Building renovations.

f. Machinery and equipment.

g. Inventory and working capital.

h. Infrastructure costs.

i. Professional fees including engineering and legal.

j. Refinance existing debt.

(6) *Ineligible activities.*

a. Acquire an equity position or an interest in a private business.

b. Subsidize interest payments on an existing loan.

c. Invest in interest-bearing accounts, CD's or other investments.

d. Land banking and construction of spec buildings.

e. Assisting in the relocation of jobs from another labor area or relocation of jobs within the local labor area unless there is a demonstrated need.

f. A project that would create a potential conflict of interest for any officers, employees or any persons involved in the application process, review, awarding or administering of the loan.

g. Provide equity contribution required of applicants participating in other federal programs.

(e) *Confidentiality and legal requirements.* In the process of gathering information about a qualifying business, the town may receive information about the business which is confidential and, if released, could cause harm to the business or give unfair advantage to its competitors. State law authorizes towns and other public entities to maintain the confidentiality of business records which come into their possession.

To protect the businesses applying for funds and to encourage them to make full and frank disclosures of business information relevant to their application, the town may take the following steps to ensure the confidentiality of the information it receives:

(1) The adoption of an ordinance which makes such information confidential and punishes disclosure;

(2) A restriction on the number of people with access to the files with the program administrator primarily responsible for their safe-keeping, and

(3) A requirement that personnel involved in the program sign statements of confidentiality regarding all personal and private submittals by qualified businesses.

All applicants must comply with all federal, state and local laws, codes and ordinances including but not limited to: civil rights, environment, flood protection insurance, ADA, etc.

(f) *Loan parameters.*

(1) *Loan size.* The maximum loan for land, building, machinery and equipment (fixed assets) or working capital that one applicant may borrow is $100,000.00 or 30 percent of the total project cost whichever is less. Special consideration for greater participation up to 50 percent will be given to projects that create high end, high wage positions and/or a substantial number of new job opportunities. Under certain circumstances and depending on the loan program, the maximum amount that could be available is 75 percent or $250,000.00 whichever is less.

(2) *Private sector investment.* Loans will preferably be made in conjunction with private sector lending sources, owner equity, private equity or other private sources. Private investment should equal 70 percent of the project funding. Exceptions to this structure may be considered on a case-by-case basis. Full documentation will be required in verification of other financing sources.

(3) *Equity.* Projects will normally require a minimum ten percent owner equity and a minimum 60 percent bank participation. Exceptions to this structure may be considered on a case-by-case basis. All applicants will be required to provide evidence of the equity needed for the completion of the proposed project. Equity may be in the form of cash, securities, real property, equipment, labor or such other form that is deemed appropriate.

(4) *Loan security.* All loans will be secured by the highest position available on one or more of the following assets: Land, buildings, machinery, equipment, accounts receivable and inventory and/or personal assets or such other assets as are deemed appropriate. In addition loans will require corporate and/or personal guarantees unless a situation exists where such guarantors are not available, (i.e. widely held private corporations).

(5) *Terms.* Loans for real estate will have a typical repayment period of ten years; special circumstances can allow for a fifteen-year term. Machinery and equipment loans will have a maximum term of eight years or no longer than the useful life of the assets being financed. Working capital loans will have a maximum term of three years; special circumstances can allow for a five-year term. The town retains the right to adjust individual loan terms in order to facilitate a successful RLF project.

(6) *Interest rate.* The RLF committee will recommend the interest rate for each loan based on risk, collateral and other pertinent criteria.

(7) *Fees and penalties.* The town charges the following processing fees: (No loan disbursements will be made until all fees are paid in full.)

a. Nonrefundable application fee of $350.00.

b. Closing fees; reasonable and customary legal costs for reviewing, processing (credit report fees), filing and recording, title fees, transfer taxes, document preparation and title insurance premiums.

c. Title work when real estate is used as collateral, UCC checks when personal property is used as collateral, recording fees

d. Any appraisal fees or environmental studies needed will be paid for by the applicant.

e. A two percent origination fee will be charged at the time of the loan closing

f. A late payment charge of five percent will be added to all loan payments that are 15 days late.

g. Failure to meet any of the terms and conditions of the loan may result in an increase in the interest rate of up to seven points above the prevailing prime rate.

(8) *Forgiveness*: Where recommended by the RLF Committee and authorized by the Town Council, a loan may be made forgivable upon fulfillment of certain conditions, to be specified in the loan documents, which are intended to incentivize economic growth and business development or to recognize particular economic circumstances of the borrower.

(9) *Delinquent loan and collection procedures definition:* Delinquent loans are loan accounts that have not had any payment activity during a 30-day period or those loans that are 30 days in arrears.

The town as the administrator of the RLF will provide its best effort to collect all monies lent under the RLF program.

If the applicant is more than 30 days in arrears he must notify the town of a plan to become current, which must be approved by the town.

The town will monitor the monthly repayment activity of all outstanding loan accounts and initiate normal collection procedures, i.e. notice for payments, collection calls and other legal means necessary to collect the outstanding debt. When normal procedures fail to produce the desired results the account will be turned over for legal action and pursued to a conclusion. All legal fees and any other fees associated with collection procedures will be the sole responsibility of the applicant.

(10) *Reporting requirements*. The applicant is required to comply with any and all reporting requirements of the RLF program. In addition, yearly submission of financial statements, taxes and insurance will be required.

(g) *Application process*. The members of the Lisbon RLF Advisory Loan Committee shall review all loan applications. All applications will be evaluated on a first come, first served basis. Said committee will provide recommendations to the Town Council of Lisbon for final approval.

(1) The Lisbon Economic/Community Development Office will be available to assist the applicant at any and all levels of the RLF loan process.

(2) Below is a list of required documentation needed for a complete application package. (If information is given on application or included in the business plan please indicate that and reference the page numbers on the checklist):

a. Completed application form.

b. Complete business plan with financials.

c. Financial statements, specifically a balance sheet, an income sheet and a statement of changes in financial position (including accountant's report and footnotes) for the past three years.

d. Financial projections of the balance sheet, income statement and a statement of change in financial position for the next two years.

e. Cash flow projections for three years.

f. Tax returns for the business entity and all guarantors for the previous three years.

g. Amount of financing required and the purposes for which the funds will be used.

h. Bank letter outlining participation including amounts and purpose, if any.

i. Description of the product line(s).

j. Market for the products, including a list of major customers, the amount of sales to each and projections of future markets.

k. Names of competitors and how the company is able to meet competition.

l. Number of employees at present, at year end for the past three years and projected employment for each of the next three years.

m. History of the company.

n. Background information (resumes) and personal financial statements of the principals of the business, notarized.

o. Signed consumer credit authorization form(s).

p. Completed and signed consumer credit authorization(s).

q. Details of existing bank loans and other financing of the company, including stock pledges.

r. Details of the capital of the company, including ownership and amounts of investment.

s. For regulated enterprises, full details of all types of governmental regulations.

t. A listing of accounts payable (aged) and telephone numbers for major suppliers.

u. Appraisals of real estate and/or machinery and equipment.

(3) The economic/community development director will review the application for completeness and determine that the applicant meets the basic eligibility criteria for the town. Once determined eligible, a complete financial review and underwriting shall be conducted to establish the merits of each application. The ECD director may utilize an independent contractor or outside agency to do the underwriting of the loan. A detailed summary on each project will be compiled for presentation to the RLF advisory loan committee for action.

a. Projects are reviewed using three distinct components:

1. Evaluation of the project in terms of the RLF guidelines and operating procedure.

2. Analysis of credit worthiness of the applicant.

3. Assessment of economic potential of the proposed project.

b. The loan committee uses two forms of analysis:

1. Basic financial analysis include three components:

i. Credit analysis—review of the history of the business, principals of a new enterprise, management personnel, financial condition and bank and trade credit standing.

ii. Collateral analysis—review of ownership and effective value to the creditor of any asset pledged as collateral for the loan.

iii. Cash flow analysis—review of proforma statement describing the projected future condition of the business subsequent to the placement of the loan and all factors affecting the future condition of the business including market and economic trends.

2. Impact analysis—to determine the extent to which the proposed transaction meets the previously stated objective of the program.

i. Creation and retention of permanent jobs with consideration given to wages and income levels of jobs created.

ii. Diversification of the economic base.

iii. Retention and expansion of existing industrial base.

iv. Energy self-sufficiency.

v. Environmental quality impact.

vi. Implication for other local strategies and programs.

(4) The advisory loan committee (comprised of no greater than seven members) will meet monthly to process applications. Special meetings of the committee may be called if time is a factor. The committee shall approve, deny or table applications, as they deem necessary. Approved applications will be submitted to the Lisbon Town Council in the form of a commitment letter for final ratification.

(5) Upon ratification by the Lisbon Town Council, the economic/community development director will forward the approved commitment letter to the applicant. This commitment letter is to include any conditions of the loan, such as clear title to any real estate being used to secure the loan of clear title to any personal property used to secure the loan.

(6) Upon acceptance, an attorney will prepare the necessary documents to close the loan.

(7) Fund disbursement—All funds will be disbursed upon completion of the closing documents.

(8) Timing—Typically complete applications can be processed and presented to the advisory loan committee within 45 days. Lisbon Town Council meets twice per month and typically can take action on a RLF application within two weeks of the approval date by the advisory loan committee.

(h) *Administration.* The economic/community development office of the town is responsible for oversight and administration of the revolving loan fund program. The ECD director with assistance from others will:

(1) Assist applicants with packaging of development proposals and application process or other technical assistance.

(2) Notify the applicant in writing of the town council decision of approval or denial. If the loan is denied an explanation for the action will be stated.

(3) Billing, receiving and posting payments and notification of past due accounts.

(4) Collecting evidence on ongoing compliance with loan requirements, counseling of delinquent accounts and initiation of collection procedures for delinquent accounts.

(5) Collecting and reviewing yearly data and reports from applicant (financial statements, taxes, insurance coverage, etc.).

(6) Ensure the RLF is audited yearly as part of the town's external audit.

(7) Prepare and submit all required reports to outside agencies (i.e. USDA, FAME, etc.)

(8) Annually monitor administration of revolving loan fund to insure that operation policies are in accordance with the guidelines and procedures.

(9) If loan is approved the ECD office will facilitate a loan agreement that will clearly state all the terms of the loan including any special conditions that may be required. Once the loan agreement is signed by both parties (the town and the applicant) the loan will be processed for payment.

(10) Unsuccessful applicants may request a review of the decision to deny the loan based on errors of fact or procedure. Such a review may not be based on judgments concerning the feasibility of a proposed

project or the credit-worthiness of a particular applicant. An applicant may submit a new loan application at any time.

(11) Manage a loan review committee that will review loans and make recommendations to the town council for approval or denial.

The RLF committee will be comprised of the following people when possible:

a. Town manager (or designee).

b. Council members (two).

c. Finance director.

d. Legal advisor.

e. Banker.

f. Business person at large.

g. Economic/community development director (ex-officio).

(i) *Procedure for amendment*. As necessary, the advisory loan committee shall review the overall operations of the Lisbon Revolving Loan Fund Program. When the need for change or modification of policy arises, the committee will instruct the economic/community development director to submit such recommendations to the Town Council of Lisbon for review and subsequent action.

(C.O. of 6-17-2008, § 2008-98B; C.M. of 12-6-2022, Vote No. 2022-254 ; C.M. of 1-3-2023, Vote No. 2023-05)

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: **(2025-019)** Authorize the Town Manager to Collect a Food Truck Fee and Amend the Fee Schedule
Date: February 4, 2025

Summary
To support the continued operation of **food trucks in Lisbon**, particularly during **Tasty Tuesdays** and **occasional lunch services on town property**, I propose the **authorization of a temporary food truck fee at the discretion of the Economic and Community Development (ECD) Director**. This fee will help offset costs associated with **marketing, trash removal, and operational expenses** for these events.

Fee Implementation & Temporary Evaluation Period

The **ECD office** has proposed this **temporary fee** to assess its impact before formally amending the ordinance. The fee will be applied **at the discretion of the ECD Director** and will:

- Help support the **promotion and sustainability** of **Tasty Tuesday** and other food truck operations.
- Allow staff to **evaluate the fee structure** and determine whether adjustments are needed before considering permanent changes.
- Ensure funds collected contribute directly to the **ongoing success** of food truck operations on town property.

Proposed Action

I recommend that the **Town Council**:

1. **Authorize staff** to charge a food truck fee **at the discretion of the ECD Director** for food trucks serving on town property (**excluding larger organized festivals**).
2. **Approve an amendment** to the **fee schedule** to reflect this temporary fee.

This approach provides flexibility while ensuring Lisbon continues to support and sustain **food truck participation** in town events.

Recommendation

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

Attachments

1. Food Truck Pricing request

Town of Lisbon

Ross Cunningham
Economic and Community Development

Town Council

Fern Larochelle Chair
Chris Camire, Vice Chair
Mark Lunt
Nicholas Craig
Jeremy Barnard
JoJean Keller
Normand Albert

MEMORANDUM

January 27, 2025

To: Glenn Michalowski, Town Manager

From: Ross Cunningham, ECD Director

In an effort to support the continued operation of Food Trucks in Lisbon, both on Tasty Tuesday nights and the occasional lunch time. The ECD office would like to request a temporary fee of $20 per visit for food trucks that serve on Town of Lisbon property, independent of a larger organized festival in 2025. This temporary period will allow us to determine if the fee needs to be a bit higher before making a change to the ordinance. These funds will be used to support expenses of the Tasty Tuesday operation (i.e. marketing, supplies etc.)

Sincerely,

Ross Cunningham
Economic Development Director

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: **(2025-020)** Confirm the Town Manager's Appointment of Craig Bouchard to Local Health Officer and Local Emergency Management Director
Date: February 4, 2025

Summary
Pursuant to **Division 17 - Health Department, Section 2-459** of the **Town of Lisbon Ordinances**, and in accordance with **Maine State Law (22 M.R.S. §451)** and **Maine CDC Rules (10-144 CMR Ch. 294)**, this serves as confirmation of the **Town Manager's appointment of Craig Bouchard** as the **Local Health Officer (LHO)** for the **Town of Lisbon**.

What is a Local Health Officer (LHO)?

Maine law requires every municipality to appoint an **LHO for a three-year term**. The LHO serves as the town's **primary public health resource**, ensuring compliance with health regulations and addressing public health concerns at the local level.

Duties of the Local Health Officer

Maine law outlines both **mandatory** and **implied** duties for the LHO. The key responsibilities include:

- Serving as a **public health resource** for the community, providing guidance on health-related concerns.
- Mediating and resolving **health complaints** between residents, businesses, and organizations.
- Investigating and enforcing **unresolved health complaints**.
- Reporting to the **Town Council** on the town's public health status and any concerns that require attention.
- Notifying the **Maine CDC and DHHS** of potential public health threats.

Some responsibilities are **mandatory**, meaning the LHO must perform them (e.g., enforcing public health laws), while others are **authorized**, meaning the LHO may act but is not legally required to.

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

Local Emergency Management Director Appointment

In addition to his role as LHO, **Craig Bouchard has also been appointed as the Local Emergency Management Director (EMA)** for the Town of Lisbon. He takes over from **Sarah Bennett Assistant Town Manager, who served in the interim following the departure of the previous Fire Chief**.

Recommendation

Attachments
None

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: **(2025-021)** Renew Animal Control Contract with the Town of Durham
Date: February 4, 2025

Summary

Recommendation

Attachments

1. memo to Town Manager Durham ACO Contract
2. Animal Control Contract-Durham

Lisbon Police Department

A Community Policing Agency

300 Lisbon St.
Lisbon, ME 04250

Ryan A. McGee
Chief of Police

To: Town Manager Glenn Michalowski

From: Chief of Police Ryan McGee

Subject: Durham ACO Contract

Date: 01/30/2025

Manager Michalowski,

Attached is the three-year contract for Durham ACO, which will need to go before the Lisbon Town Council for approval and signatures at the next meeting. The Durham Select Board has already signed the contract.

Lisbon has provided excellent ACO services to the Town of Durham for many years, maintaining a strong working relationship.

For FY26, Lisbon will receive $12,562.54 from Durham for ACO coverage. Over the past five years, we have handled an average of 65.8 calls for service annually in Durham.

In total, Lisbon will receive $43,479.60 in FY26 for ACO services from Durham, Bowdoin, and Sabattus. The contracts for Bowdoin and Sabattus are currently active and will be brought before the council for renewal in the future.

To continue providing these services, we will need the Lisbon Town Council to approve and sign the contract.

Thank you.

Ryan McGee
Chief of Police

SERVICE AGREEMENT
ANIMAL CONTROL

WHEREAS, the Town of Lisbon has the capacity to provide animal control services; and

WHEREAS, the Town of Durham is desirous of using Town of Lisbon resources to provide animal control services within the Town of Durham;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the Towns of Lisbon and Durham do hereby agree as follows:

1. Purpose: Recognizing that the Town of Durham has the responsibility to its citizens to provide animal control services within that municipality, it is the purpose of this Agreement to set forth the terms and conditions under which those services will be provided by the Town of Lisbon.

2. Term; Renewal: This Agreement shall be for a term of three (3) years commencing January 1, 2025 and running through June 30, 2028. This Agreement may be renewed for additional three (3) year terms by the Inhabitants of the Town of Durham and the Town Council of the Town of Lisbon. (After this agreement we will move to a fiscal year start date of July 1st, as the Town of Durham is moving to a fiscal year budget.)

3. Effective Date: The effective date of this Agreement shall be January 1, 2025.

4. Administration: The Town of Lisbon shall be responsible for administering animal control services during the term of this Agreement. The Town of Durham will be responsible for administering licensing of dogs in the Town of Durham.

5. Personnel: The Town of Lisbon shall provide animal control services on an as needed basis within the Town of Durham, using Lisbon personnel and equipment. Services will be provided on an independent contractor basis to the Town of Durham subject to the terms and conditions of this Agreement.

6. Animal Control Activities: Animal control activities to be provided shall be, but are not limited to, generally the following:

A. To enforce all State Laws, Rules and Regulations and all municipal Ordinances with respect to each participating municipality, relating to animals and animal control.

B. To assist the citizens of each Town with sick and injured domestic animals.

C. To respond to domestic animal complaints arising in each Town.

D. To maintain records of all complaints, animal pick-ups, dispositions, fees collected, summonses, warnings, animal bites, and animals taken to the

animal shelter, and such other records as may be required, for each participating municipality. To submit a quarterly report to the Town of Durham and assist with the animal control page in the Town's Annual Report.

F. Transport animals to and from the animal shelter as may be necessary or directed.

G. To rescue or aid in the rescue of trapped, wounded, sick or injured animals.

H. To conduct public education sessions as may be required.

I. To issue appropriate warnings or citations to animal owners and to act as each Town's representative on animal control matters within the Maine Court System, including, but not limited to, appearing as a witness.

J. To perform such other tasks or duties relating to animals or animal control as may be assigned by the Board of Selectmen of Durham and the Town Council of Lisbon.

7. Certification: The person or persons who will provide animal control services to the Town of Durham will be certified as an Animal Control Officer and will maintain certification as required by applicable State and local Laws and Ordinances.

8. Financial Provision: The Town of Lisbon will develop an animal control budget to include services to be rendered to the Town of Durham under the terms and conditions of this Agreement (and to include any other Towns with which the Town of Lisbon may have an Animal Control Service Agreement). The cost to provide those services to the Town of Durham, including any administrative fees, shall be determined on a population and per call basis and allocated among all participating Towns accordingly. Allocations for the Town of Durham for the ensuing fiscal years shall be developed by the Town of Lisbon as part of its Budget process and allocated on a population and per call basis. The Town of Durham will be advised of their allocation during Lisbon's budget process.

Financial administration of all costs and expenses related to animal control will be provided by the Town of Lisbon. All billings shall be submitted to the Town of Lisbon and all payments for animal control will emanate from that Town. The Town will maintain records of disbursements and will provide records of those disbursements to the other participating municipalities as requested. Any funds remaining in the Town of Lisbon budgetary account shall be designated to be carried forward into the next budget year and shall not lapse into the Town of Lisbon's surplus account.

Should the Town of Durham disagree with its allocation, it will have the opportunity to opt out of this Agreement by providing notice to the Town of Lisbon, through the Town Manager's Office, within two (2) weeks of being notified of its yearly allocation.

9. Authority: While providing services in the Town of Durham, the person or persons acting as Animal Control Officer shall be responsible to the Durham Board of Selectmen.

10. Indemnity and Insurance: The Town of Lisbon shall indemnify and hold harmless the Inhabitants of the Town of Durham, its employees and board or committee members from claims, suits or liabilities resulting from negligence of the Town of Lisbon, its employees, councilors and agents in carrying out the terms of this Agreement.

The Inhabitants of the Town of Durham shall indemnify and hold harmless the Town of Lisbon, its employees, councilors and agents from claims, suits or liabilities resulting from negligence of the Inhabitants of the Town of Durham, its employees, agents and board or committee members in carrying out the terms of this Agreement.

For purposes of this section 10, the Animal Control Officer shall be considered an employee or agent of the Town of Lisbon while providing services in or for the Town of Lisbon, and the Animal Control Officer shall be considered an employee or agent of the Town of Durham while performing services in or for the Town of Durham.

The Town of Lisbon and Inhabitants of the Town of Durham shall share this agreement with their respective insurers to make certain that insurance coverage is adequate. Each Party agrees to execute any reasonable amendments to this agreement required by their insurers. Certificates of insurance will be made available upon request.

In the event of any litigation between the Parties with regard to the Agreement, each party shall be responsible for its own expenses, costs and attorney fees.

This section shall not be interpreted to waive the monetary limits or substantive areas of immunity under the Maine Torts Claims Act.

11. Non-appropriation: The Inhabitants of Durham are obligated only to pay costs to provide Animal Control services under this agreement as may be lawfully made from funds budgeted and appropriated for said purpose during Durham's current fiscal year. In the event sufficient funds will not be appropriated or are not otherwise legally available to pay for the services under this agreement, the Inhabitants of Durham will notify the Town of Lisbon in writing and be released from this agreement with a thirty (30) day notice. The Select Board of Durham is obligated to present a warrant article to the Town at the yearly Town meeting which seeks to appropriate sufficient funds to cover this agreement, unless the Town has notified the Town of Lisbon of its decision to terminate this Agreement as outlined in section 12.

12. Termination: Either party may terminate its participation in this Agreement, on a yearly basis, by giving notice to the other member municipality on or before October 1st preceding the commencement of the January 1st calendar year.

The invalidity or unenforceability of any particular provision or part thereof of this Agreement shall not affect the remainder of said provision or any other provisions, and this Agreement shall be construed in all respects as if such invalid or unenforceable provision or part thereof had been omitted.

This Agreement is executed by the Selectmen or Town Council of the participating municipalities, to be duly authorized by action of the Town Meeting of each municipality as follows:

SIGNED, SEALED AND DELIVERED IN PRESENCE OF

DATE:

INHABITANTS OF THE TOWN OF LISBON

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

SIGNED, SEALED AND DELIVERED IN PRESENCE OF

DATE: 1/28/2025

INHABITANTS OF THE TOWN OF DURHAM

Joseph Roy _____

Deborah Oliver _____

Heather Roy _____

Joshua Klein-Golde _____

Joseph Tamm _____

TOWN OF LISBON

MEDICAL MARIJUANA ESTABLISHMENTS APPLICATION

Non-refundable Fees

Medical Marijuana Retail Store	$250.00
Medical Marijuana Dispensary	$250.00
Medical Marijuana Testing Facility	$250.00
→ Medical Marijuana Manufacturing Facility	$250.00

Name of Business: 207 edibles Business Phone: 353-4279

Location of Business: 5 canal st. Lisbon Falls, me 04222

Business Email Address: 207edibles@gmail.com

Business Mailing Address: [redacted]

Owner's Name: Lorelei Hilliker

Home Phone: _____ Cell Phone: 522-0074

Owner's Home Address: [redacted]

List Owners/Members/Partners/Officers/Directors/Stockholders/Managers/Supervisory Personnel/or other participants:

Name: Lorelei Hilliker Phone Number: 522-0074

Street Addr: [redacted] Birth Date: [redacted]

Town/State/Zi[redacted]

Name: _____ Phone Number: _____

Street Addr: _____ Birth Date: _____

Town/State/Zip: _____

Name: _____ Phone Number: _____

Street Addr: _____ Birth Date: _____

Town/State/Zip: _____

Attach a list on a separate piece of paper of names or additional names that apply.

LISBON – VICTUALER APPLICATION

License Type: ____ $ 100 Restaurants & Others

Name of Business: 207edibles Business Phone: 353-4279

Business Location in town (street address): 5 canal st

Mailing Address: _____

Business Email Address: 207edibles@gmail.com

Owner's Name: Loreli Hilliker

Home Phone: _____ Owner's Cell Phone: 522-0074

Owner's Home Address: [redacted]

Residence(s) for last five years (Street/Town/Zip): [redacted]

List Applicant / Partners / Corporate Officers:

Name: _____ Birth date: _____

Name: _____ Birth date: _____

Name: _____ Birth date: _____

Name: _____ Birth date: _____

Applicant must have a valid State of Maine Food License. State ID License No: _____

X If Yes, attached a copy of your **STATE FOOD LICENSE** to this application.

_____ IF NONE, date submitted: _____

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? no If so, when does it expire? _____

I, Lorelei L Hilliker (owner's name), owner (title) am 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. **All licenses expire annually May 31st.**
Re-inspection fees are $150 per visit after the ~~first~~ visit.

Signature: Lorelei L Hilliker Date: 11/7/24

Rv2023

FIRE CHIEF INSPECTION

The Fire Chief or his/her agent shall inspect the location or proposed location to determine if all town ordinances and any other applicable regulations concerning fire and safety have been satisfied. See report of findings in writing to the town clerk below.

YES NO State Fire Marshall inspection has been completed

YES NO Hazardous Chemicals will be used for processing

YES NO Sprinklers required and in compliance

Report all findings here: SEE ATTACHED

Dated:_____ Medical Marijuana Retail Store Approved: YES NO
Dated:_____ Medical Marijuana Dispensary Approved: YES NO
Dated:____✓__ Medical Marijuana Testing Facility Approved: YES NO
Dated:____✓__ Medical Marijuana Manufacturing Facility Approved: YES NO

Approved for categories above:

~~Nate LeClair~~, Fire Chief
Craig Bouchard

Outstanding Code/Ordinance Issues for 5 Canal Street

207 Edibles/ Lisbon Cannabis

January 28, 2025

The following are relevant portions of a Notice of Violation dated January 13, 2025 regarding issues shared by the owners as they affect the building as a whole or common areas.

** Repair holes in sheetrock in boiler and oil tank room per IBC 2015 section 708.4

** The door to the oil tank room and boiler room are required to be closed at all times per IBC 2015 section 708.6

One major life safety issue is length of the travel distance from the interior to the exit. The code allows for one exit from a space if the distance is less than 75' for the use of the building on each level. The first floor MAY meet this requirement, however, the second floor does not. Several options to correct this would be to; 1) provide a fire rated stair enclosure to protect the stairway, 2) install a fire sprinkler system, or 3) install a code-compliant second exit.

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The file contains 3 electrical permits: a permit issued on 3-9-20 for the installation of EMT conduit for outlets: a permit issued on 1-21-22 for the Installation of a 200 amp service and panel; and a permit issued on 4-15-20 for the installation of a low voltage security system. However, the electrical work completed to finish the building is much more extensive than the work described above. It will be necessary to identify the licensed electrician that completed the remainder of the work and have them obtain a permit after-the-fact.

The owners admit that the building had been completely gutted prior to the start of work. The creation of partition walls and changing the layout of the building, and the introduction of new occupancies would all require the issuance of a building permit. It will be necessary to obtain a permit for this work after-the-fact, and make any corrections/modifications needed to bring the building into compliance with the Maine Uniform Building and Energy Code (MUBEC), 2015 edition, and the NFPA 101 Life Safety Code and NFPA 1, 2015 editions

There was also extensive plumbing work completed. It will be necessary to identify the licensed plumber who did the work, obtain permits for the work after-the-fact and have this work reviewed for code compliance.

The current sign ordinance allows for a maximum sign size with a letter height of no more than 36" and a length of no more than 75% of the total building length for a mill building such as this. The current sign is nearly 90% of the length of the building. It will be necessary to obtain a sign permit after-the-fact, and modify the existing signs to meet the requirements of the ordinance.

Accordingly, the following violations are known to exist:

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** No permit was secured for the installation of the signs on the exterior of the building as required by the Lisbon Zoning Ordinance, Section 70-713. Secure an after-the-fact permit

As the permits described above are all being obtained after the work has been done, there will be additional fees required.

Once the permits have been obtained, the work required completed and has been inspected and signed off, a certificate of occupancy can be issued and licenses granted.

Business Name: 207 edibles - victualer

INSPECTION REQUIRED

Notice of Compliance (By Ordinance): I, ~~Nate LeClair~~, **Health Officer** for the Town of Lisbon hereby certify I have inspected the above establishment and found the premises meet all requirements under the Lisbon Code entitled Victualer and any applicable state regulations.

Signature: _____ Date: 1-29-25

Notice of Compliance (By Ordinance): I, **Mark Stambach, Code Enforcement Officer** for the Town of Lisbon hereby certify I have inspected the above establishment (excluding mobile units) and found the premises to be in compliance with applicable life safety codes. SEE ATTACHED

Signature: _____ Date: _____

COMPLETE TO HERE BEFORE FILING

INFORMATION

The Councilors are the Municipal Licensing Board. The first Victualer application requires a public hearing, but renewals will not. Complete applications contain the CEO and Health Officer signatures. Councilors meet on the first and third Tuesdays of the month. Complete application and fees paid are required prior to the Council meeting. Meetings are held at the Town Hall at 7PM in the conference room.

Temporary permits can be granted by the Town Clerk, after meeting all the requirements of the ordinance, for no longer than 90 days.

SUGGESTED CONTACTS:

353-3000 Ext 112... Town Clerk
353-3007.....Town Office Fax
353-3000 Ext 111... Code Enforcement Officer
353-2500..... Police Department
353-3000 Ext 121....Health Officer
1-800-872-3838.....Business Answers

624-9693...State Sales Tax Division - www.maine.gov/revenue
624-7736...Bureau of Corporations - www.maine.gov/sos/cec
624-7220...Bureau of Alcohol Beverages
287-3841...Agriculture Dept– Bakery Licenses
624-6550...Marine Resources – www.maine.gov/dmr
287-5671....State Health Inspection Dept - www.maine.gov/dhhs
1-800-829-4933...Federal I.D. Number – www.irs.gov

Revised May 9, 2023

Outstanding Code/Ordinance Issues for 5 Canal Street

207 Edibles/ Lisbon Cannabis

January 28, 2025

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POLICE CHIEF INSPECTION

The police chief or his/her agent shall investigate the application, including the criminal history record information authorized under subsection 10-605 (5) and shall report findings in writing to the town clerk. The following application has been investigated, including criminal history and the following:

10-605 APPLICATION (investigated) ***

(YES) NO (5) A release for each applicant and for each officer, owner, member, manager or partner of the applicant seeking a license allowing the Town of Lisbon to obtain criminal records and other background information related to the individual(s) were obtained and reports were reviewed.

10-610 STANDARDS FOR APPROVAL, DENIAL, REVOCATION

YES (NO) (4) Has applicant(s)/business had a license for a marijuana establishment revoked by a municipality or by the state.

YES (NO) (6) Has applicant(s) been convicted of a disqualifying drug offense.

YES (NO) (7) Has applicant(s) provided false or misleading information in connection with the license application.

10-611 OPERATING REQUIREMENTS ***

(YES) NO (4) Loitering. The facility owner/operator shall make adequate provisions to prevent patrons or other persons from loitering on the premises. It shall be the licensee's obligation to ensure that anyone found to be loitering or using marijuana or marijuana products in the parking lot or other outdoor areas of a licensed premises is ordered to leave. Has applicant(s)/business complied with this requirement.

Report all findings here _____

Dated: _____	Medical Marijuana Retail Store	Approved: YES NO
Dated: _____	Medical Marijuana Dispensary	Approved: YES NO
Dated: _____	Medical Marijuana Testing Facility	Approved: YES NO
Dated: 11-15-24	Medical Marijuana Manufacturing Facility	Approved: (YES) NO

Dated: 11-15-2024 Approved: (YES) NO Approved by: Ryan McGee

Ryan McGee, Police Chief

BUILDING INSPECTION

CODE ENFORCEMENT INSPECTION

The building inspector verifies that the premises at which the establishment will be located complies with all ordinances and applicable codes for the following:

Town Ordinances (including food)	Electrical Code
The Building Code	Plumbing Code

- *Security (check if complied with):*

  — The licensed premises shall have lockable doors and windows and shall be served by an alarm system that includes automatic notification to the Lisbon Police Department.

  — The licensed premises shall have video surveillance capable of covering the exterior and interior of the facility. The video surveillance system shall be operated with continuous recording twenty-four hours per day, seven days per week and video shall be retained for a minimum duration of thirty (30) days. Such records shall be made available to law enforcement agencies when investigating a criminal complaint.

  — The licensed premises shall have exterior spotlights with motion sensors covering the full perimeter of the building(s).

- *Ventilation (check if complied with):*

  —The licensed premises shall comply with all odor and air pollution standards established by ordinance.

  —All medical marijuana establishments that cultivate, manufacture or extract marijuana shall have an odor mitigation system installed that has been approved by a Maine Licensed Engineer, indicating that the system will provide odor control sufficient to ensure that no odors are perceptible off the premises.

The code officer inspected the location or the proposed location to determine whether the applicable ordinances relating to land use issues and building and safety codes issues have been satisfied. See report of findings in writing to the town clerk below.

- ✓ YES ___ NO Is establishment engaging in the "preparation" of food items whether sealed or not.

Report all findings here: _____

_____

_____

Dated:_____	Medical Marijuana Retail Store	Approved: YES NO
Dated:_____	Medical Marijuana Dispensary	Approved: YES NO
Dated:_____	Medical Marijuana Testing Facility	Approved: YES NO
Dated:___✓___	Medical Marijuana Manufacturing Facility	Approved: YES NO

Dated: _____ Approved: YES NO Approved by: _____

Mark Stambach, Building Inspector

Outstanding Code/Ordinance Issues for 5 Canal Street

207 Edibles/ Lisbon Cannabis

January 28, 2025

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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: Budget Workshop Schedule
Date: February 4, 2025

Summary

Revised Budget Workshop Schedule – 2025
3/4 (Tuesday) | 6 PM - 8 PM

- **Introduction / Debt Service / Special Revenues & Finance** – 45 mins (6:00 PM - 6:45 PM)
- **Clerk** – 15 mins (6:45 PM - 7:00 PM)
- **Assessing** – 15 mins (7:00 PM - 7:15 PM)
- **Library** – 15 mins (7:15 PM - 7:30 PM)

3/11 (Tuesday) | Following School Presentation - 7 PM - 9 PM

- **School Budget Presentation** – TBD
- **Fire, Police, Parks & Recreation** – 2 hours (7:00 PM - 9:00 PM)

3/18 (Tuesday) | 6 PM - 8 PM

- **Sewer** – 30 mins (6:00 PM - 6:30 PM)
- **Town Manager / Technology / Buildings** – 60 mins (6:30 PM - 7:30 PM)

3/25 (Tuesday) | 6 PM - Until Finished

- **Other Public Services** – 60 mins (6:00 PM - 7:00 PM)
- **Public Works** – 60 mins (7:00 PM - 8:00 PM)
- **ECD/Codes/Buildings - 8pm to 9pm ****

Recommendation

Attachments

None

Lisbon Town Council
Goal Setting Workshop
Highlight Notes

Tuesday, January 14, 2025, 6pm to 9pm, Lisbon Town Hall

About the Meeting

Attendance

- Councilors
  - Fern Larochelle
  - Chris Camire
  - Mark Lunt
  - Jeremy Barnard
  - Nicholas Craig
  - JoJean Keller
  - Norm Albert
- Town Manager
  - Glenn Michalowski
- Facilitator
  - Craig Freshley
- Members of the public were also in attendance.

Objectives

- Discuss and identify the town's top 3-5 goals to be achieved in the next year.
- Discuss and clarify how we expect to work together.
- Get to know each other and strengthen our relationships for a productive term ahead.

Ground Rules

- This is a discussion among Town Councilors and the Town Manager
- Observers are welcome
- There will be no formal decisions
- We are looking for areas of agreement
- Let Craig manage the discussion
- Show what you think
- Forward focus
- Themes and conclusions now and later

Agenda

5:50 **Arrival**

6:00 **Opening**

- Town Council Chair Fern Larochelle will welcome everyone and open the Workshop.
- Facilitator Craig Freshley will explain the agenda and a few simple ground rules.
- We will do some quick introductions and a simple warm up activity.

6:20 **Goal Setting – Ideas and Discussion**

What are the 3-5 most important things – above and beyond business as usual – that the Town Council should achieve in the next year?

- Each Councilor will write down their top 3-5 answers to this question.
- We will put all the ideas on the wall, organize them, and discuss them.
- We will also do a visual multi-vote to help us get a sense or priority among the goals.

7:20 **Dinner**

8:00 **Goal Setting – Conclusion**

- Over dinner, Craig will prepare a draft statement of top priority goals.
- We will review discuss, and revise the statement however we see fit.

8:15 **How to Work Together**

- Best Practices from Other Municipalities
    - Before discussing how WE want to work together as a Council, Craig will briefly share some best practices from his experiences in working with municipalities across Maine.
- Our Expectations for Working Well Together
    - We will quickly identify what most needs improvement here in Lisbon, in terms of our governance processes.
    - We will discuss ways to make things better.
    - As time allows, we will come to conclusions about our expectations for working together productively.

8:50 **Closing Comments**

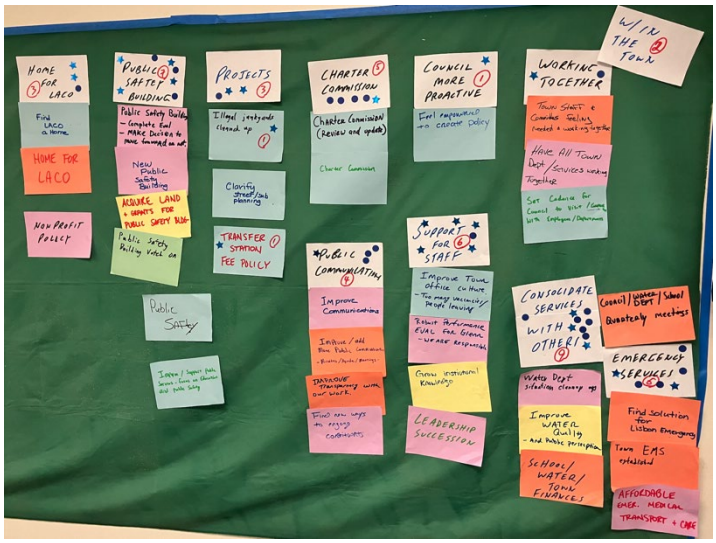
- This is a chance for each Councilor and the Town Manager to make a brief closing comment, perhaps a reflection about the workshop or a hope for the future.

9:00 **Adjourn**

What's great about Lisbon Town Government

- It's us. It's controlled by the Town.(local control)
- When people get involved and passionate, it makes a difference.
- The Departments are very cooperative. Communications here is very good.
- We come together to help each other when there's a crisis.
- Everyone is dedicated to their role.
- Our leaders are passionate about Lisbon.
- We are a service community.
- We have a lot of cultural assets.
- Never a dull moment.
- No shortage of civic engagement.
- Level of diversity among leaders – many types of diversity.
- Council form of government.

Goal-Setting



All Ideas

- Home for LACO
  - Find LACO a home
  - Home for LACO

- Public Safety Building
  - Public safety building
    - Complete evaluation
    - Make decision to move forward or not
  - New public safety building
  - Acquire land and grants for public safety building
  - Public safety building voted on

- Projects and Miscellaneous
  - Illegal junk yards cleaned up
  - Clarify Street/Sub planning
  - Transfer station fee policy
  - Improve and support public services
  - Focus on education and public safety
  - Nonprofit policy

- Charter Commission
  - Charter Commission review and update
  - Charter commission

- Public Communications
    - Improve communications
    - Improve and add more public communications
        - Minutes, agendas, meetings
    - Improve transparency with our work
    - Find new ways to engage constituents

- Support for Staff
    - Improve town office culture
        - Too many vacancies and people leaving
    - Robust performance evaluation for Glenn
        - We are responsible
    - Grow institutional knowledge
    - Leadership succession

- Working Together within the Town
    - Town staff and committees feeling needed and working together
    - Have all town departments and services working together
    - Set cadence for Council to visit with employees and departments

- Consolidate/Work Together with Others
    - Water Department situation cleanup
    - Improve water quality and public perception
    - Consolidate school/water/town finances
    - Council, Water Department, and School: Quarterly Meetings
    - Emergency services
        - Find a solution for Lisbon emergency
            - And town EMS
        - Establish affordable emergency medical transport and care

Top Goals

1. Work with Other Organizations to Consolidate Services

2. Take Steps Towards a New Public Safety Building, including Consolidation of Emergency Services

3. Support Staff Leadership Development

4. Establish a Charter Commission

5. Improve Public Communications

Specifics

- **Work with Other Organizations to Consolidate Services**
  - What
    - Get buy-in from all entities
    - Each organization understanding each other's goals
      - Perhaps an initial facilitated meeting of all members of all three boards
      - Perhaps via quarterly meeting among leaders
    - What we're headed towards: Consolidate services - such as finances/accounting – among the town, school district, and water commission
  - Who
    - Council in lead role
    - Manager in support role
    - Norm will serve as the lead coordinator

- **Take Steps Towards a New Public Safety Building, including consolidation of Emergency Services**
  - What
    - Acquisition of land – in progress – end of June
    - Study needs to be updated
      - Will cost $100k
      - Will get us to referendum
    - Get the partners together (perhaps with mediation)
      - Police – Fire – EMS
      - Perhaps a joint meeting
    - This will require clear benchmarks
    - Movement towards 24/7 paid fire fighters
    - Need to pursue grants
  - Who
    - Council set the goals for how to best serve residents with public safety and emergency services
    - Manager leads implementation
    - Manager apply for grants
    - Manager make recommendations for structural changes
    - Chris will serve as lead for the Council

- **Support Staff Leadership Development**
  - What
    - Define goals
    - Performance evaluation for the Town manager
    - Continue consistent evaluation of all employees
    - Consider incorporating a self-evaluation
    - Leadership succession planning and development
    - Training
    - Ask the employees how best they can be supported

    - Who
        - Council define goals
        - Manager leads the effort
        - Jeremy will serve as the Council lead

- **Establish a Charter Commission to Amend the Charter to Make it Current and Accurate**
    - What
        - Full review with results to be determined
        - Update and align with state law
        - Perhaps include a nonprofit policy
    - Who
        - Norm wants to take the lead

- **Improve Public Communications**
    - What
        - Better public awareness of town activities
        - Better public engagement
        - New website
        - Internal public imaging team
        - Consolidate public information
        - Overall assessment of communications health, and recommendations for improvements
        - Develop a communications policy
        - Improve how we gather feedback from constituents
        - Idea: coffee with councilors
    - Who
        - Nick will serve as Council lead

How We Work Together

- It helps when we share information
    - For instance: getting agendas out in advance
    - Work through conflicts before a meeting
    - We need to have all data available for every decision

- Work with Glenn behind the scenes
    - It doesn't work well to challenge the manager IN a meeting

- When a Council member responds to a constituent by email, all Councilors should be made aware

- Works well when conversation is broadened beyond one—on-one dialogue and every Council member has a chance to speak
    - For instance, use a "round-robin" (everyone take a turn) technique
    - Each person should be recognized by the Chair before speaking

- Our Council meetings are well-run and present well on video
- It sometimes appears to the public that things are decided before discussion in a meeting

Closing Comments

- It very fun and rewarding to be a part of this group.
- The misspellings were comic relief.
- This whole process was really beneficial. Having this mediated was really beneficial.
- I learned a lot.
- Thanks to everyone for sharing.
- I hope we all feel empowered to change things.
- We got a great group here; all very committed.
- Thanks to everybody.
- This is a very unique council.
- This is all very rewarding. I never feel that this is a waste of time.
- Perhaps we should do this again mid-year. Seems to be widespread support for the idea.

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: **(2025-023)** Executive Session per 1 M.R.S.A. § 405(6)(C) for Consideration of the Condition, Acquisition or Use of Real or Personal Property
Date: February 4, 2025

Summary

Recommendation

Attachments
None