Agenda
Town Council Meeting
May 6, 2025
Lisbon Town Office
7:00 PM Meeting
Executive Session at 6:30 PM

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

1. CALL TO ORDER & PLEDGE TO FLAG
2. ROLL CALL
   Fern Larochelle, Chair
   Chris Camire, Vice Chair
   Mark Lunt
   Normand Albert
   Jo-Jean Keller
   Jeremy Barnard
   Nick Craig
3. EXECUTIVE SESSION
   A. **(2025-055)** Executive Session for Acquisition of Real Property or Economic Development Per 1 M.R.S.A. § 405(6)(C)
4. GOOD NEWS & RECOGNITION
5. PUBLIC HEARINGS
   A. Medical Marijuana Dispensary License for Crystal Spring Healing Alternative
   B. Medical Marijuana Retail License for Lisbon Cannabis
   C. Adult Use Marijuana Retail License for River Driver
6. AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS
7. CONSENT AGENDA
   A. **(2025-056)** *Consent Agenda Items*
      1. Approve Municipal Accounts Payable of $410,228.18, Municipal Payroll of $482,095.27, School Accounts Payable of $244,270.57, and School Payroll of $1,291,336.44
      2. Ratify the results of the April 15, 2025 Election
      3. Set a Public Hearing for May 20, 2025 for a Local Liquor License and a Special Entertainment with Alcohol License for American Legion Post 158
      4. Set a Public Hearing for June 3, 2025 for the Fiscal Year 2025-2026 Municipal Budget and Municipal CIP Budget
      5. Approve a Medical Marijuana Dispensary License for Crystal Spring Healing Alternative
      6. Approve an Adult Use Marijuana Retail License for River Driver
      7. Approve Town Council Meeting Minutes for January 7, 2025; January 21, 2025; April 1, 2025; and April 22, 2025
8. COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES
   A. **(2025-057)** Approve a Medical Marijuana Retail License for Lisbon Cannabis

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

B. Western Maine Transportation Budget Discussion

C. Discover Lisbon Budget Presentation

D. **(2025-058)** Award a Contract to DMR Sealcoating and Paving for 2025 Crack Sealing in the Amount of $150,675 Using Ferry Road Bond Proceeds

E. **(2025-059)** Review and Approve an Offer for the Sale of Tax-Acquired Property at 430 Ridge Road

F. **(2025-060)** Disposal of Foreclosed Properties per Section 92-8 of the Lisbon Town Code

G. **(2025-061)** Consider Authorization for the Town Attorney to Bring a Land Use Enforcement Action in Relation to an Automobile Graveyard at 18 Lisbon Street

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

B. Town Manager's Report

C. Absentee Ballot Applications are Available for the June 10, 2025 School Budget Validation Referendum and School Committee Election

D. Statutory Quarterly Financial Report

10. COUNCIL COMMUNICATIONS

11. AUDIENCE PARTICIPATION & RESPONSE TO NEW ITEMS

12. EXECUTIVE SESSION

A. **(2025-062)** Executive Session for Consultations with Legal Counsel per 1 M.R.S.A. § 405(6)(E)

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
Nick Craig 2027

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: **(2025-055)** Executive Session for Acquisition of Real Property or Economic Development Per 1 M.R.S.A. § 405(6)(C)
Date: May 6, 2025

Summary

Recommendation

Attachments
None

TOWN OF LISBON

300 Lisbon Street, Lisbon, ME 04250

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

PUBLIC HEARING

Notice is hereby given that the Lisbon Town Council intends to hold a Public Hearing on May 6, 2025 at 7:00 PM at the Town Office at 300 Lisbon Street in the Public Meeting Room to consider:

New Business Licenses for

Crystal Spring Healing Alternative (Medical Marijuana Dispensary License), Lisbon Cannabis (Medical Marijuana Retail License), and River Driver (Adult Use Marijuana Retail License)

The public is invited to attend.

Alice Richards, Town Clerk

25-4469

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.

4/26/25
Date

Brian Lee
Constable, Town of Lisbon

Landform Law

63 Federal St., Portland, ME 04101

Kate Hambley, Attorney
kate@landformlaw.com
(207) 536-8861

Kiki Stanton, Attorney
kstanton@landformlaw.com
(207) 536-9162

Eric Larsson, Of Counsel
elarsson@landformlaw.com
(207) 536-8434

May 5, 2025

VIA Email to

Fern Larochelle
flarochelle@lisbonme.org

Chris Camire
ccamire@lisbonme.org

Norm Albert
nalbert@lisbonme.org

Jeremy Barnard
jbarnard@lisbonme.org

Nicholas Craig
ncraig@lisbonme.org

JoJean Keller
jkeller@lisbonme.org

Mark Lunt
mlunt@lisbonme.org

Re: Lisbon Cannabis Company's Medical Marijuana Establishment License

Dear Council Members:

I am writing on behalf of 207 Edibles, LLC, regarding the application by Lisbon Cannabis Company ("Lisbon Cannabis") for a medical marijuana establishment license. 207 Edibles urges the Council to deny Lisbon Cannabis's application. Lisbon Cannabis's application does not comply with the Town's Ordinance on Medical Marijuana Establishments because (1) the application was not timely filed, (2) Lisbon Cannabis does not have landlord permission to operate at 5 Canal Street, and (3) Lisbon Cannabis's premises at 5 Canal Street is in violation of several life safety codes. Under the Town's ordinance, the Council

must deny the application, as the Ordinance does not give the Council the legal authority to approve an application under these circumstances.

I. Background

As you are aware, Lisbon Cannabis and 207 Edibles occupy the same building at 5 Canal Street, which is owned by Riverbend Investment Properties, LLC ("Riverbend"). Lisbon Cannabis's sole member, Jason Smith, and 207 Edibles' sole member, Lorelei Hilliker, are the co-managers of Riverbend.

In May of 2024, the Town Council approved Lisbon Cannabis's application for license renewal, without a hearing and without consent from Riverbend. For these reasons, Ms. Hilliker requested that the Town re-consider Lisbon Cannabis's license approval. In October of 2024, the Town Council considered whether to suspend or revoke Lisbon Cannabis's license but declined to do so.

On January 14, 2025, Mark Stambach, a Town Code Enforcement Officer ("CEO"), cited Riverbend for twelve violations of the Town Ordinances, and on February 3, 2025, CEO Stambach cited Riverbend for a thirteenth violation. On April 24, 2025, the Town and Riverbend agreed to a Rehabilitation Plan to remedy the remaining violations within a certain timeline. Both Mr. Smith and Ms. Hiilliker consented to the Rehabilitation Plan. As part of the Rehabilitation Agreement, Mr. Smith signed an affidavit that the Town Council could suspend Lisbon Cannabis's license if Riverbend fails to meet any of the obligations in the Rehabilitation Agreement

On February 12, 2025, Lisbon Cannabis filed an application to renew its medical marijuana license.

On February 18, 2025, the Town Council considered 207 Edibles' application to renew its medical marijuana license, which was denied due to the ongoing violations at 5 Canal Street.

II. Issues with Lisbon Cannabis's Application

A. 207 Edibles's interest in the application.

Before diving into the reasons why the Council should deny Lisbon Cannabis's application, I will briefly explain why this matters to 207 Edibles. The Town is likely aware that the owners of 207 Edibles and Lisbon Cannabis are co-owners of 5 Canal Street, the building in which both businesses operate (this building is owned by Riverbend). Section 10-605(8) of

the Town ordinance requires "written consent of the owner of the premises for such use if the applicant is not the owner." Riverbend has not provided written consent to Lisbon Cannabis, as its Limited Liability Company Agreement requires consent from both Mr. Smith and Ms. Hiilliker. Furthermore, Ms. Hiilliker operated a medical marijuana establishment at the 5 Canal Street premises, but her license was not renewed because of the ongoing violations at 5 Canal Street. If the Town approves Lisbon Cannabis's license while the violations remain ongoing, it will suggest discrimination against Ms. Hiilliker.

B. Lisbon Cannabis is currently operating in violation of the Town's Code.

Before addressing the reasons why the Council cannot approve Lisbon Cannabis's application, we note that Lisbon Cannabis should not have been permitted to operate after February 8, 2025; in doing so, Lisbon Cannabis violated the Town's medical marijuana ordinance, and should be subject to an enforcement action by the Town.

Section 10-604 of the Town's ordinances requires that an application for renewal be submitted at least ninety (90) days prior to expiration of the existing license. It then states that "[a]ny licensee that fails to submit a renewal application by the applicable deadline **shall not have authority to operate until a license is granted**." (emphasis added). Lisbon Cannabis's existing license expires May 8, 2025, which means the application should have been filed on or before February 8, 2025; Lisbon Cannabis did not file the renewal until February 12, 2025. By continuing to operate after February 8, 2025, Lisbon Cannabis is in plain violation of this ordinance.

In a memorandum dated April 29, 2025, Lisbon Cannabis's attorney, Jonathan Berry suggested that "the Code implicitly recognizes the authority of an existing licensee, who has filed an application for renewal of its existing license to continue its operations, subject to conditions imposed by the Town, unless or until the conditions are met and/or the application is denied." Attorney Berry's interpretation is irrelevant; where the ordinance is explicit, there is no need to seek alternative, implicit, meaning.

Even if you ignore Lisbon Cannabis's failure to timely file its application, 5 Canal Street is the subject of ongoing violations of the Town's ordinance, including life safety, electrical, plumbing, building, and zoning codes. Under Section 10-610 of the ordinance, an application for a medical marijuana establishment shall be denied if the applicant fails to meet the requirements of the ordinance. Section 10-605(9) of the ordinance requires that an application include evidence of land use approvals required to operate the establishment, including a certificate of occupancy. Lisbon Cannabis cannot meet this requirement due to the ongoing violations at 5 Canal Street.

In a memo from Town Manager Glenn Michalowski dated May 6, 2025, Mr. Michalowski appears to indicate that the affidavit signed by Mr. Smith satisfies the requirements that 5 Canal Street be in compliance with the Town's ordinances. However, there is no legal support for the Town Council to rely on Mr. Smith's affidavit to satisfy the requirements in the Town's Ordinance on medical marijuana establishments. For this reason, Lisbon Cannabis's application fails to meet the requirements in the ordinance, and must be denied.

Additionally, Lisbon Cannabis has failed to obtain consent from Riverbend to operate at 5 Canal Street in violation of Section 10-605(8), which requires "written consent of the owner of the premises for such use if the applicant is not the owner." Riverbend is the owner of 5 Canal Street, and Section 6.2 of Riverbend's Limited Liability Company Agreement requires consent from both managers. Ms. Hilliker has not consented to Lisbon Cannabis's use of the premises, and Lisbon Cannabis is thus not in compliance. For this reason alone, the application must be denied.

C. The Town's Policy Prevents Issuance of Lisbon Cannabis's License

Even if the Town Council ignores the violations of the Town's ordinance, issuing the license would be in direct contravention to the Town Council's own policies and would indicate discrimination against applicants who are not Lisbon Cannabis.

In late 2024, when 207 Edibles sought to renew its medical marijuana establishment license, Glen Michalowski, the Town Manager, explained via email that staff would recommend that the Town Council deny 207 Edibles' license renewal because of the ongoing violations at 5 Canal Street. He stated that "the Town cannot support issuing a license to operate until all NOVs are fully resolved. . ." At the Town Council meeting on February 18, 2025, the Town Council denied 207 Edibles' medical marijuana establishment license *because* of these ongoing violations. Councilors discussed the optics of approving 207 Edibles' application when violations persisted, and of denying the application when the Council had declined to revoke Lisbon Cannabis's at the October 2024 meeting, despite the existence of violations at that time.

The Town Councilors' discussion, which begin at 1:17:00 in the recording of the February 18th meeting, are especially relevant in the context of the review of Lisbon Cannabis's application. In that February 18th meeting, Councilor Albert asked why the ongoing violations at 5 Canal Street should impact 207 Edibles' license when they were not relevant in the October 2024 review of Lisbon Cannabis's license, arguing "[w]e are saying that two businesses that do similar things, that are pretty close in selling their wares, and one meets, as recently as October, and now we are saying 'we can't do this because...' it reeks to high heaven, I am not trying to be a drama queen—it stinks—and there's no good way that in good conscious I understand—we may be breaking our own ordinance, and might be

violating my oath, I'm still voting to approve the license tonight. This is about plain and simple, how can we as a governing body and look at us with a straight face when we did that last year twice?" If the Town seeks to apply the ordinance uniformly, they have the opportunity to do so now by recognizing that the violations that precluded 207 Edibles' application likewise preclude Lisbon Cannabis' application.

Also relevant are Councilor Barnard's comments from the February 18th meeting, where he argued ". . . there is continued work that needs to get done to make sure these processes are fair and equitably done, that permits are issued appropriately, that ordinances are followed from the beginning." Councilor Barnard continued, "[a]s recently as this past October, we were not following our own rules, I don't know why that's happening but that has to stop and we have to create a system where companies get on the right side of things before we get to this point of voting to open or close them. . . When we are doing some things for some companies and not others, I don't think we have the proper attitude at all." We agree with this sentiment, and suggest that the only way to ensure that the processes are fair and equitably done is to apply the same standard to Lisbon Cannabis's application as was applied to 207 Edibles' application—no license when violations persist.

III. Conclusion

For the reasons outline above, we request that the Town Council recognize that, by the plain language of the Town's ordinance, the ongoing violations at 5 Canal Street preclude approval of Lisbon Cannabis's application.

Sincerely,

Kiki Stanton
kstanton@landformlaw.com
(207) 536-9162

cc: Glenn Michalowski GMichalowski@lisbonme.org, Michael Carey MCarey@brannlaw.com

Agenda Date: 5/6/2025

Municipal Accounts Payable

Date	Amount	Warrant Number
4/7/2025	16,012.60	04072025
4/10/2025	18,479.72	04102025
4/15/2025	348,064.62	04152025
4/24/2025	27,671.24	04242025
Total	410,228.18	

Municipal Payroll

Date	Amount	Reference
4/16/2025	24,718.71	water payroll to be reimbursed
4/16/2025	220,201.13	town payroll
5/1/2025	23,286.10	water payroll to be reimbursed
5/1/2025	213,889.33	town payroll
Total	482,095.27	

School Accounts Payable

Date	Amount	Voucher Number
4/15/2025	244,270.57	2520
Total	244,270.57	

School Payroll

Date	Amount	Voucher Number
4/11/2025	12,876.92	1126
4/11/2025	417.30	59
4/11/2025	432,901.08	1125
4/18/2025	272,039.39	1132
4/18/2025	112,945.59	1129
4/18/2025	898.18	1130
4/18/2025	211.03	1131
4/18/2025	292.18	1128
4/18/2025	14,908.58	1127
5/2/2025	292.18	1136
5/2/2025	15,100.11	1135
4/25/2025	12,713.76	1134
4/25/2025	1,129.17	61
4/25/2025	414,610.97	1133
Total	1,291,336.44	

Town of Lisbon
Election Results
April 15,2025
Bond Amendment Referendum Special Election

Question 1:
Shall the Town vote to ratify and enact an ordinance amendment entitled "Amendment to Order Authorizing Town of Lisbon to Issue Up to $2,800,000 in Bonds to Finance the Reconstruction of a Portion of the Ferry Road and Related Improvements?"

Yes:	239
No:	82
Blank:	0
Total Municipal Ballots Cast:	321
Total Registered Voters:	6526

Warden: Richard "Rick" Roberts
Deputy Warden: Debora "Debbie" Hill
Deputy Registrar of Voters: Gwendolyn "Gwen" Michel
Election Clerks: Linda Berube
Constance "Connie" Larochelle
Linda Douglass
Donald "Don" Grant
Jayne A. Jordan
Bertrand "Bert" Levesque
Daniel "Dan" Michel
Bernadette Ray
Cynthia "Cindy" Roberts
Wilfred "Wil" Willette
Deputy Clerk: Lisa B. Smith

Attest: Alice Richards
Alice Richards
Town Clerk

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: Crystal Spring Healing Alternatives Business Phone: 207-407-4215

Location of Business: 1 Upland Rd lisbon, ME 04250

Business Email Address: crystalspring1122@gmail.com

Business Mailing Address: # 694 Main St Lewiston, ME 04240

Owner's Name: Samuel Scalia, Gary Caron, Michael Scalia

Home Phone: [redacted] Cell Phone: [redacted]

Owner's Home Address: [redacted]

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

Name: Samuel Scalia Phone Number: [redacted]

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

Town/State/Zip: Lewiston, ME [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.

Attach the following (required by ordinance):

1. A copy of the applicant's state registration application and supporting documentation, as submitted to the state registration authority.
2. Copies of all state approvals or conditional approvals required to operate a Medical marijuana establishment, including, but not limited to,
   - state registry identification card
   - state registration certificate
   - state application for registration or renewal manufacturing facility tier 1 or 2 along with approval certification, and
   - state application for registration or renewal testing facility and dispensary facility along with approval certifications as applicable
3. If not included in the applicant's state registration application, a description of the form of ownership of the business enterprise together with attested copies of any articles of incorporation, bylaws, operating agreement, partnership agreement or articles of association that govern the entity that will own and/or operate the medical or medical marijuana establishment.
4. If not included in the applicant's state registration application, an **affidavit** (notarized sworn statement) that identifies all owners, officers, members, managers or partners of the applicant, their ownership interests, and their places of residence at the time of the application and for the immediately preceding three (3) years. Supporting documents shall be provided, including but not limited to:
   - motor vehicle operator's license
   - motor vehicle registration,
   - voter registration or utility bills shall be provided
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.
6. A statement as to the precise nature of the business with a description of the nature of all products and services offered to its customers.
7. A description of the premises for which the license is sought, including a plan of the premises and a list of all equipment, parts and inventory used in the operation of the medical marijuana establishment.
8. Evidence of an interest in the premises in which the medical marijuana establishment will be located, together with the form of interest, along with the written consent of the owner of the premises for such use if the applicant is not the owner.
9. Evidence of all land use approvals or conditional land use approvals required to operate the medical marijuana establishment, or applications that have been filed and are pending for the required approvals, including, but not limited to building permit, conditional or special use approval, change of use permit and/or certificate of occupancy.
10. Copies of all other approvals or conditional approvals required to operate the medical marijuana establishment, including any applicable state food or local victualer's license as applicable.
11. Copies of compliance with the requirements of sections 10-611 including, but not limited to State Department licensing, registration, and certification and evidence that the standards listed in section 10-610 have been met including but not limited to copies of State Department licensing, registration, and certification as applicable.

NOTE: If application is not complete, the Town Clerk will notify the applicant and applicant must submit additional information w/in 30 days of the request or the application may be denied.

Business Name: Crystal Spring Healing Alternatives Page 3

I, Samuel Scala (name) Owner (title) is authorized to sign on behalf of said business, and further declare that the foregoing information is accurate and true to the best of my knowledge and belief, and that the applicant does hereby acknowledge and authorized a public records check to be conducted on all individuals listed under Questions 1 & 3 above.

Signature: _____ Date: 3/25/25

*The Council is the Municipal Licensing Board. Applications require a public hearing and an **ad to appear in newspaper 7-days prior** to the scheduled **Public Hearing, cost included in Fees.** Public records checks can take up to three weeks to process. Complete applications contain the Police Chiefs, Fire Chiefs, CEO and Health Officer's signatures and attachments. The Council meets on the first and third Tuesdays of the month at 7PM at Town Hall. Application fees must be paid prior to the Council meeting. Other helpful contacts are:*

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
287-5671..... Health Engineering Dept.
287-2336 .....State Sales Tax Division
287-4190.....Bureau of Corporations
624-8745.....Bureau of Alcohol Beverages
287-3841.....Agriculture Dept– Bakery Licenses
624-6550.....Marine Resources
287-2338.....Dept of Labor (Seller's Certificates)

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: _____

_____

_____

Dated: /	Medical Marijuana Retail Store	Approved: YES ✓ NO
Dated: /	Medical Marijuana ~~Dispensary~~ Cultivation	Approved: YES ✓ NO
Dated: _____	Medical Marijuana Testing Facility	Approved: YES NO
Dated: /	Medical Marijuana Manufacturing Facility	Approved: YES ✓ NO

Approved for categories above:

Craig Bouchard, Fire Chief

FEB 18 2025

COPY

Town of Lisbon

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

Reuse of Medical Marijuana Inspection

I, Craig Bouchard, Fire Chief at the town of Lisbon, confirm that the inspection I completed for Crystal Spring Healing Alternatives' Medical Marijuana Retail Store, Medical Marijuana Manufacturing Facility, and Medical Marijuana Cultivation Facility application, which was approved by Town Council on January, 21, 2025, is still valid and acceptable for use with the same business's Medical Marijuana Dispensary application, which was submitted to the Town for review in March and April of 2025.

C J Bouchard 4-24-25

HEALTH OFFICER INSPECTION

The health officer shall inspect the location or proposed location to determine whether all applicable ordinances relating to health and safety have been satisfied and shall report findings in writing to the town clerk.

_____ This establishment does not sell prepared food. No Victualers License required.

__✓__ This Establishment sells prepared food. Victualers Application required.

Report all findings here

_____

_____

_____

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

Approved for categories above C. J. Bouchard

Craig Bouchard, Health Officer

FEB 18 2025

COPY

Town of Lisbon

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

Reuse of Medical Marijuana Inspection

I, Craig Bouchard, Health Officer at the town of Lisbon, confirm that the inspection I completed for Crystal Spring Healing Alternatives' Medical Marijuana Retail Store, Medical Marijuana Manufacturing Facility, and Medical Marijuana Cultivation Facility application, which was approved by Town Council on January, 21, 2025, is still valid and acceptable for use with the same business's Medical Marijuana Dispensary application, which was submitted to the Town for review in March and April of 2025.

C Bouchard 4-24-25

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.

COPY

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~~ Cultivation	Approved: YES ✓ NO
Dated: ___	Medical Marijuana Testing Facility	Approved: YES ___ NO
Dated: ✓	Medical Marijuana Manufacturing Facility	Approved: YES ✓ NO

Dated: 2/12/25 Approved: YES NO Approved by: _____
Mark Stambach, Building Inspector

Town of Lisbon

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

Reuse of Medical Marijuana Inspection

I, Mark Stambach, Code Enforcement Officer at the town of Lisbon, confirm that the inspection I completed for Crystal Spring Healing Alternatives' Medical Marijuana Retail Store, Medical Marijuana Manufacturing Facility, and Medical Marijuana Cultivation Facility application, which was approved by Town Council on January, 21, 2025, is still valid and acceptable for use with the same business's Medical Marijuana Dispensary application, which was submitted to the Town for review in March and April of 2025.

Mark C Stambach 4/24/25

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: 1-29-25 Medical Marijuana Retail Store — Approved: (YES) NO
Dated: 1 Medical Marijuana Dispensary — Approved: YES NO
Dated: _____ Medical Marijuana Testing Facility — Approved: YES NO
Dated: 1-29-25 Medical Marijuana Manufacturing Facility — Approved: (YES) NO
Dated: 1-29-25 Medical Cultivation — Approved: (YES) NO

Dated: 1-29-25 Approved: (YES) NO Approved by: _____
Ryan McGee, Police Chief

COPY

4/24/2025

Town of Lisbon

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

Reuse of Medical Marijuana Inspection

JEFFREY PICARD

I, ~~Ryan McGee, Chief~~ of Police at the town of Lisbon, confirm that the inspection I completed for Crystal Spring Healing Alternatives' Medical Marijuana Retail Store, Medical Marijuana Manufacturing Facility, and Medical Marijuana Cultivation Facility application, which was approved by Town Council on January, 21, 2025, is still valid and acceptable for use with the same business's Medical Marijuana Dispensary application, which was submitted to the Town for review in March and April of 2025.

LIEUTENANT

LISBON ADULT USE MARIJUANA ESTABLISHMENTS APPLICATION

____Initial Adult Use Application ✓ Renewal Adult Use Application

Non-refundable Fees

✓	Adult Use Marijuana Retail Store:	$ 5,000,00
____	Adult Use Marijuana Cultivation Facility:	$ 5,000,00
____	Adult Use Products Manufacturing Facility:	$ 5,000,00
____	Adult Use Marijuana Testing Facility:	$10,000,00

Name of Business: River Driver Canabis Co Business Phone: 207 407-4436

Location of Business: 8 main st Lisbon ME 04252

Business Email Address: lisa@riverdriverco.com

Business Mailing Address: 132 church Rd Bansuick ME 0401

Owner's Name: Lisa Finlayson-Brown

Home Phone: _____ Cell Phone: [redacted]

Owner's Home Address: [redacted]

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

Name: Lisa Finlayson Brown Phone Number: [redacted]

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

Town/State/Zip: South Freeport ME [redacted]

Name: Ian Finlayson Brown Phone Number: [redacted]

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

Town/State/Zip: South Freeport ME [redacted]

Name: Raymond Payne Phone Number: [redacted]

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

Town/State/Zip: Cumberland ME [redacted]

Name: Emile Claret Phone Number: [redacted]

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

Town/State/Zip: Harpswell ME [redacted]

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

Business Name: River Driver Cannabis Co.

Attach the following information as required by ordinance:

1. A copy of the applicant's state registration application and supporting documentation, as submitted to the state registration authority, if applicable.

2. Copies of all state approvals or conditional approvals required to operate an adult use marijuana establishment, including, but not limited to:
   - state registry identification card,
   - state registration certificate,
   - state application for registration or renewal along with approval certifications as applicable

3. If not included in the applicant's state registration application, a description of the form of ownership of the business enterprise together with attested copies of any articles of incorporation, bylaws, operating agreement, partnership agreement or articles of association that govern the entity that will own and/or operate the adult use marijuana establishment.

4. If not included in the applicant's state registration application, an affidavit (notarized sworn statement) that identifies all owners, officers, members, managers or partners of the applicant, their ownership interests, and their places of residence at the time of the application and for the immediately preceding three (3) years. Supporting documents, including but not limited to:
   - motor vehicle operator's license,
   - motor vehicle registration,
   - voter registration or utility bills shall be provided

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.

6. A statement as to the precise nature of the business with a description of the nature of all products and services offered to its customers.

7. A description of the premises for which the license is sought, including a plan of the premises and a list of all equipment, parts and inventory used in the operation of the adult use marijuana establishment.

8. Evidence of an interest in the premises in which the adult use marijuana establishment will be located, together with the form of interest, along with the written consent of the owner of the premises for such use if the applicant is not the owner.

9. Evidence of all land use approvals or conditional land use approvals required to operate the adult use marijuana establishment, or applications that have been filed and are pending for the required approvals, including, but not limited to building permit, conditional or special use approval, change of use permit and/or certificate of occupancy.

10. Copies of all other approvals or conditional approvals required to operate the adult use marijuana establishment, including any applicable state food or local victualer's license as applicable.

11. Copies of compliance with the requirements of section 11 including, but not limited to Department of Administrative and Financial Services licensing, registration, and certification and evidence that the standards listed in section 10 have been met including but not limited to copies of Department of Administrative and Financial Services licensing, registration, and certification as applicable.

NOTE: If the Town Clerk determines that a submitted application is not complete, the clerk shall notify the applicant of the additional information required to process the application. If such additional information is not submitted within thirty (30) days of the clerk's request, the application may be denied.

I, Lisa Finlayson Brown (name), owner/manager (title), am authorized to sign on behalf of said business, and further declare that the foregoing information is accurate and true to the best of my knowledge and belief, and that the applicant does hereby acknowledge and authorize the conduction of a public records check on all individuals listed under Questions 1 and 3 of this application.

Signature: _____ Date: 5/1/25

Town Council is the Municipal Licensing Board. Applications require a public hearing, which will need to be scheduled during the previous Council Meeting and be announced ***in a newspaper ad that runs at least seven days prior to the scheduled Public Hearing (ad costs are included with the application's fees).*** *Public records checks can take up to three weeks to process. Complete applications will contain all required signatures from the Police Chief, Fire Chief, Code Enforcement Officer, and Health Officer; all required attachments; and all application fees. An application must be considered complete before it is able to go before council. Other helpful 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
287-5671..... Health Engineering Department

287-2336 .....State Sales Tax Division
287-4190.....Bureau of Corporations
624-8745.....Bureau of Alcohol Beverages
287-3841.....Agriculture Department: Bakery Licenses
624-6550.....Marine Resources
287-2338.....Department of Labor: Seller's Certificates

Fire Chief Inspection

The Fire Chief or their 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, and shall report their findings in writing to the town clerk.

YES NO State Fire Marshall inspection has been completed

YES NO Hazardous Chemicals will be used for processing

YES NO Sprinklers not required and in compliance

Report all findings here: _____

_____

_____

Dated: 4-24-25 Adult Use Marijuana Retail Store Approved: YES NO

Dated:_____ Adult Use Marijuana Cultivation Facility Approved: YES NO

Dated:_____ Adult Use Marijuana Manufacturing Facility Approved: YES NO

Dated:_____ Adult Use Marijuana Testing Facility Approved: YES NO

Approved for categories above:

Craig Bouchard, Fire Chief

Health Officer Inspection

The health officer shall inspect the location or proposed location to determine whether all applicable ordinances relating to health and safety have been satisfied and shall report their findings in writing to the town clerk.

_____ This establishment **does not** sell prepared food; a Victualer's License is **not required**.

_____ This establishment **does** sell prepared food; a Victualer's License **is required**.

Report all findings here

_____

_____

_____

Dated: 4-24-25	Adult Use Marijuana Retail Store	Approved: YES NO
Dated: _____	Adult Use Marijuana Cultivation Facility	Approved: YES NO
Dated: _____	Adult Use Marijuana Manufacturing Facility	Approved: YES NO
Dated: _____	Adult Use Marijuana Testing Facility	Approved: YES NO

Approved for categories above: _____

Craig Bouchard, Health Officer

Building Inspection
Code Enforcement Inspection

The building inspector verifies that the premises at which the establishment will be located complies with all applicable Town Ordinances, including Building Codes, Electrical Codes, Plumbing Codes, and the following:

- *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 adult use 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 the establishment engaging any "preparation" of food items, whether sealed or not?

Report all findings here: _____

_____

_____

Dated:_____ Adult Use Marijuana Retail Store Approved: (YES) NO

Dated:_____ Adult Use Marijuana Cultivation Facility Approved: YES NO

Dated:_____ Adult Use Marijuana Manufacturing Facility Approved: YES NO

Dated:_____ Adult Use Marijuana Testing Facility Approved: YES NO

Approved: YES NO Dated: 4/24/25 Approved by: _____
Mark Stambach, Building Inspector

POLICE CHIEF INSPECTION

The police chief or his/her agent shall investigate the application, including the criminal history record information authorized under subsection 10-705 (5) and shall report findings in writing to the town clerk. The following application has been investigated, including criminal history and the following:

10-705 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.

10-710 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.

10-711 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 _____

_____

_X_ Adult Use Marijuana Retail Store
___ Adult Use Marijuana Cultivation Facility
___ Adult Use Products Manufacturing Facility
___ Adult Use Marijuana Testing Facility

Dated: 4/17/2025 Approved: (YES) NO Approved by: _____
Ryan McGee, Police Chief

Town Council
Meeting Minutes
April 22, 2025
Lisbon Town Office
6:00 PM - Special Town Council Meeting

Fern Larochelle, Chair
Chris Camire, Vice Chair
Mark Lunt
Normand Albert
Jo-Jean Keller
Jeremy Barnard
Nick Craig

CALL TO ORDER & PLEDGE TO FLAG

The Chair, Fern Larochelle, called the meeting to order and led the Pledge of Allegiance to the Flag at 6:00 PM.

ROLL CALL

Members present included Councilor Larochelle, Councilor Camire, Councilor Lunt, Councilor Albert, Councilor Keller, Councilor Barnard, and Councilor Craig. Town Manager Glenn Michalowski was also in attendance.

EXECUTIVE SESSION

(Order 2025-054) Executive Session for Personnel Matters per 1 M.R.S.A. § 405(6)(A)

Vote (2025-054A) Councilor Albert, seconded by Councilor Craig, moved to enter into Executive Session for Personnel Matters per 1 M.R.S.A. § 405(6)(A) at 6:02 PM.
Order Passed – Vote 7-0

Vote (2025-054B) Councilor Albert, seconded by Councilor Craig, moved to exit out of Executive Session for Personnel Matters per 1 M.R.S.A. § 405(6)(A) at 7:23 PM.
Order Passed – Vote 7-0

Vote (2025-054C) Councilor Camire, seconded by Councilor Albert, moved to call a hearing for April 29, 2025 at 6:00 PM to receive and hear a complaint regarding a member of an appointed Town Committee.
Order Passed – Vote 7-0

ADJOURNMENT

Vote Councilor Albert, seconded by Councilor Camire, moved to adjourn at 7:25 PM.
Order Passed – Vote 7-0

_____
Alice Richards, Town Clerk

Date Approved:

Town Council
Meeting Minutes
January 7, 2025
Lisbon Town Office
6:00 PM - Town Council Meeting

Fern Larochelle, Chair
Christoper Camire, Vice Chair
Mark Lunt
Normand Albert
Jo-Jean Keller
Jeremy Barnard
Nick Craig

CALL TO ORDER & PLEDGE TO FLAG

The Chair, Fern Larochelle, called the meeting to order and led the Pledge of Allegiance to the Flag at 5:59 PM.

ROLL CALL

Members present included Councilor Larochelle, Councilor Lunt, Councilor Albert, Councilor Keller, Councilor Barnard, and Councilor Craig. Town Manager Glenn Michalowski, Economic and Community Development Director Ross Cunningham, Town Attorney Cameron Ferrante, Kate Burch from Northstar Planning, and an audience of approximately 10 citizens were also in attendance.

Vote Councilor Larochelle, seconded by Councilor Albert, moved to excuse Councilor Camire's absence.
Order Passed – Vote 6-0

EXECUTIVE SESSION

(Order 2025-001) Per 1 M.R.S.A § 405 (6)(E) Consult with Legal - Annual Council Training

Vote (2025-001) Councilor Albert, seconded by Councilor Keller, moved to enter into Executive Session at 6:01 PM.
Order Passed – Vote 6-0

Vote (2025-001B) Councilor Albert, seconded by Councilor Craig, moved to exit out of Executive Session at 7:45 PM.
Order Passed – Vote 6-0

GOOD NEWS & RECOGNITION

Economic and Community Development Director Ross Cunningham announced that Discover Lisbon would be hosting its second annual Non-Profit Summit on January 16, 2025.

Councilor Larochelle led a moment of silence for the passing of community member Curtis Lunt.

PUBLIC HEARINGS

Automobile Graveyard License Renewal for Campbells Used Auto Parts, Inc

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

Automobile Graveyard License Renewal for Huston's Auto Salvage

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

Special Entertainment with Alcohol License and Liquor License Renewals for Lisbon Left Hand Club

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

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS

The Chair opened the floor for audience participation. Seeing no speakers, the Chair closed the floor.

CONSENT AGENDA

(Order 2025-002) ***Consent Agenda Items***

-Automobile Graveyard License Renewal for Campbells Used Auto Parts, Inc

-Automobile Graveyard License Renewal for Huston's Auto Salvage

-Special Entertainment with Alcohol License and Liquor License Renewals for Lisbon Left Hand Club

-Set a Public Hearing for January 21, 2025 for a Special Entertainment with Alcohol License Renewal and a Local Liquor License Renewal for Lotta Moxie, DBA Frank's Restaurant

-Approve Minutes for the December 17, 2024 meeting.

-Set a Public Hearing for January 21, 2025 for Ordinance Changes Ch. 70 Zoning Ordinance

-Approval of Municipal Accounts Payable of $321,340.75, Municipal Payroll of $268,653.02, School Accounts Payable of $219,973.33, and School Payroll of $453,803.72

-Set a Public Hearing for January 21, 2025 for a Medical Marijuana Retail License, a Medical Marijuana Manufacturing License, a Medical Marijuana Cultivation License, and a Victualer's License for Crystal Spring Healing Alternatives

-Set a Public Hearing for January 21, 2025 Ordinance Changes to Chapter 70 - Zoning Updates

-Approve a Pole Permit for Central Maine Power on Bowdoinham Road

Vote (2025-002) Councilor Lunt, seconded by Councilor Craig, moved to accept the Consent Agenda as presented.
Order Passed – Vote 6-0

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

(Order 2025-003) Adoption of the 2025 Council Meeting and Workshop Schedule

After a discussion between the Council and the Town Manager, the Council voted on a schedule that featured one meeting in July, one meeting in August, one meeting in November, one meeting in December, four workshops in January, and four workshops in March.

Vote (2025-003) Councilor Albert, seconded by Councilor Craig, moved to adopt the agreed-upon 2025 Council Meeting and Workshop schedule.
Order Passed – Vote 6-0

(Order 2025-004) COUNCIL ORDER SUBMITTING AMENDMENT TO ORDER AUTHORIZING THE TOWN OF LISBON TO ISSUE UP TO $2,800,000 IN BONDS TO FINANCE THE RECONSTRUCTION OF A PORTION OF THE FERRY ROAD AND RELATED IMPROVEMENTS

This item was taken out of order after Good News and Recognition.

Town Manager Glenn Michalowski introduced the order by explaining that the Ferry Road bond project, which was approved through a referendum in 2022, has $472,009.38 in unspent proceeds due to lower-than-expected bids and no unforeseen costs during construction; that the funds can be reauthorized for use on other road-related projects through a special election; and that the money must be spent by May 2025.

Town Attorney Cameron Ferrante led a discussion with Council by first clarifying that no new funds would be appropriated, as the measure would be for the reallocation of existing funds for other road projects; that the funds would need to be spent before the end of May 2025 to avoid arbitrage; and that the bond is still too early in its lifecycle to use the remaining funds to paydown the balance.

After Councilors, the Town Attorney, and the Town Manager discussed topics such as how to choose new projects, how the bond was written, and when to hold the required special election, council chose to vote on the order.

Vote (2025-004) Councilor Albert, seconded by Councilor Craig, moved to adopt the order and hold an election that will be scheduled at a later date.
Roll Call Vote:
Yes – Councilor Keller, Council Chair Larochelle, Councilor Lunt, Councilor Albert, Councilor Craig, Councilor Barnard
No – None
Order Passed – Vote 6-0

(Order 2025-005) Introduction of Ordinance Changes to Chapter 70 - Zoning Updates - First Reading

Kate Burch from Northstar Planning presented the Planning Board's updates to several ordinances in Chapters 70 and 66 of the Lisbon Code of Ordinance. Some of the updates that Kate Burch explained during her presentation included measures that would permit the use of residential homes in commercial zones, ensure that property buyers would be informed about potential hazard sites before a land purchase is completed, and create a standardized road policy for the Town.

After a discussion between the Town Council, Kate Burch, and the Town Manager, the Council agreed that the proposed ordinance should not apply to the Lisbon Village area, and that separate ordinance changes should be written specifically for the Lisbon Village area.

Vote (2025-005) Councilor Albert, seconded by Councilor Craig, moved to adopt the Ordinance Changes to Chapter 70 - Zoning and remove the sections pertaining to the Lisbon Village area, and set a Public Hearing for January 21, 2025.
Order Passed – Vote 6-0

(Order 2025-006) Confirm Appointment of Alice Richards as Interim Town Clerk and Registrar of Voters

Vote (2025-006) Councilor Albert, seconded by Councilor Craig, moved to confirm the Town Manager's appointment of Alice Richards as Interim Town Clerk and Interim Registrar of Voters.
Order Passed – Vote 6-0

OTHER BUSINESS

Council Committee Reports:

School Committee – Councilor Albert

Councilor Albert said that the School Committee plans to meet on Monday, January 13, 2025.

Planning Board – Councilor Craig

Councilor Craig stated that the Planning Board plans to meet on Thursday, January 16, 2025, and that the Planning Board currently has two vacancies.

Lisbon Development Committee – Councilor Larochelle and/or Councilor Keller

Councilor Larochelle, after confirming meeting specifics with Economic and Community Development Director Ross Cunningham, stated that the Lisbon Development Committee planned to meet the following day, Wednesday, January 8, 2025.

Conservation Commission – Councilor Larochelle and/or Councilor Albert

Councilor Larochelle stated that he had not yet been able to attend a meeting in 2025.

Parks & Recreation Committee – Councilor Camire

In Councilor Camire's absence, Councilor Larochelle stated that he was able to attend the most recent Parks and Recreation meeting, which discussed plans to install a synthetic ice skating rink at Graziano Square.

County Budget Committee – Councilor Albert and Councilor Barnard

Councilor Albert asked the Town Manager for assistance with accessing the County Budget Committee's meeting schedule.

Library Governing Board – Councilor Keller

Councilor Keller mentioned that the Library is looking for feedback from visitors regarding their experiences in the facility and with the Library's programming, before announcing that the Library is planning a collaboration with the Art Collective for vision boards on Tuesday, January 28, 2025.

Water Commission – Councilor Albert

Councilor Albert said that the Water Commission was planning to meet later in the week.

Finance Committee – Councilor Barnard

Councilor Barnard said that the Finance Committee discussed ideas presented by the Transfer Station Committee, including a proposed "pay as you throw" pilot program for trash disposal.

Revolving Loan Committee - Councilor Larochelle and/or Councilor Craig

Councilor Larochelle stated that he had nothing to report.

Town Manager's Report

Town Manager Glenn Michalowski stated that the LEAP program for small businesses was approved for another year and would be hosting its next workshop on January 16, 2025; that the Council's goal-setting workshop would be held on January 14, 2025; and that the Lisbon EMS board planned to provide the Council with an update on their negotiations with the Town after the board's scheduled meeting on January 9, 2025.

APPOINTMENTS

No Council appointments

COUNCIL COMMUNICATIONS

Councilor Albert expressed his gratitude to the community for the support they extended to the Councilor and his family after experiencing difficulties throughout the holidays.

Councilor Barnard talked about the positive experience he encountered while attending a holiday event hosted by Sunshine Hill and the Parks and Recreation Department for seniors and visitors of all ages.

AUDIENCE PARTICIPATION & RESPONSE TO NEW ITEMS

Charlie Turgeon of Lisbon Falls shared his views on budgeting.

EXECUTIVE SESSION

(Order 2025-007) Per 1 M.R.S.A § 405 (6)(D) Labor Contract Negotiations

Vote (2025-007) Councilor Albert, seconded by Councilor Craig, moved to enter into Executive Session Per 1 M.R.S.A § 405 (6)(D) for Labor Contract Negotiations at 9:04 PM.
Order Passed – Vote 6-0

Vote (2025-007B) Councilor Albert, seconded by Councilor Craig, moved to exit out of Executive Session Per 1 M.R.S.A § 405 (6)(D) for Labor Contract Negotiations at 10:33 PM.
Order Passed – Vote 6-0

ADJOURNMENT

Vote Councilor Albert, seconded by Councilor Barnard, moved to adjourn at 10:34 PM.

Order Passed – Vote 6-0

_____

Alice Richards, Interim Town Clerk

Date Approved:

Town Council
Meeting Minutes
January 21, 2025
Lisbon Town Office
7:00 PM - Council Meeting

Fern Larochelle, Chair
Chris Camire, Vice Chair
Mark Lunt
Normand Albert
Jo-Jean Keller
Jeremy Barnard
Nick Craig

CALL TO ORDER & PLEDGE TO FLAG

Council Chair Fern Larochelle called the meeting to order and led the Pledge of Allegiance to the Flag at 7:00 PM.

ROLL CALL

Members present included Councilor Larochelle, Councilor Camire, Councilor Lunt, Councilor Albert, Councilor Keller, and Councilor Barnard. Town Manager Glenn Michalowski, Finance Committee Member Charlie Turgeon, and an audience of approximately 5 citizens were also in attendance.

Vote Councilor Larochelle, seconded by Councilor Albert, moved to excuse Councilor Craig's absence.
Order Passed – Vote 6-0

EXECUTIVE SESSION

(2025-008) Executive Session per 1 M.R.S.A. § 405(6)(D) for Contract Negotiations with the Lisbon Police Department

Vote (2025-008) Councilor Albert, seconded by Councilor Keller, moved to enter into Executive Session per 1 M.R.S.A. § 405(6)(D) for Contract Negotiations with the Lisbon Police Department.
Order Passed – Vote 6-0

Vote (2025-008B) Councilor Keller, seconded by Councilor Camire, moved to exit out of Executive Session per 1 M.R.S.A. § 405(6)(D) for Contract Negotiations with the Lisbon Police Department.
Order Passed – Vote 6-0

GOOD NEWS & RECOGNITION

Councilor Albert recognized Coach Chris Cates and his time with the Lisbon High School's football program in response to the coach stepping down from his role.

Councilor Larochelle recognized the Public Works Department's efforts to clear the snow from roadways during the recent winter storm.

PUBLIC HEARINGS

Updates and Changes to Part II, Chapter 70 - Zoning Ordinance

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

Special Entertainment with Alcohol License Renewal and a Local Liquor License Renewal for Lotta Moxie, DBA Frank's Restaurant

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

A Medical Marijuana Retail License, a Medical Marijuana Manufacturing License, a Medical Marijuana Cultivation License, and a Victualer's License for Crystal Spring Healing Alternatives

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

Public Hearing in regard to (Order 2025-004) COUNCIL ORDER SUBMITTING AMENDMENT TO ORDER AUTHORIZING THE TOWN OF LISBON TO ISSUE UP TO $2,800,000 IN BONDS TO FINANCE THE RECONSTRUCTION OF A PORTION OF THE FERRY ROAD AND RELATED IMPROVEMENTS

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

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS

The Chair opened the floor to audience participation. Seeing no speakers, the Chair closed the floor to audience participation.

CONSENT AGENDA

(2025-009) ***Consent Agenda Items***

Approve a Special Entertainment with Alcohol License Renewal and a Local Liquor License Renewal for Lotta Moxie, DBA Frank's Restaurant

Approve a Medical Marijuana Retail License, a Medical Marijuana Manufacturing License, a Medical Marijuana Cultivation License, and a Victualer's License for Crystal Spring Healing Alternatives

Set a Public Hearing for February 4, 2025 for a New Local Liquor Permit, a New Special Entertainment with Alcohol Permit, and a Victualer's License for Two Mom's Diner

Set a Public Hearing for February 4, 2025 for a Medical Marijuana Retail License and a Victualer's License for 207 Edibles

Vote (2025-009) Councilor Lunt, seconded by Councilor Camire, moved to accept the Consent Agenda as presented.

Order Passed – Vote 6-0

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

(2025-010) Updates and Changes to Part II, Chapter 70 - Zoning Ordinance - Second Reading

Vote (2025-010) Councilor Normand Albert, seconded by Councilor Jeremy Barnard, moved to adopt updates and changes to Part II, Chapter 70 - Zoning Ordinance as presented.

Roll Call Vote:

Yes – Councilor Keller, Councilor Larochelle, Councilor Lunt, Councilor Albert, Councilor Barnard, Councilor Camire

No – None

Order Passed – Vote 6-0

(Order 2025-011) Second Reading of (Order 2025-004) COUNCIL ORDER SUBMITTING AMENDMENT TO ORDER AUTHORIZING THE TOWN OF LISBON TO ISSUE UP TO $2,800,000 IN BONDS TO FINANCE THE RECONSTRUCTION OF A PORTION OF THE FERRY ROAD AND RELATED IMPROVEMENTS

Vote (2025-011) Councilor Chris Camire, seconded by Councilor Normand Albert, moved to adopt the order and hold an election on April 15, 2025.

Roll Call Vote:

Yes – Councilor Keller, Councilor Larochelle, Councilor Lunt, Councilor Albert, Councilor Barnard, Councilor Camire

No – None

Order Passed – Vote 6-0

(Order 2025-012) Ratification of Patrol, Dispatch, and Sergeants Contracts for 2025–2028

This item was taken out of order after Good News and Recognition.

Vote (2025-012) Councilor Albert, seconded by Councilor Keller, moved to ratify the Patrol, Dispatch, and Sergeants Contracts for 2025–2028.
Order Passed – Vote 6-0

OTHER BUSINESS

Council Committee Reports:

School Committee – Councilor Albert

Councilor Albert recognized the work of Lisbon Middle School Principal Ryan McKinney, stated that the schools are responding to prevent additional issues within their sports programs, and announced that the school has entered the planning phase of its voter-approved middle school extension construction project.

Planning Board – Councilor Craig

Councilor Larochelle stated that he would attend the next Planning Board meeting, as Councilor Craig would still be unavailable at that time.

Lisbon Development Committee – Councilor Larochelle and/or Councilor Keller

Councilor Larochelle said that the Lisbon Development Committee recently applied for a grant that would contribute to the funding of a mixed-use building.

Conservation Commission – Councilor Larochelle and/or Councilor Albert

Councilor Larochelle announced that the Beaver Park Forestry plan was recently completed, that the Conservation Commission is researching more tree harvesting options for the community, and that the Town will be holding its Winterfest event on March 8, 2025.

Parks & Recreation Committee – Councilor Camire

Councilor Camire said that Parks and Recreation completed its annual Christmas Tree lighting event and also provided food to those in need over the holidays. Councilor Camire then announced that Parks and Recreation installed the grant-funded synthetic ice rink at Graziano Square, and is now available for public use.

County Budget Committee – Councilor Albert and Councilor Barnard

Councilor Albert stated that the most recent meeting was primarily for scheduling upcoming meetings, and did not address any budget items. Councilor Barnard and Councilor Albert said that they would alternate between who attends each meeting.

Library Governing Board – Councilor Keller

Councilor Keller announced that the Library would be displaying artwork created by Lisbon High School students, thanked Lisbon Police Chief Ryan McGee for his help with the Library's annual parade, and stated that the Library was seeking feedback from patrons to improve services and visitor experience.

Water Commission – Councilor Albert

Councilor Albert stated that the Water Commission is assisting with the Marshall Field development project, preparing for an inspection by the Maine Department of Labor, and repairing damages caused by winter weather.

Finance Committee – Councilor Barnard

Councilor Barnard said that the Finance Committee would like additional guidance from the Town Council with regard to what items the Committee should prioritize addressing. Discussion followed.

Revolving Loan Committee - Councilor Larochelle and/or Councilor Craig

Councilor Larochelle offered to attend the meeting while Councilor Craig was out of town.

Town Manager's Report

Town Manager Glenn Michalowski said that a new stakeholder may be able to provide a new site for LACO, and more information would become available if the new site is able to meet LACO's needs.

APPOINTMENTS

(Order 2025-013) Appoint Don Fellows to the Planning Board as an Associate Member

Vote (2025-013) Councilor Albert, seconded by Councilor Keller, moved to appoint Don Fellows to the Planning Board as an Associate Member.

Order Passed – Vote 6-0

COUNCIL COMMUNICATIONS

Councilor Larochelle expressed how participating in the Council's recent Goal Setting workshop felt like a rewarding experience, before thanking those who were involved and the workshop's organizers. Discussion followed.

Statutory Quarterly Financial Report for 2nd Qtr FY25

Councilor Larochelle explained that the Statutory Quarterly Financial Report for the Second Quarter of Fiscal Year 2025 is available in the meeting packets.

AUDIENCE PARTICIPATION & RESPONSE TO NEW ITEMS

Finance Committee Member Charlie Turgeon talked about Lisbon's schools and the School Department's budget.

EXECUTIVE SESSION

(2025-014) Executive Session per 1 M.R.S.A. § 405(6)(A) for Personnel Matters

Vote (2025-014) Councilor Camire, seconded by Councilor Keller, moved to enter into Executive Session per 1 M.R.S.A. § 405(6)(A) for Personnel Matters at 8:24 PM.

Order Passed – Vote 6-0

Vote (2025-014B) Councilor Camire, seconded by Councilor Keller, moved to exit out of Executive Session per 1 M.R.S.A. § 405(6)(A) for Personnel Matters at 9:16 PM.

Order Passed – Vote 6-0

ADJOURNMENT

Vote Councilor Albert, seconded by Councilor Barnard, moved to adjourn at 9:17 PM.

Order Passed – Vote 6-0

_____

Alice Richards, Interim Town Clerk

Date Approved:

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

WHEREAS, on September 7, 2021, pursuant to Articles 6.09 and 8.11(b)(2) of the Charter of the Town of Lisbon and section 5772 of Title 30-A of the Maine Revised Statutes, the Town Council of the Town of Lisbon, Maine (the "Council") duly adopted an Order Authorizing the Town of Lisbon to Issue Up To $2,800,000 in Bonds to Finance the Reconstruction of a Portion of the Ferry Road and Related Improvements (the "Order");

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

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

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

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

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

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

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

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

(1) That the Town of Lisbon (the "Town") be authorized to issue general obligation bonds in an amount not to exceed $2,800,000 and notes in anticipation thereof (collectively, the "Bonds"), to fund (i) the reconstruction of approximately 2.5 miles of the Ferry Road from the intersection of Ferry and Marshall Roads extending to the river bend area, and related improvements; and (ii) all or a portion of the cost of the design, engineering, construction,

repair, restoration, rehabilitation, reconstruction, repaving, resurfacing and reclamation of Town streets, sidewalks, parking lots and related facilities (the "Project");

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

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

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

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

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

So Ordained, this 21st day of January, 2025.

Lisbon Town Council

A true copy, attest:

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

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

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

That a referendum election be held on April 15, 2025, for the voters of the Town to consider enactment of Ordinance, entitled "Amendment to Order Authorizing Town of Lisbon to Issue Up to $2,8000,000 in Bonds to Finance the Reconstruction of a Portion of the Ferry Road and Related Improvements" (the "Amendment");

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

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

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

FINANCE DIRECTOR'S FINANCIAL STATEMENT

1. Total Town Indebtedness

Bonds Outstanding and Unpaid	$ 10,099,154.54
Bonds Authorized but Unissued	$ 8,350,000.00
Bonds to be Issued if this Article is Approved	$ 0.00
Total:	$ 18,449,154.54

2. Estimated Costs of Proposed Bond

As this is a repurposing of already issued and approved debt, there are no additional costs.

3. Validity

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

Samantha Bryant, Finance Director
Town of Lisbon

So Ordered, this 21st day of January, 2025.

Lisbon Town Council

A true copy, attest:

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

Town Council
Meeting Minutes
April 1, 2025
Lisbon Town Office
6:00 PM - Council Meeting

Fern Larochelle, Chair
Chris Camire, Vice Chair
Mark Lunt
Normand Albert
Jo-Jean Keller
Jeremy Barnard
Nick Craig

CALL TO ORDER & PLEDGE TO FLAG

The Chair, Fern Larochelle, called the meeting to order and led the Pledge of Allegiance to the Flag at 6:00 PM.

ROLL CALL

Members present included Councilor Larochelle, Councilor Camire, Councilor Lunt, Councilor Albert, Councilor Keller, Councilor Barnard, and Councilor Craig. Town Manager Glenn Michalowski; Economic and Community Development Director Ross Cunningham; Finance Director Samantha Bryant; Parks and Recreation Director Mark Stevens; Assistant Parks and Recreation Director Kate Madore; Finance Committee Member Charles Turgeon; Parks and Recreation Administrative Assistant Jennifer Willey; Maine State Legislature House District 97 Representative Richard Mason; Chief of Police Ryan McGee; Fire Chief Craig Bouchard; Public Works Director Pat Maloy; Former Lisbon Parks Director Verla Ridley; Planning Board Chair Shaun Carr; athletes, parents, and coaching staff from the Lisbon High School Competition Cheering Team; and an audience of over 40 citizens were also in attendance.

BUDGET WORKSHOPS

Police - 6:00-6:45

Chief of Police Ryan McGee presented the proposed fiscal year 2025-2026 budget for the Lisbon Police Department. After Chief McGee and Town Council discussed the Police Department's budget proposal, a brief recess occurred before the item "Proclamation Recognizing the Lisbon High School Competition Cheering Team" under Good News and Recognition was then taken out of order.

Fire - 6:45 - 7:15

Fire Chief Craig Bouchard presented the proposed fiscal year 2025-2026 budget for the Lisbon Fire Department. Council then discussed the proposed budget.

Parks and Recreation - 7:15 - 7:45

Parks and Recreation Director Mark Stevens presented the proposed fiscal year 2025-2026 budget for the Parks and Recreation Department. Council then discussed the proposed budget.

GOOD NEWS & RECOGNITION

After the conclusion of the last budget workshop, the Council Chair opened the floor for additional Good News and Recognition items. Seeing no speakers, the Chair closed the floor.

Proclamation Recognizing the Lisbon High School Competition Cheering Team

This item was taken out of order after the Police Department's Budget Workshop.

Councilor Keller read the following proclamation:

PROCLAMATION

WHEREAS, The Lisbon High School Competition Cheering Team has made the community of Lisbon very proud as they claimed the 2025 State Championship title;

WHEREAS, These Cheerleaders have won the seventh Cheering State Championship in school history at the Augusta Civic Center on February 8th;

WHEREAS, The Cheering season was a strong one, winning the Class C Southern Regional Championship at the Cross Insurance Center on February 1st;

WHEREAS, At the 2025 Class C State Cheering Competition, the Lisbon High School Team defeated Bucksport to take their seventh State Championship, (4th consecutive) in a 10-year span;
WHEREAS, The 2025 Class C State Cheering Competition team members were Delina Daigle, Nevaeh Fortin, Riley Hoyle, Mackenzie Theriault, Kyla Berube, Payton Hoyle, Brady Knight, Ava Kottmann, Reese Kulow, Ella Morales, Sela Russell, Alivia Saunders, Emma Bourgoin, Gabby Adams, Ella Charest, Brynn Chase, Rilynn Daigle, Maddie Earle, Ava Francis, Kenzie Ranta, Lauren Vella and Avia Russo;
NOW THEREFORE, We, the Lisbon Town Council wish to congratulate and thank the Lisbon High School Cheerleaders and their Coach, Nicole Adams, for their fine representation of the Town of Lisbon while winning the State Championship Title.
Dated: April 1, 2025
LISBON TOWN COUNCIL

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS

No audience members spoke.

CONSENT AGENDA

(Order 2025-043) ***Consent Agenda Items***

Approve Municipal Accounts Payable of $540,682.89; Municipal Payroll of $229,083.48; School Accounts Payable of $296,000.53; and School Payroll of $833,919.00

Set a Public Hearing for April 15, 2025 for Ordinance Amendments to Part I, Chapter 70 - Zoning Regulations

Election Clerk Appointments

Approve Council Minutes for August 28, 2024 at 11:30 AM and October 29, 2024

Approve the Warrant for the June 10, 2025 School Budget Validation Referendum Election; Set School Budget and School CIP Budget Public Hearings for May 13, 2025; and Set School Budget and School CIP Budget Adoption for May 13, 2025

Vote (2025-043) Councilor Albert, seconded by Councilor Craig, moved to accept the Consent Agenda as presented.
Order Passed – Vote 7-0

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

(Order 2025-044) Authorize the Town Manager to Approve a Sign Easement to 8 Oak St LLC Over Municipal Land Fronting 8 Oak Street

Economic and Community Development Director Ross Cunningham presented the item, stating that after a previous road project, the land in front of several businesses at the intersection of Route 196 and Oak Street became public land. The Economic and Community Development Director continued, saying that approving the order would allow several businesses to place smaller signs on one larger sign. After a brief discussion, council voted on the measure.

Vote (2025-044) Councilor Albert, seconded by Councilor Craig, moved to authorize the Town Manager to approve a sign easement to 8 Oak St LLC over municipal land fronting 8 Oak Street.
Order Passed – Vote 7-0

(Order 2025-045) First Reading of Ordinance Amendments to Part I, Chapter 70 - Zoning Regulations

Planning Board Chair Shaun Carr presented the order, stating that after reviewing the ordinance changes passed by the Planning Board in January 2025, Town Council returned the ordinance to the Board to request an amendment to have the order's parking changes include a requirement for a one-space minimum and two-

space maximum in the Lisbon Village area. The Planning Board chair continued, saying that the Board approved Town Council's requested changes at the February 27, 2025 Planning Board meeting, and that the changes are reflected in this version of the order.

Vote (2025-045) Council Member Albert, seconded by Council Member Craig, moved to approve the Ordinance Amendments to Part I, Chapter 70 - Zoning Regulations.
Roll Call Vote:
Yes – Councilor Larochelle, Councilor Camire, Councilor Lunt, Councilor Albert, Councilor Keller, Councilor Barnard, and Councilor Craig
No – None
Order Passed – Vote 7-0

(Order 2025-046) Authorize the Town Manager to Use Downtown TIF Funds to Install a Fence with an Estimated Cost of $3,224.68 on the Retailing Wall at the Booker Street Parking Lot to Address Public Safety Concerns.
Town Manager Glenn Michalowski began the order's presentation by referencing the 2023, 2024, and 2025 Downtown TIF funds that were included in the agenda packet.

Economic and Community Development Director Ross Cunningham continued the presentation, stating that in approximately 2021, the town created the Booker St parking lot, which included an approximately 8-foot-high retaining wall behind a local restaurant, the Sausage Kitchen; that the project originally included plans for a fence to be installed on top of the publicly accessible wall, but the plan was never executed; that Atlantic Fence Co. recently provided the owner of the Sausage Kitchen with a fence installation cost estimate of $3,225.68. The Economic and Community Development Director concluded the presentation by recommending that the Town use Downtown TIF funds to execute this project as soon as possible to reduce the risk of potential injury on Town property by providing a safety barrier and, noting that the Town needs to be prepared for the busy times of the upcoming seasons with warmer weather.

After a brief discussion, Councilor Barnard stated that he planned to vote against the measure in a symbolic gesture, as he would have preferred more explanation of TIF funds and context regarding this project's allocation within the overall use of those funds.

Vote (2025-046) Councilor Albert, seconded by Councilor Craig, moved to authorize the Town Manager to use Downtown TIF funds to install a fence with an estimated cost of $3,224.68 on the retailing wall at the Booker Street Parking Lot to address public safety concerns.
Order Passed – Vote 6-1

(Order 2025-047) Authorize a Budget Transfer from Public Works' Capital Fund for the Repair and Maintenance of Buildings
Town Manager Glenn Michalowski introduces the order by reading the following memo:

"Dating back to 2023, water intrusion and roof issues were identified at the Public Works building, following mold remediation work that took place in 2024. Staff were temporarily relocated to the Town Office after elevated mold spore counts were detected, creating potentially unsafe working conditions.

During FY24, the former Public Works Director explored several options, including roof repair, installation of a temporary office trailer, and the feasibility of constructing a new Public Works facility. However, progress was delayed after the Director’s departure, as the offices were not staffed for a period of time.

The newly appointed Public Works Director has resumed efforts to address the building issues. Due to

expenses related to mold remediation and other repairs, the Repair & Maintenance of Buildings line will be over-expended. We are requesting a transfer from the Public Works Capital Fund to cover these costs.

In accordance with Town Code Sec. 86-36 – Emergency Public Purchases and/or Repairs, the Town Manager approved expenditures that were exempt from the standard three-quote or formal bid process. As the total exceeds $25,000, we are notifying the Council and requesting a formal budget transfer."

After the Town Manager introduced the order, Public Works Director Pat Maloy and the Town Council discussed matters that included topics such as the timeline of events, previously implemented mold remedies, the current state of the buildings, and potential future issues.

Vote (2025-047) Councilor Craig, seconded by Councilor Albert, moved to authorize a budget transfer from Public Works' capital fund for the repair and maintenance of buildings.
Order Passed – Vote 7-0

Lisbon EMS Budget Recommendation Discussion

After a brief discussion with the Council, the Town Manager asked Council to formalize their request to have Lisbon EMS review their budget for potential reductions that could be implemented without impacting services.

Vote (2025-048) Councilor Craig, seconded by Councilor Albert, moved to authorize the Town Manager to write a letter to Lisbon EMS that formalizes the Town Council's request to have Lisbon EMS review their budget for potential reductions that could be implemented without impacting services.
Order Passed – Vote 7-0

OTHER BUSINESS

Council Committee Reports:

School Committee – Councilor Albert

Councilor Albert stated that he did not have any updates.

Planning Board – Councilor Craig

Councilor Craig mentioned that the Planning Board had not met since the previous Town Council meeting.

Lisbon Development Committee – Councilor Larochelle and/or Councilor Keller

Councilor Larochelle said that there were no Lisbon Development Committee meetings scheduled since the last Town Council meeting.

Conservation Commission – Councilor Larochelle and/or Councilor Albert

Councilor Larocehlle stated that the Conservation Commission had also not met since the last Town Council meeting.

Parks & Recreation Committee – Councilor Camire

Councilor Camire announced that the next Parks and Recreation meeting was scheduled for April 7, 2025.

County Budget Committee – Councilor Albert and Councilor Barnard

Councilor Barnard stated that he attended the County Budget Committee's March 19, 2025 meeting, which included discussions about underfunded jails and the committee voting down a measure that would have funded purchasing one million dollars worth of vehicles for the County Sheriff's Department.

Library Governing Board – Councilor Keller

Councilor Keller announced that April is National Poetry Month and that the Library is hosting a rotating display which will feature patrons' creative works.

Water Commission – Councilor Albert

Councilor Albert stated that although he was currently struggling to attend Water Commission meetings due to scheduling conflicts between the Water Commission's meetings and the Town Council's Budget Workshops, he was in contact with the Water Commissioners and planned to stay informed with updates for an upcoming meeting.

Finance Committee – Councilor Barnard

Councilor Albert stated that next month's meeting had been postponed.

Town Manager's Report

The Town Manager began his presentation by stating that FCC rules allow municipalities to collect a portion of the gross revenues collected by a cable company within a municipality and that when Lisbon negotiated its cable franchise fee in 2016, the council from that time chose not to collect any of the available revenue from Spectrum Cable. Continuing his statement, the Town Manager said that after reviewing the contract from 2016, it was determined that with a Council action and 60 days' advanced notice, the Town could request up to 5% of the gross annual revenues that Spectrum Cable generates in Lisbon. The Town Manager finished his presentation by asking Council for permission to send a formal request to Spectrum Cable to have Lisbon take 5% of the gross annual revenues that the company generates in Lisbon in order to add those funds to the Town's budget.

Vote (2025-049) Councilor Camire, seconded by Councilor Keller, moved to authorize the Town Manager to request 5% of the local cable provider's gross annual revenue fees per the executed franchise agreement.
Order Passed – Vote 7-0

COUNCIL COMMUNICATIONS

Councilor Craig suggested that the Town Council should schedule joint public budget sessions with other committees, such as the Water Commission and the School Committee. Discussion followed.

Councilor Lunt thanked the Public Works Department for consistently maintaining the town's roads during the recent snowstorms.

Councilor Barnard proposed the idea of having the Town Council host a public relations event to provide residents with additional context about the progress made during the Council's recent budget workshops. Councilor Barnard's suggestion prompted additional Council discussion that included topics such as petitions, referendum questions, and a potential Charter Commission.

Councilor Larochelle suggested the Council should decide on an acceptable upper limit for the next fiscal year's tax increase that does not cut too many public services. Councilor Larocehlle's suggestion led to a discussion among the Councilors about which items and budgets should be discussed a second time, as well as tax rates in general.

AUDIENCE PARTICIPATION & RESPONSE TO NEW ITEMS

Lisbon resident Cheryl Monat talked to the Council about the difficulties she was experiencing as she tried to get the Town to assist her with a nearby vacant home and the pest issues caused by the vacant home. Cheryl Monat's comments led to a discussion where Councilor Larochlle talked about ongoing efforts he, the Town Manager, and the Town staff have been making to use ordinances to address the issue.

Lisbon resident Charlie Turgeon talked about his charter petition.

ADJOURNMENT

Vote Councilor Craig, seconded by Councilor Albert, moved to adjourn at 9:14 pm.

Order Passed – Vote 7-0

_____

Alice Richards, Town Clerk

Date Approved:

Warrant
School Budget Validation Referendum
(20-A M.R.S.A. §§ 1486 and 2307)
Town of Lisbon

Androscoggin County, ss. State of Maine

To: Ryan McGee, Constable of the Town of Lisbon: You are hereby required in the name of the State of Maine to notify the voters of the Town of Lisbon of the School Budget Validation Referendum Election described in this warrant.

TO THE VOTERS OF THE TOWN OF LISBON:

You are hereby notified that a School Budget Validation Referendum Election will be held at the Lisbon High School Gymnasium, 2 Sugg Drive, Lisbon Falls, Maine 04252 for Ward 1 and Ward 2 on Tuesday, June 10, 2025 for the purpose of determining the following questions:

QUESTION 1: DO YOU FAVOR APPROVING THE TOWN OF LISBON SCHOOL BUDGET FOR THE UPCOMING SCHOOL YEAR THAT WAS ADOPTED BY THE LISBON TOWN COUNCIL AT THE LATEST BUDGET MEETING? YES NO

QUESTION 2: THE FOLLOWING IS A NONBINDING EXPRESSION FOR THE CONSIDERATION OF THE TOWN COUNCIL AND SCHOOL COMMITTEE. DO YOU BELIEVE THE BUDGET WAS TOO HIGH, TOO LOW, OR AN APPROPRIATE AMOUNT? (SELECT ONE)
TOO HIGH TOO LOW AN APPROPRIATE AMOUNT

The Registrar of Voters shall hold office hours while the polls are open to correct any error on the voting list, or change a name or address on the voting list; to accept the registration of any person eligible to vote; and to accept new enrollments. A person who is not registered as a voter may not vote in any election.

POLLING HOURS: Voting on the Questions shall be by secret ballot referendum at one polling location within the Town of Lisbon. The polls shall be opened at 7:00 a.m. and closed at 8:00 p.m.

REGISTRAR HOURS: Regular Town Office hours are Monday through Thursday from 7:45 a.m. to 4:30 p.m.; hour on Election Day, June 10, 2025 are from 7:00 a.m. to 8:00 p.m.

CASTING OF ABSENTEE BALLOTS: You are hereby notified that the Town Clerk intends to process absentee ballots Election Day at 8:00 a.m., 10:00 a.m., 12:00 p.m., 2:00 p.m., 4:00 p.m., 7:00 p.m., and 8:00 p.m. in accordance with M.R.S.A. Title 21A Section 759 (7).

Warrant
School Budget Validation Referendum
(20-A M.R.S.A. §§ 1486 and 2307)
Town of Lisbon

Given under our hand this 1st day of April, 2025 at Lisbon, Maine.

Fern Larochelle, *Council Chair*

Chris Camire, *Council Vice-Chair*

Mark Lunt

Normand Albert

Jo-Jean Keller

Jeremy Barnard

Nick Craig

A true Copy of the Warrant,

Attest: _____ (Clerk Signature & seal)

Municipal Clerk

PROCLAMATION

***WHEREAS**, The Lisbon High School Competition Cheering Team has made the community of Lisbon very proud as they claimed the 2025 State Championship title;*

***WHEREAS**, These Cheerleaders have won the seventh Cheering State Championship in school history at the Augusta Civic Center on February 8th;*

***WHEREAS**, The Cheering season was a strong one, winning the Class C Southern Regional Championship at the Cross Insurance Center on February 1st;*

***WHEREAS**, At the 2025 Class C State Cheering Competition, the Lisbon High School Team defeated Bucksport to take their seventh State Championship, (4th consecutive) in a 10-year span;*

***WHEREAS**, The 2025 Class C State Cheering Competition team members were Delina Daigle, Nevaeh Fortin, Riley Hoyle, Mackenzie Theriault, Kyla Berube, Payton Hoyle, Brady Knight, Ava Kottmann, Reese Kulow, Ella Morales, Sela Russell, Alivia Saunders, Emma Bourgoin, Gabby Adams, Ella Charest, Brynn Chase, Rilynn Daigle, Maddie Earle, Ava Francis, Kenzie Ranta, Lauren Vella and Avia Russo;*

***NOW THEREFORE**, We, the Lisbon Town Council wish to congratulate and thank the Lisbon High School Cheerleaders and their Coach, Nicole Adams, for their fine representation of the Town of Lisbon while winning the State Championship Title.*

Dated: April 1, 2025

LISBON TOWN COUNCIL

Fern Larochelle Jr, Chairman

Chris Camire., Vice Chairman

Mark Lunt

Normand Albert

Jo-Jean Keller

Jeremy Barnard

Nick Craig

A true Copy,

Attest: _____
Municipal Clerk (Clerk Signature & seal)

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
Nick Craig 2027

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: **(2025-057)** Approve a Medical Marijuana Retail License for Lisbon Cannabis
Date: May 6, 2025

Summary

Lisbon Cannabis Company, through Jason Smith, has submitted an application to renew its license to operate a medical marijuana business at 5 Canal St. The following documents are in the agenda packet:

- The renewal application;
- A copy of a rehabilitation plan from the landlord to remedy violations of Lisbon Code at the Premises by certain deadlines;
- An affidavit from Jason Smith consenting that the Lisbon Town Council shall suspend any license to operate a medical marijuana business at the Premises; and
- A memorandum from Jason Smith's attorney regarding his reading of language in the ordinance regarding the effect of failing to present a timely application for renewal.

Staff recommend issuing the license to operate a medical marijuana business at 5 Canal St. to Lisbon Cannabis Company, through Jason Smith.

Evidence from the Application

According to the license application, Jason Smith owns Lisbon Cannabis Company, which is located on the first floor of the building at 5 Canal Street. 5 Canal Street is owned by Riverbend Investment Properties, LLC (the "Owner" or "Riverbend"), which is equally owned and managed by Lorelei Hilliker and Jason Smith. Ms. Hilliker owns and operates a different business, 207 Edibles, located on the second floor. The Town understands that Mr. Smith has no interest in 207 Edibles and that Ms. Hilliker has no interest in Lisbon Cannabis.

The Code Enforcement Officer / Building Inspector, the Fire Chief/ Health Officer, and Police Chief inspected the premises. The Fire Chief found that the premises do not comply with the applicable life safety code, and the Code Enforcement Officer / Building Inspector found that the premises do not comply with the applicable electrical, plumbing, building, and zoning codes. Both building officials provided a list of violations, which include that 1) the length of the travel distance from portions of the interior first-floor space to the exit exceeds 75'; 2) no permit was secured for the installation of the electrical system; 3) no permit was secured for the installation of the plumbing system; 4) no building permit was secured for the construction associated with the finishing of the interior space and change of uses; and 5) no permit was secured for the installation of the signs on the exterior of the building. The Code Enforcement Officer has issued a notice of violation to Riverbend Investment Properties,

LLC, which is the landlord.
Mr. Smith and Ms. Hilliker are the only members and managers of Riverbend. They agreed in writing that Mr. Smith, for Riverbend, shall enter into a Rehabilitation Agreement with the Town to remedy the Violations and satisfy the Notices of Violation. Mr. Smith and the Town entered into the attached Rehabilitation Agreement, which includes an Exhibit A entitled “Obligations and Deadlines”. The Rehabilitation Agreement requires that Riverbend remedy the Violations of Code at the Premises by meeting the specific Obligations on or before aggressive but attainable Deadlines.
Mr. Smith signed an affidavit, with the same “Obligations and Deadlines” attached as Exhibit A, and swore that:

12. If Riverbend Investment Properties does not meet any of the Obligations by the applicable Deadline, I consent that the Lisbon Town Council shall suspend any license granted to me or to Lisbon Cannabis Company to operate a medical marijuana business at the Premises.
13. I ask that the Town Council renew license number 85 because the Rehabilitation Plan contains aggressive deadlines to attain compliance with Lisbon Code and will make the Premises more safe.

Standard for the Issuance of a Medical Marijuana License
Section 10-610, of the medical marijuana establishments ordinance, provides that:
A license application for a medical marijuana establishment shall be denied by the town council. . . if the applicant, or any owner of the applicant or licensee:
(1) Fails to meet the requirements of this ordinance. . .
(5) Has not acquired all necessary state and local approvals prior to issuance of the license. . .
The ordinance does not provide the option for Council to issue a conditional approval.
Staff Recommend that the Council Approve the Application for a License
Town staff recommend that the Council approve the Lisbon Cannabis license application. The application includes a Rehabilitation Plan to remedy the Code Violations by aggressive Deadlines, and an affidavit consenting to license suspension if the Deadlines are not met.
First, the ordinance reads that the Council shall deny the license application if it “fails to meet the requirements of this ordinance.” An application shall include “evidence of all land use approvals or conditional land use approvals required to operate the medical marijuana establishment, or applications that have been filed and are pending for the required approvals, including but not limited to building permit, conditional or special use approval, change of use permit and/or certificate of occupancy,” according to section 10-605(9).
The Code Enforcement Officer / Building Inspector and Fire Chief have reported to the Council that permits are required to operate a medical marijuana establishment in the premises including, at a minimum, an electrical permit, a plumbing permit, a building permit, a change of use permit, and a sign permit.
As noted, the Rehabilitation Plan would remedy these violations and Mr. Smith has consented to suspension if Riverbend does not meet the Deadlines.

A second ordinance provision requires that the Council deny the application for a similar reason; section 10-610(5) requires that the Council shall deny the license application if the applicant "has not acquired all necessary state and local approvals prior to issuance of the license."
As noted, the Rehabilitation Plan would remedy these Violations and Mr. Smith has consented to suspension if Riverbend does not meet the Deadlines.
Third, after receipt of an application, section 10-606(9) requires the following inspections:
(1)The building inspector shall verify that the premises at which the establishment will be located complies with all applicable town ordinances including, but not limited to, the building code, electrical code, plumbing code, and section 10-611, and shall report findings in writing to the town clerk.
(2)The code officer shall inspect 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 and shall report findings in writing to the town clerk. . .
(4)The fire chief. . . 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 and shall report findings in writing to the town clerk. . .

The Building Inspector / Code Enforcement Officer and the Fire Chief have reported that the premises at which the establishment will be located does not comply with the electrical code, the plumbing code, the building code, or the zoning code.
As noted, the Rehabilitation Plan would remedy these violations and Mr. Smith has consented to suspension

if Riverbend does not meet the Deadlines.
In addition, and fourth, the Building Inspector / Code Enforcement Officer and the Fire Chief reported that a fire safety issue remains unsatisfied, specifically that the length of the travel distance from portions of the interior firstd-floor space to the exit exceeds 75'.

As noted, the Rehabilitation Plan would remedy these violations and Mr. Smith has consented to suspension if Riverbend does not meet the Deadlines.

Recommendation

Staff recommends that the Town Council approve the renewal of License No. 85 for Lisbon Cannabis Company, operated by Jason Smith, to conduct a medical marijuana business at 5 Canal Street.

Attachments

1. 2025-04-24 Rehab Agreement - Fully Executed (with engineer and tradesmen contracts)(2870866.6)
2. May 6 Hearing Memo
3. Lisbon Cannabis - Retail 2025_Redacted

Riverbend Investment Properties, LLC
5 Canal Street, Lisbon Falls, ME 04252

Seen & Agreed to Rehabilitation Plan

On January 14, 2025, Mark Stambach, a Town of Lisbon (the "Town") Code Enforcement Officer (the "CEO"), cited Riverbend Investment Properties, LLC ("Riverbend") for thirteen violations of the Town's Code of Ordinances. On February 3, 2025, CEO Stambach cited Riverbend for a fourteenth violation at the Premises. The first eight violations listed on the January 14, 2025 notice of violation have been remedied and, as of April 7, 2025, seven violations (collectively, the **"Violations"**) remain at the Premises.

The Town and Riverbend agree to this Rehabilitation Plan ("Plan") to remedy the Violations in a timely manner, as follows:

1. Riverbend, by and through its current Managers, shall ratify this Agreement and authorize Manager Smith to satisfy the Town's demand for Riverbend's demonstration of "ability and willingness" to perform the obligations detailed herein, by execution of a separate Member-Manager Action by Consent in Lieu of Meeting contemporaneously herewith (collectively referred to as "Authority");

2. Upon such Authority, Riverbend's tenant Lisbon Cannabis Company[i] will extend a line of credit, to Riverbend, in the amount of twenty thousand dollars ($20,000) and provide proof of same to the Town, the sufficiency of which is subject to the Town's ongoing approval, with appropriate safeguards to protect the confidential and protected information therein;

3. Riverbend shall meet the Obligations and Deadlines attached hereto as 'Attachment A' and incorporated herein.[ii]

Riverbend
By: Jason Smith
Its: Manager

Town of Lisbon
By: Glenn Michalowski
Its: Town Manager

[i] Lisbon Cannabis Company ("LCC") is a business entity wholly owned by Manager Smith, separate from Riverbend, and not a party to this Agreement. Assuming the necessary and proper authorization or ratification of this Agreement and performance of the obligations herein, LCC's agreement to provide current and/ or future extension of a line of credit to Riverbend, for Manager Smith's use to remedy the Violations and achieve compliance with the Town's Code of Ordinances, does not constitute a waiver its separate and independent rights to defend or act of its own volition to secure its separate and independent rights and interests that are implicated by the Town's notice(s) of violations and/ or action(s) against Riverbend.

In other words, nothing contained herein should be construed or interpreted as LCC's waiver of any or all its independent rights and remedies available at law and there are no provisions of this Agreement may be reasonably interpreted otherwise.

[ii] The obligations and deadlines are attached separately for reference or inclusion in any ancillary matters.

Exhibit A
Obligations and Deadlines

On January 14, 2025, Mark Stambach, a Town of Lisbon ("Lisbon" or the "Town") Code Enforcement Officer ("CEO"), cited Riverbend Investment Properties, LLC ("Riverbend") for twelve violations (numbered 1-7 and 9-13) of the Lisbon Code of Ordinances at the real estate located at 5 Canal St., Lisbon Falls, Maine 04252, Lisbon Tax Map U05, Lot 013 (the "Premises"). On February 3, 2025, CEO Stambach cited Riverbend for a thirteenth violation at the Premises. The first seven violations listed on the January 14, 2025 notice of violation have been remedied and, as of April 10, 2025, the following violations (collectively, the "**Violations**") remain at the Premises:

VIOLATION 9: The length of the travel distance from portions of the interior second-floor space, that had been used by 207 Edibles, to the exit exceeds 75', in violation of sections 105.1, 1006.2.1 of the International Building Code, 2015 edition, (the IBC) as adopted by the Maine Uniform Building and Energy Code (MUBEC) and the Town of Lisbon Ordinances Section 54-31.

VIOLATION 10: No permit was secured for the installation of the electrical system as required by the IBC section 105.1.

VIOLATION 11: No permit was secured for the installation of the plumbing system, as required by the Maine State Plumbing Code, Uniform Plumbing Code 2015 edition, Section 104.1.and the Lisbon Zoning Ordinance, Section 70-66.

VIOLATION 12: No building permit was secured for the construction associated with the finishing of the interior space and change of uses as required by the IBC section 105.1.

VIOLATION 13: No permit was secured for the installation of the signs on the exterior of the building as required by the Zoning Ordinance of Town of Lisbon, Section 70-713 and 70-719(1).

VIOLATION 14: The length of the travel distance from portions of the interior first-floor space to the exit exceeds 75', in violation of IBC section 105.1, 1006.2.1.

Riverbend, acting solely through Manager Jason Smith, duly authorized, shall remedy the Violations according to the following deadlines (the **Obligations and Deadlines**):

1. Riverbend shall remedy VIOLATION 9, 12, and 14 and shall direct and cause a design professional ("Riverbend Designer") to assess and achieve compliance with the applicable building code provisions regulating the fire safety egress, among other provisions, according to the following deadlines:

a. By April 24, 2025, Riverbend shall provide the Town with an executed written contract that binds the Riverbend Designer to timely complete the services sufficient to satisfy the requirements of this section.

b. By June 16, 2025, Riverbend shall,

i. Direct and cause the Riverbend Designer to provide to the Town stamped plans sufficient to satisfy the requirements of this section;

ii. Provide the Town with an executed contract to bind a contractor to timely complete any work required to satisfy the requirements of this section; and

iii. Direct and cause the Riverbend Designer or a qualified contractor to file complete applications for all required building and occupancy permits sufficient to satisfy the requirements of this section.

c. By June 30, 2025, Riverbend shall satisfy the requirements of this section;

2. Riverbend shall remedy VIOLATION 10, according to the following deadlines:
   a. By April 24, 2025, Riverbend shall provide the Town with an executed contract that binds a master electrician ("electrician") to timely complete the services sufficient to satisfy the requirements of this section.

   b. By May 19, 2025, Riverbend shall direct and cause an electrician to file complete applications for all permits required to satisfy the requirements of this section,

   c. By June 16, 2025, Riverbend shall direct and cause an electrician to complete all work necessary to satisfy the requirements of this section.

3. Riverbend shall remedy VIOLATION 11, according to the following deadlines:
   a. By April 24, 2025, Riverbend shall provide the Town with an executed contract that binds a licensed plumber ("plumber") to timely complete the services sufficient to satisfy the requirements of this section.

   b. By May 19, 2025, Riverbend shall direct and cause a plumber to file complete applications for all permits required to satisfy the requirements of this section,

   c. By June 16, 2025, Riverbend's shall direct and cause a plumber to complete all work necessary to satisfy the requirements of this section.

4. By August 11, 2025, Riverbend shall comply with VIOLATION 13;

###

RIVERBEND INVESTMENT PROPERTIES, LLC

MEMBERS' ACTION BY CONSENT, IN LIEU OF MEETING

MANAGERS' ACTION BY CONSENT, IN LIEU OF MEETING

The undersigned, being all of the Members of Riverbend Investment Properties, LLC (**Riverbend**) and all of the Managers of Riverbend, take the following action in lieu of formal meetings, hereby waiving all notice of such meetings and waiving the holding of any such meeting to act upon these resolutions.

WHEREAS, on or about January 13, 2025, CEO Mark Stambach, Lisbon CEO, issued a Notice of Violation (**Notice of Violation I**) citing Riverbend for thirteen violations of the Lisbon Code of Ordinances; and

WHEREAS, on or about February 3, 2025, CEO Stambach issued a Notice of Violation (**Notice of Violation II** and, collectively with Notice of Violation, the **Notices of Violation**) citing Riverbend for a fourteenth violation (collectively, with VIOLATION 9 through VIOLATION 13, the **Violations**) of the Lisbon Code of Ordinances; and

WHEREAS, the first eight violations listed on Notice of Violation I have been remedied; and,

WHEREAS, Riverbend faces liability on the Notices of Violation that includes, but is not limited to, civil penalties that accrue in the amount of $100 to $5,000 per-day, per-violation; the requirement to reimburse the Town’s attorneys’ fees and costs to enforce the Notices of Violation; and, an administrative order and/or judicial injunction that the Premise shall not be occupied or used; and,

WHEREAS, a Compliance Agreement, attached hereto as Exhibit A, sets forth the Violations and Riverbend’s **Obligations and Deadlines** for their remedy;

NOW, THEREFORE,

RESOLVED That Riverbend shall take such steps and to enter into such contracts as may be necessary to timely meet the Obligations and Deadlines, as set forth in Exhibit A.

RESOLVED That Riverbend, through Manager Smith, shall enter into a Rehabilitation Agreement with the Town as may be necessary to remedy the Violations, satisfy the Notices of Violation, and/or limit liabilities to Riverbend or its tenants, with the understanding that such Rehabilitation Agreement may be incorporated in a judicially enforceable Maine District Court judgment.

RESOLVED That Riverbend shall enter into such a consent judgment with the Town, to satisfy the Notices of Violation and/or limit liabilities to Riverbend or its tenants, with the understanding that the Town may file such consent judgment may be judicially enforceable if entered in Maine District Court.

RESOLVED: That Jason Smith, either individually or through Lisbon Cannabis Company, shall be responsible for any costs associated with VIOLATION 13, including but not limited to any costs to remedy it or civil penalties associated with it.

RESOLVED: That both Managers shall ensure that any design professional or tradesmen contracted with pursuant to the authorizations in this Members' Action by Consent, In Lieu of Meeting, and Town representatives may access the Premises for inspection, completion of all necessary work at Riverbend, approvals and permitting, on a timeline satisfactory to the Town.

RESOLVED: That Manager Smith shall be authorized and directed to take such action and enter into such agreements to specifically perform the actions described in the resolutions above in furtherance and facilitation of Riverbend's performance of the Rehabilitation Plan, including the obligations and deadlines therein, attached hereto.

RESOLVED: That this resolution may be executed in counterparts.

The undersigned, being all of the Members of Riverbend and all the Managers of Riverbend, hereby consent to the above-designated actions, and direct the Clerk to file said Consent with the minutes of the Members' meetings and the minutes of the Managers' meetings.

Dated: April 10, 2025

By: Jason P. Smith, Member

By: Lorelei L. Hilliker, Member

By: Jason P. Smith, Manager

By: Lorelei L. Hilliker, Manager

RESOLVED That Riverbend shall enter into such a consent judgment with the Town, to satisfy the Notices of Violation and/or limit liabilities to Riverbend or its tenants, with the understanding that the Town may file such consent judgment may be judicially enforceable if entered in Maine District Court.

RESOLVED: That Jason Smith, either individually or through Lisbon Cannabis Company, shall be responsible for any costs associated with VIOLATION 13, including but not limited to any costs to remedy it or civil penalties associated with it.

RESOLVED: That both Managers shall ensure that any design professional or tradesmen contracted with pursuant to the authorizations in this Members' Action by Consent, In Lieu of Meeting, and Town representatives may access the Premises for inspection, completion of all necessary work at Riverbend, approvals and permitting, on a timeline satisfactory to the Town.

RESOLVED: That Manager Smith shall be authorized and directed to take such action and enter into such agreements to specifically perform the actions described in the resolutions above in furtherance and facilitation of Riverbend's performance of the Rehabilitation Plan, including the obligations and deadlines therein, attached hereto.

RESOLVED: That this resolution may be executed in counterparts.

The undersigned, being all of the Members of Riverbend and all the Managers of Riverbend, hereby consent to the above-designated actions, and direct the Clerk to file said Consent with the minutes of the Members' meetings and the minutes of the Managers' meetings.

Dated: April 10, 2025

By: Jason P. Smith, Member

By: Lorelei L. Hilliker, Member

By: Jason P. Smith, Manager

By: Lorelei L. Hilliker, Manager

Exhibit A
Obligations and Deadlines

On January 14, 2025, Mark Stambach, a Town of Lisbon ("Lisbon" or the "Town") Code Enforcement Officer ("CEO"), cited Riverbend Investment Properties, LLC ("Riverbend") for twelve violations (numbered 1-7 and 9-13) of the Lisbon Code of Ordinances at the real estate located at 5 Canal St., Lisbon Falls, Maine 04252, Lisbon Tax Map U05, Lot 013 (the "Premises"). On February 3, 2025, CEO Stambach cited Riverbend for a thirteenth violation at the Premises. The first seven violations listed on the January 14, 2025 notice of violation have been remedied and, as of April 10, 2025, the following violations (collectively, the "**Violations**") remain at the Premises:

VIOLATION 9: The length of the travel distance from portions of the interior second-floor space, that had been used by 207 Edibles, to the exit exceeds 75', in violation of sections 105.1, 1006.2.1 of the International Building Code, 2015 edition, (the IBC) as adopted by the Maine Uniform Building and Energy Code (MUBEC) and the Town of Lisbon Ordinances Section 54-31.

VIOLATION 10: No permit was secured for the installation of the electrical system as required by the IBC section 105.1.

VIOLATION 11: No permit was secured for the installation of the plumbing system, as required by the Maine State Plumbing Code, Uniform Plumbing Code 2015 edition, Section 104.1.and the Lisbon Zoning Ordinance, Section 70-66.

VIOLATION 12: No building permit was secured for the construction associated with the finishing of the interior space and change of uses as required by the IBC section 105.1.

VIOLATION 13: No permit was secured for the installation of the signs on the exterior of the building as required by the Zoning Ordinance of Town of Lisbon, Section 70-713 and 70-719(1).

VIOLATION 14: The length of the travel distance from portions of the interior first-floor space to the exit exceeds 75', in violation of IBC section 105.1, 1006.2.1.

Riverbend, acting solely through Manager Jason Smith, duly authorized, shall remedy the Violations according to the following deadlines (the **Obligations and Deadlines**):

1. Riverbend shall remedy VIOLATION 9, 12, and 14 and shall direct and cause a design professional ("Riverbend Designer") to assess and achieve compliance with the applicable building code provisions regulating the fire safety egress, among other provisions, according to the following deadlines:

a. By April 24, 2025, Riverbend shall provide the Town with an executed written contract that binds the Riverbend Designer to timely complete the services sufficient to satisfy the requirements of this section.

b. By June 16, 2025, Riverbend shall,

i. Direct and cause the Riverbend Designer to provide to the Town stamped plans sufficient to satisfy the requirements of this section;

ii. Provide the Town with an executed contract to bind a contractor to timely complete any work required to satisfy the requirements of this section; and

iii. Direct and cause the Riverbend Designer or a qualified contractor to file complete applications for all required building and occupancy permits sufficient to satisfy the requirements of this section.

c. By June 30, 2025, Riverbend shall satisfy the requirements of this section;

2. Riverbend shall remedy VIOLATION 10, according to the following deadlines:
   a. By April 24, 2025, Riverbend shall provide the Town with an executed contract that binds a master electrician ("electrician") to timely complete the services sufficient to satisfy the requirements of this section.

   b. By May 19, 2025, Riverbend shall direct and cause an electrician to file complete applications for all permits required to satisfy the requirements of this section,

   c. By June 16, 2025, Riverbend shall direct and cause an electrician to complete all work necessary to satisfy the requirements of this section.

3. Riverbend shall remedy VIOLATION 11, according to the following deadlines:
   a. By April 24, 2025, Riverbend shall provide the Town with an executed contract that binds a licensed plumber ("plumber") to timely complete the services sufficient to satisfy the requirements of this section.

   b. By May 19, 2025, Riverbend shall direct and cause a plumber to file complete applications for all permits required to satisfy the requirements of this section,

   c. By June 16, 2025, Riverbend's shall direct and cause a plumber to complete all work necessary to satisfy the requirements of this section.

4. By August 11, 2025, Riverbend shall comply with VIOLATION 13;

###

Apr 24, 2025

Jason Smith
Riverbend Investment Properties LLC
60 Capital Ave
Lisbon Falls, ME 04252
(207) 522- 0209
jasonlcc365@gmail.com
c/o Johnathan R. Berry, Esq.
jberry@berrygrouplaw.com
(207) 776-1785

RE: 5 Canal St., Lisbon Falls, Maine - Structural Design

Dear Jason,

Thank you for the opportunity to assist with this project. As discussed, this proposal will outline the scope of engineering services to be provided by Criterium Engineers, as well as the fees associated with our services.

DESCRIPTION:

The building located at 5 Canal Street is understood to be a 5,376-square-foot commercial property. Constructed in 1920, the two-story structure sits on approximately 1.31 acres of land. It is our understanding that the property has been cited for multiple code violations listed below. The Code Enforcement Officer for the Town of Lisbon has requested that stamped drawings be provided by a Licensed Structural Engineer to be in compliance with applicable building code requirements pertaining to fire safety and means of egress by June 16, 2025.

The following two violations are to be addressed by Criterium:

VIOLATION 9: The length of the travel distance from portions of the interior second-floor space, that had been used by 207 Edibles, to the exit exceeds 75', in violation of sections 105.1, 1006.2.1 of the International Building Code, 2015 edition, (the IBC) as adopted by the Maine Uniform Building and Energy Code (MUBEC) and the Town of Lisbon Ordinances Section 54-31.

VIOLATION 14: The length of the travel distance from portions of the interior first-floor space to the exit exceeds 75', in violation of IBC section 105.1,1006.2.1.

The Maine Uniform Building and Energy Code (MUBEC) now uses the 2021 ICC codes, which calls for a maximum distance to the exit, with a sprinklered building, of 125' (see IBC 2021 1006.2.1 https://up.codes/s/egress-based-on-occupant-load-and-common-path-of-egress-travel-distance.)

SCOPE:

A licensed Professional Engineer will perform a limited visual inspection to evaluate and take measurements of the current means of egress on the first and second floor, specific to Violation 9 and 14 listed above. After the inspection has been completed, Criterium Engineers will develop designs for both exits to meet code requirements. If requested by the Town of Lisbon, we will conduct a follow-up site visit to observe the completed work and provide a report summarizing our observations.

This proposal is protected by copyright laws; all rights reserved. Reproduction and distribution of this proposal without written permission of the company is prohibited.
© Criterium Engineers 2025

Criterium is not responsible for the design of electrical or plumbing systems. We are not responsible for any incorrect information provided to us.

If the engineer is not retained, paid and/or permitted to provide construction phase services, Client assumes all responsibility for interpretation of the Contract Documents and for construction observation or review to discover, correct or mitigate errors, inconsistencies or omissions. Further, if the Client directly or through another party authorizes deviations from the document prepared by Criterium for this project, the Client waives any claims against Criterium that may be in any way connected thereto and shall indemnify and hold Criterium harmless from and against claims, losses, damages and expenses.

PROJECT TEAM:

Chief Engineer - Rebecca Costigan, P.E., C.E.M., LEED-AP - Rebecca is a Mechanical Engineer with over 25 years of experience in sustainable energy and building systems. She continues to provide direction in developing engineering-related services from building condition and building envelope evaluations for commercial, residential, and Homeowner Associations and has developed our national ongoing quality assurance and technical assistance program for active construction projects throughout the country.

Project Engineer- Helen Watts, P.E. – Ms. Watts is a structural engineer with PE licensure in eighteen states, with over 40 years of experience in construction, facilities engineering, inspection, and structural design for repairs, new construction and building modifications.

Technical Lead - Blaise Nganyi, P.E. - Blaise is a licensed structural engineer experienced in designing and analyzing complex structural systems for commercial and residential buildings. He is a licensed Professional Engineers (P.E.) in New Hampshire.

Client Success Manager - Katelyn Rice - Katelyn is actively engaged in a variety of structural projects within our Freeport office.

As needed, other members of the Criterium team may be assigned to this project.

FEES:

Our estimated fee for the inspection and design is: **$6,300.00** (time and expenses)

Site Visit: $1,500.00 Lump Sum *(this is an additional fee if site visit is required by the Town of Lisbon after construction)*

To begin work on this project, we request initial payment of $4,000.00.

This initial payment will be applied to the total cost of your project. A check for any unused funds will be mailed to the billing address provided. Monthly invoices will be submitted for projects exceeding the initial payment.

Time & Expense: You will be invoiced for the actual hours required to complete the scope provided in this proposal, as well as any related out-of-pocket expenses. Hourly rates are included on the attached Standard Terms and Conditions. If we anticipate deviating from our estimate by more than 20 percent, we will advise you in advance and require your authorization to continue work. If a change in our scope of work and/or estimated fees is required, we will send a change order request for your approval. The change order request will provide the updated scope, and any associated fees. Additional funds may be required to proceed.

Lump Sum: This assumes no significant change in the scope of work that you have requested of us. Final payment will be due after we submit our report and invoice.

If you are submitting plans to the town, they may request modifications or updates in accordance with their specific requirements. This proposal includes one hour allocated for a Professional Engineer to review comments from the Town and to implement revisions. Any revisions requiring more than one hour will be invoiced using hourly rates provided in the attached Standard Terms and Conditions.

The rates and terms included in this proposal are valid for 90 days from Apr 24, 2025. Payment and conditions are subject to our Standard Terms and Conditions attached.

SCHEDULE:

We are prepared to have plans complete by June 16, 2025, provided the proposal is signed and initial payment received by May 2, 2025.

To move forward with this project, please sign the attached Client Authorization page. After we receive your signed authorization, we will send an invoice for the initial payment amount of $4,000.00 and a link to submit payment.

Additional scheduling information will be provided after we receive the signed Client Authorization form and the initial payment. If you have any questions, or if the scope outlined in this proposal is unclear or does not fully address your needs, please give me a call to discuss.

We look forward to working with you on this project.

Sincerely,



Katelyn Rice
Client Success Manager
Criterium Engineers

Enclosures: Client Authorization
Standard Terms and Conditions

CRITERIUM ENGINEERS

CLIENT AUTHORIZATION

DATE:	Apr 24, 2025
CLIENT:	Lisbon Cannabis Company
PROJECT TITLE:	5 Canal St., Lisbon Falls, Maine Structural Design
ESTIMATED FEES:	$6,300.00 Time & Expense
	$1,500.00 Lump Sum per site visit if requested
DUE UPON AUTHORIZATION:	$4,000.00

Payment of the estimated fees is due upon submission of this Client Authorization. ***Criterium can not begin working on your project until payment has been received.*** This project will be invoiced based the actual time (hours) spent by our team, plus any related out-of-pocket expenses.

The estimate provided includes fees for our anticipated time and all expenses, based on the information made available to Criterium Engineers to date. If we anticipate deviating from our estimate by more than 20 percent, we will advise you in advance and will require your authorization to continue work on the project. If additional work is requested, we will revise this estimate accordingly.

Hourly rates are included on the attached standard terms and conditions.

I hereby authorize Coast to Coast Engineering Services, Inc., d/b/a Criterium Engineers to undertake the engineering services as described in the accompanying proposal letter dated Apr 24, 2025 and guarantee payment of all fees and expenses when invoiced, less any credits due by prepayments or retainers. I further agree to make payment(s) for the services rendered in accordance with the enclosed Standard Terms and Conditions of Criterium Engineers dated April 18, 2024. I have read and understand the description of services to be provided, any noted limits on those services and the Standard Terms and Conditions.

April 24, 2025
Date

Authorized Signature *(one signature binds all parties)*

Jason Smith, as duly authorized Manager
Print Name

For: Riverbend Investment Properties, LLC
(Entity)

Please sign electronically, or print and return a signed copy to:
Katelyn Rice krice@criterium-engineers.com.

Section 1: Standard of Service

Criterium Engineers (Criterium) provides its clients with quality service. Services performed by Criterium under this agreement will be conducted in a manner consistent with that level of care and skill that is ordinarily exercised by members of the profession currently practicing under similar conditions at the time the services are performed. No other warranty or guarantee whatsoever, express, or implied, is made. Client recognizes that interpretations and recommendations of Criterium are based solely on the information available to the company and the experience, technical qualifications, and professional judgment of the individual(s) performing services. Criterium will be responsible for those data, interpretations, and recommendations, but shall not be responsible for the interpretation by others of the information developed.

Section 2: Charges

Services are provided on a lump sum or an hourly basis plus necessary out-of-pocket costs. Current hourly rates are as follows:

Staff Engineering & Architects	$160.00 - $200.00/hr.
Senior Engineering & Architects	$210.00 - $275.00/hr.
Field Engineering Technician Services	$145.00 - $170.00/hr.
Senior Field Engineering Technician Services	$175.00 - $200.00/hr.
Project Management	$125.00 - $150.00/hr.
CAD/Drafting/Detailing	$125.00 - $140.00/hr.
Administrative	$80.00 - $95.00/hr.
Specialty Services (including Litigation and Expert Witness)	Project Specific

Where appropriate, company and personal vehicles used with project work will be charged at the current IRS rate or other stated rate per mile. Vehicle rental or special vehicle/specialized equipment requirements will be charged directly to the client. Out-of-pocket costs such as printing, word processing, reproduction, special consultant fees, permits, special equipment, extraordinary insurance, fares, telephone, overnight lodging or meals expense, and other similar project-related costs are billed at cost plus 10 percent. If Criterium shall be charged more than a nominal fee to obtain public information or documents of record from government offices and public agencies Criterium may pass those costs along to you, our client, at cost plus 10 percent in addition to all other fees in our proposal.

Section 3: Terms of Payment, Invoice Submittals

Criterium requires a retainer fee to be paid before commencing any project. Extended engagements may require interim invoicing on a weekly, monthly, or other basis. At the completion of the project, we will issue a final invoice.

Payment of each invoice is due upon presentation of our report unless credit terms have been established and are included in our project agreement. Unless otherwise agreed to in writing, invoices issued to clients with established credit will be due within 10 days from date of invoice. Failure to pay invoices within the allotted time period will constitute a breach of contract and may result in suspension of work until such time as all overdue payments are made in full. Should any suspension occur because of overdue payments, the time for contract completion, if any is stated, shall be extended by the period of the suspension.

Updated April 18, 2024

All outstanding invoiced balances remaining unpaid for thirty (30) days after date of invoice will be charged a finance charge in the amount of 1½ percent per month from the date of invoice, with the annual percentage rate being 18 percent, computed on a monthly basis. In the event that any invoice remains unpaid and it becomes necessary, in the opinion of Criterium, to initiate collection procedures, the client hereby agrees to pay all collection costs including, but not limited to, reasonable fees for attorneys retained by Criterium and court costs at our standard billing rate for time necessitated in court appearances or presentation of claim to the appropriate court jurisdiction. Exceptions to the foregoing "Terms of Payment, Invoice Submittal" must be specified in writing as part of our confirmation letter or project agreement.

Section 4: Insurance

Criterium represents and warrants that it is protected by Workers Compensation insurance and has such coverage under Public Liability and Property Damage insurance policies which Criterium deems adequate. Certificates for all such policies of insurance shall be provided to the Client upon request in writing. Criterium shall not be responsible for any loss, damage or liability arising from any acts by Client, its agents, staff, and other consultants employed by client.

Section 5: Limitation of Liability

5.a. To the fullest extent permitted by law, neither Criterium, its consultants, nor their agents or employees shall be jointly, severally, or individually liable to client in excess of the compensation to be paid pursuant to this agreement or of Twenty-Five Thousand Dollars ($25,000.00), whichever is greater, by reason of any claim, loss, costs, or damages whatsoever arising out of, resulting from or in any way related to this Project or Contract, including but not limited to breach of contract or negligence.

5.b. Criterium is not responsible for site conditions or the contractor's performance of the work, including supervision and safety measures.

5.c. Mutual Waiver of Consequential Damages: In no event shall Criterium or client be liable to each other for any indirect or consequential damages arising out of or relating to this Contract.

Section 6: Indemnification

Criterium agrees to defend (subject to the provisions herein), indemnify, and hold harmless Client from and against any claims, liabilities, actions, demands, losses, damages, costs and expenses sustained by any person or entity to the extent caused by Criterium's negligent acts, errors or omissions in connection with the services performed hereunder. Except however, and notwithstanding any other terms in or applicable to this agreement, in regards to claims, liabilities, actions, demands, losses, damages, costs and expenses caused by the negligent acts, errors or omissions of Criterium during the performance of professional services, it is expressly agreed that Criterium's duty to defend Client shall be limited to reimbursing Client's reasonable costs, attorney fees and expenses incurred in its own defense to the extent of the claim caused by Criterium.

Client agrees to defend, indemnify, and hold harmless Criterium from and against any claims, liabilities, actions, demands, losses, damages, costs and expenses arising out of or resulting from the use, reuse or modification of the information for any project other than the named project or any third-party not granted reliance on Criteriums' reports and services.

Section 7: Confidentiality

Criterium shall maintain confidential and not disclose to others without Client's prior written consent, all information received from Client, not otherwise previously known to Criterium or part of the public domain through the lawful

publication or communication by others. On behalf of itself or any other person, Criterium shall not, without prior written consent, use any portion of the information for any purpose except for the services being provided.

Section 8: Copyright and Proprietary Data

These Standard Terms and Conditions and the accompanying Proposal are protected by copywrite, and the technical and pricing information contained in this document and the accompanying Proposal is to be considered Confidential and Proprietary. These documents and the information are not to be disclosed or made available to third parties without Criterium's express written consent.

Section 9: Ownership of Documents

All reports, field data, field notes, calculations, estimates and other documents prepared by Criterium, as instruments of service, shall remain the property of Criterium. Our ownership includes all associated copyrights and the right of reuse, regardless of whether or not the Project is completed. Criterium shall, upon receipt of full payment for services rendered, grant Client a limited, exclusive, revocable license to use the reports and other deliverables for the project specified (only). Any use other than on the named project is strictly prohibited. Any reuse or modification of the documents, without written verification, completion, or adaptation by Criterium, as appropriate for the specific purpose, will be at Client's sole risk and without liability or legal exposure to Criterium. Client agrees that all reports furnished to Client or his agents, which are not paid for, will be returned upon demand and will not thereafter be used by Client for any purpose whatever. Client shall defend, indemnify, and hold harmless Criterium from any and all claims arising from Client's reuse, modification, or disclosure of the instruments of service or other work product produced hereunder to any third parties.

Criterium will retain all pertinent records relating to the services performed for a period of five years following submission of the report, during which period the records will be made available to Client at all reasonable times.

Section 10: Copies of Document

Subject to the terms in the preceding section, Criterium agrees to furnish client with an electronic copy of our report, drawings, or documents relating to the services performed. Hard copies, bound or unbound, may be provided upon request at a charge of cost plus 10 percent at Criterium Engineers sole discretion. Criterium shall retain an electronic copy of the final report in its files for a period of five years.

Section 11: Client Responsibilities

Client agrees to provide all requested and relevant information in a timely manner. Failure to provide information within the agreed upon timeframe may delay the completion of the services within the agreed upon timeframe. It is not the responsibility of Criterium to verify the accuracy or relevance of the information supplied. Criterium is relying on the accuracy, completeness and appropriateness of client-provided information.

Criterium is performing the Services so that Client may utilize the information and recommendations contained in the reports, produced as instruments of service, which are not intended to be comprehensive, to effect prudent and timely decisions necessary for, among other things, the purchase, refinance, budgeting, planning, care, operation and maintenance of the property, as well as the safety of the occupants and other users.

Unless clearly defined in the project's scope, it is understood and agreed that Criterium shall not be responsible for implementing the recommendations as part of its Services. Criterium shall not be responsible or liable for Client's determination to implement or not implement Criterium's recommendations, or for the services performed by any consultant(s) and/or contractor(s) whom Client may select to implement such recommendations. Further, it is understood

that Criterium is not responsible or liable, and Client shall hold Criterium harmless, for any effects or hazardous conditions on the property, including the services or work performed by the consultant(s) and/or contractor(s) in the design and construction of the property.

Section 12: Images

Client hereby acknowledges and agrees that Criterium and/or its agents may create or obtain images, photographs, and/or video and/or audio recordings of the Property during the Project, including inspection of the Property (collectively, "Images"). Client agrees that Criterium may use such Images for Criterium purposes, including but not limited to education, internal training, scholarship, research, marketing, advertisement, and promoting Criterium's website, products, services, or ideas.

Section 13: Force Majeure

Criterium shall not be responsible or liable for any failure or delay in the performance of its obligations under this contract arising out of or resulting from any cause or event beyond our control, such as war, strike, crime, epidemic/pandemic, regulations and/or restriction imposed by any government agency, or other event.

Section 14: Termination and Assigns

This agreement to perform engineering services may be terminated by either party by written notice. In the event of termination, Criterium shall be paid for services performed and expenses incurred up to the termination notice date, plus any expenses or penalties resulting from the termination. Neither the Client nor Criterium may delegate, assign, sublet or transfer his duties or interest in this agreement without the written consent of the other party.

Section 15: Controlling Agreement

To the extent the accompanying Proposal and these Standard Terms and Conditions are inconsistent or contradictory, the Proposal takes precedence. Except when specifically acknowledged by Criterium, any terms and conditions set forth in Client's purchase order, requisition, notice, authorization or other documentation are inapplicable to the services.

Section 16: Disputes

If, in your opinion as our client, or that of any third party granted reliance on Criteriums' reports or services, Criterium was negligent or in breach of contract, to the fullest extent permitted by law, any action arising out of or related to the services provided must be brought to our attention no later than one (1) year after our field visit. In the event this limiting period is not enforceable under the applicable jurisdiction, then the period shall be revised to reflect the shortest duration legally enforceable or, if no limiting period is enforceable, then this provision shall be stricken without voiding the remaining provisions of the Agreement.

If, in your opinion as our client, Criterium was negligent or in breach of contract, you shall make no claim for professional negligence, either directly or in a third party claim, against Criterium unless you have first provided Criterium with a written certification (Certificate of Merit) executed by an independent licensed Professional Engineer currently practicing in the same discipline as Criterium and licensed in the State in which the claim arises. This certification shall: a) contain the name and license number of the certifier; b) specify each and every act or omission that the certifier contends is a violation of the standard of care expected of a Professional Engineer performing professional services under similar circumstances; and c) state in complete detail the basis for the certifier's opinion that each such act or omission constitutes such a violation. This certificate shall be provided to Criterium not less than thirty (30) calendar days prior to the presentation of any claim or the institution of any institution or legal or equitable proceeding.

This Agreement is to be governed by and construed in accordance with the laws in the state where the project is performed.

Any controversy or claim arising out of or relating to this agreement, or the breach thereof, shall be settled by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association, and judgment upon the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof.

In addition to and prior to arbitration, the parties agree to negotiate all disputes in good faith for a period of thirty (30) days from the date of bringing the concerns to our attention. If such negotiations do not resolve the concerns, the parties shall further endeavor to settle disputes by mediation in accordance with the Construction Industry Mediation Rules of the American Arbitration Association currently in effect unless the parties mutually agree otherwise. Demand for mediation shall be filed in writing with the other party to this Agreement and with the American Arbitration Association.

In no event shall the demand for mediation be made after the date when institution or legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable statute of limitations.

If the Client brings an action against Criterium and Criterium prevails, Criterium shall be entitled to recover costs and expenses, including reasonable attorneys' fees and costs.

Riverbend Investment Properties, LLC
5 Canal Street, Lisbon Falls, ME 04252

Riverbend Electrician Agreement: VIOLATION 10

This contract is made not later than the 24th day of April, 2025 by and between Riverbend Investment Properties, LLC ("**Riverbend**") and Jonathan Morse, Morse Electric (hereinafter the "**Riverbend Electrician**").

RECITALS

WHEREAS Riverbend has entered into a Consent Judgment & Rehabilitation Agreement, subject to strict enforcement and an aggressive timeline (the "**Riverbend Rehab Agreement**", with the Town of Lisbon (the "**Town**"), a copy of which is attached hereto as **Exhibit A** and incorporated herein;

WHEREAS Riverbend must remedy **VIOLATION 10** (expressly defined in **Exhibit A**) by retaining, directing and causing the **Riverbend Electrician** to assess and achieve compliance with the applicable building code provisions regulating **VIOLATION 10**, i.e., fire safety egress, etc., on or before the strict deadlines identified and subject to strict enforcement by the **Town** (the "**Riverbend Electrician Agreement**");

WHEREAS Riverbend Electrician has the requisite skills, licensures and ability to perform all the work necessary to cure **VIOLATION 10** on or before the strict deadlines identified and subject to strict enforcement by the **Town**;

WHEREAS the **Riverbend Electrician Agreement** together with any other any written contract required by **Riverbend Electrician** (attached hereto or enclosed herewith, if any) fully integrated, constitutes the entire understanding of the parties, and supersedes all prior proposals or agreements (the "**Agreement**");

WHEREAS the provisions of this contract are severable such that the valid provisions shall survive in full force and effect in the event any one or more provisions are determined to be invalid and unenforceable by a court of law;

WHEREAS the **Agreement** shall be construed, interpreted, and enforced in accordance with the laws of the State of Maine;

WHEREAS Riverbend Electrician has been afforded ample opportunity to review this **Agreement**;

WHEREAS time is of the essence.

RIVERBEND ELECTRICIAN AGREES AS FOLLOWS:

1. **Riverbend Electrician** will execute this **Agreement** and return same to **Riverbend** for filing with the Town, on or before April 24, 2025, at 4:30p;

2. **Riverbend Electrician** will perform all services sufficient to cure and satisfy the requirements of **VIOLATION 10** (see attached **Riverbend Rehab Agreement, Exhibit A**), as follows:

a. On or before May 19, 2025, the **Riverbend Electrician** shall complete and file applications for all required permits sufficient to cure and satisfy the requirements of **VIOLATION 10;**

b. On or before June 16, 2025, the **Riverbend Electrician** shall complete all work necessary to cure **VIOLATION 10** and secure the **Town's** written agreement that **VIOLATION 10** has, in fact, been cured and/ or remedied to the Town's satisfaction.

RIVERBEND AGREES AS FOLLOWS:

3. To employ and does hereby employ **Riverbend Electrician** to do the work described in paragraph 2 above, subject to the provisions of the **Riverbend Electrician Agreement** and the required approval and satisfaction of the **Town**.

4. To pay **Riverbend Electrician** for the complete and timely performance of all work specified herein, including the Town's written agreement that **VIOLATION 10** have been cured and/ or remedied.

RIVERBEND & RIVERBEND ELECTRICIAN AGREE AS FOLLOWS:

5. Failure to strictly perform the terms of this **Agreement**, to the satisfaction of the **Town**, constitute an absolute breach of this **Agreement** that will not be tolerated by the **Town**.

6. If Riverbend Electrician fails to strictly perform this **Agreement**, Riverbend Electrician will indemnify Riverbend from any damages resulting from said breach.

IN WITNESS WHEREOF, Riverbend and **Riverbend Electrician** have executed this Agreement not later than the day and year first written above.

Riverbend:

By: Jason P. Smith, it's duly authorized Manager
Dated: 4-21-2025

Riverbend Electrician:

Morgan Bleeker
by: Jonathan Mercier
It's: JM
Dated: 4-21-25

Electronically Filed: 4/11/2025 4:49 PM

Exhibit A
Obligations and Deadlines

On January 14, 2025, Mark Stambach, a Town of Lisbon ("Lisbon" or the "Town") Code Enforcement Officer ("CEO"), cited Riverbend Investment Properties, LLC ("Riverbend") for twelve violations (numbered 1-7 and 9-13) of the Lisbon Code of Ordinances at the real estate located at 5 Canal St., Lisbon Falls, Maine 04252, Lisbon Tax Map U05, Lot 013 (the "Premises"). On February 3, 2025, CEO Stambach cited Riverbend for a thirteenth violation at the Premises. The first seven violations listed on the January 14, 2025 notice of violation have been remedied and, as of April 10, 2025, the following violations (collectively, the "**Violations**") remain at the Premises:

VIOLATION 9: The length of the travel distance from portions of the interior second-floor space, that had been used by 207 Edibles, to the exit exceeds 75', in violation of sections 105.1, 1006.2.1 of the International Building Code, 2015 edition, (the IBC) as adopted by the Maine Uniform Building and Energy Code (MUBEC) and the Town of Lisbon Ordinances Section 54-31.

VIOLATION 10: No permit was secured for the installation of the electrical system as required by the IBC section 105.1.

VIOLATION 11: No permit was secured for the installation of the plumbing system, as required by the Maine State Plumbing Code, Uniform Plumbing Code 2015 edition, Section 104.1.and the Lisbon Zoning Ordinance, Section 70-66.

VIOLATION 12: No building permit was secured for the construction associated with the finishing of the interior space and change of uses as required by the IBC section 105.1.

VIOLATION 13: No permit was secured for the installation of the signs on the exterior of the building as required by the Zoning Ordinance of Town of Lisbon, Section 70-713 and 70-719(1).

VIOLATION 14: The length of the travel distance from portions of the interior first-floor space to the exit exceeds 75', in violation of IBC section 105.1, 1006.2.1.

Riverbend, acting solely through Manager Jason Smith, duly authorized, shall remedy the Violations according to the following deadlines (the **Obligations and Deadlines**):

1. Riverbend shall remedy VIOLATION 9, 12, and 14 and shall direct and cause a design professional ("Riverbend Designer") to assess and achieve compliance with the applicable building code provisions regulating the fire safety egress, among other provisions, according to the following deadlines:

a. By April 24, 2025, Riverbend shall provide the Town with an executed written contract that binds the Riverbend Designer to timely complete the services sufficient to satisfy the requirements of this section.

b. By June 16, 2025, Riverbend shall,

   i. Direct and cause the Riverbend Designer to provide to the Town stamped plans sufficient to satisfy the requirements of this section;

   ii. Provide the Town with an executed contract to bind a contractor to timely complete any work required to satisfy the requirements of this section; and

   iii. Direct and cause the Riverbend Designer or a qualified contractor to file complete applications for all required building and occupancy permits sufficient to satisfy the requirements of this section.

c. By June 30, 2025, Riverbend shall satisfy the requirements of this section;

2. Riverbend shall remedy VIOLATION 10, according to the following deadlines:
   a. By April 24, 2025, Riverbend shall provide the Town with an executed contract that binds a master electrician ("electrician") to timely complete the services sufficient to satisfy the requirements of this section.
   b. By May 19, 2025, Riverbend shall direct and cause an electrician to file complete applications for all permits required to satisfy the requirements of this section,
   c. By June 16, 2025, Riverbend shall direct and cause an electrician to complete all work necessary to satisfy the requirements of this section.
3. Riverbend shall remedy VIOLATION 11, according to the following deadlines:
   a. By April 24, 2025, Riverbend shall provide the Town with an executed contract that binds a licensed plumber ("plumber") to timely complete the services sufficient to satisfy the requirements of this section.
   b. By May 19, 2025, Riverbend shall direct and cause a plumber to file complete applications for all permits required to satisfy the requirements of this section,
   c. By June 16, 2025, Riverbend's shall direct and cause a plumber to complete all work necessary to satisfy the requirements of this section.
4. By August 11, 2025, Riverbend shall comply with VIOLATION 13;

###

Riverbend Investment Properties, LLC
5 Canal Street, Lisbon Falls, ME 04252

Riverbend Plumber Agreement: VIOLATION 11

This contract is made not later than the 24th day of April, 2025 by and between Riverbend Investment Properties, LLC ("**Riverbend**") and BOB MILES & SON, INC. (hereinafter the "**Riverbend Plumber**").

RECITALS

WHEREAS Riverbend has entered into a Consent Judgment & Rehabilitation Agreement, subject to strict enforcement and an aggressive timeline (the "**Riverbend Rehab Agreement**", with the Town of Lisbon (the "**Town**"), a copy of which is attached hereto as **Exhibit A** and incorporated herein;

WHEREAS Riverbend must remedy **VIOLATION 11** (expressly defined in **Exhibit A**) by retaining, directing and causing the **Riverbend Plumber** to assess and achieve compliance with the applicable building code provisions regulating **VIOLATION 11**, i.e., fire safety egress, etc., on or before the strict deadlines identified and subject to strict enforcement by the **Town** (the "**Riverbend Plumber Agreement**");

WHEREAS Riverbend Plumber has the requisite skills, licensures and ability to perform all the work necessary to cure **VIOLATION 11** on or before the strict deadlines identified and subject to strict enforcement by the **Town**;

WHEREAS the **Riverbend Plumber Agreement** together with any other any written contract required by **Riverbend Plumber** (attached hereto or enclosed herewith, if any) fully integrated, constitutes the entire understanding of the parties, and supersedes all prior proposals or agreements (the "**Agreement**");

WHEREAS the provisions of this contract are severable such that the valid provisions shall survive in full force and effect in the event any one or more provisions are determined to be invalid and unenforceable by a court of law;

WHEREAS the **Agreement** shall be construed, interpreted, and enforced in accordance with the laws of the State of Maine;

WHEREAS Riverbend Plumber has been afforded ample opportunity to review this **Agreement**;

WHEREAS time is of the essence.

RIVERBEND PLUMBER AGREES AS FOLLOWS:

1. **Riverbend Plumber** will execute this **Agreement** and return same to **Riverbend** for filing with the Town, on or before April 24, 2025, at 4:30p;

2. **Riverbend Plumber** will perform all services sufficient to cure and satisfy the requirements of **VIOLATION 11** (see attached **Riverbend Rehab Agreement, Exhibit A**), as follows:

a. On or before May 19, 2025, the **Riverbend Plumber** shall complete and file applications for all required permits sufficient to cure and satisfy the requirements of **VIOLATION 11;**

b. On or before June 16, 2025, the **Riverbend Plumber** shall complete all work necessary to cure **VIOLATION 11** and secure the **Town's** written agreement that **VIOLATION 11** has, in fact, been cured and/ or remedied to the Town's satisfaction.

RIVERBEND AGREES AS FOLLOWS:

3. To employ and does hereby employ **Riverbend Plumber** to do the work described in paragraph 2 above, subject to the provisions of the **Riverbend Plumber Agreement** and the required approval and satisfaction of the **Town**.

4. To pay **Riverbend Plumber** for the complete and timely performance of all work specified herein, including the Town's written agreement that **VIOLATION 11** have been cured and/ or remedied.

RIVERBEND & RIVERBEND PLUMBER AGREE AS FOLLOWS:

5. Failure to strictly perform the terms of this **Agreement**, to the satisfaction of the **Town**, constitute an absolute breach of this **Agreement** that will not be tolerated by the **Town**.

6. If Riverbend Plumber fails to strictly perform this **Agreement**, Riverbend Plumber will indemnify Riverbend from any damages resulting from said breach.

IN WITNESS WHEREOF, Riverbend and **Riverbend Plumber** have executed this Agreement not later than the day and year first written above.

Riverbend:

By: Jason P. Smith, it's duly authorized Manager
Dated: 4-21-2025

Riverbend Plumber:

BOB MILES & SONS, INC
by: ROBERT A. MILES III
It's:
Dated: 4/21/25

MEMORANDUM

TO: **GLENN MICHALOWSKI, TOWN MANAGER**

FROM: **JONATHAN R. BERRY, ESQ.**

DATE: **29 APRIL 2025**

RE.: **MAY 6 HEARING ON RENEWAL APPLICATION FOR BUSINESS LICENSE NO. 85**

A. **Timeline of Relevant Events (2025)**:

1. February 12: Lisbon Cannabis Co. (LCC) hand delivered its Medical Marijuana Establishments (Retail) Application to renew its business license (Business License No. 85).

2. March 12: The Town Clerk requested additional information from LCC, in support of itsrenewal application.

3. April 9: As requested, LCC delivered the supplemental information to Town Clerk.

4. April 10: By written agreement, Jason Smith, secured the authority to enter and manage a"Rehab Agreement" with the Town of Lisbon, to resolve two pending notices of violations, issued by the Town of Lisbon's Code Enforcement Officer, to Riverbend Investment Properties, LLC (LCC's landlord, "Riverbend").

5. April 23: Mr. Smith executed and delivered an affidavit, acknowledging the "Rehab Agreement" and integrating the obligations and deadliness detailed therein into LCC's business license renewal application.

6. May 6: A public hearing is scheduled for the Town Council to consider the renewal application for Business License No. 85.

7. May 8: Business License No. 85 is scheduled to expire

B. **Process**: The timeline above identifies issues that the Town Council may find most significant to its deliberations. If desirable, when the hearing opens, I am happy to incorporate the above-noted timeline into my remarks introducing LCC's application to renew Business License No. 85. However, I am mindful that the Town's process is largely staff driven, so I do not want to preempt Staff's responsibilities and/ or duplicate efforts that may result in confusing the issues for the Council. Any advice or recommendations to streamline the hearing process are welcome.

C. **Issue/ Solution**: The process that to "renew" Business License No. 85, contemplates the

Council's potential approval of a "conditional" business license; however, the Town's code of ordinances does not discuss conditional business licenses.

That said, LCC has consistently relied on Section 10-604, more specifically the last two sentences of Sec. 10-604, to support the suggestion that the Town's ordinances do, in fact, authorize the Town to renew Business License No. 85, subject to conditions, as an existing medical marijuana (retail) business license holder that submitted its application at least ninety (90) days prior to the expiration of its existing license:

> "Applications for renewal licenses shall be submitted at least ninety (90) days prior to expiration of the existing term. Any licensee that fails to submit a renewal application by the applicable deadline shall not have authority to operate until a license is granted." *Id*.

In other words, if a licensee does not apply to renew its license at least 90 days before its license expires, there is no right to continue operating subject to conditions or otherwise, unless or until a new license is granted. Similarly, new applicants and/ or licensees that have allowed their licenses to lapse have no authority to operate, conditionally or otherwise, until a license is granted.

Here, however, the Code implicitly recognizes the authority of an existing licensee, who has filed an application for renewal of its existing license to continue its operations, subject to conditions imposed by the Town, unless or until the conditions are met and/ or the application is denied.

Should this issue arise on May 6, LCC humbly implores Town Staff to rely on this language of the Code as the basis of the Town's authority to renew Business License No. 85, subject to the conditions ("responsibilities and deadlines") outlined in the April 10 Rehab Agreement, between the Town and Riverbend, as well as the April 23 affidavit executed by Mr. Smith.

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: Lisbon Cannabis Company Business Phone: (207) 353.5001

Location of Business: 5 Canal Street

Business Email Address: lisboncannabis@gmail.com

Business Mailing Address: 5 Canal Street, Lisbon, ME 04252

Owner's Name: Jason Smith

Home Phone: N/A Cell Phone: [redacted]

Owner's Home Address: [redacted] Lisbon, ME [redacted]

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

Name: Jason Smith Phone Number: same as above

Street Addr: same as above Birth Date: [redacted]

Town/State/Zip:

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.

Attach the following (required by ordinance):

1. A copy of the applicant's state registration application and supporting documentation, as submitted to the state registration authority.
2. Copies of all state approvals or conditional approvals required to operate a Medical marijuana establishment, including, but not limited to,
   - state registry identification card
   - state registration certificate
   - state application for registration or renewal manufacturing facility tier 1 or 2 along with approval certification, and
   - state application for registration or renewal testing facility and dispensary facility along with approval certifications as applicable
3. If not included in the applicant's state registration application, a description of the form of ownership of the business enterprise together with attested copies of any articles of incorporation, bylaws, operating agreement, partnership agreement or articles of association that govern the entity that will own and/or operate the medical or medical marijuana establishment.
4. If not included in the applicant's state registration application, an **affidavit** (notarized sworn statement) that identifies all owners, officers, members, managers or partners of the applicant, their ownership interests, and their places of residence at the time of the application and for the immediately preceding three (3) years. Supporting documents shall be provided, including but not limited to:
   - motor vehicle operator's license
   - motor vehicle registration,
   - voter registration or utility bills shall be provided
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.
6. A statement as to the precise nature of the business with a description of the nature of all products and services offered to its customers.
7. A description of the premises for which the license is sought, including a plan of the premises and a list of all equipment, parts and inventory used in the operation of the medical marijuana establishment.
8. Evidence of an interest in the premises in which the medical marijuana establishment will be located, together with the form of interest, along with the written consent of the owner of the premises for such use if the applicant is not the owner.
9. Evidence of all land use approvals or conditional land use approvals required to operate the medical marijuana establishment, or applications that have been filed and are pending for the required approvals, including, but not limited to building permit, conditional or special use approval, change of use permit and/or certificate of occupancy.
10. Copies of all other approvals or conditional approvals required to operate the medical marijuana establishment, including any applicable state food or local victualer's license as applicable.
11. Copies of compliance with the requirements of sections 10-611 including, but not limited to State Department licensing, registration, and certification and evidence that the standards listed in section 10-610 have been met including but not limited to copies of State Department licensing, registration, and certification as applicable.

NOTE: If application is not complete, the Town Clerk will notify the applicant and applicant must submit additional information w/in 30 days of the request or the application may be denied.

I, Jason Smith (name) President (title) is authorized to sign on behalf of said business, and further declare that the foregoing information is accurate and true to the best of my knowledge and belief, and that the applicant does hereby acknowledge and authorized a public records check to be conducted on all individuals listed under Questions 1 & 3 above.

Signature: _____ Date: 12 February 2025

The Council is the Municipal Licensing Board. Applications require a public hearing and an ***ad to appear in newspaper 7-days prior*** ***to the scheduled Public Hearing, cost included in Fees.*** *Public records checks can take up to three weeks to process. Complete applications contain the Police Chiefs, Fire Chiefs, CEO and Health Officer's signatures and attachments. The Council meets on the first and third Tuesdays of the month at 7PM at Town Hall. Application fees must be paid prior to the Council meeting. Other helpful contacts are:*

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
287-5671..... Health Engineering Dept.

287-2336 .....State Sales Tax Division
287-4190.....Bureau of Corporations
624-8745.....Bureau of Alcohol Beverages
287-3841.....Agriculture Dept– Bakery Licenses
624-6550.....Marine Resources
287-2338.....Dept of Labor (Seller's Certificates)

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
Nick Craig 2027

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: Western Maine Transportation Budget Discussion
Date: May 6, 2025

Summary
Western Maine Transportation (WMT) representatives will be present to address any questions regarding the continuation of funding for their services in the FY26 budget. Currently, the manager's recommended budget does not include the annual contribution of $40,000 to WMT.

WMT will provide insights on potential service reductions and the impact on service quality if the funding is not continued.

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
Nick Craig 2027

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: Discover Lisbon Budget Presentation
Date: May 6, 2025

Summary

In 2024, the Town Council authorized a $10,000 appropriation from the Downtown Tax Increment Financing (TIF) District to Discover Lisbon, a community development nonprofit formerly known as Positive Change Lisbon.

About Discover Lisbon:
Discover Lisbon is a 501(c)(3) nonprofit organization focused on downtown and community revitalization. Its mission is to bring together citizens, businesses, and local government to promote a vibrant, inclusive, and economically thriving community. The organization is an affiliate of Main Street America and is currently the only affiliate in the state with a paid director, a role jointly advocated for by the town and Discover Lisbon to support sustained progress.

Key Activities and Community Benefits:
Discover Lisbon hosts several hallmark events including the Summer Concert Series, Harvest Festival, Merry Main Street, Father-Daughter Dance, and Mother-Son Dance. These events, along with business support and beautification projects, enhance downtown vitality, increase foot traffic to local businesses, and foster community pride. Discover Lisbon also provides volunteers and services that the town would have to fund if not for their support. They change banners and decorations in the falls and village as well as provide multiple volunteers to Tasty Tuesday to guide parking and manage equipment and trash

Organizational History:
Founded in 2012 as Positive Change Lisbon after inspiration from a Maine Downtown Foundation event, the group has grown into a vital partner in economic development and community engagement. The rebranding to Discover Lisbon in 2024 reflects its evolution from change-making to showcasing and celebrating community success, adopting the tagline: *“Come discover what we’ve become.”*

Additional Town Support:
In addition to the $10,000 direct appropriation, the town funds a part-time position jointly housed in

the Economic and Community Development Office to further support Discover Lisbon's programs and coordination efforts.

This partnership continues to be a key component of our economic development strategy by enhancing quality of life, promoting Lisbon's assets, and supporting local business vitality.

Recommendation

Attachments

1. 02-06-2024 Minutes

Town Council
Meeting Minutes
February 6, 2024
LISBON TOWN OFFICE
6:00 PM - COUNCIL MEETING

Harry Moore, Jr., Chair
Raymond Robishaw, Vice Chair
Mark Lunt
Jo-Jean Keller
Christine Cain
Fern Larochelle

CALL TO ORDER & PLEDGE TO FLAG

The Chair, Harry Moore, called the meeting to order and led the Pledge of Allegiance to the Flag at 6:03 PM.

ROLL CALL

Members present were Councilors Cain, Keller, Larochelle, Lunt, Moore and Robishaw. Also present were Glenn Michalowski, Town Manager; Ross Cunningham, Economic & Community Development Director; and approximately 15 citizens in the audience. State Representtive Rick Mason and State Senator Jeff Timberlake were also in attendance.

EXECUTIVE SESSION

Executive Session for:
VOTE (2024-021) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to enter into Executive Session per 1 MRSA Section 405(6)(a) Personnel Matters for a reorganization discussion, and per 1 MRSA Section 405(6)(c) Economic Development for TIF negotiation discussion.
Order Passed – Vote 6-0.

VOTE (2024-021A) Council Member Larochelle, seconded by Council Chair Moore, moved to return from Executive Session at 7:00 pm.
Order Passed – Vote 6-0.

Executive Session per 1 MRSA Section 405 (6)(a) Personnel Matters - Re-organization Discussion

Executive Session per 1 MRSA Section 405 (6)(c) Economic Development for TIF Negotiation Discussion
VOTE (2024-021B) Council Member Larochelle, seconded by Council Chair Moore, moved to _ _____
Order Passed – Vote 6-0.

GOOD NEWS & RECOGNITION

Presentation of Sentiments
State Representative Rick Mason, along with State Senator Jeff Timberlake, presented Sentiments from the Legislature for the following:

- Retired Police Sergeant Harry Moore, Jr., for his 40 years of service to Lisbon as a Police Officer.
- The Pejepscot Sno Chiefs, for their 50 year anniversary in Lisbon.
- Mark Stevens, Recreation and Parks Department Director, in recognition of his receipt of the William W. Haskell Distinguished Professional of the Year Award from the Maine Recreation and Parks Association.

Additional Good News
Ross Cunningham, Economic & Community Development Director, announced that on Friday afternoon starting at 3PM there will be ribbon cuttings for 4 new businesses in the downtown area: J.

Plum Home, Fancy Farmhouse, Arched Brows & Beauty, and the new owners of Frank's. Then on Saturday, February 10, in Lisbon Falls and spreading into the rest of Lisbon, is the Loving Lisbon event. There will be sales, activities, a maker's market and multiple other events held at local businesses.

Councilor Moore said the Girls Cheerleading Team won the Regionals and MVC Championships and are heading to the State competition. He congratulated them for their hard work.

PUBLIC HEARINGS

Finance Committee Revisions

Town Manager Glenn Michalowski suggested the item be tabled due to insufficient notice for the Hearing.

VOTE (2024-021B) Vice Chair Robishaw, seconded by Council Member Lunt, moved to table the Hearing for the next meeting.

Order Passed – Vote 6-0.

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS

Item taken up out of order after Consent Agenda. There were no speakers.

CONSENT AGENDA

Consent Agenda Items

VOTE (2024-022) Council Member Larochelle, seconded by Council Member Keller, moved to accept the Consent Agenda as presented.

Order Passed – Vote 6-0.

Municipal Accounts Payable Warrants $ 338,565.97

Municipal Payroll Warrants $ 226,309.58

School Accounts Payable $190,583.83

School Payroll Warrant $407,263.62

Set Public Hearings for Slovak Catholic Association's Liquor and Special Entertainment License Renewal and Flux Restaurant's Liquor License Renewal for February 20, 2024.

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

Downtown Director/Community Development Specialist Position and Funding

Economic Development Director Ross Cunningham presented information to the Council to create a new position called Downtown Director and Community Development Specialist and to discuss the funding for the new position. He described the need and the advantages for the town to add this position.

Bill Kuhl, representing Positive Change Lisbon, added history and comments to support the request as well. Anne Ball, Program Director at the Maine Development Foundation and overseer of the Maine Downtown Center which is part of the National main Street program, presented a video and comments in support of the new position.

Mr. Cunningham thanked the speakers and encouraged a combination of efforts to reach the level we should be at, and requested a 5 year commitment. He also reiterated that the Dingley TIF would help to finance this.

The Chair, Harry Moore, agreed to allow Public Comments and Questions on this matter from some local businesses.

Traci Austin, from Austin Properties, said she's in favor of the new position because the PCL members and other committee members are all volunteers. She posited that the committees need a point-person for all they do.

Councilor Larochelle, also a member of the Lisbon Development Committee and Positive Change Lisbon, supported the idea of having a main person to keep things moving forward.
Councilor Moore thanked everyone who works for the town, especially volunteers, for an impressive contribution to the town.

VOTE (2024-022) Council Member Larochelle, seconded by Council Member Cain, moved to approve the creation of a Downtown Director/Community Development Specialist position as presented, to be funded from the Downtown TIF and Dingley TIF for five (5) years.
Order Passed – Vote 6-0

Approve Finance Committee Revisions--Second Reading
VOTE (2024-023) Council Member Larochelle, seconded by Council Member Lunt, moved to re-set the Hearing for the revisions to the Finance Committee structure to February 20.
Order Passed – Vote 6-0.

Authorize Police Officers to act outside their jurisdiction.
Chief McGee said the goal for this authorization is to be accredited and optional arrest powers. Council discussed the authorization with Chief McGee's input.

VOTE (2024-025) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to Authorize Police Officers, per Title 30-A, Section 2671-2A, to act outside their jurisdiction..
Order Passed – Vote 6-0.

Approval of Expansion of Naloxone Program
Chief McGee presented his proposal to expand the Naloxone ("Narcan") Program to the Council, and confirmed it will be in schools, as well. He also said he is looking for a Drug Abuse Counselor to complement the Police Department's efforts.

VOTE (2024-026) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to approve the Naloxone Emergency Box Program as presented.
Order – Vote 6-0.

Repairs and funding for Municipal Parking Lot Lights
Mr. Cunningham presented his information regarding better lighting and maintenance of the Municipal Parking Lots to the Council. We have a safety issue with the lack of lighting in the Lisbon Falls municipal parking lot, including Route 196 and Union Street. Only 5 of the 17 lights are currently functioning and one is missing. We have received an estimate for repair of these lights to replace the heads and wiring. This project does not require the bid process since it is an equipment repair per Section 86-35 (a). The estimate total is $35,954.00 and would be done by Enterprise Electric. This will include changing the heads on the Route 196 lights (5 of them) to a light that resembles the new Main Street lights, and the remaining heads would be similar to the current ones. We would like to have some additional funding (15% contingency) in the event that additional issues are discovered during the repair process. This project would be funded by the Downtown TIF. Staff recommends approval of $41,500 of Downtown TIF Funding to repair the 17 lights that provide safety lighting to our municipal parking lot in Lisbon Falls.

VOTE (2027-027) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to To approve the repair of 17 parking lot lights in the Lisbon Falls Municipal Parking Lot, including Route 196 and Union Street, funded by the Downtown TIF in the amount of $41,500.00..
Order – Vote 6-0.

Order Authorizing the Establishment of a February Vacation Camp Program (2024)
Parks & recreation Director Mark Stevens offered information about the program to the Council. Many families in Lisbon struggle with childcare during school vacations, leading to financial strain or gaps in care. Parks & Recreation proposes a February Vacation Camp program for grades K-5, offering supervised activities like snow play, crafts, and games. The program aims to fill the childcare gap and provide a fun, safe environment for children. A Daily fee of $50 with discounts for full-week registration and siblings would apply. The Program operates within existing budget guidelines.

VOTE (2024-028) Vice Chair Robishaw, seconded by Council Member Cain, moved to Approve the establishment of the February Vacation Camp program and authorize the Parks & Recreation Department to proceed with implementation..
Order Passed – Vote 6-0.

OTHER BUSINESS

Council Committee Reports:

School Committee
No report.

Planning Board
Planning Board Vice Chair Nick Craig informed the Council about the most recent meeting.

Lisbon Development Committee
Mr. Cunningham spoke regarding the recent Development Committee meeting.

Conservation Commission
Councilor Moore asked Mark Stevens, Parks & Recreation Director, to report on the Forestry plans for Beaver Park.

Parks & Recreation Committee
Mark Stevens reported on the previous night's meeting, including a short Moxie Festival update and mostly geared toward sports and coaching opportunities.

County Budget Committee
No report.

Library Governing Board
Councilor Keller reoported there is a new book delivery program and Cuncilor Moore asked for more puzzles to be made available at the Library.

Water Commission
Councilor Robishaw reported the next meeiting is on February 13 at 5 pm.

Finance Committee
Councilor Robishaw said there are still 2 openings on the Finance Committee. He added that one suggestion from the Committee is that the members (of other committees, as well) be registered voters. He also said the last Town audit was about 5 years ago, it may be time for another. He said the next meeting is February 26, it will be the last Monday of the month.

Town Manager's Report
Mr. Michalowski said the Council tour could be February 26th with a rain date of the 28th, asked if that works for Council. He said it could be a multi-day event if needed, there was not a consensus.

MidCoast Humane asked to waive the impound fee for a family struggling financially. The loose dog will be spayed/neutered at no charge, but the ordinance does not allow the manager to waive the fee.

VOTE (2024-028A) Vice Chair Robishaw, seconded by Council Member Cain, moved to waive the $50 impound fee at MidCoast Humane.
Order Passed – Vote 6-0.

VOTE (2024-028B) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to authorize the Town Manager to amend the contract with MidCoast Humane to allow the Manager to waive the fee where it is deemed necessary.
Order Passed – Vote 6-0.

APPOINTMENTS

Council Appointment of Election Wardens
The Presidential Primary and Municipal Election will be Tuesday, March 5. Rick Roberts and Debbie
The Presidential Primary and Municipal Election will be Tuesday, March 5. Rick Roberts and Debbie
Hill have served as Warden and Deputy Warden for Lisbon for many years and will serve Lisbon well.

VOTE (2024-029) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to Appoint Richard Roberts as Election Warden and Debra Hill as Deputy Election Warden for the March 5 Elections.
Order Passed – Vote 6-0.

COUNCIL COMMUNICATIONS

Councilor Robishaw spoke about the row of fencing.

AUDIENCE PARTICIPATION & RESPONSE TO NEW ITEMS

None.

EXECUTIVE SESSION II

Executive Session per 1 MRSA Section 405 (6)(a) Personnel Matters - Town Manager's Annual Review
Executive Session per 1 MRSA Section 405 (6)(a) Personnel Matters - Town Manager's Annual Review

VOTE (2024-030) Council Member Larochelle, seconded by Council Member Cain, moved to enter into Executive Session per 1 MRSA Section 405 (6)(a) Personnel Matters for the Town Manager's Annual Review.
Order Passed – Vote 6-0.

VOTE (2024-030A) Council Member Larochelle, seconded by Council Member Cain, moved to Exit Executive Session at 9:10 PM.
Order Passed – Vote 6-0.

ADJOURNMENT

To Adjourn
VOTE (2024-031) Council Chair Moore, seconded by Council Member Lunt, moved to Adjourn at 9:10 pm.
Order Passed – Vote 6-0.

_____

Lisa M. Ward, Council Secretary

Date Approved: August 20, 2024

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
Nick Craig 2027

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: **(2025-058)** Award a Contract to DMR Sealcoating and Paving for 2025 Crack Sealing in the Amount of $150,675 Using Ferry Road Bond Proceeds
Date: May 6, 2025

Summary

Attached is a memorandum from Public Works Director Patrick Maloy requesting authorization for a sole source contract award for crack sealing services on town roads. The contract would be awarded to DMR Sealcoating in the amount of $150,675, with funding drawn from the $472,000 in Ferry Road bond proceeds authorized by voters at the April 15, 2024, special election.

Crack sealing is a preventative road maintenance measure that helps extend pavement life and delay more costly repairs. This work is time-sensitive and is being coordinated with upcoming resurfacing projects.

This sole source award is being requested pursuant to Sec. 86-35(d) of the Town's purchasing policy, which allows the Town Manager to authorize such a contract without a competitive process if:

- The Finance Director has certified that funds are available; and
- The Town Manager makes a written finding that the vendor is the sole available source for the required services.

This provision also requires Town Council approval to finalize the contract award.

Additionally, please note that bid solicitations for resurfacing and road striping are currently active, with contract awards scheduled for presentation at the May 20th Council meeting.

Recommendation

I recommend the Council authorize the sole source contract award for crack sealing services to DMR Sealcoating in the amount of $150,675, as presented.

Attachments

1. Memo 2025 Crack Sealing 2

Town of Lisbon

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

MEMORANDUM FROM
TOWN OF LISBON
PUBLIC WORKS

TO: GLENN MICHALOWSKI, TOWN MANAGER

FROM: PAT MALOY, PUBLIC WORKS DIRECTOR

SUBJECT: CRACK SEALING REQUEST

DATE: APRIL 24, 2025

I am writing to formally request a sole source exemption under the Town's purchasing policy for the 2025 Crack Sealing Program. The vendor we intend to use is **DMR Sealcoating and Paving**, and the quoted cost for the proposed work is $150,675.00.

This exemption is requested on the grounds that **DMR Sealcoating and Paving** is uniquely qualified to perform the required work within the narrow construction window available this spring. They have specialized equipment and a proven track record of delivering quality crack sealing in municipal settings, including several previous successful engagements with the State of Maine DOT and other municipalities.

Funding for this project will be drawn from the **Ferry Road Bond Proceeds**, as authorized by Lisbon voters during the **April 15, 2025 Special Election**. The use of these funds aligns with the scope of the bond, which includes preventive maintenance and road preservation measures.

If approved, this approach will ensure timely and efficient execution of the work and allow us to maximize the use of available bond funds before the peak paving season.

Below is the list of proposed streets within the Town that needs preventative maintenance

STREET NAME	Feet	Information		Cost Per Pound	Quantity
Anthony St	555	Higgins to Wing			
Bauer St	1179	Pleasant to Grove			
Beech St	2903	Winter to CDS			
Bend St	340	Booker to Rt.196			
Berry Ave	1001	School to South			
Capital Ave	4143	Rt. 196 to CDS			
Cedar St	773	Beech to CDS			
Crest Ave	2570	Rt. 196 to CDS			
East Ave	2182	Pleasant to Huston			

STREET NAME	Feet	Information		Cost Per Pound	Quantity
Faith St	1918	Vining to Charity			
Farwell St	2249	Rt.196 to Rt. 196			
Ferry Rd	21120	Cotton to Village			
Frost Hill Ave	6113	Frost Hill Ext to Rt. 196			
Hemlock Ln	1012	Poplar to Beech			
Highland Ave	1334	Rt. 196 to Frost Hill			
Hinkley St	2176	Frost Hill Ext to DE			
Houdon Rd	3995	River to Ferry			
Huston St	3018	Rt. 125 to DE			
Littlefield Rd	7269	Rt. 196 to Sabattus TL			
Moody Rd	7712	Rt. 196 to Lewiston TL			
Pleasant St	1364	Rt. 196 to East			
Plummer St	931	Rt. 196 to Bauer			
Poplar Cir	1808	Willow to CDS			
Second St	941	Woodland to Faith			
Spear St	1136	Higgins to Wing			
Spring St	712	Village to Memorial			
Sunset Ave	1388	Frost Hill to Rt. 196			
Union St	462	Rt.196 to Rt. 125			
Upland Rd	2054	Barker to Webster			
Vining St	1837	School St to Faith			
Willow Cir	746	Moody to CDS			
Wing St	4829	Rt. 125 to Rt. 9			

Please let me know if additional documentation is required to proceed with this request.

Sincerely,

Patrick Maloy
Public Works 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
Nick Craig 2027

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: **(2025-059)** Review and Approve an Offer for the Sale of Tax-Acquired Property at 430 Ridge Road
Date: May 6, 2025

Summary

Council will review offers received by the Town's contracted real estate broker, Tiana LaCombe, in executive session along with the Town Manager's recommendation regarding the sale of the tax-acquired property located at 430 Ridge Road. Offers were due on April 23, 2025.

Following executive session, Council will consider approval of the recommended offer. Proceeds from the sale will be distributed under a cost-sharing arrangement with the Town of Sabattus to recover expenses related to the demolition of a dangerous building and outstanding property taxes.

Recommendation

Attachments

1. doc02325420250317070845

AGREEMENT

WHEREAS, real estate described in a deed recorded in the Androscoggin County Registry of Deeds at Book 4645, Page 1 (the "Property") is known as both 921 Middle Road, Sabattus (identified as Lot 26 on Tax Map 2 of the Town of Sabattus Tax Maps) and 430 Ridge Road, Lisbon (identified as Lot 14 on Tax Map R09 of the Town of Lisbon Tax Maps);

WHEREAS, a single-family structure (the "Structure") was located on the Property;

WHEREAS, on September 18, 2018, the Town of Sabattus Town Board of Selectmen issued Findings of Fact, Conclusions of law and Order of Demolition and the Town of Lisbon issued Findings of Fact, Conclusions of law and Order of Demolition;

WHEREAS, on February 28, 2020, the parties entered into an Agreement for cost sharing relative to the orders of demolition (the "Cost Sharing Agreement"). The Cost Sharing Agreement provided, in part, that Sabattus shall reimburse Lisbon $8,407.62 for costs incurred related to the Orders;

WHEREAS, Sabattus removed the Structure in compliance with the Town of Sabattus Board of Selectmen Findings of Fact, Conclusions of law and Order of Demolition, and then assessed a special tax;

WHEREAS, each party has recorded tax lien(s) on the Property for which the automatic foreclosure period has run;

WHEREAS, Schedule A shows for each Town the amount of broker fees and any other transaction costs incurred relative to the Property, as of the date of this Agreement; the dangerous building matter expenses incurred relative to the Property, as of the tax lien certificate recording date; the amount due on other tax liens on the Property, as of such tax lien certificate recording date; and the amount due, as of the date of this Agreement, for all other costs allowable under 36 MRS § 943-C(3)(C), which are not yet finally determined;

WHEREAS, on March 14, 2025 the Town of Lisbon, pursuant to its purchasing policy, contracted for real estate brokerage services with Hearth and Key Realty (the "Broker"); and,

WHEREAS, the parties each now wish to sell the Property, pursuant to 36 M.R.S. § 943-C, and split the proceeds and costs;

THEREFORE, Lisbon and Sabattus agree as follows:

1. This Agreement supersedes the Cost Sharing Agreement.

2. Lisbon and Sabattus shall jointly issue all notices and accountings required by law for each tax lien that has automatically foreclosed.

3. Before January 1, 2025, Lisbon and Sabattus shall jointly engage the Broker to sell the Property, on terms mutually agreed to by the parties, to coordinate the marketing and sale of the Property, as required by law, including that the Property shall be listed for sale at the highest reasonable price at which the Broker anticipates the property to sell, and that the

Property shall be conveyed via quitclaim deed to the successful buyer at the highest price at which the property is able to sell.

4. Upon receipt of an offer to purchase the Property, the Town Managers of Lisbon and Sabattus (as authorized by the Lisbon Council and the Sabattus Board, respectively) shall meet and determine whether to accept the offer. An offer will be accepted only upon the agreement of both Lisbon and Sabattus via their Town Managers.

5. The proceeds of a sale of the Property will be distributed in five steps, as follows:

   (a) First, all broker fees and any other transaction costs related to the marketing and sale of the Property will be deducted and paid; and then,

   (b) Second, the Towns' dangerous building matter expenses will each be deducted and paid to the respective Town; and then,

   (c) Third, the then current amount due on any tax lien(s) recorded on the Property by Lisbon or Sabattus will each be deducted and paid to the respective Town; and then,

   (d) Fourth, the then current amount due for all other costs allowable to Lisbon and Sabattus under 36 MRS § 943-C(3)(C), including all legal fees not included in subparagraph 5(b), will be deducted and paid to each Town; and then,

   (e) Fifth, any remaining proceeds will be paid to the former owner, as required by law.

   If the sales proceeds, at any step between 5(a) and 5(d) in the above description of the distribution of sales proceeds, are insufficient to pay all expenses as noted in such step, Lisbon and Sabattus will each be paid the proceeds for that step on a pro-rata basis, and no payments will be made as described in a subsequent step.

6. Within 15 days of the sale of the Property, each Town shall update the amounts shown on Schedule A for the Town, including with interest as provided by statute, and report to the other Town.

7. If a tax sale is required at any point, Lisbon and Sabattus shall jointly advertise such sale, and the remainder of this Agreement remains intact.

8. Any dispute regarding this Agreement shall be decided by binding arbitration under the Commercial Rules of the American Arbitration Association, which shall be conducted in Lewiston, Maine. The parties agree that any questions or disputes regarding the arbitrability of any dispute shall be decided by the arbitrator. Judgment may be entered upon any arbitration award in any court of appropriate jurisdiction, and that this Paragraph 8 shall not preclude a party from seeking provisional remedies in aid of arbitration from a court of appropriate jurisdiction.

TOWN OF LISBON, MAINE

By: Glenn Michalowski
Its: Town Manager
Date:

TOWN OF SABATTUS, MAINE

By: Stephen Eldridge
Its: Interim Town Manager
Date:

Schedule A

Lien Recording Date	**Lisbon**	**Sabattus**
¶ 4(a) - broker fees and any other transaction costs		
	Currently none	Currently none
¶ 4(b) - Dangerous building matter expenses (Recorded lien in the amount of $32,647.09)		
7/20/2021 (Dangerous Building special tax)	8,614.01	24,033.08
¶ 4(c) - the amount due on tax liens recorded by Lisbon and Sabattus (All amounts below are from the recorded tax lien.)		
6/19/2020	342.85	
6/16/2021	1,069.53	
7/20/2021		705.98
6/24/2022	1,023.23	
7/14/2022		642.25
6/16/2023	1,069.53	
7/6/2023		658.59
6/18/2024	1,111.97	
7/10/2024		728.75
¶ 4(d) - current amount due for all other costs allowable under 36 MRS § 943-C(C)		
	Not yet determined	Not yet determined

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
Nick Craig 2027

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: **(2025-060)** Disposal of Foreclosed Properties per Section 92-8 of the Lisbon Town Code
Date: May 6, 2025

Summary

Pursuant to Section 92-8 of the Lisbon Town Code, Council approval is required for any method of disposal selected for tax-acquired (foreclosed) properties. Additionally, Town staff are required to notify the Council of such properties within 90 days of foreclosure.

Attached is a list of properties acquired by the Town through automatic foreclosure, current as of the date of this memo. The amounts listed reflect the total owed, including any current taxes due but not yet paid. The alternating colors used in the tables are solely for visual clarity and do not indicate any status or prioritization.

Recommendation

Approve as presented.

Attachments

1. april 28 foreclosure update

Town of Lisbon

Town Council
Fern Larochelle., *Chair*
Chris Camire, *Vice Chair*
Normand Albert
Jeremy Barnard
Nichloas Craig
Jo-Jean Keller
Mark Lunt

MEMO

To: Town Council / Glenn Michalowski, Town Manager / Sarah Bennett, Assist. Town Mgr.
From: Samantha Bryant, Finance Director
Subject: Town Code Sec 92-5 Tax Acquired Property Inventory/Review
Date: April 29, 2025

Section 92-8 of Lisbon Town Code requires Council approval on any disposal method selected for foreclosed properties and for Town staff to provide notice of these properties to Council within 90 days of foreclosure.

Below is a list of properties the Town owns through automatic foreclosure as of the date of this memo. The amounts owed below are as of the date of this memo (and includes current due amounts not yet paid). Please note the color scheme below has no meaning, it's just to differentiate each table from the ones above and below it.

Parcel No	Property Owner	Address	Tax Owed	Sewer Owed	Foreclosure Date	Foreclosure Reason
U19-008	Michael Zemla	10 Congress St	$22,649.79	n/a	4/8/25	June 2023 Tax Lien
Status Summary Foreclosure was waived by Council in prior years for unknown reason. USPS has not provided return receipts for all certified letters yet, but many were confirmed received by mortgage holders. Property has been listed for sale since December 2024 by former owner.						
Recommendation Confirm that all mortgage holders received 45 day foreclosure notice and proceed with 90 day disposal notice. Notify realtor that property is now owned by the Town.						

Parcel No	Property Owner	Address	Tax Owed	Sewer Owed	Foreclosure Date	Foreclosure Reason
U13-026	Shawn Donohue	344 Lisbon St	$8,054.39	$0.08	4/8/25	June 2023 Tax Lien
Status Summary USPS certified letter went unclaimed. Found out that provided mailing address was sold to a new owner three years ago. No phone or other contact information available. Sewer bills have been consistently paid by owner.						
Recommendation Attempt again to send letter property address instead of mailing address. If no response or payment, begin disposal process.						

Parcel No	Property Owner	Address	Tax Owed	Sewer Owed	Foreclosure Date	Foreclosure Reason
U22-010	Ian Hutchins	103 Lisbon St	$10,680.30	$791.78	4/8/25	June 2023 Tax Lien

Status Summary
USPS has not yet delivered 45 day notice letter to owner. Letter to mortgage holder was undeliverable. Owner made sewer payment via check on March 13th. Phone number on sewer account is disconnected.

Recommendation
Owner usually pays once foreclosure notice received. Make further attempts to contact owner with foreclosure notice.

Parcel No	Property Owner	Address	Tax Owed	Sewer Owed	Foreclosure Date	Foreclosure Reason
U02-037	Walter Russell	46 Summer St	$6,244.07	n/a	4/8/25	June 2023 Tax Lien

Status Summary
Certified letter was returned undeliverable.

Recommendation
Found obituary for owner with no next of kin information. Last tax payment was received August 27, 2021. Proceed with 90 day disposal notice.

Parcel No	Property Owner	Address	Tax Owed	Sewer Owed	Foreclosure Date	Foreclosure Reason
U04-077	Irene Reil	18 Bibber St	$5,814.99	$136.85	4/8/25	June 2023 Tax Lien

Status Summary
Certified letter received and signed by owner. No response or payment. Upon further review, taxes have historically been paid by the credit union, though they are not a mortgage holder. Left voicemail at Lisbon Federal Credit Union to determine if they will continue this arrangement.

Recommendation
Await response from Lisbon FCU regarding their intention to pay outstanding taxes. If so, issue quitclaim deed. If not, proceed with 90 day disposal notice.

Parcel No	Property Owner	Address	Tax Owed	Sewer Owed	Foreclosure Date	Foreclosure Reason
U16-025	Gary Hudon Jr	22 Village St	$7,012.82	$2,172.99	4/8/25	June 2023 Tax Lien

Status Summary
Certified letter received and signed by owner. No response or payment.

Recommendation
Proceed with 90 day disposal notice.

Parcel No	Property Owner	Address	Tax Owed	Sewer Owed	Foreclosure Date	Foreclosure Reason
R07-047-A	Frederick Williams	276 Ferry Road	$2,096.24	n/a	4/8/25	June 2023 Tax Lien

Status Summary
Owner and Town have been attempting to contact each other.

Recommendation
Continue efforts to connect with owner. If 2023 tax lien paid, then issue quitclaim deed. If owner is unwilling or unable to make payment to Town in timely fashion, proceed with 90 day disposal notice.

Parcel No	Property Owner	Address	Tax Owed	Sewer Owed	Foreclosure Date	Foreclosure Reason
U05-211	Hansel Garcia	6 Union St	$33,583.33	$0.00	4/8/25	June 2023 Tax Lien

Status Summary
Property burnt down in February 2023. Taxes and sewer were generally not paid since then, as well as an assessment for the Town to remediate the property. Possible new owner recently paid outstanding sewer bills, but 2023 tax lien remains unpaid.

Recommendation
Old taxes paid by new owner. Issue quitclaim deed to return property to new owner. Work with Town Management and Economic Development Director to coordinate repayment of other outstanding taxes/fees in a timely fashion.

Parcel No	Property Owner	Address	Tax Owed	Sewer Owed	Foreclosure Date	Foreclosure Reason
U26-047	Dian Cota	16 Wing St	$8,090.55	$291.89	4/8/25	June 2023 Tax Lien

Status Summary
Owner passed away. Made contact with relative, who would like to pay outstanding taxes.

Recommendation
Have new owner make installment payments through end of June. Once outstanding lien is paid off, issue quitclaim deed.

Parcel No	Property Owner	Address	Tax Owed	Sewer Owed	Foreclosure Date	Foreclosure Reason
U15-025-J	Anita Caron	16 Matthew St	$0.00	$989.57	June 2024	Dec 2022 Sewer Lien

Status Summary
Owner is deceased. Taxes have been paid by USDA RD as mortgage holder. Notified them about sewer payments, but no payment received after many weeks.

Recommendation
Sent 90 day disposal notice as previously approved by Council.

Parcel No	Property Owner	Address	Tax Owed	Sewer Owed	Foreclosure Date	Foreclosure Reason
R09-014	Pamela McGuire	430 Ridge Rd	$15,368.26	n/a	Dec 2021	June 2020 Tax Lien
Status Summary Property is split between Lisbon and Sabattus. Went through disposal process per state law. Property has pending buyer awaiting approval.						
Recommendation n/a						

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
Nick Craig 2027

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: **(2025-061)** Consider Authorization for the Town Attorney to Bring a Land Use Enforcement Action in Relation to an Automobile Graveyard at 18 Lisbon Street
Date: May 6, 2025

Summary

Recommendation

Attachments

1. Memo to Council 050125

PretiFlaherty

Portland, ME
Augusta, ME
Concord, NH
Boston, MA
Washington, DC

Kristin M. Collins
kcollins@preti.com
Direct Dial: 207.791.3292

M E M O R A N D U M

TO: Town Council, Town of Lisbon

FROM: Kristin M. Collins

DATE: May 1, 2025

RE: **Land Use Enforcement Action - 18 Lisbon Rd., Lisbon, Maine (Tax Map U24, Lot 19)**

I am requesting Council authorization to seek enforcement action from the Superior Court related to the above-referenced automobile graveyard.

The Code Enforcement Officer sent the property owner two notices of violation on this property, dated October 30, 2024 and December 17, 2024, respectively. The owner timely appealed the notice of violation to the Town's Zoning Board of Appeals, which on March 10, 2025 voted to uphold the notices, finding that the property does constitute an automobile graveyard pursuant to state law, 30-A M.R.S. § 3752 and 3753. The property owner had maintained on appeal that the auto graveyard was a nonconforming use that was entitled to be continued. The CEO argued, and the ZBA agreed, that notwithstanding any nonconforming use of the junkyard, the property owner has failed to obtain a license and otherwise comply with the above-cited statutes.

The property owner has since filed a further appeal of the Notices of Violation to the Androscoggin County Superior Court. The property remains in violation, with several uninspected and unregistered motor vehicles that have been on site for years. I am seeking authorization to consolidate an enforcement action with the appeal, so that the Court may consider these issues together and, if it agrees that the notices of violation were valid, enter an enforcement order against the property owner.

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
Nick Craig 2027

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: Absentee Ballot Applications are Available for the June 10, 2025 School Budget Validation Referendum and School Committee Election
Date: May 6, 2025

Summary

The absentee ballot applications will remain available from now until June 5, 2025.

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
Nick Craig 2027

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: Statutory Quarterly Financial Report
Date: May 6, 2025

Summary

Recommendation

Attachments

1. 3rd qtr fy25 report 04262025

Town of Lisbon

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

MEMO

To: Town Council / Finance Committee / Glenn Michalowski, Town Manager / Sarah Bennett, Assistant Town Manager
From: Samantha Bryant, Finance Director / Rick Billings, Finance Specialist
Subject: Statutory Quarterly Finance Report
Date: April 26, 2025

Per Town Code:
The finance director shall submit quarterly investment reports to the town manager and town council. The report shall list the institution, investment type, amount, interest rate, maturity, current market value (for maturities of over three months), and the aggregate rate of return on the investments for the quarter.
To ensure that adequate cash flows are available for town use, a cash flow budget report will also be required quarterly.
At the end of the fiscal year, the finance director will provide an aggregate report of the investments and the rate of return achieved.

Institution	Investment Type	Current Quarter Value	Last Quarter Value	Last Year Value	Current Yield	Maturity
Northeast Bank	Money Market Account	$1,694,636.37	$1,677,591.79	$2,090,236.71	4.10%	n/a
Northeast Bank	Certificate of Deposit	$515,547.98	$509,562.43	$504,762.41	4.74%	8/6/26
Northeast Bank	Certificate of Deposit	$509,845.86	$504,699.78	n/a	4.11%	10/9/25
Portland Trust Co IMA	Mutual Fund	$1,400,353.13	$1,385,703.50	$1,334,452.71	4.26%	n/a
Portland Trust Co SA	Mutual Fund	$806,172.89	$784,597.58	$1,145,361.31	4.26%	n/a
Lisbon Community Federal Credit Union	Savings Account	$5,939.41	$5,937.95	$5,930.50		n/a
Lisbon Community Federal Credit Union	Certificate of Deposit	$22,621.59	$22,344.97	$21,659.79	5.12%	7/15/25
Androscoggin Bank Sweep	Checking Account	$4,405,144.35	$5,132,499.23	$7,622,000.68	2.53%	n/a
Total		$9,360,261.58	$10,022,937.23	$12,724,404.11		

Per State Law 30A MRSA 5603.2.B:
Upon request, provide an account of the finances of the municipality and exhibit the official records to the municipal officers or to any committee appointed by them to examine the accounts. The municipal officers shall examine the treasurer's accounts at least once every 3 months;

Treasurer's Accounts Review

Enclosed is a report of Town financial accounts from through 3/30/25.