AGENDA
COUNCIL MEETING
May 21, 2024
LISBON TOWN OFFICE
7:00 PM MEETING
6:30 PM Appointee Consideration

1. CALL TO ORDER & PLEDGE TO FLAG
2. ROLL CALL
   Harry Moore, Jr., Chair
   Raymond Robishaw, Vice Chair
   Mark Lunt
   Normand Albert
   Jo-Jean Keller
   Christine Cain
   Fern Larochelle
3. EXECUTIVE SESSION
   A. Executive Session for Personnel Matters per 1 M.R.S.A. § 405(6)(A) Board Interviews
4. GOOD NEWS & RECOGNITION
5. PUBLIC HEARINGS
   A. Food Truck Permit for Mr. Sea's Seafood
   B. Food Truck Permit for Halo Sips
6. AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS
7. CONSENT AGENDA
   A. *Consent Agenda Items*
      1. Set Hearing for Municipal Budget & Municipal CIP Budget for June 18, 2024
      2. Municipal Accounts Payable Warrants $ 534,283.80
      3. Municipal Payroll Warrants $ 202,052.99
      4. School Accounts Payable Warrants $ 213,986.86
      5. School Payroll Warrants $ 437,166.00
      6. Approve the Itinerant Vendor License for the Maine Blues Festival
      7. Approve Victualer's Licenses for Smiley's, Frank's and Angelo's
      8. Liquor License, Special Entertainment Permit, and Extension of Liquor License for Sandra Harkins DBA Railroad Restaurant & Pub
      9. Annual Approval of Victualer's Permits
      10. Approval of Food Truck Permits
      11. Set Public Hearings for June 18, 2024 for Food Truck permits for Jeff's Jamaican Cuisine and Sum'Battus BBQ
8. COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES
   A. Approve CDBG Application for 31 Canal Street
   B. Ordinance Amendment - Chapter 70 - Article IV, Division 5A: Rural Open Space II Zoning District - *First Reading*
9. OTHER BUSINESS

AGENDA
COUNCIL MEETING
May 21, 2024
LISBON TOWN OFFICE
7:00 PM MEETING
6:30 PM Appointee Consideration

A. Council Committee Reports:
   1. School Committee
   2. Planning Board
   3. Lisbon Development Committee
   4. Conservation Commission
   5. Parks & Recreation Committee
   6. County Budget Committee
   7. Library Governing Board
   8. Water Commission
   9. Finance Committee

B. Town Manager's Report

C. Transfer Station Fee Structure Discussion

10. APPOINTMENTS
    A. Public Safety Committee Appointments
    B. Annual Reappointment of Amy Scribner as Tax Collector
11. COUNCIL COMMUNICATIONS
12. AUDIENCE PARTICIPATION & RESPONSE TO NEW ITEMS
13. EXECUTIVE SESSION II
    A. Executive Session for Labor Negotiations per 1 M.R.S.A. § 405(6)(D)
14. ADJOURNMENT
    A. To Adjourn

Town of Lisbon

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

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: Executive Session for Personnel Matters per 1 M.R.S.A. § 405(6)(A) Board Interviews
Date: May 21, 2024

Summary

The Town Council will review applicants for the new Public Safety Building Committee.

Recommendation

Enter into Executive Session for Personnel Matters per 1 M.R.S.A. § 405(6)(A) Board Interviews for Public Safety Building Committee.

Attachments

None

	Agenda Date:		
Date	Brenda Martin		Municipal Accts Payable
5/13/2024	5092024	$	15,739.87
5/8/2024	5072024	$	518,543.93
		$	***534,283.80***

Date	Lynna Izumi		Municipal Payroll Warrants
5/14/2024	MUN5.16.2024	$	184,960.00
5/14/2024	LWD5.16.2024	$	17,092.99
		$	***202,052.99***

Date	Louise Levesque		School Accts Payable
5/7/2024	2420	***$***	***213,986.86***

Date	Eva Huston		School Payroll Warrants
5/15/2024	1150	$	13,498.95
5/15/2024	1151	$	122.19
5/8/2024	1144	$	11,793.95
5/8/2024	67	$	1,604.99
5/8/2024	1143	$	409,883.94
5/9/2024	1145	$	261.98
		$	***437,166.00***

Victualer's License Start: 4-3-24 Pd $100.00
3-15-2024 LW

LISBON – VICTUALER APPLICATION

License Type: ✓ $ 100 Restaurants & Others

Name of Business: Smiley's IceCream Shoppe Business Phone: 212-0865

Business Location in town (street address): 590 Lisbon St

Mailing Address: 590 Lisbon St Lisbon Falls, ME 04252

Business Email Address: carebreton@hotmail.com

Owner's Name: Carrie E. Tuplin & Madelyn J Breton-Tuplin

Home Phone: 212-0865 Owner's Cell Phone: 212-0865

Owner's Home Address: 610A Gould Rd, Lisbon Falls, ME

Residence(s) for last five years (Street/Town/Zip): same as above

List Applicant / Partners / Corporate Officers:

Name: Carrie E Tuplin Birth date: [redacted]

Name: Madelyn J Breton-Tuplin Birth date:

Name: Birth date:

Name: Birth date:

Applicant must have a valid State of Maine Food License. State ID License No: ~~2579220~~ ~~7778378~~

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

_____ IF NONE, date submitted: 3/15/24

Has applicant's business license ever been revoked? NO If so, why? _____

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

If so, describe specific circumstances _____

Does the establishment have a valid liquor license? NO If so, when does it expire? _____

I, Carrie E Tuplin (owner's name), Owner (title) am authorized to sign on behalf of said business, and further declare that the forgoing information is accurate and true to the best of my knowledge and belief, and that the applicant does hereby acknowledge a public records check may be conducted. **All licenses expire annually May 31st.**
Re-inspection fees are $150 per visit after the first visit.

Signature: C. Tup Date: 3/15/24

Rv2023

LISBON – VICTUALER APPLICATION

License Type: ✓ $ 100 Restaurants & Others

Name of Business: Franks Restaurant and pub Business Phone: 207-407-460

Business Location in town (street address): 2 Main Street Lisbonfalls ME 04252

Mailing Address: 41 Huston Street Lisbonfalls ME 04252

Business Email Address: Camdans realty @ gmail.com

Owner's Name: Camdan Poisson / Jordan OH

Home Phone: 207 576 2016 Owner's Cell Phone: 207 576 2016

Owner's Home Address: 41 Huston Street Lisbonfalls ME 04252

Residence(s) for last five years (Street/Town/Zip): 41 Huston street lisbonfalls ME 04252

34 mellon stret Lewiston ME 04240, 21 cheryl dee ave lisbon ME 0425

List Applicant / Partners / Corporate Officers:

Name: Jordan OH Birth date: [redacted]

Name: Camdan Poisson Birth date: [redacted]

Name: _____ Birth date: _____

Name: _____ Birth date: _____

Does have a valid license under current owner

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

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

✓ IF NONE, date submitted: 12/19/23

Has applicant's business license ever been revoked? NO If so, why? _____

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

If so, describe specific circumstances _____

Does the establishment have a valid liquor license? Yes with Prior owner If so, when does it expire? 06/1/24

I, Camdan Poisson (owner's name), President (title) am authorized to sign on behalf of said business, and further declare that the forgoing information is accurate and true to the best of my knowledge and belief, and that the applicant does hereby acknowledge a public records check may be conducted. **All licenses expire annually May 31st. Re-inspection fees are $150 per visit after the first visit.**

Victualer's License Start: 4-5-24

LISBON – VICTUALER APPLICATION

License Type: ✓ $ 100 Restaurants & Others

Pd. 12/5/23

Name of Business: Angelos Pizza Lisbon Business Phone: 207-353-7500

Business Location in town (street address): 195 Lisbon Street, Lisbon, ME

Mailing Address: 195 Lisbon Street, Lisbon, ME 04250

Business Email Address: tllambri@live.com

Owner's Name: TAULANT LLAMBRI

Home Phone: – Owner's Cell Phone: 978-881-8195

Owner's Home Address: 359 Sabattus Street, Lewiston, ME 04240

Residence(s) for last five years (Street/Town/Zip): 359 Sabattus Street Lewiston, ME 04240

List Applicant / Partners / Corporate Officers:

Name: TAULANT LLAMBRI Birth date: [redacted]

Name: FLOBERTA LLAMBRI Birth date:

Name: – Birth date: –

Name: – Birth date: –

Applicant must have a valid State of Maine Food License. State ID License No: 10021

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

– IF NONE, date submitted: –

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

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

If so, describe specific circumstances –

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

I, Taulant Llambri (owner's name), President (title) am authorized to sign on behalf of said business, and further declare that the forgoing information is accurate and true to the best of my knowledge and belief, and that the applicant does hereby acknowledge a public records check may be conducted. **All licenses expire annually May 31st.**
Re-inspection fees are $150 per visit after the first visit.

Signature: Taulant Llambri Date: 12/05/2023

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

Request for Extension of License Privileges for an On-Premises Establishment

Section I: Licensee Information:

Legal Business Entity Licensee Name (corporation, LLC): Railroad Restaurant & Pub	Business Name (D/B/A): Railroad Restaurant & Pub
Individual or Sole Proprietor Licensee Name(s): Sandra R. Harkins	Physical Location: 695 Lisbon St. Lisbon Falls, Me 04252
License Number: CARL-2089398	Mailing address, if different: PO Box 177 Lisbon Falls, Me 042
Mailing address, if different from DBA address: 358 Newell Brook Rd, Durham Me 04222	Email Address: sandra.harkins48@gmail.com
Telephone # Fax #: 207 353-6069	Business Telephone # Fax #: 353-6069

Section II: Extension of Privileges Information:

1. Name, Address, and Contact Information of Property Owner (if property is rented or leased, please provide a copy of rental/lease agreement):

   Name: Michael Wilding

   Complete mailing address: 358 Newell Brook Rd
   Durham, Me 04222

   Telephone/Mobile Number: 207 713 5095

   Email Address: None

2. Type of Extension of Privileges: (check only one)

   a. Temporary ☐ Inside ☐ Outside ☐

   b. Permanent ☒ Inside ☐ Outside ☒

continue to next page

3. Start Date: _____ End Date *(if applicable)*: _____

4. Will dancing be permitted in this area? Yes ☐ No ☐
   a. If yes, does the establishment have a dance license? Yes ☐ No ☐
   b. If yes, please provide a copy of the license from the State's Fire Marshall's Office

5. Will there be live entertainment in this area? Yes ☐ No ☐

6. Reason for this request:

Section III: Signature of Licensee

By signing this application, the licensee understands that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to $2,000 or by both.

Please sign and date in blue ink.

Dated: April 27, 2004

Sandra R Harkins
Signature of Licensee or Duly Authorized Person

Sandra R. Harkins
Printed Name of Licensee or Duly Authorized Person

Submit completed forms to: Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing and Enforcement

Mailing address: 8 SHS, Augusta, ME 04333-0008
Courier delivery: 19 Union Street, 3rd floor, Suite 301-B, Augusta, ME 04330

(continue to next page)

Section IV: Approval by Municipal/County Officers

Please note: The municipal/county officers where your establishment is located must approve all requests for extension of license privileges prior to filing with the Bureau. If your license is issued in an unorganized township, the county commissioners must approve this request, otherwise, it would be your municipal (town or city) officials.

The undersigned hereby certifies that we have complied with the process outlined in 28-A M.R.S. §653 and approve this extension of privileges for this on-premises licensee on this date: 5/21/24.

Check only one: ☐ City ☒ Town ☐ Unorganized Territory

Name of City/Town/Unorganized Territory: Lisbon

Who is approving this application? ☒ Municipal Officers

☐ County Commissioners of _____ County

☒ **Please Note:** The Municipal Officers or County Commissioners must confirm that the records of Local Option Votes have been verified that allows this type of license to be issued by the Bureau for the type of alcohol to be sold for the appropriate days of the week. Please check this box to indicate this verification was completed.

Signature of Officials	Printed Name and Title

Continued to next page

Question # 6- The reason for this request

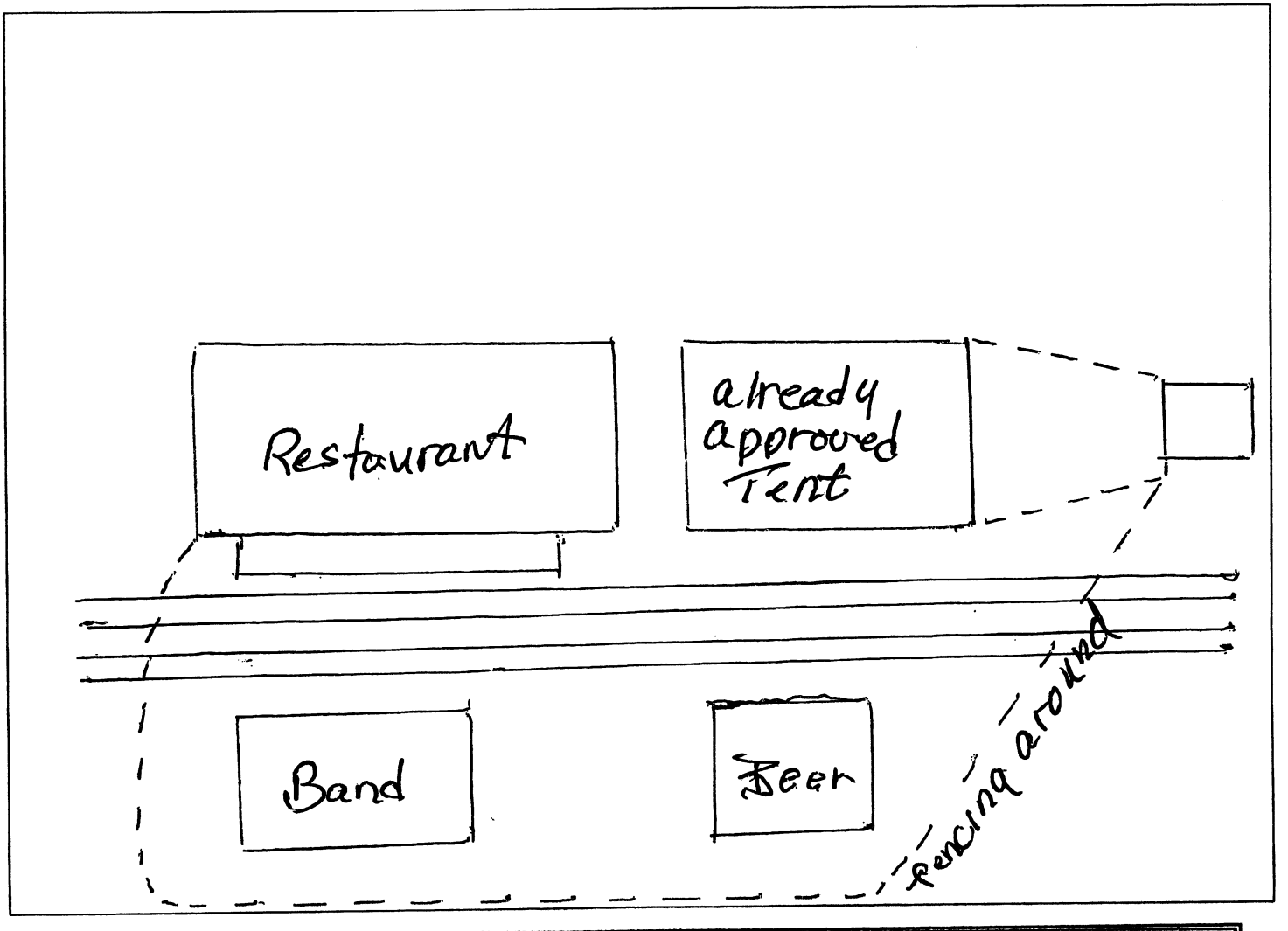
To extend premise for liquor sales at the rear of my establishment for upcoming events. These include: The Maine Blues Festival, Worumbo Earth day, Moxie Days Festival, Various Charity Fundraisers, and other upcoming events.

Diagram for Extension of Privileges Area

The following restrictions apply to outdoor extension of privileges:

- There must be a stanchion or a fence completely enclosing the area.
- Signs must be posted stating "No alcohol beyond this point".
- There must be sufficient employees at the extension area of premises who would be able to control and monitor the area.

In an effort to clearly define your extension please draw a diagram below that will include the area you want for a temporary / permanent license premise. Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas of your where consumption will occur including methods of monitoring and containment of the area(s).



For Office Use Only:

Date Filed: _____ Date Issued: _____ Issued By: _____

☐ Approved ☐ Not Approved

SPECIAL ENTERTAINMENT APPLICATION

License Type: X $100 Application Fee
___ $80 Advertisement Fee For First Time Liquor License Applicants Only

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

Owner: Sandra Harkins Home Phone: 353 6069
Email Address: sandra.harkins48@gmail Cell Phone: 713 5059
Owner's Home Address: 358 Newell Brook Rd, Durham
Residence(s) for last five years: same
Name of Business: Railroad Restaurant & Pub Business Phone: 353 6069
Location of Business: 695 Lisbon St. Lisbon Falls

List Applicant / Partners / Corporate Officers:

Name: ~~Sandra Harkins~~	Name:	Name:
Address: 358 Newell Brook	Address:	Address:
Town/State: Durham ME	Town/State:	Town/State:
Birthdate: [redacted]	Birthdate:	Birth date:

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

Has any applicant / partner / corporate officer ever been convicted of a felony? NO
If so, describe specific circumstances _____

Does the establishment have a valid liquor license? Yes If so, when does it expire? 5/15/24

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

Signature: Sandra R. Harkins Date: 4/30/24

Business Name: Railroad Restaurant & Pub

INSPECTION REQUIRED BELOW

Notice of Compliance (By Council's Request): I, **Mark Stambach, Code Enforcement Officer** for the Town of Lisbon hereby certify I have inspected the above establishment and found the premises to be in compliance with applicable life safety codes.

Signature: _____ Date: _____

NOTE: State Liquor License Application must be completed and attached to this Special Entertainment Application

APPLICANT MUST HAVE COMPLETED TO HERE BEFORE FILING

For Office Use Only

____ ***Public Records Check Completed.***

*Notice of Compliance (By Council's Request): **I, Ryan McGee, Police Chief** hereby certify I have reviewed the application and public records check and recommend application for licensing.*

Signature: _____ *Date:* _____

INFORMATION

The Councilors are the Municipal Licensing Board. All Special Entertainment application requires a public hearing each time. Public records checks can take up to three or more weeks to process. Complete applications contain the CEO and Police Chief signatures. Councilors meet on the first and third Tuesdays of the month. Complete application and fees paid are required prior to the Council meeting. Meetings are held at the Town Hall at 7:00 PM in the conference room.

SUGGESTED CONTACTS:

353-3000 Ext 112... Town Clerk
353-3007..... Town Office Fax
353-3000 Ext 111... Code Enforcement Officer
353-2500..... Police Department
353-3000 Ext 121...Health Officer
287-5671..... State Health Inspection Dept.
624-9693 .....State Sales Tax Division
624-7736.....Bureau of Corporations
624-7220.....Bureau of Alcohol Beverages
287-3841.....Agriculture Dept– Bakery Licenses
624-6550.....Marine Resources
1-800-872-3838..Business Answers

Revised March 12, 2018

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

Division Use Only	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Payment Type:	
OK with SOS:	Yes ☐ No ☐

Application for an On-Premises License

All Questions Must Be Answered Completely. Please print legibly.

Section I: Licensee/Applicant(s) Information; Type of License and Status

Legal Business Entity Applicant Name (corporation, LLC):	Business Name (D/B/A): Railroad Restaurant & Pub
Individual or Sole Proprietor Applicant Name(s): Sandra R. Harkins	Physical Location: 695 Lisbon St., Lisbon Falls, Me
Individual or Sole Proprietor Applicant Name(s): 3	Mailing address, if different: PO Box 171 Lisbon Falls, ME 04252
Mailing address, if different from DBA address: 358 Newell Brook Rd., Durham Me 04222	Email Address: sandra.harkins48@gmail.com
Telephone # Fax #: 207-71350 59	Business Telephone # Fax #: 207 353-6069
Federal Tax Identification Number:	Maine Seller Certificate # or Sales Tax #: 1131782
Retail Beverage Alcohol Dealers Permit:	Website address:

1. New license or renewal of existing license? ☐ New Expected Start date: _____
   ☒ Renewal Expiration Date: 5/15/24

2. The dollar amount of gross income for the licensure period that will end on the expiration date above:
   Food: 57243.40 Beer, Wine or Spirits: 34053.89 Guest Rooms: -0-

3. Please indicate the type of alcoholic beverage to be sold: (check all that apply)
   ☒ Malt Liquor (beer) ☒ Wine ☒ Spirits

4. Indicate the type of license applying for: (choose only one)

☐	Restaurant (Class I, II, III, IV)	☒	Class A Restaurant/Lounge (Class XI)	☐	Class A Lounge (Class X)
☐	Hotel (Class I, II, III, IV)	☐	Hotel – Food Optional (Class I-A)	☐	Bed & Breakfast (Class V)
☐	Golf Course (included optional licenses, please check if apply) (Class I, II, III, IV)	☐	Auxiliary	☐	Mobile Cart
☐	Tavern (Class IV)	☐	Other: _____		
☐	Qualified Caterer	☐	Self-Sponsored Events (Qualified Caterers Only)		

Refer to Section V for the License Fee Schedule on page 9

5. Business records are located at the following address:

695 Lisbon St, Lisbon Falls, Me 04252 (Railroad Restaurant & Pu

6. Is the licensee/applicant(s) citizens of the United States? ☒ Yes ☐ No

7. Is the licensee/applicant(s) a resident of the State of Maine? ☒ Yes ☐ No

NOTE: Applicants that are not citizens of the United States are required to file for the license as a business entity.

8. Is licensee/applicant(s) a business entity like a corporation or limited liability company?

☐ Yes ☒ No If **Yes**, complete Section VII at the end of this application

9. For a licensee/applicant who is a business entity as noted in Section I, does any officer, director, member, manager, shareholder or partner have in any way an interest, directly or indirectly, in their capacity in any other business entity which is a holder of a wholesaler license granted by the State of Maine?

☐ Yes ☒ No

☐ Not applicable – licensee/applicant(s) is a sole proprietor

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

☐ Yes ☒ No

If yes, please provide details: _____

_____

11. Do you own or have any interest in any another Maine Liquor License? ☐ Yes ☒ No

If yes, please list license number, business name, and complete physical location address: (attach additional pages as needed using the same format)

Name of Business	License Number	Complete Physical Address

12. List name, date of birth, place of birth for all applicants including any manager(s) employed by the licensee/applicant. Provide maiden name, if married. (attach additional pages as needed using the same format)

Full Name	DOB	Place of Birth
Sandra R. Hawkins	[redacted]	Durham, ME

Residence address on all the above for previous 5 years

Name	Address:
Sandra R. Hawkins	358 Newell Brook Rd, Durham, Me 04222
Name	Address:
Name	Address:
Name	Address:

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

☐ Yes ☒ No

If **Yes**, provide name of law enforcement officer and department where employed:

_____

14. Has the licensee/applicant(s) ever been convicted of any violation of the liquor laws in Maine or any State of the United States? ☐ Yes ☒ No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____

15. Has the licensee/applicant(s) ever been convicted of any violation of any law, other than minor traffic violations, in Maine or any State of the United States? ☐ Yes ☒ No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____

16. Has the licensee/applicant(s) formerly held a Maine liquor license? ☒ Yes ☐ No

17. Does the licensee/applicant(s) own the premises? ☐ Yes ☒ No

If No, please provide the name and address of the owner:

Michael A. Wilding. 358 Newell Brook Rd., Durham, Me. 04222

18. If you are applying for a liquor license for a Hotel or Bed & Breakfast, please provide the number of guest rooms available: _____

19. Please describe in detail the area(s) within the premises to be licensed. This description is in addition to the diagram in Section VI. (Use additional pages as needed)

The front door enters directly into the restaurant/bar area, which is one room. The area is approx 1084 S.F. There 3 exits from that area. one on the front, one entrance on the side and one side leading into the fenced in patio which has 2 exits. Theres 2 bathrooms, small Kitchen off to the right in a seperate area with a seperate door leading to the outside on the right end of the building. Tent covers patio

20. What is the distance from the premises to the **nearest** school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel?

Name: Lisbon High School

Distance: over 2000 feet

Section II: Signature of Applicant(s)

By signing this application, the licensee/applicant understands that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to $2,000 or by both.

Please sign and date in blue ink.

Dated: April 24, 2024

Sandra R Hawkins
Signature of Duly Authorized Person

_____
Signature of Duly Authorized Person

Sandra R. Hawkins
Printed Name Duly Authorized Person

_____
Printed Name of Duly Authorized Person

Section III: For use by Municipal Officers and County Commissioners only

The undersigned hereby certifies that we have complied with the process outlined in 28-A M.R.S. §653 and approve this on-premises liquor license application.

Dated: 5/21/24

Who is approving this application? ☒ Municipal Officers of Lisbon

☐ County Commissioners of _____ County

☒ **Please Note:** The Municipal Officers or County Commissioners must confirm that the records of Local Option Votes have been verified that allows this type of establishment to be licensed by the Bureau for the type of alcohol to be sold for the appropriate days of the week. Please check this box to indicate this verification was completed.

Signature of Officials	Printed Name and Title

This Application will Expire 60 Days from the date of Municipal or County Approval unless submitted to the Bureau

Included below is the section of Maine's liquor laws regarding the approval process by the municipalities or the county commissioners. This is provided as a courtesy only and may not reflect the law in effect at the time of application. Please see http://www.mainelegislature.org/legis/statutes/28-A/title28-Asec653.html

§653. Hearings; bureau review; appeal

1. Hearings. The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, may hold a public hearing for the consideration of applications for new on-premises licenses and applications for transfer of location of existing on-premises licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.

A. The bureau shall prepare and supply application forms.

B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located.

C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premises license or transfer of the location of an existing on-premises license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premises license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premises license that has been extended pending renewal within 120 days of the filing of the application.

D. If an application is approved by the municipal officers or the county commissioners but the bureau finds, after inspection of the premises and the records of the applicant, that the applicant does not qualify for the class of license applied for, the bureau shall notify the applicant of that fact in writing. The bureau shall give the applicant 30 days to file an amended application for the appropriate class of license, accompanied by any additional license fee, with the municipal officers or county commissioners, as the case may be. If the applicant fails to file an amended application within 30 days, the original application must be denied by the bureau. The bureau shall notify the applicant in writing of its decision to deny the application including the reasons for the denial and the rights of appeal of the applicant.

2. Findings. In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:

A. Conviction of the applicant of any Class A, Class B or Class C crime;

B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control;

C. Conditions of record such as waste disposal violations, health or safety violations or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner;

D. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises;

D-1. Failure to obtain, or comply with the provisions of, a permit for music, dancing or entertainment required by a municipality or, in the case of an unincorporated place, the county commissioners;

E. A violation of any provision of this Title;

F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601; and

G. After September 1, 2010, server training, in a program certified by the bureau and required by local ordinance, has not been completed by individuals who serve alcoholic beverages.

3. Appeal to bureau. Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2.

A. Repealed

B. If the decision appealed from is an application denial, the bureau may issue the license only if it finds by clear and convincing evidence that the decision was without justifiable cause.

4. Repealed

5. Appeal to District Court. Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.

An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

Section IV: Terms and Conditions of Licensure as an Establishment that sells liquor for on-premises consumption in Maine

- The licensee/applicant(s) agrees to be bound by and comply with the laws, rules and instructions promulgated by the Bureau.
- The licensee/applicant(s) agrees to maintain accurate records related to an on-premise license as required by the law, rules and instructions promulgated or issued by the Bureau if a license is issued as a result of this application.
    - The licensee/applicant(s) authorizes the Bureau to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also any books, records and returns during the year in which any liquor license is in effect.
- Any change in the licensee's/applicant's licensed premises as defined in this application must be approved by the Bureau in advance.
- All new applicants must apply to the Alcohol and Tobacco Tax and Trade Bureau (TTB) for its Retail Beverage Alcohol Dealers permit. See the TTB's website at https://www.ttb.gov/nrc/retail-beverage-alcohol-dealers for more information.

Section V: Fee Schedule

Filing fee required. In addition to the license fees listed below, a filing fee of $10.00 must be included with all applications.

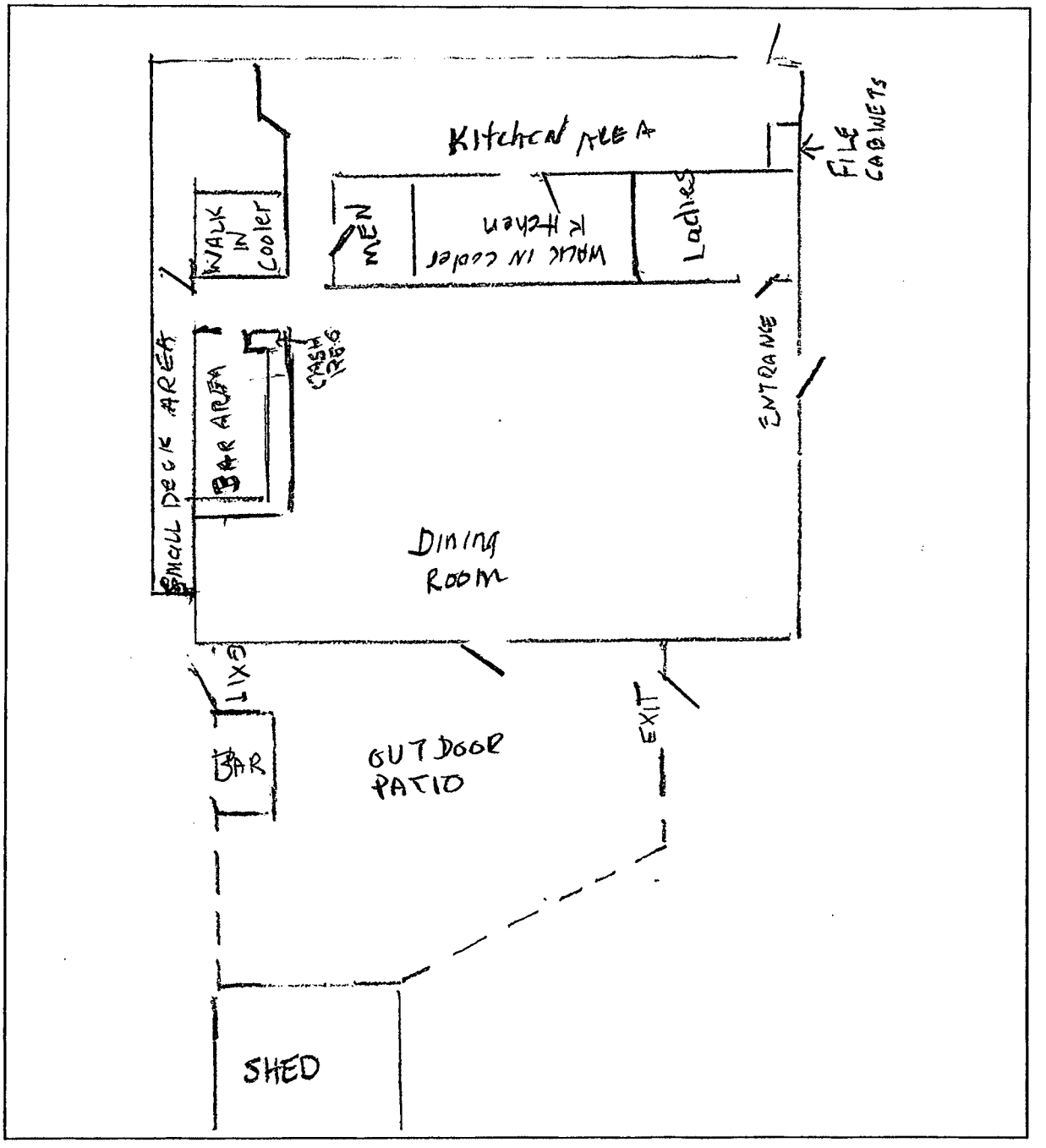
Please note: For Licensees/Applicants in unorganized territories in Maine, the $10.00 filing fee must be paid directly to County Treasurer. All applications received by the Bureau from licensees/applicants in unorganized territories must submit proof of payment was made to the County Treasurer together with the application.

Class of License	Type of liquor/Establishments included	Fee
Class I	**For the sale of liquor (malt liquor, wine and spirits)** This class includes: Airlines; Civic Auditoriums; Class A Restaurants: Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers	$ 900.00
Class I-A	**For the sale of liquor (malt liquor, wine and spirits)** This class includes only hotels that do not serve three meals a day.	$1,100.00
Class II	**For the Sale of Spirits Only** This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; and Vessels.	$ 550.00
Class III	**For the Sale of Wine Only** This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	$ 220.00
Class IV	**For the Sale of Malt Liquor Only** This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.	$ 220.00
Class III and IV	**For the Sale of Malt Liquor and Wine Only** This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	$ 440.00
Class V	**For the sale of liquor (malt liquor, wine and spirits)** This class includes only a Club without catering privileges.	$ 495.00
Class X	**For the sale of liquor (malt liquor, wine and spirits)** This class includes only a Class A Lounge	$2,200.00
Class XI	**For the sale of liquor (malt liquor, wine and spirits)** This class includes only a Restaurant Lounge	$1,500.00

Section VI Premises Floor Plan

In an effort to clearly define your license premise and the areas that consumption and storage of liquor authorized by your license type is allowed, the Bureau requires all applications to include a diagram of the premise to be licensed.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the following areas: entrances, office area, coolers, storage areas, display cases, shelves, restroom, point of sale area, area for on-premise consumption, dining rooms, event/function rooms, lounges, outside area/decks or any other areas on the premise that you are requesting approval. Attached an additional page as needed to fully describe the premise.



Section VII: Required Additional Information for a Licensee/Applicant for an On-Premises Liquor License Who are Legal Business Entities

Questions 1 to 4 of this part of the application must match information in Section I of the application above and match the information on file with the Maine Secretary of State's office. If you have questions regarding your legal entity name or DBA, please call the Secretary of State's office at (207) 624-7752.

All Questions Must Be Answered Completely. Please print legibly.

1. Exact legal name: Railroad Restaurant & Pub
2. Doing Business As, if any: _____
3. Date of filing with Secretary of State: 2007 State in which you are formed: Maine
4. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine:

   _____

5. List the name and addresses for previous 5 years, birth dates, titles of officers, directors, managers, members or partners and the percentage ownership any person listed: (attached additional pages as needed)

Name	Address (5 Years)	Date of Birth	Title	Percentage of Ownership
Sandra R. Harkins	358 Newell Brook Rd Durham Me	4/24/48	owner	100 %

(Ownership in non-publicly traded companies must add up to 100%.)

Town of Lisbon

Glenn Michalowski
Town Manager

Town Council
Harry Moore, Jr., *Chair* 2024
Raymond Robishaw, *Vice Chair* 2024
Mark Lunt 2025
Jo-Jean Keller 2025
Christine Cain 2024
Fern Larochelle 2025
Normand Albert 2026

TO: Bureau of Liquor Enforcement
RE: Request for Extension of Liquor License Filing
DATE: May 14, 2024

We have received Sandra Harkins' Liquor License application for The Railroad Restaurant & Pub for Town Council approval. Our next Council meeting is on May 21, 2024, so Ms. Harkins will need an extension to allow the pub to file after the Council reviews and approves it.

I do not object to the State granting an extension of time to file the Liquor License until the Council has reviewed and approved the application now on file.

Glenn Michalowski
Lisbon Town Manager

Town of Lisbon

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

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: Approve CDBG Application for 31 Canal Street
Date: May 21, 2024

Summary

Request approval for CDBG project at Eagle Creek Development building and authorization to put the project out to bid.

Recommendation

Approve CDBG project at Eagle Creek Development building and Authorize putting the project out to bid.

Attachments

1. CDBG 2023 Application packet - Signed MG 04152024 edited 12k (002)
2. Historic Preservation approved - 31 Canal St

Town of Lisbon Business Facade Grant Program Guidelines and Requirements

1. PROGRAM SUMMARY AND PURPOSE

The Town of Lisbon herein establishes a Business Facade Grant Program. The goal of this program is to enhance the appearance of buildings that are predominantly or entirely commercial, to enhance the viability of existing business located within them and/or to attract new businesses to them.

A Business Facade Grant may be used for a variety of activities related to exterior improvements, including: storefronts; doors; signage; painting; siding; stucco; re-pointing of brick; exterior lighting; decorative details; cornices/parapet walls; awnings; lighting; display windows; handicapped access, including ramps, in conjunction with entrance improvements (no interior work such as bathrooms, ramps, or elevators); preservation, rehabilitation, and restoration of historic facades; and necessary architectural/design/ historic preservation/engineering services.

Funding for this program comes from a Community Development Block Grant (CDBG) awarded from the Maine Department of Economic and Community Development (DECO) to the Town of Lisbon, for the purpose of a Business Facade Grant Program.

The minimum grant award will be $2,500; the maximum grant award will be $20,000. A 25% minimum cash match from the applicant is required. All municipal eligible projects would be exempt from the 25% minimum cash match.

2. ELIGIBILITY AND REQUIREMENTS

2.1 APPLICANT ELIGIBILITY

An applicant to this program can either be the building owner, or a business owner that is a tenant in the building. Town amenities approved by CDBG are eligible for grant funds.

<u>If the applicant is a building owner. he/she must</u>:

- Be current on all Town taxes (real and personal) and utilities (water and sewer), and current on all state (including sales) and federal taxes (applies to all owners of the property).

<u>If the applicant is a business owner. he/she</u> must:

Be located, or primarily do business, in the Town of Lisbon;

Have all its owners, and the business itself, be current on all Town taxes (real and personal) and utilities (water and sewer), and current on all state (including sales) and federal taxes;

- Be compliant with all relevant Town regulations pertaining to the operating of a business; and
- If the applicant is a business owner that does not own the building in which the business is located, and is instead leasing space, the business must have the property owner's signed approval regarding the proposed building improvement(s), an agreement regarding the ownership of improvements made and responsibility for their maintenance, and that the

property owner agrees to the recapture provision.

2.2 BUILDING ELIGIBILITY

Regardless of whether the applicant is a building owner or a business owner, the building that is to receive improvements must:

- Be located in the Town of Lisbon;

  Be located on Route 196 or be visible from Route 196 or Main Street, Lisbon Falls (facade grant funds are not eligible for facade improvements not visible from a public street/way);
- Be located in a zoning district that allows for commercial uses (residential structures that are being used for home-based businesses are not eligible for assistance);
- Have at least 50 percent of floor space devoted solely to commercial activities; or its first/street-level floor be used exclusively for commercial use;

  Be located in either in the Town's designated slum and blight area (see map as attachment following the application), or receive a Spot Blight designation from the Town of Lisbon. A Spot Blight designation requires some degree of evidence of blight or physical decay and/or being a detriment to public health and safety. This designation is only an external assessment of the property. Property owners may wish to speak with the Town's Code Enforcement Officer Mark Stambach regarding the spot blight process: Mstambach@llisbonme.org, (207) 353-3000, extension 111.

2.3 ELIGIBLE AND INELIGIBLE ACTIVITIES

2.3.1 Grant funds may be used for the following eligible activities:

- Architectural/design/historic preservation/engineering services necessary for project (should not exceed 10% of the total project cost)
- Storefronts
- Painting
- Siding; stucco
- Cleaning and re-pointing of brick
- Awnings
- Code violations and life safety Issues
- Caulking
- Cornices/parapet walls
- Decorative details
- Display windows
- Doors
- Exterior lighting
- Foundation and/or structural work

- Handicapped accessibility improvements, including ramps (in conjunction with entrance improvements)
- Lighting
- Preservation, rehabilitation, and/or restoration of historic facades and visible exterior walls
- Signage (attached to the building facade)
- Trash Receptacles
- Benches
- Kiosk

All proposed improvements under this grant program must meet all applicable local and state codes and regulations, including appropriate local permitting. Any project funded under this program must include the correction of any exterior code violations and life safety issues.

2.3.2 Grant funds may not be used for the following ineligible activities:

- Any interior work (including handicapped accessibility improvements such as bathrooms, ramps, or elevators)
- Any work on a building exterior that is not publicly visible from the street Routine maintenance (unless as part of a larger project)

2.4 DESIGN STANDARDS & DESIGN GUIDELINES

All projects regardless of address and location must meet the Lisbon Rt. 196 Design Standards. Applicants are strongly encouraged to meet the voluntary design guidelines and to engage professional architectural/design/historic preservation/engineering (and eligible projects cost). For more information, refer to the attachment including the design standards ordinance and design guidelines.

2.5 HISTORIC PRESERVATION

Because Community Development Block Grant (CDBG) funds originate from the federal government, the State Historic Preservation Office (SHPO) pursuant to Section 106 of the National Historic Preservation act must be review all potential buildings proposed to be altered. The purpose of the review is to determine the effect of the proposed improvements on cultural resources listed in or potentially eligible for listing in the National Register of Historic Places.

The Town of Lisbon CDBG Administrator can assist grant applicants with the SHPO review process before any work is begun. This would allow further consideration by the applicant about whether or not to proceed if the property is found to be potentially eligible for listing in the National Register of Historic Places. Once the committee has scored the applications, the administrator will submit information about the age of the building, a current photograph, and a description of the proposed work so SHPO can complete their reviews. This process once started may take up to 45 days to complete and will be discussed in more detail with the applicant at the initial meeting with the grant administrator.

In general, buildings that are more than 50 years old are reviewed more carefully. If the SHPO determine that a building is potentially eligible for listing in the National Register of Historic Places, the SHPO would scrutinize the proposed work to see if the work would change the historic character of the building, and they could require changes in the scope of work.

2.6 FEDERAL LABOR STANDARDS COMPLIANCE

Federal Labor Standards are statutory provisions dealing with construction projects that receive federal funds such as CDBG funds. Contracts in excess of $2,000 which employ craftsmen, mechanics and/or laborers for construction related activities shall contain provisions with respect to minimum wages and fringe benefits set by the Federal Department of Labor, also known as Davis-Bacon wages.

The Business Facade Grant Program application asks for detailed scope of work and budget broken down to labor and material costs so that the Grant Administrator will be able to help grant applicant determine whether or not federal labor standards might be required.

2.7 OTHER REQUIREMENTS AND GUIDELINES

Upon grant awards announced by the Town, all grantees must obtain a Dun & Bradstreet (D-U-N-S) number prior to receiving any reimbursements. (A D-U-N-S number is free, and can be obtained via phone at 1-866-705-5711, or on the web at http:/!www.dnb.com/get-a-duns-number.html.)

The project must be completed in accordance to the time schedule determined at the time of the grant award. Generally, all projects should be completed within 12 months of grant award.

Extensions may be considered. It is the applicant's responsibility to notify the Grant Administrator of any delays to the project.

The applicant must be current on all Town taxes (real and personal) and utilities (water and sewer), and current on all state (including sales) and federal taxes. In the case of a business owner applying, this would apply to themselves, other owners of the business, and the business itself (if filing separately).

If a proposed project includes substantial improvements to the structure's facade, it is highly recommended that the applicant obtain professional guidance (architectural/design/historic preservation/engineering).

No reimbursements will be provided for work done prior to being selected by the Town's program and having received all required clearances necessary for work to commence. The only exception to this is for architectural/design/historic preservation/engineering services used for application preparation (only reimbursable if the applicant is successful) and for subsequent clearance processes (in-town design review, historic preservation); in this case, 50% of that cost of services will be reimbursed. The total cost of such services may not exceed 10% of the total project cost; cost above the 10% shall be covered in full by the applicant. Funds will always only be provided on a reimbursement or invoice basis; funds will never be advanced.

Applicant must participate in an exit interview to discuss how assistance received under this program affected/benefited them.

In general project budget overruns will be 100% borne by the applicant.

A federal grant is considered taxable income to the applicant. The Town of Lisbon will furnish suitable documentation to each recipient indicating the amount of grant funding received.

This is a federally-funded program with monies coming from the Department of Housing and Urban Development (HUD). All construction contracts in excess of $2,000 (that are paid with CDBG funds} are subject to Davis-Bacon and Related Acts requiring that the prevailing wage rates be paid to all employees of the contractor(s). Contracted labor costs will be reimbursed only if in compliance with all federal labor standards.

The complete design or proposal for the improvement project must be submitted to the Town of Lisbon, for review by the Town of Lisbon CDBG Fa9ade Grant Advisory Committee. Any changes made to the project scope must be reviewed and approved by the Town of Lisbon CDBG Fa9ade Grant Advisory Committee or the applicant risks losing grant monies.

It is strongly recommended that a potential applicant should discuss their project with the Town's Code Enforcement Officer (Mark Stambach; mstambach@lisbonme.org; (207) 353-3000 extension 111) as early as possible in the application process to ensure compliance.

By approving an application, neither the Town of Lisbon, nor its CDBG Facade Grant Advisory Committee, makes any representation that the project will generate any particular economic return nor is the Town making any representation as to the building's condition or suitability for existing, proposed or future uses.

3. FUNDING

3.1 MINIMUM AND MAXIMUM GRANT AMOUNTS

The minimum grant award will be $2,500.00; the maximum grant award will be $20,000.00.

3.2 MATCHING FUNDS

A minimum 25% match is required. Match can only be in the form of cash (no in-kind labor or materials). Cash can be in the form of loans, lines of credit, money in a bank account, or other form of funds. Below are examples of total project costs, cash match, and grant award amounts:

Total Project	***Minimum (25%}***	***Grant Award***
$3,333	$833.00	$2,500*(minimum)*
$5,000	$1,250	$3,750
$10,000	$2,500	$7,500
$15,000	$3,750	$11,250
$20,000	$5,000	$15,000
$25,000	$6,250	$18,750
$26,666	$6,667	$20,000 (maximum)
$30,000	$10,000 (30%)	$20,000 (maximum)
$40,000	$20,000 (50%)	$20,000 (maximum)

3.3 REQUIRED PROPOSED BUDGET

All applications must include a detailed proposed budget, outlining estimated material and labor costs for improvements, broken down by type (e.g. demolition, painting, lighting, awnings, etc.). For each cost category (type of improvement), the budget should indicate the amount of grant funds and amount of private funds to be used towards the total cost, keeping in mind that any improvements not visible from the public way are not eligible for grant funding but can still be part of the private match.

An owner may use grant funds towards materials only, and complete the work/labor themselves; in this case the owner's labor cost will not count towards the cash match. For type of improvement which the owner proposes to complete the labor themselves, the Town must be satisfied that the owner is qualified and capable of completing the work.

3.4 RECAPTURE PROVISION

In order to better ensure that the goals of this program are ultimately met and that the community maximizes its benefit from the program, the Town of Lisbon will be employing a recapture mechanism for this program. The owner of the building that is receiving assistance will be required to sign a recapture agreement. If the property is sold, or if the facade is substantially changed contradictory to the guidelines, without approval, this will trigger recapture, and the building owner will have to repay a portion of the grant award back to the Town of Lisbon, according to the following schedule:

Time Elapsed Since Project Completion/ Final Reimbursement	*Recapture Amount If Trigger Occurs*
less than 1 year	100% of grant award
from 1 year to less than 2 years	80% of grant award
from 2 years to less than 3 years	60% of grant award
from 3 years to less than 4 years	40% of grant award
from 4 years to less than 5 years	20% of grant award
5 years or more	0% of grant award

4. APPLICATION

The applicant must submit the attached Business Facade Grant Program application, along with applicable supporting documentation listed in that document.

You must provide a cost estimate for the work that you are seeking to have done.

Projects will be put out to bid and services obtained in a fair and open process. Only those projects and items that are procured through the approved program process will be reimbursed.

4.1 SELECTION CRITERIA

The Town of Lisbon CDBG Facade Grant Advisory Committee will consider the following when reviewing a project:

- **Blight conditions:** the degree to which projects have a significant impact on the visual character and attractiveness of a building, and are effective in relieving blight conditions.
- **Design Standards:** the degree to which a project is consistent with the Lisbon Route 196 Design *Guidelines* (projects are required to meet the Lisbon Route 196 Design *Standards).*
- **Private investment:** the amount of cash investment made by the property or business owner beyond the required 1:1 match, and/or the amount of "in-kind" exterior improvements made as part of the project (not counting towards the grant match).
- **New investment:** priority placed on properties that have not had significant exterior improvements within the last 5 years.
- **Historic preservation:** the extent to which a project restores or preserves historic architecture.
- **ADA compliance:** the degree to which projects improve the accessibility to a building (while meeting the Lisbon Design Standards).
- **Overall facade improvement impact:** the extent to which a project creates a positive impact on the character and/or potential marketability/viability of the downtown or Route 196 area.

4.2 PROCESS

The administration of this program will be carried out by the Town of Lisbon CDBG Facade Grant Administrator. The CDBG Facade Grant Advisory Committee will review and score applications to this program according to the procedures and guidelines outlined in this document.

Once an application packet is received, the Town will forward the application to the Town of Lisbon CDBG Facade Grant Advisory Committee for review. The Committee may ask to meet with the applicant to discuss the project and review the program and timeline; likewise, the Committee will meet with any applicant requesting a meeting to further discuss their proposed project. The Committee will rank all submitted applications, and will make funding recommendations to the Lisbon Town Council, for their final approval.

The Town reserves the right to not recommend an application for funding if it is determined to not meet the program's minimum scoring threshold. If not all grant funds are awarded, the Town of Lisbon will accept a future round of applications (timeframe to be determined at that time).

Facade Grant projects are subject to required Historic Preservation Review. Applicants will be required to submit photos and necessary documentation to the town for State or Federal review. The CDBG Administrator will work with you to make this process as easy as possible.

Projects subject to Lisbon design review must complete that process before work begins and reimbursements are made. Design standards are reviewed and approved by Lisbon Code Enforcement Officer and/or Lisbon Planning Board.

Successful applicants should not make any purchases prior to receiving official grant award notification, environmental review clearance (if needed), obtaining of necessary permits and Code Enforcement Officer approval, and contract execution, as they will be ineligible for reimbursement.

The applicant shall submit all paid bills/invoices for purchased materials/items/services to the CDBG Grant Administrator for reimbursement. Reimbursement checks will be disbursed ONLY

at the end of the project.

Once a project is completed, proof of payment must be submitted to the Town of Lisbon. This should be in the form of an invoice or receipt that includes the final cost of the project, the work that was done or products purchased, and signed by the contractor or vendor acknowledging that the project has been paid in full. The CDBG Grant Administrator and Code Enforcement Officer will then perform an inspection to determine that the work was completed in accordance with the original grant application and cost estimates. Upon satisfactory inspection, the final reimbursement request will be submitted to the Town of Lisbon to pay the last installment of the grant funds to the grantee.

5. BIDDING PROCESS

The following is the general bidding process which will commence once grant awards are made and agreements are finalized between the town and applicant.

1. Town and applicant will finalize all bidding materials including specifications and budget for project.

2. Town will put out public notice for bids and applicants may provide suggested contractors to be notified of the open bid process.

3. Once the bidding period is closed bids will be reviewed, and awards will go to the lowest qualified bidder. The town will consult with the applicants to insure that bidder's qualifications are satisfactory (i.e. checking references).

4. The selected contractor will enter into required agreements before beginning project work.

6. COMPLAINT POLICY

The Town of Lisbon CDBG Facade Grant Advisory Committee will use the following complaint process:

1. Comments shall be submitted in writing to the Town of Lisbon CDBG Grant Administrator and will be forwarded to the Town of Lisbon Facade Grant Advisory Committee.

2. The Town of Lisbon CDBG Facade Grant Advisory Committee shall respond in writing within 10 business days. If the response is not satisfactory, the complainant shall request in writing that the complaint be forwarded to the Lisbon Town Manager. The Town Manager shall respond in writing within 15 days.

3. If the complainant remains unsatisfied with the resolution they may contact the Maine Office of Community Development (MEOCD) CDBG Program Manager. The CDBG Program Manager may request that the complainant forward the written complaint and copies of all correspondence pertaining to the complainant to the MEOCD. All decisions of the MEOCD are final.

7. AMENDMENTS TO THIS PROGRAM

Program guidelines and eligibility may be amended upon approval of the Lisbon Town Council. The Lisbon Town Council will seek a recommendation on a proposed amendment from the Town of Lisbon CDBG Facade Grant Advisory Committee but reserves the right to act independently of a committee recommendation. All amendments to program guidelines and eligibility shall be pursuant to all state and federal regulations, which may apply to activities covered by this program.

8. QUESTIONS REGARDING THIS PROGRAM

Please direct all questions regarding this program to:

Ross Cunningham
Economic & Community Development Director, Town of Lisbon
300 Lisbon Street
Lisbon, Maine 04915
(207) 353-3000 extension 122
Email: rcunningham@lisbonme.org

Town of Lisbon Business Facade Grant Program Application Form

Thank you for your interest in the Town of Lisbon's Business Facade Grant Program. If you need assistance filling out this application, please contact Ross Cunningham, Economic & Community Development Director, Town of Lisbon, at (207) 353-3000 extension 122, or at rcunningham@lisbonme.org. More information about this program can be found online at www.lisbonme.org.

1. PROPERTY INFORMATION

Building Location and Address: 31 Canal Street, Lisbon, Maine 04252

Tax Map and Lot Number: U-5, 13-1

Age of Building, dates of any recent exterior renovations: 159 yrs. (Built 1865) No recent renovations

Applicants shall submit current photos of the building and property: Included

2. APPLICANT INFORMATION

Applicant is: X building owner ___ business owner (lessee)

Applicant name: Brown Bear Hydro II an affiliate of Eagle Creek Renewable Energy, LLC ("Eagle Creek")

List all other owners of the building or business: NA

Applicant address: 7315 Wisconsin Ave. Suite 100W, Bethesda, MD 20814 Attn: Jim VandePutte

Applicant mailing address (if different): _____

Applicant D-U-N-S number (must be obtained prior to grant award): _____

Applicant business phone: 240-482-2700

Applicant mobile phone: 207-595-7789 Greg Freeman, Reg. Manager

Applicant e-mail address: Greg.Freeman@EagleCreekRE.com

Contact Information of Building Owner, if Applicant is a Lessee:

Building Owner name: _____

Building Owner address: _____

Building Owner mailing address (if different): _____

Building owner business phone: _____

Building owner mobile phone: _____

Building owner e-mail address: Mark.Gross@EagleCreekRE.com

Term of Lease and Expiration Date: _____

****

Do you, or any other owner of the building/business, have any personal/business judgments, unsettled lawsuits, major disputes, or tax liens against you/them or pending against you/them? (Include liens on the property.)

___ *Yes or X* _ *No*

If yes, please describe:

NA

Are you, or any other owner of the building/business delinquent on any taxes (local, state, federal, etc.) or payments owed to municipal utilities (sewer, water)?

___ *Yes X* _ *No*

If yes, please describe:

NA

Is your building/business currently compliant with all applicable local, state, and federal zoning, permits, and other regulations regarding the operation of your building/business?

___ *X Yes* _ *No*

If no, please describe:

****

(If you are a business owner applicant, please fill out this section below.)

Date business was established: 2010

Organizational structure:

___ *.Partnership* ___ *Sole Proprietorship* _____ *Not Yet Established*

X *Corp* ___ *S Corp* *Other.*_____

Eagle Creek is a privately owned entity and is a wholly-owned subsidiary of Ontario Power Generation.

Owner's SSN (if Sole Proprietorship) or Business' EIN (if another structure): _____

Has the business, or any other owners of the business, been involved in bankruptcy or insolvency proceedings?
_____Yes *or* ___X___ *No*

If yes, *please describe:*

_____

_____

Describe your business, including its primary business activities

_____

Eagle Creek currently owns and operates 85 hydroelectric facilities representing 691 megawatts of capacity across the United States. Eagle Creek also has ownership interests equivalent to approximately 12 megawatts in 14 other hydroelectric facilities and a solar facility in New England

_____

****

3. PROJECT AND FINANCING INFORMATION

- Attach detailed description of project and project timeline.
- Attach total project cost and itemized budget.

I am requesting the following amount of grant funds:___$20K_____

I will be providing the following amount of cash match to this project (25% minimum of total project cost): $5K ~~$20K~~ 12,600. k

Please explain why these grant funds are needed and the importance of this grant to the completing of the project:

The Dynamo building, is a very large building with one side on the main street.
The building is currently in a deteriorated state, necessitating repair work. The project will include priming and painting, repair of stucco as needed, and pressure washing the exterior of the building. The project is slated to begin on October 2024 and last about 15 days.

With only two employees operating the hydropower plant, the repair work must be completed by contractors. It is important to Eagle Creek that we show the town, visitors and neighboring business that we care and have pride in our business.

_____

How will this project enhance your business, other businesses in the same building, and/or attract new businesses to the building? How many jobs do you expect this project to a) create and/or b) retain?

Our enhancement will not only allow our employees to have greater pride in their workplace but will show neighboring businesses that we care about the surrounding community. The project will improve the aesthetics of our building and lead to a more pleasing visible façade.
The project will create temporary work for the contracted repair firm. Furthermore, two local businesses have asked for this project to take place to beautify the area for their business. (Maine Cannabis company and Fern Auto body)

Do you plan on making other improvements/renovations (e.g. interior improvements, site or landscape improvements) be in conjunction with this project (if selected)?

If yes, please describe: Outdoor clean up. landscaping, Inside office space planned.

Would you be interested in funding from this program if you did not receive the full award requested?
X Yes *or* _____ *No*

4. ASSURANCES AND SIGNATURES

I have read and understand the attached guidelines, and attest that all information I have provided is true and correct to the best of my knowledge. I agree to notify you promptly in writing upon any material change in the information provided herein, and further acknowledge that you will continue to regard this statement as true and complete until your receipt of such written notification. You are authorized to make such inquiries, as you deem necessary and appropriate to verify the accuracy of this application.



April 15, 2024

Applicant's Signature Date

• • • •

6. DEADLINE AND SUBMISSION (This will be a two-tier funding process as long as funds are available)

Please return one (1) copy of your completed application and all required supporting materials for to:

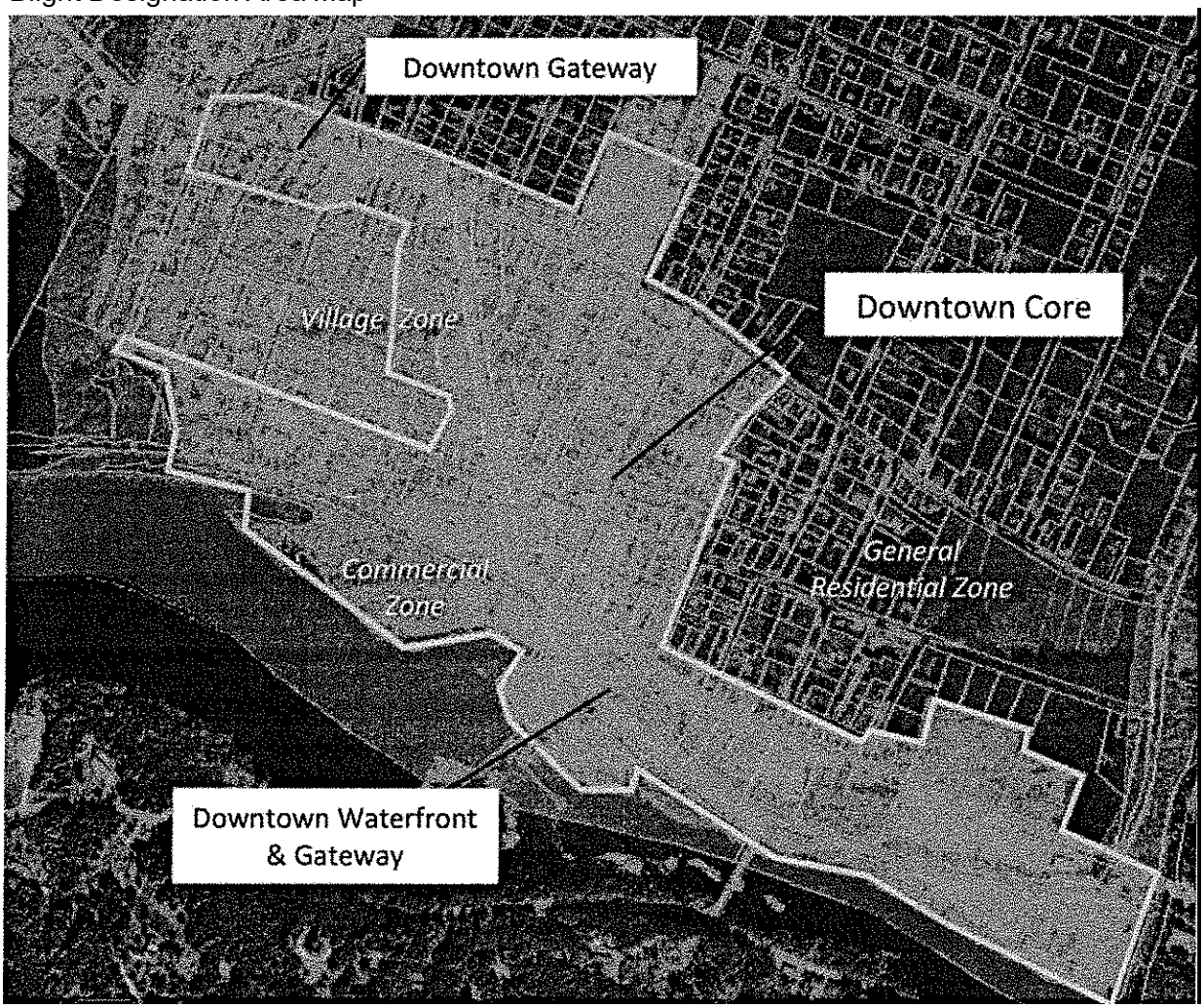
Ross Cunningham
Economic & Community Development Director, Town of Lisbon
300 Lisbon Street
Lisbon, Maine 04250
(207) 353-3000 extension 122
Email:rcunningham@lisbonme.org

The CDBG Facade Grant Advisory Committee will determine the eligibility of applications, review and score them, and recommend the list of businesses to receive funding under this program. These recommendations will require the approval of the Lisbon Town Council; the decision of the Lisbon Town Council is final. Any income surveys, federal income tax returns, and other financial information submitted will be kept confidential and will remain inaccessible to the public, and will be shredded once they are no longer needed for compliance with the Maine Office of Community Development and the U.S. Department of Housing and Urban Development, typically 3 years once the grant is closed out.

Thank you for your interest in the Town of Lisbon's Business Facade Grant Program.

Slum & Blight Declaration
Lisbon Falls, Village and Route 196 Corridor

Blight Designation Area Map



Worumbo Building photos:




COLLISION
CENTER
1864
OP EN
365 DAY S



- Attach total project cost and itemized budget:
-

CONTRACTOR QUOTE FOR THE BUILDING UPGRADES:

Atlantic Construction Services Inc.

3161 Hotel Rd-Auburn, Me 04210 Ph: 207-344-6446 Fax: 207-344-6445

To: Eagle Creek - Worombo
Attn: Brian Fournier
Re: Maint building repairs
Date: 4/24/2023

Proposal: E23-098

Atlantic Construction Services, Inc. is pleased to propose a price to supply labor, material and equipment for your review.

Atlantic Construction Services, Inc. will pressure wash exterior of building, repair stucco finish where necessary. Prime & paint grey color on lower section of wall (5' +/-). Upper to be white to the roof line.

$32,600.00

Note: 8500 sq. feet (+/-)

Dana Turner
Mike Bachelder

Acceptance
Signature

Atlantic Construction may not be held responsible for delay by reason of strikes, natural disasters, accidents or other causes beyond our control. No claims for labor or consequential damages will be allowed. Unless otherwise noted, these prices are based on a (40) hour work week scheduled Monday through Friday and do not include man lifts or scaffold. Quote good for 30 days.

- detailed description of project and project timeline:
  Pressure wash exterior of building, repair stucco work, paint entire building White as currently and bridge. (no grey color as stated in estimate)

Town of Lisbon

Ross Cunningham
Economic and Community Development

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

RECEIVED
APR 19 2024
By 0745-24

April 19, 2024

Kirk F. Mohney, Director
Maine Historic Preservation Commission
65 State House Station
Augusta, Maine 04333-0065

RE: CDBG Environmental Review

Dear Mr. Mohney,

The Town of Lisbon is implementing a CDBG Community Enterprise Program business façade project to improve the visual appearance of commercial areas of Town.

I am writing to request a Maine Historic Preservation Commission review of 31 Canal Street in Lisbon Falls.

Attached for your review are a scope of work, photo of the exterior, and location map to support your review.

Please advise if there is any further material that you require to evaluate this project. I can be reached at 207-353-3000 ext. 122

Sincerely,

Ross Cunningham,
Director,
Economic and Community Development

Enc

As proposed, the project will not adversely affect historic properties. Pursuant to 800.5 (c), if no consulting parties object to this finding within the 30-day review period, the project may proceed, as proposed, unless resources are discovered during project implementation pursuant to 800.13.

Kirk F. Mohney
State Historic Preservation Officer

Date: 4/29/24

Town of Lisbon

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

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: Ordinance Amendment - Chapter 70 - Article IV, Division 5A: Rural Open Space II Zoning District - *First Reading*
Date: May 21, 2024

Summary

Recommendation

Adopt Ordinance Amendment - Chapter 70 - Article IV, Division 5A: Rural Open Space II Zoning District - First Reading and set hearing for June 18th, 2024

Attachments

None

Town of Lisbon

Town Council
Harry Moore, Jr., *Chair*
Ray Robishaw, *Vice Chair*
Normand Albert
Christine Cain
Jo-Jean Keller
Fern Larochelle
Mark Lunt

MEMO

To: Glenn Michalowski, Town Manager / Sarah Bennett, Assistant Town Manager / Lisa Ward, Town Clerk
From: Samantha Bryant, Finance Director
Subject: Town Clerk Public Hours Change Request
Date: May 14, 2024

I would like to request that the public hours for the Town Clerk end at 4:00pm instead of 4:30pm to match the public hours of my department. Both departments would continue to work late monthly.

The Clerk department would still be working from 8:30am to 4:30pm each day, the change would solely affect hours for public transactions. My staff work a different schedule (8:15am to 4:15pm) and cannot adjust it to match the Clerk because they need the extra fifteen minutes at the beginning and end of each day to complete necessary opening and closing procedures.

The justification for this request is the following:

1. Search engines and digital assistants routinely state that the Town is open until 4:30PM. Residents then show up just after 4:00PM and are very irate to find out they can't get the services they need. Based on anecdotal evidence, these situations average once a day.
    a. This routinely results in minor damage to Town property (tearing down flyers, pounding walls, etc.)
    b. My staff are treated rudely and unprofessionally to the point where many of them try to get closeout done as quickly as possible, which increases the propensity for mistakes.
    c. Conversely, it disrupts my staff while they are trying to reconcile the day's payments, which slows them down, resulting in overtime, and distracts their focus, resulting in errors.
    d. Other Town employees trying to work in that area at that time (the Assessor and Clerk) have their work disrupted.
2. Since my department closes at 4:15PM and the Clerk closes at 4:30PM, the Clerk has challenges turning in cash and checks to my department.
3. Working, but being closed to the public from 4:00PM to 4:30PM would allow Clerk staff to focus on those their non public facing duties without interruption.
4. Reviewing February 2023 to May 2024, the Clerk department averages 0.44 transactions per workday from 4:00pm to 5:00pm each day, with most of those being on the day each month the office is open until 6:00PM. This change would have little impact on the public need for services from the Clerk.

Making this change and providing ample notice to residents should hopefully reduce the confusion around our hours, making it easier for residents to access the services they need and for Town staff to efficiently complete their duties.

Town of Lisbon

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

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: Transfer Station Fee Structure Discussion
Date: May 21, 2024

Summary

Recommendation

Attachments

1. finance committee transfer station recommendation (1) (2)

Town of Lisbon

Town Council
Harry Moore, Jr., *Chair*
Ray Robishaw, *Vice Chair*
Normand Albert
Christine Cain
Jo-Jean Keller
Fern Larochelle
Mark Lunt

MEMO

To: Town Council / Finance Committee / Glenn Michalowski, Town Manager / Sarah Bennett, Assistant Town Manager
From: Samantha Bryant, Finance Director
Subject: Transfer Station Recommendation
Date: April 23, 2024

The Finance Committee has spent time at its public meetings on January 29, February 26, March 26, and April 22 discussing the revenues and expenses for the Town's Transfer Station. Discussion on the topic was also held at the public workshop with Town Council on March 24, which was recorded.

The Committee has settled on a goal for FY25 to ensure that revenues collected at the transfer station at least pay for the disposal costs of the relevant material. In FY23, that deficit was $73,797.80. In FY24 that deficit is projected to be ~$60,000.

To that end, the committee has the following recommendations to Council for the FY25 Budget:

1. Disallow the current commercial haulers that pay the $3,000 annual fee from using the Transfer Station.
    a. The $3,000 annual fee is not sufficient to cover the costs of disposals from the volume of trash these entities bring. It is estimated that Town taxpayers are subsidizing this disposal in the amount of $60,000 per year.
    b. No other municipality allows commercial haulers use of their transfer station.
    c. A proposal to have the commercial haulers require their customers to also have a transfer station permit was considered, but was ultimately deemed too administratively burdensome to properly implement.
2. Increase the permit fee for residents from $52 to $60 per year.
    a. This amount would offset the lost revenue from commercial hauler annual fees, help ensure that the deficit is resolved for FY25, and reduce administrative costs of frequent change handling with the $52 fee.
3. As noted by the Town Manager at the March 19th Town Council meeting in his budget message, the Committee recommends that the Town cease collection of plastics for recycling. The cost of disposal is much higher than putting these items in with regular trash, and unfortunately the vast majority of plastic products end up in the same place anyhow. This is a budget impact of $20,000 per year. While the state of Maine is working to implement Extended Producer Responsibility, which would charge plastic producers for the cost of recycling (which would be returned to the municipality that does the disposal) it is unknown yet what materials will be considered "readily recyclable" and thus eligible for the program. The Town does not want to get people out of the habit of plastic recycling just to possibly have to get people back into it, but given the known cost now versus the unknown implementation date and standards for this program, the recommendation is to cease the collection altogether. The committee has seen the need for more research specifically in the area of plastic recycling and is also recommending that the Town Council establish an adhoc committee or task an existing committee to research the matter throughout this year. We think that the town may want to implement some means of recycling those plastic that will

likely be “readily recyclable” but that could be done gradually as the town goes through the research process.

4. The committee does not consider this recommendation to be a long term answer to ensure that residents are charged equitably for this Town service, but just a short term stopgap for FY25. Historically, these discussions have only been held during budget preparation, which is not enough to time to fully vet and implement a proper long term solution. To that end, the committee also recommends that Council create an ad hoc body to build on the work on the Finance Committee to implement that solution, which would involve switching to a pay as you throw system.

For full reference, committee research and communications on the topic are enclosed with this memo.

Town of Lisbon

Harry Moore, Jr., Chair 2024
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Mark Lunt 2025
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Fern Larochelle 2023

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: Public Safety Committee Appointments
Date: May 21, 2024

Summary

Donald Philip Barter
Michael Robitaille
Liza Kimball
Chris Camire
Scott Kelly

Recommendation

Appoint Donald Philip Barter, Michael Robitaille, Liza Kimball, Chris Camire, and Scott Kelly to the Public Safety Committee

Attachments

None

Town of Lisbon

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

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: Executive Session for Labor Negotiations per 1 M.R.S.A. § 405(6)(D)
Date: May 21, 2024

Summary
Contract Negotiations - Fire Department

Recommendation

Attachments
None