AGENDA
COUNCIL MEETING
July 16, 2024
LISBON TOWN OFFICE
7:00 PM MEETING

1. CALL TO ORDER & PLEDGE TO FLAG
2. ROLL CALL
   Harry Moore, Jr., Chair
   Raymond Robishaw, Vice Chair
   Mark Lunt
   Normand Albert
   Jo-Jean Keller
   Christine Cain
   Fern Larochelle
3. GOOD NEWS & RECOGNITION
   A. Proclamation Honoring the Retirement of US Air Force Major Pierre LaPlume
4. PUBLIC HEARINGS
   A. Food Truck Permit for Lou Sarofeen DBA The Ugly Dumpling
   B. Itinerant Vendor Permit for Renewal by Andersen of Greater Maine
   C. Ordinance Amendment: Chapter 70, Article II, Division 5: Variances, Section 70-120 - Powers and Duties (a), Administrative Appeals
   D. Ordinance Amendment: Chapter 70 Proposed Ordinance Changes per LD 337 Affecting Manufactured Housing
   E. General Assistance Ordinance and Appendices
   F. Liquor License Renewal for Flux Restaurant
   G. Itinerant Vendor Permit for Southwestern Advantage
5. AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS
6. CONSENT AGENDA
   A. *Consent Agenda Items*
      1. Adopt updated General Assistance Ordinance and Appendices
      2. Approve Liquor Catering Permit for Sliders
      3. Set Public Hearings for August 20, 2024 for Food Truck Permits for Vy Banh Mi and Fishermen's Net
      4. Set Public Hearings for August 20, 2024 for Itinerant Vendor permits for Homemade by Tina and for Blessings Cookies
      5. Approve Liquor License Renewal for Flux Restaurant
      6. Approve Itinerant Vendor Licenses for Renewal by Anderson and Southwestern Advantage
      7. Approve Food Truck Permit for The Ugly Dumpling
      8. Approve Road Name per Lisbon Addressing Officer: Blue Jay Lane
      9. Municipal Accounts Payable Warrants - $ 934,955.59

10. Municipal Payroll Warrants - $ 240,651.02
11. School Accounts Payable Warrants - $ 985,420.08
12. School Payroll Warrants - $ 1,205,911.71

7. COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES
   - A. Ordinance Amendment - Chapter 70, Article II, Division 5: Variances, Section 70-120 - Powers and Duties (a), Administrative Appeals - *Second Reading*
   - B. Ordinance Amendment - Chapter 70, Proposed Ordinance Changes per LD337 - *Second Reading*
   - C. Approve Council Minutes
   - D. Disposal of Tax Acquired Properties
   - E. Appointment of RHR Smith for FY24 Audit
   - F. Approve Fiscal Year 2024-2025 Budget Adjustments
   - G. Approve the Memorandum of Understanding Between the Town of Lisbon, JMC LLC, and JMC Farwell LLC
8. OTHER BUSINESS
   - A. FY24 Quarterly and Year End Unaudited Report
   - B. 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
   - C. Town Manager's Report
     1. Transfer Station Advisory Committee
9. APPOINTMENTS
   - A. Reappoint Bryan Bachelder as Sealer of Weights and Measures
   - B. Appoint William Kuhl to Regular Planning Board Member and Reappoint Shaun Carr to Planning Board Member
   - C. Reappoint Angela Shambarger and Anne Labbe to Library Board
   - D. Reappoint Linda Berube to the Board of Appeals
   - E. Reappoint Tim Carville and Lindsay Larochelle to the Recreation Committee

F. Reappoint Veronica Moffitt and Cherie Garnett to the Conservation Commission
Reappoint David Mailhot to the Cemetery Committee

10. COUNCIL COMMUNICATIONS
11. AUDIENCE PARTICIPATION & RESPONSE TO NEW ITEMS
12. ADJOURNMENT
    A. To Adjourn

PROCLAMATION

Honoring Major Pierre R. Laplume, United States Air Force (USAF)
Retiring Thursday, August 1, 2024

Whereas, Major Pierre R. Laplume has served the United States Air Force with distinction for 22 years, demonstrating unwavering commitment and dedication to the nation and its principles, and

Whereas, Major Laplume, a valedictorian graduate of Lisbon High School in 1996, embarked on a path of service that led him to earn a Bachelor of Arts from Mercyhurst University and a Master of Arts from American Military University, furthering his education at Auburn University through an USAF ROTC scholarship, and

Whereas, Major Laplume has held a variety of critical roles, including Services Officer at Scott AFB, Missile Operator at F.E. Warren AFB and Vandenberg AFB, Space Operations Liaison at Hanscom AFB, and Inspector General Inspector at Hanscom AFB, showcasing his versatility and leadership, and

Whereas, Major Laplume's career has been marked by a diverse array of positions, reflecting his adaptability and breadth of experience, which have made him a well-rounded officer and an asset to the Air Force community, and

Whereas, Major Laplume's tenure as an ROTC Instructor at the University of Colorado at Boulder stands out as a time when he could pay forward the mentorship and guidance he received, shaping the next generation of USAF officers, and

Whereas, Major Laplume's dedication to his family and community is exemplified by his humanitarian assignment at Hanscom AFB, allowing him to support his mother during her battle with cancer, and his involvement in local traditions such as playing the trumpet in the Lisbon Community Band, and

Whereas, Major Laplume's love for Lisbon, Maine, is reflected in his fondness for Graziano's Casa Mia Restaurant, The Kennebec Fruit Company General Store, and the Moxie Festival, which are emblematic of the town's spirit and his connection to it.

Now, Therefore, We, the Town Council of Lisbon, do hereby proclaim Thursday, August 1, 2024, as "Major Pierre R. Laplume Day" in the Town of Lisbon, and urge all citizens to recognize and celebrate the achievements and contributions of Major Pierre R. Laplume to the United States Air Force and the community.

Dated this 16th Day of July, 2024

Dated: July 16, 2024

LISBON TOWN COUNCIL

Harry Moore, Jr. *Chairman*

Mark Lunt

Raymond Robishaw, *Vice Chairman*

Jo-Jean Keller

Normand Albert

Christine Cain

Fern Larochelle

A true Copy,

Attest: _____
Alice Richards, ***Deputy Town Clerk***

24-7126

TOWN OF LISBON

300 Lisbon Street, Lisbon, ME 04250

Lisa M. Ward, *Town Clerk*
Alice Richards, *Deputy Clerk*

PUBLIC HEARING

Notice is hereby given that the Lisbon Town Council intends to hold a Public Hearing on July 16th, 2024 at 7:00 PM at the Town Office at 300 Lisbon Street in the Public Meeting Room to consider:

Liquor License Renewal for

Flux Restaurant

The public is invited to attend.

Lisa M. Ward, Town Clerk

Constable's
Return of Posting
State of Maine

Lisbon, Androscoggin, ss.

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

6-21-24
Date

Constable, Town of Lisbon

TOWN OF LISBON
300 Lisbon Street, Lisbon, ME 04250

Lisa Ward, Town Clerk
Alice Richards, Deputy Clerk

PUBLIC HEARINGS

Notice is hereby given that the Lisbon Town Council intends to hold Public Hearings on July 16, 2024 at 7:00 PM in the Town Office Public Meeting Room to hear comments on the following:

Food Truck Permit

Victualer's & Itinerant Vendor Permits

Lou Sarofeen DBA The Ugly Dumpling
18 Brookside Avenue
Livermore Falls, ME 04284

Itinerant Vendor Permits

Troy Pearl DBA Renewal by Andersen of Greater Maine
615 Odin Road Suite 2
Bangor, ME 04401

Sona Brezaniova DBA Southwestern Advantage
2451 Atrium Way
Nashville, TN 37214

The public is invited to attend.
Lisa Ward, Town Clerk

24-7080

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.

6-21-24
Date

Constable, Town of Lisbon

	Agenda Date:		
Date	Brenda Martin		Municipal Accts Payable
6/14/2024	06142024	$	24,447.47
6/18/2024	06182024	$	230,654.72
6/28/2024	06282024	$	118,817.88
6/26/2024	06262024	$	23,404.32
7/8/2024	07082024	$	517,537.49
7/11/2024	07112024	$	20,093.71
		$	***934,955.59***

Date	Lynna Izumi		Municipal Payroll Warrants
6/27/2024	MPW - 06/27/2024	$	216,698.88
6/27/2024	LWD - 06/27/2024	$	23,952.14
		$	***240,651.02***

Date	Louise Levesque		School Accts Payable
6/18/2024	2423	$	420,197.73
6/18/2024	2424	$	99,500.00
6/30/2024	2425	$	465,722.35
		$	***985,420.08***

Date	Eva Huston		School Payroll Warrants
6/21/2024	1169	$	375,095.85
6/21/2024	80	$	946.66
6/21/2024	1170	$	11,923.02
6/21/2024	1168	$	18,134.18
6/28/2024	1172	$	13,133.13
6/28/2024	1171	$	2,642.25
7/5/2024	1000	$	372,220.84
7/5/2024	1001	$	14,675.25
7/5/2024	1	$	4,199.43
7/5/2024	1002	$	7,554.73
6/28/2024	1173	$	62.19
7/12/2024	1003	$	14,506.39
6/28/2024	1177	$	258,452.12
6/28/2024	1174	$	111,223.32
6/28/2024	1176	$	266.88
6/28/2024	1175	$	875.47
		$	***1,205,911.71***

GENERAL ASSISTANCE ORDINANCE



MAINE MUNICIPAL
ASSOCIATION SINCE 1936

Prepared by Maine Municipal Association

September 2023

Table of Contents

ARTICLE I – Statement of Policy **1**

ARTICLE II – Definitions **3**

Section 2.1—Common Meaning of Words 3

Section 2.2—Special Definitions 3

Administrator. 3

Applicant. 3

Application Form. 3

Basic Necessities. 3

Case Record. 4

Categorical Assistance. 4

Claimant. 4

Deficit. 4

Disabled Person. 4

Dwelling Unit. 4

Earned Income. 5

Eligible Person. 5

Emergency. 5

General Assistance ("GA") Program. 5

General Assistance ("GA") Benefits. 5

General Assistance ("GA") Administrator. 5

Homelessness. 6

Household. 6

Income. 6

Initial Applicant. 8

Just Cause. 8

Landlord. 8

Lump Sum Payment. 8

Material Fact. 8

Maximum Levels of Assistance. 9

Misconduct. 9

Misspent Income. 9

Municipality. 9
Municipality of Responsibility. 9
Need. 9
Net General Assistance Costs. 9
Operator. 10
Period of Eligibility. 10
Pooling of Income. 10
Potential Resources. 10
Pursuing a Lawful Process to Apply for Immigration Relief 10
Real Estate. 10
Recipient. 10
Recovery Residence. 11
Registered Domestic Partner. 11
Rehabilitation Facility 11
Repeat Applicants. 11
Resident. 11
Resources. 11
30-Day Need. 12
Unearned Income 12
Unforeseen Repeat Applicants. 12
Unmet Need. 13
Work Requirements. 13
ARTICLE III – Administrative Rules and Regulations 15
Section 3.1—Confidentiality of Information 15
Release of Information. 15
Information from Other Sources; Penalty. 15
Misuse of Information. 16
Section 3.2—Maintenance of Records 16
Case Records. 16
Retention of Records. 17
ARTICLE IV – Application Procedure 18
Section 4.1—Right to Apply 18

Who May Apply. 18
Telephone Applications. 18
Written Application Upon Each Request. 18
Applications Accepted; Posted Notice. 18
Section 4.2—Application Interview 19
Section 4.3—Contents of the Application 19
Section 4.4— GA Administrator's Responsibilities at the Time of Application 20
Application Requirements. 20
Eligibility Requirements. 20
Applicant Rights. 20
Reimbursement/Recovery. 21
Section 4.5—Responsibilities of the Applicant at Time of Application 21
Section 4.6—Action on Applications 22
Written Decision. 22
Content of Decision. 22
Section 4.7—Withdrawal of an Application 23
Section 4.8—Temporary Refusal to Accept Application 23
Section 4.9—Emergencies 23
Disqualification for Emergency Assistance. 24
Assistance Prior to Verification. 24
Telephone Applications. 24
Limitation on Emergency Assistance. 25
Section 4.10—Residence 26
Moving/Relocating. 26
Institutions. 27
Temporary Housing. 27
Disputes. 27
ARTICLE V – Eligibility Factors 29
Section 5.1—Initial Application 29
Initial Application. 29
Repeat Applicants. 29

Section 5.1A – Presumptive Eligibility 29

Section 5.1B – Recovery Residences 30

Section 5.2—Eligibility for Categorical Assistance 30

Section 5.3—Personal Property 31

a) Liquid Assets. 31

b) Tangible Assets. 31

c) Automobile Ownership. 31

d) Insurance. 32

e) Transfer of Property. 32

Section 5.4—Ownership of Real Estate 47

a) Principal Residence. 47

b) Other Property. 48

Section 5.5—Work Requirement 48

Employment; Rehabilitation. 48

Verification. 49

Ineligibility. 49

Ineligibility Due to Job Quit or Discharge for Misconduct. 50

Just Cause. 50

Applicant's Burden of Establishing Just Cause. 50

Eligibility Regained. 50

Dependents. 51

Exemptions. 51

Section 5.6—Municipal Work Program 52

Consent. 52

Subtracting Value of Workfare Performed from Client's GA Debt. 52

Limitations. 52

"Workfare First" Policy. 54

Work-Related Expenses. 56

Disqualification. 56

Eligibility Regained. 56

Reports. 57

Section 5.7—Use of Resources....57
Minors. 58
Mental or Physical Disability. 59
Written Notice; Disqualification. 59
Forfeiture of Benefits. 59
Section 5.8—Period of Ineligibility....59
Work Requirement. 60
Fraud. 60
Section 5.9 – Unemployment Fraud....60
ARTICLE VI – Determination of Eligibility 60
Section 6.1—Recognition of Dignity and Rights....61
Section 6.2—Determination; Redetermination....61
Section 6.3—Verification....62
Eligibility of Applicant; Duration of Eligibility. 62
Applicant's Responsibilities. 62
Initial Applicants. 63
Repeat Applicants. 63
Unforeseen Repeat Applicants. 63
Administrator's Responsibilities 64
Redetermination of Eligibility. 64
Penalty for Refusing to Release Information. 65
Section 6.4—Fraud....65
Period of Ineligibility. 65
Right to a Fair Hearing. 66
Reimbursement. 66
Dependents. 66
Section 6.5—Period of Eligibility....67
Section 6.6—Determination of Need....67
Income for Basic Necessities. 68
Use-of-Income Requirements. 68
Calculation of Income and Expenses. 70

Consolidation of Deficit. 70
Section 6.7—Income 71
Income Standards. 71
Calculation of Income. 71
Types of Income. 71
a) Earned Income. 71
b) Income from Other Assistance or Social Services Programs. 72
c) Court-Ordered Support Payments. 73
d) Income from Other Sources. 73
e) Earnings of a Son or Daughter. 73
f) Income from Household Members. 73
g) The Pooling or Non-Pooling of Income. 73
h) Lump Sum Income. 74
Section 6.8—Basic Necessities; Maximum Levels of Assistance 75
Overall Maximum Levels of Assistance. 75
Maximum Levels of Assistance for Specific Basic Necessities. 76
(A) Food. 77
(B) Housing. 77
Rental Payments to Relatives. 77
Rental Payments to Non-Relatives. 78
Mortgage Payments. 78
Liens. 80
Property Taxes. 81
Housing Maximums. 81
(C) Utilities. 82
Electricity Maximums for Households Without Electric Hot Water. 82
Electricity Maximums for Households that Use Electrically Heated Hot Water. 83
Non-Electric Utilities. 83
(D) Fuel. 83
(E) Personal Care and Household Supplies. 83
(F) Other Basic Necessities. 83
1) Clothing. 84
2) Medical. 84
3) Hospital Bills. 85

4) Dental. 85
5) Eye Care. 86
6) Telephone Charge. 86
7) Work-Related Expenses. 86
8) Travel Expenses. 86
9) Burials, Cremations. 87
10) Capital Improvements. 87
Section 6.9—Burials; Cremations 87
Funeral Director Must Give Timely Notice. 87
Application for Assistance Shall be Calculated on Behalf of the Deceased. 88
The Financial Responsibility of Certain Family Members. 88
Consideration of the Financial Responsibility of Family Members. 89
Proration of Familial Responsibility. 89
Eight Days to Determine Eligibility. 90
The Municipal Obligation to Pay When Legally Liable Relatives or Others Can Contribute. 90
Burial Expenses. 90
Cremation Expenses. 90
Section 6.10—Notice of Decision 91
Written Decision. 91
Contents of Decision. 91
Disbursement of General Assistance. 91
ARTICLE VII – The Fair Hearing 77
Section 7.1—Right to a Fair Hearing 77
Section 7.2—Method of Obtaining a Fair Hearing 77
Written Request. 77
Scheduling the Fair Hearing. 77
Section 7.3—The Fair Hearing Authority 78
Section 7.4—Fair Hearing Procedure 79
Claimant's Failure to Appear. 80
Section 7.5—The Fair Hearing Decision 80
ARTICLE VIII – Recovery of Expenses 83
Recipients. 83

Recipients Anticipating Workers' Compensation Benefits. 83
Recipients of SSI. 84
Relatives. 84
ARTICLE IX – Severability 84
APPENDICES 85
APPENDIX A – 2023-2024 GA Overall Maximums 87
APPENDIX B – 2023-2024 Food Maximums 90
APPENDIX C – 2023-2024 GA Housing Maximums 91
APPENDIX D – 2023-2024 Electric Utility Maximums 97
APPENDIX E – 2023-2024 Heating Fuel Maximums 98
APPENDIX F – 2023-2024 Personal Care & Household Supplies Maximums 99
APPENDIX G – Mileage Rate 100
APPENDIX H – Funeral Maximums / Burial Maximums and Cremation Maximums 101
APPENDIX I – Definition of Misconduct (26 M.R.S. § 1043 (23)) 103

ARTICLE I – Statement of Policy

The Municipality of _____ administers a general assistance ("GA") program available to all persons who are eligible pursuant to the standards provided in this ordinance, state law (22 M.R.S. § § 4301-4326), and Department of Health and Human Services (DHHS) regulations.

The program will make every effort to recognize the dignity of applicants while helping eligible persons achieve self-maintenance by promoting the work incentive. When possible, the program will connect recipients with rehabilitative, preventive, and protective services to alleviate non-financial needs. The GA program will not place unreasonable restrictions on the personal rights of applicants or recipients, nor will it discriminate based on sex, age, race, nationality, religion, sexual orientation, or disability. The municipality is committed to including qualified individuals with disabilities in municipal services, programs, and activities. As a result, the municipality will promote a GA program that when viewed in its entirety is readily accessible to and usable by individuals with disabilities. GA applicants with physical or mental disabilities that require a reasonable accommodation in order to access and/or utilize the GA program are encouraged to contact the municipality to make an accommodation request.

The Administrator will act promptly on all applications for assistance and requests for fair hearings and will provide GA applicants with information regarding their rights and responsibilities under the program. Within 24 hours after receipt of an application, the Administrator will provide the applicant a written decision, whether or not assistance is granted, that will state the specific reasons for the decision. The Administrator will also provide the applicant written notice that the applicant may appeal to the municipal fair hearing authority if dissatisfied with the decision. When an applicant is determined to be eligible, assistance appropriate to the need will be furnished within 24 hours after the completed application is submitted except when the Administrator issues non-emergency assistance conditionally on the successful completion of a workfare assignment *(see Ordinance § 5.6)*.

The Administrator will maintain complete and accurate records pertaining to each applicant and recipient. These records are confidential as a matter of law. 22 M.R.S. § 4306.

The Administrator will post notice stating the day(s) and hours the Administrator will be available. The Administrator, or other designated person/entity, will be available to take applications in the event of an emergency at all other times. A copy of this ordinance and Maine General Assistance law will be available to any member of the public upon request. Notice to this effect will be posted.

ARTICLE II – Definitions

Section 2.1—Common Meaning of Words

Unless otherwise apparent or defined, all words in this ordinance will have their common meaning.

Section 2.2—Special Definitions

Administrator. See "General Assistance Administrator," below.

Applicant. A person who has submitted an application for GA directly or through an authorized representative, or who has, in an emergency, requested assistance without first completing an application. All persons on whose behalf an authorized application has been submitted or on whose behalf benefits have been granted shall be considered applicants.

Application Form. A standardized form used by the Administrator to allow a person to apply for GA benefits. The application form also confirms that a person has made an application. The application form is not complete unless signed by the applicant.

Basic Necessities. Food, clothing, shelter, fuel, electricity, potable water, non-elective essential medical services as prescribed by a physician, nonprescription drugs, basic telephone service where it is necessary for medical or work-related reasons, property taxes when a tax lien placed on the property threatens the loss of the applicant's place of residence, and any other commodity or service determined essential by the municipality.

"Basic necessities" do not include:

- Phone bills
- Cable or satellite dish television
- Mail orders
- Vehicle payments
- Credit card debt**
- Furniture
- Loan re-payments**
- Cigarettes
- Alcohol
- Pet care costs

- Vacation costs
- Legal fees
- Late fees
- Key deposits
- Security deposits for rental property (except when no other permanent lodging is available unless a security deposit is paid, and a waiver, deferral or installment arrangement cannot be made between landlord and tenant to avoid need for immediate payment of the security deposit in full). (22 M.R.S. § 4301(1)).

** Repayments of loans or credit will be treated as having been spent on basic necessities when the applicant can provide verification of this fact.

Case Record. An official file containing application forms; correspondence; narrative records and all other communications pertaining to an applicant or recipient; written decisions regarding eligibility including reasons for those decisions and types and amounts of assistance provided; records concerning an applicant's request for fair hearing; and fair hearing decisions.

Categorical Assistance. All state and federal income maintenance programs.

Claimant. A person who has requested a fair hearing.

Deficit. An applicant's deficit is the appropriate overall maximum level of assistance for the household (see Ordinance § 6.8) less the household income (calculated pursuant to Ordinance § 6.7), provided that this calculation yields a positive number. If the household income is greater than the appropriate overall maximum level of assistance, the household has no deficit.

Disabled Person. A person who is presently unable to work or maintain a home due to a physical or mental disability that is verified by a physician or qualified mental health provider.

Dwelling Unit. A building or part thereof used for separate living quarters for one or more persons living as a single housekeeping unit. (22 M.R.S. § 4301(2)).

Earned Income. Wages or Income-in-kind derived by providing goods or services to an individual, company, organization, or other entity.

Eligible Person. A person who is qualified to receive GA benefits from the municipality according to the eligibility standards in this Ordinance, Maine law (22 M.R.S. ch. 1161), and DHHS regulations (10-144 C.M.R. ch. 323). If otherwise qualified, "Eligible Person" includes U.S. citizens; non-U.S. citizens who are lawfully present in the United States as described in 8 U.S.C. § 1621(a)(1)-(3); and non-U.S. citizens who are pursuing a lawful process to apply for immigration relief. Assistance for non-citizens pursuing a lawful process for immigration relief shall not exceed 24 months beginning with assistance provided after July 1, 2015. "Eligible Person" does not include a fugitive from justice as defined in 15 M.R.S. § 201(4). (See "Pursuing a Lawful Process," below)

Emergency. Any life-threatening situation, or a situation beyond the control of the individual which, if not alleviated immediately, could reasonably be expected to pose a threat to the health or safety of a person. At the municipality's option, it includes a situation which is imminent and which may result in undue hardship or unnecessary cost to the individual or municipality if not resolved immediately. (22 M.R.S. § § 4301(4), 4308(2), 4310).

General Assistance ("GA") Program. A service administered by a municipality for the immediate aid of persons who are unable to provide the basic necessities essential to maintain themselves or their families. A GA program provides a specific amount and type of aid for defined needs during a limited period of time and is not intended to be a continuing "grant-in-aid" or "categorical" welfare program. This definition shall not lessen the municipality's responsibility to provide GA benefits to a person each time that the person is in need and is found to be eligible to receive GA. (22 M.R.S. § 4301(5)).

General Assistance ("GA") Benefits. Benefits provided to a person through the GA program.

General Assistance ("GA") Administrator. A municipal official designated to receive applications, make decisions concerning an applicant's right to receive assistance,

and prepare records and communications concerning assistance. He or she may be an elected overseer or an authorized agent such as a town manager, welfare director, or caseworker. (22 M.R.S. § 4301(12)).

Homelessness. "Homelessness" means a situation in which a person or household is: (a) living in a place that is not fit for human habitation; (b) living in an emergency shelter; (c) living in temporary housing, including but not limited to a hotel, motel, campground, unlicensed campsite or rehabilitation facility; (d) exiting a hospital or institution licensed under 22 M.R.S. ch. 405 or a correctional facility where the person or household resided for up to 90 days if the person or household was in an emergency shelter or a place not fit for human habitation before entering the hospital, institution or correctional facility; (e) losing the person's or household's primary nighttime residence and lacking the resources or support networks to remain in that residence; or (f) fleeing or attempting to flee violence and has no other residence.

Household. "Household" means an individual or a group of individuals who share a dwelling unit. When an applicant shares a dwelling unit with one or more individuals, even when a landlord-tenant relationship may exist between individuals residing in the dwelling unit, eligible applicants may receive assistance for no more than their pro rata share of the actual costs of the shared basic needs of that household according to the maximum levels of assistance established in the municipal ordinance. The pro rata share is calculated by dividing the maximum level of assistance available to the entire household by the total number of household members. The income of household members not legally liable shall be considered as available to the applicant only when there is a pooling of income. (22 M.R.S. § 4301(6)). Residents of a Recovery Residence are not considered a shared household.

Income. "Income" means any form of earned or unearned income in cash or in kind received by the household including:

- Net remuneration for services performed;
- Cash received on either secured or unsecured credit;
- Payments received as an annuity, retirement or disability benefits;
- Veterans' pensions and/or benefits;
- Retirement accounts or benefits;

- Workers' compensation payments;
- Unemployment benefits;
- Federal and/or state tax returns;
- Income from pension or trust funds;
- Student loans;
- Benefits under any state or federal categorical assistance program such as TANF, Supplemental Security Income, Social Security and any other payments from governmental sources (unless specifically prohibited by any law or regulation);
- Court ordered support payments (e.g., child support);
- Household income from any other source, including relatives or unrelated household members; and
- Rental income.

The following items will not be considered as income or assets that must be liquidated for the purposes of deriving income:

- Real or personal income-producing property, tools of trade, governmental entitlement specifically treated as exempt assets by state or federal law;
- Actual work-related expenses, whether itemized or by standard deduction, such as taxes, retirement fund contributions, union dues, transportation costs to and from work, special equipment costs and childcare expenses; or
- Earned income of children below the age of 18 years who are full-time students and who are not working full-time.

In determining need, the period of time used as a basis for the calculation shall be a 30-day period commencing on the date of the application. This prospective calculation shall not disqualify an applicant who has exhausted income to purchase basic necessities, provided that the income does not exceed the income standards established by the municipality. (22 M.R.S. § 4301(7)).

- Benefits received pursuant to public benefit programs that are specifically exempt from being counted as income for purposes of GA. These programs include:
  - Supplemental Nutrition Assistance Program (SNAP) (7 U.S.C. § 2017(b))
  - Li-Heap (42 U.S.C. § 8624)
  - Family Development Accounts (22 M.R.S. § 3762)

- AmeriCorp VISTA program benefits (42 U.S.C. § 5044 (f))
- Property tax rebates issued under the Maine Property Tax Fairness Credit program, but only if the money is spent on basic necessities (22 M.R.S. § 4301(7))
- ASPIRE Support Service Payments (10-144 CMR Chapter 323)

Initial Applicant. A person who has not previously applied for GA assistance in this or any other municipality.

Just Cause. A valid, verifiable reason that hinders an individual from complying with one or more conditions of eligibility or from attending a scheduled fair hearing. (22 M.R.S. § § 4301(8), 4316-A(5)).

Landlord. A person who owns a property and allows another person to use that property in return for payment. (22 M.R.S. § 4301(8-B)).

Lump Sum Payment. A one-time or typically nonrecurring sum of money issued to an applicant or recipient. Lump sum payment includes, but is not limited to, retroactive or settlement portions of social security benefits, workers' compensation payments, unemployment benefits, disability income, veterans' benefits, severance pay benefits, or money received from inheritances, lottery winnings, personal injury awards, property damage claims or divorce settlements. A lump sum payment includes only the amount of money available to the applicant after required deductions have been taken from the gross lump sum payment. A lump sum payment does not include conversion of a non-liquid resource to a liquid resource if the liquid resource has been used or is intended to be used to replace the converted resource or for other necessary expenses. (22 M.R.S. § 4301 (8-A)).

Material Fact. A material fact is a fact that necessarily has some bearing on the determination of an applicant's GA eligibility, and which would, if disclosed to the Administrator, have some determinable effect on the calculation of eligibility or the issuance of a grant of assistance.

Maximum Levels of Assistance. The amount of financial assistance for a commodity or service as established in Ordinance § 6.8 or the actual cost of any such basic necessity, whichever is less.

Misconduct. For purposes of the GA work requirement (22 M.R.S. § 4316-A), misconduct shall have the same meaning as "misconduct" in 26 M.R.S. § 1043(23). *(See Ordinance Appendix I).* Generally, misconduct occurs when an employee violates his or her obligations to the employer. Employees who engage in a pattern of irresponsible behavior to the detriment of the employer's interest may also be found guilty of misconduct.

Misspent Income. Misspent income includes income-in-kind received, or paid for, by a GA repeat applicant from sources, including friends or relatives, for the payment of bills that are considered unnecessary costs, such as cable bills, credit card debt, court fines and related court costs, payments to reimburse a municipality for false representation, tobacco and alcohol products, and similar items. Misspent income will be considered as available to the applicant when determining use of income for the previous 30-day period.

Municipality. Any city, town or plantation administering a GA program.

Municipality of Responsibility. The municipality which is financially liable for the support of an eligible person at the time of application. (22 M.R.S. § § 4301(9), 4307).

Need. The condition whereby a person's income, money, property, credit, assets, or other resources available to provide basic necessities for the individual and the individual's family are less than the maximum levels of assistance. (22 M.R.S. § § 4301(10), 4308).

Net General Assistance Costs. Those direct costs incurred by a municipality in providing assistance to eligible persons according to standards established by the municipal officers. These do not include the administrative expenses of the GA program. (22 M.R.S. § § 4301(11), 4311).

Operator. The lawful owner of a recovery residence or an individual or company designated by the lawful owner to have primary responsibility for the day-to-day operations of the recovery residence and for acquiring and maintaining certification pursuant through the general assistance program. (22. M.R.S. § 4301(11-A)).

Period of Eligibility. The time for which a person has been granted assistance. The period of eligibility may vary depending on the type of assistance provided; however, in no event shall this period extend beyond one month. (22 M.R.S. § 4309(1)).

Pooling of Income. "Pooling of income" means the financial relationship among household members who are not legally liable for mutual support in which there occurs any commingling of funds or sharing of income or expenses. This ordinance establishes a rebuttable presumption that persons sharing the same dwelling unit are pooling their income, except that applicants that who request assistance while residing in a Recovery Residence are not considered to be commingling funds. Applicants who request that the determination of eligibility be calculated as though one or more household members are not pooling their income have the burden of rebutting the presumed pooling of income.

Potential Resources. Sources of financial assistance, including programs, services, non-liquid assets or trusts which typically require people to apply in writing and/or wait a period of time before eligibility is determined or the potential income is released.

Pursuing a Lawful Process to Apply for Immigration Relief. Taking reasonable, good faith steps to apply for immigration relief within twelve months of arrival to the United States, with U.S. Citizenship and Immigration Services or before an immigration judge or federal court. (See DHHS regulation, 10-144 C.M.R. ch. 323, for additional guidance).

Real Estate. Any land, buildings, homes, mobile homes, and any other things affixed to the land. (22 M.R.S. § 4301(13)).

Recipient. A person who has applied for and is currently receiving GA.

Recovery Residence. “Recovery residence" means a shared living residence for persons recovering from substance use disorder that is focused on peer support, provides to its residents an environment free of alcohol and illegal drugs and assists its residents by connecting the residents to support services or resources in the community that are available to persons recovering from substance use disorder. 5 M.R.S. § 20003(19-D).

Registered Domestic Partner. An individual registered as the domestic partner of the applicant pursuant to 22 M.R.S. § 2710.

Rehabilitation Facility. An inpatient facility that is operated for the primary purpose of assisting in the rehabilitation of disabled persons through an integrated program of medical services and other services that are provided under competent professional supervision.

Repeat Applicants. All applicants for GA benefits that are not initial applicants are repeat applicants. For purposes of this ordinance “repeat” and “subsequent” shall have the same meaning.

Resident. A person who is physically present in a municipality with the intention of remaining in that municipality in order to maintain or establish a home, and who has no other residence. A person who applies for assistance in a municipality who is not a resident of that municipality, or any other municipality is the responsibility of the municipality where the person first applies. That municipality must take an application and grant assistance to the applicant if they are eligible, until they establish a new residence in another municipality. (22 M.R.S. § 4307).

Resources. Resources include any program, service, or other sources of support which are an alternative to or supplement for GA. There are two kinds of resources: “available” and “potential”. Potential resources are programs, services, non-liquid assets, or trusts that typically require people to apply in writing and/or wait a period of time before eligibility is determined or the potential income is released.

Potential resources include, but are not limited to, state or federal assistance programs, employment benefits, governmental or private pension programs, available

trust funds, support from legally liable relatives, child support payments, and jointly held resources where the applicant or recipient share may be available to the individual. (22 M.R.S. § 4317). Potential resources include the TANF (previously known as AFDC) program, Food Stamps, fuel assistance (HEAP), subsidized housing, and similar programs.

Available resources include resources which are immediately available to the applicant or which can be conveniently secured by the applicant without delay, such as cash on hand or in bank accounts, assets for which there is an immediate and available market, or support from relatives which is being made available at the time of application and for which the applicant does not have to take any unreasonable steps to secure (e.g., relocation beyond the immediate region). At the discretion of the Administrator, a minimum balance required by a financial institution in order to obtain free checking or in order to maintain the account shall not be considered an available resource.

The Administrator reserves the right to inform GA clients of services, commodities or facilities made available by private organizations or charities; however, eligibility for GA benefits shall not be based or conditioned on the use of a private charitable resource(s).

30-Day Need. An applicant's 30-day need is the sum of the household's prospective 30-day costs, from the date of application, for the various basic necessities. For the purpose of this calculation, the 30-day cost for any basic need shall be the household's actual 30-day cost for the basic necessity or the maximum 30-day cost for the basic necessity as established by this ordinance, whichever is less.

Unearned Income. Unearned income is income acquired from investments and other sources unrelated to employment. Unearned income also includes unemployment compensation, taxable social security benefits, pensions, annuities, and distributions of unearned income from a trust or any other income not meeting the definition of earned income.

Unforeseen Repeat Applicants. A repeat applicant who has not applied for assistance within the last twelve months and who has been regularly employed or

receiving support from a public benefit program or private source and who has unexpectedly become unemployed through no fault of their own or whose benefits (e.g., through an available resource) have ceased through no fault of their own.

Unmet Need. An applicant's unmet need is the household's 30-day need (established by Ordinance § 6.6) less the household income (calculated pursuant to Ordinance § 6.7), provided such a calculation yields a positive number. If the household income is greater than the household's 30-day need, the household does not have an unmet need.

Work Requirements. Work requirements are obligations the Administrator places on applicants as directed and/or authorized by 22 M.R.S. § 4316-A to the extent such obligations (1) ensure a continuing potential eligibility for GA when complied with, (2) result in ineligibility when violated, and (3) are not merely optional, discretionary, or advisory. Work requirements include registering for work, looking for work in good faith, accepting all suitable job offers, maintaining employment, performing workfare, and participating in training, educational, or rehabilitation programs that will assist the participant in securing employment.

ARTICLE III – Administrative Rules and Regulations

Section 3.1—Confidentiality of Information

Case records and all other information relating to a GA applicant or recipient are confidential and will not be disclosed to the general public. (22 M.R.S. § 4306).

Release of Information. Applicants, recipients, and their legal representatives have the right to review their case records. No record will be released to a third party unless the Administrator receives a signed consent form in which the applicant expressly authorizes the release of his or her records to the specified parties. Whenever the Administrator releases any information, they will make a notation in the applicant's file stating to whom the record was released and the date. The Administrator may charge a reasonable fee for reproduction of records.

Information from Other Sources; Penalty. Information concerning an applicant or recipient furnished to the municipality by DHHS or any other agency or institution pursuant to 22 M.R.S. § 4314, is confidential. The Administrator will also comply with laws requiring confidentiality of vital statistic records such as birth, marriage, and death records. (22 M.R.S. § 2706).

Any representative of a financial institution or any employer of a GA applicant who, upon receipt of a written release signed by the depositor/employee and a written request from the Administrator, refuses to provide necessary information to the Administrator in order to verify an applicant's eligibility must state in writing the reason for the refusal. National banks are also obligated to disclose deposit information to the Administrator upon receipt of a written request and release signed by the depositor. Additionally, when a municipality or its agents are acting in accordance with section 4313(2) to verify eligibility for funeral or cremation benefits, an officer of a financial institution must disclose the amount deposited upon receipt of a written request from the municipality or its agents and a notarized affidavit signed by the overseer of the municipality or its agents stating that the named depositor is deceased. Any such person who refuses to provide information, without just cause, may be subject to a civil penalty of not less than $25 nor more than $100. Any person, including the applicant, who knowingly and willfully makes a false representation of

a material fact to the Administrator commits a Class E crime. (22 M.R.S. § § 4314, 4315).

Misuse of Information. Misuse of any information relating to an applicant or recipient is a punishable offense. (22 M.R.S. § 42(2)).

Section 3.2—Maintenance of Records

The Administrator will maintain complete and accurate program records. (22 M.R.S. § 4306). These records are necessary to: (a) document and account for municipal program expenditures; (b) document and support decisions concerning applicants and recipients; and (c) ensure relevant information is available for any fair hearing or judicial review of the Administrator's decisions.

Case Records. The Administrator will maintain a separate case record, in paper or digital format, for each applicant or recipient. Each case record will include at least:

- household applications;
- household budget sheets;
- the types and amounts of assistance provided;
- narrative statements describing the nature of the emergency situation whenever GA is granted in amounts greater than the applicant's mathematical eligibility (i.e., deficit or unmet need, whichever is less);
- written decisions;
- requests for fair hearings and the fair hearing authority decisions;
- workfare participation records;
- repayments to the municipality;
- narrative writings documenting the need for general assistance, the results of home visits, collateral information, referrals, changes in status;
- client authorization(s) for the release of GA information and/or reason(s) for the release of confidential information;
- adjustments in aid, and suspension or termination of eligibility;
- physician's documentation;
- Supplemental Security Income (SSI) interim assistance reimbursement authorization forms; and

- vendor forms

Case records will not include information that is irrelevant to the applicant's or recipient's application or the Administrator's decisions.

Retention of Records. GA records shall be retained for at least three full years. The three-year period shall coincide with the state government's fiscal year which begins July 1 and ends on the following June 30. Records may be destroyed after three years by supervised shredding, burning or an appropriate digital deletion/destruction process. If a recipient's records contain SSI reimbursement forms, the recipient's records should be retained so that the municipality may seek reimbursement.

ARTICLE IV – Application Procedure

Section 4.1—Right to Apply

Who May Apply. Any person may apply for GA. The head of the family, any other responsible household member, or an authorized representative must apply in person, except in special emergency situations (see Ordinance § 4.9) or when the applicant resides at an emergency shelter and the municipality has made an agreement with that emergency shelter to presume shelter residents eligible for GA benefits. (22 M.R.S. § 4304(3)). In such cases, the Administrator may require a representative to present a signed statement documenting that they are authorized to apply on behalf of the named applicant. The applicant or representative must complete a written application and any other forms necessary for the Administrator to determine eligibility. (22 M.R.S. § § 4305, 4308). With notice, all members of the household receiving GA may be required to physically present themselves to the Administrator. Note that fugitives from justice are ineligible for GA benefits.

Telephone Applications. When a person has an emergency but is unable to apply in person due to illness, disability, lack of childcare, lack of transportation or other good cause, and they cannot send an authorized representative, the Administrator will accept an application by telephone. The telephone application is subject to written verification by mail and a visit to the applicant's home with his or her permission. (22 M.R.S. § 4304).

Written Application Upon Each Request. Each request for assistance will be administered in accordance with these guidelines, and the Administrator will make an independent determination of eligibility for GA each time a person applies. (22 M.R.S. § § 4308, 4309).

Applications Accepted; Posted Notice. Application forms will be available during regular business hours at the municipal office and when the Administrator is conducting interviews with applicants. Completed applications will be accepted and interviews given only during the regular hours established and posted by the Administrator. In an emergency, however, the Administrator or his or her designee will be available to accept applications for assistance whenever necessary.

The municipality will post notice stating the times and location where people may apply for assistance and contact information for the Administrator available to take emergency applications at all other times. In addition, the posted notice shall state that the municipality must issue a written decision on all applications within 24-hours and will include the DHHS toll-free telephone number for reporting alleged violations or complaints. (22 M.R.S. § 4304).

Section 4.2—Application Interview

Except when it is impractical, the Administrator will interview each applicant in person before making a decision. Interviews will be conducted in private, although the applicant may be accompanied by a legal representative, friend, or family member.

Section 4.3—Contents of the Application

An application must contain the following information:

a) the applicant's name, address, date of birth, SSN or appropriate United States Customs and Immigration Services (USCIS) documentation, and phone number;
b) the names, date(s) of birth, and SSN(s) or appropriate USCIS documentation of other household members for whom the applicant seeks assistance;
c) the total number of individuals living with the applicant;
d) employment and employability information;
e) a listing of all household income, resources, assets, and property;
f) the applicant's household expenses;
g) the types of assistance requested;
h) a statement of the penalty for false representation;
i) the applicant's permission for the Administrator to verify information;
j) the signature of applicant and date.

If an initial applicant is unable to provide identification records (e.g., SSN card/number) because the record may have been lost, stolen or misplaced, the Administrator may allow the initial applicant a reasonable amount of time (e.g., five working days), to obtain copies of identification records. Provided the initial applicant makes a good faith effort to obtain the item/record sought, GA benefits necessary to cure an immediate and/or emergency need shall not be withheld. In such cases the

Administrator may elect to provide a prorated amount of GA (e.g., five days' worth), while the applicant attempts to obtain the required information.

Section 4.4— GA Administrator's Responsibilities at the Time of Application

The Administrator will inform all applicants of: (1) their rights and responsibilities; (2) general program requirements for applying for and receiving GA, and (3) application requirements, eligibility guidelines, applicant rights, and applicant reimbursement obligations.

Application Requirements. The Administrator will help applicants complete application forms and inform applicants of any other information or documents necessary to evaluate the applicant's eligibility. The Administrator will fully explain the purpose of any forms consenting to release of the applicant's information and any benefit reimbursement agreements before the Administrator requests the applicant's signature or written authorization.

Eligibility Requirements. The Administrator will inform the applicant, either orally or in writing, of the eligibility requirements of the program, including:

- the income standard of need;
- the applicant's ongoing use-of-income, work-related, and resource-related responsibilities, as described in the section immediately below;
- the reduction in assistance that results from spending household income on non-basic necessities;
- immigration status (see definition of "Eligible Person"); and
- the disqualification penalties associated with committing fraud, failing to perform work-related assignments without just cause, or failing to make a good faith effort to secure potential resources when the requirement to attempt to obtain those resources has been explained to the applicant in writing.

Applicant Rights. The Administrator will inform all applicants of their right to:

- review the municipal GA ordinance and Maine GA statute and regulations;
- apply for assistance;

- receive a written decision concerning eligibility within 24-hours after application;
- confidentiality of the application and other records;
- contact the DHHS with complaints;
- challenge the Administrator's decision by requesting a fair hearing.

Reimbursement/Recovery. The Administrator will inform the applicant/recipient that they must reimburse the municipality the amount of GA benefits they have been granted if they subsequently have the ability to pay. The municipality may also, as appropriate, contact and inform the applicant/recipient's legal representative of the recipient's obligation to repay the municipality.

The municipality may also recover the amount of assistance granted to a recipient during the previous 12 months from any relative legally liable for the applicant's support, such as a spouse, or the parents of persons under the age of 25. (*See Article VIII, "Recovery of Expenses*"). (22 M.R.S. § § 4318, 4319). Whenever applicable, the Administrator will explain the liens a municipality may place against a recipient's real or personal property, such as the mortgage or capital improvement lien, the Workers' Compensation lump sum payment lien, or the SSI "Interim Assistance Agreement" lien, described in Article VIII, "Recovery of Expenses."

Section 4.5—Responsibilities of the Applicant at Time of Application

The applicant is responsible to provide accurate, complete, and current household information and verifiable documentation at the time of each application concerning:

- Income
- Resources
- Assets
- Employment
- Use of income
- Names and addresses of any relatives legally liable for the applicant's support
- Any change in this information from a previous application that would affect household eligibility. (22 M.R.S. § 4309).

In addition, the applicant must accurately report and provide verifiable documentation that shows the applicant:

a) has remained employed, if previously employed, and has not quit work without just cause or been discharged from employment for misconduct;
b) has been seeking employment, if previously unemployed or employed on a part-time basis, has accepted any suitable offer of employment, and has satisfactorily performed all workfare assignments or had just cause not to perform those assignments;
c has made use of all available and potential resources when directed in writing to such a program by the Administrator, including, but not limited to, other government benefit programs or the assistance of liable relatives of sufficient means; and
d) has participated in any training, retraining, educational or rehabilitative program when appropriate and when directed in writing to such a program by the Administrator, in order to diminish the applicant's need for general assistance. (22 M.R.S. § § 4316-A, 4317).

Section 4.6—Action on Applications

Written Decision. The Administrator will issue a written decision concerning the applicant's eligibility within 24 hours after the applicant submits a written application. Assistance will be furnished to eligible applicants within that period except when the municipality is permitted by law (and pursuant to Ordinance § 5.6) to issue assistance conditionally on the successful completion of a workfare assignment. (22 M.R.S. § § 4305, 4316-A, 4321). A written decision will be given each time a person applies, whether assistance is granted, denied, reduced, or terminated.

Content of Decision. The Administrator's written decision will contain:

a) the type and amount of benefits granted, or the applicant's ineligibility for benefits;
b) the period of eligibility if the applicant is eligible for assistance;
c) the specific reasons for the Administrator's decision;
d) the applicant's right to a fair hearing; and
e) the applicant's right to notify the DHHS if they believe the municipality has acted illegally. (22 M.R.S. § 4321).

Section 4.7—Withdrawal of an Application

An application will be considered withdrawn if the applicant requests in writing that the application be withdrawn; or if the applicant refuses to complete or sign the application or any other document needed by the Administrator.

Section 4.8—Temporary Refusal to Accept Application

Under special circumstances, the Administrator may temporarily refuse to accept applications. Such circumstances include, but are not limited to, the following:

a) When the applicant's conduct is abusive, disruptive, or harassing, or when the applicant is under the influence of drugs or alcohol. In these situations, the applicant will be asked to leave; if the applicant refuses to leave, the police may be summoned. The applicant will be informed that an application will only be accepted when his or her conduct is under control.
b) If the Administrator believes that an applicant's behavior presents a threat to the health or safety of the public or to a municipal employee, if the applicant's behavior is violent, or if an applicant has engaged in abusive, disruptive or harassing behavior and has been required to leave on more than one occasion, the applicant may be required to designate a third party to apply for assistance on his or her behalf and the applicant may be prohibited from entering the municipal building;
c) When a third person applies for assistance on behalf of the applicant that person may be required to provide written verification that they have been duly authorized to act as a representative for the applicant. (22 M.R.S. § 4308).

Section 4.9—Emergencies

An "emergency" means any life-threatening situation, or a situation beyond the control of the applicant which if not alleviated immediately could reasonably be expected to pose a threat to the health or safety of the applicant or a member of the household. (22 M.R.S. § 4301(4)). An emergency includes homelessness or imminent homelessness. Even if an applicant is otherwise ineligible to receive GA benefits, unless they are disqualified as provided below, emergency assistance may be granted to applicants who lack sufficient income and resources to meet the emergency need

and also have not had sufficient income and resources to avert the emergency. (22 M.R.S. § 4308).

A municipality may provide emergency assistance when the municipality determines that an emergency is imminent and that failure to provide assistance may result in undue hardship and unnecessary costs to either the applicant or the municipality.

Disqualification for Emergency Assistance. A person who is currently disqualified from receiving GA due to a violation of Ordinance § § 5.5, 5.6, 5.7, 5.8, 5.9 or 6.4 is ineligible to receive emergency assistance. (22 M.R.S. § 4308(2)(A)). However, dependents of a disqualified person may be eligible for assistance. For the purposes of this section, "dependents" are defined as: (1) a dependent minor child; (2) an elderly, ill or disabled person; or (3) a person whose presence is required to provide care for any child under the age of 6 years or any ill or disabled member of the household. (22 M.R.S. § 4309(3)).

If one or more members of a household are disqualified and assistance is requested for the remaining dependents, the eligibility of those dependents will be calculated by dividing the maximum level of assistance available to the entire household by the total number of household members.

Assistance Prior to Verification. Whenever an applicant informs the Administrator that they need assistance immediately, the Administrator will grant, pending verification, the assistance within 24 hours, provided that:

a) after interviewing the applicant the Administrator has determined that the applicant will probably be eligible for assistance after a verification of information is completed; and
b) the applicant submits documentation when possible, to verify his or her need. The Administrator may contact at least one other person to confirm the applicant's statements about his/her need for emergency assistance. No further assistance will be authorized until the applicant's eligibility is confirmed. (22 M.R.S. § 4310).

Telephone Applications. If a person has an emergency need and cannot apply in person due to illness, disability, lack of transportation, or other good cause, and if

there is no authorized representative who can apply on behalf of the applicant, the Administrator shall accept an application over the telephone. (22 M.R.S. § 4304).

Assistance will not be granted after a telephone application if the applicant refuses to allow the Administrator to verify information provided by the applicant either by visiting his or her home or by mail, and the Administrator cannot determine eligibility through any other means.

Limitation on Emergency Assistance. Applicants are not automatically eligible for emergency assistance. If an applicant had income which could have been used to prevent all or part of an emergency, but he or she spent that income on items which are not basic necessities, the applicant will not be eligible to receive GA to replace the misspent money. (22 M.R.S. § § 4308(2) & 4315-A).

All applicants must provide the Administrator with verifiable documentation demonstrating that the applicant lacked sufficient income to avert the emergency situation. According to the following criteria, the Administrator may limit emergency assistance to cover only the difference between the amount of money necessary for the household to avoid the emergency and the amount of income available to the household during the applicable time period.

a) The applicable time period shall be the 30 days preceding the application for emergency assistance, except in those cases where the emergency was created by a negative account balance for a commodity or service (such as rent, mortgage, or utility payments), and the negative account balance was created over a longer period of time. In such cases, the applicable time period shall be the consecutive length of time the account balance has been in the negative.
b) The Administrator shall seek from the applicant all information pertinent to the applicant's ability to provide for his or her basic necessities for the applicable time period, including evidence of all income and resources received over that period of time.
c) The Administrator shall calculate all costs per month for the household's basic necessities during the applicable time period, consistent with the maximum levels established by this ordinance for the specific basic necessity

or the actual monthly cost, whichever is less, including all costs associated with averting the particular emergency situation for which the applicant is seeking assistance.

d) From the total household costs for basic necessities during the applicable time period, the Administrator shall subtract the total income and lump sum payments available to the household for the applicable time period, as well as the total general assistance actually received during the applicable time period.

e) The Administrator may restrict the issuance of emergency assistance to the difference yielded by the computation in subsection (d), even when such a grant will not totally alleviate the emergency situation.

f) The Administrator may waive this limitation on emergency assistance in life threatening situations or for initial applicants; that is, persons who have never before applied for general assistance.

g) Nothing in these criteria may be construed as prohibiting a municipality from electing to alleviate an emergency situation in the most cost-effective manner available, provided such a determination of eligibility for emergency assistance is in conformance with general assistance law.

Section 4.10—Residence

The Administrator shall provide GA to all eligible applicants who are residents of this municipality. A resident is a person who has no other residence, is physically present in this municipality and who intends to remain here and establish a household.

The municipality also recognizes its responsibility to provide assistance to eligible persons who apply here and who are not residents of this municipality or any other municipality. If a person who is not a resident of any municipality applies in this municipality first, the Administrator will determine his or her eligibility and, if eligible, will grant assistance until they establishe a residence in another municipality. (22 M.R.S. § 4307).

Moving/Relocating. The municipality will not consider moving or transporting an applicant or recipient into another municipality unless the person requests assistance to relocate to another municipality. If the Administrator determines the applicant is

eligible and grants financial assistance to help with the requested relocation, this municipality will be responsible for providing assistance to the applicant for 30 days after they move provided the recipient remains eligible.

Institutions. If a resident of this municipality enters an institution located in another municipality (such as a group home, shelter, rehabilitation center, nursing home, or hospital) and requests assistance while at the institution, they will be the responsibility of this municipality for up to 6 months after they enter the institution if the conditions of 22 M.R.S. § 4307 and § 4313 are met. The municipality thereafter retains responsibility for an applicant in an institution only if the applicant has maintained a home in this municipality to which they intend to return. The municipality also recognizes its responsibility for applicants residing in an institution in this municipality if such an applicant had no residence prior to entering the institution. (22 M.R.S. § 4307(4)).

Temporary Housing. Hotels/motels and similar places of temporary lodging are considered institutions if the municipality grants financial assistance for, makes arrangements for, or advises or encourages an applicant to stay in temporary lodging.

Note: A municipality which illegally denies housing assistance will be responsible for the applicant for up to 6 months if, as a result of the denial, the applicant stays in temporary lodging. The municipality may also be subject to other penalties. (22 M.R.S. § 4307(4)).

Disputes. When the Administrator believes that an applicant is a resident of another municipality, but that municipality disputes its responsibility, the Administrator will notify DHHS' Augusta office (287-3654 or 1-800-442-6003). If the applicant applies in this municipality first, the Administrator will determine his or her eligibility and, if eligible, will grant assistance until the DHHS has concluded which municipality is responsible for providing assistance. If another municipality was responsible, the DHHS will recover the amount due from the other municipality. (22 M.R.S. § § 4307(5), 4307(6)).

ARTICLE V – Eligibility Factors

A person will be eligible for GA if they are an "Eligible Person" as defined in section 2.2, is in need, and has complied with the eligibility requirements set forth below. (*For guidance in determining whether an applicant is an Eligible Person, contact DHHS at (800) 442-6003 (TTY: 287-6948)).*

Section 5.1—Initial Application

Initial Application. For initial applicants, need will be the sole condition of eligibility, except that all applicants, including initial applicants, are disqualified for a defined period (1) for quitting employment without just cause or for being discharged from employment for misconduct *(see Ordinance § 5.5)* or (2) who are fugitives from justice as defined in 15 M.R.S. § 201(4), (22 M.R.S. § 4301(3)). An initial applicant is a person who has never before applied for GA in any municipality in Maine. (22 M.R.S. § 4308(1)).

"Need" means that the applicant's income (including prorated income, where applicable), property, credit, assets or other resources are less than the overall maximum level of assistance contained in Ordinance § 6.8 or the applicant's 30-day need, whichever is less, and they does not have adequate income or other resources available to provide basic necessities.

Repeat Applicants. Persons who are not initial applicants are repeat applicants; these are persons who have previously applied for GA at some time, including persons on whose behalf a GA application was previously made at any time, provided that the applicant was not a dependent minor in the household at the time of the previous application. To be eligible for GA, repeat applicants must be in need and meet all other eligibility requirements. The eligibility of repeat applicants may also be adversely affected to the extent they have not used their income and resources to secure basic necessities.

Section 5.1A – Presumptive Eligibility

A person who is provided shelter in an emergency shelter for the homeless located in the municipality shall be presumed to be an eligible person. Presumed eligibility may not exceed 30 days within a 12-month period. After the period of presumed eligibility,

full eligibility must be verified before assistance will be issued. When presumptive eligibility is determined under this section, no other municipality may be determined to be the municipality of responsibility during that 30-day period.

Section 5.1B – Recovery Residences

The Administrator will not deny GA benefits to a person for the sole reason that the person is residing in a recovery residence. Beginning July 1, 2022, housing assistance will not be provided to a person residing in a recovery residence that has not been certified in accordance with 5 M.R.S. § 20005(22), except that the person may receive housing assistance while residing in an uncertified recovery residence for one 30-day period only. The Administrator will inform the person of the requirements and time limits regarding recovery residences. A person who is ineligible for housing assistance under this subsection may remain eligible to receive GA for other basic necessities. Upon request by a person residing in a certified recovery residence, who has been determined eligible for housing assistance, housing assistance payments will be issued to the operator of the certified recovery residence instead of to a landlord.

Section 5.2—Eligibility for Categorical Assistance

Receipt of categorical assistance will not disqualify an otherwise eligible person. Benefits received from other assistance programs will be considered as income when determining need, with the exception of Food Stamps, which will not be counted as income or resources or otherwise taken into consideration when determining need. (7 U.S.C. § 2017 (b)).

In addition, fuel assistance (HEAP/ECIP) received by an applicant will not be considered as income; that is, the Administrator will always compute the heating needs of an applicant who has received HEAP or ECIP as if that applicant paid all costs associated with his or her fuel needs. (42 U.S.C. § 8624(f)). When an applicant has received HEAP or ECIP, GA heating energy needs will be calculated pursuant to Ordinance § 6.7, subsection (c) under “Types of Income”. For several additional exceptions please refer to the definition of “Income” in this Ordinance (see Ordinance § 2.2, page 7, subsection 4).

Applicants or recipients must apply for other program benefits within 7 days after being advised in writing to do so by the Administrator. Persons who, without just cause, make no good faith effort to obtain a potential resource will be disqualified from receiving assistance until they make a good faith effort to obtain the benefit. (22 M.R.S. § 4317).

Section 5.3—Personal Property

a) Liquid Assets.

No person owning assets easily convertible into cash, including but not limited to, bank deposits, stocks, bonds, certificates of deposit, retirement accounts, life insurance policies and other marketable security will be eligible for GA unless and until he or she uses these assets to meet his or her basic needs, and thereby exhausts them. At the discretion of the Administrator, liquid assets need not include a reasonable minimum balance necessary to obtain free checking. Although one checking account per household may be allowed, any monies over the minimum required to obtain free checking are to be considered available liquid assets.

b) Tangible Assets.

No person owning or possessing personal property, including but not limited to: a motor vehicle (except as provided immediately below in subsection c), or a boat, trailer, recreation vehicle or other assets that are convertible into cash and are non-essential to the maintenance of the applicant's household will be eligible for GA. Exceptions may be made when a person is making an initial application or is an unforeseeable repeat applicant as defined in Ordinance § 2.2 or when reasonable efforts to convert assets to cash at fair market value are unsuccessful. Tools of a trade, livestock, farm equipment and other equipment used for the production of income are exempt from the above category and are not considered available assets.

c) Automobile Ownership.

Ownership of one automobile per household will not make a person ineligible for assistance if such vehicle is essential for transportation to employment or for seeking employment, obtaining medical care, rehabilitation, or training facilities, or for any other reason the GA Administrator determines reasonable

for the maintenance of the applicant's household. GA recipients who own an automobile with a market value greater than $8,000 may be required, with 7-day's written notice, to make a good faith effort to trade that automobile for an automobile with a market value of less than $8,000. Any income received by the applicant by virtue of such a trade down must be used for his or her basic necessities. Failure to liquidate or trade down the excess value of any automobile asset can result in disqualification. (22 M.R.S. § 4317).

The Administrator will neither pay nor consider as necessary any car payment or vehicle maintenance cost, including insurance, for which the applicant is responsible. However, if the vehicle's value is $8,000 or less and the applicant is utilizing the vehicle for an "essential" reason (see above), the Administrator may choose to not consider reasonable car payments, reasonable car insurance or reasonable associated costs of maintenance as "misspent" income. GA for travel-related needs shall be computed in accordance with Ordinance § 6.8(F)(7), (8) "Work Related/Travel Expenses."

d) Insurance.

Insurance available to an applicant on a non-contributory basis or required as a condition of employment will not be a factor in determining eligibility for GA. Life insurance with a cash surrender value may, at the discretion of the Administrator, be considered as a tangible asset.

e) Transfer of Property.

Applicants who transfer assets for less than fair market value to someone else solely for the purpose of establishing eligibility for GA will not be granted GA benefits to replace the uncompensated value of the transferred asset. Assistance will be denied within a 120-day limit up to the uncompensated value of the asset which was transferred unless the transfer of asset is fraudulently misrepresented, in which case a 120-day disqualification will be issued. There will be a presumption that the applicant transferred his or her assets in order to be eligible for GA whenever property is sold for less than the fair market value or when the transfer occurred within 30 days prior to applying for GA unless the applicant can demonstrate the existence of a good faith transaction.

Section 5.4—Ownership of Real Estate

a) Principal Residence.

Solely for purposes of GA, the applicant's principal residence, including any adjoining land, is considered an exempt resource, even if temporarily unoccupied because of employment, job training, education, illness, or disaster, provided the applicant demonstrates an intent to return. If the applicant owns land in excess of the minimum lot size for the zone or district in which the home is located, that land may be considered a potential resource if:

1. The applicant has received GA for the last 120 consecutive days; and
2. The applicant has the legal right to sell the land (e.g., any mortgagee will release any mortgage, any co-owners agree to the sale, zoning or other land use laws do not render the sale illegal or impracticable); and
3. The applicant has the financial capability to put the land into a marketable condition (e.g., the applicant can pay for any necessary surveys); and
4. The land is not utilized for the maintenance and/or support of the household; and
5. A knowledgeable source (e.g., a realtor) indicates that the land in question can be sold at fair market value, for an amount which will aid the applicant's financial rehabilitation; and
6. No other circumstances exist which cause any sale to be unduly burdensome or inequitable.

If conditions above are met, the Administrator may condition the receipt of future assistance on the applicant's good faith efforts to sell, or render saleable, land which could be used to provide necessary support for the applicant (e.g., the applicant owns 100 "excess" acres. Sale of 10 of the acres would provide for the necessary support; therefore, the entire 100 acres need not be sold at the present time.) Assistance shall not be denied during the time that the applicant is making a good faith effort to sell or render saleable the land in question.

Once the applicant ceases to receive assistance the obligations under this section shall also cease.

b) Other Property.

If the applicant or dependents own real property other than that occupied as the principal residence, continued GA eligibility will depend on the applicant making a reasonable effort to:

1. Dispose of the property at fair market value in order to convert the property into cash which can be applied toward meeting present need; or
2. Obtain a loan against such property which may be used to meet present need. Applicants who transfer their excess property to a third party in order to become eligible for GA will be ineligible.

If an applicant is granted assistance in the form of a mortgage payment or capital improvement payment, the municipality may claim a lien against the property. The lien shall not be enforceable until the sale of the property or upon the death of the recipient *(see also Ordinance § 6.8).* 22 M.R.S. § 4320.

Section 5.5—Work Requirement

All GA recipients are required to register for work, look for work, work to the extent of available employment, and otherwise fulfill the work requirements, unless the applicant is exempt from such requirements as provided below.

Employment; Rehabilitation. All unemployed applicants and household members who are 16 years of age or older and who are not attending a full-time primary or secondary school intended to lead to a high school diploma will be required to accept any suitable job offer and/or meet with job counselors, attend employment workshops and rehabilitative services, except as provided below *(see "Exemptions").* Applicants must demonstrate to the Administrator that they are available for work and are actively seeking employment.

A "suitable job" means any job, which the applicant is mentally and physically able to perform. "Available for work" means that applicants must make themselves available for work during normal business hours prevailing in the area and show that no circumstance exists which would prevent them from complying with the work requirement.

Verification. Unemployed applicants or applicants employed on a part-time basis must provide verifiable documentation of their pursuit of employment at the time of each application. At a minimum, such documentation will consist of a list of the employers contacted, the date and time of the application contact, and the name of the employer representative contacted. "Pursuit of Employment" means actually submitting a written application or applying for a job in person when reasonable or submitting a written application or letter of inquiry to employers.

For the duration of any repeat applicant's period of unemployment or partial employment, the Administrator will establish the number of employers per week to whom each non-exempt applicant shall be required to apply in order to fulfill his or her work search requirements. The number of weekly employer contacts required by the Administrator shall be reasonably related to the number of potential employers in the region and the number of hours per week the applicant has available for work search activities after considering all time the applicant must devote to existing employment obligations, workfare obligations, and required classroom or on-site participation in job training, educational, or rehabilitation programs. Fulfillment of these requirements will not be expected at the time of the initial application but will be a condition of eligibility for subsequent assistance.

Ineligibility. After being granted assistance at the time of initial application, applicants will be considered ineligible for further assistance for 120 days if they, without just cause:

a) refuse to register for employment with the Maine Job Service;
b) refuse to search diligently for employment when the search is reasonable and appropriate; recipients who unreasonably seek work at the same places repeatedly will not be considered to be performing a diligent work search and will be disqualified;
c) refuse to accept a suitable job offer;
d) refuse to participate in an assigned training, education or rehabilitation program that would assist the applicant in securing employment;
e) fail to be available for work; or

f) refuse to participate or participate in a substandard manner in the municipal work program *(see Ordinance § 5.6).*

Ineligibility Due to Job Quit or Discharge for Misconduct. No initial or repeat applicant who has quit his or her full-time or part-time job without just cause or who has been discharged from employment for misconduct *(see definition in Appendix I)* will be eligible to receive GA of any kind for 120-days from the date the applicant is separated from employment. (22 M.R.S. § § 4301(8), 4316-A (1-A)).

Just Cause. Applicants will be ineligible for assistance for 120 days if they refuse to comply with the work requirements of this section without just cause. With respect to any work requirement, just cause will be considered to exist when there is reasonable and verifiable evidence that:

a) the applicant has a physical or mental illness or disability which prevents him/her from working;
b) the work assignment pays below minimum wages;
c) the applicant was subject to sexual harassment;
d) the applicant is physically or mentally unable to perform required job tasks, or to meet piece work standards;
e) the applicant has no means of transportation to or from work or a training or rehabilitation program;
f) the applicant is unable to arrange for necessary childcare or care of ill or disabled family members; or
g) any reason found to be good cause by the Maine Department of Labor, or any other verifiable reason the Administrator considers reasonable and appropriate will be accepted as just cause. (22 M.R.S. § 4316-A(5)).

Applicant's Burden of Establishing Just Cause. If the Administrator finds that the applicant has violated a work-related rule without just cause, it shall be the responsibility of the applicant to establish the presence of just cause. (22 M.R.S. § 4316-A).

Eligibility Regained. Persons who are disqualified for 120 days because they violated a work requirement may regain their eligibility if and only when they become employed

or otherwise satisfy the Administrator that they are complying with the work requirement by fulfilling the work requirement(s) the person violated.

For the purpose of regaining eligibility by becoming employed, "employment" shall mean employment by an employer as defined in 26 M.R.S. § 1043 or the performance of a service for an employer who withholds from the employee a social security tax pursuant to federal law.

The special provisions regarding the opportunity to regain eligibility after a disqualification for workfare violations are detailed in Ordinance § 5.6, under "Eligibility Regained."

Dependents. Failure of an otherwise eligible person to comply with the work requirements shall not affect the eligibility of any member of the person's household who is not capable of working, including:

a) a dependent minor child;
b) an elderly, ill, or disabled person; and
c) a person whose presence is required in order to provide care for any child under 6 years of age or for any ill or disabled member of the household. (22 M.R.S. § 4309(3)).

If one or more member(s) of a household is disqualified and assistance is requested for those remaining members of the household who are dependents, the eligibility of those dependents will be calculated by dividing the maximum level of assistance available to the entire household by the total number of household members.

Exemptions. The above work requirements do not apply to any person who is elderly, physically or mentally ill or disabled. Any person whose presence is required to care for any pre-school age child or for any ill or disabled member of the household is also exempt from these requirements.

The requirements of this section will not be imposed so as to interfere with an applicant's existing employment, ability to pursue a bona fide job offer, ability to attend an interview for possible employment, classroom participation in a primary or secondary educational program intended to lead to a high school diploma, classroom

or on site participation in a training program which is either approved by the Department of Labor (DOL) or determined by the DOL to be expected to assist the applicant in securing employment, or classroom participation in a degree-granting program operated under the control of the DOL.

Section 5.6—Municipal Work Program

Each applicant and any member of the household who is capable of working may be required to perform work for the municipality, including work for a non-profit organization, as a condition of receiving assistance. (22 M.R.S. § 4316-A(2)).

As part of the municipal work program, the municipality can require recipients to participate in training, education, or rehabilitative programs that will assist the recipient in securing employment. The work requirement provisions found in Ordinance § 5.5 regarding just cause, dependents, and exemptions also apply to the municipal workfare program.

Consent. Persons assigned to the work program are required to sign a form stating that they understand the requirements of GA and the work program. Before signing the form, the Administrator will read it to the applicants or allow the applicants to read it themselves. The form will also state the number of hours the applicants must work and the hourly rate by means of which the duration of the work assignment is calculated. In addition, the consent form shall describe the consequences of failing to adequately perform part or all of the workfare or workfare-first assignment.

Subtracting Value of Workfare Performed from Client's GA Debt. Pursuant to 22 M.R.S. § 4318, individuals who received GA benefits are obligated to repay the municipality when and if they become able (see Ordinance Article VIII). However, persons performing workfare shall have the value of the workfare performed deducted from any and all GA debt including GA liens (e.g., Workers' Compensation Settlement, SSI Retroactive Payment, Capital Improvement, Home Mortgage) that might exist against their settlements, payments or other such property.

Limitations. The work requirement is subject to the following limitations. (22 M.R.S. § 4316-A(3)).

1) No person shall, as a condition of eligibility, be required to perform any amount of work that exceeds the value of the net GA that the person receives under municipal GA standards. Any person performing work under this subsection shall be provided with net GA, the value of which is calculated at a rate of at least the prevailing minimum wage under state or federal law at the time the workfare was performed.

2) No workfare participant shall be required to work for a nonprofit organization if that work would violate the participant's basic religious beliefs.

3) In no case shall eligible persons performing work under this subsection replace regular municipal employees.

4) In no case will work performed under this subsection interfere with an eligible person's:

    a) existing employment;
    b) ability to follow up on a bona fide job offer;
    c) attendance at an interview for possible employment;
    d) classroom participation in a primary or secondary educational program intended to lead to a high school diploma; or
    e) classroom or on-site participation in a training program which is approved by the Department of Labor (DOL) or determined by the DOL to be reasonably expected to assist the person in securing employment, or classroom participation in a degree-granting program administered by the DHHS or the DOL.

5) In no case may an eligible person be required to work more than 40 hours per week. An eligible person who has full or part-time employment shall be exempt from the work requirement to the extent that the work requirement in combination with his or her regular employment would result in the person working more than 40 hours per week.

6) In no case will an eligible person be required to perform work beyond his or her capabilities. However, when an illness or disability is claimed, an

eligible person may be required as a condition of receiving assistance to present a doctor's statement detailing the extent of the disability or illness. (22 M.R.S. § 4309).

If the Administrator requires a doctor's statement to verify an applicant's illness or disability and the applicant is not currently under the care of a provider, the municipality may pay for the doctor's evaluation if the applicant has no means to pay for the exam. However, in such a case the Administrator will choose the doctor. If there is a no-cost or low-cost health care option, the municipality may elect to refer the client to such a resource. The Administrator will not require verification of medical conditions which are apparent, or which are of such short duration that a reasonable person would not ordinarily seek medical attention. (22 M.R.S. § 4316(5)).

7) In no case may an eligible person with an immediate need (i.e., a person in an emergency situation who has not been disqualified from receiving assistance for committing a program violation) be required to perform work under this subsection prior to receiving GA. The Administrator shall meet immediate needs upon receiving written assurance from the eligible person that they are willing to work to maintain eligibility for GA. When the recipient has no immediate need, workfare participation may be required prior to receiving GA in accordance with the "workfare first" policy below.

"Workfare First" Policy. Pursuant to 22 M.R.S. § 4316-A(2)(D), the Administrator may, in accordance with the following guidelines, require a GA recipient to perform a workfare assignment prior to the actual issuance of the GA benefit conditionally granted.

1) In no circumstance will emergency GA for which an applicant is eligible be withheld pending the satisfactory performance of workfare.
2) All workfare participants under this policy will be provided a written decision within 24 hours after submitting an application for GA and prior

to performing any workfare for the municipality associated with that request for assistance.

That written decision must include:

a) a specific description of the amount of GA being conditionally granted to the household, and for which basic needs;
b) the period of eligibility for which the GA grant is being issued (in days or weeks, but not to exceed 30 days);
c) the rate, at a dollar-per-hour basis (but not less than the prevailing minimum wage), upon which the duration of the workfare assignment is calculated;
d) the actual duration of the workfare assignment that must be performed, in hours, before the GA grant will be actually issued;
e) the specifics of the workfare assignment(s), including the general nature of the type of work being assigned, location(s) of worksite, date(s) and time(s) of assigned workfare, workfare supervisors' names and contact telephone numbers; and
f) any other pertinent information related to the workfare assignment(s) the recipient will be expected to perform.

3) As previously provided in this section, all workfare participants must sign a consent form that informs the participant of his or her workfare-related rights and responsibilities, including the consequences of failing to perform all or part of the workfare assigned without just cause.
4) If a portion of the workfare-first assignment is satisfactorily performed but there has been a failure to perform the remainder of the assignment, without just cause, the Administrator shall issue a grant of GA benefits corresponding to the number of workfare hours satisfactorily performed multiplied by the hourly rate used to calculate the workfare assignment. In addition to any disqualification penalty that may apply, the remaining value of the conditionally issued GA grant shall be terminated, and notice of the partial termination, together with the reasons; therefore, will be issued to the workfare participant in accordance with Ordinance § 6.10.

5) If any part of the workfare assignment is not performed because the workfare participant was temporarily unable to perform the assignment for just cause reasons, it shall be reassigned or excused at the discretion of the Administrator.

Work-Related Expenses. A participant's expenses related to work performed under this section will be added to the amount of net GA to be provided to the person (22 M.R.S. § 4316-A(2)(E)). The municipality will provide any special clothes or equipment the recipient needs to perform his or her work assignment.

Disqualification. Any person who either willfully fails to perform or willfully performs below average standards the work assigned by the municipality, will be ineligible for assistance for 120 days (22 M.R.S. § 4316-A(1)). As soon as the Administrator knows that a recipient failed to fulfill the work assignment, the Administrator will notify the recipient in writing that they are disqualified for 120 days starting from the last date of authorized assistance unless the recipient can show just cause. The workfare participant has the burden of demonstrating there was just cause for any failure to perform a workfare assignment.

Eligibility Regained. Recipients who are disqualified from receiving assistance because they have violated the requirements of the municipal work program may regain their eligibility under the following conditions:

- Recipients who fail to complete the first municipal work assignment they have been given will be disqualified from receiving assistance during the next 120 days, although dependents in the household may be eligible *(see Ordinance § 5.5, "Dependents")*.
- If during the 120-day disqualification period the recipient requests an opportunity to perform the work assignment which he or she, without just cause failed to perform, the disqualified recipient will be given one opportunity to regain eligibility. The Administrator will give the recipient a work assignment as soon as possible.
- If a recipient under a 120-day disqualification has an emergency need and the Administrator is unable to schedule a work assignment in time to alleviate the emergency, the Administrator will provide sufficient assistance to the

recipient to avert the emergency. However, the provision of emergency assistance will not bar the Administrator from subsequently enforcing the previously issued 120-day disqualification if the recipient fails to regain eligibility by satisfactorily performing the work assignment. The amount of emergency assistance granted will be considered in the computation of the total number of hours the recipient must work.

- Recipients who have asked for the opportunity to regain their eligibility during a 120-day disqualification period and who agreed to fulfill the assignment which they previously failed to perform but who, without just cause, fail to fulfill their municipal work assignment will be considered to have acted in bad faith. In such a circumstance, the Administrator will enforce the 120-day disqualification for the term of its initial duration.
- If a workfare participant regains eligibility under this section but is subsequently disqualified within the initial 120-day period of ineligibility for failing to comply with the municipal work program, that participant will be ineligible for a new 120-day period beginning with the new disqualification date but will be provided no opportunity to requalify.
- Any recipient who intentionally causes damage to property, harasses or harms other employees or who otherwise conducts themselves in a disruptive manner and is discharged by the work supervisor will not be entitled to regain eligibility by returning to the work program. Eligibility may be regained by otherwise becoming employed and meeting the definition of need.

Reports. The Administrator will itemize the assistance that has been provided to persons who work for the municipality in reports to the DHHS. (22 M.R.S. § 4316-A(2)).

Section 5.7—Use of Resources

Each applicant is responsible to make a good faith effort to utilize every available or potential resource that may reduce his or her need for GA *(see Ordinance § 2.2, definition of "Resources")*. Persons who refuse or fail to make a good faith effort to secure a potential resource after receiving written notice to do so are disqualified from receiving assistance until they make an effort to secure the resource. Applicants

are required to prove that they have made a good faith effort to secure the resource. (22 M.R.S. § 4317).

Minors. A minor under the age of 18 who has never married and is applying independently for GA and who is pregnant or has a dependent child or children will be eligible to receive GA only if the minor is residing in the home of his or her parent, legal guardian or other adult relative, in which case the entire household will be evaluated for eligibility. Exceptions to this limitation on eligibility will be made when:

1) the minor is residing in a foster home, maternity home, or other adult-supervised supportive living arrangement; or
2) the minor has no living parent or the whereabouts of both parents are unknown; or
3) no parent will permit the minor to live in the parent's home; or
4) the minor has lived apart from both parents for at least one year before the birth of any dependent child; or
5) the DHHS determines that the physical or emotional health or safety of the minor or the minor's dependent child or children would be jeopardized if the minor and his or her child or children lived with a parent; or
6) the DHHS determines, in accordance with its regulation, that there is good cause to waive this limitation on eligibility. (22 M.R.S. § 4309(4)).

Any person under the age of 25 who is applying independently from his or her parents for GA will be informed that until he or she reaches the age of 25, the applicant's parents are still legally liable for his or her support and the municipality has the right to seek recovery from the parents of the cost of all assistance granted to such a recipient to the extent his or her parents are financially capable of repaying the municipality. (22 M.R.S. § 4319).

With regard to such application, the municipality may seek verification of the applicant's need for GA by contacting his or her parents. If the applicant's parents declare a willingness to provide the applicant with his or her basic needs directly, and there is no convincing evidence that the applicant would be jeopardized by relying on his or her parents for basic needs, the Administrator may find the applicant not to be

in need of GA for the reason that his or her needs can be provided by a legally liable relative.

Mental or Physical Disability. Any applicant who has a mental or physical disability must make a good faith effort to utilize any medical or rehabilitative services which have been recommended by a physician, psychologist or other professional retraining or rehabilitation specialist when the services are available to the applicant and would not constitute a financial burden or create a physical risk to the individual.

Written Notice; Disqualification. The Administrator will give each applicant written notice whenever the applicant is required to utilize any specific potential resource(s). Any applicant who refuses to utilize potential resources, without just cause, after receiving written 7-day notice will be ineligible for further assistance until they have made a good faith effort to utilize or obtain the resources. GA will not be withheld from the applicant pending receipt of a resource if the applicant has made, or is in the process of making, a good faith effort to obtain the resource.

Forfeiture of Benefits. Any applicant who forfeits receipt of, or causes a reduction in, benefits from another public assistance program due to fraud, misrepresentation, a knowing or intentional violation of program rules or a refusal to comply with that program's rules without just cause will be ineligible to receive GA to replace the forfeited benefits. To the extent the forfeited benefits can be considered income under GA law, the value of the forfeited benefits will be considered income that is available to the applicant for the duration of the forfeiture.

To the extent the forfeited benefits were provided in the form of a specific, regularly issued resource of a calculable value rather than in the form of income, that resource, up to its forfeited value, need not be replaced with GA for a period of 120 days from the date of the forfeiture—unless the municipality is prohibited by federal or state law from considering the forfeited resource as available with respect to local public assistance programs. (22 M.R.S. § 4317).

Section 5.8—Period of Ineligibility

No one will have his or her GA terminated, reduced, or suspended prior to being given written notice and an opportunity for a fair hearing. (22 M.R.S. § § 4321-4322). Each

person will be notified in writing of the reasons for his or her ineligibility, and any person disqualified for not complying with the ordinance will be informed in writing of the period of ineligibility.

Work Requirement. Applicants/recipients who do not comply with a work requirement are disqualified from receiving assistance for a period of 120 days (unless they regain their eligibility) *(see Ordinance § § 5.5, 5.6)*. If an applicant/recipient is provided assistance and does not comply with the work requirement, the applicant/recipient shall be disqualified for 120 days following the end of the period covered by the grant of assistance. The Administrator shall give recipients written notice that they are disqualified as soon as the Administrator has sufficient knowledge and information to render a decision of ineligibility.

Fraud. Persons who commit fraud are disqualified from receiving GA for a period of 120 days *(see Ordinance § 6.4, "Fraud")*. The Administrator shall give recipients written notice that they are ineligible as soon as the Administrator has sufficient knowledge and information to render a decision. If the disqualification for fraud is issued before the expiration of a grant of assistance, the period of ineligibility shall commence on the day following the end of the period covered by the grant of assistance. If fraud is discovered after the period covered by the grant of assistance has expired, the period of ineligibility will commence on the day of the written notice of ineligibility.

Section 5.9 – Unemployment Fraud

An applicant who is found ineligible for unemployment compensation benefits because of a finding of fraud by the Department of Labor pursuant to 26 M.R.S. § 1051(1) is ineligible to receive general assistance to replace the forfeited unemployment compensation benefits for the duration of the forfeiture established by the Department of Labor. 22 M.R.S. § 4317.

ARTICLE VI – Determination of Eligibility

Section 6.1—Recognition of Dignity and Rights

Any determination or investigation into an applicant's eligibility will be conducted in a manner that will not violate the applicant's privacy or personal dignity or violate his or her individual rights.

Section 6.2—Determination; Redetermination

The Administrator will make an individual, factual determination of eligibility each time a person applies or reapplies for GA. The Administrator will make a redetermination of eligibility at least monthly but may do so as often as necessary to administer the program efficiently and meet the needs of the applicants. Upon any

application, the Administrator will determine the applicant's eligibility on the basis of a 30-day prospective analysis, but may elect to disburse that applicant's assistance periodically, e.g., weekly, throughout a 30-day period of eligibility pursuant to that initial eligibility determination.

The Administrator may redetermine a person's eligibility at any time during the period he or she is receiving assistance if the Administrator is notified of any change in the recipient's circumstances that may alter the amount of assistance the recipient may receive. Once a recipient has been granted assistance, the Administrator may not reduce or rescind the grant without giving prior written notice to the recipient explaining the reasons for the decision and offering the recipient an opportunity to appeal the decision to the fair hearing authority. (22 M.R.S. § 4309).

Section 6.3—Verification

Eligibility of Applicant; Duration of Eligibility. The overseer shall determine eligibility each time a person applies or reapplies for GA. The period of eligibility will not exceed one month. At the expiration of this period applicants/recipients may reapply for assistance and the person's eligibility will be redetermined.

Applicant's Responsibilities. Applicants and recipients for GA are responsible for providing to the Administrator all information necessary to determine eligibility. If further information or documentation is necessary to demonstrate eligibility, the applicant must have the first opportunity to provide the specific information or documentation required by the Administrator. When such information is unavailable, the Administrator must accept alternative available information, which is subject to verification.

Each applicant and recipient has the responsibility at the time of application and continuing thereafter, to provide complete, accurate, current information and documentation concerning his/her:

- Need
- Income
- Employment
- Use of income

- Expenses
- Assets & liabilities
- Use of available resources
- Household composition

Initial Applicants. Persons who have not applied for assistance in this or any other municipality are considered initial applicants and must have their eligibility determined solely on the basis of need. Initial applicants are not subject to eligibility conditions placed on repeat applicants *(see below)*. However, such applicants must still provide the GA Administrator with reasonably obtainable documentation adequate to verify that there is a need for assistance. In addition, initial applicants must also comply with both lump sum and relevant work rules (i.e., quit job).

Repeat Applicants. All applicants for GA who are not initial applicants are repeat applicants. The eligibility of repeat applicants must be determined on the basis of need and all other conditions of eligibility established by law and this municipal ordinance.

The Administrator will require documentation of a repeat applicant's income, use of income, assets and resources plus actual bills and receipts for rent, utilities, fuel, telephone, medical services, and other basic necessities. In addition, repeat applicants instructed to seek employment shall verify their work search results, (e.g., provide a list of the employers contacted, the date and time of the application contact, and the name of the employer representative contacted) as required by the Administrator.

Repeat applicants must provide updates to information reported on previous applications, including changes in his/her household or income that may affect his/her eligibility.

Unforeseen Repeat Applicants. Unforeseen repeat applicants are applicants who have not applied for assistance within the last twelve months and who have been regularly employed or receiving support from a public benefit or private source but who have unexpectedly become unemployed through no fault of their own or whose income and/or benefits (e.g., through an available resource) have ceased through no

fault of their own. Such unforeseen repeat applicants may be considered initial applicants for purposes of verification requirements and misspent income if the Administrator finds that imposing the general verification requirements and misspent income rules imposed on repeat applicants would be unreasonable or inappropriate.

Administrator's Responsibilities. In order to determine an applicant's eligibility for GA, the Administrator first must seek information and documentation from the applicant. Once the applicant has presented the necessary information, the Administrator must determine eligibility. The Administrator will seek verification necessary to determine eligibility and may contact sources other than the applicant for verification only with the specific knowledge and consent of the applicant – except that the Administrator may examine public records without the applicant's knowledge and consent.

Appropriate sources, which an Administrator may contact, include, but are not limited to:

- DHHS, any other department or agency of the state, or non-profit organizations
- financial institutions
- creditors
- utility companies
- employers
- landlords
- physicians
- persons with whom the applicant/recipient is a cohabitant
- legally and non-legally liable relatives

Assistance will be denied or terminated if the applicant is unwilling to supply necessary information, documentation, or permission to make collateral contacts, or if the Administrator cannot determine that eligibility exists based on information supplied by the applicant or others.

Redetermination of Eligibility. The Administrator may redetermine a person's eligibility at any time during the period that person is receiving assistance if the Administrator is informed of any change in the recipient's circumstances that may affect the amount of assistance to which the recipient is entitled, or that may make the recipient ineligible, provided that once a determination of eligibility has been made for a specific time period, a reduction in assistance for that time period may not be

made without prior written notice to the recipient stating the reasons for the action and an opportunity for the recipient to receive a fair hearing upon the proposed change.

Penalty for Refusing to Release Information. Any person governed by 22 M.R.S. § 4314 who refuses to provide necessary information to the Administrator after it has been requested must state in writing the reasons for the refusal within 3 days of receiving the request. Any such person who refuses to provide the information, without just cause, commits a civil violation and may be subject to a fine of not less than $25 nor more than $100 which may be adjudged in any court of competent jurisdiction. Any person who willfully renders false information to the Administrator is guilty of a Class E crime. (22 M.R.S. § § 4314(5), 4314(6), 4315).

Section 6.4—Fraud

It is unlawful for a person to knowingly and willfully make a false representation of a material fact to the Administrator in order to receive GA or cause someone else to receive GA. (22 M.R.S. § 4315). A person who commits fraud in an effort to receive GA benefits may be prosecuted for this offense.

False representation means any individual who knowingly and willfully:

a) makes a false statement to the Administrator, either orally or in writing, in order to obtain assistance to which the applicant or the applicant's household is not entitled;
b) conceals information from the Administrator in order to obtain assistance to which the applicant or applicant's household is not entitled; or
c) uses GA benefits for a purpose other than the purpose for which they were intended.

No person may be denied assistance solely for making a false representation prior to being given an opportunity for a fair hearing.

Period of Ineligibility. When the Administrator finds that a person has knowingly and willfully misrepresented material facts for the purpose of making himself or herself

eligible for GA, the Administrator shall notify that applicant in writing that he or she must reimburse the municipality for the assistance he or she was not entitled to receive and that they are ineligible for assistance for the longer of: (a) a period of 120 days; (b) until he or she reimburses the municipality for the assistance; or (c) until he or she enters a reasonable written agreement to reimburse the municipality. (22 M.R.S. § 4315).

For the purpose of this section, a material misrepresentation is a false statement about eligibility factors in the absence of which some or all of the assistance would not be or would not have been granted.

The notification of ineligibility issued by the Administrator shall inform the applicant of his or her right to appeal the Administrator's decision to the fair hearing authority (FHA) within 5 working days of receipt. The period of ineligibility shall commence on the day following the end of the period covered by the grant of assistance fraudulently received or upon the date of notification of ineligibility, whichever is later.

Right to a Fair Hearing. Any applicant who is denied assistance for making a false representation will be afforded the opportunity to appeal the decision to the fair hearing authority (FHA) in accordance with Article VII of this Ordinance. No recipient shall have his or her assistance reduced or revoked during the period of eligibility before being notified and given the opportunity to appeal the decision. Any person who is dissatisfied with the decision of the FHA may appeal that decision to the Superior Court pursuant to Rule 80-B of the Maine Rules of Civil Procedure. (22 M.R.S. § 4309(3)).

Reimbursement. If a recipient does not appeal the decision or if the FHA determines that a recipient made a false representation, the recipient will be required to reimburse the municipality for any assistance received to which they were not entitled. The recipient may enter a reasonable written agreement to reimburse the municipality over a period of time.

Dependents. In no event will the ineligibility of a person under this section serve to disqualify any eligible dependent in that household. (22 M.R.S. § 4309(3)). In the event one or more members of a household are disqualified and assistance is

requested for the remaining dependents, the eligibility of those dependents will be calculated by dividing the maximum level of assistance available to the entire household by the total number of household members.

Section 6.5—Period of Eligibility

The Administrator will grant assistance to all eligible persons for a period that is sufficient to meet their need but in no event may a grant of assistance cover a period in excess of one month. (22 M.R.S. § 4309). Upon receiving a completed and signed application the Administrator will determine the applicant's eligibility on the basis of a 30-day prospective analysis.

When an applicant submits an incomplete or unsigned application, due to the 24-hour decision requirement placed on the GA Administrator, the GA Administrator shall render a notice of "ineligibility" and advise the applicant that he or she has a right to reapply as soon as he or she has the necessary information and/or as soon as is practicable for the applicant.

Although eligibility is determined on a 30-day basis, for reasons of administrative efficiency, the Administrator may elect to disburse an applicant's assistance for shorter periods of time, such as weekly, throughout the 30-day period of eligibility. When the Administrator elects to disburse GA for a period of time less than 30 days, subsequent grants of assistance during that 30-day period may be issued pursuant to the initial determination of need unless the applicant's financial situation changes substantially enough to warrant a redetermination of eligibility.

Section 6.6—Determination of Need

The period of time used to calculate need will be the next 30-day period from the date of application. (22 M.R.S. § 4301(7)). The Administrator will calculate applicants' expenses according to the actual expense of the basic necessity or the maximum levels for the specific necessities allowed in Ordinance § 6.8, whichever is less. The sum of these expenses, as calculated for a prospective 30-day period, is the applicant's 30-day need. Applicants will not be considered eligible if their income and other resources exceed this calculation except in an emergency. (22 M.R.S. § 4308(2)) *(see Ordinance § 4.9)*.

Applicants will also not be considered in need of GA if their income, property, credit, assets or other resources available to provide basic necessities for their household are greater than the applicable overall maximum level of assistance set forth in the beginning of Ordinance § 6.8. (22 M.R.S. § § 4301(10), 4305(3-B)). The difference between the applicant's income and the overall maximum levels of assistance established by this Ordinance is the applicant's deficit.

Once an applicant's deficit has been determined, the specific maximum levels of assistance for each basic necessity shall guide Administrator's distribution of assistance for which the applicant is eligible. *(See Ordinance Appendices A-H).* The specific maximum levels of assistance for each basic necessity are intended to be reasonable and sufficient to help recipients maintain a standard of health and decency. (22 M.R.S. § 4305(3-A)).

Income for Basic Necessities. Applicants are required to use their income for basic necessities. Except for initial applicants, no *applicant* is eligible to receive assistance to replace income that was spent within the 30-day period prior to an application for assistance on goods and services that are not basic necessities. All income spent on goods and services that are not basic necessities will be considered available to the applicant and combined with the applicant's prospective 30-day income for the purposes of computing eligibility. (22 M.R.S. § 4315-A). Applicants who have sufficient income to provide their basic necessities but who use that income to purchase goods or services which are not basic necessities will not be considered eligible for assistance. Persons who exhaust their income on basic necessities and who still need assistance with other basic necessities will be eligible, provided that their income does not exceed the overall maximum level of assistance.

Use-of-Income Requirements. The Administrator may require that anyone applying for GA provide documentation of his or her use of income. This documentation can take the form of cancelled checks and/or receipts which demonstrate that the applicant has exhausted all household income received over the last 30-day period. Except as is deemed appropriate by the Administrator for "unforeseen" repeat applicants *(See Ordinance § 6.3);* repeat applicants may be required to verify that expenditure of income was for basic necessities. Income expended that cannot be

verified will generally be considered available and in such case will be added to the 30-day prospective income.

Allowable expenditures include reasonable shelter costs (rent/mortgage); the cost of heating fuel, electricity, and food up to the ordinance maximums; telephone costs at the base rate if the household needs a telephone for medical reasons, the cost of non-elective medical services as recommended by a physician which are not otherwise covered by medical entitlement, Hospital Free Care or insurance; the reasonable cost of essential clothing and non-prescription drugs, and the costs of any other commodity or service determined essential by the Administrator.

Items not considered to be basic necessities and thus will not be allowed in the budget computation include:

- Internet services
- Cable or satellite television
- Cellular phones, except when deemed essential by the overseer for medical or work related purposes
- Cigarettes/alcohol
- Gifts purchased
- Pet care costs
- Costs of trips or vacations
- Paid court fines
- Repayments of unsecured loans
- Legal fees
- Late fees
- Credit card debt

The municipality reserves the right to apply specific use-of-income requirements to any applicant, other than an initial applicant, who fails to use his or her income for basic necessities or fails to reasonably document his or her use of income. (22 M.R.S. § 4315-A). Those additional requirements will be applied in the following manner:

1) The Administrator may require the applicant to use some or all of his or her income, at the time it becomes available, toward specific basic necessities. The Administrator may prioritize such required expenditures so that most or all of the applicant's income is applied to housing (i.e., rent/mortgage), energy (i.e., heating fuel, electricity), or other specified basic necessities;
2) The Administrator will notify applicants in writing of the specific use-of-income requirements placed on them;

3) If upon subsequent application it cannot be determined how the applicant's income was spent, or it is determined that some or all of the applicant's income was not spent as directed and was also not spent on basic necessities, the applicant will not be eligible to receive either regular or emergency general assistance to replace that income; and
4) If the applicant does not spend his or her income as directed but can show with verifiable documentation that all income was spent on basic necessities up to allowed amounts, the applicant will remain eligible to the extent of the applicant's eligibility and need.

Calculation of Income and Expenses. When determining eligibility, the Administrator will subtract the applicant's net income from the overall maximum level of assistance found at the beginning of Ordinance § 6.8. If income is greater than the overall maximum level of assistance, the applicant will not be eligible except in an emergency *(see Ordinance § 4.9)*. If income is less than the overall maximum level of assistance, the applicant has a deficit.

The municipality will provide assistance in an amount up to the deficit to the extent the applicant also has an unmet need and is in need of basic necessities. The municipality will not grant assistance in excess of the maximum amounts allowed in Ordinance § 6.8 for specific basic necessities except in an emergency or when the Administrator elects to consolidate the applicant's deficit, as provided immediately below.

Consolidation of Deficit. As a general rule, and to the extent of their deficit, applicants will be eligible for assistance for any basic necessity up to, but not exceeding, the maximum amount allowed for that necessity in this ordinance or the actual 30-day cost of the necessity, whichever is less. Under certain circumstances, however, and in accordance with the following conditions, the Administrator may consolidate the applicant's deficit and apply it toward a basic necessity in an amount greater than the ordinance maximum for that necessity.

1) The practice of consolidating the deficit and applying it toward a basic necessity in amounts greater than the ordinance maximum shall be the exception rather than the rule;

2) The total GA grant cannot exceed the total deficit unless the applicant is in an emergency situation; and
3) The need for the application of the recipient's consolidated deficit toward a basic necessity was not created by the recipient misspending his or her income or resources in violation of the use-of-income requirements of this ordinance.

Section 6.7—Income

Income Standards. Applicants whose income exceeds the overall maximum level of assistance provided in Ordinance § 6.8 shall not be eligible for GA except in an emergency. Each time an applicant applies, the Administrator will conduct an individual factual inquiry into the applicant's income and expenses.

Calculation of Income. To determine whether applicants are in need, the Administrator will calculate the income they will receive during the next 30-day period commencing on the date of application and identify any assets or resources that would alleviate their need. For all applicants other than initial applicants, the Administrator will also consider as available income any income that was not spent during the previous 30-day period on basic necessities as well as any income that was spent on basic necessities in unreasonable excess of the ordinance maximums for specific basic necessities. If a household's income exceeds the amount of the household's need for basic necessities, up to the maximum levels contained in Ordinance § 6.8, applicants will not be considered in need.

Exceptions will be made in emergency situations, which may necessitate that the maximum levels be exceeded. (22 M.R.S. § 4308) *(see Ordinance § 4.9)*. To calculate weekly income and expenses, the Administrator will use actual income received or actual anticipated income.

Types of Income. Income that will be considered in determining an applicant's need includes:

a) **Earned Income.** Income in cash or in kind earned by the applicant through wages, salary, commissions, or profit, whether self-employed or as an employee, is considered earned income. If a person is self-employed, total income will be computed by subtracting reasonable and actual business

expenses from gross income. When income consists of wages, the amount computed will be the income available after taxes, social security and other payroll deductions required by state, federal, and local law. Rental income and profit from produce that is sold is considered earned income. Income that is held in trust and unavailable to the applicant or the applicant's dependents will not be considered as earned income.

Note: Actual work-related expenses such as union dues, transportation to and from work, special equipment or work clothes, and childcare costs will be deducted from an applicant's income. (22 M.R.S. § 4301(7)).

b) **Income from Other Assistance or Social Services Programs.** State/federal categorical assistance benefits, SSI payments, Social Security payments, VA benefits, unemployment insurance benefits, and payments from other government sources will be considered as income, unless expressly prohibited by federal law or regulation. Federal law prohibits Food Stamps and Fuel Assistance payments made by the Home Energy Assistance Program (HEAP and EPIC) from being considered income. The value of the food stamps or fuel assistance will not be used to reduce the amount of GA the applicant is eligible to receive. Although applicants may have only a limited or reduced need for GA for heating fuel or electricity if a recently received HEAP/ECIP benefit has sufficiently credited their account or otherwise prevented the fuel-related costs for the prospective 30-day period.

The Administrator's obligation is to always compute the heating needs of an applicant who has received HEAP or ECIP as if that applicant paid for his or her total fuel costs. Accordingly, in such cases, the Administrator will budget for the household's heating energy needs according to actual usage, up to the ordinance maximums, but the Administrator may, with written notice to the applicant, hold in reserve the heating energy portion of the applicant's deficit until such a time during the period of eligibility that the applicant has a demonstrable need for the disbursement of heating energy assistance; that is, the applicant's fuel tank can accept a minimum fuel delivery or the applicant no longer has a positive credit balance with his or her utility company. The municipality is not obligated to divert any recipient's heating

energy allowance toward non-heating purposes solely on the basis of the recipient's receipt of HEAP/ECIP.

Other programs whose income cannot be counted for purposes of GA eligibility include:

- Family Development Accounts (22 M.R.S. § 3762)
- Americorp VISTA program benefits (42 U.S.C. § 5044(f))
- Property tax rebates issued under the Maine Property Tax Fairness Credit program, only so long as the money is spent on basic necessities. (22 M.R.S. § 4301(7))

c) **Court-Ordered Support Payments.** Alimony and child support payments will be considered income only if actually received by the applicant. The Administrator will refer cases in which support payments were not actually received to the Maine DHHS Child Support Enforcement Unit. In order to be eligible for future GA benefits, applicants referred to DHHS for support enforcement assistance shall be required to follow-through with such services. Because child support payments are considered a resource, applicants must make a good faith effort to secure such payments.

d) **Income from Other Sources.** Payments from pensions and trust funds will be considered income. Payments from boarders or lodgers will be considered income as will cash or in-kind contributions provided to the household from any other source, including relatives. (22 M.R.S. § 4301(7)).

e) **Earnings of a Son or Daughter.** Earned income received by sons and daughters below the age of 18 who are full-time students and who are not working full-time will not be considered income. The unearned income of a minor in the household will be considered available to the household.

f) **Income from Household Members.** Income from household members will be considered available to the applicant, whether or not the household member is legally obligated for the support of the applicant, if the household members pool or share their income and expenses as a family or intermingle their funds so as to provide support to one another.

g) **The Pooling or Non-Pooling of Income.** When two or more individuals share the same dwelling unit but not all members of the household are applying for

GA, the Administrator shall make a finding under a rebuttable presumption that the entire household is pooling income. (22 M.R.S. § 4301(12-A)).

One or more applicants for assistance can successfully rebut the presumption that all household income is being pooled by providing the Administrator with verifiable documentation affirmatively demonstrating a pattern of non-pooling during the duration of the shared living arrangement. Such documentation would include evidence of the entire household's expenses, bank statements, cancelled checks, receipts, landlord statements or other vendor accounts clearly supporting a claim that the applicant has been and is presently solely and entirely responsible for his or her pro-rata share of household costs.

If the applicant is unable to successfully rebut the municipality's presumption that all household income is being pooled, eligibility of the entire household will be determined based on total household income. If the applicant successfully rebuts the municipality's presumption that all household income is being pooled, the applicant's eligibility will be determined on the basis of his or her income and his or her pro-rata share of actual household expenses.

h) Lump Sum Income. A lump sum payment received by any GA applicant or recipient prior or subsequent to the date of application for GA will be considered as income available to the household. However, verified required payments (i.e., any third-party payment which is required as a condition of receiving the lump sum payment, or any payments of bills earmarked for the purpose for which the lump sum payment was made) and any amount of the lump sum payment which the applicant can document was spent on basic necessities, as described below, will not be considered available income.

Where a household receives a lump sum payment at any time prior or subsequent to the date of application for GA, the Administrator will assess the need for prorating an applicant's eligibility for GA according to the following criteria. (22 M.R.S. § 4301(7), (8-A)):

1) identify the date the lump sum payment was received;

2) subtract from the lump sum payment all required payments;

3) subtract from the lump sum any amount the applicant can demonstrate was spent on basic necessities, including all basic necessities as defined by the GA program such as: reasonable payment of funeral or burial expenses for a family member; any reasonable travel costs related to the illness or death of a family member; repair or replacement of essentials lost due to fire, flood or other natural disaster; repair or purchase of a motor vehicle essential for employment, education, training or other day-to-day living necessities. Repayments of loans or credit, the proceeds of which can be verified as having been spent on basic necessities; and payment of bills earmarked for the purpose for which the lump sum is paid must also be subtracted. (22 M.R.S. § 4301(7), (8-A));
4) add to the remainder all income received by the household between the date of receipt of the lump sum payment and the date of application for GA; and
5) divide the sum created in subsection (4) by the verified actual monthly amounts for all of the household's basic necessities. 22 M.R.S. § 4305(3-B).

This dividend represents the period of proration determined by the Administrator to commence on the date of receipt of the lump sum payment. The prorated sum for each month must be considered available to the household for 12 months from the date of application or during the period of proration, whichever is less.

The household of an initial applicant that is otherwise eligible for emergency assistance may not be denied emergency assistance to meet an immediate need solely on the basis of the proration of a lump sum payment. (22 M.R.S. § 4308).

Section 6.8—Basic Necessities; Maximum Levels of Assistance

Overall Maximum Levels of Assistance. Notwithstanding any of the maximum levels of assistance for specific basic necessities listed in Ordinance Appendices B-H, an applicant's eligibility for GA will be first determined by subtracting his or her income from the overall maximum level of assistance designated in Appendix A for the applicable household size. (22 M.R.S. § 4305 (3-B)). The difference yielded by this calculation shall be the applicant's deficit.

Applicants will be eligible for GA up to the calculated deficit to the extent the applicant is unable to otherwise provide the basic necessities essential to maintain themselves or their families. Applicants with no deficit shall be found ineligible for GA unless they are in an emergency, in which case eligibility for emergency GA will be determined according to Ordinance § 4.9.

Maximum Levels of Assistance for Specific Basic Necessities. The municipality will grant assistance to eligible applicants for basic necessities according to the maximum levels for specific types of assistance set forth below. The Administrator, in consultation with the applicant, may apply the amount of the applicant's deficit toward assistance with any one or combination of necessities not to exceed the total deficit. These maximum levels will be strictly adhered to unless the Administrator determines that there are exceptional circumstances and an emergency is shown to exist, in which case these absolute levels will be waived in order to meet immediate needs. In all cases either the actual expenses the applicant incurs for basic necessities or the maximum amount allowed in each category, whichever is less, will be used in determining need.

In roommate situations, the applicant's need for common living expenses for rent, fuel, electricity, etc., will be presumed to be reduced by an amount equal to the other household members' proportionate fair share of the common living expenses. No applicant will be allowed to claim a need for any expense which has been or will be paid by another person. In addition, as a general rule the municipality will not provide a benefit toward a basic need by paying a bill that is issued to a person not living with the applicant's household or that has otherwise been incurred by a person who has not been found eligible to receive assistance.

Temporary exceptions to this general rule may be made by the Administrator in the following circumstances: (1) a recent, unplanned separation has occurred in the household resulting in the sustained or permanent absence of a former household member in whose name the bill was customarily issued; (2) the applicant and members of the applicant's household were or will be the sole recipients of the commodities or services covered by any bill to be paid or partially paid with GA; and

(3) the applicant will make a good faith effort to direct the vendor to issue future bills in the name of the applicant or other responsible person residing in the household.

(A) **Food.** The Administrator will provide food assistance to eligible persons up to the allowed maximum amounts designated by the U.S.D.A. Thrifty Food Plan for the appropriate household size.

For this purpose, the municipality hereby incorporates by reference the U.S.D.A. Thrifty Food Plan, as distributed by the Maine DHHS on or about October of each year. See Ordinance Appendix B for the current year's food maximums.

In determining need for food, the Administrator will not consider the value of the food stamps an applicant receives as income. (22 M.R.S. § 4301.7(A); 7 U.S.C. § 2017(b)). The municipality will authorize vouchers to be used solely for approved food products.

The Administrator will exceed the maximums when necessary for households having members with special dietary needs. The Administrator may require a doctor's statement verifying there is a special dietary need requiring an expenditure for food that is greater than the ordinance maximums.

(B) **Housing.** The Administrator will provide assistance with rent or mortgage payments that are reasonable and/or within the allowed maximum levels. See Ordinance Appendix C for the current year's housing maximums. It is the applicant's responsibility to find suitable housing, although the Administrator may help the applicant find housing when appropriate. The Administrator will inform the applicant of the allowed housing maximums to assist the applicant in his or her search for housing. The allowed maximum for any applicant will be the categorical housing maximum representing the minimum dwelling unit space necessary to adequately shelter the applicant household. Applicants requesting assistance for housing that contains more bedrooms than are necessary for the number of household members will be provided assistance according to the maximum level for the number of rooms actually needed.

Rental Payments to Relatives. The municipality may elect to not issue any rental payment to an applicant's relatives unless the rental relationship has existed for

at least three months and the applicant's relative(s) rely on the rental payment for their basic needs. For the purpose of this section, a "relative" is defined as the applicant's parents, grandparents, children, grandchildren, siblings, parent's siblings, or any of those relative's children. (22 M.R.S. § 4319(2)).

Rental Payments to Non-Relatives. When applicants are living in private homes with the owner or sharing dwelling units with people who are not pooling income or who are not legally liable relatives, the amount allowed as the applicant's shelter expense will be the applicant's pro rata share of the actual, total shelter cost, up to the ordinance maximum. (22 M.R.S. § 4301(6)).

Any housing assistance issued to a recipient in such a circumstance will be issued, whenever reasonably possible, to the landlord or property owner with the most superior interest in the property; i.e., to a landlord before a tenant, or to a mortgagee before a mortgagor.

When the municipality issues in aggregate more than $600 in rental payments to any landlord in any calendar year, a 1099 form declaring the total amount of rental payments issued during the calendar year will be forwarded to the Internal Revenue Service (IRS) pursuant to IRS regulation (see § 6041(a) of Internal Revenue Code).

Any landlord wishing to regularly receive rental payments from the municipality on behalf of applicants renting rooms from the landlord's own residence must, at a minimum, make a good faith effort to obtain a lodging license from the DHHS Division of Health Engineering, pursuant to 10-144A CMR, Chapter 201, as a condition of that landlord receiving future GA payments on behalf of his or her tenants.

Mortgage Payments. In the case of a request for assistance with a mortgage payment, the Administrator will make an individual factual determination of whether the applicant has an immediate need for such aid. In making this determination, the Administrator will consider the extent and liquidity of the applicant's proprietary interest in the housing. Factors to consider in making this determination include:

(1) the marketability of the shelter's equity;
(2) the amount of equity;

(3) the availability of the equity interest in the shelter to provide the applicant an opportunity to secure a short-term loan in order to meet immediate needs;
(4) the extent to which liquidation may aid the applicant's financial rehabilitation;
(5) a comparison between the amount of mortgage obligations and the anticipated rental charges the applicant would be responsible for if they were to be dislocated to rental housing;
(6) the imminence of the applicant's dislocation from owned housing because of his or her inability to meet the mortgage payments;
(7) the likelihood that the provision of housing assistance will prevent such dislocation; and
(8) the applicant's age, health, and social situation.

These factors shall be considered when determining whether the equity in the shelter is an available asset which may be substituted for the assistance the municipality would otherwise be required to provide.

The Administrator shall consider issuing a benefit in response to the applicant's request for mortgage assistance to the extent the applicant is otherwise eligible for GA if after review of the criteria above, the Administrator determines that:

(1) the monthly mortgage obligation is in accordance with the maximum levels of assistance available for housing appropriate to the applicant's household size;
(2) there is no capacity in the accumulated equity in the property, when considered in the context of the applicant's borrowing capacity with the mortgagee or the general lending community, to suspend the mortgage obligation temporarily or re-amortize the mortgage in such a way as to suspend or reduce the mortgage obligation; and
(3) the failure to provide a mortgage payment in a timely manner could jeopardize the applicant's continued right of possession of the property.

If a mortgage payment is necessary, the Administrator will pay the actual amount due, up to the amount allowed according to the maximum levels listed below. After an

initial application, assistance with such payments will be given only after the applicant has made all reasonable efforts to borrow against the equity of his or her home. If there is not sufficient equity in the home with which to secure a loan, and if the monthly mortgage payments are not realistically in line with the rental rates for similar housing in the area that could meet the applicant's needs, the Administrator will inform the applicant that they are responsible for finding alternative housing within his or her ability to pay and will be obligated to make all reasonable efforts to secure such housing.

Liens. The municipality may place a lien on the property in order to recover its costs of granting assistance with mortgage payments. In addition, a municipality may claim a lien against the owner of real estate for the amount of money spent by it to make capital improvements to the real estate. (22 M.R.S. § 4320). No lien may be enforced against a recipient except upon his or her death or the transfer of the property. Further, no lien may be enforced against a person who is currently receiving any form of public assistance, or who would again become eligible for GA if the lien were enforced.

If the municipality determines that it is appropriate to place a lien on a person's property to recover its costs of providing GA for a mortgage payment or capital improvement it must file a notice of the lien with the county registry of deeds where the property is located within 30 days of making the mortgage payment. That filing shall secure the municipality's or the state's interest in an amount equal to the sum of that mortgage or capital improvement payment and all subsequent mortgage or capital improvement payments made on behalf of the same eligible person, plus interest and costs.

Not less than 10 days prior to filing the lien in the registry, the municipal officers must send notice to the owner of the real estate, the GA recipient, and any record holder of the mortgage by certified mail, return receipt requested, that a lien on the property is going to be filed with the registry. This notice must clearly inform the recipient of the limitations upon enforcement plus the name, title, address and telephone number of the person who granted the assistance. The municipal officers must also give written notice to the recipient each time the amount secured by the lien is increased because

of an additional mortgage payment. This notice must include the same information that appeared on the original intent-to-file notice sent to the recipient.

The municipality may charge interest on the amount of money secured by the lien. The municipal officers will establish the interest rate not to exceed the maximum rate of interest allowed by the State Treasurer to be charged against delinquent taxes. The interest will accrue from the date the lien is filed.

Property Taxes. In the event an applicant requests assistance with his or her property taxes, the Administrator will inform the applicant that there are two procedures on the local level to request that relief: the poverty abatement process (36 M.R.S. § 841(2)) and GA. If the applicant chooses to seek property tax assistance through GA, or if the applicant is denied a poverty tax abatement, the Administrator may consider using GA to meet this need only if:

a) the property tax in question is for the applicant's place of residence;
b) there is a tax lien on the property which is due to mature within 60 days of the date of application;
c) as a matter of municipal policy or practice, or on the basis of information obtained from the applicant's mortgagee, if any, it is reasonably certain that a tax lien foreclosure will result in subsequent eviction from the residential property; and
d) the applicant, with sufficient notice, applies for property tax relief through the Maine Property Tax Fairness Credit program, when available.

Housing Maximums. The maximum levels of housing assistance contained in this ordinance have been derived either from a locally accomplished fair market rental survey or the fair market rental values developed by the U.S. Department of Housing and Urban Development (HUD). If the maximum levels of housing are derived from the HUD values made effective as of every October 1, and adjusted to disregard the current and averaged utility allowances as developed by the Maine State Housing Authority, those levels are hereby incorporated by reference. See Ordinance Appendix C for the current year's housing maximums.

If and when the maximum levels of housing assistance in this Ordinance are derived from a locally developed fair market rental survey, a record of that survey will be submitted to the DHHS, General Assistance Unit, and the maximum levels of housing assistance will be incorporated into this Ordinance pursuant to the ordinance adoption and amendment procedures found at 22 M.R.S. § 4305.

(C) **Utilities.** Expenses for lights, cooking, and hot water will be budgeted separately if they are not included in the rent. Applicants are responsible for making arrangements with the utility company regarding service, including entering into a special payment arrangement if necessary.

Assistance will be granted to eligible applicants on the basis of their most recent bill. The municipality is not obligated to pay back bills or utility security deposits. Exceptions may be made in emergency situations pursuant to section 4.9.

Disconnection of utility service will not be considered an emergency in all cases. The Administrator will make an individual, factual analysis to determine if the termination of utility service constitutes an emergency. The Administrator will consider the household composition, the time of year, the age and health of the household members, and other appropriate factors in reaching a decision. Applicants who had sufficient income, money, assets or other resources to pay their utility bill when it was received, but who spent all or part of their income on items which were not basic necessities, will not be eligible to receive GA to replace those funds.

Applicants have the burden of providing evidence of their income and use of income for the applicable time period (22 M.R.S. § 4308(2)) *(see Ordinance § § 4.9; 6.3)*. The Administrator will notify applicants in writing that they must give the Administrator prompt notice if their utility service is to be terminated or if their fuel supply is low. It is the applicant's responsibility to attempt to make arrangements with the utility company to maintain their service and to notify the Administrator if assistance is needed with a utility bill prior to service being terminated.

Electricity Maximums for Households Without Electric Hot Water. See Ordinance Appendix D for the current year's electricity maximums.

Electricity Maximums for Households that Use Electrically Heated Hot Water. See Ordinance Appendix D for the current year's electricity maximums.

Non-Electric Utilities. The allowed amount for water and sewer utility service will be budgeted at a 30-day reasonable usage rate.

(D) **Fuel.** Expenses for home heating will be budgeted according to the actual need for fuel during the heating season (September through May) provided such expenses are reasonable, and at other times during the year when the Administrator determines the request for fuel assistance is reasonable and appropriate.

Assistance will be granted to eligible applicants on the basis of their most recent bill. The municipality is not responsible for back bills except in an emergency as provided in Ordinance § 4.9. Applicants are responsible for monitoring their fuel supply and requesting assistance prior to depleting their fuel supply. When applicants who have been informed of this responsibility run out of fuel nonetheless, and can show no just cause for failing to give the Administrator timely notice of their need for fuel, the Administrator shall find that the emergency was not beyond the applicants' control, and process the emergency request accordingly, pursuant to Ordinance § 4.9. See Ordinance Appendix E for the current year's fuel maximums.

(E) **Personal Care and Household Supplies.** Expenses for ordinary personal and household supplies will be budgeted and allowed according to the applicant's actual need for these items. Personal and household supplies include: hand soap, toothpaste, shampoo, shaving cream, deodorant, dish detergent, laundry supplies and costs, household cleaning supplies, razors, paper products such as toilet paper, tissues, paper towels, garbage/trash bags light bulbs and supplies for children under 5 years of age. See Ordinance Appendix F for the current year's personal care and household supplies maximums.

(F) **Other Basic Necessities.** Expenses falling under this section will be granted when they are deemed essential to an applicant's or recipient's health and safety by the Administrator and, in some cases, upon verification by a physician.

Assistance will be granted only when these necessities cannot be obtained through the utilization of available resources.

1) **Clothing.** The municipality may assist a household with the purchase of adequate clothing. Before assistance will be granted for clothing, the general assistance Administrator must be satisfied that the applicant has utilized all available resources to secure the necessary clothing. In some circumstances, clothing will be a postponable item. Exceptions to this would be, for example, if fire, flood or unusually cold weather makes extra clothing an immediate necessity, special clothing is necessary for the applicant's employment, or a household member is without adequate clothing.
2) **Medical.** The municipality will pay for essential medical expenses, other than hospital bills *(see below)*, provided that the municipality is notified and approves the expenses and services prior to their being made or delivered. Medical expenses include prescriptions, devices, treatments, or services that are determined to be 'medically necessary' by a licensed physician. The municipality will grant assistance for medical services only when assistance cannot be obtained from any other source and the applicant would not be able to receive necessary medical care without the municipality's assistance. The applicant is required to utilize any resource, including any federal or state program, that will diminish his or her need to seek general assistance for medical expenses. The municipality will grant assistance for non-emergency medical services only if a physician verifies that the services are essential. Provided there is no cost to the applicant, the Administrator may require a second medical opinion from a physician designated by the municipality to verify the necessity of the services.

   Generally, the municipality will issue GA at the established Medicaid rates for all medical services, prescriptions, or other medical commodities. Before authorizing GA for any medical expenses, the Administrator will inform the pharmacy or medical service provider of the municipality's intention to pay for the medical service at the Medicaid rate and ask to be billed accordingly.

   Ordinary medical supplies/non-prescription drugs will be budgeted at the actual amount when the applicant can demonstrate a need for such items.

Allowable supplies include bandages, aspirin, cough syrup, and other generic brand, non-prescription medicines. In addition, the basic monthly rate for telephone service will be budgeted when a telephone is essential to the health and safety of the household. In order for telephone service to be considered an allowable expense the applicant must provide a written statement from a physician certifying that the telephone is essential.

3) **Hospital Bills.** In the event of an emergency admission to the hospital, the hospital must notify the Administrator within 5 business days of the admission. Notification must be by telephone, confirmed by certified mail, or by certified mail only. If a hospital fails to give timely notice to the Administrator, the municipality will have no obligation to pay the bill.

   Any person who cannot pay his or her hospital bill must apply to the hospital for consideration under the Hospital's Free Care Program as provided in Title 22 M.R.S. § 1716. Anyone who is not eligible for the hospital's free care program may apply for GA. Applicants must apply for assistance within 30 days of being discharged from the hospital and provide a notice from the hospital certifying that he or she is not eligible for the hospital's free care program.

   Before the Administrator will consider whether to allow a hospital bill as a necessary expense, the applicant must enter into a reasonable payment arrangement with the hospital. The payment arrangement will be based upon the Medicaid rate. In determining an applicant's eligibility, the municipality will budget the monthly payment to the hospital the applicant has agreed to pay. The applicant's need for assistance with a hospital bill will be considered each time they apply by including the amount of the bill in the applicant's monthly budget, but the recipient will be responsible for making any necessary payments to the hospital pursuant to the use-of-income requirements found at Ordinance § 6.6.

4) **Dental.** The municipality will pay for medically necessary dental services only. As is the case with medical services generally, the municipality will issue GA for dental services at the established Medicaid rates for those services, and before authorizing the GA benefit for dental services, the Administrator will

inform the dentist or dental surgeon of the municipality's intention to pay at the Medicaid rate. If full mouth extractions are necessary, the municipality will pay for dentures provided the applicant has no other resources to pay for the dentures. The applicant will be referred to a dental clinic in the area whenever possible. The Administrator will expect the applicant to bear a reasonable part of the cost for dental services, including extractions and dentures, taking into account the applicant's ability to pay.

5) **Eye Care.** In order to be eligible to receive GA for eyeglasses, an applicant must have his or her medical need certified by a person licensed to practice optometry. The Administrator will provide assistance for eyeglasses to eligible persons only after the applicant has exhausted all other available resources and generally only at the Medicaid rate.

6) **Telephone Charge.** A payment for basic telephone will only be allowed if a telephone is necessary for medical reasons as verified by a physician. At the discretion of the GA Administrator, minimum/basic telephone services may be allowed for households with children, for households where job search or work-related reasons exist and/or for any other reasons the Administrator deems necessary.

7) **Work-Related Expenses.** In determining need, reasonable and actual work-related expenses will be deducted from earned income. These expenses include childcare costs, work clothes, supplies and transportation at the actual costs not to exceed the ordinance maximum. See Ordinance Appendix G for the current maximum mileage allotment. The applicant is required to provide documentation substantiating the costs and that the expenses were necessary.

8) **Travel Expenses.** In determining need, necessary travel which is not work-related will be budgeted if the applicant can satisfy the Administrator that the prospective need for travel is necessary. For applicants in rural areas, weekly transportation to a supermarket will be considered, as will any medically necessary travel. See Ordinance Appendix G for the current rate at which such necessary travel will be budgeted. This rate shall be construed to subsidize all costs associated with automobile ownership and operation, including gas/oil, tires, maintenance, insurance, financing, licensing/registration, excise tax, etc.

9) **Burials, Cremations.** Under the circumstances and in accordance with the procedures and limitations described below *(see Ordinance § 6.9)*, the municipality recognizes its responsibility to pay for the burial or cremation of eligible persons. See Ordinance Appendix H for the current maximums.

10) **Capital Improvements.** The costs associated with capital improvements/repairs (e.g., heating/water/septic system repair) will generally not be budgeted as a basic necessity. Exceptions can be made only when the capital improvement/repair has been pre-approved by the Administrator as a necessary expense and the monthly cost of the capital improvement/repair has been reduced as far as reasonably possible; for example, by means of the applicant entering into an installment payment arrangement with the contractor. The Administrator may grant GA for capital improvements when:

    1) the failure to do so would place the applicant(s) in emergency circumstances;
    2) there are no other resources available to effect the capital repair; and
    3) there is no more cost-effective alternative available to the applicant or municipality to alleviate an emergency situation.

    In some cases, the entire immediate cost of the capital improvement can be mitigated by the applicant entering into an installment payment arrangement with a contractor. The municipality reserves the right to place a lien on any property pursuant to 22 M.R.S. § 4320 when GA has been used to effect a capital improvement. The lien process shall be accomplished in the same manner as for mortgage payments, as described in subsection (B) "Liens", above.

Section 6.9—Burials; Cremations

Funeral Director Must Give Timely Notice. In order for the municipality to be liable for a burial or cremation expense, the funeral director must notify the Administrator prior to the burial or cremation or by the end of three business days following the funeral director' receipt of the body, whichever is earlier. (22 M.R.S. § 4313(2)). This contact by the funeral director shall begin the process of developing an application for burial/cremation assistance on behalf of the deceased. It is the funeral director's

responsibility to make a good-faith effort to determine if the family or any other persons are going to pay all or part of the burial expenses. If family members or others are unable to pay the expenses, and the funeral director wants the municipality to pay all or part of the expenses, the funeral director must make timely contact to the Administrator. In addition, the funeral director may refer legally liable relatives to the Administrator so that a timely determination of financial capacity may be accomplished.

Application for Assistance Shall be Calculated on Behalf of the Deceased. For the purposes of determining residency, calculating eligibility and issuing GA for burial or cremation purposes, an application for assistance shall be completed by the Administrator on behalf of the deceased.

With regard to residency, the municipality of responsibility for burial expenses shall be the municipality in which the eligible deceased person was a resident at the time of death as residency is determined under Ordinance § 4.10.

Although legally liable relatives may be asked to provide information regarding their income, assets, and basic living expenses, that information will not be construed as an application for GA in as much as living persons are not eligible for burial assistance. To clarify this point of law, although legally liable relatives have a financial responsibility to pay for the burial or cremation of their relatives, that financial responsibility only exists to the extent the legally liable relatives have a financial capacity to do so. Therefore, legally liable relatives who are themselves eligible for GA, have no legal obligation to pay for the burial or cremation of their relatives. For these reasons, all GA issued for burial or cremation purposes shall be issued on behalf of, and in the name of, the deceased.

The Financial Responsibility of Certain Family Members. Grandparents, parents, children and grandchildren of the deceased whether or not living in or owning property in Maine, and the spouse or registered domestic partner of the deceased, are financially responsible for the burial or cremation of the deceased to the extent those relatives, individually or as a group, have a financial capacity to pay for the burial or cremation either in lump sum or by means of a budgeted payment arrangement with the funeral home. Accordingly, at the request of the Administrator, all legally liable

relatives must provide the Administrator with any reasonably requested information regarding their income, assets, and basic living expenses. The Administrator may also seek information from financial institutions holding assets of the deceased. Maine law requires a financial institution to disclose the amount deposited in the corporation or association when the municipality or its agents are acting in accordance with section 4313(2) and provide a written request and a notarized affidavit signed by the Administrator of the municipality or its agents stating that the named depositor is deceased.

Consideration of the Financial Responsibility of Family Members. Generally, when the Administrator can make a finding that one or more of the deceased's legally liable relatives have an obvious and demonstrable financial capacity to pay for the burial or cremation, by lump sum payment or by means of a reasonable payment arrangement, the municipality will not grant the requested burial or cremation assistance. When the Administrator is unable to make such a finding, the following proration of familial responsibility will be implemented.

Proration of Familial Responsibility. A proration of familial financial responsibility will be used when no legally liable relative possesses an obvious and demonstrable capacity to pay for the burial or cremation, but one or more of the financially liable relatives is found to have a financial capacity to make a partial financial contribution, or the Administrator is unable to determine the financial capacity of one or more of said relatives.

Under these circumstances, each legally liable relative is considered to be responsible for his or her pro rata share of the total municipal contribution that would exist if no legally liable relatives had a financial capacity to contribute. Furthermore, and as long as all other eligibility factors have been satisfied, the municipality will provide as a burial or cremation benefit the aggregate of all pro rata shares less the share of any legally liable relative who refuses to cooperate with the Administrator by providing information or documentation reasonably necessary to determine that relative's financial capacity, and less any share or part of a share attributable to a legally liable relative who can financially contribute or partially contribute toward the burial or cremation to the extent of that relative's share.

Eight Days to Determine Eligibility. The Administrator may take up to 8 days from the date of an application for burial/cremation assistance to issue a written decision regarding the amount of the municipal contribution toward the burial or cremation. The 8-day eligibility determination period from the date of application shall be used as necessary to make third-party collateral contacts, verify the listing of legally liable family members and determine their respective financial capacities to contribute to the burial or cremation, contact the personal representative of the deceased's estate, if any, and other related administrative tasks. The Administrator shall not use this 8-day period allowed by law to unreasonably delay the municipality's decision.

The Municipal Obligation to Pay When Legally Liable Relatives or Others Can Contribute. The figures provided in this section are the maximum benefits provided by the municipality when no contributions toward the burial or cremation are available from any other source. To the extent any legally liable relatives of the deceased have a financial capacity to pay for the burial or cremation, that financial capacity shall be deducted from the maximum burial costs allowed by this section. In addition, any other benefits or resources that are available, such as Social Security burial benefits, veterans' burial benefits, or contributions from other persons, will be deducted from the maximum amount the municipality will pay, except there will be no deduction from the municipal benefit level with respect to any contribution provided for the purpose of publishing an obituary notice up to an aggregate contribution limit for this purpose of $75 when a paid receipt demonstrating the purchase of an obituary notice is provided to the Administrator.

Burial Expenses. The Administrator will respect the wishes of family members concerning whether the deceased is interred by means of burial or cremated. See Ordinance Appendix H for the maximum levels of burial assistance.

Cremation Expenses. In the absence of any objection by any family members of the deceased, or when neither the Administrator nor the funeral director can locate any family members, the Administrator may issue GA for cremation services. See Ordinance Appendix H for the maximum assistance levels for cremations.

Section 6.10—Notice of Decision

Written Decision. Each time a person applies, the Administrator will provide a written decision to the applicant after making a determination of eligibility. The decision will be given to the applicant within 24 hours after a completed and signed application is received (22 M.R.S. § 4305(3)) *(see Ordinance § 4.6)*.

In order to comply with the statutory requirement to issue a decision within 24 hours, if an applicant submits an incomplete or unsigned application, the Administrator may decide to issue a notice of "ineligibility" and provide the applicant with another application to submit as soon as is practicable for the applicant.

The Administrator must explain the applicant's right to a fair hearing in the Administrator's written notice of decision.

Contents of Decision. After an application has been completed, applicants will be given written notice of any decision concerning their eligibility for assistance. In addition to the items listed in Ordinance § 4.6, the notice of decision will include a statement that:

a) the applicant has the right to a fair hearing and how to request a fair hearing, and;
b) the applicant has the right to contact the DHHS if he or she believes the municipality has violated the law. The decision will include contact information for the appropriate DHHS office.

Disbursement of General Assistance. Except when the Administrator determines it is impractical, all GA will be provided as a voucher or purchase order payable to a vendor or through direct municipal payment to a provider of goods or services. GA will not be issued in the form of a cash payment to an applicant unless there is no alternative to the cash payment, in which case the Administrator shall document the circumstances requiring GA to be issued in the form of cash. (22 M.R.S. § 4305(6)).

ARTICLE VII – The Fair Hearing

Section 7.1—Right to a Fair Hearing

Within 5 working days of receipt of a written notice of denial, reduction or termination of assistance, or within 10 working days after any other act or failure to act, the applicant or his or her authorized representative has the right to request a fair hearing. (22 M.R.S. § 4322). The right to review a decision of the Administrator is a basic right of the applicant to a full evidentiary hearing and is not limited solely to a review of the decision.

Section 7.2—Method of Obtaining a Fair Hearing

Upon receiving notification of the decision of the Administrator, all claimants will be informed of how to request a fair hearing. All complaints that are not clear requests for a fair hearing will be answered by a personal interview or in writing by the Administrator. If the client is satisfied with the adjustment or explanation, the Administrator will make an entry in the case record and file any correspondence involved.

Written Request. To obtain a fair hearing, the claimant, or his or her authorized representative, must make a written request within 5 working days of receipt of the Administrator's decision to grant, deny, reduce or terminate assistance, or within 10 working days after any other act or failure to act. The Administrator will make a form available to request a fair hearing and will assist the claimant in completing it if necessary. On the printed form, the claimant will give the following information:

a) the decision on which review is sought;
b) the reason(s) the claimant is dissatisfied and why the claimant believes they are eligible to receive assistance; and
c) the relief sought by the claimant.

The Administrator may not deny or dismiss a request for a hearing unless it has been withdrawn (in writing) by the claimant.

Scheduling the Fair Hearing. Upon receipt of the completed written request, the FHA must meet and hold the hearing within 5 working days. The Administrator will notify the claimant in writing when and where the hearing will be held. (22 M.R.S. § 4322).

In addition to the date, time and place of the hearing, the notice of fair hearing shall include, at a minimum, the claimant's rights to:

a) be his or her own spokesperson at the fair hearing, or at the claimant's own expense be represented by legal counsel or another;
b) confront and cross-examine any witnesses presented at the hearing; and
c) present witnesses on his or her own behalf.

Arrangements for the date, time, and place of the hearing will take into consideration the convenience of the claimant and hearing authority. The claimant will be given timely notice to allow for preparation and will also be given adequate preliminary information about the hearing procedure to allow for effective preparation of his or her case.

Section 7.3—The Fair Hearing Authority

The municipal officers will appoint a fair hearing authority (FHA) that will determine, based on all the evidence presented at the fair hearing, whether the claimant(s) were eligible to receive assistance at the time they applied for GA. The FHA is charged with ensuring that GA is administered in accordance with state law and this ordinance.

The FHA may consist of the municipal officers, one or more persons appointed by the municipal officers to act as the FHA, or, if designated by ordinance, a municipal board of appeals created under 30-A M.R.S. § 2691. (22 M.R.S. § 4322). In determining the FHA, the municipal officers will ensure that all person(s) serving as FHA must:

a) have not participated in the decision which is the subject of the appeal;
b) be impartial;
c) be sufficiently skilled in interviewing techniques to be able to obtain evidence and the facts necessary to make a fair determination; and
d) be capable of evaluating all evidence fairly and realistically, explaining to the claimant the laws and regulations under which the Administrator operated, and conveying to the Administrator any evidence of unsound, unclear, or inadequate policies, practices or actions.

Section 7.4—Fair Hearing Procedure

At the time that written notice of the date, time, and place of the fair hearing is provided to a claimant, they will also be given adequate information about the hearing procedure to allow him/her to effectively prepare his or her case. The claimant shall be permitted to review his or her file before the hearing. At a minimum, the claimant will be provided with the following information regarding fair hearing procedures. All fair hearings will:

a) be conducted in private, with only to the claimant, witnesses, the claimant's legal counsel, others whom the claimant wants present, and Administrator, the Administrator's agents, counsel and witnesses present;
b) be opened with a presentation of the issue by the FHA;
c) be conducted informally, without technical rules of evidence, but subject to the requirements of due process;
d) allow the claimant and the Administrator the option to present their positions for themselves or with the aid of others, including legal counsel;
e) give all participants an opportunity to present oral or written testimony or documentary evidence, offer rebuttal; question witnesses presented at the hearing; and examine all evidence presented at the hearing;
f) result in a decision, based exclusively on evidence or testimony presented at the hearing; and
g) be tape recorded, and result in a written decision that is given to the claimant and filed with evidence introduced at the hearing. The FHA will allow the claimant to establish all pertinent facts and circumstances, and to advance any arguments without undue interference. Information that the claimant does not have an opportunity to hear or see will not be used in the fair hearing decision or made part of the hearing record. Any material reviewed by the FHA must be made available to the claimant or his or her representative. The claimant will be responsible for preparing a written transcript if they wish to pursue court action.

The FHA shall admit all evidence if it is the kind of evidence upon which reasonable persons are accustomed to rely in the conduct of serious affairs. (22 M.R.S. § 4322).

Claimant's Failure to Appear. If the claimant fails to appear at the hearing, the FHA will send a written notice to the claimant indicating that the Administrator's decision remains unchanged because of the claimant failure to appear. The notice will state that the claimant has 5 working days from receipt of the notice to provide the Administrator with information demonstrating "just cause," for failure to appear.

"Just cause" for a claimant's failure to appear at a fair hearing, may include:

a) a death or serious illness in the family;
b) a personal illness which reasonably prevents the party from attending the hearing;
c) an emergency or unforeseen event which reasonably prevents the party from attending the hearing;
d) an obligation or responsibility which a reasonable person in the conduct of his or her affairs could reasonably conclude takes precedence over the attendance at the hearing; or
e) lack of receipt of adequate or timely notice; excusable neglect, excusable inadvertence, or excusable mistake.

If the claimant (or his/her attorney) establishes that just cause existed, the request for the hearing will be reinstated and a hearing rescheduled.

If a claimant who is represented by legal counsel fails to appear at a fair hearing, legal counsel shall not testify in place of the claimant on matters of 'fact' but may cross examine witnesses and make 'legal' arguments on behalf of the claimant.

Section 7.5—The Fair Hearing Decision

The FHA's decision will be binding on the Administrator, and will be communicated in writing to the claimant within 5 working days after completion of the hearing. Written notice of the decision will contain:

a) a statement of the issue;
b) relevant facts brought out at the hearing;
c) pertinent provisions in the law or GA ordinance related to the decision; and
d) the FHA's decision and the reasons for it.

A copy of the decision will be given to the claimant. The hearing record and the case record will be maintained by the Administrator.

The written decision will state that if the claimant is dissatisfied with the fair hearing decision, they may appeal pursuant to Maine Rule of Civil Procedure, Rule 80B. To take advantage of this right, the claimant must file a petition for review with the Superior Court within 30 days of receipt of the fair hearing decision.

When the decision by the FHA or court authorizes assistance to the claimant, the assistance will be provided within 24 hours.

ARTICLE VIII – Recovery of Expenses

Recipients. The municipality may recover the full amount of assistance granted to a person from either the recipient or from any person liable for the recipient, or his or her executors or administrators in a civil action. However, prior to recovering assistance granted, the municipality shall "offset" the value of any workfare performed by a GA recipient against the repayment obligation, at a rate not less than minimum wage.

Before filing a court action to seek repayment of GA benefits previously provided to a recipient, the municipality will seek voluntary repayment after written notice and discussion with the recipient However, the municipality will not attempt to recover such amounts if, as a result of the repayment, the recipient would again become eligible for GA. (22 M.R.S. § 4318).

Recipients Anticipating Workers' Compensation Benefits. The municipality shall claim a lien on any lump sum payment under the Workers' Compensation Act or similar law of any other state, which lien shall equal the value of all GA payments made to a recipient of any such lump sum payment. (22 M.R.S. § 4318, 39-A M.R.S. § 106). After issuing any GA on behalf of a recipient who has applied for or is receiving Workers' Compensation, the municipality shall file a notice of the municipal lien with the GA recipient and the Maine Office of Secretary of State, Uniform Commercial Code division.

The notice of lien shall be filed on a UCC-1 form which must be signed by the GA recipient who has applied for or is receiving Workers' Compensation. Any GA applicant who has applied for or who is receiving Workers' Compensation benefits and who refuses to sign a properly prepared UCC-1 form will be found ineligible to receive GA until he or she provides the required signature. The municipality shall also send a photocopy of that filing to the recipient's Worker's Compensation attorney, if known, the applicant's employer or the employer's insurance company, and, at the Administrator's discretion, to the Workers' Compensation Board. The lien shall be enforced at the time any lump sum Workers' Compensation benefit is issued.

Recipients of SSI. All applicants who receive GA while receipt of their Supplemental Security Income (SSI) assistance is pending or suspended (and which therefore may be retroactively issued to the applicant at a later date), will be required to sign a statement on an Interim Assistance Agreement form distributed by the DHHS that authorizes the Social Security Administration to direct a portion of any retroactive SSI payment to the municipality and/or the state in repayment for the GA granted. Any GA applicant who has applied for or who may be applying for SSI, or who may be required to apply for SSI pursuant to 22 M.R.S. § 4317, and who refuses to sign the Interim Agreement SSI authorization form will be found ineligible to receive GA until he or she provides the required signature. (22 M.R.S. § 4318).

Relatives. The spouse of an applicant, and the parents of any applicant under the age of 25, are liable for the support of the applicant (22 M.R.S. § 4319). In addition, the grandchildren, children, parents, grandparents, the spouse and a registered domestic partner, are liable for the burial costs of each other. The municipality considers these relatives to be available resources and liable for the support of their relatives in proportion to their respective ability. The municipality may complain to any court of competent jurisdiction to recover any expenses made on behalf of a recipient if the relatives fail to fulfill their responsibility. (22 M.R.S. § 4319).

ARTICLE IX – Severability

If any provision of this ordinance is declared invalid by a court of competent jurisdiction, such decision shall not invalidate any other provision of the ordinance.

APPENDICES

APPENDIX A – 2023-2024 GA Overall Maximums 87

APPENDIX B – 2023-2024 Food Maximums..... 90

APPENDIX C – 2023-2024 GA Housing Maximums..... 91

APPENDIX D – 2023-2024 Electric Utility Maximums..... 97

APPENDIX E – 2023-2024 Heating Fuel Maximums 98

APPENDIX F – 2023-2024 Personal Care & Household Supplies Maximums 99

APPENDIX G – Mileage Rate 100

APPENDIX H – Funeral Maximums / Burial Maximums and Cremation Maximums 101

APPENDIX I – 26 M.R.S. § 1043 (23)..... 103

APPENDIX A – 2023-2024 GA Overall Maximums

Effective: 10/1/23 – 9/30/24

Metropolitan Areas

COUNTY	Persons in Household 1	2	3	4	5*
Bangor HMFA: Bangor, Brewer, Eddington, Glenburn, Hampden, Hermon, Holden, Kenduskeag, Milford, Old Town, Orono, Orrington, Penobscot Indian Island Reservation, Veazie	886	1,029	1,316	1,638	2,241
Cumberland County HMFA: Baldwin, Bridgton, Brunswick, Harpswell, Harrison, Naples, New Gloucester, Pownal, Sebago	1,103	1,235	1,626	2,049	2,215
Lewiston/Auburn MSA: Auburn, Durham, Greene, Leeds, Lewiston, Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales	853	925	1,186	1,543	1,870
Penobscot County HMFA: Alton, Argyle UT, Bradford, Bradley, Burlington, Carmel, Carroll plantation, Charleston, Chester, Clifton, Corinna, Corinth, Dexter, Dixmont, Drew plantation, East Central Penobscot UT, East Millinocket, Edinburg, Enfield, Etna, Exeter, Garland, Greenbush, Howland, Hudson, Kingman UT, Lagrange, Lakeville, Lee, Levant, Lincoln, Lowell town, Mattawamkeag, Maxfield, Medway, Millinocket, Mount Chase, Newburgh Newport, North Penobscot UT, Passadumkeag, Patten, Plymouth, Prentiss UT, Seboeis plantation, Springfield, Stacyville, Stetson, Twombly UT, Webster plantation, Whitney UT, Winn, Woodville	846	853	1,126	1,408	1,537
Portland HMFA: Cape Elizabeth, Casco, Chebeague Island, Cumberland, Falmouth, Freeport, Frye Island, Gorham, Gray, Long Island, North Yarmouth, Portland, Raymond, Scarborough, South Portland, Standish,	1,367	1,593	2,045	2,611	3,201

COUNTY	1	2	3	4	5*
Westbrook, Windham, Yarmouth; Buxton, Hollis, Limington, Old Orchard Beach					
Sagadahoc HMFA: Arrowsic, Bath, Bowdoin, Bowdoinham, Georgetown, Perkins UT, Phippsburg, Richmond, Topsham, West Bath, Woolwich	938	1,118	1,360	1,857	2,219
York County HMFA: Acton, Alfred, Arundel, Biddeford, Cornish, Dayton, Kennebunk, Kennebunkport, Lebanon, Limerick, Lyman, Newfield, North Berwick, Ogunquit, Parsonsfield, Saco, Sanford, Shapleigh, Waterboro, Wells	1,154	1,217	1,509	1,961	2,207
York/Kittery/S.Berwick HMFA: Berwick, Eliot, Kittery, South Berwick, York	1,327	1,393	1,834	2,489	3,175

***Note: Add $75 for each additional person.**

Non-Metropolitan Areas

Persons in Household

COUNTY	1	2	3	4	5*
Aroostook County	742	812	951	1,281	1,464
Franklin County	781	834	1,033	1,383	1,695
Hancock County	965	996	1,198	1,521	1,655
Kennebec County	879	899	1,120	1,470	1,587
Knox County	905	913	1,120	1,490	1,592
Lincoln County	1,044	1,013	1,282	1,582	2,069
Oxford County	873	878	1,072	1,514	1,761
Piscataquis County	752	810	1,000	1,326	1,598
Somerset County	810	851	1,098	1,430	1,532
Waldo County	1,041	1,047	1,256	1,558	2,132

COUNTY	1	2	3	4	5*
Washington County	811	816	1,060	1,328	1,453

*** Please Note: Add $75 for each additional person.**

APPENDIX B – 2023-2024 Food Maximums

Effective: 10/01/23 to 09/30/24

Please Note: The maximum amounts allowed for food are established in accordance with the U.S.D.A. Thrifty Food Plan. As of October 1, 2023, those amounts are:

Number in Household	Weekly Maximum	Monthly Maximum
1	$ 67.67	$ 291.00
2	124.42	535.00
3	178.14	766.00
4	226.28	973.00
5	268.60	1,155.00
6	322.33	1,386.00
7	356.28	1,532.00
8	407.21	1,751.00

Note: For each additional person add $219 per month.

APPENDIX C – 2023-2024 GA Housing Maximums

Effective: 10/01/23 to 09/30/24

(Heated & Unheated Rents)

NOTE: NOT ALL MUNICIPALITIES SHOULD ADOPT THESE SUGGESTED HOUSING MAXIMUMS! Municipalities should ONLY **consider** adopting the following numbers, if these figures are consistent with local rent values. If not, a market survey should be conducted and the figures should be altered accordingly. The results of any such survey must be presented to DHHS prior to adoption. **Or**, no housing maximums should be adopted and eligibility should be analyzed in terms of the Overall Maximum—Appendix A. *(See Instruction Memo for further guidance.)*

Non-Metropolitan FMR Areas

Aroostook County	Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	134	577	169	726
1	139	598	185	794
2	156	672	216	929
3	218	940	292	1,256
4	243	1,044	333	1,434
Franklin County	**Unheated**		**Heated**	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	143	616	178	765
1	144	620	190	816
2	175	754	235	1,011
3	242	1,042	316	1,358
4	296	1,275	387	1,665

Hancock County	Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	191	821	221	950

Hancock County	Unheated		Heated	
1	191	821	228	979
2	222	956	274	1,177
3	285	1,227	348	1,496
4	301	1,293	378	1,625
Kennebec County	**Unheated**		**Heated**	
Bedrooms	**Weekly**	**Monthly**	**Weekly**	**Monthly**
0	171	735	201	864
1	171	735	205	882
2	204	878	256	1,099
3	274	1,176	336	1,445
4	285	1,225	362	1,557

Non-Metropolitan FMR Areas

Knox County	Unheated		Heated	
Bedrooms	**Weekly**	**Monthly**	**Weekly**	**Monthly**
0	177	761	207	890
1	177	761	208	896
2	204	878	256	1,099
3	278	1,196	341	1,465
4	286	1,230	363	1,562
Lincoln County	**Unheated**		**Heated**	
Bedrooms	**Weekly**	**Monthly**	**Weekly**	**Monthly**
0	200	860	230	989
1	200	860	232	996
2	242	1,040	293	1,261
3	300	1,288	362	1,557
4	397	1,707	474	2,039

Oxford County	Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	169	729	200	858
1	169	729	200	861
2	193	830	244	1,051
3	284	1,220	346	1,489
4	325	1,399	403	1,731
Piscataquis County	**Unheated**		**Heated**	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	136	587	171	736
1	139	596	184	792
2	168	721	227	978
3	229	985	302	1,301
4	274	1,178	365	1,568
Somerset County	**Unheated**		**Heated**	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	155	666	185	795
1	155	666	194	834
2	199	856	250	1,077
3	264	1,136	327	1,405
4	272	1,170	349	1,502

Non-Metropolitan FMR Areas

Waldo County	Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	209	897	239	1,026
1	209	897	239	1,030

Waldo County	Unheated		Heated	
2	236	1,014	287	1,235
3	294	1,264	357	1,533
4	412	1,770	489	2,102

Washington County	Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	155	667	185	796
1	155	667	186	799
2	190	818	242	1,036
3	241	1,034	303	1,303
4	254	1,091	331	1,423

Metropolitan FMR Areas

Bangor HMFA	Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	172	742	203	871
1	196	841	235	1,012
2	250	1,074	301	1,295
3	313	1,344	375	1,613
4	437	1,879	514	2,211

Cumberland Cty. HMFA	Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	223	959	253	1,088
1	244	1,047	283	1,218
2	322	1,384	373	1,605
3	408	1,755	471	2,024
4	431	1,853	508	2,185

Lewiston/Auburn MSA	Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	165	709	195	838
1	171	737	211	908
2	220	944	271	1,165
3	291	1,249	353	1,518
4	351	1,508	428	1,840
Penobscot Cty. HMFA	**Unheated**		**Heated**	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	163	702	193	831
1	163	702	194	836
2	206	884	257	1,105
3	259	1,114	322	1,383
4	273	1,175	351	1,507
Portland HMFA	**Unheated**		**Heated**	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	284	1,223	314	1,352
1	327	1,405	366	1,576
2	419	1,803	471	2,024
3	539	2,317	601	2,586
4	660	2,839	738	3,171
Sagadahoc Cty. HMFA	**Unheated**		**Heated**	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	185	794	215	923
1	216	930	256	1,101
2	260	1,118	311	1,339

3	364	1,563	426	1,832
4	432	1,857	509	2,189
York Cty. HMFA	**Unheated**		**Heated**	
Bedrooms	**Weekly**	**Monthly**	**Weekly**	**Monthly**
0	235	1,010	265	1,139
1	239	1,029	279	1,200
2	295	1,267	346	1,488
3	388	1,667	450	1,936
4	429	1,845	506	2,177
York/Kittery/S. Berwick HMFA	**Unheated**		**Heated**	
Bedrooms	**Weekly**	**Monthly**	**Weekly**	**Monthly**
0	275	1,183	305	1,312
1	280	1,205	320	1,376
2	370	1,592	422	1,813
3	511	2,195	573	2,464
4	654	2,813	731	3,145

APPENDIX D – 2023-2024 Electric Utility Maximums

Effective: 10/01/23 to 09/30/24

ELECTRIC

NOTE: For an electrically heated dwelling also see "Heating Fuel" maximums below. But remember, an applicant is ***not automatically*** entitled to the "maximums" established—applicants must demonstrate need.

1) Electricity Maximums for Households *Without Electric Hot Water*: The maximum amounts allowed for utilities, for lights, cooking and other electric uses ***excluding*** electric hot water and heat:

Number in Household	Weekly	Monthly
1	$19.95	$ 85.50
2	$22.52	$ 96.50
3	$24.97	$107.00
4	$27.53	$118.00
5	$29.88	$128.50
6	$32.55	$139.50
NOTE: For each additional person add $10.50 per month.		

2) Electricity Maximums for Households *With Electrically Heated Hot Water*: The maximum amounts allowed for utilities, hot water, for lights, cooking and other electric uses ***excluding*** heat:

Number in Household	Weekly	Monthly
1	$29.63	$127.00
2	$34.07	$146.00
3	$39.67	$170.00
4	$46.32	$198.50
5	$55.65	$238.50
6	$58.68	$251.50
NOTE: For each additional person add $14.50 per month.		

NOTE: For electrically heated households, the maximum amount allowed for electrical utilities per month shall be the sum of the appropriate maximum amount under this subsection and the appropriate maximum for heating fuel as provided below.

APPENDIX E – 2023-2024 Heating Fuel Maximums

Effective: 10/01/23 to 09/30/24

Month	Gallons	Month	Gallons
September	50	January	225
October	100	February	225
November	200	March	125
December	200	April	125
		May	50

NOTE: When the dwelling unit is heated electrically, the maximum amount allowed for heating purposes will be calculated by multiplying the number of gallons of fuel allowed for that month by the current price per gallon. When fuels such as wood, coal and/or natural gas are used for heating purposes, they will be budgeted at actual rates, if they are reasonable. No eligible applicant shall be considered to need more than 7 tons of coal per year, 8 cords of wood per year, 126,000 cubic feet of natural gas per year, or 1000 gallons of propane.

APPENDIX F – 2023-2024 Personal Care & Household Supplies Maximums

Effective: 10/01/23 to 09/30/24

Number in Household	Weekly Amount	Monthly Amount
1-2	$10.50	$45.00
3-4	$11.60	$50.00
5-6	$12.80	$55.00
7-8	$14.00	$60.00
NOTE: For each additional person add $1.25 per week or $5.00 per month.		

SUPPLEMENT FOR HOUSEHOLDS WITH CHILDREN UNDER 5

When an applicant can verify expenditures for the following items, a special supplement will be budgeted as necessary for households with children under 5 years of age for items such as cloth or disposable diapers, laundry powder, oil, shampoo, and ointment up to the following amounts:

Number of Children	Weekly Amount	Monthly Amount
1	$12.80	$55.00
2	$17.40	$75.00
3	$23.30	$100.00
4	$27.90	$120.00

APPENDIX G – Mileage Rate

This municipality adopts the State of Maine travel expense reimbursement rate as set by the Office of the State Controller. The current rate for approved employment and necessary medical travel, etc. is 46 cents (46¢) per mile.

Please refer to the Office of State Controller for changes to this rate: Telephone: 626-8420 or visit: http://www.state.me.us/osc/.

APPENDIX H – Funeral Maximums / Burial Maximums and Cremation Maximums

Effective: 10/01/23 to 09/30/24

The maximum amount of general assistance granted for the purpose of burial is **$1,475**.

The municipality's obligation to provide funds for burial purposes is limited to a reasonable calculation of the funeral director's direct costs, not to exceed the maximum amounts of assistance described in this section. Allowable burial expenses are limited to:

- removal of the body from a local residence or institution
- a secured death certificate or obituary
- embalming
- a minimum casket
- a reasonable cost for necessary transportation
- other reasonable and necessary specified direct costs, as itemized by the funeral director and approved by the municipal Administrator.

Additional costs may be allowed by the GA Administrator, where there is an actual cost, for:

- the wholesale cost of a cement liner if the cemetery by-laws require one;
- the opening and closing of the grave site; and
- a lot in the least expensive section of the cemetery. If the municipality is able to provide a cemetery lot in a municipally owned cemetery or in a cemetery under municipal control, the cost of the cemetery lot in any other cemetery will not be paid by the municipality.

Cremation Maximums

The maximum amount of assistance granted for a cremation shall be $1,025.

The municipality's obligation to provide funds for cremation purposes is limited to a reasonable calculation of the funeral director's direct costs, not to exceed the maximum amounts of assistance described in this section. Allowable cremation expenses are limited to:

- removal and transportation of the body from a local residence or institution
- professional fees
- crematorium fees
- a secured death certificate or obituary
- other reasonable and necessary specified direct costs, as itemized by the funeral director and approved by the municipal administrator.

Additional costs may be allowed by the GA Administrator where there is an actual cost, for:

- a cremation lot in the least expensive section of the cemetery
- a reasonable cost for a burial urn not to exceed $55
- transportation costs borne by the funeral director at a reasonable rate per mile for transporting the remains to and from the cremation facility.

APPENDIX I – Definition of Misconduct (26 M.R.S. § 1043 (23))

23. Misconduct. "Misconduct" means a culpable breach of the employee's duties or obligations to the employer or a pattern of irresponsible behavior, which in either case manifests a disregard for a material interest of the employer. This definition relates only to an employee's entitlement to benefits and does not preclude an employer from discharging an employee for actions that are not included in this definition of misconduct. A finding that an employee has not engaged in misconduct for purposes of this chapter may not be used as evidence that the employer lacked justification for discharge.

A. The following acts or omissions are presumed to manifest a disregard for a material interest of the employer. If a culpable breach or a pattern of irresponsible behavior is shown, these actions or omissions constitute "misconduct" as defined in this subsection. This does not preclude other acts or omissions from being considered to manifest a disregard for a material interest of the employer. The acts or omissions included in the presumption are the following:

(1) Refusal, knowing failure or recurring neglect to perform reasonable and proper duties assigned by the employer;

(2) Unreasonable violation of rules that are reasonably imposed and communicated and equitably enforced;

(3) Unreasonable violation of rules that should be inferred to exist from common knowledge or from the nature of the employment;

(4) Failure to exercise due care for punctuality or attendance after warnings;

(5) Providing false information on material issues relating to the employee's eligibility to do the work or false information or dishonesty that may substantially jeopardize a material interest of the employer;

(6) Intoxication while on duty or when reporting to work, or unauthorized use of alcohol or marijuana while on duty except for the use of marijuana permitted under Title 22, chapter 558-C;

(7) Using illegal drugs or being under the influence of such drugs while on duty or when reporting to work;

(8) Unauthorized sleeping while on duty;

(9) Insubordination or refusal without good cause to follow reasonable and proper instructions from the employer;

(10) Abusive or assaultive behavior while on duty, except as necessary for self-defense;

(11) Destruction or theft of things valuable to the employer or another employee;

(12) Substantially endangering the safety of the employee, coworkers, customers or members of the public while on duty;

(13) Conviction of a crime in connection with the employment or a crime that reflects adversely on the employee's qualifications to perform the work; or

(14) Absence for more than 2 work days due to incarceration for conviction of a crime.

[PL2019, c. 125, §1 (AMD).]

B. "Misconduct" may not be found solely on:

(1) An isolated error in judgment or a failure to perform satisfactorily when the employee has made a good faith effort to perform the duties assigned;

(2) Absenteeism caused by illness of the employee or an immediate family member if the employee made reasonable efforts to give notice of the absence and to comply with the employer's notification rules and policies; or

(3) Actions taken by the employee that were necessary to protect the employee or an immediate family member from domestic violence if the employee made all reasonable efforts to preserve the employment.

[PL 2019, c. 125, §1 (AMD).]

[*For use when adopting a **new version of the GA ordinance or amending the body** of the ordinance – not solely adoption of updated appendices]*

MUNICIPALITY OF _____

GENERAL ASSISTANCE ORDINANCE

Pursuant to 22 M.R.S. § 4305(1), the municipal officers of the Municipality of _____, after notice and hearing, hereby enact the attached General Assistance Ordinance with appendices in its entirety. This Ordinance shall supercede and replace all previous Ordinance versions. A copy of this Ordinance will be filed with the Maine Department of Health & Human Services (DHHS) pursuant to 22 M.R.S. § 4305(4), and shall be available for public inspection at the municipal office along with a copy of 22 M.R.S. chapter 1161.

Signed this _____ day of _____, 20___, by the municipal officers:

_____	_____
(Print Name)	(Signature)
_____	_____
(Print Name)	(Signature)
_____	_____
(Print Name)	(Signature)
_____	_____
(Print Name)	(Signature)
_____	_____
(Print Name)	(Signature)

[Send a copy of the enactment page and ordinance to DHHS, 109 Capitol Street, SHS 11, Augusta, ME 04330-0011]

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

TELEPHONE: (207) 624-7220
FAX: (207) 287-3434
EMAIL INQUIRIES: maineliquor@maine.gov

Application for a Catering Permit - Important Information

1. If you hold one of the following licenses, your license privileges include providing catering services for food and/or alcoholic beverages at public and private events:

Class A Restaurant	Class A Restaurant/Lounge	Class A Lounge
Hotel	Club	Bed & Breakfast
Auditoriums	Civic Auditoriums	Performing Arts Centers

2. Conditions for this privilege:
   - A. General
     - i. The municipality in which the event will take place must have voted to approve on-premises consumption under Title 28-A, Chapter 5.
     - ii. You may not solicit sponsorships of nonprofit organizations in order to hold a fundraiser for your business; the law for these types of events is designed only as a fund raising event for the nonprofit organization who solicited you to help provide food and beverages.
     - iii. The law requires the application to be submitted at least 24 hours in advance of the event, however, a longer notice is appreciated to allow additional time for processing.
     - iv. Qualified Caterers may only cater events open to the public regardless of who is requesting the services.
   - B. Events open to the public
     - i. The event must be sponsored by a nonprofit organization.
     - ii. This nonprofit organization must be an incorporated civic organization or a similarly purposed national organization designated under the United States Internal Revenue Code of 1986, Section 501(c)(3) and verifiable with the office of the Maine Secretary of State, Division of Corporations.
     - iii. The sponsoring nonprofit organization must have representatives at the event at all times – open to close; no exceptions.
     - iv. Regardless whether the event is a ticketed (paid admission) or not, the event is still considered as open to the public and requires a sponsor as described above.
   - C. Private events where the public is not invited include but is not limited to:
     - i. Weddings
     - ii. birthday parties
     - iii. office parties
   - D. For all other types of events and whether you have the privileges under your license to provide catering services should be discussed with your assigned liquor inspector.

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

Application for a Catering Permit

Section A: Licensee Information:

1. Legal Name and DBA of the Licensee Catering the Event:
   a. Legal Name: Sliders Restaurant, LLC
   b. DBA: Sliders Sports Pub
2. License No.: carl-2023-15426 Email: slidersme@gmail.com
3. Complete Mailing Address: 40A East Ave
   Lewiston, ME 04240
4. Telephone/Mobile Number: 207-212-0661

Section B: Event Information:

1. Title Event: Culture Reggae Festival
2. Purpose of Event: Raise funds for One Lewiston Resilience Fund
3. Type of Event: (check one) Public ☐ Indoor ☐ Outdoor ☒
   Private ☐ Indoor ☐ Outdoor ☐
4. Municipality where Event will take place: Lisbon
5. Complete Physical Address of Event:
   1 Canal St
   Lisbon, ME 04252
6. Date of Event: August 3rd, 2024 Time: From 2:00pm To 10:00pm

Under Maine liquor laws, alcoholic beverages can **only** be served from 5:00 am to 1:00 am of the next day, Sunday through Saturday; event times cannot deviate from this statutory requirement.

7. Requesting party for your catering services:
   ☒ Nonprofit Organization ☐ Individual ☐ Business
8. Mailing Address of Requesting Party: 184 Main St
   Lewiston, ME 04240

Please note: In question 9, for a nonprofit or business requesting party, please provide the name of the nonprofit or business as well as the name of an individual to contact at the nonprofit or business.

9. Contact Name of Requesting Party: _____

   a. Contact Telephone/Mobile Number: 207-783-2249

   b. Contact Email address: info@maineresiliencycenter.org

10. Number of Persons Attending: _____

11. Describe specific indoor and/or outdoor area to be licensed: (for an outdoor event, please include a diagram of the outside space in Section F below.)

12. Will dancing be part of the event? Yes ☐ No ☒

    a. Does the venue have a dance license? Yes ☐ No ☒

    b. If yes, please provide a copy of the license from the State's Fire Marshall's Office

Section C: 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: 6/4/24

Signature of Licensee or Duly Authorized Person

ZACHARY DONAHUE

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 D: For use by Municipal Officers and County Commissioners only
Approval of an application for a catering event

The undersigned hereby certifies that we have complied with the process outlined in 28-A M.R.S. §653 and approve this catering event application on this date: _____.

Check only one: ☐ City ☐ Town ☐ Unorganized Territory

Name of City/Town/Unorganized Territory: _____

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 permit 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

Section E: Application Fee; Other Information

1. The application fee is $10.00 per day; make checks payable to Treasurer State of Maine
2. The law requires the application to be submitted at least 24 Hours prior to the function, however, a longer notice is appreciated to allow additional time for processing.
3. Once issued, this permit is not assignable and is valid only for use by the licensee named in this application and for the date, time, and location listed in this application. This permit is issued subject to Maine liquor laws under Title 28-A and the Bureau's Administrative Rules. Penalties for failure to comply with the laws and rules are provided in Chapter 33 of Title 28-A.
4. The Division is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.
5. Payments to the Division by check subject to penalty provided by 28-A MRS Section 3-B.

Section F: Catering Permit Diagram for Outdoor Events

The following restrictions apply to outdoor events:

- 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 event to control and monitor the area.

In an effort to clearly define the area that consumption and storage of liquor will occur during this outdoor event, diagrams must be submitted on this form and should be as accurate as possible. Be sure to label the areas of consumption and storage on your diagram.

For Division Use Only

Date Filed: _____

☐ Approved ☐ Not Approved

Date Approved: _____

Approved By: _____

License No:
Deposit Date:
Amt. Deposited:
Payment Type:

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): Flux Restaurant LLC	Business Name (D/B/A): Flux Restaurant
Individual or Sole Proprietor Applicant Name(s): Tyson LaVerdiere	Physical Location: 12 Main Street, Lisbon Falls, Me, 04252
Individual or Sole Proprietor Applicant Name(s): Jason LaVerdiere	Mailing address, if different: P.O.B. 207, Lisbon Falls, Me, 04252
Mailing address, if different from DBA address: P.O.B. 207, Lisbon Falls, Me, 04252	Email Address: Tyson729@gmail.com
Telephone # Fax #: (207)·841·1306	Business Telephone # Fax #: (207)·407·4189
Federal Tax Identification Number: 82-3000652	Maine Seller Certificate # or Sales Tax #: 1190313
Retail Beverage Alcohol Dealers Permit: CAR-2018-10822	Website address: www.fluxnomnom.com

1. New license or renewal of existing license? ☐ New Expected Start date: _____
   ☑ Renewal Expiration Date: 6/9/2024

2. The dollar amount of gross income for the licensure period that will end on the expiration date above:
   Food: [redacted] Beer, Wine or Spirits: [redacted] 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:

12 Main Street, Lisbon Falls, Me, 04252

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
Tyson LaVerdiere	[redacted]	
Jason LaVerdiere		

Residence address on all the above for previous 5 years

Name Tyson LaVerdiere Address: 82 Main Street, Apt #1, Lisbon Falls, Me, 04252
624 Brunswick Road, Gray, Me, 04039

Name Jason LaVerdiere Address: 14 Oak St., Lisbon Falls, Me, 04252

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:

_____

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)

One dining room that includes a bar, window seating, tables and kitchen seats.

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: .9 miles

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: 6/12/2024

Tyson LaVerdiere

Signature of Duly Authorized Person

Signature of Duly Authorized Person

Tyson LaVerdiere

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: _____

Who is approving this application? ☐ Municipal Officers of _____

☐ 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.

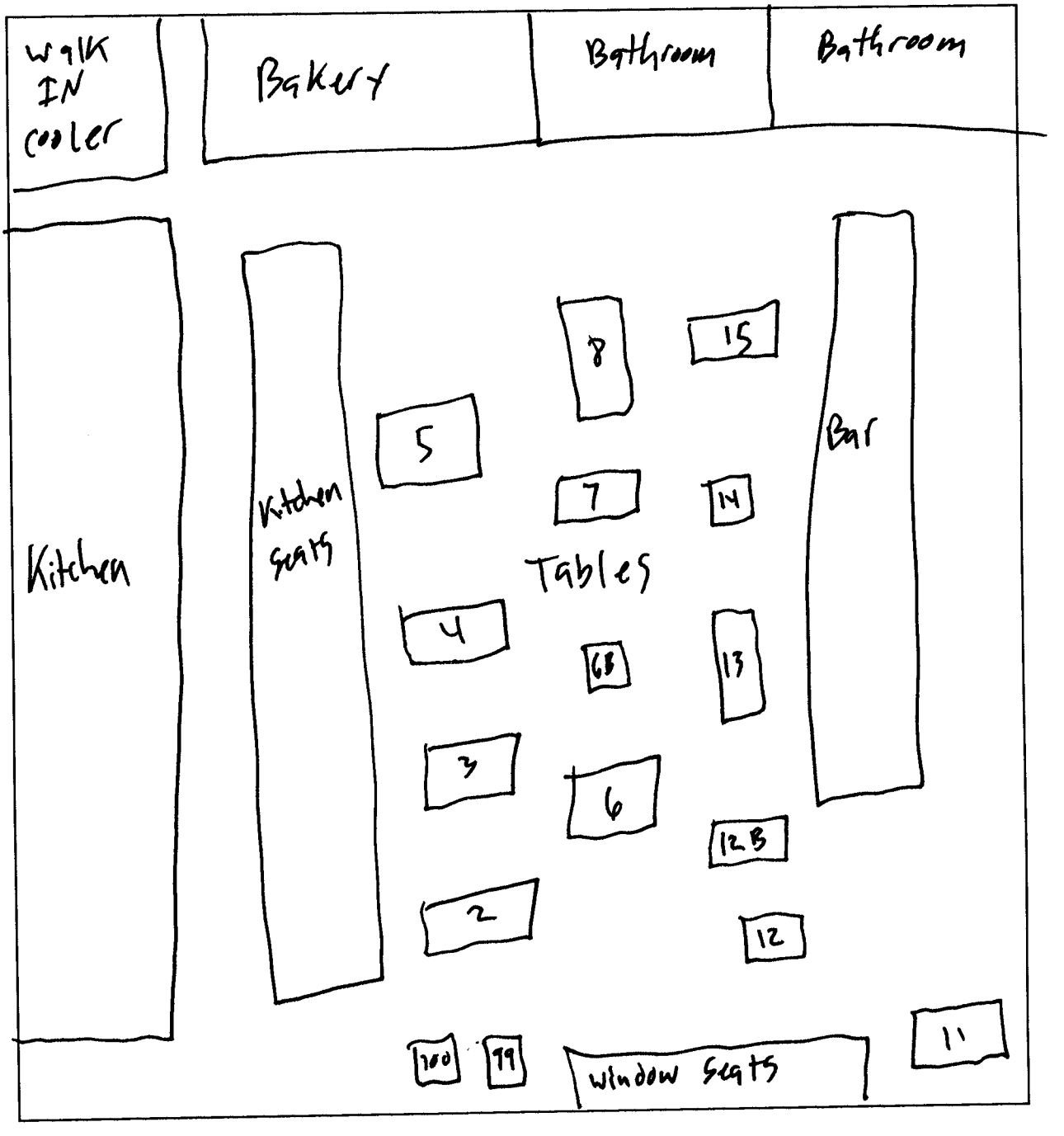
Please note: For Licensees/Applicants in unorganized territories in Maine, the $10.00 filing fee must be paid directly to County Treasurer. All applications received by the Bureau from licensees/applicants in unorganized territories must submit proof of payment was made to the County Treasurer together 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: Flux Restaurant LLC
2. Doing Business As, if any: Flux Restaurant
3. Date of filing with Secretary of State: 9/2017 State in which you are formed: Me
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
Tyson LaVerdiere	12 Main St, Apt #7, Lisbon Falls, Me 624 Bowdoinham Rd, Gardiner, Me	[redacted]	Owner	50%
Jason LaVerdiere	14 oak St, Lisbon Falls, Me		Owner	50%

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

LISBON - ITINERANT VENDOR APPLICATION

License Fee: ✓ $25 Temporary Stands (90 days or less)
___ $100 6-Months Permit
___ $150 12-Month Permit

Also Required: ✓ Landowner permission (submit letter if fixed location)
✓ If roaming, please submit a route map for the Police Chief to review

Fee Exemption: ___ Lisbon Non-Profit School Groups or Charitable and Non-Profits Groups registered with the Secretary of State with IRS Code Section 501

Business Name: Renewal by Andersen of Greater Maine **Business Phone:** 207-368-6163

Business Location in Town: 615 Odlin Rd. Ste. 2 Bangor, Maine, 04401

Business Email Address: treynolds@rbagreatermaine.com

Business Mailing Address: 615 Odlin Rd. Ste. 2 Bangor, Maine, 04401

Owner's Name: Troy Pearl Sr.

Home Phone: 2073686163 Cell Phone: _____

Owner's Home Address (CSZ): 477 Dover Rd Charleston, ME 04422

Residence(s) for last five years: 477 Dover Rd. Charleston, ME 04422

List Applicant / Partners / Corporate Officers (Names & DOB required):

Name: Troy Pearl Sr. | Name: _____ | Name: _____

Address: 477 Dover Rd. | Address: _____ | Address: _____

Town/State: Charleston, ME | Town/State: _____ | Town/State: _____

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

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

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

I, Troy Pearl SR. (owner's 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: _____ Date: 4/26/2024

LISBON - ITINERANT VENDOR APPLICATION

License Fee:
- ✓ $25 Temporary Stands (90 days or less)
- ___ $100 6-Months Permit
- ___ $150 12-Month Permit

Also Required:
- ___ Landowner permission (submit letter if fixed location)
- ___ If roaming, please submit a route map for the Police Chief to review

Fee Exemption:
- ___ Lisbon Non-Profit School Groups or Charitable and Non-Profits Groups registered with the Secretary of State with IRS Code Section 501

Business Name: Southwestern Advantage Business Phone: 629-204-4485

Business Location in Town: _____

Business Email Address: brezaniova.s@gmail.com

Business Mailing Address: 2451 Atrium Way, 37214 Nashville, Tennesse

Owner's Name: Cynthia Johnstone - Exec VP/Treas/Sec, Dave Causer - President

Home Phone: _____ Cell Phone: +421911308203

Owner's Home Address (CSZ): _____

Residence(s) for last five years: 2451 Atrium Way, 37214 Nashville, Tennesse

List Applicant / Partners / Corporate Officers (Names & DOB required):

Name: Sona Brezaniova | Name: _____ | Name: _____

Address: B.Bjornsona, 27/3 | Address: _____ | Address: _____

Town/State: Prievidza, Slovakia | Town/State: _____ | Town/State: _____

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

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

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

I, Sona Brezaniova (owner's name), _____ (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: Sona Brezaniova Date: 5/25/2024

Brezaniova

TOWN OF LISBON

Food Truck/Mobile Unit Application

Please attach additional information where applicable.

Thank you for your interest in bringing your Food Truck/Mobile Unit to Lisbon! This form includes the details needed to complete your application. Please read all information carefully. You can contact us via email with any questions at **clerk@lisbonme.org**. All Fees are payable to the Town of Lisbon.

Business Name: The Ugly Dumpling

We are a Non-Profit or School Group: ☐Yes ☑No

Contact Person/Owner: Lu Seafeer

Mailing Address: 18 Brooks Ave Lisbon Falls, ME 04252

Business Email Address: uglydumplingfoodtruck@gmail.com

Cell Phone: 207 747 7302

Home Phone:

Owner's Residence Address: "

Town/City: "

State: Zip:

Residence(s) for last 5 years:

List of Applicant / Partners / Corporate Officers. Please Print Clearly, attach separate sheet if needed.

Name & Address: —

Date of Birth:

Name & Address: —

Date of Birth:

Name & Address: —

Date of Birth:

Town/City:

State: Zip:

Has applicant's Business License ever been revoked? ☐Yes ☑No *If yes, Why?*

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

If yes, describe specific circumstances:

Please acknowledge the following and attach where applicable:

- ☑ Copy of State of Maine FOOD LICENSE. State ID License #: 2-4718
- ☐ Certificate of Liability Insurance is REQUIRED for food vendors. Town of Lisbon must be listed as an additional insured.
- ☐ Proof of non-profit status if applicable.
- ☐ If fixed location, attach Landowner Permission letter.
- ☐ If roaming, attach route map for Police Chief to review.
- ☑ I have scheduled/will schedule a Lisbon Food Truck site.

rev 04/2022

Name of Business:

I, Lee Snelson (owner's name), Owner (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 I hereby acknowledge a public records check may be conducted.

Signature: [signature] Date: 6/11/24

FEES

Itinerant Vendor Permit

- ☐ $0.00 No Fee—I am covered under a Mass Gathering Permit (entity):
- ☐ $50.00 Temporary Stand, up to 60 days
- ☑ $100.00 1 Year

Victualer's Permit

- ☐ $25.00 1 Week
- ☑ $50.00 1 Year

Fee Worksheet

Itinerant Vendor Fee: $ 100

Victualer's Fee: $ 50

TOTAL DUE: $ 150

Please make check payable to: Town of Lisbon

INSPECTIONS AND REQUIREMENTS

Check One:

- ☑ Food Preparation (including coffee) – *Requires inspection*
- ☐ Pre-packaged Food or Ice Cream only – *Does not require inspection*

HEALTH OFFICER

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

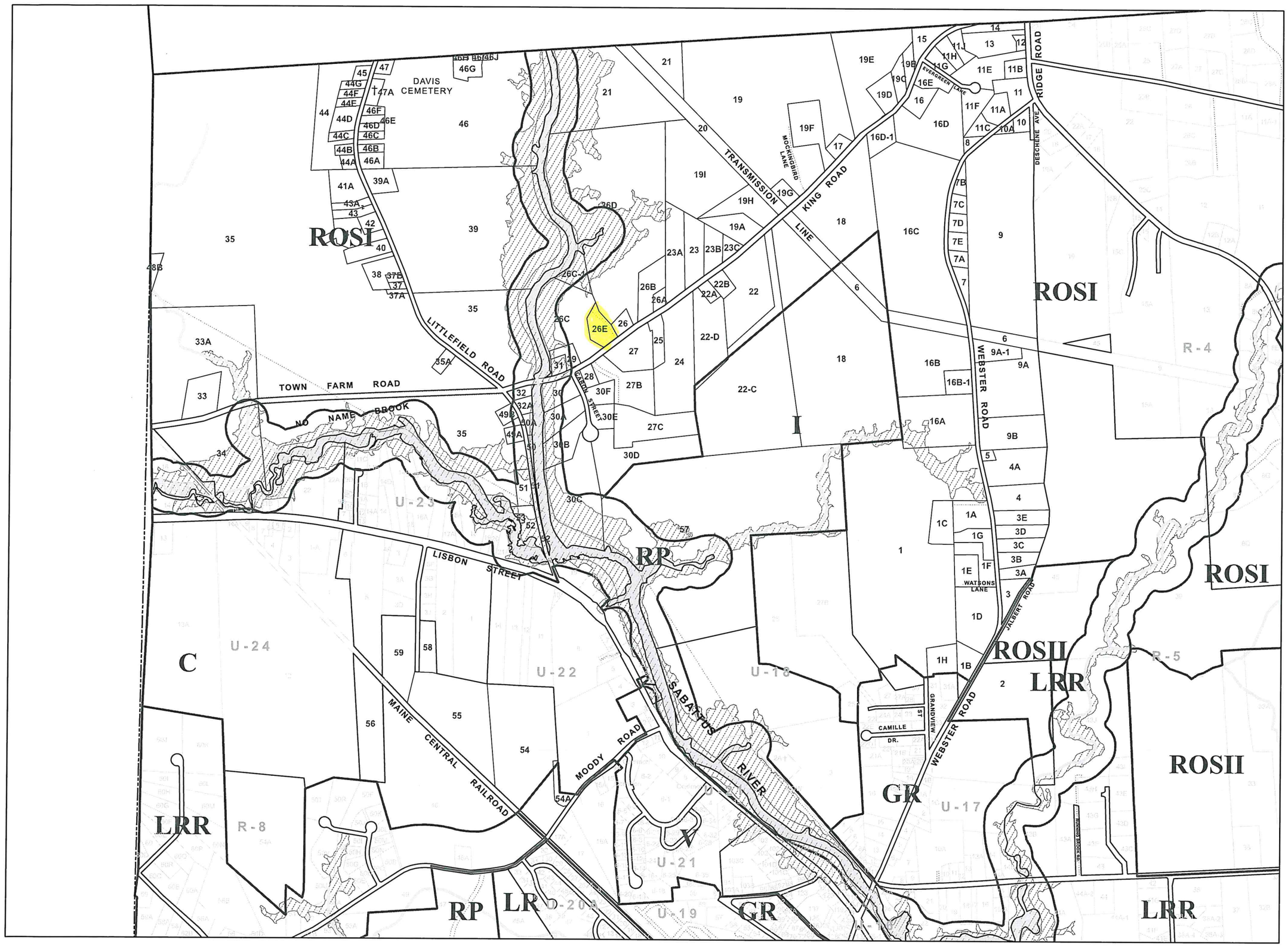
Signature: Date:

POLICE CHIEF

Notice of Compliance (By Ordinance): I, **Ryan McGee, Police Chief** for the Town of Lisbon, hereby certify I have reviewed this application and the vendor will not create safety problems for either traffic or pedestrians, and that information on file does not indicate the applicant is a person of bad moral character.

☐ Public Records Check completed

Signature: Date:



Town Of
LISBON
Maine

Map updated to:
April 1, 2021

DISCLAIMER

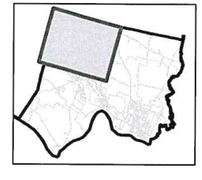
For Assessment Purposes Only
Not For Property Conveyances

LEGEND

- Town Line
- Adjacent Towns
- Parcels
- Streams
- Flood Zones
- Zoning
- Easements
- Adjacent Maps
- Water
- Road ROW

Lisbon 2021 GIS Tax Map
Revision by:

Corson GIS Solutions



R-9
TAX MAP

0 500 1000 Ft
SCALE: 1 " = 500 Feet

MEMO TOWN OF LISBON

TO: LISBON TOWN COUNCIL
FROM: AMY WIERS, ADDRESSING OFFICER
DATE: JUNE 14, 2024
RE: NEW ROAD NAME

Abigail Dale at 32 King Road (R09-026-E) would like to name her road. She would like:

1. Blue Jay Lane
2. Wildlife Lane

The road is located at R09-026-E.

This road name meets E-911 standards and is in compliance with the Town's road naming ordinance Sec. 46-93.

Amy Wiers, Addressing Officer
Town of Lisbon
Awiers@lisbonme.org

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 II, Division 5: Variances, Section 70-120 - Powers and Duties (a), Administrative Appeals - *Second Reading*
Date: July 16, 2024

Summary

An inconsistency within the Zoning Ordinance related to the Town's Zoning Board of Appeals (ZBA) jurisdiction was identified earlier this year and communicated to North Star Planning (NSP) staff. This inconsistency is as follows:

Section 70-614.(h)(3) of the Zoning Ordinance notes that any alleged code enforcement violator may appeal the code enforcement officer's decision to the ZBA. The appeal shall be in accordance with Section 70-120.(a) in the Zoning Ordinance.

However, Section 70-120 in the Zoning Ordinance states, "administrative appeals shall not include enforcement decisions by the codes enforcement officer or the failure to provide for enforcement." This directly contradicts Section 70-614.(h)(3).

Recommendation

Amend Chapter 70, Article II, Division 5: Variances, Section 70-120 - Powers and Duties (a), Administrative Appeals as presented.

Attachments

1. NSP Lisbon Appeals Memo Second Reading APPROVED

NORTHSTAR PLANNING

MEMORANDUM

TO: Lisbon Planning Board

CC: Mark Stambach, Code Enforcement Officer

From: Kate Burch, Planner, North Star Planning

RE: Ordinance Conflict: Appeals Process – Sec. 70 Ordinance Changes

Date: June 3, 2024

Overview

An inconsistency within the Zoning Ordinance related to the Town's Zoning Board of Appeals (ZBA) jurisdiction was identified earlier this year and communicated to North Star Planning (NSP) staff. This inconsistency is as follows:

Section 70-614.(h)(3) of the Zoning Ordinance notes that any alleged code enforcement violator may appeal the code enforcement officer's decision to the ZBA. The appeal shall be in accordance with Section 70-120.(a) in the Zoning Ordinance.

However, Section 70-120 in the Zoning Ordinance states, "administrative appeals shall not include enforcement decisions by the codes enforcement officer or the failure to provide for enforcement." This directly contradicts Section 70-614.(h)(3).

Recommended Changes

Section 70-120.(a) – Administrative Appeals

To hear and decide appeals within 30 days, where it has been alleged that there is an error in any interpretation, determination, order, requirement or decision made by the codes enforcement officer or a failure to act by the codes enforcement officer or in any other administrative matter involving the codes enforcement officer in the administration of any applicable land use or building related ordinances of the Town of Lisbon. ~~Administrative appeals shall not include enforcement decisions by the codes enforcement officer or the failure to provide for enforcement.~~ In acting on administrative appeals, the zoning board of appeals may sustain the action or inaction of the codes enforcement officer or may modify or reverse his or her action if the zoning board of appeals decides that the codes enforcement officer was in error.

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, Proposed Ordinance Changes per LD337 - *Second Reading*
Date: July 16, 2024

Summary
The Maine State Legislature recently passed LD337, which goes into effect in July 2024. This law requires that municipalities permit manufactured housing to be placed on individual lots where single-family dwellings are allowed, subject to the same requirements as single-family dwellings. Municipalities may establish design criteria such as a pitched roof, a permanent foundation, and exterior siding that is residential in appearance.

The proposed ordinance changes below bring Lisbon into compliance with LD337 by amending the definition of manufactured housing and removing “mobile home” from the use table. A new section under Zoning -> Supplemental District Regulations -> Generally creates additional design and siting standards for manufactured homes on individual lots. These standards will not apply to manufactured homes in mobile home parks.

Recommendation
Adopt Ordinance Amendment - Chapter 70, Proposed Ordinance Changes per LD337 as presented.

Attachments
1. NSP Second Reading Lisbon LD 337 Memo APPROVED

MEMORANDUM

TO: Lisbon Planning Board

CC: Mark Stambach, Code Enforcement Officer

From: Kate Burch, Senior Planner, North Star Planning

RE: LD337 Compliance – Sec. 70 Ordinance Changes, Second Reading

Date: June 3, 2024

Overview

The Maine State Legislature recently passed LD337, which goes into effect in July 2024. This law requires that municipalities permit manufactured housing to be placed on individual lots where single-family dwellings are allowed, subject to the same requirements as single-family dwellings. Municipalities may establish design criteria such as a pitched roof, a permanent foundation, and exterior siding that is residential in appearance.

The proposed ordinance changes below bring Lisbon into compliance with LD337 by amending the definition of manufactured housing and removing "mobile home" from the use table. A new section under Zoning -> Supplemental District Regulations -> Generally creates additional design and siting standards for manufactured homes on individual lots. These standards will not apply to manufactured homes in mobile home parks.

Proposed Ordinance Changes

Sec. 70-1. - Definitions.

Manufactured housing ~~/mobile home~~ ~~means structures as defined in 30-A M.R.S.A. § 4358(1).~~ *or mobile home* means a structural unit or units designed for residential occupancy and constructed in a manufacturing facility and transported, by the use of its own chassis or an independent chassis, to a building site. This term includes both newer mobile homes and modular homes as defined in 30-A M.R.S.A. § 4358.

Sec. 70-531. - Table of land uses.

Residential Uses	RP	LR	GR	RO-I	RO-II	RR	LRR	V	C	I	DD 8
Accessory Dwelling Unit	C	C	C	C	C	C	C	C	NO	NO	C
Single-family Dwelling	C	P	P	P	P	P	P	P	NO	NO	P 10
~~Mobile Home~~	~~NO~~	~~NO~~	~~NO~~	~~P~~	~~P~~	~~P~~	~~NO~~	~~NO~~	~~NO~~	~~NO~~	~~NO~~

Sec 70-617. Manufactured housing on individual house lots.

a) Manufactured housing is permitted to be placed or erected on individual house lots where single-family dwellings are allowed, subject to the same requirements as single-family dwellings and the following siting and design standards. The following standards do not apply to manufactured homes in mobile home parks.

b) Siting Standards.
   1) The unit shall be placed on a permanent foundation with a minimum 4' frost wall or a floating slab.
   2) The unit may not be placed on grade beams, gravel pads, or wheels and axles.
   3) Units placed within 100' of the right-of-way must be oriented with the horizontal dimension facing the street. Exceptions to this will be made for manufactured housing units used as accessory dwelling units, which may have other orientations.

c) Design Standards.
   1) The roof pitch shall be at least 3/12 or steeper. Rounded or flat roofs are not allowed.
   2) Roof shingles shall be either asphalt composition shingles, wood shingles, shakes, or standing seam metal roofing.
   3) Exterior wall surfaces shall be of residential site-built building materials, such as clapboards, simulated clapboards such as conventional vinyl or metal siding, or wood shingles.
   4) Exterior walls shall not be clad in metal panels or metallic surfaces.
   5) A unit on a floating slab must have skirting between the slab and the bottom of the unit made of durable material made for such use that is visually compatible with the exterior wall surfaces.

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 Council Minutes
Date: July 16, 2024

Summary

The Town Clerk's office implemented new software for the Agendas and Minutes for the Town Council and Planning Board late last summer. Although the implementation was a bit rocky at times, the Agenda management was put in place fairly readily. The Minutes management took a bit longer, but the technical issues have been ironed out and the Clerk's office has been working diligently to get our minutes updated and online. Included in this agenda for approval and/or amendment are the final minutes of 2023, plus the minutes of the most recent meetings. Our next agenda in August will include the remainder of the draft minutes for approval, keeping in line with state audit requirements. Included are: October 17, 2023; November 21, 2023; December 5, 2023; May 21, 2024; June 4, 2024; June 18, 2024.

Recommendation

Approve the minutes of the following meetings: October 17, 2023; November 21, 2023; December 5, 2023; May 21, 2024; June 4, 2024; June 18, 2024.

Attachments

1. Unapproved Minutes 06-18-2024
2. 06-04-2024 DRAFT
3. 05-21-2024 DRAFT
4. 10-17-2023 DRAFT
5. 11-21-2023 DRAFT
6. 12-05-2023 DRAFT

Town Council
MEETING MINUTES
June 18, 2024
LISBON TOWN OFFICE
7:00 PM - COUNCIL MEETING

Harry Moore, Jr., Chair
Raymond Robishaw, Vice Chair
Mark Lunt
Normand Albert
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 7:04PM.

ROLL CALL

Members present were Councilors Cain, Albert, Keller, Lunt, Moore and Robishaw. Also present were Glenn Michalowski, Town Manager; Ross Cunningham, Economic & Community Development Director; Pat Maloy, Public Works Director; Steve Aievoli, Sewer Department Superintendent; Samantha Bryant, Finance Director; Sarah Bennett, Assistant Town Manager; Kate Madore, Assistant Parks & Recreation Director; Heidi Hayden, Assistant Library Director; Don Fellows, Finance Committee member; Lisa Ward, Town Clerk; members and Board of the Historical Society; and approximately 12 citizens in the audience.

EXECUTIVE SESSION

Personnel Matters per 1 M.R.S.A. § 405(6)(A) Contract Negotiations

VOTE (2024-104) Council Member Albert, seconded by Council Member Keller, moved to enter into Executive Session for Personnel Matters per 1 M.R.S.A. § 405(6)(A) Contract Negotiations.
Order Passed – Vote 6-0.

GOOD NEWS & RECOGNITION

Introduction to Town Intern

Ross Cunningham, Economic & Community Development Director, introduced Oscar Herrera to the Council as the Town's new summer intern. He said Oscar is a student at Brown University and is from Brunswick, he will be working with several town departments over the summer. Mr. Herrera thanked the Council for the opportunity.

Presentation of Spirit of America Award

Councilor Moore presented the Spirit of America Award to the Lisbon Historical Society in recognition of the years they dedicated to preserving the town's history.

Proclamation in Recognition of the Lisbon Historical Society

Lisa Ward recognized the Lisbon Historical Society's Retiring Members of Alfred L. Smith – President, Earl J Williams, Jr. – Vice President, Dorothy J Smith – Secretary, Treasurer, Archivist, Elizabeth Gamache – Assistant Secretary and Treasurer, Merton E. Ricker – Public Outreach, William Cizmar – Volunteer, Charles E Hall – Volunteer, and previous members before reading a Town Council Proclamation which thanked the Society for their work in preserving Lisbon's History.

Dedication of new Flag Pole

Kate Madore thanked the Lisbon Historical Society for what they taught her, and revealed the new Flag Pole plaque to Dorothy and Alfred Smith. She said that the new flag pole and its plaque will be installed at Ridge School in Lisbon. She also stated that the flag pole was dedicated to Dorothy and Alfred Smith in recognition of their efforts to preserve the historic one-room schoolhouse since the 1970s.

PUBLIC HEARINGS

Municipal Budget & Municipal CIP Budget Hearings

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

Food Truck Permit for Jeff's Jamaican Cuisine

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

Food Truck Permit for Sum'Battus BBQ

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

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS

None.

CONSENT AGENDA

Consent Agenda Items

VOTE (2024-105) Council Member Cain, seconded by Vice Chair Robishaw, moved to accept the consent agenda as presented.

Order – Vote 6-0.

Approve Food Truck Permits for Jeff's Jamaican Cuisine and Sum'Battus BBQ

Set Public Hearing for July 16, 2024 for Itinerant Vendor Licenses for Southwestern Advantage and Renewal by Andersen of Greater Maine

Set Public Hearing for July 16, 2024 for a Food Truck Permit for The Ugly Dumpling

Approve Election Results

Authorize the Town Manager to sign a Quit Claim Deed

Approve Auction of Town-Owned Items

Approve the Creation of a Special Reserve Account for Lisbon Historical Society Funds

Set a Public Hearing for July 16, 2024 for Enactment of the General Assistance Ordinance and its Appendices

Municipal Accounts Payable Warrants - $ 597,511.91

Municipal Payroll Warrants - $ 442,714.72

School Accounts Payable - $ 404,948.18

School Payroll Warrant - $ 1,020,076.03

Approve Catering Permit for Sliders Restaurant, LLC

Approve Liquor License Renewal for Flux Restaurant

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

Approve Municipal Budget & Municipal CIP Budget for Fiscal Year 2025

Town Manager Glenn Michalowski discussed updates that were made to the budget since the previous Town Council meeting and stated the town staff worked to create a flat expense budget. Councilor Robishaw thanked the Town staff for their work. Councilor Lunt asked about the status of the audit. Finance Director Samantha Bryant stated that the Auditor was taking longer than expected, that timely audits would be prioritized for next year, and that the town will have conversations with the auditor to avoid bank reconciliation issues with next year's budget.

VOTE (2024-106) Council Member Albert, seconded by Council Member Cain, moved to Adopt the Municipal Budget & Municipal CIP Budget for Fiscal Year 2025 as presented.

Roll Call Vote:

Yeas – Council Chair Moore, Vice Chair Robishaw, Council Member Cain, Council Member Keller, Council Member Lunt, Council Member Albert.

Nays – None.
Order Passed – Vote 6-0.

Approve Finance Committee Request to Create Ad Hoc Committee

Finance Director Samantha Bryant stated that the committee's initial objective is to study the Transfer Station with year-round input from community members, and noted the value of additional expertise. Councilors Robishaw and Albert led a discussion on the value that the committee could add through research, informing taxation policies, and public outreach in regard to changes in tax policies.

VOTE (2024-107) Council Member Albert, seconded by Council Member Lunt, moved to Approve the Finance Committee Request to Create an Ad Hoc Committee to Study the Transfer Station.
Order Passed – Vote 6-0.

Approve Sludge Disposal Agreement

Sewer Superintendent Steve Aievoli presented findings based on the town's requirements and changing state laws. Council discussed what could be done to comply with the changes and ways to reduce costs.

VOTE (2024-108) Council Member Albert, seconded by Council Member Lunt, moved to Approve the Sludge Disposal Agreement with Casella.
Order Passed– Vote 6-0.

Approve the Town Manager to sign the Memorandum of Agreement with the FOP Sergeants Unit

Discussion moved to a second executive session.
VOTE (2024-109) Council Member Keller, seconded by Council Member Cain, voted to approve the Town Manager to sign the Memorandum of Agreement with the FOP Sergeants Unit after a second executive session.
Order Passed– Vote 6-0.

Ordinance Amendment - Chapter 70 - Article IV, Division 5A: Rural Open Space II Zoning District *Second Reading*

The Town Manager stated that there were no changes to the ordinance amendment since the previous meeting. The Town Manager additionally said that the ordinance is designed to open more rural lands to residential buildings. Councilor Moore asked Planning Board Member Pat Maloy to confirm that no changes were made for the second reading, and Mr. Maloy confirmed that there were no changes.

VOTE (2024-110) Council Member Albert, seconded by Council Member Keller, moved to Adopt Ordinance Amendment - Chapter 70 - Article IV, Division 5A: Rural Open Space II Zoning District.
Roll Call Vote:
Yeas – Council Chair Moore, Vice Chair Robishaw, Council Member Cain, Council Member Keller, Council Member Lunt, Council Member Albert.
Nays – None.
Order Passed – Vote 6-0.

Ordinance Amendment - Chapter 70, Article II, Division 5: Variances, Section 70-120 - Powers and Duties (a), Administrative Appeals *First Reading*

VOTE (2024-111) Council Member Albert, seconded by Council Member Keller, moved to Adopt Ordinance Amendment - Chapter 70, Article II, Division 5: Variances, Section 70-120 - Powers and Duties (a), Administrative Appeals and set Public Hearing for July 16, 2024..
Roll Call Vote: Yeas – Council Chair Moore, Vice Chair Robishaw, Council Member Cain, Council Member Keller, Council Member Lunt, Council Member Albert. Nays – None.
Order Passed – Vote 6-0.

Ordinance Amendment - Chapter 70, Proposed Ordinance Changes per LD337 *First Reading*
The Town Manager, per his memo, explained that the Ordinance change came to Council after deliberation and approval at the Planning Board level. The Town Manager summarized the ordinance, stating that the measure creates additional design and siting standards for manufactured homes on individual lots. No additional discussion from Council.

VOTE (2024-112) Vice Chair Robishaw, seconded by Council Member Cain, moved to Adopt Chapter 70 Proposed Ordinance Changes per LD337 and set Public Hearing for July 16, 2024.
Roll Call Vote:
Yeas – Council Chair Moore, Vice Chair Robishaw, Council Member Cain, Council Member Keller, Council Member Lunt, Council Member Albert.
Nays – None.
Order Passed – Vote 6-0.

OTHER BUSINESS

Council Committee Reports:

School Committee
Councilor Albert stated that he had nothing new to report

Planning Board
Councilor Larochelle was absent

Lisbon Development Committee
Councilor Larochelle was absent

Conservation Commission
Councilor Moore detailed a memo from the Commission's previous meeting, where they discussed the return of local wildlife and upcoming measures.

Parks & Recreation Committee
Councilor Moore detailed a memo from the Committee's previous meeting, where they discussed recent and upcoming events, businesses, and programs.

County Budget Committee
Councilor Moore stated that he was unable to attend

Library Governing Board
Councilor Keller, discussed how the inter-library loan program was temporarily unavailable, how the library was encouraging residents to add new books to the collection while the inter-library loan program is unavailable, and the summer reading program.

Water Commission
Councilor Robishaw discussed the installation of the memorial plaque for Bill Bauer, lead and copper testing, new residential developments, and water department management updates.

Finance Committee
Councilor Robishaw stated that he had nothing new to report.

Town Manager's Report
The Town Manager started by announcing that the town was recognized nationally as a recipient of an economic development grant. He also provided updates on the town's emergency management and public safety developments.

ATV Enforcement Grant
Police Cheif Ryan McGee discussed how grant money will be used to help town police enforce the new ATV ordinance.

VOTE (2024-117) Council Member Albert, seconded by Vice Chair Robishaw, moved to authorize the Town Manager to apply for the Law Enforcement ATV Enforcement Grant through the Maine Department of Inland Fisheries and Wildlife.
Order Passed– Vote 6-0.

APPOINTMENTS

Confirm Appointment of Pat Maloy to Public Works Director

Pat Maloy introduced himself as a life-long resident of Lisbon, and talked about how he is excited for the opportunity to work for the town.

VOTE (2024-113) Council Member Albert, seconded by Council Member Lunt, moved to Appoint Pat Maloy as Public Works Director.
Order Passed – Vote 6-0.

Confirm Appointment of Liza Kimball to the Planning Board as an Associate Member

Liz Kimball introduced herself to the council as a new resident of the town with a background in civil engineering. She talked about how she is pleased for the opportunity to work with the town.

VOTE (2024-114) Council Member Albert, seconded by Vice Chair Robishaw, moved to Appoint Liza Kimball to the Planning Board as an Associate Member.
Order Passed– Vote 6-0.

COUNCIL COMMUNICATIONS

Councilor Robishaw discussed the success of the Blues Festival. Councilor Keller provided several announcements in regard to the town's 225th birthday celebration.

AUDIENCE PARTICIPATION & RESPONSE TO NEW ITEMS

No comments

ADJOURNMENT

To Adjourn
VOTE (2024-115) Council Member Albert, seconded by Vice Chair Robishaw, moved to adjourn.
Order Passed– Vote 6-0.

_____
Lisa M. Ward, Council Secretary

Date Approved:

Town Council
MEETING MINUTES
June 4, 2024
LISBON TOWN OFFICE
7:00 PM - SPECIAL COUNCIL MEETING
Unapproved Minutes

Harry Moore, Jr., Chair
Raymond Robishaw, Vice Chair
Mark Lunt
Normand Albert
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 7:00 PM.

ROLL CALL

Members present were Councilors Cain, Albert, Keller, Larochelle, Lunt, Moore and Robishaw. Also present were Glenn Michalowski, Town Manager and approximately 3 citizens in the audience.

EXECUTIVE SESSION

Items taken out of order after Item 7: Good News & Recognition.

VOTE () Council Member Larochelle, seconded by Council Member Albert, moved to enter into Executive Session for Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency per 1 M.R.S.A. § 405(6)(C); AND for Labor Negotiations per 1 M.R.S.A. § 405(6)(D) -- Sergeant's Union at 7:22 pm.
Order Passed – Vote 7-0.
VOTE () Council Member Larochelle, seconded by Council Member Cain, moved to return to the meeting from Executive Session at 8:06 pm.
Order Passed – Vote 7-0.

Executive Session for Discussion or consideration of the condition, acquisition or the use of real or personal property per 1 M.R.S.A. § 405(6)(C)

Executive Session for Labor Negotiations per 1 M.R.S.A. § 405(6)(D) -- Sergeant's Union

GOOD NEWS & RECOGNITION

John Cordts, Deputy Chief Lisbon EMS, described the new ambulance and reported that retired Chief MacDonnell received the Maine EMS Lifetime Achievement Award. He also said that Lisbon EMS took a K9 class with other Lisbon Departments.

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

Authorize Town Manager to solicit bids for the 2024 Road Improvement Plan
Paving: The proposal includes paving 470 feet of Hatch Road near Young Road, all of Maple Street, and 100 feet of High Street at its intersection with Summer Street. This work aims to repair the road, ensure proper pitching, and correct the misdirection of storm flows that currently bypass the catch basin and cause frequent washouts needing repair. Additionally, an alternate bid request is included to consider reclaiming and repaving all of High Street, assessing if the budget can cover this extensive work along with the proposed segment of Hatch Road.

Road Striping: The plan for FY25 retains the previous year's locations with the re-addition of Littlefield Road and Village Street, which were removed post-paving. The Public Works staff will handle the

painting of sidewalks and markings on Davis Street, including crosswalks and turn arrows.

VOTE () Council Member Larochelle, seconded by Council Chair Moore, moved to authorize the Town Manager to solicit RFPs contingent on the adoption of the FY25 budget in order to help secure a spot on prospective bidders' paving schedules for the upcoming season. .
Order Passed – Vote 7-0.

Approve the Town Manager to sign the Memorandum of Agreement with the FOP Sergeants Unit
Tabled to next meeting.

TOWN MANAGER'S REPORT

Summer Hours Pilot
The Town Manager presented his proposal to change the hours for summer.

The Town Office staff has proposed piloting a new summer hours schedule aimed at enhancing operational efficiency and aligning with peak transaction times. Our current policy permits flexible scheduling across various departments, with both the Sewer and DPW departments successfully operating on non-traditional schedules for several years. This proposal seeks to extend similar flexibility to the Town Office, specifically concerning public-facing hours.

Based on our transaction volume data from February 2023 to May 2024, there is a notable higher activity in the morning hours compared to later in the day. For instance, transactions peak between 8:00 AM and 3:00 PM, with a significant drop after 4:00 PM. Consequently, we propose a public-facing schedule from 7:45 AM to 4:30 PM. Staff would arrive before opening and stay after closing to manage necessary administrative duties such as cashing up and preparing for the next business day.

Implementing this schedule could also significantly enhance our staff recruitment and retention efforts. It is worth noting that 16 nearby communities have adopted similar schedules, and our neighbor in Lewiston implemented this change in the recent spring. These precedents provide valuable reference points and insights into addressing potential challenges.

The proposed schedule would run from the Monday following the last day of school until Labor Day. We plan to revisit this arrangement with the Council in August to evaluate its effectiveness and consider whether it should be extended, remain seasonal, or be discontinued. Feedback from town office staff has been initially positive, with no childcare issues reported that would affect this change.

We believe this change will not only improve our service efficiency but also enhance our workplace environment, making it a win-win for the community and our employees.

After discussion with Council, the Town Manager confirmed that there will be continual evaluation and that this is a good staff retention tool.

GOOD NEWS & RECOGNITION

Councilor Albert said there were 72 young adults graduated from Lisbon High School on Sunday, and recognized their hard work.

Councilor Larochelle said the Memorial Day Parade was well attended despite the weather.

ADJOURNMENT

To Adjourn
VOTE () Council Member Larochelle, seconded by Vice Chair Robishaw, moved to To Adjourn at 8:06 pm.
Order Passed – Vote 7-0.

_____
Lisa M. Ward, Council Secretary

Date Approved:

Town Council
MEETING MINUTES
May 21, 2024
LISBON TOWN OFFICE
7:00 PM - COUNCIL MEETING
Unapproved Minutes

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

CALL TO ORDER & PLEDGE TO FLAG

The Vice Chair, Raymond Robishaw, called the meeting to order and led the Pledge of Allegiance to the Flag at 6:30 PM.

ROLL CALL

Members present were Councilors Cain, Albert, Keller, Larochelle, Lunt, and Robishaw. Also present were Glenn Michalowski, Town Manager; Ross Cunningham, Economic & Community Development Director; Samantha Bryant, Finance Director; and approximately 20 citizens in the audience.

Excuse Absent Councilor

VOTE (2024-020) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to Excuse Councilor Moore's absence..

Order Passed – Vote 6-0.

EXECUTIVE SESSION

Executive Session for Personnel Matters per 1 M.R.S.A. § 405(6)(A) Board Interviews

VOTE (2024-091) Council Member Larochelle, seconded by Council Member Cain, moved to enter into Executive Session for Personnel Matters per 1 M.R.S.A. § 405(6)(A) Board Interviews for Public Safety Building Committee at 6:32 pm.

Order Passed – Vote 6-0.

VOTE (2024-091B) Council Member Larochelle, seconded by Council Member Albert, moved to return from Executive Sessionat 7:02 pm.

Order Passed – Vote 6-0.

GOOD NEWS & RECOGNITION

Ross Cunningham, Economic & Community Development Director, said the Tasty Tuesday food truck event tonight is going well and there are about 1,200 people there right now.

PUBLIC HEARINGS

Food Truck Permit for Mr. Sea's Seafood

Vice Chair Ray Robishaw opened the Hearing. Seeing no comments, he closed the Hearing.

Food Truck Permit for Halo Sips

Vice Chair Ray Robishaw opened the Hearing. Seeing no comments, he closed the Hearing.

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS

Becca Starbird from Nick's Recycling spoke on behalf of the commercial waste haulers in Lisbon in reference to the agenda item addressing Transfer Station Fees. She said the same amount of trash will be at the Transfer Station regardless of how it gets there. She said the commercial haulers, like Nick's, Plummer's and Higgins, perform a service for people in the community who cannot go to the Transfer Station for a variety of reasons.

Adam Jones of Willow Circle said he doesn't have time to go to the Transfer Station due to his work schedule. He asserted that the Finance Committee is trying to shut down small businesses, and asked where the tax dollars are going. He said without commercial haulers the town will need more

hours and more staff. He said we should take the money we're spending on Main Street sidewalks [DOT project] and spend it on this.

Jean Burkhardt said she is a retired nurse. She asked how the town is going to help people who are disabled or elderly to go to the Transfer Station. She asked the Council to think about the community--the disabled, the elderly and the poor. She stated that Lisbon is middle and lower class people who cannot afford more.

Jamie Schaedler said she uses Nick's and also buys a permit. She said no one will be able to afford permits or pickups.

Allen Seimens added to the comments of the other speakers regarding the report the Finance Director submitted. He said he was missing part of it and requested it. The Finance Director stated she would supply that for him.

Marcel Drouin asked why we're having this conversation. Some discussion followed.

Deanna Marine of 7 Blethen Street said said she's used Plummer's since about 2005-2006. She is by herself and it is very had to go to the transfer station. She said she supports those who are helping the elderly. She said she will be forced to move if she doesn't have someone to do pickup for her. She said disabled people need help.

Councilor Robishaw reminded the audience that Council is not voting tonight, they plan to discuss the Finance Committee's recommendations.

Former Councilor and current Finance Committee member Don Fellows said the changes are because we need users to cover the tipping fees. He said we're trying to get a handle on it, that we are not asking to get rid of commercial haulers, but to have them go to Lewiston to dump. Also, the cost of plastic is at $130 per ton, he recommends we stop recycling plastic to save money. He explained that the committee considered the best options.

Samantha Bryant, Finance Director, suggested the Chair move the Transfer Station Discussion item to the current discussion in the agenda in order to address the community's questions. The Chair concurred. Ms. Bryant said the Finance Committee's goal was to find a way for transfer station fees to pay for disposal costs, not other things. She said the only solution proposed, was that we examine all the fees and the tonnage, including fees and structures other municipalities do. She said other towns our size don't allow for commercial haulers, and explained the crux of the matter is that the commercial haulers' services are being subsidized by the rest of the taxpayers. She said a potential long term solution would be pa-as-you-throw, but this would be a bigger change. She added that, regarding supplemental materials, she will make sure they are made public. And regarding equity portions, as long as the fees aren't paying for it, taxes are subsidizing the commercial haulers. Councilor Larochelle said this comes up constantly because there's no sustainable solution right now. Mir. Fellows had suggested another working group and maybe it is time. He said there is a lot of different terminology that can be used. He added that we do need to look at how we can find the best way to pay. It is a challenge, he said, and maybe an ad hoc committee can be put together to look at these issues.

Councilor Albert thanked members of the community who called and emailed councilors, he said it was heard loud and clear.

Ms. Bryant asked if council would respond to anything on the Finance Committee's notes. Vice Chair

Robishaw said we will table it for now.

CONSENT AGENDA

Consent Agenda Items
Consent Agenda Items are considered routine, and are considered for adoption by one motion with no separate discussion unless a Councilor requests an item be removed. Councilor Cain requested her business, Olive Pit, be removed from the Victualer's Permit approvals list for a separate vote.

VOTE (2024-92) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to approve the Consent Agenda with the exception of Olive Pit Victualer's Permit.
Order Passed – Vote 6-0.
VOTE (2024-92A) Council Member Larochelle, seconded by Council Member Albert, moved to approve a Victualer's Permit renewal for Olive Pit Brewing.
Order Passed – Vote 5-0-1.

Set Hearing for Municipal Budget & Municipal CIP Budget for June 18, 2024

Municipal Accounts Payable Warrants $ 534,283.80

Municipal Payroll Warrants $ 202,052.99

School Accounts Payable Warrants $ 213,986.86

School Payroll Warrants $ 437,166.00

Approve the Itinerant Vendor License for the Maine Blues Festival

Approve Victualer's Licenses for Smiley's, Frank's and Angelo's

Liquor License, Special Entertainment Permit, and Extension of Liquor License for Sandra Harkins DBA Railroad Restaurant & Pub

Annual Approval of Victualer's Permits

Approval of Food Truck Permits

Set Public Hearings for June 18, 2024 for Food Truck permits for Jeff's Jamaican Cuisine and Sum'Battus BBQ

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

Approve CDBG Application for 31 Canal Street
Item taken out of order after Good News and Recognition.

Ross Cunningham recommended, per the memos and documentation, approval to go to bid for the CDBG project for Eagle Creek Development.

VOTE (2024-93) Council Member Larochelle, seconded by Council Member Cain, moved to Approve CDBG project at Eagle Creek Development building and authorize putting the project out to bid.
Order Passed – Vote 6-0.

Ordinance Amendment - Chapter 70 - Article IV, Division 5A: Rural Open Space II Zoning District - *First Reading*
Councilor Larochelle, Council liaison to the Planning Board, said that the comprehensive plan had det aside rural land, and that ROS II si more restrictive. He explained that landowners are asking to change their property to allow building, that this ordinance change is a loosening up, so people can use their properties. He said it makes ROS II have similar rules to ROS I, that over time there may be more changes but it will be slowly.

Roll Call Vote: Yeas – Vice Chair Robishaw, Council Member Cain, Council Member Keller, Council Member Larochelle, Council Member Lunt, Council Member Albert. Nays – None. Order Passed – Vote 6-0.

OTHER BUSINESS

Council Committee Reports:

School Committee

Councilor Albert reported that the School hosted Special Olympics events.

Planning Board

Councilor Larochelle mentioned we already talked about ROS II just now, we are working on changes due to the new state laws, so that any land that can have a house can have a mobile home. He said the Board is working on coming up with standards for trailers so the standards are fair & equitable. He added the Board has a full plate and is also working on driveway and road standards.

Lisbon Development Committee

Councilor Larochelle reported the Committee had a good meeting and talked about wood harvesting and deer harvesting. He stated the abutters to the town property thought it was a good idea.

Conservation Commission

Allen Seamans, a committee member, said they had a busy meeting. They took a tour of Beaver Park and saw the winter storm damage, that the Pinewoods property was discussed at length, received an update on the Beaver Park forestry plan, and were told that the property boundaries have mean marked.

Parks & Recreation Committee

No report.

County Budget Committee

No report.

Library Governing Board

Councilor Keller said reconstruction outside is due to the previous sidewalk construction at the fire station. She said the summer reading programs kick off on June 22nd during the 225th Birthday Celebration for Lisbon.

Water Commission

Councilor Albert said he was impressed with the savings on phone costs that the water department is realizing. He said they also put failsafes in place.

Finance Committee

Councilor Robishaw said there was nothing new other than the earlier discussion.

Town Manager's Report

Mr. Michalowski said there will be a Public Hearing at the next meeting for the Budget and we are looking at a small decrease in taxes. He said the internship program starts again on May 28th, the Intern will work with the manager and some other departments. He pointed out that there will be ergonomic upgrades started tomorrow Wednesday at the tax collector's office so the office will be closed and there will be staff trainings. He said there will be temporary changes and inconveniences, also on the 27th and the 28th, and apologized for that. The Town Manager also added that the hours for the Town Office will be adjusted per his memo. He said there have been issues with unhappy residents and we are trying to resolve those. He added we are looking at expanding hours, but will meet with staff to discuss first.

Transfer Station Fee Structure Discussion

Item taken up and tabled at Audience Participation at beginning of meeting.

APPOINTMENTS

Public Safety Committee Appointments

VOTE (2024-095) Council Member Albert, seconded by Vice Chair Robishaw, moved to Appoint Donald Philip Barter, Michael Robitaille, Liza Kimball, Chris Camire, and Scott Kelly to the Public Safety Building Committee.
Order Passed– Vote 6-0.

Annual Reappointment of Amy Scribner as Tax Collector

VOTE (2024-096) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to reappoint Amy Scribner to Tax Collector for FY 2024-2025.
Order Passed – Vote 6-0.

COUNCIL COMMUNICATIONS

Councilor Larochelle thanked all the applicants for the Public Safety Building Committee, he said they are all good candidates. He added that, regarding the Transfer Station issue, in addition to the fee structure is plastics an issue for Council or staff? Mr. Michalowski said it may be contentions due to a lack of recycling. He added that Council can authorize staff to make the necessary changes, and pointed out that even though recycling was, at one time, profitable, only cardboard is profitable now. Councilor Larochelle agreed, stating that much of the plastic that is sent ot recycling is not recyclable and ends up in the landfills. Councilor Albert said we may be sorting it here only to have it dumped into landfills down the line. Councilor Larochelle asked for staff input on how we should deal with plastics moving forward, as well, keeping in mind what is still recyclable. Councilor Lunt asked for clarification for the public on whether we will stop plastic recycling altogether or still recycle certain kinds.

VOTE (2024-096A) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to authorize Town staff to make the necessary changes to remove plastics from recycling to get the lower cost tipping fees.
Order Passed – Vote 6-0.

Vice Chair Robishaw asked how the budget will move forward since the item was tabled. Mr. Michalowski said the Finance Director will work with current budget numbers for the fee structure and will factor in the difference in tipping costs.

Councilor Keller read the memo from Sarah Bennett, Assistant Town Manager, regarding the Historical Society Preservation Committee. She said the Committee is seeking new volunteers, those who are interested should see the Town Manager.

Councilor Larochelle said the Council met with LACO on Saturday, there was a lot of uncertainty. He requested the Town Manager write a letter to stakeholders to get feedback. He said there may be communities around us who have resources or opportunities that would be helpful.

VOTE (2024-096B) Council Member Larochelle, seconded by Council Member Keller, moved to direct Town staff and the Management team to prepare a correspondence on office letterhead to reach out to Bowdoin, Sabattus,Durham and Lewiston to inquire regarding intent to pledge support and to invite to join additional discussions regarding the Food Pantry.
Order Passed – Vote 6-0.

Councilor Larochelle also said there were misunderstandings about time frames, and LACO is looking for a more solid time. Also, how much they are required to do. He asked if anyone in town has space, and said we should put it out to the community.

Mr. Michalowski said the LACO Board is putting together a working group to work with Council and Staff.

AUDIENCE PARTICIPATION & RESPONSE TO NEW ITEMS

Roger Bickford of Lisbon Falls thanked the Council for the ATV work they have done.

EXECUTIVE SESSION II

Executive Session for Labor Negotiations per 1 M.R.S.A. § 405(6)(D)

VOTE (2024-097) Council Member Larochelle, seconded by Council Member Albert, moved to enter into Executive Session for Labor Negotiations per 1 M.R.S.A. § 405(6)(D) for the Fire Department at 8:18 PM.

Order Passed – Vote 6-0.

ADJOURNMENT

To Adjourn

VOTE (2024-098) Council Member Larochelle, seconded by Council Member Albert, moved to Adjourn at 8:41 PM.

Order Passed– Vote 6-0.

_____

Lisa M. Ward, Council Secretary

Date Approved:

Town Council
MEETING MINUTES
October 17, 2023
LISBON TOWN OFFICE
7:00 PM - COUNCIL MEETING
Unapproved Minutes

Harry Moore, Jr., Chair
Raymond Robishaw, Vice Chair
Mark Lunt
Donald Fellows
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 7:00 PM.

ROLL CALL

Members present were Councilors Cain, Fellows, Keller, Larochelle, Lunt, Moore and Robishaw. Also present were Glenn Michalowski, Town Manager; Ross Cunningham, Economic & Community Development Director; Mark Stevens and the Parks and Recreation administrative staff: Jennifer Willey, Aline Strout, and Kate Madore; Kate Burch, Planner; and several citizens in the audience.

Councilor Moore offered a statement of condolence in memory of Kiley Turcotte, a Lisbon victim of domestic violence, and urged any listening who may be experiencing domestic violence to reach out for help. The Council observed a moment of silence in memory of victims of domestic violence and in support of those who are survivors and the members of the community who serve them.

GOOD NEWS & RECOGNITION

Councilor Moore said the Lisbon Police Department, Fire Department and EMS, along with State Police and all the other responders, did a #1 job responding to the October 6 shooting on Main Street. Ross Cunningham, Economic Development Director, thanked Align Tattoo for the Fall in the Falls Art Walk with 20 vendors. He said Lisbon Art Works had a great grand opening, and congratulated the Uplift LA nominees from Lisbon.

PUBLIC HEARINGS

Auntie D's Food Truck License

The Chair opened the Public Hearing. Hearing no comments, the Chair closed the Public Hearing.

CDBG Grant Acceptance Hearing

The Chair opened the Public Hearing. Hearing no comments, the Chair closed the Public Hearing.

LD-2003 Compliance Ordinance Changes

The Chair opened the Public Hearing. Hearing no comments, the Chair closed the Public Hearing.

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS

None.

CONSENT AGENDA

ORDER 2023-191 Consent Agenda Items

VOTE (ORDER 2023-191) Council Member Larochelle, seconded by Council Member Fellows, moved to Approve the Consent Agenda as presented.
Order Passed – Vote 7-0.

Municipal Accounts Payable Warrants - $ 411,157.47

Municipal Payroll Warrants - $ 200,758.76

School Accounts Payable - none

School Payroll Warrant - $ 382,836.26

Food Truck (Victualer & Itinerant Vendor) License for Auntie D's

MacDaddy's Mobile Cuisine LLC, Food Truck (Victualer & Itinerant Vendor) License Renewal

Set Public Hearing for Slovak Catholic Assoc. Renewal of Liquor License and Special Entertainment Permit for November 21, 2023

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

CDBG Grant acceptance up to $100,000.00 for the CDBG Community Enterprise Grant Program

VOTE (ORDER 2023-192) Council Member Larochelle, seconded by Council Member Fellows, moved to adopt the following Community Development Block Grant policies as presented: Standards of Conduct; Fair Housing Resolution; Section 504 Self Evaluation and Transition Plan; Residential Antidisplacement & Relocation Assistance Plan under Section 104(d) of the Housing and Community Development Act of 1974, as amended; and the Equal Employment Opportunity Policy Statement; and to accept up to $100,000.00 for the Community Enterprise Grant Program.
Order Passed – Vote 7-0.

Advisory Board Ordinance Revisions - First Reading

VOTE (ORDER 2023-193) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to Approve the following Ordinance changes as presented: the removal of Art. V, Div. 9 Technology Committee; changes to Art IV, Div. 16 Libraries, Sec. 2-457; Art. V, Div. 7 Library Governing Board, Sec. 2-547; Chap. 18, Art. II Library Board, Sec. 18-31, Sec. 18-32, Sec.18-33, Sec. 18-34, Sec. 18-36 and Sec.18-38; changes to Chap. II, Art IV, Div. 13 Recreation Department, Sec. 2-446, Sec. 2-448, Sec. 2-550, Sec. 2-551; and changes to Chap. 74, Art. III, Div. 2 Recreation Department, Sec 74-93, Sec. 74-226, and Sec 74-227; and Set a Public Hearing for January 2, 2024.
Order – Vote 7-0.

Approve School Department Expenditure from Capital Reserve

VOTE (ORDER 2023-194) Council Member Larochelle, seconded by Council Member Fellows, moved to approve the School Department to utilize an amount not to exceed $25,000 from the Capital Reserve to pay for the purchase of supplies and equipment (lighting, sound, seating, floor, etc.) for the Performing Arts Center at the Lisbon High School..
Order Passed– Vote 7-0.

LD-2003 Compliance Ordinance Changes - Second Reading

LD 2003 Compliance.

VOTE (ORDER 2023-195) Council Member Larochelle, seconded by Council Member Fellows, moved to Amend Part 1 of the Lisbon Code of Ordinances, Chapter 70 Zoning Ordinances, Sec 70-535 Bulk and Space Standards, Sec 70-531 Table of Land Uses, Sec 70-616 Accessory Dwelling Units, and Sec 70-536 Dimensional Requirements to satisfy State requirements, and to amend the Future Land Use Map from the 2019 Comprehensive Plan as presented.
Order Passed – Vote 7-0.

OTHER BUSINESS

Moxie Festival Report and Update

Mark Stevens, Kate Madore, Aline Strout and Jennifer Willey, all representing Parks & Recreation Department, presented an overview of the Moxie Festival. They thanked the volunteers, and showed the growth of the festival toward a full three days including two concerts on Sunday.Kate Madore, Assistant Director of Parks & Recreation, said it was a good return on investment. Mark Stevens, Director Parks & Recreation, said there was positive feedback for using the whole town for the Festival. Aline Strout, Senior Program Director, said the music & food trucks were very successful, and the festival drew a higher level of entertainment this year. Allen Ward, Parade organizer/volunteer, said it is the largest parade in the state and media coverage was at an all time

high. Mr. Stevens added that the 5K race is up to almost 600 runners, and the car show raised $8647 for the Sunshine Hill Senior Program. He reviewed the budget, total revenues were $79,000 and total expenses were $52,788.
Councilor Moore said the Festival was well done and he heard a lot of positive comments.

Town Manager's Report

Glenn Michalowski, Town Manager, said McGee Construction has a request to change the sidewalks planned for Main Street. He said they would like to change from concrete to bituminous curb, he said the concrete takes longer to cure. After some discussion, Mr. Michalowski said the DOT supports Lisbon's decision and he will wait to hear back from Olver Associates.

Council Committee Reports:

School Committee – Councilor Cain

Councilor Cain said the business meeting was last week and the Committee heard some community input.

Planning Board – Councilor Fellows

Councilor Fellows said the Board approved the extension of the Solar Plan on Upland Road to 2025 and reviewed other Planning Board business.

Lisbon Development Committee – Councilor Lunt

Mr. Cunningham said the meeting was rescheduled to Thursday at 6pm in the Training Room.

Conservation Commission – Councilor Moore

No report.

Parks & Recreation Committee – Councilor Larochelle

Councilor Larochelle said the Director updated the committee on Moxie. He said he helped serve hot dogs on Halloween at the MTM Center. He added that the committee is looking for recommendations for rec committee positions.

County Budget Committee – Councilor Lunt

Councilor Moore said he went to 2 meetings plus the Commissioner's meeting. He He said the PSAP / 911 system cost is going up 5%. He said our reps for our district have not attended meetings and the commission has not been able to vote due to no quorum.

Library Governing Board – Councilor Keller

Councilor Keller said the Board is now called the Library Advisory Board. She reported on upcoming events, including authors visits and a collaboration with the Art Collective. She said the library is looking at the relevance of the book collection for update and future purposes.

Water Commission – Councilor Fellows

Councilor Fellows said updates to infrastructure are being worked on, including pumps and controls.

Finance Committee – Councilor Robishaw

No report.

COUNCIL COMMUNICATIONS

Councilor Fellows said he was asked to join the Rail Use Advisory Council to look at rail-trail from Lisbon to Lewiston. he said the State is involved and there will be a proposal from the new committee, to make a recommendation in 9 months.
Councilor Keller said McGee is doing a very nice job on the Main Street construction. She lives in the current construction area.
Councilor Moore said the First Responders on October 6th are all to be commended.

AUDIENCE PARTICIPATION & RESPONSE TO NEW ITEMS

None.

ADJOURNMENT

To Adjourn
Council voted to Adjourn at 8:11 PM.
VOTE (ORDER 2023-196) Committee Member Fellows, seconded by Council Member Cain, moved to Adjourn.
Order Passed – Vote 7-0.

_____
Lisa M. Ward, Council Secretary

Date Approved:

Town Council
MEETING MINUTES
November 21, 2023
LISBON TOWN OFFICE
6:00 PM - COUNCIL MEETING & WORKSHOP
Unapproved Minutes

Harry Moore, Jr., Chair
Raymond Robishaw, Vice Chair
Mark Lunt
Donald Fellows
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 6:00 PM.

ROLL CALL

Members present were Councilors Cain, Fellows, Keller, Larochelle, Lunt, Moore and Robishaw. Also present were Glenn Michalowski, Town Manager; Ross Cunningham, Economic & Community Development Director; Town Attorney Stephen Langsdorf; and approximately10 citizens in the audience.

WORKSHOP

EMS Options for Lisbon

EXECUTIVE SESSION

Per 1 MRSA Sec. 405 (6)(c) Economic Development
VOTE (ORDER 2023-199) Council Member Larochelle, seconded by Council Member Fellows, moved to enter into Executive Session per 1 MRSA Section 405(6)(C) Economic Development at 7:12 PM.
Order Passed – Vote 7-0.
VOTE (ORDER 2023-199A) Council Member Fellows, seconded by Council Member Larochelle, moved to return from Executive Session to the regular meeting at 7:40 PM.
Order Passed – Vote 7-0.

GOOD NEWS & RECOGNITION

PUBLIC HEARINGS

MacDaddy's Mobile Cuisine LLC, Food Truck (Victualer & Itinerant Vendor) License Renewal
The Chair opened the Public Hearing. Seeing no comments, the Chair closed the Public Hearing.

Slovak Catholic Assoc. Renewal of Liquor License and Special Entertainment Permit
The Chair opened the Public Hearing. Seeing no comments, the Chair closed the Public Hearing.

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS

CONSENT AGENDA

Consent Agenda Items
VOTE (ORDER 2023-198) Council Member Fellows, seconded by Vice Chair Robishaw, moved to Approve the Consent Agenda as presented..
Order Passed – Vote 7-0.

Municipal Accounts Payable Warrants - $ 753,769.89

Municipal Payroll Warrants - $ 213,516.25

School Accounts Payable - $ 505,186.05

School Payroll Warrant - $ 832,444.52

MacDaddy's Mobile Cuisine LLC, Food Truck (Victualer & Itinerant Vendor) License Renewal

Slovak Catholic Assoc. Renewal of Liquor License and Special Entertainment Permit

Set Public Hearings for December 5 for Renewal Automobile Graveyard Permits

Set Public Hearings for December 5 For Renewal of Liquor and Special Entertainment Licenses for Coombs-Mountfort

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

Emergency Appropriation for Sewer Department
VOTE (ORDER 2023-200) Council Member Fellows, seconded by Council Member Larochelle, moved to authorize an emergency appropriation affecting property for a transfer of $218,350.61 from Sewer Department anticipated revenues, and $152,572.30 from unappropriated funds within the Sewer Department account, to fund a required annual debt service payment to the U.S. Department of Agriculture. .
Order Passed – Vote 7-0.

Disposal of 7 Farnsworth Street
VOTE (ORDER 2023-201) Council Member Larochelle, seconded by Council Member Fellows, moved to authorize the disposal of the 7 Farnsworth Street property in accordance with Maine Statutes.
Order Passed – Vote 7-0.

Ratify November 7th Election Results
VOTE (ORDER 2023-202) Council Member Larochelle, seconded by Council Member Cain, moved to ratify the November 7, 2023 Election Results.
Order Passed – Vote 7-0.

OTHER BUSINESS

Friends of Worumbo Annual Update

Lisbon Emergency Medical Services Discussion
VOTE (2023-204) Council Member Larochelle, seconded by Council Member Fellows, moved to authorize staff to work with legal counsel to amend and extend the Lisbon Emergency contract, to activate a Public Safety Committee, and to discuss Lisbon Emergency services and integration.
Order Passed – Vote 7-0.

Treasurer's Report

Town Manager's Report

Public Safety Building Study and Next Steps
Mr. Michalowski said the Public Safety Building Study has been completed. He presented information to the Council with a list of recommendations.

Building a Maintenance Team into FY25 Budget: We currently lack a facilities manager or director responsible for long-range capital planning, repairs, custodial work, and HVAC management. I propose creating a Facilities Manager Position in the next budget to address these needs. This division would start with all our public facilities, and eventually expand to include the joint public safety facility.

Documentation of Day-to-Day Operational Issues: The Police and Fire Departments should continue to document their daily operational challenges in their current facilities. This information will be vital for incorporating specific needs into the eventual design of the public safety building.
Amend the Comprehensive Plan: We should consider amending the Comprehensive Plan to include the construction of the joint public safety facility. This amendment would reflect our commitment to enhancing our town's infrastructure and public safety capabilities.

Explore Funding Opportunities: Investigating grants, Tax Increment Financing (TIF), and identifying other funding sources is crucial. This approach aims to reduce the reliance on bonding for the entire construction cost. Current estimates are for a 29,570 square foot building. There's potential to offset some of these costs through federal funds and other grants.

Evaluate Construction Methods: We need to evaluate different construction methods for the public safety building, including design-build, design-build bridge, construction manager at risk, and progressive design-build. These methods offer various benefits in terms of cost, time, and management, which we should consider for the most efficient construction process.

Land Acquisition and Site Viability: I recommend the council authorize the use of the special reserve account for blighted properties MUNIS 20000000-25900-200 “Sale of Surplus Property” ($138,273) to explore and potentially purchase land for construction. Two areas have been identified as suitable based on response times, but they require land acquisition.

Acquire Professional Services for RFQ and RFP Design: Engaging professional services to design the Request for Qualifications (RFQ) and Request for Proposals (RFP) is a necessary step. This will ensure we attract qualified contractors and firms for the construction of the public safety building.

Create an Ad Hoc Committee for Oversight and Advisory: I propose the formation of an Ad Hoc Committee to oversee and advise throughout the construction process. This committee should include councilors, the Fire Chief, the Police Chief, town management, the Finance Director, and subject matter experts from the community at large. Their combined expertise and perspectives will be instrumental in guiding the project to successful completion.

Each of these steps is critical for progressing toward the realization of our new public safety building, enhancing the effectiveness and efficiency of our town's emergency services.

VOTE (2023-202A) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to Authorize the Town Manager to begin the due diligence process to move forward with a Public Safety Building and to authorize the use of a special account..
Order Passed – Vote 7-0.

Public Works Building - Mold and Water Intrusion

Land Use Enforcement Action - 8 Lisbon Road
Mr. Michalowski said that Mr. Maung did not show up to the meeting, did not execute the consent agreement, and did not pay the fines. He said the legal fees will be recouped through the lien.

VOTE (2023-202B) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to authorize the Town Manager to institute action against Mr. Maung for land use violations at 8 Lisbon Rd.
Order Passed – Vote 7-0.

Council Committee Reports:

School Committee – Councilor Larochelle

Planning Board –Councilor Fellows

Lisbon Development Committee –Councilor Lunt

Conservation Commission – Councilor Moore

Parks & Recreation Committee – Councilor Moore

County Budget Committee –Councilors Moore/Lunt

Library Governing Board – Councilor Keller

Water Commission – Councilor Fellows

Finance Committee – Councilor Robishaw

APPOINTMENTS

COUNCIL COMMUNICATIONS

AUDIENCE PARTICIPATION & RESPONSE TO NEW ITEMS

ADJOURNMENT

To Adourn

VOTE (ORDER 2023-203) Council Member Larochelle, seconded by Council Member Keller, moved to Adjourn at 8:35 PM.

Order Passed – Vote 7-0.

_____

Lisa M. Ward, Council Secretary

Date Approved:

Town Council
MEETING MINUTES
December 5, 2023
LISBON TOWN OFFICE
7:00 PM - COUNCIL MEETING
Unapproved Minutes

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

CALL TO ORDER & PLEDGE TO FLAG

The Town Clerk, Lisa Ward, called the meeting to order and led the Pledge of Allegiance to the Flag at 6:59 PM.

INAUGURATION OF ELECTED OFFICIALS & COUNCIL ORGANIZATION

Swearing In of Elected Officials

The Town Clerk, Lisa Ward, announced the Election results and introduced the newly elected officials for Lisbon. She then called them forward to be sworn in. The following officials were sworn in to begin official duties:

- Town Council: Fern Larochelle, elected with 1,409 votes
- School Committee: Leonard Lednum, elected with 1,899 votes
- Water Commission: Allen Ward, elected with 1,972 votes

Election of Council Chairperson

The Town Clerk solicited nominations from the Town Council for Chair of the Council. Councilor Fellows nominated Councilor Moore. There were no further nominations; the Clerk asked for a Vote.

VOTE (ORDER 2023-218) Council Member Fellows nominated Harry Moore for Chair of Town Council.
Order Passed – Vote 7-0.

Election of Council Vice Chairperson

The Town Clerk solicited nominations from the Town Council for Chair of the Council. Councilor Larochelle nominated Councilor Robishaw. There were no further nominations; the Clerk asked for a Vote.

VOTE (ORDER 2023-207) Council Member Larochelle, seconded by Council Member Cain, moved to elect Councilor Robishaw as Vice Chairperson to the Town Council.
Order Passed – Vote 6-0.

Recess

VOTE (ORDER 2023-208) Committee Member Fellows, seconded by Council Chair Moore, moved for a short recess before resuming the regular meeting.
Order Passed – Vote 7-0.

ROLL CALL

Members present were Councilors Cain, Fellows, Keller, Larochelle, Lunt, Moore and Robishaw. Also present were Glenn Michalowski, Town Manager; Ross Cunningham, Economic & Community

Development Director; and approximately 12 citizens in the audience.

GOOD NEWS & RECOGNITION

Town Manager Glenn Michalowski recognized the staff at Beaver Park and Karen Durisko for the beautiful holiday wreath hanging in the Council room. He said it was made by Ms. Durisko and the boughs were gathered from the park by Parks and Recreation staff. He said it would hang in the room for a week, then be moved to the outer wall of the Town Office building for the public to view and enjoy.

PUBLIC HEARINGS

The Chair opened the Public Hearings; there were no comments. The Chair closed the Hearings.

Renewal of Automobile Graveyard Permits For Campbell's Used Auto Parts, Inc. & Huston's Auto Salvage

Renewal of Liquor and Special Entertainment Licenses for American Legion Coombs-Mountfort

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS

CONSENT AGENDA

Consent Agenda Items
Consent Agenda Items are considered routine, and are considered for adoption by one motion with no separate discussion unless a Councilor requests an item be removed.

VOTE (ORDER 2023-205) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to Approve the Consent Agenda as presented.
Order Passed – Vote 7-0.

Municipal Accounts Payable Warrants - $ 22,021.73

Municipal Payroll Warrants - $ 254,466.73

School Accounts Payable - $ 171,346.97

School Payroll Warrant - $16,453.01

Set Public Hearing for January 2, 2024 for Liquor License & Special Entertainment Permit for Railroad Tavern, Olive Pit Brewing & Lisbon Left Hand Club

Renewal of Automobile Graveyard Permits For Campbell's Used Auto Parts & Huston's Auto Salvage

Renewal of Liquor and Special Entertainment Licenses for American Legion Coombs-Mountfort

Approve the Minutes of September 19 & October 3, 2023

Set a Public Hearing for BBB Pharmaceuticals Alternatives for Renewal of a Medical Marijuana Retail Store

Set a Public Hearing for Crystal Spring Healing Alternatives Medical Marijuana Retail Store & Medical Marijuana Manufacturing

Set a Public Hearing for Advisory Board Ordinance Revisions

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

Reimbursement of Burrough Road Bridge Expenses
Mr. Michalowski said the town's attorney recommended this resolution, which will allow us to reimburse ourselves for expenses incurred regarding the Burrough Road Bridge. He said we will use it as a bond anticipation note, so it is basically a line of credit. He added we may not need to bond the

full amount, so we'll only draw down on what we actually use. He said we will know by mid-February if we are getting the federal assistance money, but if not we will have the bond.

VOTE (ORDER 2023-209) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to approve reimbursement of Burrough Road Bridge Expenses Already Incurred from Future Debt Proceeds.
Order Passed – Vote 7-0.

To Authorize the Town Manager to Accept an Easement on Edgecomb Road
The Town Manager said there was a temporary easement in about 2010, but a permanent one was never secured. The Town Manager requested authorization to accept an easement to allow existing Town-installed drainage located at 58 Edgecomb Road and to authorize payment in exchange for the easement. He explained the payment would come out of overlay.

Councilor Keller asked if there is a provision for erosion. Mr. Michalowski recommended an Executive Session if Council wished to discuss any further details due to potential litigation. He confirmed it is not currently under litigation, and will remain out of litigation if Council passes this resolution.

VOTE (ORDER 2023-210) Council Member Fellows, seconded by Council Member Larochelle, moved to authorize the Town Manager to accept an easement to allow existing Town-installed drainage located at 58 Edgecomb Road (Map R01, Lot 002) and to authorize payment of $12,000 from the 10000000-50900 account in exchange for the easement.
Order Passed – Vote 7-0.

To Adopt the 2024 Policy on Treasurer's Disbursement Warrants for Municipal Employees
Mr. Michalowski explained that this is a policy change to additionally designate someone to execute the disbursement warrants, which would allow one Councilor to sign on behalf of the Council.

VOTE (ORDER 2023-211) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to Adopt the 2024 Policy on Treasurer's Disbursement Warrants for Municipal Employee Wages, Benefits, & State Fees.
Order Passed – Vote 7-0.

To Adopt The 2024 Policy on Treasurer's Disbursement Warrants for School Employees
Mr. Michalowski explained that this is a policy change to additionally designate someone to execute the disbursement warrants, which would allow one Councilor to sign on behalf of the Council.

VOTE (ORDER 2023-212) Council Member Larochelle, seconded by Council Member Cain, moved to adopt The 2024 Policy on Treasurer's Disbursement Warrants for School Employee Wages and Benefits.
Order Passed – Vote 7-0.

Erosion Control & Sedimentation Ordinance - First Reading
Mr. Michalowski said there were minor changes that needed to be done, but the meat of this change will allow 3rd party inspections at the expense of the applicant. He said the fee structure and policy would go to Planning Board in January, so Council will approve that in the future. Councilor Fellows, as Council Liaison to the Planning Board, said the removal from Chapter 70 makes all the sense in the world.

VOTE (ORDER 2023-217) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to Adopt the Erosion and Sedimentation Control Ordinance and set a Public Hearing for January 2, 2024.

Roll Call Vote: Yeas – Council Chair Moore, Vice Chair Robishaw, Council Member Cain,

Council Member Keller, Council Member Larochelle, Council Member Lunt, Council Member Fellows. Nays – None.
Order Passed – Vote 7-0.

OTHER BUSINESS

Sewer Department Centrifuge Replacement Project Update

Steve Aeivoli, Sewer Superintendent, said the Centrifuge Replacement Project was approved in April 2022, and that due to a large amount of electrical work needed, the design is now complete. He said the DEP has approved it and it will go to bid. He said he hopes to see it come to Council in February for approval.

Councilor Larochelle said he is anticipating we will see inflation affect the project. Mr. Aeivoli said that there at no signs that we'll need more budgeted.

Town Manager's Report

Mr. Michalowski said the phone upgrades were made, and thanked the Clerk's office for additional assistance with that.

- The ROS I workshop--Council had discussed a couple of months ago regarding changes to ROS I & ROS II and wanted to do some stakeholder engagement with property owners. He said we put some marketing materials out today, and will have a stakeholder engagement session on January 25th at 6PM. He said the information on the changes is available online for any who would like to know more details.
- First snow of winter--the Manager said he would like to remind folks in town about the parking bans in winter, he said we have information on our website and social media.
- Mr. Michalowski welcomed Tom Hibbert from Tri County Mental Health as a part time options counselor for alcohol and drug addiction issues, he will work with the Police Department on Tuesdays, Wednesdays and Fridays. He said there is no cost to the town, it is fully grant-funded. He said this is a good resource for residents who are struggling with those issues.

Council Goals

Council Chair Moore asked the members of the council to bring their goals to the second meeting in January to revisit Goals, to bring 4-5 new goals to the meeting. He requested the Manager to bring some, too.

Council Committee Reports:

School Committee

Councilor Cain said they met last week. She said the student voice presented their case for weighted GPAs and that is being examined. There was also a recap of state testing and dyslexia screening.

Planning Board

Councilor Fellows said they didn't meet last month but they meet next on December 14th.

Lisbon Development Committee

No report.

Conservation Commission

Councilor Moore said the next meeting is in April.

Parks & Recreation Committee

Councilor Larochelle said their meeting is next week.

County Budget Committee

No report.

Library Governing Board

Councilor Keller said there is a lot going on. She said there will be a holiday party and walk around to sing carols and give gifts on the 16th. She said she is happy to say that the library is responding to the recent shooter event by making available a book called "Inside the Mission to Stop Mass Shootings in America." She said it is very well written and researched, and talks about possibilities for intervention and what we can do next.

Water Commission

Councilor Fellows siad they will meet again on the 12th.

Finance Committee

No report.

APPOINTMENTS

Re-Appoint Jesse Zack to Zoning Board Of Appeals

VOTE (ORDER 2023-213) Council Member Larochelle, seconded by Council Member Lunt, moved to Appoint Jesse Zack to Zoning Board Of Appeals.

Order Passed – Vote 7-0.

COUNCIL COMMUNICATIONS

Councilor Fellows read his letter of resignation to the Council. He said he is leaving for Hawaii and cannot be here, and resigns in accordance with Council Policy effective December 23, 2023.

Council Chair Moore accepted the resignation with reluctance. He said Councilor Fellows has been very active and has been beneficial to the council, and commended him for that. Councilor Robishaw added that for the past two years, anything Councilor Fellows is assigned he does 150% and he will be missed. Councilor Keller thanked Councilor Fellows for his skill, expertise and wisdom. Councilor Lunt also thanked Fellows for his work on the Planning Board and said he appreciated the expertise and thoughtfulness Fellows brought to that. Councilor Larochelle said that Councilor Fellows has always given his all, even when they are on different sides of discussions. He said of Fellows that he is a good example of how you can disagree and both take something away from the discussion. He thanked Fellows for his time and reminded him there are other committees that could use his expertise.

Councilor Robishaw said some town residents would like to know if we can do something with the tree at the gazebo across from the high school. He said the lights look bad, can we make them look better, or can we remove them. Councilor Larochelle said the tree is getting too large, even to decorate with a lift. He said the gazebo is nice, maybe there should be a smaller tree to put next to the gazebo. He said the tree has gone beyond its days of being decorated, though people did work hard on it. Further discussion touched on replacing it with a smaller tree, finding a way to decorate the large tree, and other ways to decorate the tree.

Councilor Keller said she attended the National Incident Management Systems training recently and recommends it to everyone. She said it was informative and exhausting, and shared some of the information she brought from it. Mr. Michalowski said the training is required since the Council adopted the NIMS resolution, and added that he could set it up for any who hadn't yet had the training. Councilor Keller said she also attended the Androscoggin-Sagadahoc County Extension meeting, they do a lot with farmers. She reminded folks that they are ready to help farmers and there was information on the five conflict styles that people have. She offered this information to the other members of the Council, as well.

AUDIENCE PARTICIPATION & RESPONSE TO NEW ITEMS

None.

EXECUTIVE SESSION

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

VOTE (ORDER 2023-214) Council Member Larochelle, seconded by Council Member Fellows, moved to enter into Executive Session for Personnel Matters per 1 M.R.S.A. § 405(6)(A).
Order – Vote 7-0.

ADJOURNMENT

To adjourn.

VOTE (ORDER 2023-215) Vice Chair Robishaw, seconded by Council Member Cain, moved to adjourn at 8:22 pm.
Order Passed – Vote 7-0.

_____
Lisa M. Ward, Council Secretary

Date Approved:

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 / 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: July 9, 2024

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
U17-003	David Dubois	19 Webster Rd	$1,277.08	$0.00	12/17/23	Unpaid Sewer and Tax Liens from June 2022
Status Summary: Council approved disposal on 2/20/24. 90 day notice sent on 3/4/24; Spoke with property owner on 3/13/24, and he will attempt to make full payment before 6/4/24; sewer liens were totally paid off, and most of 2022 tax lien; Recommendation: Cease action to sell property. Contact property owner for payment of remaining 2022 tax lien and then issue quitclaim deed;						

Parcel No	Property Owner	Address	Tax Owed	Sewer Owed	Foreclosure Date	Foreclosure Reason
U06-013	William Lemke	629 Lisbon St	$4,821.06	$770.27	06/21/24	Unpaid Sewer Lien from Dec 2022
Status Summary: Property owner habitually fails to pay taxes or sewer without direct contact. Most recently, a sewer lien from Dec 2022 has now once again put the property into foreclosure. Recommendation: I don't feel it's fair or equitable to me and other taxpayers than this property owner requires direct contact to pay bills owed. Would like to contact owner directly about outstanding monies owed and to let them know that direct notice may not happen in the future.						

Parcel No	Property Owner	Address	Tax Owed	Sewer Owed	Foreclosure Date	Foreclosure Reason
U09-070	Donald Gallant	5 Hinkley St	$5,119.04	$113.74	2/20/24	Unpaid Tax Lien from June 2022

Status Summary:
Due to inability to contact property owner via mail or phone, met with property owner in person. Hand delivered tax notices and discussed foreclosure situation. Owner agreed to make monthly payments to Town and made $200.00 payment that day.

Recommendation:
Cease action to sell property and issue quitclaim once 2022 tax lien paid off.

Parcel No	Property Owner	Address	Tax Owed	Sewer Owed	Foreclosure Date	Foreclosure Reason
U13-013	Susan Wile	7 Farnsworth St	$6,502.85	$811.17	6/21/2023	Unpaid Sewer Lien from Dec 2021

Status Summary:
Property is under contract to be sold. Once sale is complete, Town will be paid and 'excess proceeds' (as defined under state law) will be returned to owner and other required legal notices sent to former mortgage holders.

Parcel No	Property Owner	Address	Tax Owed	Sewer Owed	Foreclosure Date	Foreclosure Reason
U26-065	Desmond Cordner	27 Wing St	$0.00	$2,210.74	6/24/2024	Unpaid Sewer Lien from Dec 2022

Status Summary:
Foreclosure notice received by mortgage holders, but no payment made. Unknown if received by property owner. Taxes have been paid by mortgage holder, but not sewer. Phone number on file has been disconnected.

Recommendation:
Attempt to hand deliver notices, then proceed with sending 90 day disposal notice per state law and then work with realtor to sell.

Parcel No	Property Owner	Address	Tax Owed	Sewer Owed	Foreclosure Date	Foreclosure Reason
U19-127	Angelique Leeman	11 Spring St	$0.00	$718.86	6/24/2024	Unpaid Sewer Lien from Dec 2022

Status Summary:
Tax notice received by mortgage holders, but no payment made. Unknown if received by property owner. No information about property owner found from online search.

Recommendation:
When reviewing the account, a comment popped up about an alternate contact address. Would like to contact owner at alternate address about foreclosure before proceeding with 90 day sale notice.

Parcel No	Property Owner	Address	Tax Owed	Sewer Owed	Foreclosure Date	Foreclosure Reason
U09-067	Steven Ducharme	11 Hinkley St	$0.00	$700.39	6/24/2024	Unpaid Sewer Lien from Dec 2022

Status Summary:
Letter to property owner went undelivered, but was received by mortgage holder. Taxes have been paid by mortgage holder, but not sewer. Unable to find owner contact information from online search. Property appears abandoned from external view.

Recommendation:
Would like to proceed with 90 day sale notice.

Parcel No	Property Owner	Address	Tax Owed	Sewer Owed	Foreclosure Date	Foreclosure Reason
U15-025-J	Anita Caron	16 Matthew St	$0.00	$701.65	6/24/2024	Unpaid Sewer Lien from Dec 2022

Status Summary:
Certified letter was undelivered. Owner is deceased. No next of kin listed in obituary or other records. Taxes paid by mortgage holder, but not sewer.

Recommendation:
Would like to proceed with 90 day sale notice.

Parcel No	Property Owner	Address	Tax Owed	Sewer Owed	Foreclosure Date	Foreclosure Reason
U05-079	Stephen Meehan	15 Goddard St	$0.00	$702.45	6/24/2024	Unpaid Sewer Lien from Dec 2022

Status Summary:
Multiple attempts to reach owner were unclaimed and undelivered. Unable to find owner contact information online. Taxes have been paid by owner.

Recommendation:
Hand deliver sewer notice to owner and confirm correct contact information.

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
From: Samantha Bryant, Finance Director
Subject: FY24 Auditor
Date: July 9, 2024

Per the Council request at its June 18th meeting, I made outreach to nearly a dozen audit firms regarding their interest in submitting a proposal to handle the Town of Lisbon's Audit for FY24 through FY26.

Of all the firms contacted, only one firm, Marcum LLP, submitted a proposal. However despite my past positive interactions with their firm at their Philadelphia office, I was concerned regarding SEC press releases regarding actions taken against the firm. Below is a portion of the response I received regarding that concern:
The issues described in the settlement orders do not touch upon our audits of private companies, governments, and non-profit organizations - which are conducted under separate sets of professional standards, promulgated by the Auditing Standards Board of the AICPA. Compliance with professional standards for such engagements are evaluated largely by our triannual peer review conducted by an independent firm with oversight by the American Institute of Certified Public Accountant's National Peer Review Committee. Our 2023 peer review, completed in December, resulted in a report grade of PASS (highest available) with no communication of deficiencies. A copy of this 2023 peer review report is attached in the proposal. Marcum has always been, and continues to be, committed to providing the highest quality audit services, and our peer reviews have consistently resulted in unmodified opinions on our system of quality control applicable to non-SEC client engagements - the highest level of report available.

On June 25th, the Town Manager and I met with our current Auditor to review our concerns and discuss a competing proposal for FY24. The result of that conversation and proposal is included along with this memo.

Based on the dialogue with our current auditor, the positive interactions I've had with their team since June 25th, and the structure of their proposal (which satisfies my concerns), I would recommend that Council appoint RHR Smith to serve as the Town's Auditor for our FY24 Audit. If RHR Smith fails to comply with the terms they have offered the Town, they would not be given an opportunity to bid on providing our audit for FY25.

Lisbon Town and School

Ron Smith <rsmith@rhrsmith.com>

Wed 6/26/2024 9:53 AM

To:Glenn Michalowski <GMichalowski@lisbonme.org>;Samantha Bryant <sbryant@lisbonme.org>
Cc:Karen Olivieri <kolivieri@rhrsmith.com>

1 attachments (332 KB)
LISBONTO, SAEL, FY24.pdf;

Hey Glenn

Please find attached the FY 24 engagement letter with the FY 24 scope of services

As discussed, thank you to you and Samantha for sharing your concerns with the timeliness of audits and listening to us on how to produce the audit more timely going forward and better communication throughout the process

The following is what we propose:

1) To begin FY 24 audit process and field work immediately with a signed audit agreement attached.
2) To produce a draft report of the FY 24 audit no later than December 1st each year and final copy by December 31.
3) To work with Samantha on reconciling matters through the year and have progress check ins every 3 weeks
4) To participate in a Council meeting forum on FY 23 audit and listen to concerns raised by Council and management on the audit process and answer any questions

We've all experienced growing pains in the services we provide but we really look forward to getting this relationship pointed in the right direction and continuing on a "prove it" 1 year contract

Let me know if you have any questions



Ron H.R. Smith, CPA, CFE | Managing Partner
rsmith@rhrsmith.com | 207.671.0742

RHR Smith & Company, CPA's
Office: 207.929.4606 | Fax: 207.929.4609
3 Old Orchard Road
Buxton, Maine 04093
www.rhrsmith.com

Please consider the environment before printing

RHR SMITH & COMPANY
Certified Public Accountants

Proven Expertise & Integrity

June 26, 2024

Mr. Glenn Michalowski, Town Manager
Town of Lisbon
300 Lisbon Street
Lisbon, Maine 04250

Dear Mr. Michalowski,

We are pleased to confirm our understanding of the services we are to provide for the Town of Lisbon for the year ended June 30, 2024.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements of the Town of Lisbon as of and for the year ended June 30, 2024. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Town of Lisbon's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. As part of our engagement, we will apply certain limited procedures to the Town of Lisbon's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Budgetary Comparison Schedule - Budgetary Basis - Budget and Actual - General Fund
3. Budgetary Comparison Schedule - Budgetary Basis - Budget and Actual - Education Fund
4. Schedule of Proportionate Share of the Net Pension Liability
5. Schedule of Contributions - Pensions
6. Schedule Of Changes in Net OPEB Liability - MMEHT Plan - Town and Water Department
7. Schedule Of Changes in Net OPEB Liability and Related Ratios - MMEHT Plan - Town and Water Department
8. Schedule of Changes in Net OPEB Liability - MEABT Plan
9. Schedule of Changes in Net OPEB Liability and Related Ratios - MEABT Plan
10. Schedule Of Proportionate Share of The Net OPEB Liability - Set Plan
11. Schedule Of Contributions - OPEB - Health Plans
12. Schedule of Contributions - OPEB - Set Plan

We have also been engaged to report on supplementary information other than RSI that accompanies the Town of Lisbon's financial statements. We will subject the supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements.

1. Budgetary Comparison Schedule - Budgetary Basis - Budget and Actual - General Fund Revenues
2. Schedule of Departmental Operations - General Fund
3. Combining Nonmajor Governmental Fund Schedules
4. Combining Fiduciary Fund Schedules
5. Schedule of Expenditures of Federal Awards

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and

abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Town of Lisbon's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the OMB Compliance Supplement for the types of compliance requirements that could have a direct and material effect on each of the Town of Lisbon's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on the Town of Lisbon's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us; for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for the 12 months after the financial

statements date or shortly thereafter (for example, within an additional three months if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to [include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon OR make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon]. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include

acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of the Town of Lisbon in conformity with accounting principles generally accepted in the United States of America and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, and related notes and that you have reviewed and approved the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the Federal Audit Clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the Town; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of RHR Smith & Company, CPAs and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and

appropriate individuals will be made available upon request and in a timely manner to the oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of RHR Smith & Company, CPAs personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the oversight agency or pass-through entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Ronald H.R. Smith is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, confirmation service provider fees, etc.) except that we agree that our gross fee, including expenses, will not exceed the amount broken down as follows:

June 30, 2024 Financial Statement Audit:	
Town	$15,000
Sewer	$3,500
School	$14,400
June 30, 2024 Single Audit:	
Town	$5,000

Single Audit of one major program is included in Single Audit price.
Additional annual price of Single Audit (if required) - $3,000 for each program.

Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

Reporting

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Town Council of the Town of Lisbon. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to the Town of Lisbon and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very Best,

RHR Smith & Company

RHR Smith & Company, CPAs
RHRS/SA/24

RESPONSE:

This letter correctly sets forth the understanding of the Town of Lisbon.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____

D.E. Rodrigues & Company, Inc.

Certified Public Accountants

215 Pleasant St. Fl. 4 – PO Box 3634
Fall River, Massachusetts 02722

Tel: (508)679-6079 (508)999-0020
Fax: (508)672-4938

Report on the Firm's System of Quality Control

To RHR Smith & Company, CPAs and the Peer Review Committee of New England Peer Review:

We have reviewed the system of quality control for the accounting and auditing practice of RHR Smith & Company. CPAs (the Firm) in effect for the year ended September 30, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility
The Firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The Firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility
Our responsibility is to express an opinion on the design of the system of quality control and the Firm's compliance therewith based on our review.

Required Selections and Considerations
Engagements selected for review included audit engagements performed under Government Auditing Standards including compliance audits under the Single Audit Act. As a part of our peer review, we considered reviews by regulatory entities as communicated by the Firm, if applicable, in determining the nature and extent of our procedures.

Deficiency Identified in the Firm's System of Quality Control

We noted the following deficiency during our review:

1. The Firm's quality control policies and procedures with respect to engagement performance do not provide reasonable assurance that the Firm adequately performs and documents governmental audit engagements in accordance with professional standards. Consequently, on engagements performed under government auditing standards we noted that the firm's documentation incorrectly identified engagements as being low risk. On one engagement reviewed, not enough testing was done to satisfy the low risk rating. In our opinion, this matter contributed to the governmental audit engagement not being performed in accordance with professional standards in all material respects.

Opinion
In our opinion, except for the deficiency previously described, the system of quality control for the accounting and auditing practice of RHR Smith & Company, CPAs in effect for the year ended September 30, 2020 has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency (ies)* or *fail*. RHR Smith & Company, CPAs has received a peer review rating of *pass with deficiency*.

D.E. Rodrigues & Company, Inc.

May 27, 2021

Where Your Financial Success Begins
Member: American Institute of Certified Public Accountants - Division for Firms
Web: WWW.Rodriguesaccounting.com Email: Doug@rodriguesaccounting.com

Proposal for **Professional Auditing Services** for the

Town of Lisbon, Maine

July 10, 2024

James Wilkinson, CPA
Phone: (401) 600-4709
James.Wilkinson@marcumllp.com

100 Westminster Street, Suite 500
Providence, RI 02903

1 Canal Plaza, 4th Floor
Portland, ME 04101

MARCUM
ACCOUNTANTS ▲ ADVISORS

marcumllp.com

MARCUM
ACCOUNTANTS ▲ ADVISORS

July 10, 2024

Ms. Samantha Bryant, Finance Director
Town of Lisbon, Maine
300 Lisbon Street
Lisbon, Maine 04250

Dear Members of the Audit Evaluation Committee:

On behalf of Marcum LLP ("Marcum") and our client service team, we are pleased to present our proposal to provide professional services to the Town of Lisbon, Maine ("Lisbon" or the "Town"). We appreciate the opportunity to participate in your proposal process and understand the importance of appointing the right firm as the Lisbon's independent public accountants.

Ranked among the top 15 firms in the nation, Marcum offers resources of 4,100 professionals, including 550 partners, in 50 offices nationally and internationally. Marcum is a member of the American Institute of Certified Public Accountants' (AICPA) Government Audit Quality Center. In addition, we are nationally recognized within the financial and underwriting community with membership in the Center for Public Company Audit Firms of the AICPA and registration with the Public Company Accounting Oversight Board.

We are confident we can provide the type of professional and responsive service that the Town of Lisbon, Maine deserves. With new accounting pronouncements being issued, as well as changes to federal and state regulations regarding compliance, and single audits, we stand ready to help the Town navigate through this information by serving as a dependable resource for these matters.

Our professionals are experienced with municipal and government operations, committed to the public sector, and ready to provide unequaled proactive service. This proposal demonstrates Marcum's ability, desire and commitment to serve you in a responsive and efficient manner.

As a part of our audit process, we will conduct the following activities:

- Issue pre-audit correspondence to the Town Council and/ or Audit Committee
- Conduct an audit in accordance with generally accepted auditing standards established by the AICPA, and the standards set forth for financial audits in *Government Auditing Standards* issued by the Comptroller General of the United States and per Maine State Law Title 30-A, Part 2, Subpart 9, Chapter 223, Subchapter 8, Section 5823 titled "Annual postaudit"
- Conduct an audit of the Town's major federal programs in accordance with the provisions of the federal Single Audit Act of 1984 as amended by the Single Audit Act Amendments of 1996 and U.S. Office of Management and Budget (OMB) Guidance 2 CFR Part 200 – *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), the laws of the State of Maine, and the Maine Uniform Accounting and Auditing Practices for Community Agencies
- Report to the Town on the auditing process, findings and recommendations
- Provide an independent opinion on the Town's annual comprehensive financial report
- Perform an audit of the School Department accounts, in accordance with the requirements of Maine State Law Title 20-A MRSA, Section 6051, which will include examining the Financial Report of Public Schools submitted to the State Department of Education on Form EFM-45, for fairness of presentation
- Any reports required by the Maine Uniform Accounting and Auditing Practices for Community Agencies ("MAAP") and the Maine Department of Education in any given year

This proposal encompasses all requirements as set forth in the Town's RFP for Professional Auditing Services. We are committed to performing your required auditing and agreed-upon procedures services within a mutually agreed upon timeline. For fiscal year ending 2024, we expect to issue the final reports by March 31, 2025. For fiscal years ending 2025 and 2026, provided all of the documentation is provided by October 1st, we expect to issue the final audit and agreed-upon procedures reports by December 31st for each of those years.

Some of the terms and conditions in this proposal to provide auditing services may need to be tailored more appropriately and some additional terms and conditions may be necessary. Should Marcum's proposal be accepted, we will negotiate a mutually satisfactory engagement letter with the Town covering the services proposed and the parties' relationship for these services. This proposal is contingent upon successful completion of Marcum's acceptance procedures.

Marcum welcomes the opportunity to provide services to the Town of Lisbon, Maine. This proposal, for fiscal years 2024, 2025, and 2026, is a firm and irrevocable offer for 60 days following the submission period. If you have questions or would like to discuss any aspect of our proposed service plan, please do not hesitate to contact James Wilkinson at (401) 600-4709. We look forward to speaking with you in the near future.

Very truly yours,
Marcum LLP

James Wilkinson, CPA
Partner
Authorized to represent and legally bind the firm

Table of Contents

Proposal Form **1**

Executive Summary **1**

Firm Qualifications **2**

Firm Profile 2
Firm Overview 3
Licensed to Practice in Maine 4
Independence 4
Commitment to Quality 5
Governmental Industry Experience 6
Anticipated Potential Audit Problems 10
Representative Client List 11
References 14

Partner, Manager and Staff Qualifications and Experience **15**

Audit Services and Approach **18**

Audit Approach 18
Our Approach to Auditing Large and Complex EDP Systems 19
Reporting 20
Work Plan 21
Annual Estimate of Hours and Segmentation 28
Timetable 29
Technological Resources 29
Communication with Management 31
Assistance from Town Staff 31

Proposed Fees **32**

Benefits of Choosing Marcum **33**

Appendix A: Engagement Team Profiles

Appendix B: Peer Review Report

Appendix C: Evidence of Insurance Liability Coverage

TOWN OF LISBON, MAINE

REQUEST FOR PROPOSAL
Municipal Auditor

PROPOSAL FORM

TO: Samantha Bryant, Finance Director
Town of Lisbon
300 Lisbon Street
Lisbon, Maine 04250

By submitting a proposal, you represent that you have (1) thoroughly examined and become familiar with the scope of services outlined in this RFP and (2) are capable of performing quality work to achieve the Town's objectives.

Name:	Marcum LLP
Address:	Engagement Team: 100 Westminster Street, Suite 500 / Providence, RI 02903 Local Office: 1 Canal Plaza, 4th Floor / Portland, ME 04101
Telephone:	401.600.4709
Website:	www.marcumllp.com
Email:	James.Wilkinson@marcumllp.com
Years in business:	70

Description of your firm including size of firm, location, number and nature of the professional staff, staff experience and training, including a brief resume for each key person listed that will be assigned to service the Town if awarded:

Marcum is a national accounting and advisory services firm dedicated to our clients achieve their goals. Since 1951, clients have chosen Marcum for our insightful guidance in helping them forge pathways to success, whatever challenges they are facing. We offer a complete spectrum of assurance, tax and advisory services, as well as an extensive portfolio of industry-focused practices with specialized experience for both privately held and publicly registered companies, governmental entities, and nonprofit organizations.

With a total staff of approximately 4,100, we are among the top 15 firms in the nation. Marcum has 50 offices, including two in the State of Maine (Portland and Ellsworth).

Our proposed engagement leadership team consists of James Wilkinson, CPA, CITP; Kyle Connors, CPA; and Benjamin Wilkinson, CPA. Please see page 15 and Appendix A for their resumes. In addition to the service team above assigned to this engagement, we have a team of seniors and staff accountants with extensive experience in serving municipal organizations. The staff assigned to this engagement have significant single audit experience and perform compliance audits on nearly 100 major programs annually.

All team members complete, at a minimum, 40 hours of continuing professional education (“CPE”) each and every year, including governmental and Yellow Book courses. In accordance with *Government Auditing Standards* (GAS) anyone who plans, directs, or reports on audits under GAS receives 80 hours of continuing professional education in a 2-year period (24 of which is specific to the governmental environment). All others receive, at a minimum, 24 hours in the same 2-year period related to the governmental environment.

Describe qualifications and experience (minimum five years previous experience) your firm has as a municipal auditor:

Marcum's public sector services is one of the Firm's specialty industry sectors and focuses on local governments like the Town and other government entities. The firm has a governmental group dedicated to keeping up with changes in GASB standards and statements who will be available to guide you through any questions you may have to ensure the Town is GASB compliant.

Our governmental assurance professionals have in-depth understanding of the complex economic and political environment in which these entities operate. Their knowledge and experience allow us to provide the highest level of professional service to our government clients. The New England offices employ more than 140 professionals who have provided services to a multitude of governmental clients. Our New England governmental client list now includes more than 400 municipal, school, utility, state agency, benefit plan, public housing authorities, county and special-purpose governmental entities.

The assurance services we provide to government entities includes single audits, pension audits, compliance audits, forensic audits, IT audits, internal audits, GASB implementation, financial statement and Annual Comprehensive Financial Report ("ACFR") preparation and assistance, performance of operational reviews and a wide range of consulting services for local governments.

List of at least three (3) references, provide names and telephone numbers of contact persons:

Town of Scarborough, ME: Norman Kildow, Finance Director, 207.730.4081

City of Portland, ME: Brendan O'Connell, Finance Director, 207.874.8642

Town of North Kingstown, RI: Debra Bridgham, Finance Director, 401.294.3331 ext 140

Listing of current litigation, outstanding judgments and liens:

From time to time in the ordinary course of performing services for clients, Marcum may be named in legal actions. None of those affect Marcum's ability to perform services for you. Marcum's counsel is available to discuss.

State firm's all-inclusive annual rate for services. To facilitate the Town's budgeting and expenditure distribution, please approximate the cost of each segment of the audit. The total three (3) year fee is the cost that will be used for evaluation purposes.

Annual Auditing Services for	FYE 2024	FYE2025	FYE2026
Town (General, Capital, and Special Reserves Funds)	$ 23,400	$ 24,200	$ 25,000
School Department	17,550	18,150	18,750
Sewer Fund	8,775	9,075	9,375
Federal Awards *	8,775	9,075	9,375
Total	**$ 58,500**	**$ 60,500**	**$ 62,500**

** Assumes two (2) major federal awards each year.*

If it should become necessary for the Town of Lisbon to request the auditor to render any additional services to either supplement the services requested in this RFP or to perform additional work resulting from the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between the Town and the firm specifying the additional work to be performed and related compensation.

Signature

July 10, 2024
Date

EXECUTIVE SUMMARY

Who We Are?

- One of the largest public accounting firms in the Nation
- Ranked in the top 15 by Accounting Today
- More than 70 years in practice
- 4,100 professionals, including 550 partners, in 50 offices nationally and internationally
- Member of the AICPA's Government Audit Quality Center
- Nationally recognized within the financial and underwriting community with membership in the Center for Public Company Audit Firms of the AICPA and affiliation with the Government Accounting Standards Board

Service Philosophy

- Engagement team with extensive government industry experience
- Partners actively involved with client
- Responsive service, personal contact and significant ongoing partner involvement in all areas
- All decisions made locally and timely
- Broad domestic and international resources through Marcum's own offices as well as the Leading Edge Alliance, Ecovis and DFK International

Engagement Approach

- Periodic and scheduled meetings with management to discuss audit issues
- Involvement of professionals with requisite skills and experience
- Commitment to continuity of engagement team
- Deliverables completed within mutually agreed-upon timeframes

Scope of Services

- Audit of the Town's and Lisbon School Department's financial statements for the years ending June 30, 2024, 2025, and 2026
- Any reports required by the Maine Uniform Accounting and Auditing Practices for Community Agencies and the Maine Department of Education in any given year.

Engagement Team

Engagement Partner	James Wilkinson, CPA, CITP
Engagement Quality Reviewer	Kyle Connors, CPA
Senior Manager	Benjamin Wilkinson, CPA

FIRM QUALIFICATIONS

Firm Profile

More than **70-year history** of helping clients resolve their greatest business and personal financial challenges

Founding member of **LEA Global,** the largest worldwide group of independent accounting practices

Exclusive U.S. associated partner firm of **ECOVIS International,** a global accounting and advisory network

Leadership in **DFK International,** one of the world's leading international associations

Marcum LLP is a national accounting and advisory services firm dedicated to our clients achieve their goals. Since 1951, clients have chosen Marcum for our insightful guidance in helping them forge pathways to success, whatever challenges they are facing.

Marcum offers a complete spectrum of assurance, tax and advisory services, as well as an extensive portfolio of industry-focused practices with specialized experience for both privately held and publicly registered companies, governments and quasi-government agencies, as well as nonprofit and social sector organizations. The Firm also provides a full complement of technology, wealth management, and executive search and staffing.

Headquartered in New York City, Marcum has offices in major business markets across the U.S. and select international locations.

CLIENT-DRIVEN

Understanding our clients' businesses, helping them identify their needs and meet their challenges, and uncovering opportunities that propel them towards success is Marcum's mission. Our own success is based on our commitment to building meaningful, trusted relationships with our clients, creating positive service experiences, and delivering unexpected value wherever and whenever we can, while maintaining our professional independence and objectivity.

Marcum is committed to providing the most thorough, insightful, and expeditious service, according to the highest ethical standards.

COMMITMENT TO EXCELLENCE

From the way we service clients to the training and development of our professionals, Marcum is committed to excellence in every aspect of our service offerings.

Our focus on client success compels us to look beyond the numbers to see the opportunities, challenges, and solutions in every engagement. Innovation, proactivity, teamwork, and open communication are the hallmarks of our approach.

Visit **www.marcumllp.com** for a complete list of our services.

Why Marcum

Marcum delivers the industry experience and in-depth skills that you may find at other national accounting firms but with a stronger commitment to local client service provided by a team from our Providence, RI and Merrimack, NH offices and a more economical fee structure. We come equipped with decades of experience in providing audit services to government and quasi-government agencies at both the state and local levels. For these entities, we have performed risk assessments and have responded with appropriate strategies and sharing best practices.

Marcum specializes in providing quality and independent audit services with a detailed plan and communication strategy that promotes reliability in our methodology and value in our reports. We have built our reputation on providing high quality value-added accounting services with superior technical capabilities. Our clients tell us we deliver industry specific experience with unmatched quality and partner-level attention. Our reputation for delivering exceptional quality and client service is a direct result of the hands-on involvement and level of attention from our partners, directors and managers.

An important element of our approach is providing constructive services for the purpose of helping you improve internal accounting controls, operating efficiency and the effectiveness of your administrative practices. Because of our position as independent auditors, our experience with governmental entities and our knowledge of financial and accounting systems, we expect to make recommendations that are useful and important. We consider constructive services to be a logical and important by-product of our audits and, accordingly, they will be a significant part of our overall services to the Town of Lisbon.

Our recommendations are presented in reports, which will include recommendations we believe warrant attention. Additionally, we will use these reports to advise Lisbon's management of recommendations to enhance the overall effectiveness of Lisbon's operations. In addition, we will continually communicate important changes or proposed changes in accounting and regulatory matters to assist the Town's management in assessing the impact of such changes on Lisbon's operations. We will discuss our recommendations with management prior to issuing a report, and we will communicate our ideas as significant recommendations are developed, rather than waiting until the conclusion of our audits.

Firm Overview

Marcum is an accounting and consulting firm with its New England **offices in Maine (Portland and Ellsworth),** Rhode Island, New Hampshire, Massachusetts, and Connecticut. With a total staff of approximately 4,100, we are among the top 15 firms in the nation. Nationally recognized within the financial and underwriting community, we are a member of the Government Audit Quality Center, Center for Public Company Audit Firms of the American Institute of Certified Public Accountants and registered with the Public Accounting Oversight Board.

Current Organization of the Firm

Marcum is a Limited Liability Partnership that was established in 1951 in the state of New York. Jeffrey Weiner is the current Chairman and CEO. He is supported by an Executive Committee, which consists of leadership throughout the U.S. As a partnership and national CPA firm, Marcum has 550 partners. A full listing of partners is available at www.marcumllp.com.

Experienced Team

The engagement leadership team, led by **James Wilkinson, Kyle Connors, and Benjamin Wilkinson,** is based in Marcum's Providence office located at 100 Westminster Street, Providence, RI 02903.

The team will be responsible for planning, directing, conducting substantial portions of the field work and reporting on your government audit. They along with their team meet the continuing educational requirement of *Government Auditing Standards issued* by the Comptroller of the United States.

The management and staff responsible for these services are highly qualified, with in-depth experience in auditing, accounting and management advisory services. Based in Providence, our team offers local access to key resources. Based upon a review of the Town's financial statements we estimate 2 to 4 staff will be assigned to the engagement at any one time. At a minimum, one supervisory level staff will be on hand at all times. Each member of the team is a full-time employee. No subcontractors will be used during the engagement.

Licensed to Practice in Maine

We affirm that Marcum LLP is a licensed certified public accounting firm and is in good standing with all regulatory agencies. The Firm is properly licensed and certified to practice in Maine. Marcum is registered with the Maine Board of Accountancy. The Firm is a member of the AICPA and the Maine Society of Certified Public Accountants (MECPA). All professional staff, upon successful completion of the CPA exam, become members of the AICPA and their local state CPA society.

James Wilkinson, Kyle Connors and Benjamin Wilkinson are "key" team members. The key team members assigned to this engagement are licensed to practice by the State of Rhode Island. Additionally, the senior accountant in charge of fieldwork is a certified public accountant. Each individual on the engagement has maintained the required CPE in government accounting and has attended an Ethics course for CPA's. Refer to **Appendix A** for engagement team profiles, including locations of license(s).

Independence

We affirm that Marcum LLP is independent of the Town of Lisbon, Maine and the Lisbon School Department as defined by the AICPA Code of Professional Ethics, Generally Accepted Auditing Standards and the U.S. General Accounting Office's *Government Auditing Standards*. Further, no conflicts exist that would inhibit our ability to perform this audit in accordance with professional standards.

Marcum's policy is that all professional personnel be familiar with and adhere to the independence, integrity, and objectivity rules, regulations, interpretations, and rulings of the American Institute of Certified Public Accountants, the state boards of accountancy and CPA societies, *Government Auditing Standards* issued by the Comptroller General of the United States, relevant statutes, and applicable regulatory agencies. In addition, all professionals – from partner to staff auditor – are required to sign affidavits annually attesting to their independence.

Our quality control document contains detailed policies related to maintaining independence. These policies are the most stringent policies adopted by the AICPA and the various state boards of accountancy. Engagement team members are required to consider any possible situations where independence may be impaired during the acceptance or continuance process and if any arise during the performance of an engagement.

Prior Engagements with the Town of Lisbon, Maine

Neither Marcum LLP nor any of our predecessor firms have had any professional relationships that could impair independence with the Town of Lisbon or any of its agencies or component units for the past five years.

Commitment to Quality

Our philosophy of providing quality professional services ensures the delivery of the best resources when you need them most. Our approach helps to alleviate your long-term costs and provides for a smooth engagement process.

We are committed to quality and integrity. To demonstrate this commitment, we have acquired memberships in various quality oversight organizations.

Marcum audits numerous public companies and is registered with the Public Company Accounting Oversight Board (PCAOB) and is subject to its quality control standards. We belong to the Center for Public Company Audit Firms of the AICPA, the Private Companies Practice Section (PCPS) of the AICPA, and the Government Audit Quality Center of the AICPA. Member firms must have their quality control systems periodically reviewed by independent peers to evaluate:

- Quality control policies and procedures that provide the firm with reasonable assurance for complying with professional standards.
- The quality control system for accounting and auditing compliance with specified requirements and standards.
- Compliance with membership requirements.

We are dedicated to establishing a high level of quality control and we continue to subject our practice to peer review as dictated by the current regulatory environment. We have also instituted our own internal monitoring procedures to further secure Marcum's reputation as a quality-driven, results-oriented firm.

Peer Review

The AICPA's National Peer Review Committee accepted our last peer review report on January 30, 2024. Engagements selected for review included those performed under *Government Auditing Standards,* including compliance audits under the Single Audit Act; audits of employee benefit plans; audits performed under FDICIA; and examinations of service organizations (SOC 1 and 2 engagements). A copy of the report on Marcum's most recent external quality control review is included with this proposal, showing a rating of "Pass" with no deficiencies noted.

Internal Monitoring

Each year, Marcum performs an internal inspection of the audit practice as part of its monitoring as required by professional and firm standards. This includes a self-assessment, performed on the same basis as an actual independent peer review, by senior audit executives qualified as peer reviewers. Testing of policies and procedures and review of actual engagements is the same for the inspection and the peer review. This ensures that our work is always performed at the highest level.

Professional Ethics

The Firm adheres to the Code of Professional Ethics of the American Institute of Certified Public Accountants, to the codes of state boards of accountancy and state societies in which we practice, and for applicable engagements, the rules, regulations and interpretation of the Securities and Exchange Commission. All employees are expected to understand and comply with the rules stated in the Code of Professional Ethics as well as the firm's Quality Control Manual.

Educational Services

We provide regular, internal educational programs to our staff to keep them abreast of changing accounting methodologies, audit issues and industry specific regulatory matters. Many of our industry experience make presentations to our clients and various trade associations. Our team participates in a variety of educational programs through trade and professional organizations as well. All engagement management and staff meet or exceed the continuing education requirements set forth by the Maine State Board of Accountancy and *Government Auditing Standards*. Staffing will be either certified public accountants or those in the process of completing such certification.

Liability Insurance Coverage

Marcum maintains a variety of liability coverage, including, but not limited to the following:

- Professional Liability
- Commercial General Liability
- Workers' Compensation and Employers' Liability
- Automobile Liability
- Excess Liability
- Cyber Liability

In the event that Marcum is awarded the Town's contract for the provision of audit services, we will provide a certificate of such insurance issued by a corporation licensed or authorized by the Commissioner of Insurance to do business in the State of Maine if requested. Please refer to **Appendix C** for evidence of our liability policies.

Governmental Industry Experience

Marcum's public sector services is one of the Firm's specialty industry sectors and focuses on local governments like the Town and other government entities. Our firm has significant experience with municipalities. The firm has a governmental group dedicated to keeping up with changes in GASB standards and statements. This dedicated group will be available to guide you through any questions you may have to ensure the Town is GASB compliant.

Our governmental assurance professionals have in-depth understanding of the complex economic and political environment in which these entities operate. Their knowledge and experience allow us to provide the highest level of professional service to our government clients. **The New England offices employ more than 140 professionals who have provided services to a multitude of governmental clients.**

It is worth noting that Marcum is a significant provider of governmental auditing services in the New England region. Melanson P.C., a large regional CPA firm, merged into Marcum in January 2023, nearly doubling the size of our New England governmental practice. Additionally, Powers & Sullivan, LLC, a government focused CPA firm based in Massachusetts, merged into Marcum in February 2024, further strengthening our government industry practice in New England. Combined, these recent New England mergers have expanded Marcum's depth of experience and staffing to further position us as the firm of choice in independent auditor selection. **Our New England governmental client list now includes more than 400 municipal, school, utility, state agency, benefit plan, public housing authorities, county and special-purpose governmental entities.**

Our considerable experience with municipalities and government clients has put us in a position to serve you best. We have outlined certain factors that make us qualified to serve you, especially after having reviewed your request for proposals and your auditing needs.

Governmental Services

The assurance services we provide to government entities includes single audits, pension audits, compliance audits, forensic audits, IT audits, internal audits, GASB implementation, financial statement and Annual Comprehensive Financial Report ("ACFR") preparation and assistance, performance of operational reviews and a wide range of consulting services for local governments.

The following chart illustrates a variety of services we provide to governmental entities.



Familiarity with Government Auditing Standards

We are thoroughly familiar with generally accepted accounting principles for state and local governmental units and with generally accepted auditing standards promulgated by the American Institute of Certified Public Accountants; *Government Auditing Standards* issued by the Comptroller General of the United States (2018 and 2024 update when applicable); the Single Audit Act of 1984 as amended; and U.S. Office of Management and Budget (OMB) Guidance 2 CFR part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards – Subpart F – Audit Requirements, and will conduct our audit and report in accordance with those standards. Reporting on key audit matters, whether requested by management, those charged with governance, or if required by law or regulation, will be performed in accordance with guidance set forth in the 2024 revision to *Government Auditing Standards.*

Single Audits

Marcum has the necessary experience to assist you with Federal single audits. To stay on top of changing audit requirements, our firm participates in various AICPA trainings. The experiences we gain at a national level are brought to our entire team through annual single audit training and updates to our audit methodology and work programs.

Our annual training involves all aspects of a single audit, including internal controls, compliance, financial reporting, the Data Collection Form, Yellow Book and audit effectiveness. A significant portion of this training also includes discussion about single audit quality and current topics discussed in the AICPA Audit Guides and Audit Risk Alerts.

We leverage our training and experiences across the Firm to benefit our clients through improved audit methodology and work programs. Furthermore, we proactively ensure all of our affected clients understand the impact of any new regulations on their organization. With this experience, we are able to provide a robust amount of knowledge as it relates to the Lisbon and your engagement team has the necessary experience to assist you with Federal single audits.

Information from the Federal Audit Clearinghouse for 2022 shows that Marcum was the #1 provider of single audits in New England with nearly 340 single audits performed and the #4 provider when program awards expended is measured, with more than $3 billion in federal award audit coverage.

Since we perform a substantial number of single audits annually, our single audit working papers are routinely reviewed by federal and state agencies as well as peer reviewers. We have not had any findings regarding substandard work and, in fact, have had many comments about the excellent quality of our audit files. Included in our external peer reviews are many single audit files, which have not received any comments in this area for many years.

Uniform Guidance

Many of our clients receive government grants and require audits performed in accordance with the Uniform Guidance (“UG”), *Government Auditing Standards,* and other federal compliance requirements. We stay well-informed and proactively communicate any changes related to Uniform Guidance.

For many clients, we have reviewed, documented, and tested internal control systems and recommended additional financial accounting and operational system procedures to ensure compliance with federal laws and regulations. These process reviews include an assessment of risk to identify areas of potential concerns. Our practice area has also been engaged to develop, document, and maintain accounting systems that meet federal requirements. Some of our assistance includes:

- Allowable/unallowable costs and activities
- Internal controls
- Matching contributions and level of effort requirements
- Reporting requirements – financial and performance
- Equipment/Real Property purchased with federal funds
- Procurement compliance
- Subrecipient monitoring

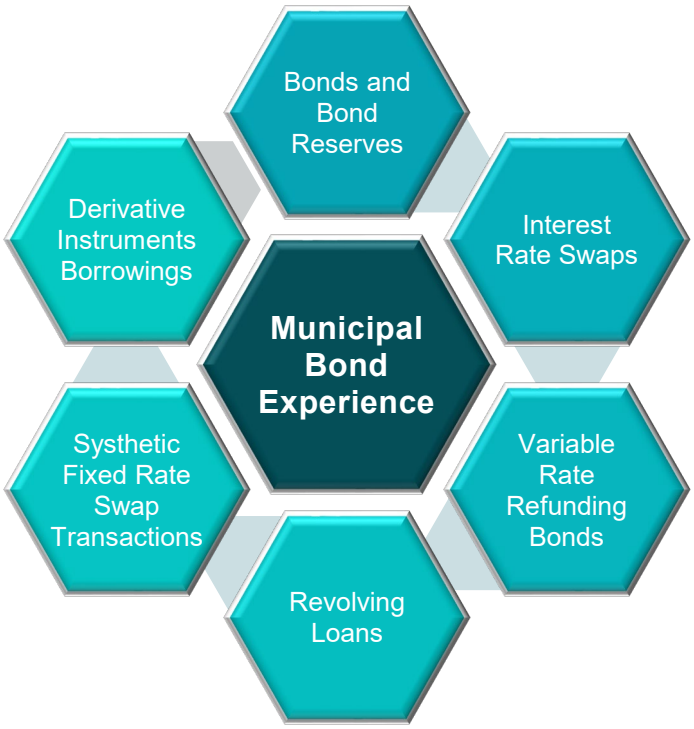
GFOA Certificate of Achievement Program

Marcum assists clients who participate in the GFOA Certificate of Achievement for Excellence in Financial Reporting Program. This program is recognized as the highest award in government financial reporting. The Certificate of Achievement has been awarded on all of the financial statements for participating clients, including first time submissions. Several members of Marcum are special reviewers for the GFOA Certificate of Achievement Program.

Municipally Owned Public Utilities

Marcum's government team maintains a deep knowledge of Governmental Accounting Standards Board (GASB) standards, *Government Auditing Standards* (Yellow Book) and Federal Energy Regulatory Commission (FERC) reporting requirements. Our extensive knowledge of municipally owned public utilities issues enables us to provide proactive audit and consulting services. We keep abreast of changes and trends involving relevant accounting matters and have experience with limited review of interim financial statements at the time of bond sales as well as limited reviews of official statements and special accounting or other technical advice in areas such as taxes, benefits, rate design, and various other utility related areas.

Municipal Bond Issuers Experience



Membership and Participation with Governmental Organizations and Centers

The partners, directors, and managers of the Firm are actively involved in recognized standard setting organizations at the national, state and local level. These organizations include the **Government Finance Officers Association** (GFOA), **Rhode Island Government Finance Officers Association,** the **Massachusetts Municipal Accountants and Auditors Association** (MMAAA), and the **New England States Government Finance Officers Association** (NESGFOA).

In addition, Marcum is a member of the **AICPA's Governmental Audit Quality Center** (GAQC) and the **AICPA Employee Benefit Plan Audit Quality Center** (EBPAQC). We have made a commitment to the sector by providing a dedicated core team that understands the sector's strategic priorities. Our involvement in these organizations demonstrates our commitment to the public sector and helps keep us on top of issues affecting government entities.

Thought Leadership

Marcum is also committed to providing professional development programs to those involved in the government sector. **For the past 29 years, Marcum has presented an annual Government Symposium, an 8-hour accounting and auditing seminar that focuses on current developments in government affairs, including accounting, legal and operational topics.** We encourage our clients and non-clients alike, to attend this technical (CPE) Symposium at no cost. Since 2021, we have hosted our Annual Government Symposium virtually. Our 2023 virtual courses can be viewed online at no cost (https://www.marcumevents.com/signature-events/marcum-government-symposium) until Fall 2024.

The Firm has also presented a **multi-day training program in Massachusetts** for many years focusing on the Commonwealth's prescribed UMAS accounting and reporting requirements. In addition, we are pleased to be offering for the first time a **Rhode Island specific one-day course** on fund accounting, reporting requirements, statutory responsibilities, and effective internal controls. Both of these programs were presented in May of this year.

Anticipated Potential Audit Problems

The Firm does not anticipate any potential audit problems. One of the many advantages of choosing Marcum as your auditor is that our team has significant knowledge and understanding of municipalities and their operations. The combination of our Firm's resources, level of partner involvement and experienced team members provides an excellent service team of professionals capable of servicing your needs. **Having a local government service team with access to national resources allows us to meet or exceed client deadlines.**

Regular communication will be ongoing with Town personnel, allowing for timely knowledge of matters as they arise. When we learn of matters the Town may not be aware of, we will be active in conveying relevant information.

We understand the audit, accounting and financial reporting requirements affecting your Town. As with other issues that may arise, we will work with Management throughout the year to achieve the appropriate resolution.

Representative Client List

Marcum audits more than 400 governmental entities in New England. Below are some examples of government engagements performed by Marcum or a predecessor firm, many of them have grants subject to audit under Uniform Guidance.

City of Amesbury, MA	Manchester-By-The-Sea, MA
City of Barnstable, MA	Town of Abington, MA
City of Braintree, MA	Town of Acton, MA
City of Burlington, VT	Town of Amherst, MA
City of Central Falls, RI	Town of Andover, MA
City of Chester, PA	Town of Arlington, MA
City of Concord, NH	Town of Ashburnham, MA
City of Cranston, RI	Town of Ashland, MA
City of Dover, NH	Town of Avon, MA
City of Everett, MA	Town of Barre, MA
City of Fitchburg, MA	Town of Bedford, NH
City of Gardner, MA	Town of Belmont, MA
City of Greenfield, MA	Town of Berkley, MA
City of Haverhill, MA	Town of Bernardston, MA
City of Holyoke, MA	Town of Beverly, MA
City of Keene, NH	Town of Billerica, MA
City of Laconia, NH	Town of Bolton, MA
City of Lawrence, MA	Town of Boxford, MA
City of Leominster, MA	Town of Brookline, MA
City of Lowell, MA	Town of Burlington, MA
City of Lynn, MA	Town of Burrillville, RI
City of Manchester, NH	Town of Carlisle, MA
City of Melrose, MA	Town of Carver, MA
City of Methuen, MA	Town of Chatham, MA
City of Nashua, NH	Town of Chilmark, MA
City of Newburyport, MA	Town of Cohasset, MA
City of Nort Attleboro, MA	Town of Concord, MA
City of Peabody, MA	Town of Cumberland, RI
City of Portland, ME	Town of Danvers, MA
City of Portsmouth, NH	Town of Dartmouth, MA
City of Quincy, MA	Town of Dedham, MA
City of Revere, MA	Town of Derry, NH
City of Rochester, NH	Town of Douglas, MA
City of Saint Albans, VT	Town of Dover, MA
City of Salem, MA	Town of Dracut, MA
City of Somerville, MA	Town of Duxbury, MA
City of Springfield, MA	Town of East Bridgewater, MA
City of Taunton, MA	Town of Eastham, MA
City of Winthrop, MA	Town of Easton, MA
City of Woburn, MA	

Town of Exeter, NH
Town of Fairhaven, MA
Town of Florida, MA
Town of Franklin, MA
Town of Georgetown, MA
Town of Groveland, MA
Town of Hadley, MA
Town of Halifax, MA
Town of Hanover, MA
Town of Hanson, MA
Town of Hardwick, MA
Town of Harvard, MA
Town of Harwich, MA
Town of Holbrook, MA
Town of Hollis, NH
Town of Hudson, MA
Town of Ipswich, MA
Town of Johnston, RI
Town of Kingston, MA
Town of Lakeville, MA
Town of Lancaster, MA
Town of Lexington, MA
Town of Litchfield, NH
Town of Londonderry, NH
Town of Longmeadow, MA
Town of Ludlow, MA
Town of Lunenburg, MA
Town of Mansfield, MA
Town of Marblehead, MA
Town of Marshfield, MA
Town of Medfield, MA
Town of Millis, MA
Town of Milton, MA
Town of Monson, MA
Town of Montague, MA
Town of Needham, MA
Town of North Andover, MA
Town of North Hampton, NH
Town of North Kingstown, RI
Town of North Providence, RI
Town of North Reading, MA
Town of North Reading, MA
Town of Norwell, MA
Town of Norwood, MA
Town of Oak Bluffs, MA
Town of Orange, MA
Town of Orleans, MA
Town of Plainfield, CT
Town of Plainville, MA
Town of Plymouth, MA
Town of Randolph, MA
Town of Raymond, NH
Town of Raynham, MA
Town of Reading, MA
Town of Rehoboth, MA
Town of Rockland, MA
Town of Rockport, MA
Town of Rowley, MA
Town of Russell, MA
Town of Rutland, MA
Town of Salem, NH
Town of Sandown, NH
Town of Saugus, MA
Town of Scarborough, ME
Town of Scituate, MA
Town of Sharon, MA
Town of Shelburne, MA
Town of Somerset, MA
Town of Southampton, MA
Town of Stafford, CT
Town of Stoughton, MA
Town of Sudbury, MA
Town of Sutton, MA
Town of Swampscott, MA
Town of Tewksbury, MA
Town of Topsfield, MA
Town of Townsend, MA
Town of Tyngsborough, MA
Town of Uxbridge, MA
Town of Wakefield, MA
Town of Wareham, MA
Town of Watertown, MA
Town of Wayland, MA
Town of Wellesley, MA
Town of Wellfleet, MA
Town of Wenham, MA
Town of West Boylston, MA
Town of West Springfield, MA
Town of Westerly, RI
Town of Westford, MA
Town of Weston, MA
Town of Westwood, MA
Town of Weymouth, MA
Town of Whitman, MA
Town of Wilbraham, MA
Town of Yarmouth, MA

Belmont Public Schools	Burlington Department of Education
Berkshire Hills Regional School District	Carver Department of Education
Bristol Warren Regional School District	Chelmsford Department of Education
Burrillville School Department	Cohasset Department of Education
Cape Cod Regional Technical School District	Duxbury Department of Education
Concord School District	Hadley Department of Education
Cranston Public Schools	Hamiton Wenham Department of Education
Cumberland School Department	Haverhill Department of Education
Douglas Public School District	Lawrence Department of Education
Farmington River Reg. School District.	Lincoln-Sudbury Department of Education
Franklin County Technical School	Lowell Department of Education
Gateway Regional School District	Lunenburg Department of Education
Hampden-Wilbraham Regional School District	Manchester Essex Department of Education
Hollis Montessori School	Marblehead Department of Education
Hoosac Valley Regional School District	Milton Department of Education
Johnson School Department	Monson Department of Education
Metropolitan Regional Career & Technical Center	Nashoba Valley Tech Department of Education
Nashoba Regional School District	North Andover Department of Education
North Providence School Department	North Middlesex RSD Department of Education
Norwood Public Schools	Peabody Department of Education
Pioneer Valley Regional School District	Pentucket Department of Education
Plainfield, CT Board of Education	Plymouth Department of Education
Putney School	Quabbin RSD Department of Education
Quaboag Regional School District	Quincy Department of Education
Randolph Public Schools	Rockport Department of Education
Southeastern Regional School District	Salem Department of Education
Southeastern Regional School Foundation	Saugus Department of Education
Stafford, CT Board of Education	Somerville Department of Education
Tri-County Reg. Voc. Tech School District	Southwick Tolland RSD Department of Education
Wachusett Regional School District	Springfield Department of Education
Watertown Public Schools	Sudbury Department of Education
Westerly School Department	Swampscott Department of Education
Westford Public Schools	Tantasqua Department of Education
Weymouth Public Schools	Taunton Department of Education
Abington Department of Education	Tewksbury Department of Education
Agawam Department of Education	Wakefield Department of Education
Andover Department of Education	Ware Department of Education
Arlington Department of Education	Wareham Department of Education
Barnstable Department of Education	Wellesley Department of Education
Beverly Department of Education	West Boyleston Department of Education
Billerica Department of Education	Westwood Department of Education
Blue Hills Department of Education	Whittier RSD Department of Education
Braintree Department of Education	Winthrop Department of Education
Brookline Department of Education	Woburn Department of Education

References

There is no stronger message about quality than one heard first-hand from our clients. Please feel free to contact these clients to discuss our services.

Town of Scarborough, Maine

Contact	Norman Kildow, CPA, Finance Director
Phone / Email	207.730.4081 / nkildow@scarboroughmaine.org
Address	259 US Route One / Scarborough, ME 04070-0360
Dates Served	June 30, 2022 to present

City of Portland, Maine

Contact	Brendan O'Connell, Finance Director
Phone / Email	207.874.8642 / boconnell@portlandmaine.gov
Address	389 Congress Street / Portland, ME 04101
Dates Served	June 30, 2021 to present

Town of North Kingstown, Rhode Island

Contact	Debra J. Bridgham, Finance Director
Phone / Email	401.294.3331, x140 / DBridgham@northkingstownri.gov
Address	100 Fairway Drive / North Kingstown, RI 02852
Dates Served	June 30, 2019 to present

Town of Cumberland, Rhode Island

Contact	Jeffrey J. Mutter, Mayor
Phone / Email	401.728.2400, x132 / jmutter@cumberlandri.org
Address	45 Broad Street / Cumberland, RI 02864
Dates Served	June 30, 2021 to present

Town of Burrillville, Rhode Island

Contact	Leslie McGovern, Finance Director
Phone / Email	401.710.9335 / lmcgovern@burrillville.org
Address	105 Harrisville Main Street / Harrisville, RI 02830
Dates Served	June 30, 2022 to present

Town of North Providence, Rhode Island

Contact	Maria Vallee, Finance Director
Phone / Email	401.232.0900 / mvallee@northprovidenceri.gov
Address	2000 Smith Street / North Providence, RI 02911
Dates Served	June 30, 2021 to present

PARTNER, MANAGER AND STAFF QUALIFICATIONS AND EXPERIENCE

The experience of the personnel assigned to the engagement is critical to providing the Town with an effective and efficient audit. Their prior experience will be invaluable to the engagement. These are the professionals who will be on the job on a day-to-day basis; they need to be experienced in auditing government entities. These professionals are familiar with the complexities of governmental accounting, auditing and financial reporting, including all GASB pronouncements, the Federal Single Audit Act, OMB Uniform Guidance, fund operations, and State Laws.

The team members assigned to this engagement are licensed to practice by the State of Rhode Island. James Wilkinson, Kyle Connors, and Benjamin Wilkinson are the "key" team members. As stipulated in the RFP, removal or replacement of key team members are subject to approval by the Town.

Provided below is a brief description of each individual's role in your audit. Our commitment to active participation in local government organizations is included in the resumes in **Appendix A.**

James Wilkinson, CPA, CITP ► Partner

James Wilkinson is a partner in the Firm's Providence, Rhode Island office. He has more than 35 years of public accounting experience providing audit, accounting services, and technology consulting to a wide array of clients and industries including state and local governments.

Mr. Wilkinson will assume full responsibility for the engagement and will maintain continuous contact with management of the Town. He will be available to members of the engagement team and management as a high-level technical resource. He also will review the financial statements, related independent auditors' reports and other documents to ensure that industry standards have been adhered to and that the financial statements are in conformity with Firm and authoritative pronouncements regarding disclosure, format, terminology, etc.

Kyle Connors, CPA ► Engagement Quality Reviewer

As quality control reviewer, Kyle Connors will be responsible for reviewing the form and content of the audit workpapers and the auditor's report as well as the review of the financial statements in accordance with Firm and professional standards.

Benjamin Wilkinson, CPA ► Senior Manager

Benjamin Wilkinson is an assurance senior manager in the Providence, Rhode Island office. He has more than six years of experience in public accounting, specializing in assurance and attest engagements. His focus is on audits of state and local governments, manufacturers, distributors and uniform guidance compliance.

As the audit senior manager, Mr. Wilkinson will be responsible for the planning and direction of the audit, developing audit programs, selecting and assigning personnel and reviewing all phases of the audit. He will also maintain contact with the Town's personnel, coordinate ongoing work and advise management on the status of the engagement. He will also report to the audit partner.

In addition to the service team above assigned to this engagement, we have a team of seniors and staff accountants with extensive experience in serving municipal organizations. Our team members are among the most talented in their field and have outstanding reputations.

A premier team of professionals will serve you. Team members possess concentrated experience serving the accounting, auditing, tax and business consulting needs of a variety of governmental organizations and were selected because their ability best matches your needs. Additionally, we pride ourselves on year-round interactions with all our clients, through direct phone conversation, in-person meetings and weekly email industry communications.

Continuity of Engagement Personnel

One way in which Marcum strives to exceed expectations is through its commitment to continuity of staff on a year-to-year basis. We recognize that the relationship that develops between our professionals and your management team over time is integral in the delivery of quality service. Since our professionals will be spending significant amounts of time and effort learning about your operations, providing continuity of engagement staff makes good business sense for everyone involved. **Therefore, the team you engage today, unless you request otherwise, is the team that will be assigned routinely to provide services to you**. Marcum has historically had staff turnover that is significantly below the industry average.

Engagement Staffing and Assignment

As is the standard for auditing in our firm, engagement management above will also be on hand at various times to perform certain fieldwork tasks. We believe this approach provides certain efficiencies in completing the work and serves as an on-site resource.

We anticipate staffing to remain consistent over the term of the engagement. However, we guarantee that for any staff changes, new staff will be comparable in experience and continuing education requirements. No changes in engagement management are anticipated or planned.

The individuals, whose resumes are included in the appendices, will serve as engagement management. In addition, we plan to support the leadership team with experienced personnel from our Providence office. Each team member is licensed as a certified public accountant in the State of Rhode Island and / or Commonwealth of Massachusetts.

Staff Experience in Single Audits

The staff assigned to this engagement have significant single audit experience and perform compliance audits on nearly 100 major programs annually.

Non-Discrimination

We affirm that Marcum complies with the non-discrimination policy of the State of Maine. Marcum. Employment is based upon capabilities and qualifications without discrimination because of race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and related medical conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, protected medical condition as defined by applicable state or local law, genetic information, or any other characteristic protected by applicable federal, state, or local laws and ordinances. This policy of equal employment opportunity applies to all policies and procedures relating to recruitment and hiring, placement, training, compensation, benefits, associate activities, access to facilities and programs, promotions, transfer, discipline, termination, general treatment during employment and all other terms and conditions of employment.

Professional Development / Continuing Professional Education

All team members complete, at a minimum, 40 hours of continuing professional education ("CPE") each and every year, including governmental and Yellow Book courses. In accordance with *Government Auditing Standards* (GAS) anyone who plans, directs, or reports on audits under GAS receives 80 hours of continuing professional education in a 2-year period (24 of which is specific to the governmental environment). All others receive, at a minimum, 24 hours in the same 2-year period related to the governmental environment.

Every year, the Firm provides a minimum of 40 hours CPE in-house to all professional staff. These seminars include sessions in accounting, auditing, financial reporting, and internal controls. In addition to the in-house training, our partners and professional staff attend various outside seminars, such as those provided by the AICPA, SEC Institute, Institute of Internal Auditors and local state CPA societies. Additionally, we sponsor and host a robust calendar of programs and updates for clients and other attendees.

The Firm has made a significant commitment to formalizing its training in both technical and essential professional skills, through Marcum U, our in-house university. We continuously update our training curriculum under the guidance of our Chief Learning Officer, in consultation with our firm leaders, to offer innovative programs that offer a learning plan for our associates.

We provide a robust calendar of programs and classes that are available to our associates. The curriculum is comprised of core requirements and elective courses and learning plans are based on an individual's area of specialty or industry. We offer certification programs and opportunities for associates to earn badges in their respective areas as specialist or expert. Marcum U trainers include both our skilled learning and organizational development professionals and technical trainers across the Firm. All trainers are certified under our in-house Train the Trainer program.

We nurture our associates in their careers with coaching programs and a Trusted Advisor Program, designed to expand client relationships. We are also developing a Path to Partner program, which will help develop leadership skills for our senior managers/directors in the continuing effort to deliver excellence in client service.

A sample of our internal governmental training courses for the past three years is as follows:

- 2022 Government Symposium Series:
  - Artificial Intelligence
  - Cybersecurity & Protecting Your Critical Assets
  - GASB 87 Retrospective
  - GASB Update
  - Key Current Topics Affecting Public Housing Authorities
  - Key Single Audit Topics
  - Legislative Update
- 2024 For Profit HUD
- 2024 Major Program Determination & SMART for Single Audits
- Compliance Audits
- Finance Automation: If Not, Why Not?
- Florida Local Government Cybersecurity Act
- GASB Update 2023
- GASB Update 2024
- 2023 Florida Government Training
- Governmental Entities: Internal Control Audit Requirements
- Government Symposium: Economic Update & Forecast
- How to Implement GASB 96 and Maintain Compliance
- Key Single Audit Topics
- Legislative Update to Governmental Contracting
- NFP - 2022 Single Audit Update
- FAC System at GSA for Single Audits - What is New?
- Not-For-Profit Accounting & Auditing Update
- NFP 2024 - Endowment, Collections, Revenue
- UMAS Training Course
- Uniform Accounting System Training Course
- Uniform Municipal Accounting (UMAS) Training Course
- What Is Your Duty? And To Whom Do You Owe It?
- Yellow book and HUD audits
- Yellowbook and Single Audits

Subcontractors / Co-Proposers

Marcum will not be utilizing any subcontractors, co-proposers or any other entity providing professional services for the services provided to Lisbon. Should that change, any subcontractors, co-proposers, or any other entity providing professional services under the engagement will be subject to, and will have met, all the same applicable requirements as Marcum.

AUDIT SERVICES AND APPROACH

Audit Approach

Superior Client Service Approach

WE AIM FOR A PARTNERSHIP THAT EXCEEDS THE AUDIT

- Enhanced internal controls and efficiencies
- Stronger financial operations
- Valuable business solutions and ideas
- Best practice benchmarks
- A resource that is always available to you

Our approach to client service is simple: provide an engagement team that has industry knowledge and will communicate with you throughout the engagement process. This communication allows us to understand your ongoing business issues and challenges and to provide timely advice regarding solutions and alternatives. Besides the day-to-day communication when the consulting work is underway, our "keep current" meetings are a way to keep the lines of communication between our clients and us open.

There are many components to delivering our services. We always start with an understanding of the client and its business. When we design our engagement plan, we will work with you to ensure that we have addressed not only the risks that we believe are significant, but also areas you may see as significant.

We have a professional commitment to be concerned with the affairs of our clients on a continuing basis and to be available to you throughout the engagement. Accordingly, our engagement plan contemplates meetings with your management to discuss current results, concerns, and developing issues. We will plan, schedule and coordinate our resources economically and efficiently. Visits will be scheduled at times that are convenient to your personnel and will enable us to meet your prescribed deadlines.

Scope of Services

Marcum will perform an audit of the financial statements of Town of Lisbon, Maine. The objective of the audit is the expression of an opinion that the financial statements are fairly presented, in all material respects, and in conformity with accounting principles generally accepted in the United States.

We will issue the following reports in accordance with Generally Accepted Auditing Standards and *Government Auditing Standards*:

- Report on the fair presentation of the financial statements as a whole in conformity with accounting principles generally accepted in the United States.
- Report on internal control over financial reporting and on compliance with laws and regulations and other matters based on an audit of financial statements performed in accordance with *Government Auditing Standards*.
- Issue a management letter in accordance, if applicable.
- Issue separate financial statements for the School Department, if applicable.

Required Standards

The Firm's audit will be performed in accordance with the following requirements, as applicable:

- Statements on Auditing Standards issued by the AICPA
- *Government Auditing Standards*, issued by the Comptroller General of the United States
- Codification of Governmental Accounting and Financial Reporting Standards, as promulgated by the Governmental Accounting Standards Board
- Audit and Accounting Guide, State and Local Governments, published by the AICPA
- All other applicable provisions of rules, regulations, statutes or orders which may pertain to the engagement

Monitoring and Communication

The Firm will report the following information to the Audit Committee and Town Council, as applicable.

- The auditor's responsibility under generally accepted auditing standards and *Government Auditing Standards*
- Significant accounting policies
- Management's judgments and accounting estimates
- Significant audit adjustments; uncorrected misstatements
- Other information in documents containing audited financial statements
- Disagreements with management
- Major issues discussed with management prior to retention
- Difficulties encountered in performing the audit

Our Approach to Auditing Large and Complex EDP Systems

Advances in technologies are having, and will continue to have, significant influence on business activities, and related internal control and accounting systems. The audit approach that we have developed provides the efficient and effective performance of audit procedures to our clients' financial statements and internal control systems. It provides a framework that is consistently applied to all of our audit engagements. The approach encourages flexibility and innovation, timely professional judgment, and audit team input. Our audit approach is tailored to each individual engagement, evolving to ensure it remains effective.

Key features of our approach include:

- Emphasis on obtaining a thorough, current understanding of the client's operations and control environment - including the information technologies that impact and enable operations
- Account balance, transaction cycle, and performance measurement focus that enables a risk-based identification of significant accounts, significant transactions, and high-risk business areas
- Utilization of computerized audit tools in the following areas: key item selection, recalculation of totals and transaction verification, identification of unusually large amounts or unusual classifications, statistical sampling, testing for duplicate and missing check numbers, testing for duplicate payments, testing for payroll attributes, stratification of customer, vendor, and employee data, testing for large and end-of-period journal entries

We have found that the use of computerized audit tools is critical to the audit process, and in our large and complex EDP audit environments, these tools are the only efficient method we have found to maintain satisfactory audit coverage. Depending on the availability and format of the data we typically use data extraction software to help in our planning, evaluation and testing requirements.

Our audit approach has been successfully applied to a variety of large EDP systems, including large governmental environments, large non-profit organizations, as well as commercial businesses.

Reporting

Our plan will be developed based on the requirements outlined in your request for proposals. The work plan will be segmented as follows.

Financial Audits

Our audits will be made in accordance with auditing standards generally accepted in the United States of America, the standards for financial audits in the General Accountability Office's *Government Auditing Standards* issued by the Comptroller General of the United States, and the requirements of the RI Auditor General. The primary purpose of the audit will be to express an opinion on the financial statements and, accordingly, such an examination is subject to the inherent risk that errors or irregularities may not be detected. If conditions are discovered which lead to the belief that material errors, defalcations or other irregularities exist, or if any other circumstances are encountered that require extended services, we will promptly advise the appropriate level of Town management.

The Town's financial statement reporting follows Governmental Auditing Standards Board Statement No. 34, *Basis Financial Statements – and Management's Discussion and Analysis – for State and Local Governments*.

Combining and Individual Fund Statements and Schedules necessary to demonstrate compliance with finance-related legal and contractual provisions and to present information spread throughout the statements in greater detail (e.g., taxes receivable including delinquent taxes and long-term debt). We will render an "in relation to" report on these schedules.

Management's Discussion and Analysis (MD&A) will be included in the financial reporting package as required supplementary information.

Single Audits/Uniform Guidance

Single audits will be conducted in accordance with the provisions of the federal Single Audit Act of 1984 as amended by the Single Audit Act Amendments of 1996 and U.S. Office of Management and Budget (OMB) Guidance 2 CFR part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards – Subpart F – Audit Requirements.

Reports on Compliance and Internal Controls

In the required reports on compliance and on internal controls, we shall communicate any deficiencies found during the audit. A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the financial statements will not be prevented, or detected and corrected on a timely basis.

Management Letter

If applicable, Marcum will prepare a management letter to identify systemic deficiencies observed. The letter also may offer recommendations for changes in accounting and other procedures in order to improve operations.

MANAGEMENT LETTER ADDS VALUE BEYOND THE FINANCIAL STATEMENTS

- ▶ Internal Controls Suggestions
- ▶ Operational Suggestions
- ▶ Cost vs. Benefit Evaluations
- ▶ Identify Areas for Efficiencies
- ▶ Workable Solutions
- ▶ Collaborative Process

As each potential management letter point is identified in the audit process, the engagement team will document the condition, our recommendation, and the benefits of the recommended action. All potential comments will be reviewed with key staff members before issuance. Our policy is to prepare this report as a vehicle for suggesting improvements to enhance efficiency, management effectiveness, and the degree of internal control.

Such a communication could contain comments and recommendations arising from our observations made during our audit and might encompass areas such as cash management, tax office operations, budgeting, internal accounting controls, purchasing, and the like. During the audit we will bring to your attention, on a timely basis, matters of interest as they develop.

Findings (material weaknesses and significant deficiencies and material instances of noncompliance) are required to be reported in writing and will be included in the schedule of findings and questioned costs.

Other Reporting

In conjunction with the audit report on the Town's financial statements and the Management Letter, we will also prepare the following communications:

Irregularities and Illegal Acts

We shall make an immediate, written report of any irregularities and illegal acts or indications of illegal acts of which we become aware.

Auditor Communications

We will provide the Town with all required communications under Statements on Auditing Standards 114, including but not limited to:

- Auditor's responsibility under auditing standards generally accepted in the United States of America
- Significant accounting policies
- Management judgments and accounting estimates
- Significant audit adjustments and any uncorrected misstatements
- Other information in documents containing audited financial statements
- Disagreements with management
- Management consultation with other accountants
- Major issues discussed with management prior to retention
- Difficulties encountered in performing the audit

Work Plan

Our work plan is structured to achieve the objective of fulfilling the expectations of the Town's elected officials and management as well as all the requirements of federal, state and local agencies. In order to accomplish this objective, our engagement plan will be structured to:

- Ensure early identification of problems or concerns with effective communication thereof to Town management and to the elected officials.
- Ensure immediate responsiveness to expressed or perceived needs or expectations.
- Maintain the necessary flexibility to deal with changed or emerging situations or concerns.
- Ensure timely completion of all services in order to meet prescribed reporting dates.
- Utilize, where necessary, functional competence and industry specialists in order to offer constructive service recommendations to management.
- Minimize inconvenience to employees of the Town.

Our concept of comprehensive services goes far beyond the routine, once-a-year performance of such services. We have a professional commitment to be concerned with the affairs of our clients on a continuing basis and to be available to Town staff and leadership throughout the year. This approach blends both technical audit and general business experience into a constructive service concept. Accordingly, our engagement plan provides specifically for frequent meetings with Town management to discuss current results, your concerns and developing issues that could affect the Town.

Our approach to all of our engagements is to tailor our services to the specific needs and requirements of the client. Our audit services are performed in conformity with auditing standards generally accepted in the United States of America, and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States.

We will take a business approach to serving the Town and will be an effective resource to you. This approach includes meeting with the Town management, providing constructive services directed at improving productivity and operations and communicating important information to Town management on a timely basis.

We will plan, schedule and coordinate our audit resources economically and efficiently. Our visits will be scheduled at times that are most convenient to your personnel and at times when your personnel are least burdened with normal workload. We expect to work closely with Town management throughout our examination.

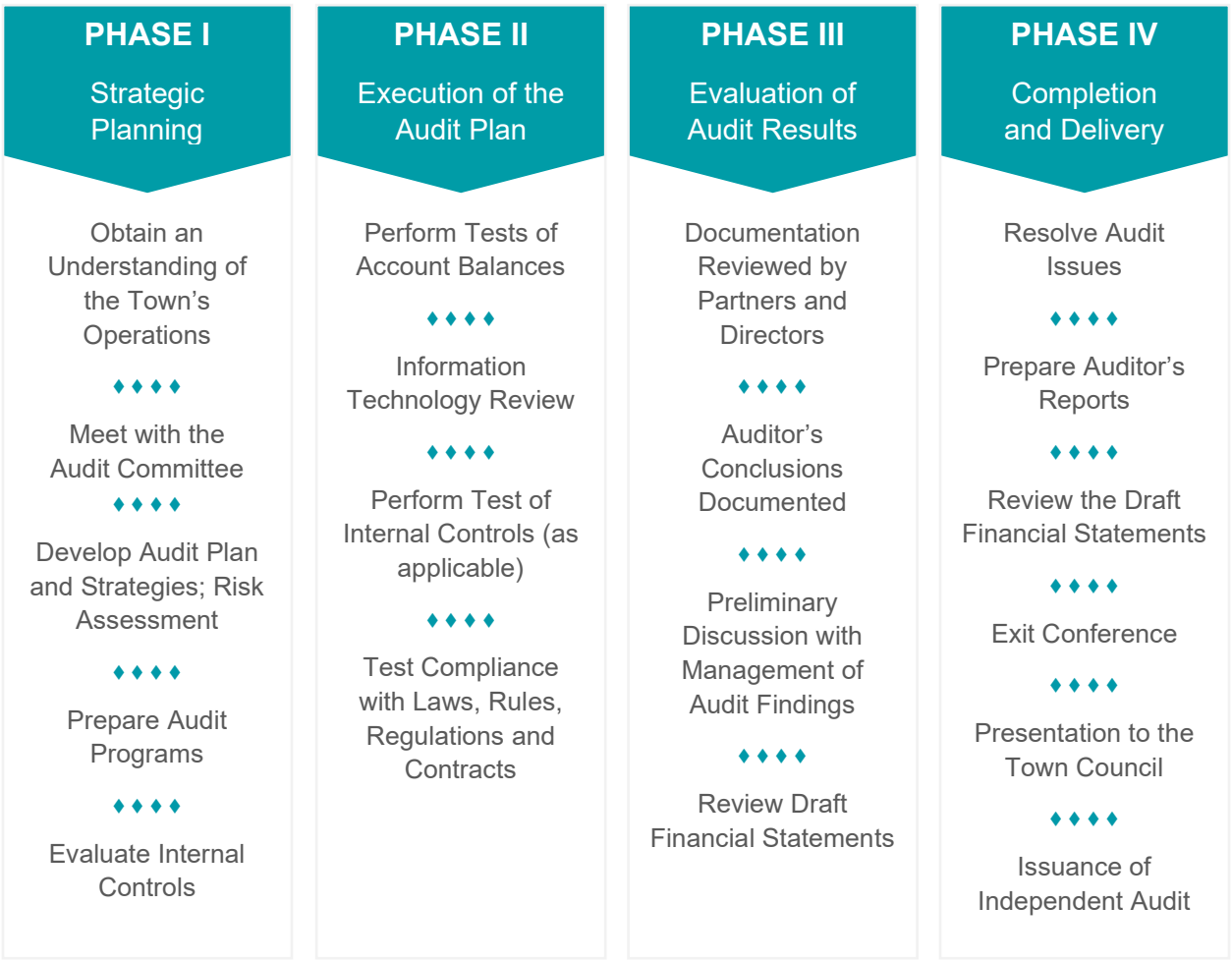
Our relationship will grow through:

- Regular meetings to plan and review the progress of our engagement;
- Advising Town management on accounting and regulatory matters
- Submission of reports to Town management containing our recommendations for improvements in operating efficiency, internal controls, records, and operating policies and procedures

As part of the auditing function, we will also assist the Town regarding implementation of any new pronouncements issued by the Government Accounting Standards Board (GASB).

We have developed a comprehensive and effective audit work plan to serve the Town in a complete and timely manner, using our advanced auditing techniques. Each phase of the engagement is designed to minimize disruption of your personnel as our staff becomes acquainted with your accounting and financial reporting procedures.

The audit will be conducted in four phases, as shown below. These phases are discussed in more detail on the following pages.



Phase I – Strategic Planning

We will tailor our audit approach through comprehensive audit planning based on a thorough understanding of your operations. The various forms and practice aids we will use were developed in accordance with the standards set by both the AICPA and *Government Auditing Standards*. This process is comprised of the following steps:

Understanding the Town's Operations

Initially we would expect to meet with the governing body (as a whole or with their designated liaison) charged with securing our services to discuss the overall timing, scope, and deliverables of our work. Next, we will meet with the Town's management team to gain an understanding of the particulars of your operations and accounting and internal accounting control systems. We will also obtain and review the applicable sections with the Town's Charter or similar documentation that would impact on our audit. In summary:

- Meetings with governing/appointing body to define audit scope
- Discussion on matters of particular concern
- Review of Town Charter, ordinances, other documentation
- Meetings with Finance Director, Town Manager, and School financial management
- Obtain understanding of the budget process
- Provide the Town with a list of information needed, including confirmations (i.e., bank and investment accounts, contact names and phone numbers, legal counsels, minutes, etc.)
- Confirm audit timing and deliverables

Review of Internal Accounting and Administrative Controls

We will perform an extensive review and evaluation of the Town's system of internal accounting and administrative controls to determine the nature, timing and extent of audit tests necessary to express an opinion on the Town's financial statements. Our study and evaluation will begin with a review of flow charts, narratives and procedural documentation available from the Town's Finance Department. This information will serve as our basis for further inquiry and review to develop an understanding of the Town's flow of transactions through the accounting system as well as the Town's overall control environment. In summary:

- Review Town accounting policies and procedures with emphasis on controls over receipts/ revenues, expenses/disbursements, purchasing, payroll, tax collections, grant administration and financial reporting
- Interview key personnel charged with administering the above area
- Conduct a review of general and application controls used in the Town's information technology activities
- Based upon the above reviews/interviews identify significant controls used in transactional processing and reporting
- Confirm our understanding of significant processes and controls
- Determine whether processing and reporting systems used for Town and School Department are the same for regular activity and federal program activity
- Obtain and review prior audit reports, management letters, and reports from any outside program monitoring conducted

Assessing Audit Risk

In order to obtain maximum efficiency for our audit effort, we assess the risks that pertain to each fund, account balance and class of transactions. Risk assessment involves the information obtained in the above section in conjunction with the use of the aforementioned practice aid tools. In summary:

- Assess inherent risk on a Town-wide basis
- Assess control risk on a Town-wide basis
- Assess the risk of material misstatement of the financial statements
- Assess both inherent and control risk by significant transaction classes (as listed in the above paragraph) and accounts
- Assess the risk of material noncompliance regarding the administration of federal major programs

Developing Audit Procedures

Based upon assessment of the relative risk identified above, we tailor our audit procedures utilizing our assessment of audit risk to determine the potential risk of misstatement in each audit area. This approach ensures that the Town will receive the maximum value for time and effort spent by our personnel through the conduct of the audit, and your personnel through their assistance to us. In summary:

- Using the risk assessments developed above we will customize our audit programs which will provide focus to significant areas
- As an example, audit programs are prepared for the following areas:
  - General Procedures
  - Cash
  - Receivables & Revenues – Governmental Funds
  - Receivables & Revenues – Proprietary Funds
  - Accounts Payable & Expenses
  - Accrued Liabilities
  - Debt (i.e., pension liability, bonds, compensated absences, leases)
  - Payroll and Post-Employment Liabilities (i.e., Pension GASB 68 / OPEB GASB 75)
  - The assessment conclusions dictate the extent to which procedures will be performed

Risk-Based Audit Technologies

Marcum employs a risk-based approach early in the audit process. This approach considers how the overall risk identified in the general risk analysis affects specific account balances.

We consider, in part:

- Relative significance of the account to the financial statements as a whole
- Volume of transactions
- Susceptibility of the account to fraud
- Accounts that have traditionally required significant adjustments
- Account with complex calculations, judgment, and accounting issues that have a high assessed level of inherent risk

Based on these considerations, we assess the inherent risk and control risk to determine the overall audit risk. Once this assessment is completed, the audit procedures to be used are determined. By redirecting our efforts through a risk-based approach, audits are significantly enhanced, which provide greater value to our clients.

We will use several approaches to conduct the audit engagement. These approaches include traditional audit techniques and strategies, and an evaluation of the systems utilized by Town of Lisbon, Maine.

Specific Fraud Investigative Techniques

Professional Auditing Standards imposes on auditors the additional responsibility to "plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatements due to fraud."

By redirecting our efforts through a risk-based approach and additional fraud inquiry techniques, audits are significantly enhanced.

Phase II – Execution of the Audit Plan

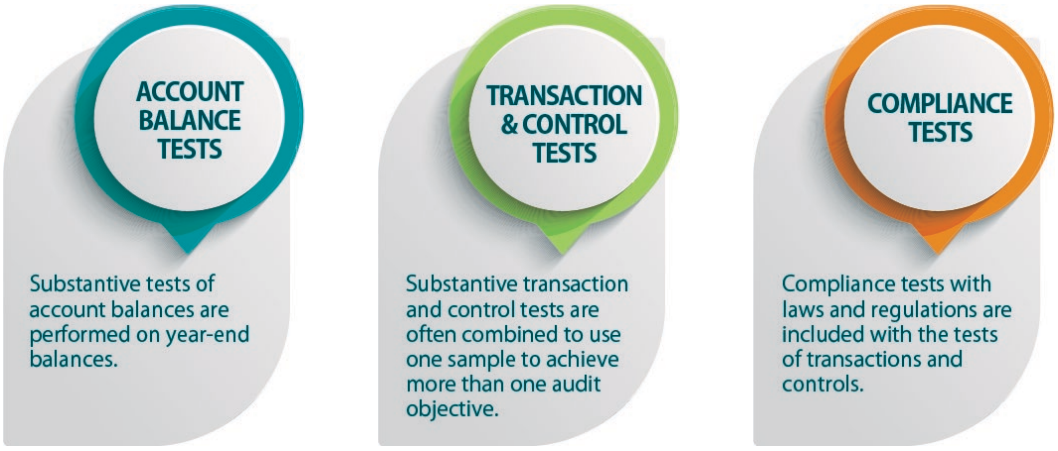
To provide for the timely completion of our audit, we would like to perform a portion of our work before year-end to identify and resolve any potential accounting issues as early as possible. During our interim examination, in addition to our review of internal controls, we will perform tests and review significant revenue and expense accounts. In summary:

- Obtain preliminary financial information for Town funds as of an available date
- Calculate a preliminary estimate of materiality, tolerable misstatement and individually significant item level by major funds and non-major funds and perform analytic procedures on significant accounts
- Obtain Town-prepared schedule of expenditures of federal awards
- Perform risk assessments on federal and state single audit programs to determine major program testing
- Design, select sample sizes, and perform dual-purpose detailed testing to satisfy requirements related to the testing of significant internal controls over both reporting and compliance (single audit). In most audits this will involve, at a minimum, tests over disbursements/expenses, payroll, cash management, and reporting. Other areas may also be tested dependent upon the Town's programs
- Perform testing within the tax collector and assessor offices covering corrections and collections
- Review any findings developed as a result of our test work with Town management

The audit team will complete a major portion of transaction testing and audit requirements during this phase. The procedures performed during this period will enable us to identify any matters that may impact the completion of our audit work or require the attention of management. Tasks to be performed in Phase II include, but are not limited to:

- Applying analytical procedures to assist in planning the nature, timing and extent of auditing procedures used to obtain evidential matter for specific account balances or transaction classes. Analytical procedures are utilized in almost every audit area tested.
- Performing substantive account balance and transaction tests. Statistical samples will be drawn from major transaction systems, including cash disbursements, cash receipts, accounts payable, and payroll. The size of the samples will be determined after the review of the internal control system.

There are three types of tests that involve audit sampling (statistical and non-statistical sampling):



The audit team will report on a weekly basis to management the status of any potential adjustments so that management may have adequate time to investigate, gather information and respond, if necessary.

Information Technology Audit Techniques

In accordance with Professional Auditing Standards, we are required to gain an understanding of the procedures, both automated and manual, by which transactions are initiated, recorded, processed and reported, from their occurrence to their inclusion in the financial statements. During the planning stage of our audit, we evaluate the effect information technology (IT) will have in performing our audit procedures. This evaluation includes obtaining an understanding (generally through observations and inquiries of IT personnel) of internal controls and identifying those controls that are automated.

When key internal controls are automated, we use our IT specialist to perform a detailed review of those automated controls. Our IT specialist will then communicate to the audit engagement team as to whether such controls are working as prescribed by management. With this information, the audit engagement team determines the extent of their audit procedures.

In client situations where there is significant accounting data processed electronically, we use a state-of-the-art software program (TeamMate Analytics) to extract and summarize computerized financial data files.

Some of the uses of this program are:

- Retrieving aged receivables information
- Extracting credit balances in accounts receivable reports
- Extracting pre-determined sample items from reports for testing
- Merging files for the purposes of extracting information that meets predetermined criteria
- Sorting information
- Footing reports
- Searching for anomalies
- Searching for related party transactions
- Searching disbursements for selected vendors

This program provides an efficient way for us to extract and test computerized accounting information, enabling us to audit through the computer, rather than around the computer.

Data Processing Controls

We will also perform a review of computer processing controls. The review examines the controls over data processing and is used to determine the level of testing necessary to rely on financial information from the systems. Our review of computer processing controls is separated into two areas – general data processing controls and application controls. General controls can be loosely defined as all of the procedures required to operate a data center, whereas the application controls relate to the specific instructions within a computer program. Assurance that general and application controls are in place and adequate is essential before we can determine the level of sampling necessary. Our review of general controls includes examining documentation, interviewing personnel and observing operations.

Use of Sampling and Analytical Reviews

We rely appropriately on testing of transactions using statistical sampling as well as substantive analytic review. Financial activity areas lending themselves to sampling include fixed asset additions and deletions; governmental and proprietary receivables and revenues, payables and search for subsequent liabilities; and accrued absences. Auditor judgment is used to determine whether sampling would be useful. The number and amount of transactions in an account help decide the use of sampling. Samples can be determined randomly, haphazardly or statistically. Statistically, sample size calculations are based upon inherent and control risks developed during audit planning coupled with significant item levels and tolerable misstatement calculations for the particular area.

Statistical sampling is particularly valuable for attribute testing for compliance under the Federal Single Audit, tests of internal controls and assumed deviation rates. Samples are designed to provide an overall assurance of 95%. For compliance (attribute) samples generally range from 25 to 60 selections.

Analytical reviews are used by our firm as a way to measure changes in terms of pre-determined deviation calculations. Commonly, our reviews are based upon tolerable misstatement and significant item calculations coupled with pre-determined allowable percentages. Large activity swings are followed up with management to identify possible mis-postings, unusual transactions, or other issues. The use of analytical reviews is an efficient way to measure performance and allow for identification of transactions.

Phase III – Evaluation of Audit Results

During this phase, we will update our interim revenue and expenditure testing and complete various balance sheet examination. In summary, we will:

- Update our initial calculations of materiality, tolerable misstatements, and significant item levels and review our previous activity in relation to these updated amounts
- Perform substantive testing or analytical reviews on significant accounts and balances
- Validate information submitted to, and received from, the actuary for Town pension funds and OPEB liability
- Review the information from confirmations received
- Follow up on any requests for client information
- Review with the Town any potential adjustments proposed by our firm
- Finish reviews of work papers in the field

Phase IV – Completion and Delivery

All of our work papers are submitted for both an in-house and an external (out of office) quality review after staff leaves the audit site. Our firm has an external quality review group of 10 individuals whose sole functions are the review of work papers and financial statements. This provides a totally independent set of eyes from firm personnel not connected with performing the engagement. The following activities will take place in the reporting phase:

- Draft reports are prepared and submitted to Town management for review
- Draft findings, comments, and recommendations are submitted to Town management for review
- If required, the Town will prepare corrective action plans to address single audit findings
- Preliminary exit meetings with Town management will be held, if the Town so desires, to discuss any questions or issues
- Final reports prepared and submitted to the Town
- Federal data collection form prepared and certified by both our firm and the Town

Annual Estimate of Hours and Segmentation

Title	Town Audit Hours	School Hours	Sewer Hours	Federal Award Hours	Total
Partner / Director	6	4	3	3	**16**
Managers / Supervisors	16	12	6	6	**40**
Seniors / Staff	120	90	45	45	**300**
Total Estimated Hours	**142**	**106**	**54**	**54**	**356**

Timetable

We are committed to meeting your deadlines and will coordinate the timing of our auditing services with you upon selection. The level of talent and availability of your staff can impact this schedule. Marcum will work with management to determine a final timeline for the audit and AUP services based on your requirements. For fiscal year ending 2024, we expect to issue the final reports by March 31, 2025. For fiscal years ending 2025 and 2026, provided all of the documentation is provided by October 1st, we expect to issue the final audit and agreed-upon procedures reports by December 31st for each of those years. The following is an example schedule.

	Year 1 (2024 YE)	Years 2 and 3
Start Date	November 1st	July 1st
List of client-provided document requests	November 1st	July 1st
Pre-conference meeting with Management	November 1st	July 1st
Preliminary audit procedures	December 1st	July 29th
Fieldwork (audit procedures)	January 1st	September 16th
Draft report	February 28th	December 1st
Presentation to Governance	March 15th	December 15th
Issuance of final report (Audit / AUP)	March 31st	December 31st

Technological Resources

Marcum Labs

Enhancing Our Service with Innovation

We seek to offer you an experience that is driven by dedicated professionals who understand the environment in which you operate, but our commitment to you doesn't end there. At Marcum, we take innovation seriously and continuously seek to improve our audit process through creative thinking and market-leading technology.

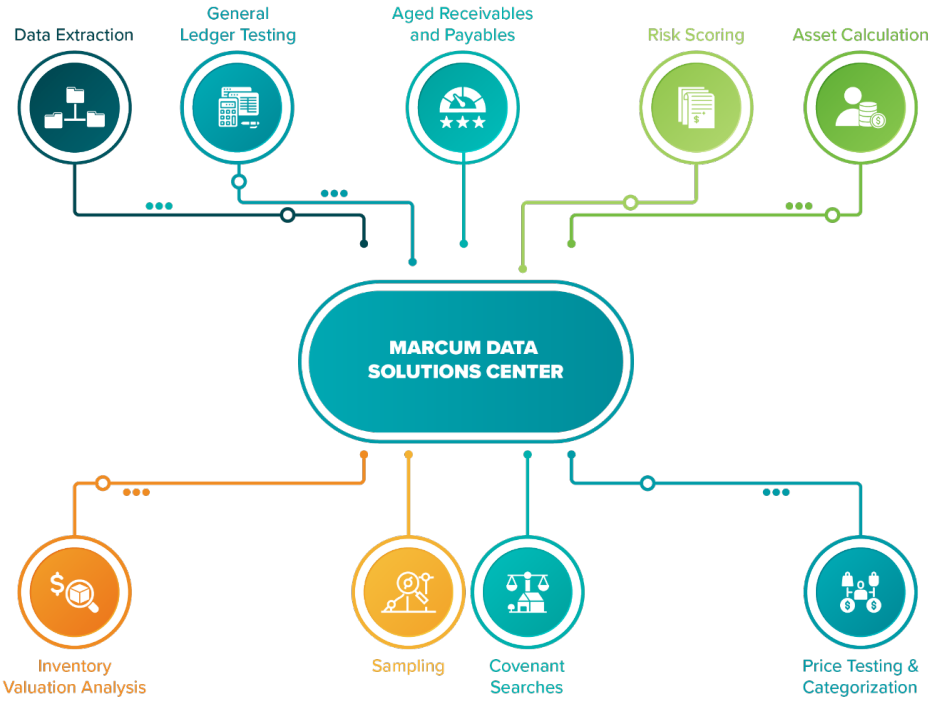
Marcum Labs is our firm's incubator dedicated to enhancing and adding value to our client service. Bringing together industry leaders, technologists, and practitioners within Marcum, this initiative improves the effectiveness and efficiency of our audit approach and enhances the value of choosing Marcum. The solutions being created through Marcum Labs have had immediate impact on our approach to handling your audit. Marcum Labs is a representation of our commitment to continuously invest in improvement, differentiating our firm with a direct benefit to our clients and our audit process.

Marcum Data Solutions Center

The Marcum Data Solutions Center ("DSC") is a grassroots solution developed by Marcum Labs to enhance our audit process through intelligent automation and advanced data analytics. Artificial intelligence has intrigued and intimidated for years. Our integration of self-directed, machine-driven solutions implemented with a human touch demonstrates how technology is able to create efficiencies and reduce risk.

Marcum assurance professionals leverage our DSC as a technology layer on top of their knowledge of your business and industry. Every application of this service is unique, as the audit team assigns work to the

DSC, which in turn offers a level of insight to enhance the audit. The result is increased scrutiny in the areas of greatest importance, without additional disruptions to your business. The integration of the Marcum DSC into your audit is seamless for your team and sets a new standard for what an audit should entail.



Intelligent Automation

As a complement to the Marcum DSC, our audit team will leverage Intelligent Automation ("IA"), a robotic process automation service developed collaboratively through Marcum Labs to increase the efficiency and depth of our engagements. Leveraging this advanced solution provides a quicker turnaround and adds significant value to the process.

The IA solution works with oversight from our professionals to offer an augmented, virtual workforce that can operate without interruption. The program streamlines the data-intensive components of our audit process and builds a knowledge base that can be leveraged from one audit to the next.

As one example, our audit teams working with clients that have cryptocurrency holdings recently leveraged this advanced platform to address the nuanced needs of our clients in this still-emerging industry. Our assurance professionals are able to address this fast-changing, ever-evolving area of risk in part because we are powering our services with creative, technology-driven solutions that adapt as the market develops and operational realities become more complex.

Secure Digital Collaboration

Marcum employs a paperless audit approach. Our audit teams utilize both proprietary and non-proprietary programs to streamline the audit process.

To ensure information is stored and shared safely, we use a secure workflow data management tool for every client relationship. The user-friendly collaborative site serves as a virtual common workspace that is keyed to our data request lists and electronic audit system. Any data we request from you can be easily uploaded to the secure site and seamlessly downloaded by our audit engagement team directly into our electronic work programs. This cloud-based tool minimizes the use of emails to transmit data, enhances

the security of your information and eliminates duplicate requests for data. Our software tools and approach to our work reduce demands on client resources and saves our clients time and money.

Computerized Audit Techniques

We will use ProSystem*fx* Engagement software, which is a paperless software package. We will coordinate, if possible, with your IT department to download from your computer system the trial balance, consolidated financial statements and any other schedules that will assist us in completing our services. We will use the latest data analysis technology software (TeamMate Analytics) to help us access and analyze your data to maximize our audit efficiency.

Tailoring the Audit Methodologies

After meeting with your accounting department and obtaining an understanding of your policies and procedures, Marcum will design procedures that will enable us to test data within your current system. We do not use prepackaged audit programs, but instead, tailor our audit programs to work within our clients' environment to get the job done in the most efficient manner.

Marcum's Capability to Audit Remotely

We have the capability to conduct many of our services remotely. The paperless process and efficient workflow we employ allowed us to adjust seamlessly to a virtual environment. Although we may not physically be in your offices, our overall process will not change.

When working remotely, we use Zoom and Microsoft Teams to have face-to-face meetings with clients and to observe processes or controls necessary for us to see. On the last day of fieldwork, whether we are in your office or auditing remotely, we hold an exit meeting with our entire team and your team to discuss any open items, potential issues, and potential management letter comments as well as confirm deadlines for the delivery of draft financial statements and the final reports.

Marcum's goal is to be flexible, to adapt to the client's changing needs and ultimately to perform our audit procedures with minimal disruption to Lisbon's personnel. To that end, during the planning phase of the engagement, we will discuss with management their preference as to where we perform our audit procedures. Marcum will then incorporate the results of that discussion into our audit plan for this engagement.

Communication with Management

Clear and timely communications are critical to delivering the highest quality services. Throughout our engagement, we will consistently communicate our findings, recommendations and other observations to management. We will provide management with status reports during the course of our engagement. Such reports are an effective method to communicate initial findings and questions and to eliminate surprises at the end of the engagement.

At the completion of the engagement, we will meet with you to review the results of our procedures, which will include required communications as defined by professional standards and our observations and recommendations for improvements.

Assistance from Town Staff

We design our audits to be as minimally disruptive to your daily operations as reasonably possible. We will coordinate with your Finance Director for many of our needs as they relate to our audit of the accounting records and we will prepare the draft financial statements and other schedules for your review and approval. We will also provide Lisbon with access to a secure portal for transferring documents that we request during the audit process, such as organizational policies, budgets, reports, etc.

For our on-site fieldwork, we will provide you with sample lists of resident files, invoices and other supporting documentation in advance of our visit. Our audits typically do not require your accounting staff to prepare any schedules that are onerous or time consuming.

PROPOSED FEES

At Marcum LLP ("Marcum"), our goal is to minimize the costs of our services while adhering to the highest level of professional standards. Our mission as a professional services firm is to maximize the value of the services we provide to our clients by maintain a high level of efficiency without compromising quality.

Total All-Inclusive Maximum Price

Marcum's proposed all-inclusive maximum price is provided below.

Annual Auditing Services for	FYE 2024	FYE2025	FYE2026
Town (General, Capital, and Special Reserves Funds)	$ 23,400	$ 24,200	$ 25,000
School Department	17,550	18,150	18,750
Sewer Fund	8,775	9,075	9,375
Federal Awards *	8,775	9,075	9,375
Total	**$ 58,500**	**$ 60,500**	**$ 62,500**

** Assumes two (2) major federal awards each year.*

Billing Assumptions

We made the following assumptions in arriving at our estimated fees:

1. Client resources that we need to perform our work will be made available to us in a timely fashion. Specifically, suitable workspace for our staff and equipment, adequate access to your computer systems, internet access for our staff to receive and send email, access to the building, etc.
2. All document requests and other information required by us will be delivered to our team members within timetables determined during the planning phase of our engagement or on a timely basis if requested during the course our audit.
3. Information that we receive to perform our work will be accurate and complete.
4. There are no unforeseen circumstances that will prohibit us from working efficiently.
5. There are no disagreements concerning possible audit adjustments that cannot be resolved satisfactorily in a timely matter.

Out-of-Pocket Expenses

The aforementioned fee is all-inclusive and includes direct out-of-pocket expenses, including but not limited to: travel, cost of report production and postage. Marcum will waive our standard administrative fee, an allocation of overhead expenses that are not billed as direct reimbursable expenses.

Rates for Additional Professional Services

We are available to provide a variety of other services to the Town. After ensuring there would be no independence impairment, these services will be discussed in advanced and agreed to in an addendum to the contract.

Manner of Payment

Our invoices for these fees will be rendered periodically as the work progresses, and are due and payable within thirty (30) days of presentation.

BENEFITS OF CHOOSING MARCUM

With Marcum you will are assured to receive:

- National firm with specialized governmental experience and resources
- Significant partner involvement resulting in personalized service and communication of value-added ideas throughout the year
- Senior engagement team members have extensive industry experience
- Dedicated client-focused engagement teams
- Recently received an exceptional peer review report that contained no comments. A copy of this report is included as Appendix B.

In summary, Marcum has the resources of a large team with relevant in-depth industry knowledge to provide the highest level of quality service that you expect and deserve as a valued client.

Value-Added Support and Resources

Our goal is to keep you informed of pronouncements or regulatory changes before they occur and to maintain communication throughout the year. We offer trainings to clients on best practices and governance responsibilities. Communication comes through e-newsletters and direct conversations with our clients. We are committed to providing you with a team that is proactive, responsive and available.

Offering educational opportunities to our clients and to our staff is an important part of our service philosophy. Our team participates in a variety of educational programs through trade and professional organizations on a regular basis. We provide regular, internal educational programs to our staff to keep them abreast of changing accounting methodologies, audit issues, tax law changes and industry specific regulatory matters. Many of our industry professionals make presentations to our clients and various trade associations.

For our clients, we deliver educational opportunities and industry updates through a variety of methods. When important industry topics or issues emerge, we communicate these matters to clients and other members of the governmental industry. Methods used to provide these industry updates and educational opportunities include:

- Meetings with management and the Audit Committee or Town Council
- Email communication for breaking news and discussions of new accounting or tax regulations
- Invitations to participate in relevant webcasts and webinars on industry topics

APPENDIX A

Engagement Team Profiles



MARCUM
ACCOUNTANTS ▲ ADVISORS

JAMES D. WILKINSON, CPA*, CITP

Partner

ASSURANCE SERVICES
401.600.4709 / james.wilkinson@marcumllp.com



James D. Wilkinson is a partner in the Firm's Providence, Rhode Island office.

He has more than 35 years of public accounting experience providing audit, accounting services, and technology consulting to a wide array of clients and industries. Additionally, he advises clients in areas ranging from business process efficiencies, mergers and acquisitions, and implementation of new accounting pronouncements.

James is passionate about leveraging technologies to solve business challenges and provides outsourced accounting services for growing, entrepreneurial businesses from start-ups to well-established operations. He strives to implement technologies to empower people and transform complex systems and business processes into efficient and productive suites of integrated applications. He enjoys the fast-paced and ever-changing technology environment and contributing to client successes.

James is an active peer review team captain under the AICPA Peer Review program, and has conducted quality control reviews for a multitude of CPA firms across the country.

PROFESSIONAL & CIVIC AFFILIATIONS

- American Institute of Certified Public Accountants (AICPA)
- Rhode Island Society of Certified Public Accountants (RISCPA)
- Massachusetts Society of Certified Public Accountants (MSCPA)
- New England Peer Review, Inc., Member of Executive Committee (1995 - 2001; 2007 - 2013)
- PHS Music Boosters, Inc., Treasurer and former President
- Associated Builders and Contractors of Rhode Island
- International Council of Shopping Centers
- Bill.com Accounting Partner Advisory Council, Founding Member

ACCREDITATIONS, DESIGNATIONS & CERTIFICATIONS

- Certified Information Technology Professional (AICPA)
- Xero Certified Advisor
- QuickBooks ProAdvisor
- Bill.com Certified Expert

PRACTICE FOCUS

- Financial Statement Audits
- Compliance Audits
- Agreed-Upon Procedures
- Internal Control Assessments
- Accounting System Implementations
- Cloud Accounting

INDUSTRY FOCUS

- State and Local Governments
- Nonprofit Organizations
- ERISA Employee Benefit Plans
- Real Estate
- Emerging Businesses/Start-Ups

EDUCATION

- Bachelor of Science, Business Administration
  Bryant University

**Licensed by the State of Rhode Island & Commonwealth of Massachusetts*

© 2024 Marcum LLP

KYLE J. CONNORS, CPA*

Partner

ASSURANCE

401.600.4722 / kyle.connors@marcumllp.com



Kyle Connors is an assurance partner in the Providence, Rhode Island office. He has more than 14 years of experience in public accounting, with significant experience in municipal auditing and financial reporting matters. In addition, Kyle leads assurance engagements for nonprofit organizations, utility districts, public housing authorities, schools, and redevelopment authorities.

Kyle has extensive Uniform Guidance experience, testing for compliance in the administration of federal education grants, HUD grants, and federally funded capital loan programs. He also has extensive experience performing program-specific audits for public and for-profit companies. Throughout his tenure in municipal accounting, Kyle has worked closely with the State of Rhode Island, assisting municipal entities in implementing the Annual Supplemental Transparency Portal reporting.

Kyle works within the Firm's quality control group, ensuring that newly enacted GASB and FASB standards are properly implemented. He also serves as a team member on peer review engagements, assisting with peer reviews and pre and post-issuance reviews for firms across New England.

PROFESSIONAL & CIVIC AFFILIATIONS

- American Institute of Certified Public Accountants (AICPA)
- Massachusetts Society of Certified Public Accountants (MSCPA)
- Leading Edge Alliance Young Professionals Group

PRACTICE FOCUS

- Governmental Audits
- Financial Statement Audits
- Financial Reporting
- Uniform Guidance
- Program Specific Audits
- Peer Reviews
- Agreed Upon Procedure
- Engagements Compliance Examinations

INDUSTRY FOCUS

- Government
- Municipalities
- Nonprofit
- Schools
- Utility Districts
- Fire Districts
- Redevelopment Authorities
- Low Income Housing Tax Credits

EDUCATION

- Master of Business Administration
  University of Massachusetts
- Bachelor of Science in Accounting
  University of Massachusetts

**Licensed by the State of Rhode Island and the Commonwealth of Massachusetts*

@2023 Marcum LLP

BEN WILKINSON, CPA*

Senior Manager

ASSURANCE SERVICES
401.600.4726 / benjamin.wilkinson@marcumllp.com



Benjamin Wilkinson is an assurance senior manager in the Providence, Rhode Island office. He has more than six years of experience in public accounting, specializing in assurance and attest engagements. His focus is on audits of state and local governments, manufacturers, distributors and uniform guidance compliance.

PROFESSIONAL & CIVIC AFFILIATIONS

- American Institute of Certified Public Accountants (AICPA)
- Rhode Island Society of Certified Public Accountants (RISCPA)

PRACTICE FOCUS

- Financial Statement Audits
- Uniform Guidance Compliance Audits
- Agreed-Upon Procedures
- Attest Engagements

INDUSTRY FOCUS

- Manufacturers
- Distributors
- State & Local Governments

EDUCATION

- Master of Professional Accountancy
  Bryant University
- Bachelor of Science, Business Administration, Accounting
  Bryant University

**Licensed by the State of Rhode Island*

@2023 Marcum LLP

APPENDIX B

Peer Review Report



MARCUM
ACCOUNTANTS ▲ ADVISORS

BROWNEDWARDS
certified public accountants

Report on the Firm's System of Quality Control

To the Partners of
Marcum LLP
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Marcum, LLP (the "firm"), applicable to engagements not subject to PCAOB permanent inspection, in effect for the year ended April 30, 2023. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a system review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported on in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards,* including compliance audits under the Single Audit Act; audits of employee benefit plans, audits performed under FDICIA; and examinations of service organizations (SOC 1 and 2 engagements).

As part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Marcum, LLP, applicable to engagements not subject to PCAOB permanent inspection, in effect for the year ended April 30, 2023, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass, pass with deficiency(ies), or fail*. Marcum, LLP has received a peer review rating of *pass*.

Brown, Edwards & Company, L.L.P.

CERTIFIED PUBLIC ACCOUNTANTS

Roanoke, Virginia
January 30, 2024

Your Success is Our Focus

3906 Electric Rd. • Roanoke, VA 24018 • 540-345-0936 • Fax: 540-342-6181 • www.BEcpas.com

APPENDIX C

Evidence of Insurance Liability Coverage



MARCUM
ACCOUNTANTS ▲ ADVISORS

ACORD

CERTIFICATE OF LIABILITY INSURANCE

Date (MM/DD/YYYY): 10/11/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Pace Professional Services, Ltd. 585 Stewart Avenue, Suite 600 Garden City, NY 11530	CONTACT NAME:		
	PHONE (A/C, No, Ext):	FAX (A/C, No):	
	EMAIL ADDRESS:		
	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A :	Swiss Re International SE / Castel / Convex/Chubb UK/ Ki	
INSURED Marcum LLP 10 Melville Park Road Melville, NY 11747	INSURER B:		
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSUARNCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (mm/dd/yyyy)	POLICY EXP (mm/dd/yyyy)	LIMITS	
	GENERAL LIABILITY ☐ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR ☐ ☐ GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PROJECT ☐ LOC			N/A			EACH OCCURANCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS – COMP/OP AGG	$ $ $ $ $ $ $
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED ☐ HIRED AUTOS ☐ NON-OWNED AUTOS ☐ ☐ ☐ **UMBRELLA LIAB** ☐ OCCUR ☐ **EXCESS LIAB** ☐ CLAIM-MADE ☐ DED ☐ RETENTION $			N/A			COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) EACH OCCURANCE AGGREGATE EACH OCCURANCE	$ $ $ $ $ $ $ $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPERIETOR/PARTNER/ EXECUTIVE OFFICER/MEMBER EXLUDED? Y/N ☐ **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	**N/A**		N/A			☐ WC STATU-TORY LIMITS ☐ OTHER E.L. EACH ACCIDENT E.L. DISEASE – EA EMPLOYEE E.L. DISEASE – POLICY LIMIT	$ $ $ $
A	Accountants Professional Liability			PSACO2300473	10/01/2023	10/01/2024	$10,000,000/$10,000,000	

DESCRIPTION OF OPERATIONS / LOCATIONS/ VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER	CANCELLATION
Marcum LLP 10 Melville Park Road Melville, NY 11747	**SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.** AUTHORIZED REPRESENTATIVE

© 1988-2010 ACORD CORPORATION. All rights reserved.

ACORD 25 (2010/05) The ACORD name and logo are registered marks of ACORD

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 1/18/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Hub International Northeast Limited 100 Sunnyside Blvd Woodbury PA 11797	**CONTACT NAME:** Carla LaMedola **PHONE (A/C, No, Ext):** 516-677-4902 **FAX (A/C, No):** 516-595-1696 **E-MAIL ADDRESS:**
INSURED MARCLLP-01 Marcum LLP 10 Melville Park Road Melville NY 11747	**INSURER(S) AFFORDING COVERAGE** — **NAIC #** **INSURER A :** National Fire Insurance Company of Hartford — 20478 **INSURER B :** Continental Casualty Company — 20443 **INSURER C :** The Continental Insurance Company — 35289 **INSURER D :** North American Capacity Insurance Company — 25038 **INSURER E :** Columbia Casualty Company — 31127 **INSURER F :**

COVERAGES **CERTIFICATE NUMBER:** 1225658448 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X **COMMERCIAL GENERAL LIABILITY** CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT LOC OTHER:			7018085918	1/1/2023	1/1/2024	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG $	$ 1,000,000 $ 1,000,000 $ 5,000 $ 1,000,000 $ 2,000,000 $ 2,000,000 $
B	**AUTOMOBILE LIABILITY** ANY AUTO OWNED AUTOS ONLY X HIRED AUTOS ONLY SCHEDULED AUTOS X NON-OWNED AUTOS ONLY			7018085921	1/1/2023	1/1/2024	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) $	$ 1,000,000 $ $ $ $
C	X **UMBRELLA LIAB** X OCCUR **EXCESS LIAB** CLAIMS-MADE DED X RETENTION $ 10,000			7018085952	1/1/2023	1/1/2024	EACH OCCURRENCE AGGREGATE $	$ 25,000,000 $ 25,000,000 $
C	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? N/A **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below			7018085952	1/1/2023	1/1/2024	PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000
D E	Crime Cyber Excess Cyber			C-4LPX-225469-CYBER-2022 652456729	8/23/2022 8/23/2022	8/23/2023 8/23/2023	Limit Aggregate Excess Aggregate	5,000,000 5,000,000 5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Evidence of Insurance

CERTIFICATE HOLDER

Evidence of Coverage

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Mary Jeanne Gleason

© 1988-2015 ACORD CORPORATION. All rights reserved.

ACORD 25 (2016/03) The ACORD name and logo are registered marks of ACORD

RHR SMITH & COMPANY
Certified Public Accountants

Proven Expertise & Integrity

July 10, 2024

Town Council
Town of Lisbon
300 Lisbon Street
Lisbon, ME 04250

MANAGEMENT LETTER

In planning and performing our audit of the financial statements of the governmental activities, business-type activities, each major fund and the aggregate remaining fund information of the Town of Lisbon, Maine as of and for the year ended June 30, 2023, in accordance with auditing standards generally accepted in the United States of America, we considered the Town's internal control. We did so to determine our auditing procedures for the purpose of expressing an opinion on the financial statements, but not for expressing our opinion on the effectiveness of the Town of Lisbon, Maine's internal control over financial reporting or compliance.

During our audit we became aware of several matters referred to as "management letter comments" that offer opportunities for strengthening internal control and improving operating efficiencies of the Town of Lisbon, Maine. The following pages summarize our comments and suggestions on those matters.

This report is intended solely for the information and use of the Town Council, management, and others within the entity and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

These matters do not modify our opinion on the financial statements for the year ended June 30, 2023, where we expressed an unmodified opinion on our independent auditors' report dated July 11, 2024.

3 Old Orchard Road, Buxton, Maine 04093
T. 800.300.7708 | 207.929.4606 | F. 207.929.4609
www.rhrsmith.com

General Ledger Reconciliations: -

While performing the audit for the above mentioned fiscal year, it should be noted that all general ledger accounts should be reconciled on a monthly basis and when necessary to subsidiary ledgers. During our audit the general ledger account cash had a variance and could not be reconciled to $0. It appears this variance goes back to previous years when the Town was implementing its software conversion and had reconciling items such as outstanding checks that were either previously cashed or voided but not voided in the software system. It should be noted that the immaterial variance was written off through the 2023 audit process.

Maintaining Two Software Platforms:

While performing the audit for the above-mentioned fiscal year, we noted again that certain financial transactions were maintained in two software platforms TRIO and MUNIS. This is primarily done because utility billing for wastewater is still maintained in TRIO. We recommend the Town transition wastewater billing to MUNIS for July 1, 2024.

We would like to thank Glenn, Samantha and all of the staff at the Town of Lisbon, Maine for their cooperation throughout this audit process.

If there are any questions regarding this letter, please do not hesitate to call.

Very Best,

RHR Smith & Company

RHR Smith & Company, CPAs

RHR SMITH & COMPANY
Certified Public Accountants

Proven Expertise & Integrity

June 16, 2023

Town Council
Town of Lisbon
Lisbon, Maine

We were engaged by the Town of Lisbon, Maine and have audited the financial statements of the Town of Lisbon, Maine as of and for the year ended June 30, 2023. The following schedules have been excerpted from the 2022 financial statements, a complete copy of which, including our opinion thereon, will be available for inspection at the Town. Included herein are:

Balance Sheet - Governmental Funds	Statement C
Statement of Revenues, Expenditures and Changes in Fund Balances - Governmental Funds	Statement E
Budgetary Comparison Schedule - Budgetary Basis - Budget and Actual - General Fund	Schedule 1
Budgetary Comparison Schedule - Budgetary Basis - Budget and Actual - Education Fund	Schedule 1A
Combining Balance Sheet - Nonmajor Governmental Funds	Schedule C
Combining Schedule of Revenues, Expenditures and Changes in Fund Balances - Nonmajor Governmental Funds	Schedule D

RHR Smith & Company

Certified Public Accountants

3 Old Orchard Road, Buxton, Maine 04093
Tel: (800) 300-7708 (207) 929-4606 Fax: (207) 929-4609
www.rhrsmith.com

TOWN OF LISBON, MAINE

BALANCE SHEET - GOVERNMENTAL FUNDS
JUNE 30, 2023

	General Fund	Education Fund	Loan Program Fund	USDA Road Loan Grant CIP	Treatment Plant Fund	Ferry Road Fund	Other Governmental Funds	Total Governmenta Funds
ASSETS								
Cash and cash equivalents	$ 10,558,619	$ 3,936,623	$ 1,068,766	$ -	$ -	$ -	$ 315,116	$ 15,879,124
Investments	-	-	-	-	-	-	20,082	20,082
Accounts receivable (net of allowance for uncollectibles):								
Taxes	33,514	-	-	-	-	-	-	33,514
Liens	270,500	-	-	-	-	-	-	270,500
Other	19,016	-	-	-	-	-	-	19,016
Notes, net of allowance	-	-	104,806	-	-	-	-	104,806
Due from other governments	74,200	22	-	-	573,533	-	228,317	876,072
Prepaid items	21,515	-	-	-	500	-	-	22,015
Inventory	-	-	-	-	-	-	21,029	21,029
Due from other funds	1,775,525	406,987	-	60,709	2,381,674	740,364	3,389,650	8,754,909
TOTAL ASSETS	$ 12,752,889	$ 4,343,632	$ 1,173,572	$ 60,709	$ 2,955,707	$ 740,364	$ 3,974,194	$ 26,001,067
LIABILITIES								
Accounts payable	$ 8,482	$ 75,090	$ -	$ -	$ 5	$ -	$ 96,965	$ 180,542
Accrued payroll and related items	217,154	1,346,169	-	-	-	-	11,745	1,575,068
Due to other governments	33,757	-	-	-	-	-	-	33,757
Due to other funds	6,979,384	536,426	445,685	-	-	-	793,414	8,754,909
TOTAL LIABILITIES	7,238,777	1,957,685	445,685	-	5	-	902,124	10,544,276
DEFERRED INFLOWS OF RESOURCES								
Prepaid taxes	35,448	-	-	-	-	-	-	35,448
Deferred revenue - property taxes	242,401	-	-	-	-	-	-	242,401
TOTAL DEFERRED INFLOWS OF RESOURCES	277,849	-	-	-	-	-	-	277,849
FUND BALANCES								
Nonspendable	21,515	-	104,806	-	-	-	22,147	148,468
Restricted	-	2,385,947	623,081	-	-	-	2,305,869	5,314,897
Committed	1,800,000	-	-	60,709	2,955,702	740,364	1,310,037	6,866,812
Assigned	48,927	-	-	-	-	-	404,577	453,504
Unassigned (deficit)	3,365,821	-	-	-	-	-	(970,560)	2,395,261
TOTAL FUND BALANCES	5,236,263	2,385,947	727,887	60,709	2,955,702	740,364	3,072,070	15,178,942
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES	$ 12,752,889	$ 4,343,632	$ 1,173,572	$ 60,709	$ 2,955,707	$ 740,364	$ 3,974,194	$ 26,001,067

See accompanying independent auditor’s report and notes to financial statements.

TOWN OF LISBON, MAINE

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES GOVERNMENTAL FUNDS
FOR THE YEAR ENDED JUNE 30, 2023

	General Fund	Education Fund	Loan Program Fund	USDA Road Loan Grant CIP	Treatment Plant Fund	Ferry Road Fund	Other Governmental Funds	Total Governmental Funds
REVENUES								
Taxes:								
Property	$ 13,931,994	$ -	$ -	$ -	$ -	$ -	$ -	$ 13,931,994
Excise	1,847,294	-	-	-	-	-	-	1,847,294
Charges for services	812,015	154,500	3,790	-	1,467,908	-	-	2,438,213
Intergovernmental	3,582,554	11,541,439	-	1,171,205	-	-	2,029,730	18,324,928
Interest income	162,407	33,001	37,535	-	-	-	943	233,886
Other income	160,991	8,001	15,075	-	9,083	-	479,735	672,885
TOTAL REVENUES	20,497,255	11,736,941	56,400	1,171,205	1,476,991	-	2,510,408	37,449,200
EXPENDITURES								
Current:								
General government	2,166,277	-	-	-	-	-	278,071	2,444,348
Public safety	3,256,970	-	-	-	-	-	-	3,256,970
Public works	2,651,239	-	-	-	940,630	-	-	3,591,869
Public services	1,297,194	-	-	-	-	-	79,723	1,376,917
General assistance	34,043	-	-	-	-	-	-	34,043
Education	-	16,724,177	-	-	-	-	2,524,580	19,248,757
County tax	836,292	-	-	-	-	-	-	836,292
TIF	-	-	-	-	-	-	395,486	395,486
Unclassified	13,285	-	163,238	-	-	-	-	176,523
State of Maine on-behalf payments	-	1,213,971	-	-	-	-	-	1,213,971
Capital outlay	-	-	-	919,058	-	1,949,263	1,100,865	3,969,186
Debt service - Town	538,289	492,039	-	-	106,021	-	-	1,136,349
TOTAL EXPENDITURES	10,793,589	18,430,187	163,238	919,058	1,046,651	1,949,263	4,378,725	37,680,711
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	9,703,666	(6,693,246)	(106,838)	252,147	430,340	(1,949,263)	(1,868,317)	(231,511)
OTHER FINANCING SOURCES (USES)								
Transfers in	-	7,770,450	-	-	-	-	1,172,825	8,943,275
Transfers (out)	(8,712,275)	(231,000)	-	-	-	-	-	(8,943,275)
TOTAL OTHER FINANCING SOURCES (USES)	(8,712,275)	7,539,450	-	-	-	-	1,172,825	-
NET CHANGE IN FUND BALANCES	991,391	846,204	(106,838)	252,147	430,340	(1,949,263)	(695,492)	(231,511)
FUND BALANCES - JULY 1, RESTATED	4,244,872	1,539,743	834,725	(191,438)	2,525,362	2,689,627	3,767,562	15,410,453
FUND BALANCES - JUNE 30	$ 5,236,263	$ 2,385,947	$ 727,887	$ 60,709	$ 2,955,702	$ 740,364	$ 3,072,070	$ 15,178,942

See accompanying independent auditor's report and notes to financial statements.

SCHEDULE 1

TOWN OF LISBON, MAINE

BUDGETARY COMPARISON SCHEDULE - BUDGETARY BASIS
BUDGET AND ACTUAL - GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2023

	Budgeted Amounts		Actual Amounts	Variance Positive (Negative)
	Original	Final		
Resources (Inflows):				
Property taxes	$ 13,947,330	$ 13,947,330	$ 13,931,994	$ (15,336)
Excise taxes	1,727,802	1,727,802	1,847,294	119,492
Licenses and permits	81,625	81,625	87,925	6,300
Intergovernmental	3,492,260	3,492,260	3,582,554	90,294
Charges for services	718,717	718,717	724,090	5,373
Interest income	-	-	162,407	162,407
Interest/costs on liens	-	-	71,820	71,820
Other income	15,840	15,840	89,171	73,331
Amounts Available for Appropriation	19,983,574	19,983,574	20,497,255	513,681
Charges to Appropriations (Outflows):				
General government	2,263,274	2,263,274	2,166,277	96,997
Public safety	3,776,876	3,776,876	3,256,970	519,906
Public works	3,030,579	3,030,579	2,651,239	379,340
Public services	1,376,393	1,376,393	1,297,194	79,199
General assistance	35,026	35,026	34,043	983
County tax	859,265	859,265	836,292	22,973
Overlay/abatements	225,256	225,256	13,285	211,971
Debt service	1,889,514	1,889,514	538,289	1,351,225
Total Charges to Appropriations	13,456,183	13,456,183	10,793,589	2,662,594
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	6,527,391	6,527,391	9,703,666	3,176,275
OTHER FINANCING SOURCES (USES)				
Transfers in	-	-	-	-
Transfers (out)	(8,114,893)	(8,114,893)	(8,712,275)	(597,382)
TOTAL OTHER FINANCING SOURCES (USES)	(8,114,893)	(8,114,893)	(8,712,275)	(597,382)
NET CHANGE IN FUND BALANCES	$ (1,587,502)	$ (1,587,502)	991,391	$ 2,578,893
FUND BALANCES - JULY 1, RESTATED			4,244,872	
FUND BALANCES - JUNE 30			$ 5,236,263	

See accompanying independent auditor’s report and notes to financial statements.

TOWN OF LISBON, MAINE

BUDGETARY COMPARISON SCHEDULE - BUDGETARY BASIS
BUDGET AND ACTUAL - EDUCATION FUND
FOR THE YEAR ENDED JUNE 30, 2023

	Budgeted Amounts		Actual	Variance Positive
	Original	Final	Amounts	(Negative)
Budgetary Fund Balance, July 1, Restated	$ 1,539,743	$ 1,539,743	$ 1,539,743	$ -
Resources (Inflows):				
Intergovernmental revenues:				
State subsidy	10,617,530	10,617,530	10,009,004	(608,526)
State agency	-	-	2,415	2,415
Mainecare	346,899	346,899	316,049	(30,850)
Tuition	300,000	300,000	154,500	(145,500)
Interest income	5,000	5,000	33,001	28,001
Miscellaneous	10,500	10,500	8,001	(2,499)
Transfers from other funds	7,711,014	7,711,014	7,770,450	59,436
Amounts Available for Appropriation	20,530,686	20,530,686	19,833,163	(697,523)
Charges to Appropriations (Outflows):				
Regular instruction	8,081,027	8,081,027	7,447,732	633,295
Special education	3,108,830	3,108,830	2,836,699	272,131
Other instruction	412,322	412,322	399,424	12,898
Student and staff support	1,668,042	1,668,042	1,597,742	70,300
System administration	624,938	624,938	627,496	(2,558)
School administration	976,938	976,938	962,476	14,462
Transportation and buses	1,053,732	1,053,732	1,114,774	(61,042)
Facilities maintenance	1,665,994	1,665,994	1,737,834	(71,840)
Debt service	1,168,120	1,168,120	492,039	676,081
Transfers to other funds	231,000	231,000	231,000	-
Total Charges to Appropriations	18,990,943	18,990,943	17,447,216	1,543,727
Budgetary Fund Balance, June 30	$ 1,539,743	$ 1,539,743	$ 2,385,947	$ 846,204

See accompanying independent auditor's report and notes to financial statements.

TOWN OF LISBON, MAINE

COMBINING BALANCE SHEET - NONMAJOR GOVERNMENTAL FUNDS
JUNE 30, 2023

	Special Revenue Funds	Capital Projects Funds	Permanent Funds	Total Nonmajor Governmental Funds
ASSETS				
Cash and cash equivalents	$ 305,462	$ -	$ 9,654	$ 315,116
Investments	-	-	20,082	20,082
Due from other governments	228,317	-	-	228,317
Inventory	21,029	-	-	21,029
Due from other funds	3,117,465	272,185	-	3,389,650
TOTAL ASSETS	$ 3,672,273	$ 272,185	$ 29,736	$ 3,974,194
LIABILITIES				
Accounts payable	$ 96,965	$ -	$ -	$ 96,965
Accrued payroll	11,745	-	-	11,745
Due to other funds	669,463	123,951	-	793,414
TOTAL LIABILITIES	778,173	123,951	-	902,124
FUND BALANCES (DEFICITS)				
Nonspendable	21,029	-	1,118	22,147
Restricted	2,277,251	-	28,618	2,305,869
Committed	1,037,852	272,185	-	1,310,037
Assigned	404,577	-	-	404,577
Unassigned	(846,609)	(123,951)	-	(970,560)
TOTAL FUND BALANCES (DEFICITS)	2,894,100	148,234	29,736	3,072,070
TOTAL LIABILITIES AND FUND BALANCES (DEFICITS)	$ 3,672,273	$ 272,185	$ 29,736	$ 3,974,194

See accompanying independent auditor’s report and notes to financial statements.

SCHEDULE D

TOWN OF LISBON, MAINE

COMBINING SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - NONMAJOR GOVERNMENTAL FUNDS
FOR THE YEAR ENDED JUNE 30, 2023

	Special Revenue Funds	Capital Projects Funds	Permanent Funds	Total Nonmajor Governmental Funds
REVENUES				
Intergovernmental	$ 2,029,730	$ -	$ -	$ 2,029,730
Investment income	943	-	-	943
Other income	479,735	-	-	479,735
TOTAL REVENUES	2,510,408	-	-	2,510,408
EXPENDITURES				
Capital outlay	279,337	821,528	-	1,100,865
General government	278,071	-	-	278,071
Public services and payments	75,986	3,737	-	79,723
Education	1,566,724	-	-	1,566,724
Food service	957,856	-	-	957,856
Other	395,486	-	-	395,486
TOTAL EXPENDITURES	3,553,460	825,265	-	4,378,725
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(1,043,052)	(825,265)	-	(1,868,317)
OTHER FINANCING SOURCES (USES)				
Transfers in	961,825	211,000	-	1,172,825
Transfers (out)	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	961,825	211,000	-	1,172,825
NET CHANGE IN FUND BALANCES (DEFICITS)	(81,227)	(614,265)	-	(695,492)
FUND BALANCES (DEFICITS) - JULY 1, RESTATED	2,975,327	762,499	29,736	3,767,562
FUND BALANCES (DEFICITS) - JUNE 30	$ 2,894,100	$ 148,234	$ 29,736	$ 3,072,070

See accompanying independent auditor's report and notes to financial statements.

Federal Compliance Audit

Town of Lisbon, Maine

June 30, 2023

RHR SMITH & COMPANY
Certified Public Accountants

Proven Expertise & Integrity

TOWN OF LISBON, MAINE

JUNE 30, 2023

CONTENTS

	PAGE
INDEPENDENT AUDITOR'S REPORT	1 - 4
MANAGEMENT'S DISCUSSION AND ANALYSIS	5 - 16
BASIC FINANCIAL STATEMENTS	
GOVERNMENT-WIDE FINANCIAL STATEMENTS	
STATEMENT A - STATEMENT OF NET POSITION	17 - 18
STATEMENT B - STATEMENT OF ACTIVITIES	19 - 20
FUND FINANCIAL STATEMENTS	
STATEMENT C - BALANCE SHEET - GOVERNMENTAL FUNDS	21
STATEMENT D - RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET TO THE STATEMENT OF NET POSITION	22
STATEMENT E - STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - GOVERNMENTAL FUNDS	23
STATEMENT F - RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES	24
STATEMENT G - STATEMENT OF NET POSITION - PROPRIETARY FUNDS	25 - 26
STATEMENT H - STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET POSITION - PROPRIETARY FUNDS	27
STATEMENT I - STATEMENT OF CASH FLOWS - PROPRIETARY FUNDS	28 - 29
STATEMENT J - STATEMENT OF NET POSITION - FIDUCIARY FUNDS	30
STATEMENT K - STATEMENT OF CHANGES IN NET POSITION - FIDUCIARY FUNDS	31
NOTES TO FINANCIAL STATEMENTS	32 - 96

REQUIRED SUPPLEMENTARY INFORMATION

REQUIRED SUPPLEMENTARY INFORMATION DESCRIPTION 97

SCHEDULE 1 - BUDGETARY COMPARISON SCHEDULE - BUDGETARY BASIS - BUDGET AND ACTUAL - GENERAL FUND 98

SCHEDULE 1A - BUDGETARY COMPARISON SCHEDULE - BUDGETARY BASIS - BUDGET AND ACTUAL - EDUCATION FUND 99

SCHEDULE 2 - SCHEDULE OF PROPORTIONATE SHARE OF THE NET PENSION LIABILITY 100

SCHEDULE 3 - SCHEDULE OF CONTRIBUTIONS - PENSIONS 101

SCHEDULE 4 - SCHEDULE OF CHANGES IN NET OPEB LIABILITY - MMEHT PLAN - TOWN AND WATER DEPARTMENT 102 - 103

SCHEDULE 5 - SCHEDULE OF CHANGES IN NET OPEB LIABILITY AND RELATED RATIOS - MMEHT PLAN - TOWN AND WATER DEPARTMENT 104 - 105

SCHEDULE 6 - SCHEDULE OF CHANGES IN NET OPEB LIABILITY - MEABT PLAN 106

SCHEDULE 7 - SCHEDULE OF CHANGES IN NET OPEB LIABILITY AND RELATED RATIOS - MEABT PLAN 107

SCHEDULE 8 - SCHEDULE OF PROPORTIONATE SHARE OF THE NET OPEB LIABILITY - SET PLAN 108

SCHEDULE 9 - SCHEDULE OF CONTRIBUTIONS - OPEB - HEALTH PLANS 109

SCHEDULE 10 - SCHEDULE OF CONTRIBUTIONS - OPEB - SET PLAN 110

NOTES TO REQUIRED SUPPLEMENTARY INFORMATION 111

OTHER SUPPLEMENTARY INFORMATION

OTHER SUPPLEMENTARY INFORMATION DESCRIPTION 112

SCHEDULE A - COMBINING SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - BUDGETARY BASIS - BUDGET AND ACTUAL - GENERAL FUND REVENUES 113

SCHEDULE B - SCHEDULE OF DEPARTMENTAL OPERATIONS - GENERAL FUND 114 - 115

SCHEDULE C - COMBINING BALANCE SHEET - NONMAJOR GOVERNMENTAL FUNDS 116

SCHEDULE D - COMBINING SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - NONMAJOR GOVERNMENTAL FUNDS 117

SPECIAL REVENUE FUNDS DESCRIPTION 118

SCHEDULE E - COMBINING BALANCE SHEET - NONMAJOR SPECIAL REVENUE FUNDS 119 - 126

SCHEDULE F - COMBINING SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - NONMAJOR SPECIAL REVENUE FUNDS 127 - 134

CAPITAL PROJECTS FUNDS DESCRIPTION 135

SCHEDULE G - COMBINING BALANCE SHEET - NONMAJOR CAPITAL PROJECTS FUNDS 136 - 137

SCHEDULE H - COMBINING SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - NONMAJOR CAPITAL PROJECTS FUNDS 138 - 139

PERMANENT FUNDS DESCRIPTION 140

SCHEDULE I - COMBINING SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - NONMAJOR PERMANENT FUNDS 141

FIDUCIARY FUNDS DESCRIPTION 142

SCHEDULE J - COMBINING SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN NET POSITION - FIDUCIARY FUNDS - PRIVATE-PURPOSE TRUSTS 143

FEDERAL COMPLIANCE

FEDERAL COMPLIANCE DESCRIPTION 144

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS 145 - 146

NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS 147

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS* 148 - 149

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE 150 - 152

SCHEDULE OF FINDINGS AND QUESTIONED COSTS 153

STATE COMPLIANCE

STATE COMPLIANCE DESCRIPTION 154

INDEPENDENT AUDITOR'S REPORT ON STATE REQUIREMENTS 155

RECONCILIATION OF AUDIT ADJUSTMENTS TO ANNUAL FINANCIAL DATA SUBMITTED TO THE MAINE EDUCATION FINANCIAL SYSTEM 156

RHR SMITH & COMPANY
Certified Public Accountants

Proven Expertise & Integrity

INDEPENDENT AUDITOR'S REPORT

Town Council
Town of Lisbon, Maine

Report on the Audit of the Financial Statements

Opinions

We have audited the financial statements of the governmental activities, business-type activities, each major fund and the aggregate remaining fund information of the Town of Lisbon, Maine, as of and for the year ended June 30, 2023 and the related notes to the financial statements, which collectively comprise the Town of Lisbon, Maine's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, business-type activities, each major fund and the aggregate remaining fund information of the Town of Lisbon, Maine as of June 30, 2023 and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Town of Lisbon, Maine and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town of Lisbon, Maine's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- exercise professional judgment and maintain professional skepticism throughout the audit.

- identify and assess the risks of material misstatements of the financial statements, whether due to fraud or error and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.

- obtain an understanding of internal controls relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town of Lisbon, Maine's internal control. Accordingly, no such opinion is expressed.

- evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.

- conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise doubt about the Town of Lisbon, Maine's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison information, pension and OPEB information on pages 5 through 16 and 98 through 111 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town of Lisbon, Maine's basic financial statements. The Budgetary Comparison Schedule - Budgetary Basis - Budget and Actual - General Fund Revenues, Schedule of Departmental Operations - General Fund, combining and individual nonmajor fund financial statements, are presented for purposes of additional analysis and are not a required part of the basic financial statements. The schedule of expenditures of federal awards is presented for purposes of additional analysis as required by Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards and* is also not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements

or to the basic financial statements themselves and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, Budgetary Comparison Schedule - Budgetary Basis - Budget and Actual - General Fund Revenues, Schedule of Departmental Operations - General Fund, combining and individual nonmajor fund financial statements and the schedule of expenditures of federal awards are fairly stated in all material respects in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated July 11, 2024, on our consideration of the Town of Lisbon, Maine's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grants agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the effectiveness of the Town of Lisbon, Maine's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town of Lisbon, Maine's internal control over financial reporting and compliance.

RHR Smith & Company

Buxton, Maine
July 11, 2024

(UNAUDITED)

The following management's discussion and analysis of Town of Lisbon, Maine's financial performance provides an overview of the Town's financial activities for the fiscal year ended June 30, 2023. Please read it in conjunction with the Town's financial statements.

Financial Statement Overview

In accordance with generally accepted accounting principles, the Town presents two kinds of statements, each with a different snapshot of the Town's finances. The government-wide financial statements present financial information on the Town as a whole. The focus of the fund statements is on the major individual funds. Both perspectives (government-wide and major fund) allow the user to address relevant questions, broaden a basis for comparison (year to year or government to government) and enhance the Town's accountability.

Government-Wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad view of the Town's finances, in a manner similar to private-sector businesses. The Statement of Net Position presents information on all of the Town's assets, deferred outflow of resources, liabilities and deferred inflows of resources with the aggregate difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Town is improving or deteriorating.

The Statement of Activities presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of the cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g. earned but unused vacation leave).

Both of the government-wide financial statements distinguish functions of the Town that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type) activities. The governmental activities of the Town include general governmental, public safety, public works, public services, general assistance, education, TIF and unclassified. The business-type activities of the Town include the Lisbon Water Department. The government-wide financial statements can be found on pages 17 through 20 of this report.

Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Town of Lisbon, like other local governments uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Town of Lisbon can be divided into three categories: governmental funds, proprietary funds and fiduciary funds.

Governmental funds: Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating the government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental funds balance sheet and the governmental funds statement of revenues, expenditures and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities. These reconciliations are presented on the page immediately following each governmental fund financial statement.

The Town of Lisbon presents seven columns in the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and changes in fund balances. The Town's major governmental funds are the general fund, education fund, loan program fund, USDA road loan grant CIP, treatment plant fund and Ferry Road fund. All other funds are shown as nonmajor and are combined in the "Other Governmental Funds" column on these statements. Individual fund data for each of these nonmajor governmental funds is provided in the form of combining statements elsewhere in this report.

The basic governmental fund financial statements can be found on pages 21 through 24 of this report.

The Town adopts an annual budget for its General Fund and Education Fund. Budgetary comparison schedules have been provided for the General Fund and Education Fund to demonstrate compliance with these budgets. The Town did not adopt any significant budget amendments for the fiscal year ended June 30, 2023.

Proprietary Funds: The Town of Lisbon maintains one proprietary fund, the water fund. These funds are used to show activities that operate more like those of commercial enterprises. Proprietary funds provide the same type of information as the

government-wide financial statements, only in more detail. Like the government-wide financial statements, proprietary fund financial statements use the accrual basis of accounting. No reconciliation is needed between the government-wide financial statements for business-type activities and the proprietary fund financial statements. The proprietary fund financial statements can be found on pages 25 through 29 of this report.

Fiduciary Funds: These funds are used to account for resources held for the benefit of parties outside the Town of Lisbon. These funds are not reflected in the government-wide financial statements because the resources of these funds are not available to support the Town's own programs. The Town maintains one fiduciary fund: a private purpose trust fund, which accounts for scholarships. The fiduciary fund financial statements can be found on pages 30 and 31 of this report.

Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the Government-Wide and the Fund Financial Statements. The Notes to Financial Statements can be found following the Statement of Changes in Net Position - Fiduciary Funds on pages 32 through 96 of this report.

Required Supplementary Information

The basic financial statements are followed by a section of required supplementary information, which includes a Budgetary Comparison Schedule - Budgetary Basis - Budget and Actual - General Fund, Budgetary Comparison Schedule - Budgetary Basis - Budget and Actual - Education Fund, Schedule of Proportionate Share of the Net Pension Liability, Schedule of Contributions - Pensions, Schedule of Changes in Net OPEB Liability - MMEHT Plan, Schedule of Changes in Net OPEB Liability and Related Ratios - MMEHT Plan, Schedule of Changes in Net OPEB Liability - MEABT Plan, Schedule of Changes in Net OPEB Liability and Related Ratios - MEABT Plan, Schedule of Proportionate Share of the Net OPEB Liability - SET Plan, Schedule of Contributions - OPEB - Health Plans, Schedule of Contributions - OPEB SET Plan and Notes to Required Supplementary Information. Required supplementary information can be found on pages 97 through 111 of this report.

Other Supplementary Information

Other supplementary information follows the required supplementary information. These combining and other schedules provide information in regards to nonmajor funds and other detailed budgetary information for the general fund. The combining and other schedules can be found on pages 113 through 143 of this report.

Financial Analysis of the Town as a Whole

The Town is presenting current and prior year comparative information in the Management's Discussion and Analysis to provide a means of analyzing its' financial condition and position as of June 30, 2023.

Government-Wide Financial Analysis

Our analysis below focuses on the net position and changes in net position of the Town's governmental activities and business-type activities.

Table 1
Town of Lisbon, Maine
Net Position

	Governmental Activities		Business-type Activities	
	6/30/23	6/30/22 (Restated)	12/31/22	12/31/21 (Restated)
Assets:				
Current Assets	$ 17,246,158	$ 16,378,559	$ 1,965,353	$ 2,767,442
Noncurrent Assets - Capital Assets	34,666,795	32,649,130	7,884,451	6,060,647
Other Assets	-	-	321,137	386,213
Total Assets	51,912,953	49,027,689	10,170,941	9,214,302
Deferred Outflows of Resources:				
Deferred Outflows Related to Pensions	1,759,642	1,700,942	112,341	84,660
Deferred Outflows Related to OPEB	963,349	697,176	11,712	9,727
Total Deferred Outflows of Resources	2,722,991	2,398,118	124,053	94,387
Liabilities:				
Current Liabilities	3,812,469	2,579,717	491,682	457,502
Noncurrent Liabilities	16,668,992	15,688,953	2,221,889	2,468,100
Total Liabilities	20,481,461	18,268,670	2,713,571	2,925,602
Deferred Inflows of Resources:				
Prepaid Taxes	35,448	41,723	-	-
Regulatory Reserves	-	-	385,125	401,835
Deferred Inflows Related to Leases	-	-	386,213	445,980
Deferred Inflows Related to Pensions	776,240	2,822,283	71,051	220,348
Deferred Inflows Related to OPEB	621,401	745,615	39,929	20,939
Total Deferred Inflows of Resources	1,433,089	3,609,621	882,318	1,089,102
Net Position:				
Net Investment in Capital Assets	22,913,969	19,238,524	6,151,509	4,738,868
Restricted	5,441,850	5,748,403	-	-
Unrestricted	4,365,575	4,560,589	547,596	555,117
Total Net Position	$ 32,721,394	$ 29,547,516	$ 6,699,105	$ 5,293,985

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. For the Town of Lisbon, assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources by $32,721,394 at June 30, 2023 for the governmental activities.

The largest portion of the Town's net position (70.03%) reflects its investment in capital assets (e.g. land, buildings, machinery and equipment) less any related debt used to acquire those assets that is still outstanding. The Town of Lisbon uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the Town's investment in capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

Restricted net position (16.63%) represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net position ($5,441,850) and 13.34% of total net position) may be used to meet the Town's ongoing obligations to citizens and creditors. The Town is able to report positive balances in net position for the government as a whole, as well as for its separate governmental activities for the fiscal year ended June 30, 2023.

The Town's governmental net position increased $3,173,878 during the fiscal year ended June 30, 2023. Governmental current assets increased $867,599 which reflects increases in cash and cash equivalents balances. Noncurrent assets increased $2,017,665 reflecting capital asset additions of $4,073,864, net disposals of $8,470 and depreciation expense of $2,047,729. Current liabilities increased by $1,232,752. Noncurrent liabilities increased by $980,039. Restricted net position decreased by $306,553 and unrestricted net position decreased $195,014.

The Town's total business-type net position increased by $1,405,120 from $5,293,985 to $6,699,105. Unrestricted net position for business-type activities decreased to a balance of $547,596.

For more detailed information, see the Statement of Net Position on page 17 and 18.

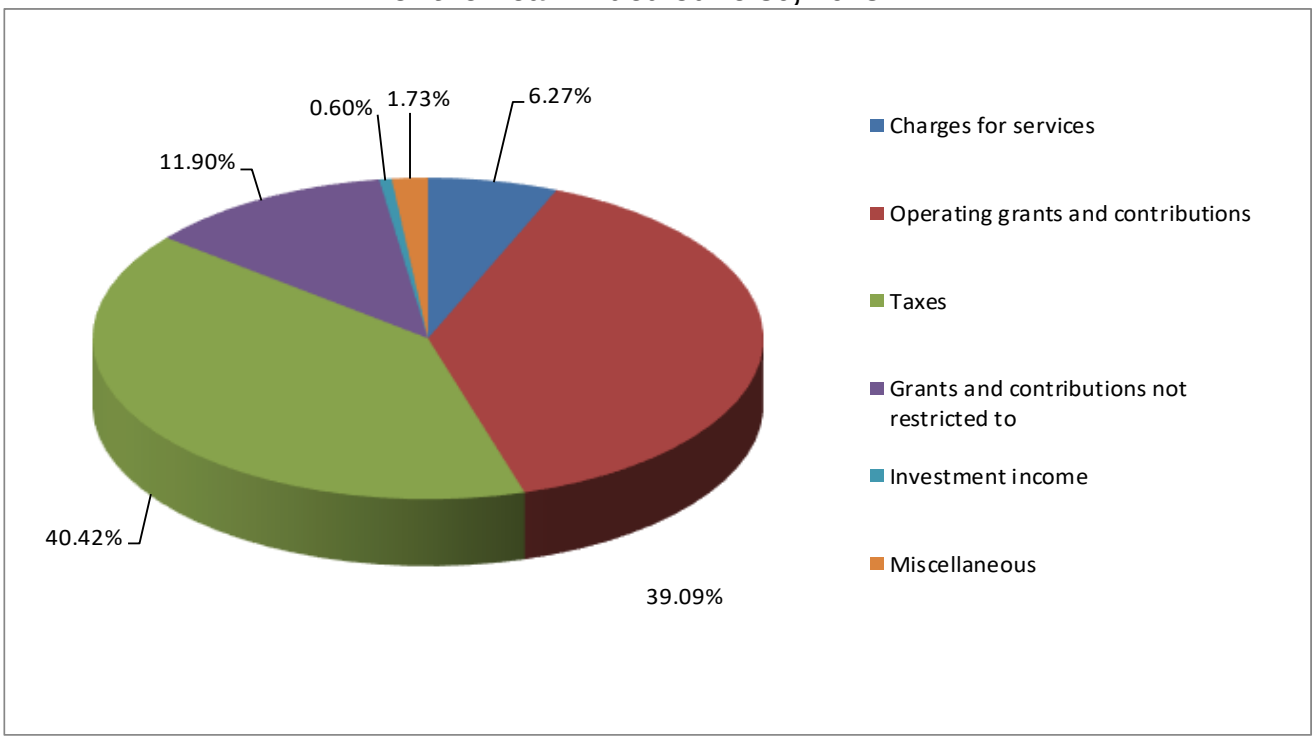
Revenues and Expenses

The following table summarizes the revenues and expenses of the Town's activities:

Table 2
Town of Lisbon, Maine
Changes in Net Position

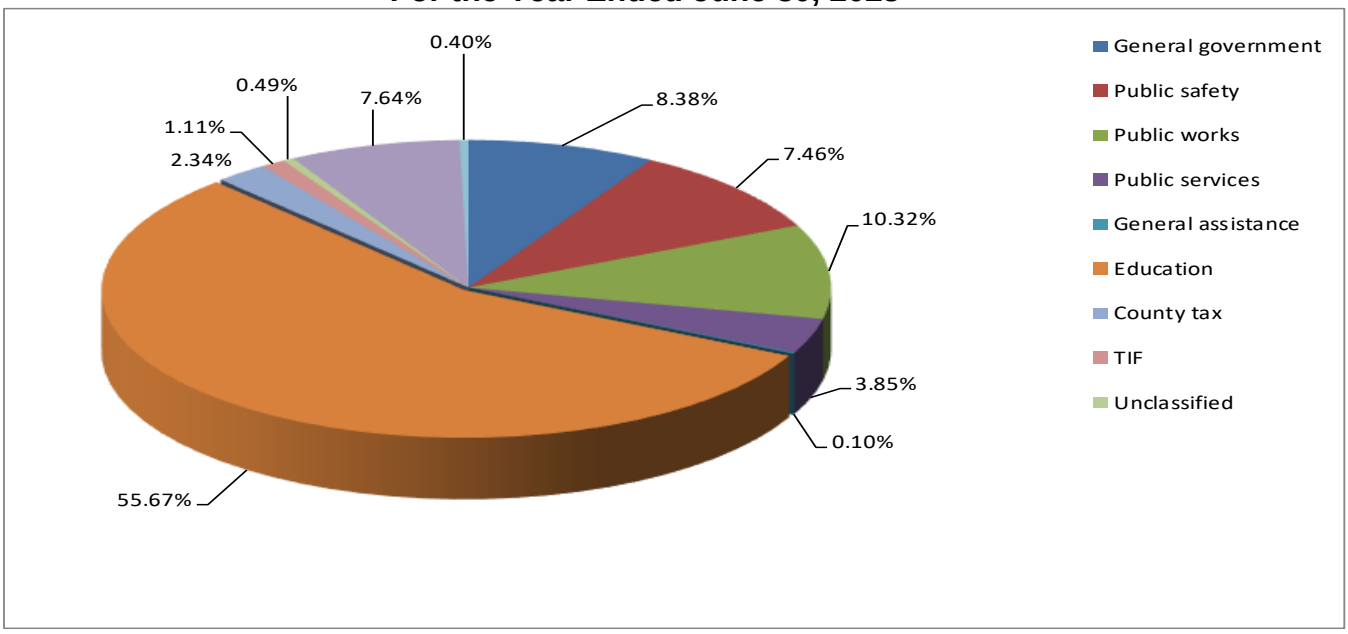
	Governmental Activities		Business-type Activities	
	6/30/23	**6/30/22**	**12/31/22**	**12/31/21**
Revenues				
Program Revenues:				
Charges for services	$ 2,438,213	$ 2,502,574	$ 1,589,792	$ 1,522,229
Operating grants and contributions	15,210,496	15,297,827	-	-
General Revenues:				
Taxes	15,728,218	14,992,023	-	-
Grants and contributions not restricted to specific programs	4,631,142	4,948,107	-	-
Investment income	233,886	41,460	-	-
Miscellaneous	672,885	541,724	110,962	81,102
Total Revenues	38,914,840	38,323,715	1,700,754	1,603,331
Expenses				
General government	2,995,985	2,017,041	-	-
Public safety	3,468,289	3,077,846	-	-
Public works	3,688,858	1,923,732	-	-
Public services	1,376,917	1,024,806	-	-
General assistance	34,043	27,777	-	-
Education	19,896,627	19,715,669	-	-
County tax	836,292	803,220	-	-
TIF	395,486	789,969	-	-
Unclassified	176,523	524	-	-
Water department	-	-	1,359,256	1,162,529
State of Maine on-behalf payments	2,730,681	1,667,034	-	-
Interest on debt	141,261	190,906	-	-
Total Expenses	35,740,962	31,238,524	1,359,256	1,162,529
Contributions in aid capital	-	-	1,063,622	-
Change in Net Position	3,173,878	7,085,191	1,405,120	440,802
Net Position - July 1, Restated	29,547,516	22,462,325	5,293,985	4,853,183
Net Position - June 30	$ 32,721,394	$ 29,547,516	$ 6,699,105	$ 5,293,985

Town of Lisbon, Maine
Revenues Pie Chart
For the Year Ended June 30, 2023



Charges for services are primarily comprised of police and dispatch, animal control and solid waste services. Taxes of $15,728,218 increased $736,195 during fiscal year 2023. Operating grants and contributions are primarily comprised of school subsidies, which are the second largest revenue source in the Education Fund.

Town of Lisbon, Maine
Expenses Pie Chart
For the Year Ended June 30, 2023



The Town's expenses totaled $35,740,962 for fiscal year ended June 30, 2023 as compared to $31,238,524 for the year ended June 30, 2022. Education accounts for the majority of expenses representing 55.67% of the total for fiscal year 2023. Public safety expenses related to the operations of the Police Department and Fire Department accounted for 9.70% of the total and Public Works expenses accounted for 10.32% of the total.

Revenues for the Department's water activities increased by $97,423, while total expenses increased by $196,727. The increase in revenues was primarily due to an increase in charges for services. Expenses remained consistent with prior year overall.

Financial Analysis of the Town's Fund Statements

For the fiscal year ended June 30, 2023, the governmental funds had a combined fund balance of $15,178,942. This reflects a decrease from the prior year fund balance of $15,410,453. The General Fund, which is the main operating fund of the Town of Lisbon, reported a current year increase of $991,391 in fund balance. The other major fund balances decreased by $527,410. The nonmajor fund balances decreased by $695,492. General fund revenues of $20,497,255 were $513,681 higher than budgeted amounts. Property taxes of $13,931,994 were $15,336 lower than budgeted amounts. Excise tax revenues of $1,847,294 were $119,492 higher than budgeted amounts.

The Town's operating expenditures of $10,793,589 were $2,662,594 less than budgeted amounts. The Town has continued its efforts to reduce expenditures wherever possible throughout the year. General government expenditures of $2,166,277 were $96,997 lower than budgeted amounts. Public safety expenditures of $3,256,970 were under budget by $519,906. Public works expenditures of $2,651,239 were under budget by $379,340.

Proprietary funds: The Town's proprietary funds provide the same type of information found in the government-wide financial statements, but in more detail.

The water fund had an operating income for the current year of $340,796.

Table 3
Town of Lisbon, Maine
Fund Balances - Governmental Funds
June 30,

	2023	2022 (Restated)	Increase/ (Decrease)
Major Funds:			
General Fund:			
Nonspendable	$ 21,515	$ 12,553	$ 8,962
Committed	1,800,000	715,621	1,084,379
Assigned	48,927	48,927	-
Unassigned	3,365,821	3,467,771	(101,950)
Total General Fund	5,236,263	4,244,872	991,391
Education Fund:			
Restricted	2,385,947	1,539,743	846,204
Loan Program:			
Nonspendable	104,806	122,037	(17,231)
Committed	623,081	712,688	(89,607)
Total Loan Program	727,887	834,725	(106,838)
USDA Road Loan Grant CIP:			
Committed	60,709	-	60,709
Unassigned	-	(191,438)	191,438
	60,709	(191,438)	252,147
Treatment Plant Fund:			
Committed	2,955,702	2,525,362	430,340
Ferry Road Fund:			
Restricted	740,364	2,689,627	(1,949,263)
Total Major Funds	$12,106,872	$11,642,891	$ 463,981
Nonmajor Funds:			
Special Revenue Funds:			
Nonspendable	$ 21,029	$ 21,029	$ -
Restricted	2,277,251	2,136,696	140,555
Committed	1,037,852	994,594	43,258
Assigned	404,577	309,577	95,000
Unassigned (Deficit)	(846,609)	(486,569)	(360,040)
Capital Projects Funds:			
Committed	272,185	677,294	(405,109)
Unassigned (Deficit)	(123,951)	85,205	(209,156)
Permanent Funds:			
Nonspendable	1,118	1,118	-
Restricted	28,618	28,618	-
Total Nonmajor Funds	$ 3,072,070	$ 3,767,562	$ (695,492)

Capital Asset and Long-term Obligations Administration

Capital Assets

As of June 30, 2023, the net book value of governmental-type capital assets recorded by the Town increased by $2,017,665. This increase was a result of capital additions of $4,073,864 less net disposals of $8,470 and current year depreciation expense of $2,047,729. The net book value of business-type capital assets as of December 30, 2021 increased by $1,823,804. This increase was a result of capital additions of $2,093,592 less current year depreciation expense of $269,788.

Table 4
Town of Lisbon, Maine
Capital Assets (Net of Depreciation)

	Governmental Activities	
	6/30/23	6/30/2022 (Restated)
Land and improvements	$ 1,048,575	$ 1,396,768
Construction in progress	7,954,862	6,463,482
Buildings and improvements	13,236,683	13,185,513
Equipment and vehicles	3,050,877	3,382,948
Infrastructure	9,375,798	8,220,419
Total	$ 34,666,795	$ 32,649,130

	Business-type Activities	
	12/31/22	12/31/21
Water fund	$ 7,884,451	$ 6,060,647
Total	$ 7,884,451	$ 6,060,647

Long-term Obligations

As of June 30, 2023, the Town had a total of $14,186,944 of long-term obligations outstanding. Of this amount, $12,513,397 is in the form of general obligation bonds that are backed by the full faith and credit of the Town government. Normally, the debt service on the general obligation bonds is paid with a component of the property tax levy. Typically, the School Department enjoys a shared cost of debt service with the State of Maine for any project that the State of Maine deems to be necessary as approved by the State Board of Education and the Commissioner of the Department of Education.

Included in the notes from direct borrowings payable outstanding at the end of 2023 are two Qualified Energy Conservation Bond leases for Municipal Government operations and School Department operations amounting to $454,625 and $1,028,653, respectively. The proceeds of these tax favored bond issues were used to pay for capital costs related to energy savings improvements in Town and School Buildings.

Table 5
Town of Lisbon, Maine
Bonded and Similar Indebtedness

	Governmental Activities		Business-type Activities	
	6/30/23	**6/30/22**	**12/31/22**	**12/31/21**
General obligation bonds	$ 10,079,279	$ 11,454,591	$ 2,434,118	$ 2,839,885
Bond anticipation note payable	-	2,096,061	-	-
Notes from direct borrowings payable	1,673,547	1,976,024	-	-
Total	$ 11,752,826	$ 15,526,676	$ 2,434,118	$ 2,839,885

In Maine, a municipality may not incur debt which would cause its total debt outstanding at any time, exclusive of debt incurred for school purposes, for storm or sanitary sewer purposes, for energy facility purposes or for municipal airport purposes to exceed 7 1/2% of its last full state valuation or any lower percentage or amount that the citizens of the Town may set by Charter or Ordinance. A municipality may incur debt for school purposes to an amount outstanding at any time not exceeding 10% of its last full state valuation or any lower percentage or amount that a municipality may set, for storm or sanitary sewer purposes to an amount outstanding at any time not exceeding 7 1/2% of its last full state valuation or any lower percentage or amount that the citizens of the Town may set by Charter or Municipal Ordinance. Municipalities may set for municipal airport and special district purposes an amount outstanding at any time not exceeding 3% of its last full state valuation or any lower percentage or amount that a municipality may set. However, in no case may a municipality incur debt which would cause its total debt outstanding at any time to exceed 15% of its last full state valuation or any lower percentage or amount that a municipality self-imposes.

However, the Town has a self-imposed debt limit of 5% of the assessed value of taxable property in the Town ($583,010,850). Per the Town's revenue policy, long term debt will only be used to finance long-lived capital and operating assets.

Currently Known Facts, Decisions or Conditions

Economic Factors and Next Year's Budgets and Rates

The financial results for the year ended June 30, 2023 as outlined in the above discussion and analysis, continue to show slight improvement from prior years, which is indicative of the economic stabilization and spotty growth occurring in the local and state economy. Economic improvement is expected to continue as retail, housing and public revenue sectors continue to show signs of growth. Stability in real estate and personal property tax and excise taxes are expected to continue. State aid for education is expected to increase. The Town Council continues to emphasize a

disciplined and strategic allocation of resources and fiscal prudence to ensure Lisbon's long-term financial sustainability. Subsequently to the fiscal year, the Council continues to transfer excess operating revenues to areas of fiscal service with an emphasis on TIF funds and capital projects funds. The Town's ongoing management of its finances has enabled the Town to meet its financial obligations while adding to the Town's Fund Balance. The Town's general credit ratings have remained stable. Although general government's expenditure budget has remained austere, the employees continue to strive to provide Lisbon's citizens with above average services.

Significant factors considered in preparing the Town's budget for the next fiscal year include the following:

- The primary revenue, real estate and personal property taxes are expected to remain flat. Requested increases in the general government budget and school department budget will continue to be constrained by nearly flat resources.

Contacting the Town's Financial Management

This financial report is designed to provide our citizens, taxpayers, customers, investors and creditors with a general overview of the Town's finances and to show the Town's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the Town Finance Department at 300 Lisbon Street, Lisbon, Maine 04250.

TOWN OF LISBON, MAINE

STATEMENT OF NET POSITION
JUNE 30, 2023

	Primary Government		
	Governmental Activities	Business-Type Activities	Total
ASSETS			
Current assets:			
Cash and cash equivalents	$ 15,879,124	$ 833,622	$ 16,712,746
Investments	20,082	-	20,082
Note receivable	104,806	-	104,806
Accounts receivable (net of allowance for uncollectibles):			
Taxes	33,514	-	33,514
Liens	270,500	-	270,500
Other	19,016	89,430	108,446
Accrued revenue	-	187,369	187,369
Prepaid items	22,015	20,006	42,021
Due from other governments	876,072	-	876,072
Inventory	21,029	68,674	89,703
Leases receivable (net of allowance for uncollectibles) - current portion	-	65,076	65,076
Total current assets	17,246,158	1,264,177	18,510,335
Noncurrent assets:			
Leases receivable (net of allowance for uncollectibles) - noncurrent portion	-	321,137	321,137
Capital assets			
Land and other assets not being depreciated	9,003,437	-	9,003,437
Buildings,equipment, vehicles and infrastructure, net of accumulated depreciation	25,663,358	7,884,451	33,547,809
Total noncurrent assets	34,666,795	8,205,588	42,872,383
Other assets:			
Restricted cash	-	701,176	701,176
Total other assets	-	701,176	701,176
TOTAL ASSETS	51,912,953	10,170,941	62,083,894
DEFERRED OUTFLOWS OF RESOURCES			
Deferred outflows related to pensions	1,759,642	112,341	1,871,983
Deferred outflows related to OPEB	963,349	11,712	975,061
TOTAL DEFERRED OUTFLOWS OF RESOURCES	2,722,991	124,053	2,847,044
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	$ 54,635,944	$ 10,294,994	$ 64,930,938

TOWN OF LISBON, MAINE

STATEMENT OF NET POSITION
JUNE 30, 2023

	Primary Government		
	Governmental Activities	Business-Type Activities	Total
LIABILITIES			
Current liabilities:			
Accounts payable	$ 180,542	$ 53,106	$ 233,648
Payroll related liabilities	1,575,068	16,788	1,591,856
Accrued interest	-	6,236	6,236
Due to other governments	33,757	-	33,757
Current portion of long-term obligations	2,023,102	415,552	2,438,654
Total current liabilities	3,812,469	491,682	4,304,151
Noncurrent liabilities:			
Noncurrent portion of long-term obligations:			
Bonds payable	8,516,841	2,022,500	10,539,341
Notes from direct borrowings payable	1,421,266	-	1,421,266
Accrued compensated absences	625,148	11,803	636,951
Net pension liability	1,945,518	163,840	2,109,358
Net OPEB liability	4,160,219	23,746	4,183,965
Total noncurrent liabilities	16,668,992	2,221,889	18,890,881
TOTAL LIABILITIES	20,481,461	2,713,571	23,195,032
DEFERRED INFLOWS OF RESOURCES			
Prepaid taxes	35,448	-	35,448
Regulatory reserves	-	385,125	385,125
Deferred inflows related to leases	-	386,213	386,213
Deferred inflows related to pensions	776,240	71,051	847,291
Deferred inflows related to OPEB	621,401	39,929	661,330
TOTAL DEFERRED INFLOWS OF RESOURCES	1,433,089	882,318	2,315,407
NET POSITION			
Net investment in capital assets	22,913,969	6,151,509	29,065,478
Restricted	5,441,850	-	5,441,850
Unrestricted	4,365,575	547,596	4,913,171
TOTAL NET POSITION	32,721,394	6,699,105	39,420,499
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND NET POSITION	$ 54,635,944	$ 10,294,994	$ 64,930,938

See accompanying independent auditor's report and notes to financial statements.

TOWN OF LISBON, MAINE

STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2023

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Position		
					Primary Government		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-type Activities	Total
Governmental activities:							
General government	$ 2,995,985	$ 97,550	$ -	$ -	$(2,898,435)	$ -	$(2,898,435)
Public safety	3,468,289	130,441	-	-	(3,337,848)	-	(3,337,848)
Public works	3,688,858	1,678,741	101,096	-	(1,909,021)	-	(1,909,021)
Public services	1,376,917	376,981	-	-	(999,936)	-	(999,936)
General assistance	34,043	-	29,851	-	(4,192)	-	(4,192)
Education	19,896,627	154,500	12,348,868	-	(7,393,259)	-	(7,393,259)
County tax	836,292	-	-	-	(836,292)	-	(836,292)
TIF	395,486	-	-	-	(395,486)	-	(395,486)
Unclassified	176,523	-	-	-	(176,523)	-	(176,523)
State of Maine on-behalf payments	2,730,681	-	2,730,681	-	-	-	-
Interest on debt	141,261	-	-	-	(141,261)	-	(141,261)
Total governmental activities	35,740,962	2,438,213	15,210,496	-	(18,092,253)	-	(18,092,253)
Business-type activities:							
Water fund	1,359,256	1,589,792	-	1,063,622	-	1,294,158	1,294,158
Total business-type activities	1,359,256	1,589,792	-	1,063,622	-	1,294,158	1,294,158
Total government	$ 37,100,218	$ 4,028,005	$ 15,210,496	$ 1,063,622	(18,092,253)	1,294,158	(16,798,095)

TOWN OF LISBON, MAINE

STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2023

	Governmental Activities	Business-type Activities	Total
Changes in net position:			
Net (expense) revenue	(18,092,253)	1,294,158	(16,798,095)
General revenues:			
Taxes:			
Property taxes, levied for general purposes	13,880,924	-	13,880,924
Excise taxes	1,847,294	-	1,847,294
Grants and contributions not restricted to specific programs	4,631,142	-	4,631,142
Interest income	233,886	9,847	243,733
Miscellaneous	672,885	101,115	774,000
Total general revenues	21,266,131	110,962	21,377,093
Change in net position	3,173,878	1,405,120	4,578,998
NET POSITION - JULY 1, RESTATED	29,547,516	5,293,985	34,841,501
NET POSITION - JUNE 30	$ 32,721,394	$ 6,699,105	$ 39,420,499

See accompanying independent auditor's report and notes to financial statements.

TOWN OF LISBON, MAINE

BALANCE SHEET - GOVERNMENTAL FUNDS
JUNE 30, 2023

	General Fund	Education Fund	Loan Program Fund	USDA Road Loan Grant CIP	Treatment Plant Fund	Ferry Road Fund	Other Governmental Funds	Total Governmenta Funds
ASSETS								
Cash and cash equivalents	$ 10,558,619	$ 3,936,623	$ 1,068,766	$ -	$ -	$ -	$ 315,116	$ 15,879,124
Investments	-	-	-	-	-	-	20,082	20,082
Accounts receivable (net of allowance for uncollectibles):								
Taxes	33,514	-	-	-	-	-	-	33,514
Liens	270,500	-	-	-	-	-	-	270,500
Other	19,016	-	-	-	-	-	-	19,016
Notes, net of allowance	-	-	104,806	-	-	-	-	104,806
Due from other governments	74,200	22	-	-	573,533	-	228,317	876,072
Prepaid items	21,515	-	-	-	500	-	-	22,015
Inventory	-	-	-	-	-	-	21,029	21,029
Due from other funds	1,775,525	406,987	-	60,709	2,381,674	740,364	3,389,650	8,754,909
TOTAL ASSETS	$ 12,752,889	$ 4,343,632	$ 1,173,572	$ 60,709	$ 2,955,707	$ 740,364	$ 3,974,194	$ 26,001,067
LIABILITIES								
Accounts payable	$ 8,482	$ 75,090	$ -	$ -	$ 5	$ -	$ 96,965	$ 180,542
Accrued payroll and related items	217,154	1,346,169	-	-	-	-	11,745	1,575,068
Due to other governments	33,757	-	-	-	-	-	-	33,757
Due to other funds	6,979,384	536,426	445,685	-	-	-	793,414	8,754,909
TOTAL LIABILITIES	7,238,777	1,957,685	445,685	-	5	-	902,124	10,544,276
DEFERRED INFLOWS OF RESOURCES								
Prepaid taxes	35,448	-	-	-	-	-	-	35,448
Deferred revenue - property taxes	242,401	-	-	-	-	-	-	242,401
TOTAL DEFERRED INFLOWS OF RESOURCES	277,849	-	-	-	-	-	-	277,849
FUND BALANCES								
Nonspendable	21,515	-	104,806	-	-	-	22,147	148,468
Restricted	-	2,385,947	623,081	-	-	-	2,305,869	5,314,897
Committed	1,800,000	-	-	60,709	2,955,702	740,364	1,310,037	6,866,812
Assigned	48,927	-	-	-	-	-	404,577	453,504
Unassigned (deficit)	3,365,821	-	-	-	-	-	(970,560)	2,395,261
TOTAL FUND BALANCES	5,236,263	2,385,947	727,887	60,709	2,955,702	740,364	3,072,070	15,178,942
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES	$ 12,752,889	$ 4,343,632	$ 1,173,572	$ 60,709	$ 2,955,707	$ 740,364	$ 3,974,194	$ 26,001,067

See accompanying independent auditor's report and notes to financial statements.

TOWN OF LISBON, MAINE

RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET
TO THE STATEMENT OF NET POSITION
JUNE 30, 2023

	Total Governmental Funds
Total Fund Balances	$15,178,942
Amounts reported for governmental activities in the Statement of Net Position are different because:	
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds, net of accumulated depreciation	34,666,795
Other long-term assets are not available to pay for current-period expenditures and therefore are deferred in the funds shown above:	
Taxes and liens receivable	242,401
Deferred outflows of resources related to pensions are not financial resources and therefore are not reported in the funds:	
Pension	1,759,642
OPEB	963,349
Long-term obligations are not due and payable in the current period and therefore are not reported in the funds:	
Bonds payable	(10,079,279)
Notes from direct borrowings payable	(1,673,547)
Accrued compensated absences	(833,531)
Net pension liability	(1,945,518)
Net OPEB liability	(4,160,219)
Deferred inflows of resources related to pensions are not financial resources and therefore are not reported in the funds:	
Pension	(776,240)
OPEB	(621,401)
Net position of governmental activities	$32,721,394

See accompanying independent auditor's report and notes to financial statements.

TOWN OF LISBON, MAINE

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - GOVERNMENTAL FUNDS
FOR THE YEAR ENDED JUNE 30, 2023

	General Fund	Education Fund	Loan Program Fund	USDA Road Loan Grant CIP	Treatment Plant Fund	Ferry Road Fund	Other Governmental Funds	Total Governmental Funds
REVENUES								
Taxes:								
Property	$ 13,931,994	$ -	$ -	$ -	$ -	$ -	$ -	$ 13,931,994
Excise	1,847,294	-	-	-	-	-	-	1,847,294
Charges for services	812,015	154,500	3,790	-	1,467,908	-	-	2,438,213
Intergovernmental	3,582,554	11,541,439	-	1,171,205	-	-	2,029,730	18,324,928
Interest income	162,407	33,001	37,535	-	-	-	943	233,886
Other income	160,991	8,001	15,075	-	9,083	-	479,735	672,885
TOTAL REVENUES	20,497,255	11,736,941	56,400	1,171,205	1,476,991	-	2,510,408	37,449,200
EXPENDITURES								
Current:								
General government	2,166,277	-	-	-	-	-	278,071	2,444,348
Public safety	3,256,970	-	-	-	-	-	-	3,256,970
Public works	2,651,239	-	-	-	940,630	-	-	3,591,869
Public services	1,297,194	-	-	-	-	-	79,723	1,376,917
General assistance	34,043	-	-	-	-	-	-	34,043
Education	-	16,724,177	-	-	-	-	2,524,580	19,248,757
County tax	836,292	-	-	-	-	-	-	836,292
TIF	-	-	-	-	-	-	395,486	395,486
Unclassified	13,285	-	163,238	-	-	-	-	176,523
State of Maine on-behalf payments	-	1,213,971	-	-	-	-	-	1,213,971
Capital outlay	-	-	-	919,058	-	1,949,263	1,100,865	3,969,186
Debt service - Town	538,289	492,039	-	-	106,021	-	-	1,136,349
TOTAL EXPENDITURES	10,793,589	18,430,187	163,238	919,058	1,046,651	1,949,263	4,378,725	37,680,711
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	9,703,666	(6,693,246)	(106,838)	252,147	430,340	(1,949,263)	(1,868,317)	(231,511)
OTHER FINANCING SOURCES (USES)								
Transfers in	-	7,770,450	-	-	-	-	1,172,825	8,943,275
Transfers (out)	(8,712,275)	(231,000)	-	-	-	-	-	(8,943,275)
TOTAL OTHER FINANCING SOURCES (USES)	(8,712,275)	7,539,450	-	-	-	-	1,172,825	-
NET CHANGE IN FUND BALANCES	991,391	846,204	(106,838)	252,147	430,340	(1,949,263)	(695,492)	(231,511)
FUND BALANCES - JULY 1, RESTATED	4,244,872	1,539,743	834,725	(191,438)	2,525,362	2,689,627	3,767,562	15,410,453
FUND BALANCES - JUNE 30	$ 5,236,263	$ 2,385,947	$ 727,887	$ 60,709	$ 2,955,702	$ 740,364	$ 3,072,070	$ 15,178,942

See accompanying independent auditor's report and notes to financial statements.

TOWN OF LISBON, MAINE

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2023

Net change in fund balances - total governmental funds (Statement E)	$ (231,511)
Amounts reported for governmental activities in the Statement of Activities (Statement B) are different because:	
Governmental funds report capital outlays as expenditures while governmental activities report depreciation expense to allocate those expenditures over the life of the assets:	
Capital asset acquisitions	4,073,864
Capital asset disposals	(8,470)
Depreciation expense	(2,047,729)
	2,017,665
Revenues in the Statement of Activities that do not provide current financial resources as revenues in the funds:	
Taxes and liens receivable	(51,070)
Deferred outflows of resources are a consumption of net position by the government that are applicable to a future reporting period and therefore are not reported in the funds:	
Pensions	58,700
OPEB	266,173
	324,873
Repayment of long-term debt principal is an expenditure in the governmental funds, but the repayment reduces long-term obligations in the Statement of Net Position	1,657,780
Deferred inflows of resources are an acquisition of net position by the government that are applicable to a future reporting period and therefore are not reported in the funds:	
Pensions	2,046,043
OPEB	124,214
	2,170,257
Some expenses reported in the Statement of Activities do not require the use of current resources and therefore are not reported as expenditures in governmental funds:	
Accrued compensated absences	(380,141)
Net pension liability	(1,943,017)
Net OPEB liability	(390,958)
	(2,714,116)
Change in net position of governmental activities (Statement B)	$ 3,173,878

See accompanying independent auditor's report and notes to financial statements.

TOWN OF LISBON, MAINE

STATEMENT OF NET POSITION - PROPRIETARY FUNDS
DECEMBER 31, 2022

	Enterprise Fund Water Fund
ASSETS	
Current assets:	
Cash and cash equivalents	$ 833,622
Accounts receivable (net of allowance for uncollectibles)	89,430
Accrued revenue	187,369
Inventory	68,674
Prepaid items	20,006
Leases receivable (net of allowance for uncollectibles) - current portion	65,076
Total current assets	1,264,177
Noncurrent assets:	
Leases receivable (net of allowance for uncollectibles) - noncurrent portion	321,137
Capital assets:	
Property, plant and equipment	11,740,245
Total capital assets	11,740,245
Less: accumulated depreciation	(3,855,794)
Total noncurrent assets	8,205,588
Other assets:	
Restricted cash	701,176
Total other assets	701,176
TOTAL ASSETS	10,170,941
DEFERRED OUTFLOWS OF RESOURCES	
Deferred outflows related to pensions	112,341
Deferred outflows related to OPEB	11,712
TOTAL DEFERRED OUTFLOWS OF RESOURCES	124,053
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	$ 10,294,994

TOWN OF LISBON, MAINE

STATEMENT OF NET POSITION - PROPRIETARY FUNDS
DECEMBER 31, 2022

	Enterprise Fund Water Fund
LIABILITIES	
Current liabilities:	
Accounts payable	$ 53,106
Accrued interest	6,236
Accrued expenses	2,246
Accrued payroll	14,542
Current portion of long-term obligations	415,552
Total current liabilities	491,682
Noncurrent liabilities:	
Noncurrent portion of long-term obligations:	
Bonds payable	2,022,500
Accrued compensated absences	11,803
Net pension liability	163,840
Net OPEB liability	23,746
Total noncurrent liabilities	2,221,889
TOTAL LIABILITIES	2,713,571
DEFERRED INFLOWS OF RESOURCES	
Regulatory reserves	385,125
Deferred revenue related to leases	386,213
Deferred inflows related to pensions	71,051
Deferred inflows related to OPEB	39,929
TOTAL DEFERRED INFLOWS OF RESOURCES	882,318
NET POSITION	
Net investment in capital assets	6,151,509
Unrestricted	547,596
TOTAL NET POSITION	6,699,105
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND NET POSITION	$ 10,294,994

See accompanying independent auditor's report and notes to financial statements.

TOWN OF LISBON, MAINE

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET POSITION
PROPRIETARY FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2022

	Enterprise Fund Water Fund
OPERATING REVENUES	
Residential	$ 865,598
Commercial	158,145
Industrial	8,690
Public Authorities	42,122
Public Fire Protection	480,000
Private Fire Protection	35,237
Miscellaneous income	41,348
TOTAL OPERATING REVENUES	1,631,140
OPERATING EXPENSES	
Salaries and benefits	713,008
Power	58,042
Materials and supplies	93,727
Contractual services	98,278
Transportation	12,663
Insurance	25,453
Dues and fees	11,976
Depreciation	269,788
Miscellaneous expenses	7,409
TOTAL OPERATING EXPENSES	1,290,344
OPERATING INCOME (LOSS)	340,796
NONOPERATING REVENUES (EXPENSES)	
Interest income	9,847
Rental income	59,767
Interest expense	(68,912)
TOTAL NONOPERATING REVENUES (EXPENSES)	702
INCOME (LOSS) BEFORE CAPITAL CONTRIBUTIONS	341,498
CAPITAL CONTRIBUTIONS	
Contributions in aid of construction	1,063,622
TOTAL CAPITAL CONTRIBUTIONS	1,063,622
CHANGE IN NET POSITION	1,405,120
NET POSITION - JANUARY 1	5,293,985
NET POSITION - DECEMBER 31	$ 6,699,105

See accompanying independent auditor's report and notes to financial statements.

TOWN OF LISBON, MAINE

STATEMENT OF CASH FLOWS - PROPRIETARY FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2022

	Enterprise Fund Water Fund
CASH FLOWS FROM OPERATING ACTIVITIES	
Receipts from customers	$ 1,574,491
Other receipts	41,348
Payments to employees	(703,510)
Payments to suppliers	(311,130)
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	601,199
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES	
Purchase of capital assets	(1,029,970)
Principal paid on capital debt	(405,767)
Interest paid on capital debt	(70,156)
NET CASH PROVIDED (USED) BY CAPITAL AND RELATED FINANCING ACTIVITIES	(1,505,893)
CASH FLOWS FROM INVESTING ACTIVITIES	
Interest income	9,847
Rental income	59,767
NET CASH PROVIDED (USED) BY INVESTING ACTIVITIES	69,614
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	(835,080)
CASH AND CASH EQUIVALENTS - JANUARY 1	2,369,878
CASH AND CASH EQUIVALENTS - DECEMBER 31	$ 1,534,798
RECONCILIATION OF CASH AND CASH EQUIVALENTS TO THE STATEMENT OF NET POSITION	
Cash and cash equivalents in current assets	$ 833,622
Restricted cash and cash equivalents	701,176
TOTAL CASH AND CASH EQUIVALENTS	1,534,798

TOWN OF LISBON, MAINE

STATEMENT OF CASH FLOWS - PROPRIETARY FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2022

RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES:	
Operating income (loss)	$ 340,796
Adjustments to reconcile operating income to net cash provided (used) by operating activities:	
Depreciation expense	269,788
Changes in assets, deferred outflows of resources, liabilities and deferred inflows of resources:	
(Increase) decrease in accounts receivable	(1,954)
(Increase) decrease in accrued revenue	(10,912)
(Increase) decrease in inventory	(8,710)
(Increase) decrease in prepaid items	(6,106)
(Increase) decrease in deferred outflows related to pensions	(27,681)
(Increase) decrease in deferred outflows related to OPEB	(1,985)
Increase (decrease) in accounts payable	27,944
Increase (decrease) in customer deposits	(2,833)
Increase (decrease) in advanced billing and payments	398
Increase (decrease) in accrued payroll	5,098
Increase (decrease) in net pension liability	178,929
Increase (decrease) in net OPEB liability	(12,266)
Increase (decrease) in accrued compensated absences	(2,290)
Increase (decrease) in regulatory reserves	(16,710)
Increase (decrease) in deferred inflows related to pensions	(149,297)
Increase (decrease) in deferred inflows related to OPEB	18,990
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	$ 601,199

SUPPLEMENTAL DISCLOSURES OF CASH FLOW INFORMATION	
Noncash Investing and Financing Activities:	
Mains contributed by customers	$ 950,304
Services contributed by customers	63,376
Meters contributed by customers	18,558
Hydrants contributed by customers	31,384
	$ 1,063,622

See accompanying independent auditor's report and notes to financial statements.

TOWN OF LISBON, MAINE

STATEMENT OF NET POSITION - FIDUCIARY FUNDS
JUNE 30, 2023

	Private-Purpose Trust Funds
ASSETS	
Cash and cash equivalents	$ 58,810
Investments	67,240
TOTAL ASSETS	$ 126,050
LIABILITIES	
Accounts payable	$ -
TOTAL LIABILITIES	-
NET POSITION	
Restricted	126,050
TOTAL NET POSITION	126,050
TOTAL LIABILITIES AND NET POSITION	$ 126,050

See accompanying independent auditor's report and notes to financial statements.

TOWN OF LISBON, MAINE

STATEMENT OF CHANGES IN NET POSITION - FIDUCIARY FUNDS
FOR THE YEAR ENDED JUNE 30, 2023

	Private-Purpose Trust Funds
ADDITIONS	
Contributions	$ 733
Investment earnings	424
TOTAL ADDITIONS	1,157
DEDUCTIONS	
Scholarships	5,709
TOTAL DEDUCTIONS	5,709
CHANGE IN NET POSITION	(4,552)
NET POSITION - JULY 1	130,602
NET POSITION - JUNE 30	$ 126,050

See accompanying independent auditor's report and notes to financial statements.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Reporting Entity

The Town of Lisbon, Maine was incorporated under the laws of the State of Maine. The Town operates under the council-manager form of government and provides the following services: general government, public safety, public works, public services, general assistance, education and unclassified.

The Town's financial statements are prepared in accordance with generally accepted accounting principles (GAAP). The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (Statements and Interpretations). Governments are also required to follow the pronouncements of the Financial Accounting Standards Board (FASB) issued through November 30, 1989 (when applicable) that do not conflict with or contradict GASB pronouncements. Although the Town has the option to apply FASB pronouncements issued after that date to its business-type activities and enterprise funds, the Town has chosen not to do so.

The Town's combined financial statements include all accounts and all operations of the Town. We have determined that the Town has no component units as described in GASB Statement No. 14 and amended by GASB Statements No. 39 and No. 61.

All funds of the Town, with the exception of the Town of Lisbon Water Department, are reported as of and for the fiscal year ended June 30, 2023. December 31st is the year-end of the Water Department and the last separate financial statements were as of and for the year ended December 31, 2022. The amounts included in the Town's 2023 financial statements for the Water Department are as of and for the year ended December 31, 2022.

Implementation of New Accounting Standards

During the year ended June 30, 2023, the following statements of financial accounting standards issued by the Governmental Accounting Standards Board became effective:

Statement No. 94 "Public-Private and Public-Public Partnerships and Availability Payment Arrangements". The primary objective of this Statement is to improve financial reporting by addressing issues related to public-private and public-public partnership arrangements (PPPs). As used in this Statement, a PPP is an arrangement in which a government (the transferor) contracts with an operator (a governmental or

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

nongovernmental entity) to provide public services by conveying control of the right to operate or use a nonfinancial asset, such as infrastructure or other capital asset (the underlying PPP asset), for a period of time in an exchange or exchange-like transaction. Some PPPs meet the definition of a service concession arrangement (SCA), which the Board defines in this Statement as a PPP in which (1) the operator collects and is compensated by fees from third parties; (2) the transferor determines or has the ability to modify or approve which services the operator is required to provide, to whom the operator is required to provide the services and the prices or rates that can be charged for the services and (3) the transferor is entitled to significant residual interest in the service utility of the underlying PPP asset at the end of the arrangement. Management has determined the impact of this Statement is not material to the financial statements.

Statement No. 96 “Subscription-Based Information Technology Arrangements”. This Statement provides guidance on the accounting and financial reporting for subscription-based information technology arrangements (SBITAs) for government end users (governments). This Statement (1) defines a SBITA; (2) establishes that a SBITA results in a right-to-use subscription asset - an intangible asset - and a corresponding subscription liability; (3) provides the capitalization criteria for outlays other than subscription payments, including implementation costs of a SBITA and (4) requires note disclosures regarding a SBITA. To the extent relevant, the standards for SBITAs are based on the standards established in Statement No. 87, Leases, as amended. Management has determined the impact of this Statement is not material to the financial statements.

Statement No. 99 “Omnibus 2022”. The objectives of this Statement are to enhance comparability in accounting and financial reporting and to improve the consistency of authoritative literature by addressing (1) practice issues that have been identified during implementation and application of certain GASB Statements and (2) accounting and financial reporting for financial guarantees. The practice issues addressed by this Statement are to provide clarification of provisions in Statement No. 87, Leases, as amended, related to the determination of the lease term, classification of a lease as a short-term lease, recognition and measurement of a lease liability and a lease asset and identification of lease incentives, clarification of provisions in Statement No. 94, Public-Private and Public-Public Partnerships and Availability Payment Arrangements, related to (a) the determination of the public-private and public-public partnership (PPP) term and (b) recognition and measurement of installment payments and the transfer of the underlying PPP asset, clarification of provisions in Statement No. 96, Subscription-Based Information Technology Arrangements, related to the subscription-based information technology arrangement (SBITA) term, classification of a SBITA as a short-term SBITA and recognition and measurement of a subscription liability, extension of the period during which the London Interbank Offered Rate

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

(LIBOR) is considered an appropriate benchmark interest rate for the qualitative evaluation of the effectiveness of an interest rate swap that hedges the interest rate risk of taxable debt, accounting for the distribution of benefits as part of the Supplemental Nutrition Assistance Program (SNAP), disclosures related to nonmonetary transactions, pledges of future revenues when resources are not received by the pledging government, clarification of provisions in Statement No. 34, Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments, as amended, related to the focus of the government-wide financial statements, terminology updates related to certain provisions of Statement No. 63, Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources and Net Position and terminology used in Statement 53 to refer to resource flows statements. Management has determined the impact of this Statement is not material to the financial statements.

Government-Wide and Fund Financial Statements

The Town's basic financial statements include both government-wide (reporting the Town as a whole) and fund financial statements (reporting the Town's major funds).

Both the government-wide and fund financial statements categorize primary activities as either governmental or business-type. The Town's Water Department is categorized as a business-type activity. All other activities of the Town are categorized as governmental.

In the government-wide Statement of Net Position, both the governmental and business-type activities columns are (a) presented on a consolidated basis by column and (b) are reported on a full accrual, economic resources basis, which recognizes all long-term assets and receivables as well as long-term debt and obligations. The Town's net position is reported in three parts - net investment in capital assets; restricted net position and unrestricted net position. The Town first utilizes restricted resources to finance qualifying activities.

The government-wide Statement of Activities reports both the gross and net cost of each of the Town's functions and business-type activities (general government, public safety, etc.) excluding fiduciary activities. The functions are also supported by general government revenues (property taxes, certain intergovernmental revenues, miscellaneous revenues, etc.). The Statement of Activities reduces gross expenses (including depreciation) by related program revenues, operating and capital grants. Program revenues must be directly associated with the function or a business-type activity. Operating grants include operating-specific and discretionary (either operating or capital) grants while the capital grants column reflects capital-specific grants. For the most part, the interfund activity has been eliminated from these government-wide financial statements.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

The net costs (by function) are normally covered by general revenue (taxes, certain intergovernmental revenues and charges for services, etc.).

The Town does not allocate indirect costs. All costs are charged directly to the corresponding department.

The government-wide focus is more on the sustainability of the Town as an entity and the change in the Town's net position resulting from the current year's activities.

Measurement Focus - Basic Financial Statements and Fund Financial Statements

The financial transactions of the Town are reported in the individual funds in the fund financial statements. Each fund is accounted for by providing a separate set of self-balancing accounts that comprise its assets, deferred outflows of resources, liabilities, deferred inflows of resources, fund balances, revenues and expenditures/expenses. The various funds are reported by generic classification within the financial statements. The following fund types are used by the Town:

1. Governmental Funds:

The focus of the governmental funds' measurement (in the fund statements) is upon determination of financial position (sources, uses and balances of financial resources) rather than upon net income. The following is a description of the governmental funds of the Town:

Major Funds:

a. The General Fund is the general operating fund of the Town. It is used to account for all financial resources except those required to be accounted for in another fund.

b. The Education Fund is used to account for financial resources to be used for education by the School Department. Major sources of revenues are property taxes and intergovernmental revenues.

c. The Loan Program Fund is used to account for financial resources to be used for various community loan programs. Major revenue sources are loan payments.

d. The USDA Road Loan Grant CIP Fund is used to account for financial resources to used for the construction of roads. Major sources of revenue are intergovernmental revenues

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

e. The Treatment Plant Fund is used to account for financial resources to be used for sewer operations. Major sources of revenue are charges for services from sewer fees.

f. The Ferry Road Fund is used to account for financial resources to be used for the construction of major capital road improvements. Major sources of revenues are bond proceeds.

Nonmajor Funds:

g. Special Revenue Funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

h. Capital Projects Funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities or equipment.

i. Permanent Funds are used to account for assets held by the Town that are legally restricted pursuant to Title 30-A, §5653 of the Maine State Statutes, as amended and unless otherwise specified, only earnings and not principal, may be used for purposes that benefit the Town or its citizenry. The Town's policy for authorizing and spending investment income follows State statutes.

2. Proprietary Funds:

The focus of proprietary fund measurement is upon determination of operating income, changes in net position, financial position and cash flows. The generally accepted accounting principles applicable are those similar to businesses in the private sector. Operating revenues include charges for services, intergovernmental reimbursements and other miscellaneous fees which are a direct result of the proprietary activity. Nonoperating revenues are any revenues which are generated outside of the general proprietary activity, i.e. interest income. The following is a description of the proprietary funds of the Town:

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

a. Enterprise Funds are required to be used to account for operations for which a fee is charged to external users for goods or services and the activity (a) is financed with debt that is solely secured by a pledge of net revenues, (b) has third party requirements that the cost of providing services, including capital costs, be recovered with fees and charges or (c) established fees and charges based on a pricing policy designed to recover similar costs.

3. Fiduciary Funds:

Fiduciary funds are used to report assets held in a trustee or custodial capacity for others and therefore are not available to support Town programs. The reporting focus is on net assets and changes in net assets and is reported using accounting principles similar to proprietary funds.

The Town's fiduciary funds are presented in the fiduciary fund financial statements by type (private-purpose). Since by definition these assets are being held for the benefit of a third party (other local governments, private parties, etc.) and cannot be used to address activities or obligations of the government, these funds are not incorporated into the government-wide financial statements.

The emphasis in fund financial statements is on the major funds in either the governmental or business-type activities categories. Nonmajor funds by category are summarized into a single column. GASB Statement No. 34 sets forth minimum criteria (percentage of the assets, deferred outflows of resources, liabilities, deferred inflows of resources, revenues or expenses of either the fund category or the governmental and enterprise combined) for the determination of major funds. The nonmajor funds are combined in a column in the fund financial statements.

Basis of Accounting

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

1. Accrual

Governmental activities in the government-wide financial statements and fiduciary fund financial statements are presented on the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

2. Modified Accrual

The governmental fund financial statements are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e., both measurable and available. "Available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred. The exception to this general rule is that principal and interest on general obligation long-term debt, if any, is recognized when due.

Budget

The Town's policy is to adopt an annual budget for operations. The budget is presented on the modified accrual basis of accounting which is consistent with generally accepted accounting principles.

In accordance with Governmental Accounting Standards Board Statement No. 24, *Accounting and Reporting for Certain Grants and Other Financial Assistance*, payments made by the State of Maine to the Maine State Retirement System for teachers and certain other school employees are reported as offsetting revenues and expenditures of the education fund.

Revenues per budgetary basis	$ 10,522,970
Add: On-behalf payments	1,213,971
Total GAAP basis	$ 11,736,941
Expenditures per budgetary basis	$ 17,216,216
Add: On-behalf payments	1,213,971
Total GAAP basis	$ 18,430,187

The following procedures are followed in establishing budgetary data reflected in the financial statements:

1. Early in the second half of the year the Town prepares a budget for the fiscal year beginning July 1. The operating budget includes proposed expenditures and the means of financing them.

2. A meeting of the Town Council was called for the purpose of adopting the proposed budget after public notice of the meeting was given.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

3. The budget was adopted subsequent to passage by the inhabitants of the Town.

Deposits and Investments

The Town's cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with original maturities of three months or less from the date of acquisition.

It is the Town's policy to value investments at fair value. None of the Town's investments are reported at amortized cost. For purposes of the statement of cash flows, all highly liquid investments with a maturity of three months or less when purchased are considered to be cash equivalents. The Town Treasurer is authorized by State Statutes to invest all excess funds in the following:

- Obligations of the U.S. Government, its agencies and instrumentalities
- Certificates of deposit and other evidence of deposits at banks, savings and loan associations and credit unions
- Repurchase agreements
- Money market mutual funds

The Town of Lisbon has no formal investment policy but instead follows the State of Maine Statutes.

Receivables

Receivables include amounts due from governmental agencies, local businesses and an intermediary relending program. All receivables, with the exception of lease receivables, are current and therefore due within one year. Lease receivables are presented with both current and noncurrent portions. Receivables are reported net of an allowance for uncollectible accounts and revenues net of uncollectibles. Allowances are reported when accounts are proven to be uncollectible. The allowance for uncollectible accounts is estimated to be $201,416 as of June 30, 2023. Accounts receivable netted with allowances for uncollectible accounts were $1,089,321 for the year ended June 30, 2023.

Prepaid Items

Certain insurance and other payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items. The cost of prepaid items is recorded as expenditures/expenses when consumed rather than when purchased.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Inventories

Inventories of supplies are considered to be expenditures at the time of purchase and are not included in the general fund balance sheet. The school lunch fund inventory consists of school nutrition supplies and food on hand at the end of the year, valued at cost. The cost value is determined using the first-in, first-out (FIFO) method.

Inventories consist of expendable supplies held for consumption and are valued at cost which approximates market, using the first-in/first-out (FIFO) method. The costs of inventories are recorded as expenditures when used (consumption method).

Inventory of the Lisbon Water Department consists of various water materials and supplies.

Interfund Receivables and Payables

Transactions between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as “due to/from other funds”. While these balances are reported in fund financial statements, certain eliminations are made in the preparation of the government-wide financial statements. Any residual balances outstanding between governmental activities and business-type activities are reported in the governmental-wide financial statements as “internal balances”.

Transactions Between Funds

Legally authorized transfers are treated as interfund transfers and are included in the results of operations of governmental and business-type activities.

Capital Assets

Capital assets purchased or acquired with an original cost of $5,000 or more are reported at historical cost or estimated historical cost. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized. Infrastructure such as streets, traffic signals and signs are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. Depreciation on all assets is provided on the straight-line basis over the estimated useful lives.

The assets are valued at historical cost when available and estimated historical cost where actual invoices or budgetary data was unavailable. Donated capital assets are presented at their estimated fair market value on the date received. All retirements have been recorded by eliminating the net carrying values.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Infrastructure assets include roads, bridges, underground pipe (other than related to independently owned utilities), traffic signals, etc. These infrastructure assets are likely to be the largest asset class of the Town. The Town has not retroactively recorded infrastructure.

Estimated useful lives are as follows:

Buildings	20 - 50 years
Infrastructure	50 - 100 years
Machinery and equipment	3 - 50 years
Vehicles	3 - 25 years

Restricted Cash

As a condition of the 2010 and 2014 bond issues from the Maine Municipal Bond Bank, the proceeds must be spent on approved capital projects or be used to pay annual principal payments on the bond. As of December 31, 2022, cash received from the bond issues by the Lisbon Water Department totaling $701,176 was unspent and restricted.

Long-term Obligations

The accounting treatment of long-term obligations depends on whether the assets are used in governmental fund operations or proprietary fund operations and whether they are reported in the government-wide or fund financial statements.

All long-term obligations to be repaid from governmental and business-type resources are reported as liabilities in government-wide statements. The long-term obligations consist of bonds payable, notes from direct borrowings payable, accrued compensated absences, net pension liability and net OPEB liability.

Long-term debt for governmental funds is not reported as liabilities in the fund financial statements. The debt proceeds are reported as other financing sources and payment of principal and interest reported as expenditures. The accounting for proprietary funds is the same in the fund statements as it is in the government-wide statements.

Pensions

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions and pension expense, information about the fiduciary net position of the Maine Public Employees Retirement

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

System Participating Local District (PLD) Consolidated Plan and State Employee and Teacher (SET) Plan and additions to/deductions from the PLD Consolidated and SET Plans' fiduciary net position have been determined on the same basis as they are reported by the PLD Consolidated and SET Plans. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

OPEB

For purposes of measuring the net OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB, management received and relied on an actuarial report provided to them by the Maine Municipal Employees Health Trust (MMEHT), which determined the Town's fiduciary net position as a single employer defined benefit plan based on information provided solely by MMEHT to complete the actuarial report. Additions to/deductions from the MMEHT OPEB Plan's fiduciary net position have been determined on the same basis as they are reported by MMEHT. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms.

For purposes of measuring the total OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB, management received and relied on an actuarial report provided to them by the Maine Education Association Benefits Trust (MEABT), which determined the School's fiduciary net position as a single employer defined benefit plan based on information provided solely by MEABT to complete the actuarial report. Additions to/deductions from the MEABT OPEB Plan's fiduciary net position have been determined on the same basis as they are reported by MEABT. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms.

For purposes of measuring the net OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB and OPEB expense, information about the fiduciary net position of the State Employee and Teacher (SET) Plan and additions to/deductions from the SET Plan's fiduciary net position have been determined on the same basis as they are reported by the SET Plan. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Net Position

Net position represents the difference between all other elements in a statement of financial position. Net investment in capital assets consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowing used for those assets and adding back unspent proceeds. Net position is reported as restricted when there are limitations imposed on its use either through enabling legislations adopted by the Town or through external restrictions imposed by creditors, grantors or laws or regulations of other governments. Unrestricted net position is the net amount of the assets, deferred outflows of resources, liabilities and deferred inflows of resources that are not included in the determination of net investment in capital assets or restricted net position.

Fund Balances

In the fund financial statements, fund balance for governmental funds is reported in classifications that comprise a hierarchy based primarily on the extent to which the Town is bound to honor constraints on the specific purpose for which amounts in the funds can be spent. Fund balance is reported in five components - nonspendable, restricted, committed, assigned and unassigned.

Nonspendable - This includes amounts that cannot be spent either because they are not in spendable form or because they are legally or contractually required to be maintained intact.

Restricted - This includes amounts that can be spent only for specific purposes because of constitutional provisions or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors or the laws or regulations of other governments.

Committed - This includes amounts that can be used only for specific purposes determined by a formal action of the inhabitants of the Town. The inhabitants of the Town through Town meetings are the highest level of decision-making authority of the Town. Commitments may be established, modified or rescinded only through a Town meeting vote.

Assigned - This includes amounts that do not meet the criteria to be classified as restricted or committed but that are intended to be used for specific purposes. The authority for assigning fund balance is given by the Charter and expressed by the Town Council.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Unassigned - This includes all other spendable amounts. The general fund is the only fund that reports a positive unassigned fund balance amount. Other governmental funds besides the general fund can only report a negative unassigned fund balance amount.

When an expenditure is incurred for purposes for which both restricted and unrestricted fund balances are available, the Town considers restricted funds to have been spent first. When an expenditure is incurred for which committed, assigned or unassigned fund balances are available, the Town considers amounts to have been spent first out of committed funds, then assigned funds and finally unassigned funds, as needed, unless the Town meeting vote has provided otherwise in its commitment or assignment actions.

Deferred Outflows and Inflows of Resources

In addition to assets, the statement of financial position and/or balance sheet will at times report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The Town has two types of this item, deferred outflows related to pensions and deferred outflows related to OPEB. These items are reported in the statement of net position.

In addition to liabilities, the statement of financial position and or balance sheet will at times report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The Town has deferred tax revenues, which arises only under a modified accrual basis of accounting that qualifies for reporting in this category. Accordingly, this item is reported in the governmental funds balance sheet. Prepaid taxes also qualify for reporting in this category. This item is reported in both the statements of net position and governmental funds balance sheet. Regulatory reserves, deferred inflows related to leases, deferred inflows related to pensions and deferred inflows related to OPEB qualify for reporting in this category as well. These items are reported only in the statement of net position. All items in this category are deferred and recognized as an inflow of resources in the period that the amounts become available.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Revenue Recognition - Property Taxes - Modified Accrual Basis

The Town's property tax for the current year was levied July 27, 2022 on the assessed value listed as of April 1, 2022, for all real and personal property located in the Town. Taxes were due in two installments on September 15, 2022 and March 15, 2023. Interest on unpaid taxes commenced on September 16, 2022 and March 16, 2023, at 4% per annum.

Property tax revenues are recognized when they become available. Available includes those property tax receivables expected to be collected within sixty days after year end. The remaining receivables have been recorded as deferred revenues.

The Town is permitted by the laws of the State of Maine to levy taxes up to 105% of its net budgeted expenditures for the related fiscal period. The amount raised in excess of 100% is referred to as overlay and amounted to $225,256 for the year ended June 30, 2023.

Tax liens are placed on real property within twelve months following the tax commitment date if taxes are delinquent. The Town has the authority to foreclose on property eighteen months after the filing of the lien if tax liens and associated costs remain unpaid.

Program Revenues

Program revenues include all directly related income items applicable to a particular program (charges to customers or applicants for goods, services or privileges provided, operating or capital grants and contributions, including special assessments).

Operating/Nonoperating Proprietary Fund Revenues

Operating revenues consist mainly of direct revenue sources and/or charges for services applicable to that fund’s ongoing operations. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

Encumbrance Accounting

Encumbrances are not liabilities and, therefore, are not recorded as expenditures until receipt of material or service. For budgetary purposes, appropriations lapse at fiscal year-end. The Town does not utilize encumbrance accounting for its general fund.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Use of Estimates

During the preparation of the Town's financial statements, management is required to make estimates and assumptions that affect the reported amounts of assets, liabilities and disclosure of contingent items as of the date of the financial statements and the reported amounts of revenues and expenses/expenditures during the reporting period. Actual results may differ from these estimates.

NOTE 2 - DEPOSITS AND INVESTMENTS

State statutes require that all investments made by the Town consider the safe and sound investment of principal and preservation of capital in the overall portfolio, maintenance of sufficient liquidity to meet day-to-day operations and other cash requirements and maximization of income, within established investment risk guidelines, with consistent cash flows throughout the budgetary cycle. These investment policies apply to all Town funds.

Deposits:

Custodial credit risk for deposits is the risk that, in the event of a failure of a depository financial institution, the Town will not be able to recover its deposits. The Town maintains deposits in qualifying financial institutions that are a member of the FDIC or NCUSIF as defined in Title 30-A, Section 5706 of the Maine Revised Statutes.

At June 30, 2023, the Town's cash balances amounting to $17,472,732 were comprised of bank deposits and cash equivalents of $15,822,331. Bank deposits and cash equivalents are adjusted primarily by outstanding checks and deposits in transit to reconcile to the Town's cash and cash equivalents balance. Of these bank deposits, all were fully insured by federal depository insurance or were collateralized with securities held by the financial institution in the Town's name and consequently were not exposed to custodial credit risk.

Account Type	Bank Balance
Checking accounts	$ 91,000
Savings accounts	64,732
Sweep accounts	4,683,350
ICS accounts	9,698,940
Cash equivalents	1,284,309
	$ 15,822,331

NOTE 2 - DEPOSITS AND INVESTMENTS (CONTINUED)

Investments:

Custodial credit risk for investments is that, in the event of failure of the counterparty, the Town will not be able to recover the value of its investments or collateral securities that are in possession of an outside party. Currently, the Town does have a policy for custodial credit risk for investments, but the Town seeks to minimize custodial credit risk by doing business with authorized institutions, depositories and broker/dealers. The Town's certificates of deposit held with local financial institutions for $20,082 were fully insured by federal depository insurance and consequently were not exposed to custodial credit risk

Interest rate risk - is the risk that changes in interest rates will adversely affect the fair value of an investment. The Town does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from fluctuations in interest rates. Certificates of deposit held with local financial institutions for $20,082 are excluded from interest rate risk as these investments are considered held to maturity and are therefore not measured at fair value

At June 30, 2023, the Town had $20,082 in investments.

Fair Value Hierarchy

The Town categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. Certificates of deposit held with local financial institutions for $20,082 are excluded from the fair value hierarchy as these investments are considered held to maturity and are therefore not measured at fair value. The Town has the following recurring fair value measurements as June 30, 2023:

	June 30, 2023 Total
Cash equivalents measured at the net asset value (NAV)	
Money market mutual funds	$ 1,284,309
Total cash equivalents measured at the NAV	$ 1,284,309

The fair value of money market mutual funds that are measured at NAV per share (or its equivalent) is calculated as of June 30, 2023 in a manner consistent with the Financial Accounting Standards Board's measurement principles for investment companies.

NOTE 2 - DEPOSITS AND INVESTMENTS (CONTINUED)

Credit risk - Statutes for the State of Maine authorize the Town to invest in obligations of the U.S. Treasury, agencies and instrumentalities, other states and Canada, provided such securities are rated within the three highest grades by an approved rating service of the State of Maine, corporate stocks and bonds within statutory limits, financial institutions, mutual funds and repurchase agreements. The Town does not have an investment policy on credit risk. Generally, the Town invests excess funds in ICS accounts and money market funds.

NOTE 3 - INTERFUND RECEIVABLES AND PAYABLES

Interfund balances at June 30, 2023 consisted of the following individual fund receivables and payables:

	Receivables (Due From)	Payables (Due To)
General Fund	$ 1,775,525	$ 6,979,384
Education Fund	406,987	536,426
Loan Program	-	445,685
USDA Road Loan Grant CIP	60,709	-
Treatment Plant Fund	2,381,674	-
Ferry Road Fund	740,364	-
Nonmajor Special Revenue Funds	3,117,465	669,463
Nonmajor Capital Projects Funds	272,185	123,951
	$ 8,754,909	$ 8,754,909

The result of amounts owed between funds is considered to be in the course of normal operations by the Town. Reconciliation of the amounts owed between funds may or may not be expected to be repaid within one year in their entirety due to the recurring nature of these transactions during operations.

NOTE 4 - INTERFUND TRANSFERS

At June 30, 2023, the Town had the following interfund transfers:

	Transfers From	Transfers To
General Fund	$ -	$ 8,712,275
Education Fund	7,770,450	231,000
Nonmajor Special Revenue Funds	961,825	-
Nonmajor Capital Projects Funds	211,000	-
	$ 8,943,275	$ 8,943,275

Interfund transfers are the results of legally authorized activity and are considered to be in the course of normal operations.

NOTE 5 - CAPITAL ASSETS

The following is a summary of changes in capital assets for the year ended June 30, 2023:

	Balance 7/1/22 (Restated)	Additions	Disposals	Balance 6/30/23
Governmental activities:				
Non-depreciated assets:				
Land	$ 1,048,575	$ -	$ -	$ 1,048,575
Construction in progress	6,463,482	1,781,073	(289,693)	7,954,862
	7,512,057	1,781,073	(289,693)	9,003,437
Depreciated assets:				
Land improvements	520,153	-	-	520,153
Buildings and improvements	33,124,017	560,799	(26,698)	33,658,118
Equipment and vehicles	9,870,108	261,394	(390,223)	9,741,279
Infrastructure	24,642,108	1,760,291	-	26,402,399
	68,156,386	2,582,484	(416,921)	70,321,949
Less: accumulated depreciation	(43,019,313)	(2,047,729)	408,451	(44,658,591)
	25,137,073	534,755	(8,470)	25,663,358
Net capital assets	$32,649,130	$ 2,315,828	$ (298,163)	$34,666,795

Current year depreciation:	
General government	$ 171,496
Education	809,025
Public safety	211,319
Public works including infrastructure	855,889
Total depreciation expenses	$ 2,047,729

NOTE 5 - CAPITAL ASSETS (CONTINUED)

	Balance, 1/1/22	Additions	Disposals	Balance, 12/31/22
Business-type activities:				
Non-depreciated assets:				
Land	$ 94,002			$ 94,002
Construction in progress	177,385	827,434	-	1,004,819
	271,387	827,434	-	1,098,821
Depreciated assets:				
Structures and improvements	1,571,780	-	-	1,571,780
Wells and springs	220,805	-	-	220,805
Pumping equipment	595,537	34,610	(19,000)	611,147
Water treatment equipment	923,890	21,426	(9,000)	936,316
Reservoir	159,421	-	-	159,421
Mains	4,232,778	950,305	-	5,183,083
Services	586,375	63,376	-	649,751
Meters	480,381	44,354	(20,000)	504,735
Hydrants	345,601	41,479	(1,000)	386,080
Office furniture and fixtures	14,672	-	-	14,672
Transportation	126,923	97,265	(81,974)	142,214
Tools and shop equipment	41,789	-	-	41,789
Laboratory	4,347	-	-	4,347
Communications equipment	143,500	-	-	143,500
Miscellaneous equipment	58,441	13,343	-	71,784
	9,506,240	1,266,158	(130,974)	10,641,424
Less: accumulated depreciation	(3,716,980)	(269,788)	130,974	(3,855,794)
Net capital assets	5,789,260	996,370	-	6,785,630
Total net capital assets	$ 6,060,647	$ 1,823,804	$ -	$ 7,884,451

NOTE 6 - LEASES RECEIVABLE

A summary of the leases receivable for the year ended December 31, 2022 is as follows:

	Balance, 1/1/22 (Restated)	Additions	Reductions	Balance, 12/31/22	Due within one year
Leases receivable	$ 445,980	$ -	$ (59,767)	$ 386,213	$ 65,076

The following is a summary of the leases receivable as of December 31, 2022:

In 2003, the Department entered into a cell phone tower lease with T-Mobile. Under the terms of the agreement, T-Mobile pays the Department a monthly lease payment for the right to have its cell phone tower on one of the Department's standpipes. The lease automatically renews annually unless either party terminates the agreement.	$ 158,772
In 2004, the Department entered into a cell phone tower lease with Verizon Wireless. Under the terms of the agreement, Verizon Wireless pays the Department a monthly lease payment for the right to have its cell phone tower on one of the Department's standpipes. The lease automatically renews annually unless either party terminates the agreement. The lease payment increases 3% annually.	227,441
Total leases receivable	$ 386,213

The following is a summary of outstanding leases receivable requirements for the fiscal years ending December 31, 2022:

	Business-type Activities		
	T- Mobile	Verizon	Total
2023	$ 29,904	$ 35,172	$ 65,076
2024	30,804	36,228	67,032
2025	31,728	37,320	69,048
2026	32,676	38,436	71,112
2027	33,660	39,588	73,248
2028	-	40,697	40,697
	$ 158,772	$ 227,441	$ 386,213

The deferred revenue related to leases associated with these receivables are amortized accordingly for the term of each lease and the activity is recognized on the Statement of Revenues, Expenses and Changes in Net Position.

NOTE 7 - LONG-TERM DEBT

The following is a summary of changes in long-term debt for the year ended June 30, 2023:

	Balance 7/1/22 (Restated)	Additions	Reductions	Balance 6/30/23	Current Portion
Governmental activities:					
Bonds payable	$11,454,591	$ -	$ (1,375,312)	$10,079,279	$ 1,562,438
Notes from direct borrowings payable	1,956,015	-	(282,468)	1,673,547	252,281
Totals	$13,410,606	$ -	$ (1,657,780)	$11,752,826	$ 1,814,719

The following is a summary of changes in long-term debt for the water department for the year ended December 31, 2020:

	Balance, 1/1/22	Additions	Reductions	Balance, 12/31/22	Due within one year
Business-type Activities:					
Bonds payable	$ 2,839,885	$ -	$ (405,767)	$ 2,434,118	$ 411,618

The following is a summary of the outstanding bonds payable:

Bonds Payable:	Governmental Activities Town	Governmental Activities School
$12,899,710, 2004B General Obligation Bond due in annual principal installments and semiannual interest installments through November 2024. Interest is charged at a fixed rate varying from 3.00% to 4.677% per annum. Annual principal installments are $644,985.	$ -	$ 1,289,972
$350,000, 2004FR General Obligation Bond due in annual principal installments and semiannual interest installments through April 2024. Interest is charged at a fixed rate of 1.93% per annum. Annual principal installments are $17,500.	17,500	-
$500,000, 2005FR General Obligation Bond due in annual principal installments and semiannual interest installments through October 2025. Interest is charged at a fixed rate of 1.43% per annum. Annual principal installments are $25,000.	75,000	-

NOTE 7 - LONG TERM DEBT (CONTINUED)

	Governmental Activities	
	Town	School
$1,070,000, 2010R General Obligation Bond due in annual principal installments and semiannual interest installments through November 2030. Interest is charged at a fixed rate varying from 3.36% to 5.75% per annum. Annual principal installments are $102,000.	429,380	-
$5,695,714, 2014B General Obligation Bond due in annual principal installments and semiannual interest installments through November 2034. Interest is charged at a fixed rate from 0.430% to 3.786% per annum. Annual principal installments are $284,786.	-	3,417,427
$500,000, 2014B General Obligation Bond due in annual principal installments and semiannual interest installments through November 2024. Interest is charged at a fixed rate varying from 0.43% to 2.65% per annum. Annual principal installments are $50,000.	-	100,000
$1,500,000, 2017B General Obligation Bond due in annual principal installments and semiannual interest installments through November 2027. Interest is charged at a fixed rate varying from 1.263% to 2.710% per annum. Annual principal installments are $150,000.	750,000	-
$1,500,000, 2020A General Obligation Bond due in annual principal installments and semiannual interest installments through November 2030. Interest is charged at a fixed rate varying from 1.19% to 1.74% per annum. Annual principal installments are $150,000.	1,200,000	-
$2,800,000 2022 General Obligation Bond due in annual principal installments and semiannual interest installments through May of 2038. Interest is charged at a fixed rate of 2.4200% to 3.8910 per annum. Annual principal installments are $186,667.	2,800,000	-
Total Bonds Payable	$ 5,271,880	$ 4,807,399

NOTE 7 - LONG TERM DEBT (CONTINUED)

	Business-type Activities
Bonds payable:	
2005 Bond payable to Maine Municipal Bond Bank, due in annual principal and interest payments of $174,937. Interest is charged at an annual fixed rate of 2.05% per annum. Maturity in 2024.	$ 340,813
2005 Bond payable to Maine Municipal Bond Bank, due in annual principal payments of $19,650. Interest is charged at a varying annual fixed rate from 3.0% to 5.0% per annum. Maturity in 2025.	58,950
2010 Bond payable to Maine Municipal Bond Bank, due in annual principal payments of $48,500. Interest is charged at a varying annual fixed rate from 4.01% to 5.75% per annum. Maturity in 2030.	388,000
2014 Bond payable to Maine Municipal Bond Bank, due in annual principal and interest payments of $44,254. Interest is charged at a varying annual fixed rate from 0.43% to 3.79% per annum. Maturity in 2034.	430,131
2020 Bond payable to Maine Municipal Bond Bank, due in annual principal and interest payments of $141,014 to $160,298. Interest is charged at a varying annual fixed rate from 1.19% to 1.74% per annum. Maturity in 2030.	1,216,224
Total bonds payable	$ 2,434,118

In 2010, the Town issued a Series 2010R Public Improvement Qualified School Construction Bond for $350,000. This bond is eligible for federal interest subsidy payments equal to 92.9% of the true interest cost of the bond as provided in the American Recovery and Reinvestment Act (ARRA) and the Hiring Incentives to Restore Employment (HIRE) Act.

Due to mandatory federal spending cuts that went into effect March 1, 2013 with sequestration, the federal interest subsidy payments are being adjusted downward. The current sequestration reduction rate is 5.7 percent and is subject to change at any time. The total financial impact to the Town is unknown.

NOTE 7 - LONG TERM DEBT (CONTINUED)

The following is a summary of the outstanding notes from direct borrowings payable:

Notes from Direct Borrowings Payable:	Governmental Activities	
	Town	School
On December 15, 2014, the Town entered into two governmental Qualified Energy Conservation Bond (QECB) leases totaling $1,661,786. These are lease financing agreements that are secured by all equipment and controls associated with the heating system, lighting, ventilation, building envelop and relate energy upgrades at various Town facilities including the Lisbon High School, Middle School, Community School and Central Office. The Town is obligated to made annual debt service fund payments totaling $154,586 through December 2031.	$ -	$ 1,028,653
On December 15, 2014, the Town entered into a governmental Qualified Zone Academy Bond (QZAB) lease for $858,737. This is a lease financing agreement that is secured by all equipment associated with the upgrading of boilers, lighting, heat pumps, destratification fans, pellet handling and related energy improvements at school facilities including Lisbon High School, Middle School, Community School and Central Office. The Town is obligated to make annual debt service fund payments of $50,514 through December 2031. The scheduled payments by the Town assume projected earnings at a fixed rate of 5.63 percent. If the trustee fails to earn projected amounts, the Town will pay, in addition to its scheduled payments, the amount such that total payments in the Debt Service Fund will equal $858,737. Any additional financial impact to the Town is unknown.	-	454,625
2022 Capital lease for $93,785 that is secured by a school bus. Principal and interest payments due annually of $32,336. The fixed annual interest rate is 3.196% per annum. Maturity date of July 2024.	-	63,423
2022 Capital lease for $93,785 that is secured by a school bus. Principal and interest payments due annually of $32,336. The fixed annual interest rate is 3.196% per annum. Maturity date of July 2024.	-	63,423
2022 Capital lease for $93,785 that is secured by a school bus. Principal and interest payments due annually of $32,336. The fixed annual interest rate is 3.196% per annum. Maturity date of July 2024.	-	63,423
Total Notes from Direct Borrowings Payable	$ -	$ 1,673,547

NOTE 7 - LONG TERM DEBT (CONTINUED)

On October 9, 2014, the Internal Revenue Service announced that effective October 1, 2014, QECB subsidy payments processed in FY2015 would be reduced by 7.3% because of sequestration. QECB sequestration was originally set to expire at the end of FY2021 but has since been extended twice, first through FY2023 and then, under legislation passed in February 2014, through FY2024. The sequestration reduction rate will be applied unless and until a law is enacted that cancels or otherwise impacts the sequester, at which time the sequestration reduction rate is subject to change. The financial impact to the Town is unknown.

The annual principal and interest requirements to amortize the bonds and notes from direct borrowings payable are as follows:

	Governmental Activities				
	Bonds payable		Notes from direct borrowings payable		Total Debt
	Principal	Interest	Principal	Interest	Service
2024	$ 1,562,438	$ 289,785	$ 252,281	$ 53,495	$ 2,157,999
2025	1,544,938	201,855	260,118	45,658	2,052,569
2026	849,952	204,062	171,222	37,545	1,262,781
2027	824,952	182,739	176,567	32,201	1,216,459
2028	824,853	160,446	182,141	26,626	1,194,066
2029-2033	2,968,222	504,207	631,218	47,747	4,151,394
2034-2038	1,503,924	110,164	-	-	1,614,088
	$ 10,079,279	$ 1,653,258	$ 1,673,547	$ 243,272	$ 13,649,356

	Business-type Activities		
	Principal	Interest	Total
2023	$ 411,618	$ 60,768	$ 472,386
2024	448,849	53,110	501,959
2025	249,222	43,967	293,189
2026	232,726	38,446	271,172
2027	236,076	32,425	268,501
2028-2032	811,905	69,975	881,880
2033-2034	43,722	4,835	48,557
	$ 2,434,118	$ 303,526	$ 2,737,644

NOTE 7 - LONG TERM DEBT (CONTINUED)

No interest costs were capitalized during the period. The amount of interest costs incurred and charged to expense for the year ended December 31, 2022 were $68,912.

All bonds and notes from direct borrowings payable are direct obligations of the Town, for which its full faith and credit are pledged. The Town is not obligated for any special assessment debt. All debt is payable from taxes levied on all taxable property within the Town.

NOTE 8 - OTHER LONG-TERM OBLIGATIONS

A summary of other long-term obligations for the year ended June 30, 2023 is as follows

	Balance 7/1/22	Additions	Reductions	Balance 6/30/23	Current Portion
Governmental activities:					
Accrued compensated absences	$ 453,390	$ 380,141	$ -	$ 833,531	$ 208,383
Net pension liability	2,501	2,849,071	(906,054)	1,945,518	-
Net OPEB liability	3,769,261	393,366	(2,408)	4,160,219	-
Totals	$ 4,225,152	$ 3,622,578	$ (908,462)	$ 6,939,268	$ 208,383

	Balance, 1/1/22	Additions	Reductions	Balance, 12/31/22	Due within one year
Business-type Activities:					
Accrued compensated absences	$ 18,027	$ -	$ (2,290)	$ 15,737	$ 3,934
Net pension liability	(15,089)	203,493	(24,564)	163,840	-
Net OPEB liability	36,012	22,393	(34,659)	23,746	-
	$ 38,950	$ 225,886	$ (61,513)	$ 203,323	$ 3,934

Please see Notes 9, 19 and 20 for detailed information on each of the other long-term obligations.

NOTE 9 - ACCRUED COMPENSATED ABSENCES

The Town's policies regarding vacation and sick time do permit employees to accumulate earned but unused vacation and sick leave. The liability for these compensated absences is recorded as long-term obligations in the government-wide financial statements. In the fund financial statements, governmental funds report only the compensated absence liability payable from expendable available financial resources, while the proprietary funds report the liability as it is incurred. As of June 30, 2023, the Town's liability for compensated absences is $849,268.

NOTE 10 - NET INVESTMENT IN CAPITAL ASSETS

The following is the calculation of the net investment in capital assets for the Town at June 30, 2023 and the business-type activities at December 31, 2021:

	Governmental Activities 6/30/2023	Business-type Activities 12/31/2022
Invested in capital assets	$ 79,325,386	$ 11,740,245
Accumulated depreciation	(44,658,591)	(3,855,794)
Outstanding capital related debt	(13,848,887)	(2,434,118)
Significant unspent bond proceeds	-	701,176
	$ 20,817,908	$ 6,151,509

NOTE 11 - RESTRICTED NET POSITION

At June 30, 2023, the Town had the following restricted net position:

Education Fund	$ 2,385,947
Loan Program Fund	727,887
Nonmajor Special Revenue Funds	2,298,280
Nonmajor Permanent Funds	29,736
	$ 5,441,850

NOTE 12 - NONSPENDABLE FUND BALANCES

At June 30, 2023, the Town had the following nonspendable fund balances:

General Fund :		
Prepaid Items	$	21,515
Loan Program Fund:		
Notes Receivable		104,806
Nonmajor Special Revenue Funds		21,029
Nonmajor Permanent Funds		1,118
	$	148,468

NOTE 13 - RESTRICTED FUND BALANCES

At June 30, 2023, the Town had the following restricted fund balances:

Education Fund	$	2,385,947
Loan Program Fund		623,081
Nonmajor Special Revenue Funds		2,277,251
Nonmajor Permanent Funds		28,618
	$	5,314,897

NOTE 14 - COMMITTED FUND BALANCES

At June 30, 2023, the Town had the following committed fund balances:

General Fund:		
Transfer to Capital Projects Funds	$	1,800,000
USDA Road Loan Grant CIP		60,709
Treatment Plant Fund		2,955,702
School Capital Fund		740,364
Nonmajor Special Revenue Funds		1,037,852
Nonmajor Capital Projects Funds		272,185
	$	6,866,812

NOTE 15 - ASSIGNED FUND BALANCES

At June 30, 2023, the Town had the following assigned fund balances:

General Fund:		
Planning Board	$	10,000
Police department		8,000
Fire department		14,027
Parks and recreation		1,900
Economic development		1,000
Public works		14,000
Nonmajor Special Revenue Funds		404,577
	$	453,504

NOTE 16 - DEFICIT FUND BALANCES

At June 30, 2023, the Town had the following deficit fund balances:

Nonmajor Special Revenue Funds:		
Waste Diversion	$	911
2023 Full Plate		10,196
School Federal and Other Programs		636,220
LL Spear Memorial		65
PD 2017 HSG		410
Police Federal Asset Forfeiture		3,787
PW Dually Truck		48,265
Generator Pad Reserve		63,469
Town Buildings		48,609
HSG PD Grant		1,466
Condemned Building		2,198
Wellness Grant		452
49 Frost Hill		3,093
Sabattus Law Grant		2,760
Brownfields Grant		22,010
Maine Community Foundation		2,698
Nonmajor Capital Projects Fund:		
Parks and Recreation Equipment Replacement		87,880
Public Works Salt Shed		35,500
Police Cruiser		571
	$	970,560

NOTE 17 - EXPENDITURES OVER APPROPRIATIONS

The Town had the following overspent appropriations at June 30, 2023:

Transfers to other funds	$ 597,382

NOTE 18 - OVERLAPPING DEBT

The Town is contingently liable for its proportionate share of any defaulted debt by entities of which it is a member. At June 30, 2023, the Town had the following overlapping debt.

	Outstanding Debt	Town's Percentage	Total Share
County of Androscoggin	$ 744,442	6.69%	$ 49,803

NOTE 19 - DEFINED BENEFIT PENSION PLANS

MAINE PUBLIC EMPLOYEES' RETIREMENT SYSTEM

PARTICIPATING LOCAL DISTRICT CONSOLIDATED PLAN

Plan Description

Town employees contribute to the Maine Public Employees Retirement System (MainePERS), a cost-sharing multiple-employer defined benefit pension plan established by the Maine State Legislature. Title 5 of the Maine Revised Statutes Annotated assigns the authority to establish and amend benefit provisions to the Participating Local District (PLD) Consolidated Plan's advisory group, which reviews the terms of the plan and periodically makes recommendations to the Legislature to amend the terms. The Maine Public Employees Retirement System issues a publicly available financial report that includes financial statements and required supplementary information for the Consolidated Plan. That report may be obtained online at www.mainepers.org or by contacting the System at (207) 512-3100.

Benefits Provided

The Maine Public Employees Retirement System provides retirement and disability benefits, annual cost-of-living adjustments and death benefits to plan members and beneficiaries. The System's retirement programs provide defined retirement benefits based on members' average final compensation and service credit earned as of retirement. Vesting (i.e., eligibility for benefits upon reaching qualification) occurs upon

NOTE 19 - DEFINED BENEFIT PENSION PLANS (CONTINUED)

the earning of five years of service credit (effective October 1, 1999, the prior ten year requirement was reduced by legislative action to five years for employees of PLDs). In some cases, vesting occurs on the earning of one year of service credit immediately preceding retirement at or after normal retirement age. For PLD members, normal retirement age is 60 or 65. The monthly benefit of members who retire before normal retirement age by virtue of having at least 25 years of service credit is reduced by a statutorily prescribed factor for each year of age that a member is below her/his normal retirement age at retirement. The System also provides disability and death benefits which are established by contract with PLD employers under applicable statutory provisions. As of June 30, 2022, there were 311 employers in the plan.

Upon termination of membership, members' accumulated employee contributions are refundable with interest, credited in accordance with statute. Withdrawal of accumulated contributions results in forfeiture of all benefits and membership rights. The annual rate of interest credited to members' accounts is set by the System's Board of Trustees and is currently 1.52%.

Contributions

Retirement benefits are funded by contributions from members and employers and by earnings on investments. Disability and death benefits are funded by employer normal cost contributions and by investment earnings. The Town's AC plan members are required to contribute 7.60% of their annual covered salary and the Town's 2C plan members are required to contribute 8.20% of their annual salary. The Town is required to contribute at an actuarially determined rate. The current rate is 10.20% for the AC plan and 11.40% for the 2C plan of covered payroll. The contribution rates of plan members and the Town are established and may be amended by the Maine Public Employee Retirement Systems advisory group. The Town's contribution to the MainePERS PLD Consolidated Plan for the year ended June 30, 2023 was $553,372. The Lisbon Water Department's contribution to the MainePERS PLD Consolidated Plan for the year ended December 31, 2022 was $45,531.

STATE EMPLOYEE AND TEACHER PLAN

Plan Description

All school teachers, plus other qualified educators, participate in the Maine Public Employees Retirement System's (MainePERS) State Employee and Teacher (SET) Plan. The teacher's program is a multi-employer cost-sharing plan with a special requirement was reduced by legislative action to five years for State employees and teachers). In some cases, vesting occurs on the earning of one year of service credit immediately preceding retirement at or after normal retirement age. Normal retirement

NOTE 19 - DEFINED BENEFIT PENSION PLANS (CONTINUED)

age for State employees and teachers is age 60, 62 or 65. The normal retirement age is determined by whether a member had met certain creditable service requirements on specific dates, as established by statute. The monthly benefit of members who retire before normal retirement age by virtue of having at least 25 years of service credit is reduced by a statutorily prescribed factor for each year of age that a member is below her/his normal retirement age at retirement. The System also provides disability and death benefits which are established by statute for State employee and teacher members and by contract with other participating employers under applicable statutory provisions. As of June 30, 2022, there were 239 employers, including the State of Maine, participating in the plan.

Upon termination of membership, members' accumulated employee contributions are refundable with interest, credited in accordance with statute. Withdrawal of accumulated contributions results in forfeiture of all benefits and membership rights. The annual rate of interest credited to members' accounts is set by the System's Board of Trustees and is currently 1.52%.

Contributions

Retirement benefits are funded by contributions from members and employers and by earnings on investments. The Town's teachers are required to contribute 7.65% of their compensation to the retirement system. The Town's payroll for teachers covered by this program was approximately $8,950,762 for the year ended June 30, 2023. Title 5 of the Maine Revised Statutes Annotated requires the State to contribute 14.29% of the Town's contractually required contributions, which are actuarially determined as an amount that, when combined with employee contributions, is expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability (UAL). Contributions paid by the State were approximately $1,213,971 for the year ended June 30, 2023. Title 5 of the Maine Revised Statutes Annotated also requires the Town to contribute at an actuarially determined normal cost rate of 3.84%, which totaled $343,556 for 2023. In addition, the Town is required to contribute toward the UAL of the plan and pay a small percentage of payroll towards the administrative costs for federally funded teachers, which amounts to 14.89% of compensation and totaled $67,827 the year ended June 30, 2023.

NOTE 19 - DEFINED BENEFIT PENSION PLANS (CONTINUED)

Pension Liabilities

PLD Consolidated Plan

At June 30, 2023, the Town reported a liability of $1,518,101 and the Lisbon Water Department reported a liability of $163,840 for its proportionate share of the net pension liabilities for the plan. The net pension liabilities were measured as of June 30, 2022 and the total pension liabilities used to calculate the net pension liabilities were determined by an actuarial valuation as of that date. The Town's proportion of the net pension liabilities were based on a projection of the Town's long-term share of contributions to each pension plan relative to the projected contributions of all PLDs, actuarially determined. At June 30, 2022, the Town's proportion was 0.571069%, which was an increase of 0.012469% from its proportion measured as of June 30, 2021. The Lisbon Water Department's proportion at June 30, 2022 was 0.061632%, which was an increase of 0.01468% from its proportion measured as of June 30, 2021.

SET Plan

At June 30, 2023, the Town reported a liability for its proportionate share of the net pension liability that reflected a reduction for State pension support provided to the Town. The amount recognized by the Town as its proportionate share of the net pension liability, the related State support and the total portion of the net pension liability that was associated with the Town were as follows:

Town's proportionate share of the net pension liability	$	427,417
State's proportionate share of the net pension liability associated with the Town		8,686,714
Total	$	9,114,131

The net pension liability was measured as of June 30, 2022 and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Town's proportion of the net pension liability was based on a projection of the Town's long-term share of contributions to the pension plan relative to the projected contributions of all participating school units and the State actuarially determined. At June 30, 2022, the Town's proportion was 0.028783%, which was an increase of 0.007254% from its proportion measured as of June 30, 2021.

NOTE 19 - DEFINED BENEFIT PENSION PLANS (CONTINUED)

Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

For the year ended June 30, 2023, the Town recognized total pension expense of $52,221 for the PLD plan and net expense of $1,885,068 and revenue of $1,493,455 for support provided by the State of Maine for the SET plan. For the year ended December 31, 2022, the Lisbon Water Department recognized net pension expense of $47,533. At June 30, 2023, the Town reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Town				Lisbon Water Department	
	PLD Plan		SET Plan		PLD Plan	
	Deferred Outflows of Resources	Deferred Inflows of Resources	Deferred Outflows of Resources	Deferred Inflows of Resources	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	$ 282,129	$ -	$ 21,292	$ -	$ 30,449	$ -
Changes of assumptions	308,122	-	82,994	-	33,254	-
Net difference between projected and actual earnings on pension plan investments	-	637,155	-	84,181	-	68,765
Changes in proportion and differences between contributions and proportionate share of contributions	22,736	8,760	77,615	46,144	27,338	2,286
Contributions subsequent to the measurement date	553,372	-	411,382	-	21,300	-
Total	$ 1,166,359	$ 645,915	$ 593,283	$ 130,325	$ 112,341	$ 71,051

$553,372 for the PLD plans and $411,382 for the SET plan were reported as deferred outflows of resources related to pensions resulting from Town contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the years ended June 30, 2024 or December 31, 2023 for the Lisbon Water Department. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

NOTE 19 - DEFINED BENEFIT PENSION PLANS (CONTINUED)

	Town		Lisbon Water Department
	PLD Plan	SET Plan	PLD Plan
Year ended June 30:			
2023	$ 194,024	$ 45,203	$ 32,041
2024	(130,380)	(8,109)	(1,629)
2025	(395,836)	(25,221)	(42,720)
2026	299,264	39,704	32,298
2027	-	-	-
Thereafter	-	-	-

Actuarial Methods and Assumptions

The respective collective total pension liability for the plans was determined by an actuarial valuation as of June 30, 2022, using the following methods and assumptions applied to all periods included in the measurement:

Actuarial Cost Method

The Entry Age Normal actuarial funding method is used to determine costs. Under this funding method, the total employer contribution rate consists of two elements: the normal cost rate and the unfunded actuarial liability (UAL) rate.

The individual entry age normal method is used to determine liabilities. Under the individual entry age normal method, a normal cost rate is calculated for each employee. This rate is determined by taking the value, as of age at entry into the plan, of the member's projected future benefits and dividing it by the value, also as of the member's entry age, of his or her expected future salary. The normal cost for each member is the product of the member’s pay and normal cost rate. The normal cost for the group is the sum of the normal costs for all members.

Experience gains and losses, i.e., decreases or increases in liabilities and/or in assets when actual experience differs from the actuarial assumptions, affect the unfunded actuarial accrued liability.

NOTE 19 - DEFINED BENEFIT PENSION PLANS (CONTINUED)

Asset Valuation Method

The actuarial valuation employs a technique for determining the actuarial value of assets which reduces the impact of short-term volatility in the market value. The specific technique adopted in this valuation recognizes in a given year one-third of the investment return that is different from the actuarial assumption for investment return.

Amortization

The net pension liability of the PLD Consolidated Plan is amortized on a level percentage of payroll using a method where a separate twenty-year closed period is established annually for the gain or loss for that year.

The net pension liability of the State Employee and Teacher Retirement Plan is amortized on a level percentage of payroll over the amortization period then in effect under statutory and constitutional requirements. All other gains, losses and changes are amortized over ten-year periods beginning on the date as of which they occur.

Significant actuarial assumptions employed by the actuary for funding purposes as of June 30, 2022 are as follows:

Investment Rate of Return - For the PLD and State Employee and Teacher Plans, 6.50% per annum for the year ended June 30, 2022 and 2021, compounded annually.

Salary Increases, Merit and Inflation - Members of the consolidated plan for PLDs, 2.75% - 11.48%; teachers, 2.80 - 13.03%% per year.

Mortality Rates - For the PLD Consolidated Plan and the State Employee and Teacher Plan, the rates are based on the 2010 Public Plan General Benefits-Weighted Healthy Retiree Mortality Table, for males and females, projected generationally using the RPEC_2020 model.

Cost of Living Benefit Increases - for PLD Consolidated 1.91% and Teacher Plans, 2.20% per annum for the year ended June 30, 2022.

The long-term expected rate of return on pension plan assets was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major class of assets. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best

NOTE 19 - DEFINED BENEFIT PENSION PLANS (CONTINUED)

estimates of arithmetic real rates of return for each major asset class included in the pension plan's target asset allocation as June 30, 2022 are summarized in the following table.

Asset Class	Target Allocation	Long-term Expected Real Rate of Return
Public equities	30.0%	6.0%
US Government	7.5%	2.3%
Private equity	15.0%	7.6%
Real assets:		
Real estate	10.0%	5.2%
Infrastructure	10.0%	5.3%
Natural resources	5.0%	5.0%
Traditional credit	7.5%	3.2%
Alternative credit	5.0%	7.4%
Diversifiers	10.0%	5.9%

Discount Rate

The discount rate used to measure the collective total pension liability was 6.50% for 2022 for each of the Plans. The projection of cash flows used to determine the discount rate assumed that plan member contributions will be made at the current contribution rate and that employer and non-employer entity contributions will be made at contractually required rates, actuarially determined. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments to current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

The following table shows how the collective net pension liability as of June 30, 2022 would change if the discount rate used was one percentage point lower or one percentage point higher than the current rate. The current rate is 6.50% for each of the Plans.

	1% Decrease	Discount Rate	1% Increase
PLD Plan - Town:			
Discount rate	5.50%	6.50%	7.50%
Town's proportionate share of the net pension liability	$ 4,484,901	$ 1,518,101	$ (934,066)

NOTE 19 - DEFINED BENEFIT PENSION PLANS (CONTINUED)

	1% Decrease	Discount Rate	1% Increase
SET Plan:			
Discount rate	5.50%	6.50%	7.50%
Town's proportionate share of the net pension liability	$ 836,984	$ 427,417	$ 45,203
PLD Plan - Lisbon Water Department:			
Discount rate	5.50%	6.50%	7.50%
Department's proportionate share of the net pension liability	$ 484,029	$ 163,840	$ (100,808)

Changes in Net Pension Liability

Each employer's share of the collective net pension liability is equal to the collective net pension liability multiplied by the employer's proportionate share as of June 30, 2022 as shown in the schedules of employer and non-employer contributing entity allocations. Changes in net pension liability are recognized in pension expense for the year ended June 30, 2022 with the following exceptions.

Differences between Expected and Actual Experience

The difference between expected and actual experience with regard to economic or demographic factors is recognized in pension expense using a straight-line amortization method over a closed period equal to the average expected remaining service lives of active and inactive members in each plan. The first year is recognized as pension expense and the remaining years are shown as either deferred outflows of resources or deferred inflows of resource. For 2022 through 2020, this was three years for the PLD Consolidated Plan. For 2019, this was four years for the PLD Consolidated Plan. For 2018 and 2017, this was three years; prior to 2017, this was four years for the PLD Consolidated Plan. For 2022 and 2017, this was three years for the SET Plan.

NOTE 19 - DEFINED BENEFIT PENSION PLANS (CONTINUED)

Differences between Expected and Actual Investment Earnings

Differences between projected and actual investment earnings are recognized in pension expense using a straight-line amortization method over a closed five-year period. The first year is recognized as pension expense and the remaining years are shown as either deferred outflows of resources or deferred inflows of resources.

Changes in Assumptions

Differences due to changes in assumptions about future economic or demographic factors or other inputs are recognized in pension expense using a straight-line amortization method over a closed period equal to the average expected remaining service lives of active and inactive members in each plan. The actuarial assumptions used for the year ended June 30, 2022 valuation were based on the results of an actuarial experience study for the period of July 1, 2015 through June 30, 2020. The first year is recognized as pension expense and the remaining years are shown as either deferred outflows of resources or deferred inflows of resources. Please refer to the *Actuarial Methods and Assumptions* section for information relating to the use of assumptions.

Changes in Proportion and Differences between Employer Contributions and Proportionate Share of Contributions

Differences resulting from a change in proportionate share of contributions and differences between total employer contributions and the employer's proportionate share of contributions are recognized in pension expense using a straight-line amortization method over a closed period equal to the average expected remaining service lives of active and inactive members in each plan. The first year is recognized as pension expense and the remaining years are shown as either deferred outflows of resources or deferred inflows of resources. Differences between total employer contributions and the employer's proportionate share of contributions may arise when an employer has a contribution requirement for an employer specific liability.

Pension Plan Fiduciary Net Position

Additional financial and actuarial information with respect to the Plan can be found in the MainePERS' 2022 Annual Comprehensive Financial Report available online at www.mainepers.org or by contacting the System at (207) 512-3100.

NOTE 20 - OTHER POST EMPLOYMENT BENEFIT (OPEB) PLAN - HEALTH PLANS

MAINE MUNICIPAL EMPLOYEES' HEALTH TRUST

Plan Description

The Town and Town retirees contribute to the Town's OPEB Plan with the Maine Municipal Employees Health Trust (MMEHT), a single employer defined benefit plan. Contributions and membership in this Plan are voluntary and may be terminated at any time by the Town and/or the Town retirees. MMEHT is a fully funded, self-insured trust which provides benefits to municipal and quasi-municipal organizations and county governments and acts as the agent to the Town concerning administration of this Plan. Title 24-A Chapter 81 of the Maine Revised Statutes Annotated authorizes the regulation of MMEHT as a Multiple Employer Welfare Arrangement by the State of Maine Bureau of Insurance. Benefits and plans are designed and governed by MMEHT participants and are administered by a number of third-party administrators contracted by MMEHT. No assets are accumulated in a trust that meets the criteria of paragraph 4 of GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. MMEHT issues a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained by MMEHT at (800) 852-8300.

Benefits Provided

This Plan provides medical/prescription drug benefits during retirement to Medicare and non-Medicare retirees and their surviving spouses with varying levels of benefits determined by voluntary plan selection by the retiree as well as applicable Medicare statutes and regulations. The Plan also provides an automatic life insurance benefit of $2,000 to participants which includes a surviving spouse benefit for the same. The employee must meet the minimum requirement of age 55 with at least 5 years of service at retirement to be eligible for the Plan. The retiree must enroll when first eligible and continue coverage without interruption.

Employees Covered by Benefit Terms

At January 1, 2023, the following Town employees were covered by the benefit terms:

Active members	48
Retirees and spouses	0
Total	48

NOTE 20 - OTHER POST EMPLOYMENT BENEFIT (OPEB) PLAN - HEALTH PLANS (CONTINUED)

At January 1, 2022, the following Lisbon Water Department employees were covered by the benefit terms:

Lisbon Water Department	
Active members	2
Retirees and spouses	0
Total	2

Contributions

Retiree and spouse premium amounts are funded by the retiree at the rate for the coverage elected by the retiree. Premium rates are those determined by the MMEHT's Board of Trustees to be actuarially sufficient to pay anticipated claims. Premiums for retiree life insurance coverage are factored into the premiums paid for basic coverage. Retirees and spouses must contribute 100% of the premium amounts. The sponsoring employer pays the remainder of the premium. Medical benefits are provided for the life of the retiree and surviving spouses.

Retiree Premium Amounts:

The following monthly premium amounts were reported on the individual data file for the Town. Actual plan election was reflected in expected retiree premium amounts.

Pre-Medicare	**Single Coverage**	**Family Coverage**
POS 200	$1,086	$2,436
POS C	$1,141	$2,559
PPO 500	$1,050	$2,356
Medicare		
Medicare - Eligible Retirees	$601	$1,201

The following monthly premium amounts were reported on the individual data file for the Lisbon Water Department. Actual plan election was reflected in expected retiree premium amounts.

NOTE 20 - OTHER POST EMPLOYMENT BENEFIT (OPEB) PLAN - HEALTH PLANS (CONTINUED)

Pre-Medicare	**Single Coverage**	**Family Coverage**
POS 200	$ 1,086.21	$ 2,436.48
POS C	1,140.92	2,559.25
PPO 500	1,050.27	2,355.90
Medicare		
Medicare - Eligible Retirees	600.50	1,201.00

Total OPEB Liability, OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

At June 30, 2023, the Town reported a liability of $296,421 for its total OPEB liability for this Plan, while the Lisbon Water Department at December 31, 2022 reported a liability of $23,746. The total OPEB liability for the Town was measured as of January 1, 2023 and was determined by an actuarial valuation as of that date. The total OPEB liability for the Lisbon Water Department was measured as of January 1, 2022 and was determined by an actuarial valuation as of that date. The Town and Water Department's total OPEB liability was based on the Entry Age Normal Actuarial Cost Method which does not reflect future changes in benefits, subsidies, penalties, taxes or administrative costs that may be required as a result of the Patient Protection and Affordable Care Act of 2010 (ACA) related legislation and regulations.

For the year ended June 30, 2023, the Town recognized OPEB expense of $904. For the year ended December 31, 2022, the Lisbon Water Department recognized OPEB expense of $4,739. At June 30, 2023, the Town and at December 31, 2022, the Water Department reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Town		Lisbon Water Department	
	MMEHT		MMEHT	
	Deferred Outflows of Resources	Deferred Inflows of Resources	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	$ 844	$ 198,246	$ 250	$ 35,585
Changes of assumptions	57,625	56,375	11,322	4,344
Net difference between projected and actual earnings on OPEB plan investments	-	-	-	-
Changes in proportion and differences between contributions and proportionate share of contributions	-	-		
Contributions subsequent to the measurement date	2,642	-	140	-
Total	$ 61,111	$ 254,621	$ 11,712	$ 39,929

NOTE 20 - OTHER POST EMPLOYMENT BENEFIT (OPEB) PLAN - HEALTH PLANS (CONTINUED)

$2,642 and $140 were reported as deferred outflows of resources related to OPEB resulting from Town contributions subsequent to the measurement date will be recognized as a reduction of the net OPEB liability in the years ended June 30, 2024 or December 31, 2023 for the Lisbon Water Department, respectively. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

	Town MMEHT	Lisbon Water Dept. MMEHT
Plan year ended December 31:		
2023	$ -	$ (4,459)
2024	(34,449)	(4,458)
2025	(42,130)	(5,593)
2026	(35,619)	(4,631)
2027	(35,619)	(4,631)
2028	(12,768)	(4,583)
Thereafter	(35,567)	-

Discount Rate

For the Town, the discount rate is the assumed interest rate used for converting projected dollar related values to a present value as of the valuation date of January 1, 2023. The discount rate determination is based on the high-quality AA/Aa or higher bond yields in effect for 20-year, tax-exempt general obligation municipal bonds using the Bond Buyer 20-Bond GO Index. The rate of 3.72% per annum for June 30, 2023 was based upon a measurement date of December 29, 2022. The sensitivity of net OPEB liability to changes in discount rate are as follows:

Town	1% Decrease	Discount Rate	1% Increase
	2.72%	3.72%	4.72%
Total OPEB liability	$ 351,686	$ 296,421	$ 251,708
Plan fiduciary net position	-	-	-
Net OPEB liability	$ 351,686	$ 296,421	$ 251,708
Plan fiduciary net position as a percentage of the total OPEB liability	0.00%	0.00%	0.00%

NOTE 20 - OTHER POST EMPLOYMENT BENEFIT (OPEB) PLAN - HEALTH PLANS (CONTINUED)

For the Lisbon Water Department, the discount rate is the assumed interest rate used for converting projected dollar related values to a present value as of January 1, 2022. The discount rate determination is based on the high-quality AA/Aa or higher bond yields in effect for 20-year, tax-exempt general obligation municipal bonds using the Bond Buyer 20-Bond GO Index. The rate of 2.06% per annum for December 31, 2022 was based upon a measurement date of December 30, 2021. The sensitivity of net OPEB liability to changes in discount rate are as follows:

Lisbon Water Department	1% Decrease	Discount Rate	1% Increase
	1.06%	2.06%	3.06%
Total OPEB liability	$ 52,785	$ 23,746	$ 37,342
Plan fiduciary net position	-	-	-
Net OPEB liability	$ 52,785	$ 23,746	$ 37,342
Plan fiduciary net position as a percentage of the total OPEB liability	0.00%	0.00%	0.00%

Healthcare Trend

The healthcare trend is the assumed dollar increase in dollar-related values in the future due to the increase in the cost of health care. The healthcare cost trend rate is the rate of change in per capita health claim costs over time as a result of factors such as medical inflation, utilization of healthcare services, plan design and technological developments. The sensitivity of net OPEB liability to changes in healthcare cost trend rates are as follows:

Town	1% Decrease	Healthcare Trend Rates	1% Increase
Total OPEB liability	$ 244,766	$ 296,421	$ 363,316
Plan fiduciary net position	-	-	-
Net OPEB liability	$ 244,766	$ 296,421	$ 363,316
Plan fiduciary net position as a percentage of the total OPEB liability	0.00%	0.00%	0.00%

Lisbon Water Department	1% Decrease	Healthcare Trend Rates	1% Increase
Total OPEB liability	$ 36,521	$ 23,746	$ 54,297
Plan fiduciary net position	-	-	-
Net OPEB liability	$ 36,521	$ 23,746	$ 54,297
Plan fiduciary net position as a percentage of the total OPEB liability	0.00%	0.00%	0.00%

NOTE 20 - OTHER POST EMPLOYMENT BENEFIT (OPEB) PLAN - HEALTH PLANS (CONTINUED)

Actuarial Methods and Assumptions

The total OPEB liability for the Town Plan was determined by an actuarial valuation as of January 1, 2023, while the Lisbon Water Department Plan was determined by an actuarial valuation of January 1, 2022 using the following methods and assumptions applied to all periods included in the measurement:

Actuarial Cost Method

The Entry Age Normal Actuarial Cost Method is used to determine costs. Under this funding method, a normal cost rate is determined as a level percent of pay for each active Plan member and then summed to produce the total normal cost for this Plan. The unfunded actuarial liability is the difference between the actuarial liability and the actuarial value of assets.

For medical and pharmacy, historical claims and census records were assembled and provided through June 30, 2021. Medicare and non-Medicare eligible medical and prescription experience were analyzed. It was assumed that current enrollment distribution of benefit options would remain constant in the future for retirees. The cost was distributed based on the current covered population and the actuary's standard age curves which vary by age, gender and Medicare status. Children costs are converted to a load on the non-Medicare retirees which implicitly assumes that future retirees will have the same child distribution as current retirees.

Amortization

The total OPEB liability of this Plan is amortized on an open 30-year period. The amortization method is a level dollar amortization method.

Assumptions

The actuarial assumptions used in the January 1, 2023 actuarial valuation were adopted by the Maine State Retirement Consolidated Plan for Participating Local Districts as of June 30, 2021 and based on the experience study covering the period from June 30, 2016 through June 30, 2020. As of January 1, 2022, they are as follows:

Discount Rate - 3.72% per annum for year end 2023 reporting. 2.06% per annum for year end 2022 reporting.

Discount Rate – 3.72% per annum for Town Plan and 2.06% per annum for Water Department Plan.

NOTE 20 - OTHER POST EMPLOYMENT BENEFIT (OPEB) PLAN - HEALTH PLANS (CONTINUED)

Trend Assumptions*:*

Town:

Medical Trend assumptions were developed using the Society of Actuaries (SOA) Long-Run Medical Cost Trend Model. The SOA model was released in December 2007 and version 2023_fl was used for this valuation. The following assumptions were input into this model:

Variable	Rate
(2021) Rate of Inflation	2.00%
(2022) Rate of Inflation	2.40%
(2021) Rate of Growth in Real Income/GDP per capital 2029+	1.25%
(2022) Rate of Growth in Real Income/GDP per capital 2031+	1.10%
(2021) Extra Trend due to Taste/Technology 2029+	1.10%
(2022) Extra Trend due to Taste/Technology 2031+	1.00%
Health Share of GDP Resistance Point	20.00%
Year for Limiting Cost Growth to GDP Growth	2042

Water Department:

Medical Trend assumptions were developed using the Society of Actuaries (SOA) Long-Run Medical Cost Trend Model. The SOA model was released in December 2007 and version 2022_fa was used for this valuation. The following assumptions were input into this model:

Variable	Rate
Rate of Inflation	2.40%
Rate of Growth in Real Income/GDP per capital 2031+	1.10%
Extra Trend due to Taste/Technology 2031+	1.00%
Expected Health Share of GDP 2031	19.00%
Health Share of GDP Resistance Point	20.00%
Year for Limiting Cost Growth to GDP Growth	2042

The SOA Long-Run Medical Cost Trend Model and its baseline projection are based on an econometric analysis of historical U.S. medical expenditures and the judgements of experts in the field. The long-run baseline projection and input variables have been developed under the guidance of the SOA Project Oversight Group.

NOTE 20 - OTHER POST EMPLOYMENT BENEFIT (OPEB) PLAN - HEALTH PLANS (CONTINUED)

Town:

The trends selected from 2023 to 2026 were based on plan design, population weighting, renewal projections and market analysis. For years 2027 to 2031, these are interpolated from 2026 to 2032 (which is the product of the inflation, GDP and extra trend rate assumptions).

Water Department:

The trends selected from 2022 to 2025 were based on plan design, population weighting, renewal projections and market analysis. For years 2026 to 2030, these are interpolated from 2025 to 2031 (which is the product of the inflation, GDP and extra trend rate assumptions).

Deductibles, Co-payments and Out of Pocket Maximums are assumed to increase at the above trend rates. The ultimate trend rate reflects an assumed nominal per capital GDP growth.

Administrative and claims expense: 3% per annum

Future plan changes: It is assumed that the current Plan and cost-sharing structure remains in place for all future years.

Retirement Rates - Rates vary for plans with no explicit employer subsidy (or payment) versus those plans defining an explicit employer subsidy (or payment). The rates are based on assumptions from the Maine State Retirement Consolidated Plan for Participating Local District at June 30, 2021.

Retirement Contribution Increases - Assumed to increase at the same rate as incurred claims. A constant cost sharing in plan design between employer and employees is assumed.

Family Enrollment Composition - For males, 50% of future retirees under the age of 65 and 50% of current retirees are married and elect spousal coverage while females are at 30% for both. 25% of male and female future retirees over the age of 65 are married and elect spousal coverage.

Age Difference of Spouses - Husbands are assumed to be 3 years older than wives.

Administrative expenses - Included in the per capita claims cost.

NOTE 20 - OTHER POST EMPLOYMENT BENEFIT (OPEB) PLAN - HEALTH PLANS (CONTINUED)

Disability Incidence - Disabled lives will be considered active employees and will not be valued separately.

Salary Increase Rate - 2.75% per year assumed using the level percentage of pay entry age method.

Dates of Hire - Needed to be assumed for some employees and will be based on the average age at hire for similar employees.

Town:

Rate of Mortality:

Healthy Annuitant- Based on 112.1% and 118.5% of the 2010 Public Plan General Benefits-Weighted Healthy Retiree Mortality Table, respectively, for males and females. The proposed rates are projected generationally using the RPEC_2020 model, with an ultimate rate of 1.00% for ages 80 and under, grading down to 0.05% at age 95 and further grading down to 0.00% at age 115, along with convergence to the ultimate rates in the year 2027. All other parameters used in the RPEC_2020 model are those included in the published MP-2020 scale. As prescribed by the Trust, mortality rates were taken from the assumptions for the Maine State Retirement Consolidated Plan for Participating Local Districts at June 30, 2021.

Water Department:

Healthy Annuitant- Based on 112% and 118.5% of the 2010 Public Plan General Benefits-Weighted Healthy Retiree Mortality Table, respectively, for males and females. The proposed rates are projected generationally using the RPEC_2020 model, with an ultimate rate of 1.00% for ages 80 and under, grading down to 0.05% at age 95 and further grading down to 0.00% at age 115, along with convergence to the ultimate rates in the year 2027. All other parameters used in the RPEC_2020 model are those included in the published MP-2020 scale. As prescribed by the Trust, mortality rates were taken from the assumptions for the Maine State Retirement Consolidated Plan for Participating Local Districts at June 30, 2021.

NOTE 20 - OTHER POST EMPLOYMENT BENEFIT (OPEB) PLAN - HEALTH PLANS (CONTINUED)

Active Employees - Rates of mortality are based on 83.5% and 88.6% of the 2010 Public Plan General Benefits- Weighted Employee Mortality Table, respectively, for males and females. These rates are generationally projected using the same version of the RPEC_2020 model as described in the healthy annuitant mortality. As prescribed by the Trust, mortality rates were taken from the assumptions for the Maine State Retirement Consolidated Plan for Participating Local Districts at June 30, 2021.

Retiree Continuation Percentage*:*

Medicare participant retirees - 100% assumed to continue in the plan elected

Pre-Medicare plan retirees and active participants - 75% assumed to continue coverage once Medicare-eligible

Pre-Medicare plan spouses and spouses of active participants - 50% assumed to continue coverage once Medicare-eligible

Changes in Net OPEB Liability

Changes in net OPEB liability are recognized in OPEB expense for the year ended June 30, 2023 and December 31, 2022 with the following exceptions:

Differences between Expected and Actual Experience

The difference between expected and actual experience are recognized in OPEB expense using a straight-line amortization method over a closed period equal to the average expected remaining service lives of active and inactive members in each plan. The first year is recognized as OPEB expense and the remaining years are shown as either deferred outflows of resources or deferred inflows of resources. The difference between expected and actual experience as of January 1, 2023 for the Town was ($197,402). The difference between expected and actual experience as of January 1, 2022 for the Lisbon Water Department was ($35,335).

Changes in Assumptions

Differences due to changes in assumptions about future economic, demographic or claim and expense factors or other inputs are recognized in OPEB expense using a straight-line amortization method over a closed period equal to the average expected remaining service lives of active and inactive members in each plan. The actuarial

NOTE 20 - OTHER POST EMPLOYMENT BENEFIT (OPEB) PLAN - HEALTH PLANS (CONTINUED)

assumptions used in the January 1, 2023 actuarial valuation were adopted by the Maine State Retirement Consolidated Plan for Participating Local Districts as of June 30, 2021 and based on the experience study covering the period from June 30, 2016 through June 30, 2020. The actuarial assumptions used in the June 30, 2018 and June 30, 2016 actuarial valuations were based primarily on those used by Maine State Retirement Consolidated Plan for Participating Local District at June 30, 2016 which were based on the experience study covering the period from June 30, 2012 through June 30, 2015. The first year is recognized as OPEB expense and the remaining years are shown as either deferred outflows of resources or deferred inflows of resources.

Differences between Projected and Actual Earnings on OPEB Plan Investments

Differences between projected and actual investment earnings are recognized in OPEB expense using a straight-line amortization method over a closed five-year period. The first year is recognized as OPEB expense and the remaining years are shown as either deferred outflows of resources or deferred inflows of resources.

OPEB Plan Fiduciary Net Position

Additional financial and actuarial information with respect to both Plans can be found at the Town Office at 300 Lisbon Street, Lisbon, Maine 04250.

MAINE EDUCATION ASSOCIATION BENEFITS TRUST

Plan Description

The State of Maine and School retirees contribute to the School's OPEB Plan with the Maine Education Association Benefits Trust (MEABT), a single employer defined benefit plan. Contributions and membership in this Plan are voluntary and may be terminated at any time by the State, the School and/or the School retirees. MEABT is a fully funded, self-insured trust which provides benefits to education organizations and acts as the agent to the School concerning administration of this Plan. Title 24-A Chapter 81 of the Maine Revised Statutes Annotated authorizes the regulation of MEABT as a Multiple Employer Welfare Arrangement by the State of Maine Bureau of Insurance. Benefits and plans are designed and governed by MEABT participants and are administered by a number of third-party administrators contracted by MEABT. No assets are accumulated in a trust that meets the criterial of paragraph 4 of GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. MEABT issues a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained by contacting MEABT at (888) 622-4418.

NOTE 20 - OTHER POST EMPLOYMENT BENEFIT (OPEB) PLAN - HEALTH PLANS (CONTINUED)

Benefits Provided

This Plan provides medical/prescription drug benefits during retirement to Medicare and non-Medicare retirees and their spouses with varying levels of benefits determined by voluntary plan selection by the retiree as well as applicable Medicare statutes and regulations. The employee must have participated in a plan for the 12 months prior to retirement and have 10 years (under age 50) or 5 years (age 50 or above) of continuous active service and enrollment in the health plan to be eligible for this Plan. The retiree who terminates coverage may elect to re-enroll in coverage if they participated in the health plan for 12 months prior to terminating coverage, as long as re-enrollment occurs within 5 years from coverage termination and as long as the retiree is not past age 62. The retiree must have maintained continuous health insurance coverage during the break in coverage with MEABT to be eligible for re-enrollment and is only eligible for re-enrollment once.

Employees Covered by Benefit Terms

At June 30, 2023, the following employees were covered by the benefit terms:

Active members	167
Retirees and spouses	17
Total	184

Cost Sharing Provisions/Contributions

Retirees are eligible for a State subsidy of 55% of the blended single premium for the retiree. The blended premium is determined by blending rates for active members and retired members, as determined by State law. The retiree contributes the remaining 45% of blended single premium and spouse must contribute 100% of the blended premium amount coverage elected.

Employee/Retiree Premium Amounts:

The following monthly premium amounts were reported on the individual data file. Actual plan election was reflected in expected retiree premium amounts.

NOTE 20 - OTHER POST EMPLOYMENT BENEFIT (OPEB) PLAN - HEALTH PLANS (CONTINUED)

Pre-Medicare	Employee Only	Employee/ Spouse	Employee/ Child(ren)	Employee/ Family
Choice Plus	$ 770	$ 1,736	$ 1,363	$ 2,112
Standard $200 Deductible	$ 832	$ 1,874	$ 1,472	$ 2,281
Standard $1,000 Deductible	$ 698	$ 1,572	$ 1,235	$ 1,914
Medicare				
Medicare Eligible Retirees	$ 388	$ 775		

Total OPEB Liability, OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

At June 30, 2023, the School reported a liability of $3,863,798 for its total OPEB liability for this Plan. The total OPEB liability was measured as of June 30, 2022 and was determined by an actuarial valuation as of that date. The School's total OPEB liability was based on the Entry Age Normal Actuarial Cost Method which does not reflect future changes in benefits, subsidies, penalties, taxes or administrative costs that may be required as a result of the Patient Protection and Affordable Care Act of 2010 (ACA) related legislation and regulations.

For the year ended June 30, 2023, the School recognized OPEB expense of $22,449. At June 30, 2023, the School reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	MEABT	
	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	$ 238,257	$ 343,405
Changes of assumptions	478,817	23,375
Net difference between projected and actual earnings on OPEB plan investments	-	-
Changes in proportion and differences between contributions and proportionate share of contributions	-	-
Contributions subsequent to the measurement date	185,164	-
Total	$ 902,238	$ 366,780

NOTE 20 - OTHER POST EMPLOYMENT BENEFIT (OPEB) PLAN - HEALTH PLANS (CONTINUED)

$185,164 were reported as deferred outflows of resources related to OPEB resulting from School contributions subsequent to the measurement date will be recognized as a reduction of the net OPEB liability in the year ended June 30, 2024. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

	MEABT
Plan year ended June 30:	
2023	$ 56,833
2024	80,207
2025	50,521
2026	50,517
2027	57,796
Thereafter	54,420

Discount Rate

The discount rate is the assumed interest rate used for converting projected dollar related values to a present value as of June 30, 2021. The discount rate determination is based on the high-quality AA/Aa or higher bond yields in effect for 20-year, tax-exempt general obligation municipal bonds using the Bond Buyer 20-Bond GO Index. The rate of 3.54% per annum for June 30, 2023 was based upon a measurement date of June 30, 2022. The sensitivity of total OPEB liability to changes in discount rate are as follows:

	1% Decrease	Discount Rate	1% Increase
	2.54%	3.54%	4.54%
Total OPEB liability	$ 4,378,226	$ 3,863,798	$ 3,438,796
Plan fiduciary net position	-	-	-
Net OPEB liability	$ 4,378,226	$ 3,863,798	$ 3,438,796
Plan fiduciary net position as a percentage of the total OPEB liability	0.00%	0.00%	0.00%

Healthcare Trend

The healthcare trend is the assumed dollar increase in dollar-related values in the future due to the increase in the cost of health care. The healthcare cost trend rate is the rate of change in per capita health claim costs over time as a result of factors such as medical inflation, utilization of healthcare services, plan design and technological developments. The sensitivity of total OPEB liability to changes in healthcare cost trend rates are as follows:

NOTE 20 - OTHER POST EMPLOYMENT BENEFIT (OPEB) PLAN - HEALTH PLANS (CONTINUED)

	1% Decrease	Healthcare Trend Rates	1% Increase
Total OPEB liability	$ 3,417,533	$ 3,863,798	$ 4,407,405
Plan fiduciary net position	-	-	-
Net OPEB liability	$ 3,417,533	$ 3,863,798	$ 4,407,405
Plan fiduciary net position as a percentage of the total OPEB liability	0.00%	0.00%	0.00%

Actuarial Methods and Assumptions

The total OPEB liability for the Plan was determined by an actuarial valuation as of June 30, 2022, using the following methods and assumptions applied to all periods included in the measurement:

Actuarial Cost Method

The Entry Age Normal Actuarial Cost Method is used to determine costs. Under this funding method, a normal cost rate is determined as a level percent of pay for each active Plan member and then summed to produce the total normal cost for this Plan. The unfunded actuarial liability is the difference between the actuarial liability and the actuarial value of assets.

Assumptions

The demographic actuarial assumptions are the Teacher assumptions that were used by the Maine Public Employees Retirement System State Employee and Teacher Retirement Program valuation at June 30, 2021 and are based on the experience study covering the period from June 30, 2015 through June 30, 2020. The proposed assumptions were adopted by the Board of Trustees at their March 11, 2021.

The economic assumptions are based on GASB 75 paragraph 36. Since the Plan is not funded via a qualified trust, the discount rates are selected based on the 20-year tax-exempt bond buyer rates as of the measurement dates. The other economic assumptions, ie trend rates, were developed based on historical and future projections of long term health care rates:

NOTE 20 - OTHER POST EMPLOYMENT BENEFIT (OPEB) PLAN - HEALTH PLANS (CONTINUED)

Discount Rate - 3.54% per annum for year-end 2022 reporting, 2.16% per annum for year-end 2021 reporting.

Trend Assumptions*:*

Health care trend assumptions used were developed using the Society of Actuaries (SOA) Long-Run Medical Cost Trend Model version 2023_1f. The following assumptions were applied in this model as below:

Trend Assumption Inputs

Variable	Rate
Rate of Inflation	2.70%
Rate of Growth in Real Income/GDP per capita 2032+	1.40%
Extra Trend due to Taste/Technology 2032+	0.80%
Expected Health Share of GDP 2032	19.80%
Health Share of GDP Resistance Point	19.90%
Year for Limiting Cost Growth to GDP Growth	2042

The SOA Long-Run Medical Cost Trend Model and its baseline projection are based on an econometric analysis of historical U.S. medical expenditures and the judgments of experts in the field. The long-run baseline projection and input variables have been developed under the guidance of the SOA Project Oversight Group. Sample medical trends are listed in the table below.

Pre-Medicare - Initial trend of 7.95% applied in FYE 2023 and 4.00% applied in FYE 2022 grading over 18 years to 3.25% per annum.

Medicare - Initial trend of 0.0% applied in FYE 2023 and 5.62% applied in FYE 2024 grading over 18 years to 4.29% per annum.

Significant actuarial assumptions employed by the actuary for demographic purposes are the assumptions that were adopted by Maine Public Employees Retirement System State Employee and Teacher Retirement Program at June 30, 2021 and based on the experience study covering the period from June 30, 2015 through June 30, 2020. The proposed assumptions were adopted by the Board of Trustees at their March 11, 2021 meeting. As of June 30, 2022, they are as follows:

Retirement Rates - Rates vary for plans based on age and service

Rates of Turnover - Rates vary for plans based on service

NOTE 20 - OTHER POST EMPLOYMENT BENEFIT (OPEB) PLAN - HEALTH PLANS (CONTINUED)

Disability Incidence - Rates vary for plans based on age

Retirement Contribution Increases - Assumed to increase at the same rate as incurred claims

Family Enrollment Composition - It is assumed that 80% is married with an eligible spouse.

Age Difference of Spouses - Husbands are assumed to be 3 years older than wives.

Administrative expenses - Included in the per capita claims cost

Salary Increase Rate - 2.75% per year assumed using the level percentage of pay entry age method

Salaries - Salaries were not provided by the client. Assumed salaries are inferred using the Teachers Age/Service Salary scatter from the Maine State Teachers Retirement System's salary age/service scatter from the June 30, 2022 Maine Public Employees Retirement System State Employee and Teacher Retirement Program valuation. Based on the dates of hire assumed above and the participant's actual age, pay was assigned using the salary age service scatter, unless otherwise supplied by the district group during its review of the active data.

Dates of Hire - Were not available from the client and were available from the State Retirement Agency. Dates of hire were inferred using the Maine State Retirement System's Age/Service scatter from the June 30, 2022 Maine Public Employees Retirement System State Employee and Teacher Retirement Program valuation. Those under 1 year of service, the date was assumed to be January 1, 2022 and all other groups were assumed to be hired on July 1 of each service midpoint.

Rate of Mortality*:*

Healthy Annuitants: Based on the 2010 Public Plan Teacher Benefits Weighted Healthy Retiree Mortality Table adjusted as follows:

- 98.1% and 87.5% respectively of the rates for males before age 85 and females before age 80

NOTE 20 - OTHER POST EMPLOYMENT BENEFIT (OPEB) PLAN - HEALTH PLANS (CONTINUED)

- 106.4% and 122.3% respectively of the rates for males on and after age 85 and females on and after age 80

Rates are projected generationally using the RPEC_2020 model, with an ultimate rate of 1.00% for ages 80 and under, grading down to 0.05% at age 95 and further grading down to 0.00% at age 115, along with convergence to the ultimate rates in the year 2027. All other parameters used in the RPEC_2020 model are those included in the published MP-2020 scale.

Healthy Employees: Based on 93.1% and 91.9% of the 2010 Public Plan Teacher Benefits Weighted Employee Mortality Table, respectively, for males and females. These rates are generationally projected using the same version of the RPEC_2020 model as described in the healthy annuitant mortality.

Disabled Annuitants: Based on 94.2% and 123.8% of the 2010 Public Plan Non-Safety Benefits-Weighted Disabled Retiree Mortality Table, respectively, for males and females. These rates are generationally projected using the same version of the RPEC_2020 model described in the healthy annuitant mortality.

Retiree Continuation Percentage*:*

Retirees who are currently in the Medicare Advantage Plan (Medicare participants) are assumed to remain in the Medicare Advantage Plan.

Retirees who are over the age of 65 and enrolled in a Pre-Medicare plan are assumed to never be eligible for Medicare and are assumed to remain enrolled in the Pre-Medicare plan.

Retirees who are currently under the age of 64 and enrolled in a Pre-Medicare plan are assumed to be eligible for Medicare and are assumed to remain in the Pre-Medicare Plan until age 64 and enroll in the Medicare Advantage Plan at age 65.

Spouses who are currently in a Pre-Medicare plan will follow the same assumptions as the retired member. Thus if the member is never eligible for Medicare, the spouse is not either.

NOTE 20 - OTHER POST EMPLOYMENT BENEFIT (OPEB) PLAN - HEALTH PLANS (CONTINUED)

Significant actuarial assumptions employed by the actuary for claims and expense purposes are the based on the actual community rated premiums of the entire group. As of June 30, 2022, they are as follows:

Monthly Per Capital Claims and Expense Cost - Claims are based on community rated premiums through July 1, 2022 and projects through June 30, 2023 and associate enrollment in the various options offered. Annual administrative and claims adjudication expenses are assumed to be included in the annual premiums.

Medical Plan Election - Employees are assumed to continue in their current medical plan for their entire career. 50% of retirees are assumed to switch from the Choice Plan to the Standard Plan.

Medicare Eligibility - Assumed to be age 65, with the exception of retirees over age 65 who are not in the Medicare Advantage Plan are assumed to never be eligible for Medicare, all current actives with a hire date before March 31, 1986 are assumed to never be eligible for Medicare.

Changes in Total OPEB Liability

Changes in total OPEB liability are recognized in OPEB expense for the year ended June 30, 2022 with the following exceptions:

Differences between Expected and Actual Experience

The difference between expected and actual experience are recognized in OPEB expense using a straight-line amortization method over a closed period equal to the average expected remaining service lives of active and inactive members in each plan. As of the beginning of the measurement period, this average was 7 years. The first year is recognized as OPEB expense and the remaining years are shown as either deferred outflows of resources or deferred inflows of resources. For the fiscal year ended June 30, 2022, there were no differences between expected and actual experience.

NOTE 20 - OTHER POST EMPLOYMENT BENEFIT (OPEB) PLAN - HEALTH PLANS (CONTINUED)

Changes in Assumptions

Differences due to changes in assumptions about future economic, demographic or claim and expense factors or other inputs are recognized in OPEB expense over the average expected remaining service life of all active and inactive Plan members. As of the beginning of the measurement period, this average was 7 years. The first year is recognized as OPEB expense and the remaining years are shown as either deferred outflows of resources or deferred inflows of resources. The amortization period was six years for year ending June 30, 2019. For the fiscal year ended June 30, 2022, there were no changes in assumptions.

Differences between Projected and Actual Earnings on OPEB Plan Investments

Differences between projected and actual investment earnings are recognized in OPEB expense using a straight-line amortization method over a closed five-year period. The first year is recognized as OPEB expense and the remaining years are shown as either deferred outflows of resources or deferred inflows of resources.

OPEB Plan Fiduciary Net Position

Additional financial and actuarial information with respect to this Plan can be found at the School Office at 19 Gartley Street, Lisbon, Maine 04250.

NOTE 21 - OTHER POST EMPLOYMENT BENEFIT (OPEB) GROUP LIFE INSURANCE PLAN

MAINE PUBLIC EMPLOYEES' RETIREMENT SYSTEM

STATE EMPLOYEE AND TEACHER PLAN

Plan Description

All School teachers, plus other qualified educators, participate in the Maine Public Employees Retirement System's (MainePERS) State Employee and Teacher (SET) Plan. The teacher's program is a multi-employer cost-sharing plan with a special funding situation, established by the Maine State Legislature. The State of Maine is also a non-employer contributing entity in that the State pays the initial unfunded actuarial liability on behalf of teachers, while school districts contribute the normal cost, calculated actuarially, for their teacher members. Title 5 of the Maine Revised Statutes Annotated assigns the authority to establish and amend benefit provisions to the State Legislature. As of June 30, 2022, there were 228 employers, including the State of

NOTE 21 - OTHER POST EMPLOYMENT BENEFIT (OPEB) GROUP LIFE INSURANCE PLAN (CONTINUED)

Maine, participating in the plan. The Maine Public Employees Retirement System issues a publicly available financial report that includes financial and actuarial information for the SET Plan. That report may be obtained online at www.mainepers.org or by contacting the System at (800) 451-9800.

Benefits Provided

The Group Life Insurance Plan (the Plan) provides basic group life insurance benefits, during retirement, to retirees who participated in the Plan prior to retirement for a minimum of 10 years (the 10-year participation requirement does not apply to recipients of disability retirement benefits). The level of coverage in retirement is initially set to an amount equal to the retiree's average final compensation. The initial amount of basic life is then subsequently reduced at the rate of 15% per year to the greater of 40% of the initial amount or $2,500.

Contributions

Life insurance benefits are funded by contributions from members and employers. Premium rates are those determined by the MainePERS's Board of Trustees to be actuarially sufficient to pay anticipated claims. For Department's teachers, the premiums for retiree life insurance coverage are factored into the premiums paid for basic coverage while participants are active members. Premiums for basic life insurance coverage for retired teachers are paid by the State as the total dollar amount of each year's annual required contribution. The State participates in the SET Plan as a non-employer contributing entity in that the State pays the actuarially determined premium contributions associated with retired teachers. The State's contribution to the Plan for the year ended June 30, 2023 was approximately $26,086.

OPEB Liabilities and OPEB Expense

At June 30, 2023, the School Department reported a liability for its proportionate share of the net OPEB liability that reflected a reduction for State OPEB support provided to the School Department. The total portion of the net OPEB liability that was associated with the School Department were as follows:

NOTE 21 - OTHER POST EMPLOYMENT BENEFIT (OPEB) GROUP LIFE INSURANCE PLAN (CONTINUED)

School's proportionate share of the net OPEB liability	$ -
State's proportionate share of the net OPEB liability associated with the School	218,860
Total	$ 218,860

For the year ended June 30, 2023, the School Department recognized net OPEB expense of $23,255 and revenue of $23,255 for support provided by the State of Maine.

NOTE 22 - RISK MANAGEMENT

The Town is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the Town either carries commercial insurance, participates in a public entity risk pool or is effectively self-insured. Currently the Town participates in several public-entity and self-insured risk pools sponsored by the Maine Municipal Association.

Based on the coverage provided by the pools described above, as well as coverage provided by commercial insurance purchased, the Town is not aware of any material actual or potential claim liabilities which should be recorded at June 30, 2023. There were no significant reductions in insurance coverage from that of the prior year and amounts of settlements have not exceeded insurance coverage in the past three years.

NOTE 23 - COMMITMENTS AND CONTINGENCIES

With regard to pending legal claims or any unasserted claims, it is not feasible at this time to predict or determine their outcome. Management believes, however, that settlement amounts, if any, will not have a material adverse effect on the Town's financial position.

The Town participates in various intergovernmental grant programs which may be subject to future program compliance audits by the grantors or their representatives. Accordingly, the Town's compliance with applicable grant requirement may be established at some future date. The amount, if any, of any liabilities arising from the disallowance of expenditures or ineligibility of grant revenues cannot be determined at this time.

NOTE 23 - COMMITMENTS AND CONTINGENCIES (CONTINUED)

Lisbon Public Schools receives subsidy funding payments through the State of Maine. The State subsidy payment amount is adjusted quarterly for the School's share of MaineCare Seed, which is the required local share of MaineCare revenue that the State pays on behalf of the School and then recovers through the ED 279. Adjustments made by the State in the fiscal year of 2024 could include expenditures from the fiscal year of 2023 that would normally be accrued. The actual amount cannot be determined at this time; however, it is the position of the Lisbon School Department that this practice is consistent with the formal recommendation of the Maine Department of Education to all Maine units concerning this matter.

NOTE 24 - MAJOR CUSTOMER

The Lisbon Water Department derived approximately 29.43% of its operating revenues from the Town of Lisbon related to the servicing of public fire hydrants for the year ended December 31, 2022.

NOTE 25 - TAX INCREMENT FINANCING DISTRICTS AND ABATEMENTS

The Town has established several tax increment financing districts in accordance with Maine statutes to finance development programs located in the Town of Lisbon, Maine. The expenditures from these development programs will be recovered in future years through an incremental tax levied upon the districts' so called "captured assessed value". A portion of the incremental tax revenues will be returned to the district to repay principal and interest on any indebtedness, to fund the expenditures of the development program and to finance future expansion.

Dingley Press Municipal Development and Tax Increment Financing District

On December 7, 1993, the Town of Lisbon entered into a credit enhancement agreement with the Dingley Press, a specialty catalog business, for the expansion of the existing 60,000 square foot facility to an additional 61,000 square feet. The original valuation of the property was $13,925,410. 100% of the property taxes to be generated on 50% of the improvements within the District will be returned to the developer for 20 years. The remaining 50% will be retained by the Town and used for general purposes. This agreement was amended on January 22, 1998 to extend the term for an additional five-year period and to capture both real and personal property increases above the original valuation. On February 15, 2011, a second amendment request was approved to capture 100% of the increased assessed value (IAV) for the remaining eight-year term of the District. 50% of the property taxes will be returned to developer, with the remaining amount being retained by the Town and used to fund the Town's economic and community development program.

NOTE 25 - TAX INCREMENT FINANCING DISTRICTS AND ABATEMENTS (CONTINUED)

Kelly Park Municipal Development and Tax Increment Financing District

On January 22, 2013, the Town of Lisbon approved an omnibus Tax Increment Financing District enabling individual credit enhancement agreements (CEAs) with developers of each park lot, which is currently subdivided as four lots with potential for additional subdivision to as many as eight lots. Individual CEA reimbursements including up to 100% of capture assessed value, will be determined by the extent of construction value/assessed value, number of jobs and average weekly wage of jobs. The District and Development Program have been adopted locally and have been reviewed by the state for compliance with state statutes and subsequently was approved on March 15, 2013. The original valuation of the property was $224,980.

Furniture Superstore Municipal Development and Tax Increment Financing District

On February 2, 2002, the Town of Lisbon entered into a credit enhancement agreement with the Furniture Superstore, a furniture retailer, for the design, construction and equipping of a 90,000 square foot furniture store and warehouse. The original valuation of the property was $106,720. The District provides for 40% of the increase in assessed value (IAV) of the District to be captured and designated as captured assessed value. 100% of the property taxes to be generated, both real and personal, on captured assessed value within the District will be returned to the developer for 15 years. The remaining 60% of property taxes generated on the IAV will be retained by the Town and used for general purposes.

Enterprise Electric Municipal Development and Tax Increment Financing District

On December 9, 2003, the Town of Lisbon entered into a credit enhancement agreement with the Enterprise Electric for the construction of a 27,000 square foot facility. The original valuation of the property was $23,400. The District provides for 50% of the increase in assessed value (IAV) of the District to be captured and designated as captured assessed value. 100% of the property taxes to be generated, both real and personal, on captured assessed value within the District will be returned to the developer for 20 years. The remaining 50% of property taxes generated on the IAV will be retained by the Town and used for general purposes.

NOTE 25 - TAX INCREMENT FINANCING DISTRICTS AND ABATEMENTS (CONTINUED)

Gendron Realty Municipal Development and Tax Increment Financing District

On September 28, 2004, the Town of Lisbon entered into a credit enhancement agreement with Gendron Realty, a realtor and real estate developer, for the demolition, removal of existing buildings and new construction of a 30,000 square foot building for a Food City, Sam's Italian Foods, Dunkin Donuts and other associated retail/office space. The original valuation of the property was $303,130. The District provides for 40% of the increase in assessed value (IAV) of the District to be captured and designated as captured assessed value. 100% of the property taxes to be generated, both real and personal, on captured assessed value within the District will be returned to the developer for 20 years. The remaining 60% of property taxes generated on the IAV will be retained by the Town and used for general purposes.

G and C Realty LLC Municipal Development and Tax Increment Financing District

On September 28, 2004, the Town of Lisbon entered into a credit enhancement agreement with G and C Realty, LLC, a realtor and real estate developer, for the construction of a 27,600 square foot facility for Floor Systems, Inc. on company-owned land. The original valuation of the property was $39,600. The District provides for 50% of the increase in assessed value (IAV) of the District to be captured and designated as captured assessed value. 100% of the property taxes to be generated, both real and personal, on captured assessed value within the District will be returned to the developer for 15 years. The remaining 50% of property taxes generated on the IAV will be retained by the Town and used for general purposes.

Abatements

The Town has not made any commitments as part of the Credit Enhancement Agreements other than to reduce taxes. The Town is not subject to any tax abatement agreements entered into by other governmental entities.

For the fiscal year ended June 30, 2023, the Town did not abate any property taxes for any TIF programs.

NOTE 26 - RESTATEMENTS

In 2023, the Town determined that certain transactions in prior years had been recorded incorrectly or were omitted, therefore, a restatement to the 2022 government-wide, business-type activities and fund financial statements was required. The beginning general fund total fund balance was restated by a decrease of $638,386 to correct errors in the accrued wages, interfund accounts and accounts receivable. The education total fund balance was decreased by $1,329,540. The USDA Road Loan Grant CIP fund was restated by an increase of $111,002. The Treatment Plant fund was restated by an increase of $35. The Ferry Road fund was restated by an increase of $2,689,627 to incorporate this fund in the financial statements. The nonmajor funds total fund balance was restated by and decrease of $359. The capital assets were restated by an increase of $62,000, the notes from direct borrowings payable balance was restated by a decrease of $20,009 and the bond anticipation note payable was reduced by $2,096,061.

The resulting restatements increased governmental activities net position by $3,010,449 from $26,537,067 to $29,547,516.

The Lisbon Water Department’s financial statements were restated to account for the implementation of Statement No. 87 “Leases”. The previous year’s assets were increased by $445,980 and a deferred inflow of resources was added in the same amount.

Required Supplementary Information

Required supplementary information includes financial information and disclosures that are required by the Governmental Accounting Standards Board but are not considered a part of the basic financial statements. Such information includes:

- Budgetary Comparison Schedule - Budgetary Basis - Budget and Actual - General Fund
- Budgetary Comparison Schedule - Budgetary Basis - Budget and Actual - Education Fund
- Schedule of Proportionate Share of the Net Pension Liability
- Schedule of Contributions - Pensions
- Schedule of Changes in Net OPEB Liability - MMEHT Plan
- Schedule of Changes in Net OPEB Liability and Related Ratios - MMEHT Plan
- Schedule of Changes in Net OPEB Liability - MEABT Plan
- Schedule of Changes in Net OPEB Liability and Related Ratios - MEABT Plan
- Schedule of Proportionate Share of the Net OPEB Liability - SET Plan
- Schedule of Contributions - OPEB - Health Plans
- Schedule of Contributions - OPEB - SET Plan
- Notes to Required Supplementary Information

SCHEDULE 1

TOWN OF LISBON, MAINE

BUDGETARY COMPARISON SCHEDULE - BUDGETARY BASIS
BUDGET AND ACTUAL - GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2023

	Budgeted Amounts		Actual Amounts	Variance Positive (Negative)
	Original	Final		
Resources (Inflows):				
Property taxes	$ 13,947,330	$ 13,947,330	$ 13,931,994	$ (15,336)
Excise taxes	1,727,802	1,727,802	1,847,294	119,492
Licenses and permits	81,625	81,625	87,925	6,300
Intergovernmental	3,492,260	3,492,260	3,582,554	90,294
Charges for services	718,717	718,717	724,090	5,373
Interest income	-	-	162,407	162,407
Interest/costs on liens	-	-	71,820	71,820
Other income	15,840	15,840	89,171	73,331
Amounts Available for Appropriation	19,983,574	19,983,574	20,497,255	513,681
Charges to Appropriations (Outflows):				
General government	2,263,274	2,263,274	2,166,277	96,997
Public safety	3,776,876	3,776,876	3,256,970	519,906
Public works	3,030,579	3,030,579	2,651,239	379,340
Public services	1,376,393	1,376,393	1,297,194	79,199
General assistance	35,026	35,026	34,043	983
County tax	859,265	859,265	836,292	22,973
Overlay/abatements	225,256	225,256	13,285	211,971
Debt service	1,889,514	1,889,514	538,289	1,351,225
Total Charges to Appropriations	13,456,183	13,456,183	10,793,589	2,662,594
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	6,527,391	6,527,391	9,703,666	3,176,275
OTHER FINANCING SOURCES (USES)				
Transfers in	-	-	-	-
Transfers (out)	(8,114,893)	(8,114,893)	(8,712,275)	(597,382)
TOTAL OTHER FINANCING SOURCES (USES)	(8,114,893)	(8,114,893)	(8,712,275)	(597,382)
NET CHANGE IN FUND BALANCES	$ (1,587,502)	$ (1,587,502)	991,391	$ 2,578,893
FUND BALANCES - JULY 1, RESTATED			4,244,872	
FUND BALANCES - JUNE 30			$ 5,236,263	

See accompanying independent auditor's report and notes to financial statements.

TOWN OF LISBON, MAINE

BUDGETARY COMPARISON SCHEDULE - BUDGETARY BASIS
BUDGET AND ACTUAL - EDUCATION FUND
FOR THE YEAR ENDED JUNE 30, 2023

	Budgeted Amounts		Actual	Variance Positive
	Original	Final	Amounts	(Negative)
Budgetary Fund Balance, July 1, Restated	$ 1,539,743	$ 1,539,743	$ 1,539,743	$ -
Resources (Inflows):				
Intergovernmental revenues:				
State subsidy	10,617,530	10,617,530	10,009,004	(608,526)
State agency	-	-	2,415	2,415
Mainecare	346,899	346,899	316,049	(30,850)
Tuition	300,000	300,000	154,500	(145,500)
Interest income	5,000	5,000	33,001	28,001
Miscellaneous	10,500	10,500	8,001	(2,499)
Transfers from other funds	7,711,014	7,711,014	7,770,450	59,436
Amounts Available for Appropriation	20,530,686	20,530,686	19,833,163	(697,523)
Charges to Appropriations (Outflows):				
Regular instruction	8,081,027	8,081,027	7,447,732	633,295
Special education	3,108,830	3,108,830	2,836,699	272,131
Other instruction	412,322	412,322	399,424	12,898
Student and staff support	1,668,042	1,668,042	1,597,742	70,300
System administration	624,938	624,938	627,496	(2,558)
School administration	976,938	976,938	962,476	14,462
Transportation and buses	1,053,732	1,053,732	1,114,774	(61,042)
Facilities maintenance	1,665,994	1,665,994	1,737,834	(71,840)
Debt service	1,168,120	1,168,120	492,039	676,081
Transfers to other funds	231,000	231,000	231,000	-
Total Charges to Appropriations	18,990,943	18,990,943	17,447,216	1,543,727
Budgetary Fund Balance, June 30	$ 1,539,743	$ 1,539,743	$ 2,385,947	$ 846,204

See accompanying independent auditor's report and notes to financial statements.

TOWN OF LISBON, MAINE

SCHEDULE OF PROPORTIONATE SHARE OF THE NET PENSION LIABILITY
LAST 10 FISCAL YEARS*

	2023	2022	2021	2020	2019	2018	2017	2016	2015
PLD Plan - Town:									
Proportion of the net pension liability/(asset)	0.57%	0.56%	0.57%	0.58%	0.57%	0.58%	0.59%	0.58%	0.59%
Proportionate share of the net pension liability/(asset)	$ 1,518,101	$ (179,597)	$ 2,250,091	$ 1,781,086	$ 1,569,463	$ 2,362,730	$ 3,141,913	$ 1,280,674	$ 910,967
Covered payroll	$ 4,273,390	$ 3,984,650	$ 3,445,979	$ 3,524,580	$ 3,274,658	$ 3,149,472	$ 3,034,713	$ 3,043,854	$ 2,228,868
Proportionate share of the net pension liability/(asset) as a percentage of its covered payroll	35.52%	-4.51%	65.30%	50.53%	47.93%	75.02%	103.53%	42.07%	40.87%
Plan fiduciary net position as a percentage of the total pension liability/(asset)	93.26%	100.86%	88.35%	90.62%	91.14%	86.43%	86.40%	81.61%	88.30%
SET Plan:									
Town's proportion of the net pension liability/(as	0.03%	0.02%	0.03%	0.03%	0.04%	0.03%	0.04%	0.03%	0.03%
Town's proportionate share of the net pension liability/(asset)	$ 427,417	$ 182,098	$ 451,644	$ 438,590	$ 492,601	$ 474,747	$ 694,298	$ 392,331	$ 348,406
State's proportionate share of the net pension liability/(asset) associated with the Town	8,686,714	5,116,472	9,502,010	8,444,731	8,077,013	8,636,256	9,967,895	7,870,813	6,252,863
Total	$ 9,114,131	$ 5,298,570	$ 9,953,654	$ 8,883,321	$ 8,569,614	$ 9,111,003	$ 10,662,193	$ 8,263,144	$ 6,601,269
Town's covered payroll	$ 9,146,740	$ 8,207,959	$ 7,910,775	$ 7,739,002	$ 6,965,737	$ 7,470,720	$ 7,150,470	$ 7,348,015	$ 7,222,074
Town's proportionate share of the net pension liability/(asset) as a percentage of its covered payroll	4.69%	3.44%	4.54%	4.94%	7.07%	6.35%	9.71%	5.34%	4.82%
Plan fiduciary net position as a percentage of the total pension liability/(asset)	85.79%	90.90%	81.03%	84.52%	85.17%	80.78%	80.80%	81.20%	83.91%
PLD Plan - Lisbon Water Department:									
Proportion of the net pension liability/(asset)	0.06%	0.05%	0.05%	0.06%	0.06%	0.06%	0.05%	0.04%	0.04%
Proportionate share of the net pension liability/(asset)	$ 163,840	$ (15,089)	$ 194,294	$ 174,497	$ 156,459	$ 245,859	$ 254,114	$ 139,892	$ 56,539
Covered payroll	$ 411,298	$ 292,529	$ 317,722	$ 349,216	$ 330,587	$ 321,435	$ 255,428	$ 229,787	$ 195,950
Proportionate share of the net pension liability/(asset) as a percentage of its covered payroll	39.83%	-5.16%	61.15%	49.97%	47.33%	76.49%	99.49%	60.88%	28.85%
Plan fiduciary net position as a percentage of the total pension liability/(asset)	93.26%	100.86%	88.35%	90.62%	91.14%	86.43%	86.40%	81.61%	88.30%

* The amounts presented for each fiscal year were determined as of June 30 and are for those years for which information is available.

See accompanying independent auditor's report and notes to financial statements.

TOWN OF LISBON, MAINE

SCHEDULE OF CONTRIBUTIONS - PENSIONS
LAST 10 FISCAL YEARS*

	2023	2022	2021	2020	2019	2018	2017	2016	2015
PLD Plan - Town:									
Contractually required contribution	$ 553,372	$ 450,396	$ 404,442	$ 348,842	$ 346,012	$ 317,949	$ 296,008	$ 270,090	$ 231,256
Contributions in relation to the contractually required contribution	(553,372)	(450,396)	(404,442)	(348,842)	(346,012)	(317,949)	(296,008)	(270,090)	(231,256)
Contribution deficiency (excess)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Covered payroll	$ 5,270,210	$ 4,273,390	$ 3,984,650	$ 3,445,979	$ 3,524,580	$ 3,274,658	$ 3,149,472	$ 3,034,713	$ 3,043,854
Contributions as a percentage of covered payroll	10.50%	10.54%	10.15%	10.12%	9.82%	9.71%	9.40%	8.90%	7.60%
SET Plan:									
Contractually required contribution	$ 411,382	$ 397,571	$ 395,781	$ 381,275	$ 350,949	$ 309,709	$ 287,895	$ 285,213	$ 240,350
Contributions in relation to the contractually required contribution	(411,382)	(397,571)	(395,781)	(381,275)	(350,949)	(309,709)	(287,895)	(285,213)	(240,350)
Contribution deficiency (excess)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Town's covered payroll	$ 8,950,762	$ 9,146,740	$ 8,207,959	$ 7,910,775	$ 7,739,002	$ 6,965,737	$ 7,470,720	$ 7,150,470	$ 7,348,015
Contributions as a percentage of covered payroll	4.60%	4.35%	4.82%	4.82%	4.53%	4.45%	3.85%	3.99%	3.27%
PLD Plan - Lisbon Water Department:									
Contractually required contribution	$ 45,531	$ 38,819	$ 34,222	$ 32,274	$ 33,830	$ 31,087	$ 26,541	$ 20,128	$ 14,941
Contributions in relation to the contractually required contribution	(45,531)	(38,819)	(34,222)	(32,274)	(33,830)	(31,087)	(26,541)	(20,128)	(14,941)
Contribution deficiency (excess)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Covered payroll	$ 476,167	$ 379,685	$ 340,458	$ 324,600	$ 345,083	$ 325,535	$ 287,632	$ 240,468	$ 207,051
Contributions as a percentage of covered payroll	9.56%	10.22%	10.05%	9.94%	9.80%	9.55%	9.23%	8.37%	7.22%

* The amounts presented for each fiscal year were determined as of June 30 for the Town's PLD and SET Plans and for December 31 for the Water Department's PLD Plan and are for those years for which information is available.

See accompanying independent auditor's report and notes to financial statements.

TOWN OF LISBON, MAINE

SCHEDULE OF CHANGES IN NET OPEB LIABILITY - MMEHT PLAN - TOWN
FOR THE YEAR ENDED JUNE 30, 2023

	Increase (Decrease)		
	Net OPEB Liability (a)	Plan Fiduciary Net Position (b)	Net OPEB Liability (a) - (b)
Balances at 1/1/22 (Reporting December 31, 2022)	$ 298,829	$ -	$ 298,829
Changes for the year:			
Service cost	30,884	-	30,884
Interest	6,782	-	6,782
Changes of benefits	-	-	-
Differences between expected and actual experience	-	-	-
Changes of assumptions	(39,131)	-	(39,131)
Contributions - employer	-	943	(943)
Contributions - member	-	-	-
Net investment income	-	-	-
Benefit payments	(943)	(943)	-
Administrative expense	-	-	-
Net changes	(2,408)	-	(2,408)
Balances at 1/1/23 (Reporting December 31, 2023)	$ 296,421	$ -	$ 296,421

TOWN OF LISBON, MAINE

SCHEDULE OF CHANGES IN NET OPEB LIABILITY - MMEHT PLAN
LISBON WATER DEPARTMENT
FOR THE YEAR ENDED DECEMBER 31, 2020

	Increase (Decrease)		
	Net OPEB Liability (a)	Plan Fiduciary Net Position (b)	Net OPEB Liability (a) - (b)
Balances at 1/1/21 (Reporting December 31, 2021)	$ 36,012	$ -	$ 36,012
Changes for the year:			
Service cost	7,165	-	7,165
Interest	1,711	-	1,711
Changes of benefits	-	-	-
Differences between expected and actual experience	(18,568)	-	(18,568)
Changes of assumptions	(2,264)	-	(2,264)
Contributions - employer	-	310	(310)
Contributions - member	-	-	-
Net investment income	-	-	-
Benefit payments	(310)	(310)	-
Administrative expense	-	-	-
Net changes	(12,266)	-	(12,266)
Balances at 1/1/22 (Reporting December 31, 2022)	$ 23,746	$ -	$ 23,746

See accompanying independent auditor's report and notes to financial statements.

TOWN OF LISBON, MAINE

SCHEDULE OF CHANGES IN NET OPEB LIABILITY
AND RELATED RATIOS - HEALTH PLAN - TOWN
LAST 10 FISCAL YEARS*

	2023	2022	2021	2020	2019	2018
Total OPEB liability						
Service cost (BOY)	$ 30,884	$ 34,866	$ 30,417	$ 17,800	$ 19,925	$ 15,207
Interest (includes interest on service cost)	6,782	8,324	8,975	19,457	17,209	16,053
Changes of benefit terms	-	-	-	(5,617)	-	-
Differences between expected and actual experience	-	(90,357)	-	(255,941)	-	5,890
Changes of assumptions	(39,131)	(11,015)	22,738	73,149	(45,595)	47,874
Benefit payments, including refunds of member contributions	(943)	(1,510)	(1,452)	(15,400)	(14,808)	(13,554)
Net change in total OPEB liability	$ (2,408)	$ (59,692)	$ 60,678	$ (166,552)	$ (23,269)	$ 71,470
Total OPEB liability - beginning	$ 298,829	$ 358,521	$ 297,843	$ 464,395	$ 487,664	$ 416,194
Total OPEB liability - ending	$ 296,421	$ 298,829	$ 358,521	$ 297,843	$ 464,395	$ 487,664
Plan fiduciary net position						
Contributions - employer	943	1,510	1,452	15,400	14,808	13,554
Contributions - member	-	-	-	-	-	-
Net investment income	-	-	-	-	-	-
Benefit payments, including refunds of member contributions	(943)	(1,510)	(1,452)	(15,400)	(14,808)	(13,554)
Administrative expense	-	-	-	-	-	-
Net change in fiduciary net position	-	-	-	-	-	-
Plan fiduciary net position - beginning	$ -	$ -	$ -	$ -	$ -	$ -
Plan fiduciary net position - ending	$ -	$ -	$ -	$ -	$ -	$ -
Net OPEB liability - ending	$ 296,421	$ 298,829	$ 358,521	$ 297,843	$ 464,395	$ 487,664
Plan fiduciary net position as a percentage of the total OPEB liability	-	-	-	-	-	-
	$ 2,448,332	$ 2,448,332	$ 2,459,479	$ 2,459,479	$ 2,358,508	$ 2,358,508
Net OPEB liability as a percentage of covered payroll	12.1%	12.2%	14.6%	12.1%	19.7%	20.7%

* The amounts presented for each fiscal year are for those years for which information is available.

TOWN OF LISBON, MAINE

SCHEDULE OF CHANGES IN NET OPEB LIABILITY AND RELATED RATIOS - HEALTH PLAN - LISBON WATER DEPARTMENT LAST 10 FISCAL YEARS*

	2022	2021	2020	2019	2018
Total OPEB liability					
Service cost (BOY)	7,165	4,336	2,047	1,996	1,523
Interest (includes interest on service cost)	1,711	1,279	2,237	1,724	1,608
Changes of benefit terms	-	-	(646)	-	-
Differences between expected and actual experience	(18,568)	-	(29,430)	-	590
Changes of assumptions	(2,264)	3,241	8,411	(4,567)	4,796
Benefit payments, including refunds of member contributions	(310)	(207)	(1,771)	(1,483)	(1,358)
Net change in total OPEB liability	$ (12,266)	$ 8,649	$ (19,152)	$ (2,330)	$ 7,159
Total OPEB liability - beginning	$ 36,012	$ 27,363	$ 46,515	$ 48,845	$ 41,686
Total OPEB liability - ending	$ 23,746	$ 36,012	$ 27,363	$ 46,515	$ 48,845
Plan fiduciary net position					
Contributions - employer	310	207	1,771	1,483	1,358
Contributions - member	-	-	-	-	-
Net investment income	-	-	-	-	-
Benefit payments, including refunds of member contributions	(310)	(207)	(1,771)	(1,483)	(1,358)
Administrative expense	-	-	-	-	-
Net change in fiduciary net position	-	-	-	-	-
Plan fiduciary net position - beginning	$ -	$ -	$ -	$ -	$ -
Plan fiduciary net position - ending	$ -	$ -	$ -	$ -	$ -
Net OPEB liability - ending	$ 23,746	$ 36,012	$ 27,363	$ 46,515	$ 48,845
Plan fiduciary net position as a percentage of the total OPEB liability	-	-	-	-	-
Covered payroll	$ 503,130	$ 350,597	$ 282,813	$ 236,231	$ 236,231
Net OPEB liability as a percentage of covered payroll	4.7%	10.3%	9.7%	19.7%	20.7%

* The amounts presented for each fiscal year are for those years for which information is available.

See accompanying independent auditor's report and notes to financial statements.

TOWN OF LISBON, MAINE

SCHEDULE OF CHANGES IN NET OPEB LIABILITY - MEABT PLAN
FOR THE YEAR ENDED JUNE 30, 2023

	Increase (Decrease)		
	Net OPEB Liability (a)	Plan Fiduciary Net Position (b)	Net OPEB Liability (a) - (b)
Balances at 6/30/21 (Reporting June 30, 2022)	$ 3,470,432	$ -	$ 3,470,432
Changes for the year:			
Service cost	53,460	-	53,460
Interest	74,871	-	74,871
Changes of benefits	-	-	-
Differences between expected and actual experience	277,966	-	277,966
Changes of assumptions	102,962	-	102,962
Contributions - employer	-	115,893	(115,893)
Contributions - member	-	-	-
Net investment income	-	-	-
Benefit payments	(115,893)	(115,893)	-
Administrative expense	-	-	-
Net changes	393,366	-	393,366
Balances at 6/30/22 (Reporting June 30, 2023)	$ 3,863,798	$ -	$ 3,863,798

See accompanying independent auditor's report and notes to financial statements.

TOWN OF LISBON, MAINE

SCHEDULE OF CHANGES IN NET OPEB LIABILITY AND
RELATED RATIOS - MEABT PLAN
LAST 10 FISCAL YEARS*

	2023	2022	2021	2020	2019
Total OPEB liability					
Service cost (BOY)	$ 53,460	$ 60,295	$ 37,385	$ 31,955	$ 33,826
Interest (includes interest on service cost)	74,871	75,632	128,846	133,669	126,761
Changes of benefit terms	-	-	(277,873)	-	-
Differences between expected and actual experience	277,966	-	(600,958)	-	-
Changes of assumptions	102,962	23,646	550,029	178,121	(140,250)
Benefit payments, including refunds of member contributions	(115,893)	(101,621)	(136,606)	(107,203)	(103,498)
Net change in total OPEB liability	$ 393,366	$ 57,952	$ (299,177)	$ 236,542	$ (83,161)
Total OPEB liability - beginning	$ 3,470,432	$ 3,412,480	$ 3,711,657	$ 3,475,115	$ 3,558,276
Total OPEB liability - ending	$ 3,863,798	$ 3,470,432	$ 3,412,480	$ 3,711,657	$ 3,475,115
Plan fiduciary net position					
Contributions - employer	115,893	101,621	136,606	107,203	103,498
Contributions - member	-	-	-	-	(103,498)
Net investment income	-	-	-	-	-
Benefit payments, including refunds of member contributions	(115,893)	(101,621)	(136,606)	(107,203)	-
Administrative expense	-	-	-	-	-
Net change in fiduciary net position	-	-	-	-	-
Plan fiduciary net position - beginning	$ -	$ -	$ -	$ -	$ -
Plan fiduciary net position - ending	$ -	$ -	$ -	$ -	$ -
Net OPEB liability - ending	$ 3,863,798	$ 3,470,432	$ 3,412,480	$ 3,711,657	$ 3,475,115
Plan fiduciary net position as a percentage of the total OPEB liability	-	-	-	-	-
Covered payroll	$ 7,024,583	$ 7,540,775	$ 7,356,853	$ 8,302,352	$ 8,080,148
Net OPEB liability as a percentage of covered payroll	55.0%	46.0%	46.4%	44.7%	43.0%

* The amounts presented for each fiscal year are for those years for which information is available.

See accompanying independent auditor's report and notes to financial statements.

TOWN OF LISBON, MAINE

SCHEDULE OF PROPORTIONATE SHARE OF THE NET OPEB LIABILITY - SET PLAN
LAST 10 FISCAL YEARS*

	2023	2022	2021	2020	2019	2018	2017
SET Life Insurance:							
Proportion of the net OPEB liability	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
School's proportionate share of the net OPEB liability	$ -	$ -	$ -	$ -	$ -	$ -	$ -
State's proportionate share of the net OPEB liability associated with the School	218,860	110,313	235,203	240,535	248,511	237,224	-
Total	$ 218,860	$ 110,313	$ 235,203	$ 240,535	$ 248,511	$ 237,224	$ -
Covered payroll	$ 9,146,740	$ 8,207,959	$ 7,910,775	$ 7,739,002	$ 6,965,737	$ 7,470,720	$ 7,150,470
Proportionate share of the net OPEB liability as a percentage of its covered payroll	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Plan fiduciary net position as a percentage of the total OPEB liability	0.00%	55.40%	55.40%	49.51%	49.22%	48.04%	47.29%

* The amounts presented for each fiscal year were determined as of June 30 and are for those years for which information is available.

TOWN OF LISBON, MAINE

SCHEDULE OF CONTRIBUTIONS - OPEB - HEALTH PLANS
LAST 10 FISCAL YEARS*

MMEHT - TOWN:	2023	2022	2021	2020	2019
Employer contributions	$ (943)	$ (1,510)	$ (1,452)	$ 15,400	$ 14,808
Benefit payments	943	1,510	1,452	(15,400)	(14,808)
Contribution deficiency (excess)	$ -	$ -	$ -	$ -	$ -
Covered payroll	$ 2,448,332	$ 2,448,332	$ 2,459,479	$ 2,459,479	$ 2,358,508
Contributions as a percentage of covered payroll	0.00%	0.00%	0.00%	0.00%	0.00%

MEABT SCHOOL DEPARTMENT:	2023	2022	2021	2020	2019
Employer contributions	$ 115,893	$ 101,621	$ 136,606	$ 107,203	$ 103,498
Benefit payments	(115,893)	(101,621)	(136,606)	(107,203)	(103,498)
Contribution deficiency (excess)	$ -	$ -	$ -	$ -	$ -
Covered payroll	$ 7,024,583	$ 7,540,775	$ 7,356,853	$ 8,302,352	$ 8,080,148
Contributions as a percentage of covered payroll	0.00%	0.00%	0.00%	0.00%	0.00%

MMEHT LISBON WATER DEPARTMENT:	2022	2021	2020	2019	2018
Employer contributions	$ 310	$ 207	$ 1,771	$ 1,483	$ 1,358
Benefit payments	(310)	(207)	(1,771)	(1,483)	(1,358)
Contribution deficiency (excess)	$ -	$ -	$ -	$ -	$ -
Covered payroll	$ 503,130	$ 350,597	$ 282,813	$ 236,231	$ 236,231
Contributions as a percentage of covered payroll	0.00%	0.00%	0.00%	0.00%	0.00%

* The amounts presented for each fiscal year are for those years for which information is available.

See accompanying independent auditor's report and notes to financial statements.

TOWN OF LISBON, MAINE

SCHEDULE OF CONTRIBUTIONS - OPEB - SET PLAN
LAST 10 FISCAL YEARS*

	2023	2022	2021	2020	2019	2018	2017
SET Life Insurance:							
Contractually required contribution	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Contributions in relation to the contractually required contribution	-	-	-	-	-	-	-
Contribution deficiency (excess)	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Covered payroll	$ -	$ 9,146,740	$ 8,207,959	$ 7,910,775	$ 7,739,002	$ 6,965,737	$ 7,470,720
Contributions as a percentage of covered payroll	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

* The amounts presented for each fiscal year are for those years for which information is available.

See accompanying independent auditor's report and notes to financial statements.

Changes of Assumptions

MEPERS PLD Plan:

There have been no changes in actuarial assumptions since the last measurement date.

MEPERS SET Plan:

There have been no changes in actuarial assumptions since the last measurement date.

MMEHT Health Plans:

Town Plan: There was a change in the discount rate from 2.06% to 3.72% per GASB 75 discount rate selection. Ultimate medical trends were aligned to the higher inflation environment for the roll forward as of this measurement date.

Water Plan: The discount rate was updated to reflect the December 30, 2021 Bond Buyer 20-Bond GO Index. The ultimate trend assumption was reduced to reflect the reduction in the Bond Buyer 20-Bond GO Index.

The following demographic assumptions were updated based on the June 30, 2021 experience study:

Mortality, termination, retirement and salary rates.

The enrollment participation for plans with no employer subsidy was update for ages 65-70.

There was a change in the discount rate from 2.12% to 2.06% per GASB 75 discount rate selection. In addition, medical and prescription drug trend arrays were updated.

MEABT Health Plan:

There was a change in the discount rate from 2.16% to 3.54% per GASB 75 discount rate selection.

MEPERS Group Life Plan:

There have been no changes in actuarial assumptions since the last measurement date.

Other Supplementary Information

Other supplementary information includes financial statements and schedules not required by the Governmental Accounting Standards Board, nor a part of the basic financial statements, but are presented for purposes of additional analysis.

- Budgetary Comparison Schedule - Budgetary Basis - Budget and Actual - General Fund Revenues
- Schedule of Departmental Operations - General Fund
- Combining Balance Sheet - Nonmajor Governmental Funds
- Combining Schedule of Revenues, Expenditures and Changes in Fund Balances - Nonmajor Governmental Funds
- Combining Balance Sheet - Nonmajor Special Revenue Funds
- Combining Schedule of Revenues, Expenditures and Changes in Fund Balances - Nonmajor Special Revenue Funds
- Combining Balance Sheet - Nonmajor Capital Projects Funds
- Combining Schedule of Revenues, Expenditures and Changes in Fund Balances - Nonmajor Capital Projects Funds
- Combining Schedule of Revenues, Expenditures and Changes in Fund Balances - Nonmajor Permanent Funds
- Combining Schedule of Revenues, Expenditures and Changes in Net Position - Fiduciary Funds - Private-Purpose Trusts

TOWN OF LISBON, MAINE

BUDGETARY COMPARISON SCHEDULE - BUDGETARY BASIS
BUDGET AND ACTUAL - GENERAL FUND REVENUES
FOR THE YEAR ENDED JUNE 30, 2023

	Original Budget	Budget Adjustments	Final Budget	Actual Amounts	Variance Positive (Negative)
REVENUES:					
Taxes:					
Property taxes	$ 13,947,330	$ -	$ 13,947,330	$ 13,931,994	$ (15,336)
Excise taxes	1,727,802	-	1,727,802	1,847,294	119,492
Registration fees	-	-	-	43,407	43,407
Interest and costs on taxes	-	-	-	28,413	28,413
	15,675,132	-	15,675,132	15,851,108	175,976
Licenses and permits:					
Business permits and fees	42,000	-	42,000	54,522	12,522
All other construction fees	-	-	-	33,156	33,156
Town clerk	39,625	-	39,625	247	(39,378)
	81,625	-	81,625	87,925	6,300
Intergovernmental:					
State revenue sharing	2,225,912	-	2,225,912	2,428,874	202,962
General assistance	24,518	-	24,518	29,851	5,333
Tree growth reimbursement	-	-	-	16,866	16,866
BETE reimbursement	281,116	-	281,116	281,234	118
Homestead reimbursement	960,714	-	960,714	702,905	(257,809)
Miscellaneous state aid	-	-	-	21,728	21,728
Urban rural incentive program	-	-	-	101,096	101,096
	3,492,260	-	3,492,260	3,582,554	90,294
Charges for services:					
Public services	119,246	-	119,246	5,835	(113,411)
Public works	208,240	-	208,240	210,833	2,593
Public safety	130,908	-	130,908	130,441	(467)
Culture and recreation	260,323	-	260,323	376,981	116,658
	718,717	-	718,717	724,090	5,373
Interest income	-	-	-	162,407	162,407
Other revenues:					
Reimbursements	-	-	-	40,890	40,890
Other revenues	15,840	-	15,840	48,281	32,441
	15,840	-	15,840	89,171	73,331
Total revenues	$ 19,983,574	$ -	$ 19,983,574	$ 20,497,255	$ 513,681

See accompanying independent auditor's report and notes to financial statements.

TOWN OF LISBON, MAINE

SCHEDULE OF DEPARTMENTAL OPERATIONS - GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2023

	Original Budget	Budget Adjustments	Final Budget	Actual Amounts	Variance Positive (Negative)
General government:					
Elected officials	$ 27,907	$ -	$ 27,907	$ 25,927	$ 1,980
Town manager	469,881	-	469,881	429,678	40,203
Contingency	-	-	-	33,526	(33,526)
Insurance	107,401	-	107,401	108,210	(809)
Legal	70,000	-	70,000	43,757	26,243
Finance	261,835	-	261,835	260,758	1,077
Tax collector	192,714	-	192,714	188,352	4,362
Code enforcement	166,603	-	166,603	113,591	53,012
Town clerk	180,246	-	180,246	137,841	42,405
Assessing	100,511	-	100,511	165,568	(65,057)
Town buildings	263,684	-	263,684	242,593	21,091
Technology	279,661	-	279,661	287,425	(7,764)
Planning Board	22,216	-	22,216	7,605	14,611
Board of Appeals	1,340	-	1,340	1,819	(479)
Economic development	119,275	-	119,275	119,627	(352)
	2,263,274	-	2,263,274	2,166,277	96,997
Public safety:					
Police	2,214,005	-	2,214,005	2,087,310	126,695
Animal control officer	115,765	-	115,765	109,235	6,530
Fire	734,349	-	734,349	690,080	44,269
Emergency	336,426	-	336,426	22,973	313,453
Communication	376,331	-	376,331	347,372	28,959
	3,776,876	-	3,776,876	3,256,970	519,906
Public works:					
Public works	1,610,526	-	1,610,526	1,293,339	317,187
Snow removal	323,184	-	323,184	414,061	(90,877)
Hydrant rental	575,000	-	575,000	480,000	95,000
Street and traffic lights	-	-	-	81,288	(81,288)
Solid waste	521,869	-	521,869	382,551	139,318
	3,030,579	-	3,030,579	2,651,239	379,340

TOWN OF LISBON, MAINE

SCHEDULE OF DEPARTMENTAL OPERATIONS - GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2023

	Final Budget	Budget Adjustments	Final Budget	Actual Amounts	Variance Positive (Negative)
Public services:					
Health officer	6,986	-	6,986	7,123	(137)
Community services - senior citizens	-	-	-	40,000	(40,000)
Lisbon Falls Library	432,172	-	432,172	397,763	34,409
Miscellaneous public services	59,487	-	59,487	13,515	45,972
Recreation department	877,748	-	877,748	838,793	38,955
	1,376,393	-	1,376,393	1,297,194	79,199
General assistance	35,026	-	35,026	34,043	983
Intergovernmental - county tax	859,265	-	859,265	836,292	22,973
Unclassified:					
Overlay/tax abatements	225,256	-	225,256	13,285	211,971
	225,256	-	225,256	13,285	211,971
Debt service - Town	1,889,514	-	1,889,514	538,289	1,351,225
Transfers to other funds:					
Education	7,732,882	-	7,732,882	7,770,450	(37,568)
Special revenue funds	221,011	-	221,011	730,825	(509,814)
Capital projects funds	161,000	-	161,000	211,000	(50,000)
	8,114,893	-	8,114,893	8,712,275	(597,382)
Total Departmental Operations	$ 21,571,076	$ -	$ 21,571,076	$ 19,505,864	$ 2,065,212

See accompanying independent auditor's report and notes to financial statements.

SCHEDULE C

TOWN OF LISBON, MAINE

COMBINING BALANCE SHEET - NONMAJOR GOVERNMENTAL FUNDS
JUNE 30, 2023

	Special Revenue Funds	Capital Projects Funds	Permanent Funds	Total Nonmajor Governmental Funds
ASSETS				
Cash and cash equivalents	$ 282,421	$ -	$ 9,654	$ 292,075
Investments	-	-	20,082	20,082
Due from other governments	228,314	-	-	228,314
Inventory	21,029	-	-	21,029
Due from other funds	3,117,465	272,185	-	3,389,650
TOTAL ASSETS	$ 3,649,229	$ 272,185	$ 29,736	$ 3,951,150
LIABILITIES				
Accounts payable	$ 96,965	$ -	$ -	$ 96,965
Accrued payroll	11,745	-	-	11,745
Due to other funds	669,463	123,951	-	793,414
TOTAL LIABILITIES	778,173	123,951	-	902,124
FUND BALANCES (DEFICITS)				
Nonspendable	21,029	-	1,118	22,147
Restricted	2,277,251	-	28,618	2,305,869
Committed	1,037,852	272,185	-	1,310,037
Assigned	381,533	-	-	381,533
Unassigned	(846,609)	(123,951)	-	(970,560)
TOTAL FUND BALANCES (DEFICITS)	2,871,056	148,234	29,736	3,049,026
TOTAL LIABILITIES AND FUND BALANCES (DEFICITS)	$ 3,649,229	$ 272,185	$ 29,736	$ 3,951,150

See accompanying independent auditor's report and notes to financial statements.

TOWN OF LISBON, MAINE

COMBINING SCHEDULE OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCES - NONMAJOR GOVERNMENTAL FUNDS
FOR THE YEAR ENDED JUNE 30, 2023

	Special Revenue Funds	Capital Projects Funds	Permanent Funds	Total Nonmajor Governmental Funds
REVENUES				
Intergovernmental	$ 2,029,730	$ -	$ -	$ 2,029,730
Investment income	943	-	-	943
Other income	284,909	-	-	284,909
TOTAL REVENUES	2,315,582	-	-	2,315,582
EXPENDITURES				
Capital outlay	279,337	821,528	-	1,100,865
General government	278,071	-	-	278,071
Public services and payments	75,986	3,737	-	79,723
Education	1,394,942	-	-	1,394,942
Food service	957,856	-	-	957,856
Other	395,486	-	-	395,486
TOTAL EXPENDITURES	3,381,678	825,265	-	4,206,943
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(1,066,096)	(825,265)	-	(1,891,361)
OTHER FINANCING SOURCES (USES)				
Transfers in	961,825	211,000	-	1,172,825
Transfers (out)	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	961,825	211,000	-	1,172,825
NET CHANGE IN FUND BALANCES (DEFICITS)	(104,271)	(614,265)	-	(718,536)
FUND BALANCES (DEFICITS) - JULY 1, RESTATED	2,975,327	762,499	29,736	3,767,562
FUND BALANCES (DEFICITS) - JUNE 30	$ 2,871,056	$ 148,234	$ 29,736	$ 3,049,026

See accompanying independent auditor's report and notes to financial statements.

Special Revenue Funds

Special revenue funds are established to account for the proceeds of specific revenue sources (other than expendable trusts or for major capital projects) that are legally restricted to expenditures for specific purposes.

SCHEDULE E

TOWN OF LISBON, MAINE

COMBINING BALANCE SHEET - NONMAJOR SPECIAL REVENUE FUNDS
JUNE 30, 2023

	Recreation Land Use	DARE Program	Moxie Donations	Rec Summer Camp Scholarship	Contracted Professional Services	Waste Diversion Grant	Sale of Surplus Prop	2023 Full Plate	School Nutrition Program	School Federal and Other Programs
ASSETS										
Cash and cash equivalents	$ 6,030	$ 30,048	$ 82,601	$ -	$ -	$ -	$ -	$ -	$ -	$ 163,742
Due from other governments	-	82	450	75	-	-	-	-	-	227,707
Inventory	-	-	-	-	-	-	-	-	21,029	-
Due from other funds	-	-	-	1,675	36,375	-	138,273	-	499,360	-
TOTAL ASSETS	$ 6,030	$ 30,130	$ 83,051	$ 1,750	$ 36,375	$ -	$ 138,273	$ -	$ 520,389	$ 391,449
LIABILITIES										
Accounts payable	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 654	$ 96,311
Accrued payroll	-	-	-	-	-	-	-	-	-	11,745
Due to other funds	3,531	4,846	43,710	-	-	911	-	10,196	-	406,987
TOTAL LIABILITIES	3,531	4,846	43,710	-	-	911	-	10,196	654	515,043
FUND BALANCES (DEFICITS)										
Nonspendable	-	-	-	-	-	-	-	-	21,029	-
Restricted	-	25,284	39,341	1,750	36,375	-	138,273	-	-	348,887
Committed	2,499	-	-	-	-	-	-	-	498,706	-
Assigned	-	-	-	-	-	-	-	-	-	163,739
Unassigned	-	-	-	-	-	(911)	-	(10,196)	-	(636,220)
TOTAL FUND BALANCES (DEFICITS)	2,499	25,284	39,341	1,750	36,375	(911)	138,273	(10,196)	519,735	(123,594)
TOTAL LIABILITIES AND FUND BALANCES (DEFICITS)	$ 6,030	$ 30,130	$ 83,051	$ 1,750	$ 36,375	$ -	$ 138,273	$ -	$ 520,389	$ 391,449

TOWN OF LISBON, MAINE

COMBINING BALANCE SHEET - NONMAJOR SPECIAL REVENUE FUNDS
JUNE 30, 2023

	LL Summer Read	LL Patrick Memorial	LL Barron Memorial	LL Library Adult Program	LL Erna Smith Memorial	LL Huston Memorial	LL Spear Memorial	LL Alison Ross Memorial	PD 2017 HSG
ASSETS									
Cash and cash equivalents	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Due from other governments	-	-	-	-	-	-	-	-	-
Inventory	-	-	-	-	-	-	-	-	-
Due from other funds	2,811	761	205	3,395	1,200	890	-	9,085	-
TOTAL ASSETS	$ 2,811	$ 761	$ 205	$ 3,395	$ 1,200	$ 890	$ -	$ 9,085	$ -
LIABILITIES									
Accounts payable	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Accrued payroll	-	-	-	-	-	-	-	-	-
Due to other funds	-	-	-	-	-	-	65	-	410
TOTAL LIABILITIES	-	-	-	-	-	-	65	-	410
FUND BALANCES (DEFICITS)									
Nonspendable	-	-	-	-	-	-	-	-	-
Restricted	-	-	-	-	-	-	-	-	-
Committed	-	-	-	-	-	-	-	-	-
Assigned	2,811	761	205	3,395	1,200	890	-	9,085	-
Unassigned	-	-	-	-	-	-	(65)	-	(410)
TOTAL FUND BALANCES (DEFICITS)	2,811	761	205	3,395	1,200	890	(65)	9,085	(410)
TOTAL LIABILITIES AND FUND BALANCES (DEFICITS)	$ 2,811	$ 761	$ 205	$ 3,395	$ 1,200	$ 890	$ -	$ 9,085	$ -

TOWN OF LISBON, MAINE

COMBINING BALANCE SHEET - NONMAJOR SPECIAL REVENUE FUNDS
JUNE 30, 2023

	Police State Forfeiture	Police Federal Asset Forfeiture	PW Dually Truck	JR Firefighter Reserve	Cemetery Donation	Library ARPA	Playground Donations	Giving Tree	Claire Paquette Memorial	Heating Assistance
ASSETS										
Cash and cash equivalents	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Due from other governments	-	-	-	-	-	-	-	-	-	-
Inventory	-	-	-	-	-	-	-	-	-	-
Due from other funds	3,413	-	-	1,883	384	14	1,876	6,566	706	644
TOTAL ASSETS	$ 3,413	$ -	$ -	$ 1,883	$ 384	$ 14	$ 1,876	$ 6,566	$ 706	$ 644
LIABILITIES										
Accounts payable	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Accrued payroll	-	-	-	-	-	-	-	-	-	-
Due to other funds	-	3,787	48,265	-	-	-	-	-	-	-
TOTAL LIABILITIES	-	3,787	48,265	-	-	-	-	-	-	-
FUND BALANCES (DEFICITS)										
Nonspendable	-	-	-	-	-	-	-	-	-	-
Restricted	3,413	-	-	-	384	14	-	-	-	-
Committed	-	-	-	-	-	-	-	-	-	-
Assigned	-	-	-	1,883	-	-	1,876	6,566	706	644
Unassigned	-	(3,787)	(48,265)	-	-	-	-	-	-	-
TOTAL FUND BALANCES (DEFICITS)	3,413	(3,787)	(48,265)	1,883	384	14	1,876	6,566	706	644
TOTAL LIABILITIES AND FUND BALANCES (DEFICITS)	$ 3,413	$ -	$ -	$ 1,883	$ 384	$ 14	$ 1,876	$ 6,566	$ 706	$ 644

TOWN OF LISBON, MAINE

COMBINING BALANCE SHEET - NONMAJOR SPECIAL REVENUE FUNDS
JUNE 30, 2023

	Thanksgiving Basket	Assessing	Rt. 196 / Davis	DOT Match	Generator Pad Reserve	Town Buildings	PW Skid Steer	Hatch Road Escrow	Health Insurance Reserve
ASSETS									
Cash and cash equivalents	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Due from other governments	-	-	-	-	-	-	-	-	-
Inventory	-	-	-	-	-	-	-	-	-
Due from other funds	5,905	9,404	2,611	106,767	-	-	431	12,810	69,800
TOTAL ASSETS	$ 5,905	$ 9,404	$ 2,611	$ 106,767	$ -	$ -	$ 431	$ 12,810	$ 69,800
LIABILITIES									
Accounts payable	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Accrued payroll	-	-	-	-	-	-	-	-	-
Due to other funds	-	-	-	-	63,469	48,609	-	-	-
TOTAL LIABILITIES	-	-	-	-	63,469	48,609	-	-	-
FUND BALANCES (DEFICITS)									
Nonspendable	-	-	-	-	-	-	-	-	-
Restricted	-	-	-	106,767	-	-	-	-	-
Committed	-	-	2,611	-	-	-	431	12,810	69,800
Assigned	5,905	9,404	-	-	-	-	-	-	-
Unassigned	-	-	-	-	(63,469)	(48,609)	-	-	-
TOTAL FUND BALANCES (DEFICITS)	5,905	9,404	2,611	106,767	(63,469)	(48,609)	431	12,810	69,800
TOTAL LIABILITIES AND FUND BALANCES (DEFICITS)	$ 5,905	$ 9,404	$ 2,611	$ 106,767	$ -	$ -	$ 431	$ 12,810	$ 69,800

TOWN OF LISBON, MAINE

COMBINING BALANCE SHEET - NONMAJOR SPECIAL REVENUE FUNDS
JUNE 30, 2023

	Fire Truck Replacement	FD Equip Reserve	Technology MUNIS	Elected Officials	HRA Reserve	HSG PD Grant	Dingley TIF	Kelly Park TIF	Downtown TIF
ASSETS									
Cash and cash equivalents	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Due from other governments	-	-	-	-	-	-	-	-	-
Inventory	-	-	-	-	-	-	-	-	-
Due from other funds	285,943	101,596	28,189	79	9,819	-	620,136	192,186	181,323
TOTAL ASSETS	$ 285,943	$ 101,596	$ 28,189	$ 79	$ 9,819	$ -	$ 620,136	$ 192,186	$ 181,323
LIABILITIES									
Accounts payable	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Accrued payroll	-	-	-	-	-	-	-	-	-
Due to other funds	-	-	-	-	-	1,466	-	-	-
TOTAL LIABILITIES	-	-	-	-	-	1,466	-	-	-
FUND BALANCES (DEFICITS)									
Nonspendable	-	-	-	-	-	-	-	-	-
Restricted	-	-	-	-	-	-	620,136	192,186	181,323
Committed	285,943	101,596	28,189	-	-	-	-	-	-
Assigned	-	-	-	79	9,819	-	-	-	-
Unassigned	-	-	-	-	-	(1,466)	-	-	-
TOTAL FUND BALANCES (DEFICITS)	285,943	101,596	28,189	79	9,819	(1,466)	620,136	192,186	181,323
TOTAL LIABILITIES AND FUND BALANCES (DEFICITS)	$ 285,943	$ 101,596	$ 28,189	$ 79	$ 9,819	$ -	$ 620,136	$ 192,186	$ 181,323

TOWN OF LISBON, MAINE

COMBINING BALANCE SHEET - NONMAJOR SPECIAL REVENUE FUNDS
JUNE 30, 2023

	Condemned Building	Beaver Park	Wellness Reserve	Animal Control	Accrued Comp Reserve	Façade Grant	49 Frost Hill	ARPA	Sabattus Law Grant
ASSETS									
Cash and cash equivalents	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Due from other governments	-	-	-	-	-	-	-	-	-
Inventory	-	-	-	-	-	-	-	-	-
Due from other funds	-	27,861	-	32,932	7,173	-	-	506,093	-
TOTAL ASSETS	$ -	$ 27,861	$ -	$ 32,932	$ 7,173	$ -	$ -	$ 506,093	$ -
LIABILITIES									
Accounts payable	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Accrued payroll	-	-	-	-	-	-	-	-	-
Due to other funds	2,198	-	452	-	-	-	3,093	-	2,760
TOTAL LIABILITIES	2,198	-	452	-	-	-	3,093	-	2,760
FUND BALANCES (DEFICITS)									
Nonspendable	-	-	-	-	-	-	-	-	-
Restricted	-	-	-	-	-	-	-	506,093	-
Committed	-	-	-	-	-	-	-	-	-
Assigned	-	27,861	-	32,932	7,173	-	-	-	-
Unassigned	(2,198)	-	(452)	-	-	-	(3,093)	-	(2,760)
TOTAL FUND BALANCES (DEFICITS)	(2,198)	27,861	(452)	32,932	7,173	-	(3,093)	506,093	(2,760)
TOTAL LIABILITIES AND FUND BALANCES (DEFICITS)	$ -	$ 27,861	$ -	$ 32,932	$ 7,173	$ -	$ -	$ 506,093	$ -

TOWN OF LISBON, MAINE

COMBINING BALANCE SHEET - NONMAJOR SPECIAL REVENUE FUNDS
JUNE 30, 2023

	Healthy Androscoggin PD Grant	MDF Entrepreneurship Grant	Brownfields Grant	16 Downtown Grant	18 Downtown Grant	Donations	Park and Rec Vehicle Ins Receipt	BYRNE/ JAG Grant	Lisbon Beautification
ASSETS									
Cash and cash equivalents	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Due from other governments	-	-	-	-	-	-	-	-	-
Inventory	-	-	-	-	-	-	-	-	-
Due from other funds	33	59,661	-	2,782	5,290	500	14,595	225	5,749
TOTAL ASSETS	$ 33	$ 59,661	$ -	$ 2,782	$ 5,290	$ 500	$ 14,595	$ 225	$ 5,749
LIABILITIES									
Accounts payable	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Accrued payroll	-	-	-	-	-	-	-	-	-
Due to other funds	-	-	22,010	-	-	-	-	-	-
TOTAL LIABILITIES	-	-	22,010	-	-	-	-	-	-
FUND BALANCES (DEFICITS)									
Nonspendable	-	-	-	-	-	-	-	-	-
Restricted	33	59,661	-	2,782	5,290	-	-	-	-
Committed	-	-	-	-	-	-	-	-	-
Assigned	-	-	-	-	-	500	14,595	225	5,749
Unassigned	-	-	(22,010)	-	-	-	-	-	-
TOTAL FUND BALANCES (DEFICITS)	33	59,661	(22,010)	2,782	5,290	500	14,595	225	5,749
TOTAL LIABILITIES AND FUND BALANCES (DEFICITS)	$ 33	$ 59,661	$ -	$ 2,782	$ 5,290	$ 500	$ 14,595	$ 225	$ 5,749

TOWN OF LISBON, MAINE

COMBINING BALANCE SHEET - NONMAJOR SPECIAL REVENUE FUNDS
JUNE 30, 2023

	DHHS Grant Exp	Renewable Energy	Maine Community Foundation	Technology Reserve	Local Entertain	MTM Seniors Program	Community Resilience Grant	Town Clerk Book	Totals
ASSETS									
Cash and cash equivalents	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 282,421
Due from other governments	-	-	-	-	-	-	-	-	228,314
Inventory	-	-	-	-	-	-	-	-	21,029
Due from other funds	9,259	445	-	34,822	2,375	6,867	49,608	14,680	3,117,465
TOTAL ASSETS	$ 9,259	$ 445	$ -	$ 34,822	$ 2,375	$ 6,867	$ 49,608	$ 14,680	$ 3,649,229
LIABILITIES									
Accounts payable	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 96,965
Accrued payroll	-	-	-	-	-	-	-	-	11,745
Due to other funds	-	-	2,698	-	-	-	-	-	669,463
TOTAL LIABILITIES	-	-	2,698	-	-	-	-	-	778,173
FUND BALANCES (DEFICITS)									
Nonspendable	-	-	-	-	-	-	-	-	21,029
Restricted	9,259	-	-	-	-	-	-	-	2,277,251
Committed	-	445	-	34,822	-	-	-	-	1,037,852
Assigned	-	-	-	-	2,375	6,867	49,608	14,680	381,533
Unassigned	-	-	(2,698)	-	-	-	-	-	(846,609)
TOTAL FUND BALANCES (DEFICITS)	9,259	445	(2,698)	34,822	2,375	6,867	49,608	14,680	2,871,056
TOTAL LIABILITIES AND FUND BALANCES (DEFICITS)	$ 9,259	$ 445	$ -	$ 34,822	$ 2,375	$ 6,867	$ 49,608	$ 14,680	$ 3,649,229

See accompanying independent auditor's report and notes to financial statements.

TOWN OF LISBON, MAINE

COMBINING SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
NONMAJOR SPECIAL REVENUE FUNDS
FOR THE YEAR ENDED JUNE 30, 2023

	Recreation Land Use	DARE Program	Moxie Donations	Rec Summer Camp Scholarship	Contracted Professional Services	Waste Diversion Grant	Sale of Surplus Prop	2023 Full Plate	School Nutrition Program	School Federal and Other Programs
REVENUES										
Intergovernmental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 922,695	$ 1,101,120
Investment income	-	943	-	-	-	-	-	-	-	-
Other income	-	3,393	47,817	900	30,000	-	-	-	-	31,671
TOTAL REVENUES	-	4,336	47,817	900	30,000	-	-	-	922,695	1,132,791
EXPENDITURES										
Capital outlay	-	-	-	-	-	-	-	-	-	-
General government	-	-	-	-	-	-	-	10,196	-	-
Public services and payments	-	10,184	65,802	-	-	-	-	-	-	-
Education	-	-	-	-	-	-	-	-	-	1,394,942
Food service	-	-	-	-	-	-	-	-	957,856	-
TOTAL EXPENDITURES	-	10,184	65,802	-	-	-	-	10,196	957,856	1,394,942
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	-	(5,848)	(17,985)	900	30,000	-	-	(10,196)	(35,161)	(262,151)
OTHER FINANCING SOURCES (USES)										
Transfers in	-	-	-	-	-	-	-	-	231,000	-
Transfers (out)	-	-	-	-	-	-	-	-	-	-
TOTAL OTHER SOURCES (USES)	-	-	-	-	-	-	-	-	231,000	-
NET CHANGE IN FUND BALANCES (DEFICITS)	-	(5,848)	(17,985)	900	30,000	-	-	(10,196)	195,839	(262,151)
FUND BALANCES (DEFICITS) - JULY 1, RESTATED	2,499	31,132	57,326	850	6,375	(911)	138,273	-	323,896	138,557
FUND BALANCES (DEFICITS) - JUNE 30	$ 2,499	$ 25,284	$ 39,341	$ 1,750	$ 36,375	$ (911)	$ 138,273	$ (10,196)	$ 519,735	$ (123,594)

TOWN OF LISBON, MAINE

COMBINING SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
NONMAJOR SPECIAL REVENUE FUNDS
FOR THE YEAR ENDED JUNE 30, 2023

	LL Summer Read	LL Patrick Memorial	LL Barron Memorial	LL Library Adult Program	LL Erna Smith Memorial	LL Huston Memorial	LL Spear Memorial	LL Alison Ross Memorial	PD 2017 HSG
REVENUES									
Intergovernmental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Investment income	-	-	-	-	-	-	-	-	-
Other income	2,647	-	-	820	-	-	-	-	-
TOTAL REVENUES	2,647	-	-	820	-	-	-	-	-
EXPENDITURES									
Capital outlay	-	-	-	-	-	-	-	-	-
General government	2,421	165	-	494	-	-	-	-	-
Public services and payments	-	-	-	-	-	-	-	-	-
Education	-	-	-	-	-	-	-	-	-
Food service	-	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES	2,421	165	-	494	-	-	-	-	-
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	226	(165)	-	326	-	-	-	-	-
OTHER FINANCING SOURCES (USES)									
Transfers in	-	-	-	-	-	-	-	-	-
Transfers (out)	-	-	-	-	-	-	-	-	-
TOTAL OTHER SOURCES (USES)	-	-	-	-	-	-	-	-	-
NET CHANGE IN FUND BALANCES (DEFICITS)	226	(165)	-	326	-	-	-	-	-
FUND BALANCES (DEFICITS) - JULY 1, RESTATED	2,585	926	205	3,069	1,200	890	(65)	9,085	(410)
FUND BALANCES (DEFICITS) - JUNE 30	$ 2,811	$ 761	$ 205	$ 3,395	$ 1,200	$ 890	$ (65)	$ 9,085	$ (410)

TOWN OF LISBON, MAINE

COMBINING SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
NONMAJOR SPECIAL REVENUE FUNDS
FOR THE YEAR ENDED JUNE 30, 2023

	Police State Forfeiture	Police Federal Asset Forfeiture	PW Dually Truck	JR Firefighter Reserve	Cemetery Donation	Library ARPA	Playground Donations	Giving Tree	Claire Paquette Memorial	Heating Assistance
REVENUES										
Intergovernmental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Investment income	-	-	-	-	-	-	-	-	-	-
Other income	-	-	-	-	-	-	-	2,690	50	-
TOTAL REVENUES	-	-	-	-	-	-	-	2,690	50	-
EXPENDITURES										
Capital outlay	-	-	-	-	-	-	-	-	-	-
General government	2,842	-	-	-	-	-	-	1,629	-	-
Public services and payments	-	-	-	-	-	-	-	-	-	-
Education	-	-	-	-	-	-	-	-	-	-
Food service	-	-	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES	2,842	-	-	-	-	-	-	1,629	-	-
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(2,842)	-	-	-	-	-	-	1,061	50	-
OTHER FINANCING SOURCES (USES)										
Transfers in	-	-	-	-	-	-	-	-	-	-
Transfers (out)	-	-	-	-	-	-	-	-	-	-
TOTAL OTHER SOURCES (USES)	-	-	-	-	-	-	-	-	-	-
NET CHANGE IN FUND BALANCES (DEFICITS)	(2,842)	-	-	-	-	-	-	1,061	50	-
FUND BALANCES (DEFICITS) - JULY 1, RESTATED	6,255	(3,787)	(48,265)	1,883	384	14	1,876	5,505	656	644
FUND BALANCES (DEFICITS) - JUNE 30	$ 3,413	$ (3,787)	$ (48,265)	$ 1,883	$ 384	$ 14	$ 1,876	$ 6,566	$ 706	$ 644

TOWN OF LISBON, MAINE

COMBINING SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
NONMAJOR SPECIAL REVENUE FUNDS
FOR THE YEAR ENDED JUNE 30, 2023

	Thanksgiving Basket	Assessing	Rt. 196 / Davis	DOT Match	Generator Pad Reserve	Town Buildings	PW Skid Steer	Hatch Road Escrow	Health Insurance Reserve
REVENUES									
Intergovernmental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Investment income	-	-	-	-	-	-	-	-	-
Other income	5,370	-	-	-	-	-	-	12,810	-
TOTAL REVENUES	5,370	-	-	-	-	-	-	12,810	-
EXPENDITURES									
Capital outlay	-	-	-	-	-	214,000	-	-	-
General government	2,989	-	-	-	490	-	-	-	-
Public services and payments	-	-	-	-	-	-	-	-	-
Education	-	-	-	-	-	-	-	-	-
Food service	-	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES	2,989	-	-	-	490	214,000	-	-	-
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	2,381	-	-	-	(490)	(214,000)	-	12,810	-
OTHER FINANCING SOURCES (USES)									
Transfers in	-	-	-	-	-	-	-	-	-
Transfers (out)	-	-	-	-	-	-	-	-	-
TOTAL OTHER SOURCES (USES)	-	-	-	-	-	-	-	-	-
NET CHANGE IN FUND BALANCES (DEFICITS)	2,381	-	-	-	(490)	(214,000)	-	12,810	-
FUND BALANCES (DEFICITS) - JULY 1, RESTATED	3,524	9,404	2,611	106,767	(62,979)	165,391	431	-	69,800
FUND BALANCES (DEFICITS) - JUNE 30	$ 5,905	$ 9,404	$ 2,611	$ 106,767	$ (63,469)	$ (48,609)	$ 431	$ 12,810	$ 69,800

TOWN OF LISBON, MAINE

COMBINING SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
NONMAJOR SPECIAL REVENUE FUNDS
FOR THE YEAR ENDED JUNE 30, 2023

	Fire Truck Replacement	FD Equip Reserve	Technology MUNIS	Elected Officials	HRA Reserve	HSG PD Grant	Dingley TIF	Kelly Park TIF	Downtown TIF
REVENUES									
Intergovernmental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Investment income	-	-	-	-	-	-	-	-	-
Other income	-	-	-	-	-	17,731	-	-	-
TOTAL REVENUES	-	-	-	-	-	17,731	-	-	-
EXPENDITURES									
Capital outlay	-	-	-	-	-	12,678	-	-	-
General government	-	-	-	-	-	-	-	-	-
Public services and payments	-	-	-	-	-	-	195,147	85,200	115,139
Education	-	-	-	-	-	-	-	-	-
Food service	-	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES	-	-	-	-	-	12,678	195,147	85,200	115,139
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	-	-	-	-	-	5,053	(195,147)	(85,200)	(115,139)
OTHER FINANCING SOURCES (USES)									
Transfers in	-	-	-	-	-	-	447,903	136,073	132,722
Transfers (out)	-	-	-	-	-	-	-	-	-
TOTAL OTHER SOURCES (USES)	-	-	-	-	-	-	447,903	136,073	132,722
NET CHANGE IN FUND BALANCES (DEFICITS)	-	-	-	-	-	5,053	252,756	50,873	17,583
FUND BALANCES (DEFICITS) - JULY 1, RESTATED	285,943	101,596	28,189	79	9,819	(6,519)	367,380	141,313	163,740
FUND BALANCES (DEFICITS) - JUNE 30	$ 285,943	$ 101,596	$ 28,189	$ 79	$ 9,819	$ (1,466)	$ 620,136	$ 192,186	$ 181,323

TOWN OF LISBON, MAINE

COMBINING SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
NONMAJOR SPECIAL REVENUE FUNDS
FOR THE YEAR ENDED JUNE 30, 2023

	Condemned Building	Beaver Park	Wellness Reserve	Animal Control	Accrued Comp Reserve	Façade Grant	49 Frost Hill	ARPA	Sabattus Law Grant
REVENUES									
Intergovernmental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Investment income	-	-	-	-	-	-	-	-	-
Other income	-	11,531	-	2,651	-	25,766	-	-	-
TOTAL REVENUES	-	11,531	-	2,651	-	25,766	-	-	-
EXPENDITURES									
Capital outlay	-	7,801	-	-	-	11,850	-	-	-
General government	-	-	558	-	-	-	-	247,086	-
Public services and payments	-	-	-	-	-	-	-	-	-
Education	-	-	-	-	-	-	-	-	-
Food service	-	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES	-	7,801	558	-	-	11,850	-	247,086	-
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	-	3,730	(558)	2,651	-	13,916	-	(247,086)	-
OTHER FINANCING SOURCES (USES)									
Transfers in	-	-	-	-	-	-	-	-	-
Transfers (out)	-	-	-	-	-	-	-	-	-
TOTAL OTHER SOURCES (USES)	-	-	-	-	-	-	-	-	-
NET CHANGE IN FUND BALANCES (DEFICITS)	-	3,730	(558)	2,651	-	13,916	-	(247,086)	-
FUND BALANCES (DEFICITS) - JULY 1, RESTATED	(2,198)	24,131	106	30,281	7,173	(13,916)	(3,093)	753,179	(2,760)
FUND BALANCES (DEFICITS) - JUNE 30	$ (2,198)	$ 27,861	$ (452)	$ 32,932	$ 7,173	$ -	$ (3,093)	$ 506,093	$ (2,760)

TOWN OF LISBON, MAINE

COMBINING SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
NONMAJOR SPECIAL REVENUE FUNDS
FOR THE YEAR ENDED JUNE 30, 2023

	Healthy Androscoggin PD Grant	MDF Entrepreneurship Grant	Brownfields Grant	16 Downtown Grant	18 Downtown Grant	Donations	Park and Rec Vehicle Ins Receipt	BYRNE/ JAG	Lisbon Beautification
REVENUES									
Intergovernmental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 5,915	$ -
Investment income	-	-	-	-	-	-	-	-	-
Other income	-	12,202	-	-	25	-	14,595	-	-
TOTAL REVENUES	-	12,202	-	-	25	-	14,595	5,915	-
EXPENDITURES									
Capital outlay	-	-	-	-	-	-	14,596	5,690	-
General government	-	-	-	-	-	-	-	-	227
Public services and payments	-	-	-	-	-	-	-	-	-
Education	-	-	-	-	-	-	-	-	-
Food service	-	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES	-	-	-	-	-	-	14,596	5,690	227
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	-	12,202	-	-	25	-	(1)	225	(227)
OTHER FINANCING SOURCES (USES)									
Transfers in	-	-	-	-	-	-	-	-	-
Transfers (out)	-	-	-	-	-	-	-	-	-
TOTAL OTHER SOURCES (USES)	-	-	-	-	-	-	-	-	-
NET CHANGE IN FUND BALANCES (DEFICITS)	-	12,202	-	-	25	-	(1)	225	(227)
FUND BALANCES (DEFICITS) - JULY 1, RESTATED	33	47,459	(22,010)	2,782	5,265	500	14,596	-	5,976
FUND BALANCES (DEFICITS) - JUNE 30	$ 33	$ 59,661	$ (22,010)	$ 2,782	$ 5,290	$ 500	$ 14,595	$ 225	$ 5,749

TOWN OF LISBON, MAINE

COMBINING SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
NONMAJOR SPECIAL REVENUE FUNDS
FOR THE YEAR ENDED JUNE 30, 2023

	DHHS Grant Exp	Renewable Energy	Maine Community Foundation	Technology Reserve	Local Entertain	MTM Seniors Program	Community Resilience Grant	Town Clerk Book	Totals
REVENUES									
Intergovernmental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 2,029,730
Investment income	-	-	-	-	-	-	-	-	943
Other income	-	-	-	-	-	12,342	49,898	-	284,909
TOTAL REVENUES	-	-	-	-	-	12,342	49,898	-	2,315,582
EXPENDITURES									
Capital outlay	-	-	-	-	-	12,722	-	-	279,337
General government	7,134	-	-	-	1,550	-	290	-	278,071
Public services and payments	-	-	-	-	-	-	-	-	471,472
Education	-	-	-	-	-	-	-	-	1,394,942
Food service	-	-	-	-	-	-	-	-	957,856
TOTAL EXPENDITURES	7,134	-	-	-	1,550	12,722	290	-	3,381,678
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(7,134)	-	-	-	(1,550)	(380)	49,608	-	(1,066,096)
OTHER FINANCING SOURCES (USES)									
Transfers in	-	-	-	-	-	-	-	14,127	961,825
Transfers (out)	-	-	-	-	-	-	-	-	-
TOTAL OTHER SOURCES (USES)	-	-	-	-	-	-	-	14,127	961,825
NET CHANGE IN FUND BALANCES (DEFICITS)	(7,134)	-	-	-	(1,550)	(380)	49,608	14,127	(104,271)
FUND BALANCES (DEFICITS) - JULY 1, RESTATED	16,393	445	(2,698)	34,822	3,925	7,247	-	553	2,975,327
FUND BALANCES (DEFICITS) - JUNE 30	$ 9,259	$ 445	$ (2,698)	$ 34,822	$ 2,375	$ 6,867	$ 49,608	$ 14,680	$ 2,871,056

See accompanying independent auditor's report and notes to financial statements.

Capital Projects Funds

Capital projects funds are established to account for financial resources to be used for the acquisition or construction of major capital facilities, other than those financed by proprietary or trust funds.

TOWN OF LISBON, MAINE

COMBINING BALANCE SHEET - NONMAJOR CAPITAL PROJECTS FUNDS
JUNE 30, 2023

	Police Dept Safety and Equipment	Fire Station Study	Solid Waste Equipment	Parks and Recreation Equipment Replacement
ASSETS				
Due from other funds	$ 19,028	$ 5,033	$ 32,555	$ -
TOTAL ASSETS	$ 19,028	$ 5,033	$ 32,555	$ -
LIABILITIES				
Due to other funds	$ -	$ -	$ -	$ 87,880
TOTAL LIABILITIES	-	-	-	87,880
FUND BALANCES (DEFICITS)				
Nonspendable	-	-	-	-
Restricted	-	-	-	-
Committed	19,028	5,033	32,555	-
Assigned	-	-	-	-
Unassigned	-	-	-	(87,880)
TOTAL FUND BALANCES (DEFICITS)	19,028	5,033	32,555	(87,880)
TOTAL LIABILITIES AND FUND BALANCES (DEFICITS)	$ 19,028	$ 5,033	$ 32,555	$ -

TOWN OF LISBON, MAINE

COMBINING BALANCE SHEET - NONMAJOR CAPITAL PROJECTS FUNDS
JUNE 30, 2023

	Public Works Vehicles and Equipment	Public Works Guardrail	Public Works Salt Shed	Code Enforcement Storage	Revaluation	Pinewood Road Fund	Police Cruiser	Capital Projects Reserve	School Capital Fund	Totals
ASSETS										
Due from other funds	$ 40,491	$ 2,176	$ -	$ 848	$ 30,000	$ 36,185	$ -	$ 68,803	$ 37,066	$ 272,185
TOTAL ASSETS	$ 40,491	$ 2,176	$ -	$ 848	$ 30,000	$ 36,185	$ -	$ 68,803	$ 37,066	$ 272,185
LIABILITIES										
Due to other funds	$ -	$ -	$ 35,500	$ -	$ -	$ -	$ 571	$ -	$ -	$ 123,951
TOTAL LIABILITIES	-	-	35,500	-	-	-	571	-	-	123,951
FUND BALANCES (DEFICITS)										
Nonspendable	-	-	-	-	-	-	-	-	-	-
Restricted	-	-	-	-	-	-	-	-	-	-
Committed	40,491	2,176	-	848	30,000	36,185	-	68,803	37,066	272,185
Assigned	-	-	-	-	-	-	-	-	-	-
Unassigned	-	-	(35,500)	-	-	-	(571)	-	-	(123,951)
TOTAL FUND BALANCES (DEFICITS)	40,491	2,176	(35,500)	848	30,000	36,185	(571)	68,803	37,066	148,234
TOTAL LIABILITIES AND FUND BALANCES (DEFICITS)	$ 40,491	$ 2,176	$ -	$ 848	$ 30,000	$ 36,185	$ -	$ 68,803	$ 37,066	$ 272,185

See accompanying independent auditor's report and notes to financial statements.

TOWN OF LISBON, MAINE

COMBINING SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
NONMAJOR CAPITAL PROJECTS FUNDS
FOR THE YEAR ENDED JUNE 30, 2023

	Police Dept Safety and Equipment	Fire Station Study	Solid Waste Equipment	Parks and Recreation Equipment Replacement
REVENUES				
Intergovernmental	$ -	$ -	$ -	$ -
TOTAL REVENUES	-	-	-	-
EXPENDITURES				
Capital outlay	-	24,967	147,445	68,130
Public services and payments	-	-	-	-
TOTAL EXPENDITURES	-	24,967	147,445	68,130
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	-	(24,967)	(147,445)	(68,130)
OTHER FINANCING SOURCES (USES)				
Transfers in	16,000	-	145,000	-
Transfers (out)	-	-	-	-
TOTAL OTHER SOURCES (USES)	16,000	-	145,000	-
NET CHANGE IN FUND BALANCES (DEFICITS)	16,000	(24,967)	(2,445)	(68,130)
FUND BALANCES (DEFICITS) - JULY 1, RESTATED	3,028	30,000	35,000	(19,750)
FUND BALANCES (DEFICITS) - JUNE 30	$ 19,028	$ 5,033	$ 32,555	$ (87,880)

TOWN OF LISBON, MAINE

COMBINING SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
NONMAJOR CAPITAL PROJECTS FUNDS
FOR THE YEAR ENDED JUNE 30, 2023

	Public Works Vehicles and Equipment	Public Works Guardrail	Public Works Salt Shed	Code Enforcement Storage	Revaluation	Pinewood Road Fund	Police Cruiser	Capital Projects Reserve	School Capital Fund	Totals
REVENUES										
Intergovernmental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL REVENUES	-	-	-	-	-	-	-	-	-	-
EXPENDITURES										
Capital outlay	30,821	-	477,500	-	-	10,058	6,242	-	56,365	821,528
Public services and payments	-	-	-	-	-	-	-	3,737	-	3,737
TOTAL EXPENDITURES	30,821	-	477,500	-	-	10,058	6,242	3,737	56,365	825,265
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(30,821)	-	(477,500)	-	-	(10,058)	(6,242)	(3,737)	(56,365)	(825,265)
OTHER FINANCING SOURCES (USES)										
Transfers in	50,000	-	-	-	-	-	-	-	-	211,000
Transfers (out)	-	-	-	-	-	-	-	-	-	-
TOTAL OTHER SOURCES (USES)	50,000	-	-	-	-	-	-	-	-	211,000
NET CHANGE IN FUND BALANCES (DEFICITS)	19,179	-	(477,500)	-	-	(10,058)	(6,242)	(3,737)	(56,365)	(614,265)
FUND BALANCES (DEFICITS) - JULY 1, RESTATED	21,312	2,176	442,000	848	30,000	46,243	5,671	72,540	93,431	762,499
FUND BALANCES (DEFICITS) - JUNE 30	$ 40,491	$ 2,176	$ (35,500)	$ 848	$ 30,000	$ 36,185	$ (571)	$ 68,803	$ 37,066	$ 148,234

See accompanying independent auditor's report and notes to financial statements.

Permanent Funds

Permanent funds are used to account for assets held by the Town of Lisbon, Maine that are legally restricted pursuant to Title 30-A, §5653 of the Maine State Statutes, as amended and unless otherwise specified, only earnings and not principal, may be used for purposes that benefit the Town or its citizenry. These funds have been established for various purposes including the provision and/or maintenance of the cemeteries.

TOWN OF LISBON, MAINE

COMBINING SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
NONMAJOR PERMANENT FUNDS
FOR THE YEAR ENDED JUNE 30, 2023

	Balances Beginning of Year		Revenues		Expenditures	Balances End of Year	
	Principal (Nonspendable)	Unexpended Income	Investment Income	Contributions and Other Receipts	Disbursements	Principal (Nonspendable)	Unexpended Income
Potter Patten Cemetery	$ 75	$ 321	$ -	$ -	$ -	$ 75	$ 321
Davis Cemetery Perpetual Care	-	26,084	-	-	-	-	26,084
Curtis Scholarship	413	24	-	-	-	413	24
Maine Research Company Charity Fund	630	2,189	-	-	-	630	2,189
Totals	$ 1,118	$ 28,618	$ -	$ -	$ -	$ 1,118	$ 28,618

See accompanying independent auditor's report and notes to financial statements.

Fiduciary Funds

Fiduciary funds are used to report assets held in a trustee or agency capacity for others and therefore are not available to support the Town's programs. The reporting focus is on net position and changes in net position and is reported using accounting principles similar to proprietary funds.

TOWN OF LISBON, MAINE

COMBINING SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN NET POSITION
FIDUCIARY FUNDS - PRIVATE-PURPOSE TRUST FUNDS
FOR THE YEAR ENDED JUNE 30, 2023

	Balances Beginning of Year		Additions		Deductions	Balances End of Year	
	Principal (Nonspendable)	Unexpended Income	Investment Income	Contributions and Other Receipts	Disbursements	Principal (Nonspendable)	Unexpended Income
Arthur E. Baron	$ -	$ 603	$ -	$ 326	$ -	$ -	$ 929
Blanche M. Jalbert Fund	3,365	1,698	34	7	100	3,365	1,639
Bryce McEwen Rotary Scholarship	-	12,403	44	-	707	-	11,740
Class of 1941 Scholarship Fund	-	23,160	56	400	-	-	23,616
Dunton Memorial	-	2,927	-	-	197	-	2,730
Earl Higgins Memorial	3,281	13	-	-	144	3,281	(131)
Farmer	-	16,544	-	-	1,854	-	14,690
Frank Wimmer Trust	-	16,797	36	-	1,280	-	15,553
Leon E. Bard, Sr. Memorial Music Scholarship Fund	1,952	672	-	-	86	1,952	586
Lisbon High School Memorial Scholarship Fund	7,482	926	125	-	-	7,482	1,051
Marion T. Morse Secretarial Award	1,000	(40)	1	-	-	1,000	(39)
Michael F. Strout Memorial Scholarship Fund	3,109	604	-	-	18	3,109	586
Richard S. Lander Scholarship Fund	4,924	7,440	24	-	509	4,924	6,955
Sugg Middle School Trust Fund	-	2,708	104	-	-	-	2,812
Walter Huston Memorial Scholarship	-	19,034	-	-	814	-	18,220
Totals	$ 25,113	$ 105,489	$ 424	$ 733	$ 5,709	$ 25,113	$ 100,937

See accompanying independent auditor's report and notes to financial statements.

Federal Compliance

Federal compliance includes financial information and reports that are required in accordance with *Government Auditing Standards and/or the Uniform Guidance in accordance with 2 CFR § 515*. Such financial information and reports include:

- Schedule of Expenditures of Federal Awards
- Notes to Schedule of Expenditures of Federal Awards
- Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards
- Independent Auditor's Report on Compliance or Each Major Program and on Internal Control Over Compliance Required by the Uniform Guidance
- Schedule of Findings and Questioned Costs

TOWN OF LISBON, MAINE

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2023

Federal Grantor Pass-through Grantor Program or ClusterTitle	Federal ALN	Pass-through Grantor Number	Federal Expenditures	Expenditures to Subrecipients
U.S. Department of Agriculture				
Passed through State of Maine - Department of Education:				
Child Nutrition Cluster:				
National School Lunch Program	10.555	013-3022	$ 113,411	$ -
National School Lunch Program	10.555	013-3024	213,045	-
School Breakfast Program	10.553	013-3014	132,129	-
Subtotal Child Nutrition Cluster:			458,585	-
State Administrative Expenses for Child Nutrition	10.560	013-6670	41,061	-
Pandemic EBT Administrative Costs	10.649	013-6184	1,884	-
Direct Award:				
Water and Waste Disposal Systems for Rural Communities	10.760	N/A	919,058	-
Total U.S. Department of Agriculture			1,420,588	-
U.S. Department of the Treasury				
Passed through State of Maine - Department of Economic Development:				
State and Local Fiscal Recovery Funds	21.027	N/A	247,085	-
Total U.S. Department of the Treasury			247,085	-

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2023

Federal Grantor Pass-through Grantor Program or ClusterTitle	Federal ALN	Pass-through Grantor Number	Federal Expenditures	Expenditures to Subrecipients
U.S. Department of Education				
Passed through State of Maine - Department of Education:				
Title I Grants to Local Educational Agencies	84.010A	6334	309,722	-
Special Education Cluster (IDEA):				
Special Education Grants to States	84.027A	3046	334,097	-
Special Education Grants to States ARP	84.027X	7170	8,864	
Special Education Preschool Grants ARP	84.173X	7171	649	-
Subtotal Special Education Cluster (IDEA)			343,610	-
Rural Education	84.358	013-3305	9,011	-
Supporting Effective Instruction State Grants	84.367A	013-3042	78,813	-
Student Suppor and Academic Enrichment Program	84.424	013-3345	26,206	-
Education Stabilization Fund	84.425D	013-7006	105,461	-
Education Stabilization Fund	84.425D	013-7041	27,250	
Education Stabilization Fund	84.425U	025-7071	376,795	
Education Stabilization Fund	84.425U	025-3161	3,601	
			513,107	-
Total U.S. Department of Education			1,280,469	-
TOTAL FEDERAL ASSISTANCE			$ 2,948,142	$ -

TOWN OF LISBON, MAINE

NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2023

1. Basis of Presentation

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of the Town of Lisbon, Maine under programs of the federal government for the year ended June 30, 2023. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the Town of Lisbon, Maine, it is not intended to and does not present the financial position, changes in net position or cash flows of the Town of Lisbon, Maine.

2. Summary of Significant Accounting Policies

a. Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance and/or OMB Circular A-87, *Cost Principles for State, Local and Indian Tribal Governments*, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

b. The Town of Lisbon, Maine has not elected to use the 10 percent *de minimis* indirect cost rate as allowed under the Uniform Guidance.

RHR SMITH & COMPANY
Certified Public Accountants

Proven Expertise & Integrity

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Town Council
Town of Lisbon, Maine

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, business-type activities, each major fund and the aggregate remaining fund information of the Town of Lisbon, Maine, as of and for the year ended June 30, 2023 and the related notes to the financial statements, which collectively comprise the Town of Lisbon, Maine's basic financial statements and have issued our report thereon dated July 11, 2024.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Town of Lisbon, Maine's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town of Lisbon, Maine's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town of Lisbon, Maine's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Town of Lisbon, Maine's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and accordingly, we do not express such an opinion.

The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*. We noted certain other matters that we reported to management of the Town of Lisbon, Maine in a separate letter dated July 10, 2024.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

RHR Smith & Company

Buxton, Maine
July 11, 2024

RHR SMITH & COMPANY
Certified Public Accountants

Proven Expertise & Integrity

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

Town Council
Town of Lisbon, Maine

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Town of Lisbon, Maine's compliance with the types of compliance requirements described in the *OMB Circular Compliance Supplement* that could have a direct and material effect on each of Town of Lisbon, Maine's major federal programs for the year ended June 30, 2023. Town of Lisbon, Maine's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the Town of Lisbon, Maine complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2023.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States (Government Auditing Standards); and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibility section of our report.

We are required to be independent of Town of Lisbon, Maine and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of Town of Lisbon, Maine's compliance with the compliance requirements referred to above.

3 Old Orchard Road, Buxton, Maine 04093
Tel: (800) 300-7708 (207) 929-4606 Fax: (207) 929-4609
www.rhrsmith.com

Management's Responsibility

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to Town of Lisbon, Maine's federal programs.

Auditor's Responsibility

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on Town of Lisbon, Maine's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, Government Auditing Standards, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about Town of Lisbon, Maine's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, Government Auditing Standards, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.

- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding Town of Lisbon, Maine's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.

- Obtain an understanding of Town of Lisbon, Maine's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of Town of Lisbon, Maine's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant

deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control Over Compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibility section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this communication is not suitable for any other purpose.

RHR Smith & Company

Buxton, Maine
July 11, 2024

TOWN OF LISBON, MAINE

SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2023

Section I - Summary of Auditor's Results

Financial Statements

Type of auditor's report issued : Unmodified

Internal control over financial reporting:

- Material weakness(es) identified? ____yes __X__no
- Significant deficiency(ies) identified? ____yes __X__no
- Noncompliance material to financial statements noted? ____yes __X__no

- *Federal Awards*

Internal control over major programs:

- Material weakness(es) identified? ____yes __X__no
- Significant deficiency(ies) identified? ____yes __X__no

Type of auditor's report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? ____yes __X__no

Identification of major programs:

AL Numbers	Name of Federal Program or Cluster
10.760	Water and Waste Disposal Systems for Rural Communities
84.425D/84.425U	Education Stabilization Fund

Dollar threshold used to distinguish between type A and B: $750,000

Auditee qualified as low-risk auditee? ____yes __X__no

Section II - Financial Statement Findings

None

Section III - Federal Awards Findings and Questioned Costs

None

State Compliance

State compliance includes financial information and reports that are presented for purposes of additional analysis as required by Title 20-A MRSA §6051 of the Maine Revised Statutes as amended. Such financial information and reports include:

- Independent Auditor's Report on State Requirements
- Reconciliation of Audit Adjustments to Annual Financial Data Submitted to the Maine Education Financial System

RHR SMITH & COMPANY
Certified Public Accountants

Proven Expertise & Integrity

INDEPENDENT AUDITOR'S REPORT ON STATE REQUIREMENTS

Town Council
Town of Lisbon, Maine

We have audited the financial statements of the Town of Lisbon for the year ended June 30, 2023 and have issued our report thereon dated July 11, 2024. Our audit was made in accordance with auditing standards generally accepted in the United States of America and applicable state and federal laws relating to financial and compliance audits and, accordingly, included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

In connection with our audit, we reviewed the budgetary controls that are in place and have reviewed the annual financial report that was submitted to the State for accuracy. In addition, we have reviewed the Town's compliance with applicable provisions of the Maine Finance Act as noted under MRSA Title 20A, section 6051 as we considered necessary in obtaining our understanding.

The results of our procedures indicate that with respect to the items tested, the Town of Lisbon, Maine complied, in all material respects, with the provisions referred to in the preceding paragraph. With respect to items not tested, nothing came to our attention that caused us to believe that the Town of Lisbon, Maine was in noncompliance with or in violation of, those provisions.

Management has determined that adjustments were necessary to the fiscal books of the Town and have attached the following schedule as it relates to the reconciliation of audit adjustments to the updated annual financial data submitted to the Maine Education Financial System maintained at the School Department.

This report is intended solely for the information of the Town Council, management and the Department of Education. This report is not intended to be and should not be used by anyone other than the specified parties.

RHR Smith & Company

Buxton, Maine
July 11, 2024

3 Old Orchard Road, Buxton, Maine 04093
Tel: (800) 300-7708 (207) 929-4606 Fax: (207) 929-4609
www.rhrsmith.com

TOWN OF LISBON, MAINE

RECONCILIATION OF AUDIT ADJUSTMENTS TO ANNUAL FINANCIAL DATA
SUBMITTED TO THE MAINE EDUCATION FINANCIAL SYSTEM
FOR THE YEAR ENDED JUNE 30, 2023

	General Fund (1000)	Special Revenue Funds (2000) & (9000)	Capital Projects Fund (4000)	Total
June 30 Balance per MEFS	$ -	$ -	$ -	$ -
Other Adjustments:				
Fund Balances Not Reported on MEFS:				-
General Fund	2,385,947	-	-	2,385,947
Title IA (84.010)	-	96,160	-	96,160
Title IA Program Improvement (84.010)	-	(7,059)	-	(7,059)
ARPA - Local Entitlement	-	(1,229)	-	(1,229)
Local Entitlement (84.027)	-	(241,376)	-	(241,376)
ARPA - Local Entitlement Pre-K	-	(9,121)	-	(9,121)
Preschool (84.173)	-	(6,121)	-	(6,121)
CRF Grant	-	9,752	-	9,752
ARPA - HCY II	-	-	-	-
ESSERF II	-	216,214	-	216,214
ESSERF/CARES Act	-	(89,613)	-	(89,613)
ESSERF III	-	(249,496)	-	(249,496)
Title IIA Teacher Quality (84.367)	-	(29,646)	-	(29,646)
E-Rate	-	1,296	-	1,296
Title V	-	2,061	-	2,061
Adult Education	-	29,525	-	29,525
Adult Ed Enrichment	-	(8,680)	-	(8,680)
School Nutrition Program	-	519,735	-	519,735
School Capital Fund	-	-	37,066	37,066
Student Activities	-	186,783	-	186,783
Audited GAAP Basis Fund Balance June 30	$ 2,385,947	$ 419,185	$ 37,066	$ 2,842,198

RHR SMITH & COMPANY
Certified Public Accountants

Proven Expertise & Integrity

July 11, 2024

Town Council
Town of Lisbon
300 Lisbon Road
Lisbon, Maine 04250

We have audited the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the Town of Lisbon for the year ended June 30, 2023. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards (and, if applicable, *Government Auditing Standards* and the Uniform Guidance), as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated January 4, 2022. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Town of Lisbon are described in Note 1 of Notes to Financial Statements. All significant transactions have been recognized in the financial statements in the proper period.

As described in Note 1 of Notes to Financial Statements, the Town of Lisbon changed accounting policies related to Governmental Accounting Standards Board (GASB Statement) No. 94, *"Public-Private and Public-Public Partnerships and Availability Payment Arrangements"*, No. 96, *"Subscription-Based Information Technology Arrangements"* and No. 99, *"Omnibus 2022"* in 2023. There was no impact in the financial statements based on the cumulative effect of these accounting changes.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the Town of Lisbon's financial statements were:

3 Old Orchard Road, Buxton, Maine 04093
Tel: (800) 300-7708 (207) 929-4606 Fax: (207) 929-4609
www.rhrsmith.com

- Allowance for uncollectible accounts
- Depreciation expense which is based on the estimated useful lives of capital assets
- Pension and OPEB related assets, liabilities and revenues/expenses which are based on actuarial valuations
- Accrued compensated absences
- Deferred property tax revenues

Management's process for determining the above estimates is based on firm concepts and reasonable assumptions of both historical and future events. We evaluated the key factors and assumptions used to develop the estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements are reflected in the deposits and investments, capital assets and other long-term obligations footnotes.

The financial statement disclosures are neutral, consistent and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial and communicate them to the appropriate level of management. A schedule of any uncorrected misstatements has been presented to management with the management representation letter. We identified and proposed adjustments of misstatements as a result of audit procedures that were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated July 10, 2024.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Town of Lisbon's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Town of Lisbon's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

However, we noted certain other matters that we reported to management of the Town of Lisbon in a separate letter dated July 10, 2024.

Other Matters

We applied certain limited procedures to the Budgetary Comparison Schedule - Budgetary Basis - Budget and Actual - General Fund, Budgetary Comparison Schedule - Budgetary Basis - Budget and Actual - Education Fund, Schedule of Proportionate Share of the Net Pension Liability, Schedule of Contributions - Pensions, Schedule of Changes in Net OPEB Liability - MMEHT Plan - Town and Water Department, Schedule of Changes in Net OPEB Liability and Related Ratios - MMEHT Plan - Town and Water Department, Schedule of Changes in Net OPEB Liability - MEABT Plan, Schedule of Changes in Net OPEB Liability and Related Ratios - MEABT Plan, Schedule of Proportionate Share of the Net OPEB Liability - SET Plan, Schedule of Contributions - OPEB - Health Plans, Schedule of Contributions - OPEB - SET Plan and Notes to Required Supplementary Information, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the Budgetary Comparison Schedule - Budgetary Basis - Budget and Actual - General Fund Revenues, Schedule of Departmental Operations - General Fund, combining and individual nonmajor fund financial statements and schedule of expenditures of federal awards, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the information and use of the Town Council and management of the Town of Lisbon and is not intended to be and should not be, used by anyone other than these specified parties.

Very Best,

RHR Smith & Company

RHR Smith & Company, CPAs

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
From: Samantha Bryant, Finance Director
Subject: Requested Budget Changes Following Approval
Date: July 8, 2024

Per Sec 6.05 of the Town Charter ("Amendments After Adoption"):
If during the fiscal year, the Town Manager, in the case of the Town's budget, or the Superintendent of Schools, in the case of the School budget, certifies that there are available for appropriation revenues from state or federal sources or from private gifts or bequests, or from other sources, in excess of those estimated in the budget, the Town Council may make supplemental appropriations for the fiscal year up to the amount of the estimated excess. All supplemental appropriations shall be in the form of an Ordinance and approved in accordance with the provisions of Section 2.08 of this Charter.

Per Town Charter, I would like Town Council to consider an Ordinance to make the following changes listed on the next page. As the net change for the General Fund reduces expenses, funds are already available. For the Sewer, Fund, the net change will be paid out of fund balance.

General Fund

Department	Description	Old Amount	New Amount	Difference	Reason
Buildings	Contracted Services	$0.00	$2,000.00	$2,000.00	Mistakenly omitted
Fire	Non-Supervisory	$206,628.24	$194,758.21	-$11,870.03	Payscale adjustment
Fire	MEPERS	$30,319.76	$28,800.39	-$1,519.37	Payscale adjustment
Fire	FICA	$40,668.11	$39,730.38	-$937.73	Payscale adjustment
Public Works	Department Head	$94,889.60	$86,798.40	-$8,091.20	New hire
Public Works	Administrative	$48,796.80	$49,205.87	$409.07	Payscale correction
Public Works	MEPERS	$78,490.93	$77,884.04	-$525.89	Changes above
Public Works	FICA	$62,634.18	$62,010.63	-$623.55	Changes above
Public Works	Equipment Repair	$10,000.00	$21,600.00	$11,600.00	Diesel pump broke
Insurance	Gen Liability	$8,049.00	$12,265.00	$4,216.00	Renewal after 6/18
Insurance	Vehicles	$28,296.00	$23,422.00	-$4,874.00	Renewal after 6/18
Insurance	Police	$6,081.00	$6,352.00	$271.00	Renewal after 6/18
Insurance	Property Ins.	$44,606.00	$34,093.00	-$10,513.00	Renewal after 6/18
Insurance	Public Officials	$1,816.00	$1,901.00	$85.00	Renewal after 6/18
Insurance	Bonds	$4,375.00	$3,500.00	-$875.00	Renewal after 6/18
Insurance	Critical Incidents	$400.00	$0.00	-$400.00	Renewal after 6/18
Total	Total	$666,050.62	$644,320.92	-$21,648.70	

Sewer Fund

Department	Description	Old Amount	New Amount	Difference	Reason
Sewer	Department Head	$99,632.00	$104,624.00	$4,992.00	Certification payment
Sewer	Supervisory Wages	$61,734.00	$73,354.67	$11,620.67	Certification payment
Sewer	Non-Supervisory	$211,962.40	$221,405.60	$9,443.20	Certification payment
Sewer	MEPERS	$36,959.52	$39,539.04	$2,579.52	Changes above
Sewer	FICA	$29,492.94	$31,551.36	$2,058.42	Changes above
Sewer	Liability Ins	$539.00	$599.00	$60.00	Renewal after 6/18
Sewer	Vehicle Ins	$1,030.00	$1,022.00	-$8.00	Renewal after 6/18
Sewer	Property Ins	$12,146.00	$14,003.00	$1,857.00	Renewal after 6/18
Total	Total	$453,495.86	$486,098.67	$32,602.81	

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 the Memorandum of Understanding Between the Town of Lisbon, JMC LLC, and JMC Farwell LLC
Date: July 16, 2024

Summary

The Town Council is requested to approve a Memorandum of Understanding (MOU) between the Town of Lisbon, JMC Limited Liability Company (JMC LLC), and JMC Farwell Limited Liability Company (JMC Farwell). This MOU acknowledges the transfer of the managing member interest in JMC LLC from the Estate of Joseph M. Cloutier to JMC Partners LLC. JMC Partners LLC, affiliated with Realty Resources, will ensure continuity in the management of the Farwell Mill project. The Town of Lisbon holds a mortgage on this project, and this consent is required to facilitate the transfer.

Recommendation

Authorize the Town Manager to sign the Memorandum of Understanding and consent to the transfer of the managing member interest in JMC Limited Liability Company from the Estate of Joseph M. Cloutier to JMC Partners LLC, as outlined in the provided documentation.

Attachments

1. CIRCULATION DRAFT MOU Farwell-Lisbon Town Atty edit 1
2. Town of Lisbon Consent Letter 6.25.24 Atty edit

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is made this __th day of July, 2024, between and among the Town of Lisbon, a body corporate and politic under Maine law with a mailing address of 300 Lisbon St, Lisbon, ME 04250 (the "Town"), JMC Limited Liability Company, a Maine limited liability company with a mailing address of 247 Commercial Street, Suite A, Rockport, ME 04856 "JMC LLC") and JMC Farwell Limited Liability Company, a Maine limited liability company with a mailing address of 247 Commercial Street, Suite A, Rockport, ME 04856 ("JMC Farwell").

WHEREAS, JMC Farwell owns and operates an affordable housing project located in the Town known as Farwell Mill I ("Farwell I") which is located in a portion of the Farwell Mill located at 244 Lisbon Street, Lisbon, Maine 04250;

WHEREAS, JMC LLC owns and operates an affordable housing project located in the Town known as Farwell Mill II ("Farwell II") which is located in a portion of the Farwell Mill located at 244 Lisbon Street, Lisbon, Maine 04250;

WHEREAS, Farwell I and Farwell II are collectively described herein as the "Farwell Project";

WHEREAS, JMC LLC executed and delivered to the Town a promissory note in the original principal amount of $ 210,000 dated August 22, 1997, which note represents the proceeds of a Community Development Block Grant to the Town (the "Note") and which as of the date hereof has a total balance of $200,799, with accrued interest;

WHEREAS, the Note matured on March 31, 2021;

WHEREAS, Joseph M. Cloutier was the Manager and a Member of JMC LLC and JMC Farwell;

WHEREAS, Joseph M. Cloutier died on January 3, 2023;

WHEREAS, JMC LLC has requested that the Town consent to the transfer to JMC Partners, LLC, a Maine limited liability, of the Membership Interests in JMC LLC of the late Joseph M. Cloutier and the appointment of JMC Partners, LLC as Manager of JMC LLC;

WHEREAS, Realty Resources Chartered, an affiliated company of JMC LLC and JMC Farwell, is intending to develop a parcel of land in the Town to accommodate MaineHousing's request to relocate 42 affordable housing units from the existing Farwell project to a new site located near Beech and Winter Streets (the "New Project Site") with the intention of adding additional units (the "New Project").

WHEREAS, following completion of the New Project, the owners of the Farwell Project intend to sell or refinance the Farwell Project;

WHEREAS, the parties wish to clarify their understandings relating to the Farwell Project, the Note, the status of the manager of JMC LLC and JMC Farwell and the New Project;

NOW THEREFORE, the parties agree as follows:

1. Note. The Note shall be amended and restated in the form of **Exhibit A** to this Memorandum of Understanding. The Amended and Restated Note shall provide that ~~Farwell Projects~~JMC Partners, LLC shall make interest only payments at a rate of 5%, on a monthly basis to the Town, until such time as the Farwell Project is sold or refinanced, at which time all amounts due under the Note shall become due and payable in full and shall contain such other usual and customary terms and conditions as the parties may agree to.

2. Consent to Assignment. The Town consents to the assignment to JMC Partners, LLC of the Membership Interests of Joseph M. Cloutier and shall execute the consent letter attached hereto as **Exhibit B**, upon approval of this Memorandum of Understanding.

3. Zoning of New Project. The Town represents that the Town staff is working to enact a zoning change in the section of the Town containing the Project Site, which would result in the Project Site zoning being changed from Limited Residential to General Residential. The Town further agrees to provide reasonable input and assistance with such other zoning or permitting approvals as the New Project may require.

4. Gas House. JMC LLC and LMC Farwell acknowledge that one of the buildings on the site of the Farwell Project is the so-called Gas House, which is currently used for storage. JMC LLC and JMC Farwell shall use reasonable efforts to provide that in any sale or refinancing of the Farwell ~~project~~ Project that the historic value of the Gas House is highlighted and shall undertake commercially reasonable steps to provide for the rehabilitation and adaptive re-use of the Gas House by either a buyer in the event of a sale of the Farwell Project or JMC Partners and JMC Project (or affiliates thereof) in the event of a refinancing, but in all such cases JMC LLC, JMC Project and/or their affiliates shall be entitled to make determinations as to the financial feasibility of such rehabilitation.

[The rest of this page is intentionally left blank.
The next page is the signature page.]

Dated as of the date first set forth above:

Town of Lisbon

_____
By:
Its:

JMC Limited Liability Company

By: Michael Cloutier in his capacity as
Personal Representative of the Estate of Joseph M. Cloutier
Its: Manager

_____
Michael Cloutier

JMC Farwell Limited Liability Company

By: Michael Cloutier in his capacity as
Personal Representative of the Estate of Joseph M. Cloutier
Its: Manager

_____
Michael Cloutier

DrummondWoodsum
ATTORNEYS AT LAW

Edward J. Kelleher
Admitted in ME

207.253.0587
ekelleher@dwmlaw.com

84 Marginal Way, Suite 600
Portland, Maine 04101-2480
207.772.1941 Main
207.772.3627 Fax

June 25, 2024

Via Email

Glenn Michalowski, City Manager
Town of Lisbon
300 Lisbon Street
Lisbon, Maine 04250

RE: JMC Limited Liability Company ("Company") – Consent to Substitution of Managing Member

Dear Mr. Michalowski,

I represent the owner of the Farwell Mill project, JMC Limited Liability Company, and its members, the Estate of Joseph M. Cloutier and Realty Resources Chartered. Joseph M. Cloutier, the founder and principal of Realty Resources, served as the manager of the Company until his death on January 3 of 2023. In order to ensure the continuity of management of the Company, Realty Resources intends to transfer Mr. Cloutier's interest to its affiliate entity, JMC Partners, LLC.

As you are aware, the Town of Lisbon holds a mortgage on the Farwell Mill project. Pursuant to Section 19 of the mortgage, I write to seek your consent to the transfer of Mr. Cloutier's interest to JMC Partners, LLC.

JMC Partners, LLC is affiliated with Realty Resources and currently serves as the general partner or managing member in many other Maine State Housing Authority financed housing projects. JMC Partners is managed by Michael Cloutier, Joe's son, Linda Cloutier, Joe's wife, and Bill Pearse. The day-to-day management of the housing project and the affairs of the partnership will continue to be managed by the Realty Resources team, including Heather Deane, Nichole Lorentzen, and Bill Pearse. Appointment of JMC Partners, LLC as the successor general partner to Joseph Cloutier will ensure the continuity in management of the Partnership and the project it owns.

If you consent to the transfer of Joseph Cloutier's member interest to JMC Partners, LLC, please indicate your consent by countersigning this letter below. If you have any questions do not hesitate to contact me at ekelleher@dwmlaw.com or (207) 253-0587.

Sincerely,

Edward J. Kelleher

The Town of Lisbon, by and through the City Manager, hereby consents to the transfer of the member interests in JMC Limited Liability Company held by Joseph. M. Cloutier to JMC Partners, LLC.

TOWN OF LISBON

_____
Glenn Michalowski, City Manager
Duly authorized by vote of the Lisbon Town Council

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: FY24 Quarterly and Year End Unaudited Report
Date: July 16, 2024

Summary

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.

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;

Recommendation

The presented figures may change slightly after reconciliation and audit, but overall revenues appear to greatly exceed overall expenses. While the Town would rather have a surplus than a deficit, excessive surplus means that the Town overtaxed its residents in a given year and/or went without providing services to residents that it could have. Going forward, the changes in budget process and methodology, starting with FY25, should result in more accurate budgeted amounts.

Attachments

1. 4th qtr fy24 report 07102024

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 / Rick Billings, Finance Specialist
Subject: Statutory Quarterly Finance Report
Date: July 11, 2024

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.

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;

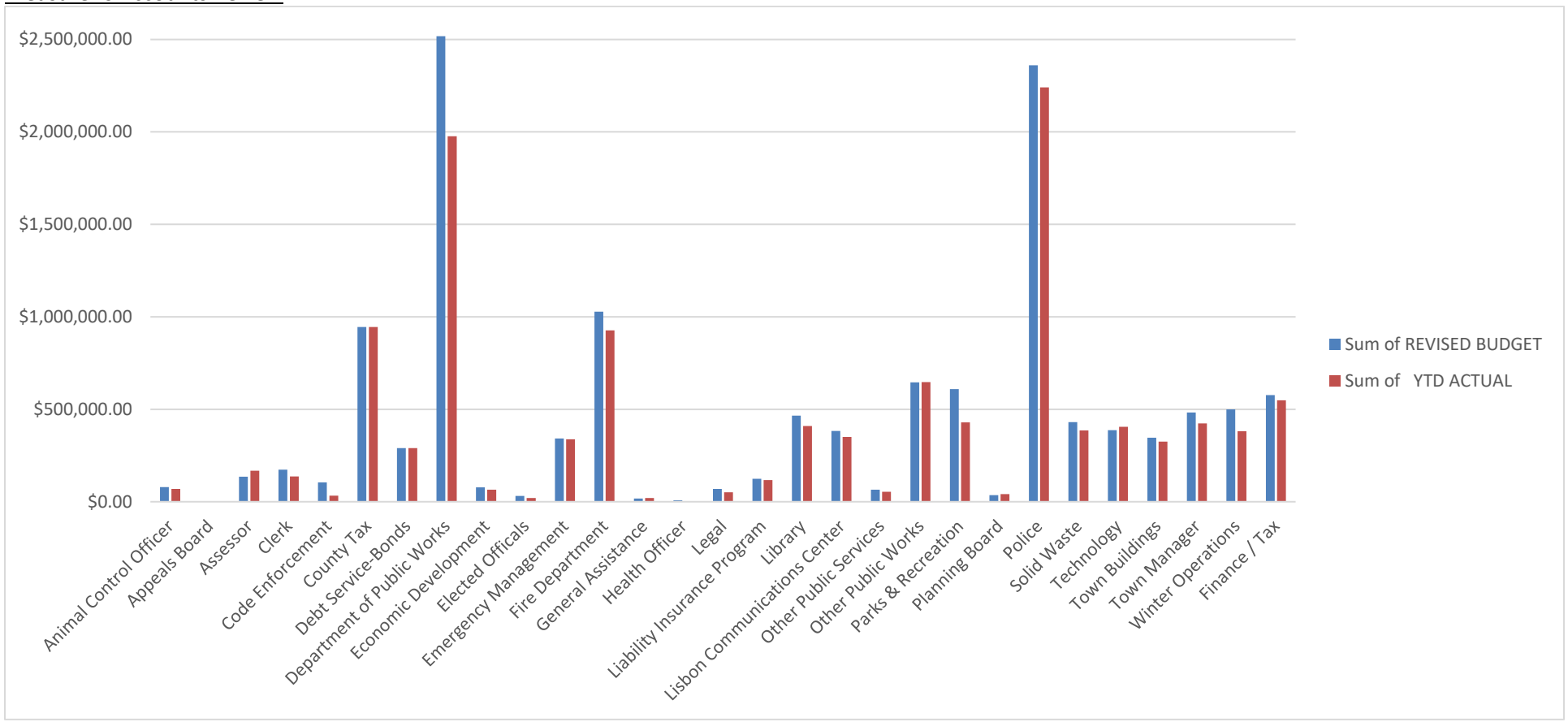
Investment Report

Institution	Investment Type	Current Value	Current Yield	Maturity
Northeast Bank	Money Market Account	$2,116,981.89	5.23%	n/a
Northeast Bank	Certificate of Deposit	$511,303.48	5.30%	7/25/24
Portland Trust Co	Mutual Fund	$1,351,841.77	5.23%	n/a
Portland Trust Co	Mutual Fund	$758,031.42	5.23%	n/a
Lisbon Community Federal Credit Union	Savings Account	$5,933.46	0.20%	n/a
Lisbon Community Federal Credit Union	Certificate of Deposit	$21,808.63	2.75%	7/15/24
Androscoggin Bank	Checking Account	$7,703,787.69	2.70%	n/a

Cash Flow Budget Report

At the end of the fourth quarter of fiscal year 2024, the Town had $12,411,085.02 in cash compared to $14,454,214.72 last quarter and $8,920,669.18 at the end of FY23. In regards to quarter end, cash went down because the Town received a large amount of property tax payments in the third quarter. In regards to year end, some of the cash differences are attributable to a change in timing of bill payments. In addition, as noted below, the Town overperformed budget in FY24 by even more than it did in FY23.

Treasurer's Accounts Review



For FY24, actual unaudited and unreconciled revenues exceeded expenses by just more than $2 million. The primary reasons are as follows:

- Motor Vehicle Revenue exceeded budget by $300k
- Investment Revenue exceeded budget by $300k
- MDEA Grant of $100k was not budgeted
- The Interim Public Works Director after a review of needs did not move forward with purchase of PW truck in FY24, saving $250k in expenses
- Parks and Recreation programs vastly exceeded expected revenues, netting a budget overperformance of $180k
- Winter Ops saved $115k from less snow than expected
- Health insurance expenses for fy24 were generally overbudgeted
- Vacant positions during fiscal year reduced Town expenses
- Nearly all Town Departments overperformed on budget with the following exceptions:
    - Other Public Works (-$2k) – Hydrant rental was more than budgeted due to mistake by previous Finance Director
    - General Assistance (-$2k) – Demand for GA was higher than budget anticipated
    - Planning Board (-$5k) – Contracted Services exceeded budget needs without revenue to cover due to Board waivers of applicant fees;
    - School (-$17k) – Actual expenses for payroll for school elected officials was accidentally allocated here instead of to "Elected Officials" department; miscalculation of budgeted funds owed to school for fy24;
    - Assessor (-$32k) – Town did not budget for abatements and refunds; change in employees/structure led to unbudgeted health insurance costs; (to emphasize none of this was the fault or control of the Assessor)

These figures may change slightly after reconciliation and audit, but I am very confident that overall revenues greatly exceeded overall expenses. While the Town would rather have a surplus than a deficit, excessive surplus means that the Town overtaxed its residents in a given year and/or went without providing services to residents that it could have. Going forward, I'm confident that the changes in our budget process and methodology starting with FY25 will result in more accurate budgeted amounts.

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 Advisory Committee
Date: July 16, 2024

Summary
As a result of the Council's request at the June 18th meeting, I have prepared a recommended structure for the Transfer Station Advisory Committee. This committee is essential for ensuring the efficient and effective operation of our transfer station, addressing community concerns, and enhancing our environmental sustainability efforts. The primary goal of the committee is to address the revenue imbalances at the Transfer Station.

Purpose of the Committee:
The Finance Committee has identified significant revenue imbalances at the Town's Transfer Station. In FY23, there was a deficit of $73,797.80, and in FY24, the deficit is projected to be approximately $60,000. To ensure that the revenues collected at the transfer station cover the disposal costs of the relevant material, the committee will work on developing and recommending appropriate measures.

Recommended Structure:

Citizen Representatives:

2 citizen representatives to provide community perspectives. Begin advertising for applicants immediately, with selections finalized following the Council's decision on the committee's formal structure.
Finance Committee Liaison: A designated liaison from the Finance Committee.
Finance Director (Secretary): The Finance Director as Committee Secretary (non-voting, support role) to maintain records and assist with the work of the committee.
Council Liaisons: 2 Town Council members to act as liaisons, ensuring a direct link between the committee and the Council.
Conservation Commission Liaison: A representative from the Conservation Commission to integrate environmental considerations into the committee's recommendations.
Public Works/Transfer Station Representative:A representative from Public Works or the Transfer Station to offer operational insights and technical expertise in an ex officio capacity.
AVCOG Environmental Resiliency/Solid Waste Planner: Assistance from an AVCOG planner specializing in environmental resiliency and solid waste management, available upon request to provide expertise.
Commercial Haulers: An open invitation for commercial haulers to participate as ex officio

members, ensuring their insights and concerns are considered.

Next Steps:
Advertise for citizen representative positions, and allow Town manager discretion to appoint two applicants, and develop a meeting schedule with the goal of concluding the committees work with a recommendation prior to the start of the FY26 budget process.

Recommendation

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: Appoint William Kuhl to Regular Planning Board Member and Reappoint Shaun Carr to Planning Board Member
Date: July 16, 2024

Summary

Mr. Kuhl has been serving as an Associate Member on the Planning Board, Mr. Maloy's resignation has created a vacancy. This appointment will create a vacancy for an Associate Member.

Recommendation

Appoint William Kuhl as Regular Member of the Planning Board.

Attachments

1. PB-CarrIntent

From: Shaun Carr <SCarr@lisbonme.org>
Sent: Monday, June 17, 2024 12:24 PM
To: Sarah Bennett <sbennett@lisbonme.org>
Cc: Glenn Michalowski <GMichalowski@lisbonme.org>
Subject: Re: Planning Board Positions

I plan to stay on and run for chair. Our bylaws require the board to vote on it.

Bill says he is moving up.

Shaun J. Carr
Planning Board - Chair
Sent from my iPhone

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: Reappoint Angela Shambarger and Anne Labbe to Library Board
Date: July 16, 2024

Summary

Angela Shambarger and Anne Labbe have requested appointment for another term on the Library Board.

Recommendation

Reappoint Angela Shambarger and Anne Labbe to the Library Board each for another 3 year term.

Attachments

1. Library-ShambargerIntent
2. Library-LabbeIntent
3. Library-LabbeIntentGM

Angela Gamache Shambarger
24 Berry Avenue
Lisbon Falls, Maine 04252

angelashambarger@gmail.com

Lisa Ward
Lisbon Town Offices
300 Lisbon Street
Lisbon, ME 04250

June 25, 2024

Dear Ms. Ward:

I am currently a member of the Lisbon Library Advisory Board and my term will be up by the end of June.

Please accept this letter of intent as a request to continue my appointment to the board. Bill Meakin indicated that this would suffice for your needs but please let me know if there is further information you need me to provide.

Most Sincerely,

Angela Shambarger

June 29, 2024

Lisa Ward, Town Clerk
Town of Lisbon
Lisbon Road
Lisbon, Maine 04250

Dear Ms. Ward,

I am presently an advisor on the Lisbon Library Board. My term is expiring at the end of the month. At this time, I would like to be re-appointed to the Board for the upcoming term.

Thank you for your consideration of this matter.

Sincerely,

Anne D Labbe

Anne D. Labbe

Email: annielabbe65@gmail.com

June 29, 2024

Glenn Michalowski, Town Manager
Town of Lisbon
Lisbon Road
Lisbon, Maine 04250

Dear Mr. Michalowski,

I am presently an advisor on the Lisbon Library Board. My term is expiring at the end of the month. At this time, I would like to be re-appointed to the Board for the upcoming term.

Thank you for your consideration of this matter.

Sincerely,

Anne D. Labbe

Email: annielabbe65@gmail.com

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: Reappoint Linda Berube to the Board of Appeals
Date: July 16, 2024

Summary

Linda Berube requested appointment for another term on the Board of Appeals.

Recommendation

Reappoint Linda Berube for another 3 year term on the Board of Appeals.

Attachments

1. Reappointment Request - Linda Berube

[Lisbon ME] Zoning Board of Appeals Reappointment (Sent by Linda S Berube, lsberube@outlook.com)

Contact form at Lisbon ME <cmsmailer@civicplus.com>

Thu 6/27/2024 7:56 PM

To:Lisa Ward <LWard@lisbonme.org>

Hello lward,

Linda S Berube (lsberube@outlook.com [1]) has sent you a message via your contact form (https://www.lisbonme.org/user/2031/contact [2]) at Lisbon ME.

If you don't want to receive such e-mails, you can change your settings at https://www.lisbonme.org/user/2031/edit [3].

Message:

Town of Lisbon Maine
Office of the Clerk

Attn: Lisa Ward

Dear Lisa,

With this email, I wish to convey my intent to be reappointed for another full term to the ZBA for the town of Lisbon in the state of Maine.

Kind Regards,

Linda S. Berube
380 Lisbon Street
Lisbon, Maine 04250

[1] mailto:lsberube@outlook.com
[2] https://www.lisbonme.org/user/2031/contact
[3] https://www.lisbonme.org/user/2031/edit

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: Reappoint Tim Carville and Lindsay Larochelle to the Recreation Committee
Date: July 16, 2024

Summary

Tim Carville requested appointment for another term on the Recreation Committee.

Recommendation

Reappoint Tim Carville and Lindsay Larochelle for another 3 year term on the Recreation Committee.

Attachments

1. Reappointment Request - Tim Carville

Tim Carville

FW: [Lisbon ME] Rec Committee (Sent by Tim Carville, tim.carville@sgceng.com)

Mark Stevens <MStevens@lisbonme.org>
Tue 7/9/2024 10:23 AM
To:Lisa Ward <LWard@lisbonme.org>

From: Contact form at Lisbon ME <cmsmailer@civicplus.com>
Sent: Monday, July 8, 2024 5:28 AM
To: Mark Stevens <MStevens@lisbonme.org>
Subject: [Lisbon ME] Rec Committee (Sent by Tim Carville, tim.carville@sgceng.com)

Hello mstevens.

Tim Carville (tim.carville@sgceng.com) has sent you a message via your contact form (https://www.lisbonme.org/user/34/contact) at Lisbon ME.

If you don't want to receive such e-mails, you can change your settings at https://www.lisbonme.org/user/34/edit.

Message:

Mark.

Please submit my name to the town council this week for a continuing membership on the Recreation Committee.
Please call me if you have any questions.

Thanks, Tim

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: Reappoint Veronica Moffitt and Cherie Garnett to the Conservation Commission
Date: July 16, 2024

Summary
Veronica Moffitt and Cherie Garnett have requested appointment for another term on the Conservation Commission.

Recommendation
Reappoint Veronica Moffitt and Cherie Garnett to additional 3 year terms on the Conservation Commission.

Attachments
1. Reappointment Request - Cherie Garnett
2. Reappointment Request - Veronica Moffitt

Hello,

Please accept this letter as my interest for remaining on the Conservation Commission.

Thank You,

Cherie Garnett

7/2/2024

Veronica Moffitt

FW: Conservation

Mark Stevens <MStevens@lisbonme.org>
Tue 7/9/2024 10:24 AM
To:Lisa Ward <LWard@lisbonme.org>

From: Veronica Moffitt <ronmoffitt89@gmail.com>
Sent: Wednesday, July 3, 2024 4:38 PM
To: Mark Stevens <MStevens@lisbonme.org>
Subject: Re: Conservation

Yes! I am most definitely interested in being reappointed to the Conservation Commission.

On Tue, Jul 2, 2024, 9:49 AM Mark Stevens <MStevens@lisbonme.org> wrote:

> Hi Veronica!
>
> Could you send me an email stating you are interested in being reappointed to the commission?
>
> Thank you!!
>
> Mark

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: Reappoint David Mailhot to the Cemetery Committee
Date: July 16, 2024

Summary

Recommendation

Attachments
None