AGENDA
COUNCIL MEETING
August 20, 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. EXECUTIVE SESSION
   A. Executive Session for Economic Development per 1 M.R.S.A. § 405(6)(C)
4. UPDATE FROM THE SCHOOL SUPERINTENDENT
   A. School Bond Presentation from the School Superintendent
5. GOOD NEWS & RECOGNITION
6. PUBLIC HEARINGS
   A. Food Truck Permit for Vy Banh Mi
   B. Food Truck Permit for Fishermen's Net
   C. Itinerant Vendor License for Homemade by Tina
   D. Itinerant Vendor License for Blessings Cookies
7. AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS
8. CONSENT AGENDA
   A. Consent Agenda Items
      1. Approve Food Truck Permits for Vy Banh Mi and Fishermen's Net
      2. Approve Itinerant Vendor Licenses for Homemade by Tina and for Blessings Cookies
      3. Set Public Hearing for September 17, 2024 for a New Liquor Permit for Angelo's Pizza
      4. Waive Special Event Fees for Holy Trinity Church's Peace Walk, scheduled for October 12, 2024
      5. Set Public Hearing for September 17, 2024 for a Food Truck Permit for The Eighty8 Donut Cafe
      6. Set Public Hearing for September 17, 2024 for a Food Truck Permit for Vintage Food and Beverage
      7. Set Public Hearing for September 17, 2024 for a Food Truck Permit for Red Barn
      8. Approve Foggia Lane
      9. Set Election Timeline

AGENDA
COUNCIL MEETING
August 20, 2024
LISBON TOWN OFFICE
7:00 PM MEETING

10. Muncipal and School Warrants:
Municipal Accounts Payable: **$1,468,710.25**
Municipal Payroll: **$791,671.20**
School Accounts Payable: **$1,042,411.05**
School Payroll: **$1,502,595.27**

9. COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES
   - A. Award Contract Road Striping
   - B. Authorization for Town Manager to Execute MOA with Teamsters Local 340
   - C. LACO Lease Extension Request
   - D. Amend the FY 25 Municipal Budget for Use of Fund Balance
   - E. Amend the FY 25 Municipal Budget to Offset Electric Costs with Excess Investment Income
   - F. Approve Town Safety Policies
   - G. Approve Town Council Minutes

10. OTHER BUSINESS
   - A. Council Committee Reports:
     1. School Committee
     2. Planning Board
     3. Lisbon Development Committee
     4. Conservation Commission
     5. Parks & Recreation Committee
     6. County Budget Committee
     7. Library Board
     8. Water Commission
     9. Finance Committee
   - B. Town Manager's Report
   - C. Summer Intern Project Report
   - D. Election Update
   - E. Update of the Public Works Building - Mold Remediation and Long-Range Planning for Space
   - F. Winter Snow Clearing of Lisbon Trail Network

11. APPOINTMENTS
   - A. Appointment to the Assessment Review Board
   - B. Appointment to the Library Board

12. COUNCIL COMMUNICATIONS

AGENDA
COUNCIL MEETING
August 20, 2024
LISBON TOWN OFFICE
7:00 PM MEETING

13. AUDIENCE PARTICIPATION & RESPONSE TO NEW ITEMS
14. ADJOURNMENT
    A. To Adjourn

Town of Lisbon

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

MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: Executive Session for Economic Development per 1 M.R.S.A. § 405(6)(C)
Date: August 20, 2024

Summary

Two loans are being presented from the Loan committee for approval.

Recommendation

To enter into Executive Session for Economic Development per 1 M.R.S.A. § 405(6)(C).

Attachments

None

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 August 20th, 2024 at 7:00 PM at the Town Office at 300 Lisbon Street in the Public Meeting Room to consider:

New Food Truck Permits for

Vy Banh Mi

and

Fishermen's Net

&

New Itinerant Vendor Licenses for

Homemade by Tina

and

Blessings Cookies

The public is invited to attend.

Lisa M. Ward, Town Clerk

	Agenda Date:		
Date	Brenda Martin		Municipal Accts Payable
7/16/2024	07162024	$	236,188.03
7/16/2024	071624OY	$	17,849.41
7/23/2024	07232024	$	12,278.87
7/26/2024	07262024	$	10,942.22
8/6/2024	08062024	$	1,134,862.96
8/6/2024	80624OY2	$	56,588.76
		$	***1,468,710.25***

Date	Lynna Izumi		Municipal Payroll Warrants
7/11/2024	MPW - 7/11/2024	$	242,346.56
7/11/2024	LWD - 7/11/2024	$	20,600.55
7/18/2024	IPW (Correction from Bangor Payroll) - 7/18/202	$	1,005.51
7/25/2024	MPW - 7/25/2024	$	257,482.46
7/25/2024	LWD - 7/25/2024	$	18,466.96
8/8/2024	MPW - 8/8/2024	$	233,339.52
8/8/2024	LWD - 8/8/2024	$	18,429.64
		$	***791,671.20***

Date	Louise Levesque		School Accts Payable
7/16/2024	2500	$	431,249.96
7/22/2024	2501	$	28,400.00
7/30/2024	2502	$	248,345.12
8/13/2024	2503	$	334,415.97
		$	***1,042,411.05***

Date	Eva Huston		School Payroll Warrants
7/19/2024	1005	$	10,408.09
7/19/2024	4	$	1,100.52
7/19/2024	1004	$	350,691.85
7/26/2024	1006	$	14,580.25
7/26/2024	1007	$	810.07
8/2/2024	1008	$	379,269.65
8/9/2024	1013	$	260,602.42
8/9/2024	1010	$	266.88
8/9/2024	1011	$	875.47
8/9/2024	1012	$	109,799.79
8/16/2024	1016	$	10,243.75
8/16/2024	9	$	2,305.40
8/16/2024	1015	$	361,641.13
		$	***1,502,595.27***

MEMO TOWN OF LISBON

TO: LISBON TOWN COUNCIL
FROM: AMY WIERS, ADDRESSING OFFICER
DATE: AUGUST 6, 2024
RE: NEW ROAD NAME

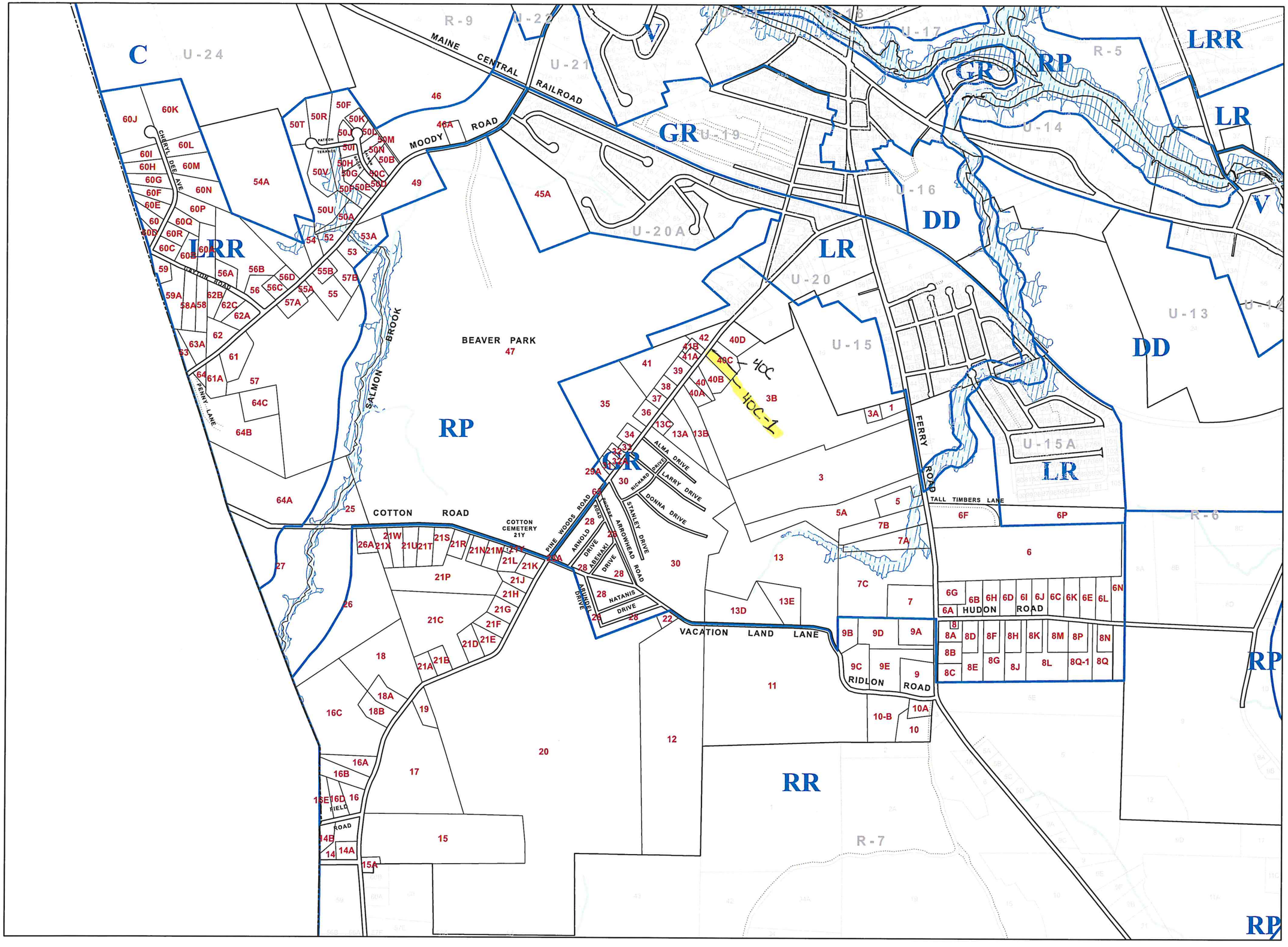
Justin Macisso recently bought lot R08-040-C-1, which is currently 56B Pinewoods Road. He would like to name his road. He would like:

1. Foggia Lane
2. Glasgow Lane

The road is located at R08-040-C-1.

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
Maine

Map updated to:
April 1, 2021

DISCLAIMER

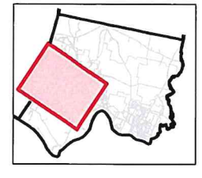
For Assessment Purposes Only
Not For Property Conveyances

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-8
TAX MAP

0 500 1000 Ft
SCALE: 1 " = 500 Feet

To Town of Lisbon

Assessing office

Good Afternoon,

I recently had a new modular home placed on lot 56B Pinewoods Road Lisbon, Maine 04252. I was informed that I have the option to select a custom-named road. My choices are the following:

1. Foggia

Foggia, Italy is where my great-grandparents came from before coming to the United States.

2. Glasgow

Glasgow, Scotland, is where my great-grandparents on my mother's side, immigrated from.

From a heritage perspective, these locations are important to me as this is where my family came from before settling in the United States, I would like to someday get back there to visit. But I am certainly a proud American Citizen and very happy to be here, now settling in the beautiful town of Lisbon.

Please let me know if you have any questions.

Kind Regards,

Justin J. Macisso

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: Award Contract Road Striping
Date: August 20, 2024

Summary

Lucas Striping Contract - Summary and documents are attached

Recommendation

Attachments

1. Road Striping 2024

MEMORANDUM FROM THE PUBLIC WORKS DIRECTOR

TO: GLENN MICHALOWSKI, TOWN MANAGER

FROM: PATRICK MALOY, PUBLIC WORKS DIRECTOR

SUBJECT: BID 2024-005 ROAD STRIPING RECOMMENDATION

DATE: JULY 10, 2024

Town of Lisbon, Public Works Department sent a request for Bids for Road Striping.

Bids were posted on the Town of Lisbon website June 5, 2024 to all companies wanting to submit. The cut off time for submission of all sealed bids to the town was June 27, 2024 @ 10:00 am, but there were no bidders who submitted their bids. One interested party reached out after posting was closed and per manager approval accepted and received via U.S. Mail on July 10, 2024 @ 11:00 am.

The company that were sent a request for bids was Lucas Striping.

In order, the bids received and opened are as followed:

1. **Lucas Striping - $28,111.76 Recommended**
2. Elite Road Markings - Did not submit a Bid
3. Hi-way Safety Systems - Did not submit a Bid
4. On-The-Line Inc - Did not submit a Bid

After thorough review of our only submitted bid, I recommend that the winning bid go to Lucas Striping, due to being the only bid and they have conducted this work for us previously and do a great job. All work performed will meet our specification needs.

TOWN OF LISBON
2024 ROAD STRIPING PROPOSAL
BID NO. 2024-005

CONTRACT

This Agreement, made and entered into the date listed below, in the year two thousand and twenty between the Town of Lisbon, Maine, a municipal corporation existing under the laws of the State of Maine, hereinafter called "Owner", by its Town Manager, party of the first part, and

_____

Hereinafter called "Contractor", with legal address and principal place of business at:
Lucas Striping LLC
237 Plains Rd Readfield, ME

Party of the second part.

WITNESSETH:

That the parties to these presents, each in consideration of the covenant and agreements on the part of the other herein contained, have covenanted and agreed and do hereby covenant and agree, the party of the first part for itself and the party of the second part for himself/herself and his/her heirs, executors, administrators and assigns under the penalties expressed in the Performance Bond and the Labor and Material Payment Bond as follows:

That this Agreement includes the following documents, hereinafter referred to as Contract Documents, which are attached hereto and incorporated by reference into this Agreement:

A. Notice to Contractors
B. Proposal
C. Contract
D. Notice of Award
E. Notice to Proceed
F. Supplemental Specifications
G. Standard Specifications
H. Contract Plans, if any
I. Addenda, if any
J. Federal Conditions, if any

That the party of the second part will do all the work, furnish all the materials, tools and equipment, except as otherwise specified, and do everything necessary and proper for performing and faithfully completing the work required by the Contract Documents in strict conformity with the provisions of the Contract Documents within the time specified in the Special Provisions, Plans, and the Standard and Supplemental Specifications. That the party of the first part will pay

by the Town of Lisbon is directly or indirectly interested in this Proposal or in any contract which may be made under it or in profits expected to arise therefrom, except as provided by the Town Ordinance. The full names and addresses of all persons and parties interested in this Proposal, as principals, are as follows (Give first and last names in full; and in the case of a Corporation, give names and addresses of President, Treasurer and Manager; and in case of a Partnership, give names and addresses of members):

Company Name	Lucas Striping LLC
Signature	Stephen K. Lucas
Title	Owner
Printed Name	Stephen K Lucas
Physical Address	2314 Middle Rd Sidney Me 04330
Mailing Address	
Firm's IRS ID # /DUNS#	26-2891865
Date	
Phone #	207-215-2320
Fax #	
E-Mail Address	Steve@lucasstriping.com

TOWN OF LISBON
2024 ROAD STRIPING PROPOSAL
BID NO. 2024-005

PROPOSAL

To: Town Manager
Lisbon Town Office,
300 Lisbon Street
Lisbon, Maine 04250

The undersigned hereby declares that he/she has carefully examined the location of the proposed work, the proposed Contract Form and the Contract Documents therein referred to and that he/she proposes and agrees, if this Proposal is accepted, that he/she will contract with the Town of Lisbon, by its Town Manager to provide all machinery, tools, labor, equipment and other means of construction and to do all the work and to furnish all the materials, except those specified in the Specifications to be furnished by the Town, necessary to complete the work in the manner and time therein prescribed by August 31, 2024, in accordance with the conditions and requirements set forth in the Contract Documents and the requirements of the Public Works Director as provided for therein; and that he/she will accept in full payment therefore the following sums to wit:

1#	Description	Qty	Unit $ / Ft	Total $
1	Paint approx. 157,291.2 feet of double yellow line for road striping project as directed by Public Works Director.		$ .14	$ 22020.76
2	Paint approx. 87,014.4 feet of single white line for road striping project as directed by Public Works Director.		$ .07	$ 6091.00
Total Base Bid Price			$ 28111.76	

The undersigned acknowledges the receipt of Addenda numbered None.

The undersigned further agrees that, after notification by the Town Manager of the acceptance of his/her Proposal and the readiness of the Contract for signature, and before commencement of any work, he/she will stand by for final approval from Counsel during the next Council meeting following the acceptance of the proposal; and that once Counsel has accepted the proposal, he/she will prosecute the work to its completion within the time limit specified in the Supplemental Specifications.

The undersigned further agrees that in the employment of labor, preference will be given, all other things being equal, to the citizens of Lisbon and of the State of Maine, in that order.

The undersigned hereby further declares that the only persons or parties interested in this Proposal, as principals, are named below; that the Proposal is made without any connection with any other person or party making any proposal for the same work; and that no person acting for or employed

the party of the second part as full compensation for well and faithfully completing the whole work according to the Contract Documents as follows:

All work is to be completed by August 31, 2024.

2#	Description	Qty	Unit $ / Ft	Total $
1	Paint approx. 157,291.2 feet of double yellow line for road striping project as directed by Public Works Director.		$ .14	$ 22020.76
2	Paint approx. 87,014.4 feet of single white line for road striping project as directed by Public Works Director.		$ .07	$ 6091.00
Total Base Bid Price			$ 28111.76	

The party of the second part represents and warrants:

A. That he/she is financially solvent; and is experienced in and competent to perform the work; and is able to furnish the plant, materials, supplies, labor, and equipment to be furnished by him/her; and,

B. That he/she is familiar with all Federal, State, Municipal and Departmental laws, ordinances and regulations which may in any way affect the work or those employed therein; and,

C. That such temporary and permanent work required by the Contract Documents to be done by him/her can be satisfactorily constructed and used for the purposes for which it is intended; and that such construction will not injure any person or damage any property other than that damage caused by the construction; and,

D. That he/she has carefully examined the Contract Documents and the site of the work; and from his/her own investigation has satisfied himself/herself as to the nature and location of the work, the character, quality and quantity of surface and subsurface material likely to be encountered, the character of equipment and other facilities needed for the performance of the work, the general and local conditions; and all the other materials and conditions which may in any way affect the work or its performance.

If you are proposing to use any subcontractors, please list them here along with references for them. They will need written permission from the Town Manager as well as the required insurance coverage and certificate of insurance submitted to the Town Manager.

IN WITNESS WHEREOF, the said Town, by its Town Manager and the said

_____

_____

By its _____ thereunto duly authorized have hereunto set their hands and seals the date below written.

Signed in the presence of:

_____ By: ____
Witness Glenn Michalowski, Town Manager

Date: _____

Witness By: _____
Contractor

Date: July 2nd

TOWN OF LISBON
2024 ROAD STRIPING PROPOSAL
BID NO. 2024-005

NOTICE OF AWARD

To:

The Town of Lisbon has considered the BID submitted by you for the above described work in response to its Advertisement for Bids dated _____and Information for Bidders.

You are hereby notified that your BID has been accepted for the **2024 ROAD STRIPING PROPOSAL** for a total award of_____. You are required by the Information for Bidders to execute the Agreement and furnish the required CONTRACTOR'S Performance Security and certificates of insurance within ten (10) days from the date of this Notice to you.

If you fail to execute said Agreement and to furnish said BONDS within ten (10) days from the date of the proposal accepted by Counsel, said Town of Lisbon will be entitled to consider all your rights arising out of the Town acceptance of your BID as abandoned and as a forfeiture of your BID BOND. The Town will be entitled to such other rights as may be granted by law.

You are required to return an acknowledged copy of the NOTICE OF AWARD to the Town of Lisbon.

Dated this:_____

By: ____
Glenn Michalowski, Town Manager

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE OF AWARD is hereby acknowledged

by (firm) _____

this the _____day of _____, 2024

By: _____

Title: _____

TOWN OF LISBON
2024 ROAD STRIPING PROPOSAL
BID NO. 2024-005

NOTICE TO PROCEED

To:

You are hereby notified to proceed with the work entitled **2024 ROAD STRIPING PROPOSAL**, together with all necessary appurtenances, and to diligently prosecute the work.

You are instructed to immediately take the necessary steps for execution of the work following the acceptance of the proposal by Counsel (or other start time as specified) and that the work is to be completed by August 31, 2024 as stated in the Contract.

By: _____
Glenn Michalowski, Town Manager

Title:____

Date:____

TOWN OF LISBON
2024 ROAD STRIPING PROPOSAL
BID NO. 2024-005

DIVISION 10
SUPPLEMENTAL SPECIFICATIONS

10.00 SCOPE OF WORK:

The scope of work for this program, includes painting approx. ***157,291.2 feet of Double Yellow Lines and 87,014.4 feet of Single White Lines*** for all streets and roads listed below as directed by the Public Works Director and all work is to be completed by August 31, 2024.

Will not be striping on Route 125 where DOT project is currently ongoing for the length of .75 miles.

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 05/22/2024

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 Atlantic Insurance & Benefits 58 High St Belfast ME 04915	**CONTACT NAME:** Elizabeth Perez **PHONE (A/C, No, Ext):** (207) 338-9787 **FAX (A/C, No):** (207) 338-9727 **E-MAIL ADDRESS:** liz@atlantic-insurance.com
INSURED LUCAS STRIPING, LLC 237 PLAINS RD READFIELD ME 04355	**INSURER(S) AFFORDING COVERAGE** — **NAIC #** **INSURER A :** Union Insurance Company — 25844 **INSURER B :** Acadia Insurance Company — 31325 **INSURER C :** Maine Employers Mutual — 11149 **INSURER D :** **INSURER E :** **INSURER F :**

COVERAGES **CERTIFICATE NUMBER:** CL2452207266 **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:			CPA5546233-11	03/27/2024	03/27/2025	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG RPCLE	$ 1,000,000 $ 300,000 $ 15,000 $ 1,000,000 $ 2,000,000 $ 2,000,000 $
A	AUTOMOBILE LIABILITY [X] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY			CAA5546234-11	03/27/2024	03/27/2025	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) Uninsured motorist BI-	$ 1,000,000 $ $ $ $ 1,000,000
B	[X] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $			CUA5546235-11	03/27/2024	03/27/2025	EACH OCCURRENCE AGGREGATE	$ 2,000,000 $ 2,000,000 $
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N: Y If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		1810110320	03/27/2024	03/27/2025	[ ] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 500,000 $ 500,000 $ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

for information purposes only

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

Pat Cuelit

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Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ **Go to *www.irs.gov/FormW9* for instructions and the latest information.**

Give Form to the requester. Do not send to the IRS.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
STEPHEN K LUCAS

2 Business name/disregarded entity name, if different from above
LUCAS STRIPING LLC

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☑ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ S

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
237 PLAINS ROAD

Requester's name and address (optional)

6 City, state, and ZIP code
READFIELD, ME 04355-3123

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number
			–			–				

or

Employer identification number
2	6	–	2	8	9	1	8	6	5

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ Stephen K Lucas Date ▶ 01-01-2024

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9.*

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

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: Authorization for Town Manager to Execute MOA with Teamsters Local 340
Date: August 20, 2024

Summary

The recommendation in the MOA is to establish new job classifications within the Public Works department, specifically creating the positions of Automotive Foreman, Highway Foreman, and Building and Grounds Foreman. The Chief Mechanic position will be replaced with the Automotive Foreman position, and the former Mechanic position will be reclassified as Mechanic Helper, compensated at the previous Mechanic rate. This restructuring provides a more specialized operational structure, allowing the Public Works Director and Operations Manager to manage foremen in specialized divisions effectively. Additionally, the Building and Grounds Foreman position is being created as a placeholder with the intention to potentially add the position in the FY26 budget. This will not immediately impact the existing budget as it will be funded by reallocating funds from a vacant laborer position. Concurrently, efforts will be made to explore the potential for further centralizing this work by reaching out to the school and other departments, to achieve a more centralized approach to managing town-owned property and facilities planning.

Recommendation

To Authorize the Town Manager to Execute an MOA with Teamsters Local 340 at the Public Works Department.

Attachments

1. Memorandum of Agreement - Teamsters

Memorandum of Agreement

Between

The Town of Lisbon

and

Teamsters Local 340

This Memorandum of Agreement (MOA) is made and entered into this ___ day of _____, 2024, by and between the Town of Lisbon (hereinafter referred to as the "Town") and Teamsters Local 340 (hereinafter referred to as the "Union").

Purpose

The purpose of this MOA is to establish and add job descriptions for an Automotive Foreman, Highway Foreman, and Grounds Foreman to the Foreman classification, to replace the Chief Mechanic position with the existing Mechanic position but at the Chief Mechanic pay rate, and to change the Mechanic position to Mechanic Helper at the pay rate previously outlined for the Mechanic in the existing contract.

Agreement

1. Job Descriptions and Classifications

a. **Automotive Foreman**
The Town agrees to create and add the position of Automotive Foreman to the Foreman classification. The job description for the Automotive Foreman will be mutually agreed upon by the Town and the Union and incorporated into the collective bargaining agreement.

b. **Highway Foreman**
The Town agrees to create and add the position of Highway Foreman to the Foreman classification. The job description for the Highway Foreman will be mutually agreed upon by the Town and the Union and incorporated into the collective bargaining agreement.

c. **Building and Grounds Foreman**
The Town agrees to create and add the position of Building and Grounds Foreman to the Foreman classification. The job description for the Grounds Foreman will be mutually agreed upon by the Town and the Union and incorporated into the collective bargaining agreement.

2. Replacement of Chief Mechanic Position

a. The Town agrees to replace the Chief Mechanic position in the table of organization with the existing Mechanic position. The Mechanic position will be compensated at the Chief Mechanic pay rate as outlined in the current collective bargaining agreement.

3. Reclassification of Mechanic Position

a. The Town agrees to change the Mechanic position to Mechanic Helper. The Mechanic Helper will be compensated at the pay rate previously outlined for the Mechanic position in the existing collective bargaining agreement.

Effective Date

This MOA shall become effective upon the date of execution by both parties.

Duration

This MOA shall remain in effect until it is either replaced by a successor agreement or amended by mutual consent of both parties.

Signatures

IN WITNESS WHEREOF, the parties hereto have caused this Memorandum of Agreement to be executed by their duly authorized representatives as of the day and year first above written.

Town of Lisbon

Glenn Michalowski
Town Manager

Teamsters Local 340

Brett R. Miller
President

Donald Crockett
Business Agent

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: LACO Lease Extension Request
Date: August 20, 2024

Summary
A couple of weeks ago, The town manager met with the LACO executive board, and they formally requested that the council consider a 3-year lease.The attached draft does not specify the total number of rooms occupied, utilities, or the lease duration. After the council discussion, I would like to seek your authorization to negotiate the terms of the lease based on your direction.

Recommendation

Attachments
1. LACO Lease Atty 081324

MTM COMMUNITY CENTER
LEASE AGREEMENT

This LEASE AGREEMENT (hereinafter referred to as the "Agreement") made and entered into this ____ day of _____, 2024, by and between the Town of Lisbon (hereinafter referred to as "Landlord") and LACO Food and Clothing Bank of Lisbon (hereinafter referred to as "Tenant").

WITNESSETH:

WHEREAS, Landlord is the owner of certain real property being, lying and situated in Androscoggin County, Maine, such property having a street address of 18 School St., Lisbon Falls, ME 04252 (hereinafter referred to as the "Property").

WHEREAS, Landlord is desirous of leasing a portion of the Property (the "Premises," as further described below) to Tenant upon the terms and conditions as contained herein; and

WHEREAS, Tenant is desirous of leasing the Premises from Landlord upon the terms and conditions as contained herein;

NOW, THEREFORE, for and in consideration of the sum of $_____ the covenants and obligations contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto hereby agree as follows:

PREMISES. The Premises subject to this Agreement is more fully described as _____.

TERM. Landlord leases to Tenant and Tenant leases from Landlord the above-described Premises, together with any and all appurtenances thereto, for a term of _____ year[s] (the "Term"), such term beginning at the complete execution of this Agreement. Unless this Agreement is extended or replaced prior to expiration of the Term, Tenant shall fully quit the Premises on or before the end of the Term.

RENT. Tenant shall pay to Landlord the sum of $_____ per _____ as rent through the term of this Agreement. Rent shall be due and payable on the _____ of each _____. Tenant's failure to pay Landlord the rent in full, within 30 days of the due date, shall be deemed a breach of this Agreement.

USE OF PREMISES. Tenant shall comply with any and all laws, ordinances, rules and orders of any and all governmental or quasi-governmental authorities affecting the cleanliness, use, occupancy and preservation of the Premises.

CONDITION OF PREMISES. Tenant stipulates, represents and warrants that Tenant has examined the Premises, and that they are at the time of this Agreement in good order, repair,

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and in a safe, clean and tenantable condition. Tenant agrees to keep the Premises in a general state of good repair, free of safety and fire hazards, reasonable wear and tear excepted. Tenant shall be responsible to Landlord for the cost of repairing any damage or destruction to the Premises or Property caused by Tenant, its officers, agents, employees, invitees, guests or contractors.

ASSIGNMENT AND SUBLETTING. Tenant shall not assign this Agreement, or sublet or grant any license to use the Premises or any part thereof without the prior written consent of Landlord. A consent by Landlord to one such assignment, subletting or license shall not be deemed to be a consent to any subsequent assignment, subletting or license. An assignment, subletting or license without the prior written consent of Landlord or an assignment or subletting by operation of law shall be absolutely null and void and shall, at Landlord's option, terminate this Agreement.

ALTERATIONS AND IMPROVEMENTS. Tenant shall make no alterations to the buildings or improvements on the Premises or construct any building or make any other improvements on the Premises without the prior written consent of Landlord. Any and all alterations, changes, and/or improvements built, constructed or placed on the Premises by Tenant shall, unless otherwise provided by written agreement between Landlord and Tenant, be and become the property of Landlord and remain on the Premises at the expiration or earlier termination of this Agreement.

Notwithstanding the above, it shall be Tenant's responsibility to bring the Premises into compliance with all applicable state and local laws, codes and ordinances at its own expense. Within 14 days of execution of this Agreement, Tenant shall make allow the Town's Code Enforcement Officer to make an inspection of the Premises. The Code Enforcement Officer will provide Tenant with a list of alterations and improvements, if any, necessary to comply with said laws and ordinances, and a reasonable deadline to complete the work. If Tenant fails or refuses to complete the required work by the stated deadline, this shall be considered an event of Default and Tenant shall immediately vacate the Premises upon notice of default from Landlord.

UTILITIES. All utilities, including electricity, heat, water, sewerage, fuel, and other utility service charges and assessments, shall be paid by _____. Landlord shall be responsible for maintenance and upkeep of the Property, to include maintenance of walkways and parking areas.

HOLD HARMLESS AND INDEMNIFICATION. Landlord shall not be liable for any damage or injury or to the Tenant, Tenant's guests, invitees, agents, employees or volunteers, to any person entering the Premises, or the Property of which the Premises are a part, or to goods or equipment, or to the structure or Property of which the Premises are a part, and Tenant hereby agrees to indemnify, defend and hold Landlord harmless from any and all such claims or assertions of every kind and nature.

INSURANCE. During the term of this Lease, Tenant shall maintain general liability insurance covering itself and its officers, agents, employees and volunteers, with a total coverage amount of at least $1,000,000 per incident, as well as commercial tenant's insurance adequately

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covering Tenant's personal property. Proof of insurance shall be provided at execution of this Agreement and annually thereafter. Tenant shall notify the Town within seven (7) days of receiving notice of termination or suspension of any insurance coverage, and shall provide updated proof of insurance as soon as practicable upon any reduction in coverage or change of insurer.

DEFAULT. If Tenant fails to comply with any of the material provisions of this Agreement or of any present rules and regulations or any that may be hereafter prescribed by Landlord, or materially fails to comply with any duties imposed on Tenant by statute, within a reasonable deadline set within a written notice to be provided by Landlord specifying the noncompliance and indicating the intention of Landlord to terminate the Lease if the failure is not timely corrected, Landlord may terminate this Agreement.

GOVERNING LAW. This Agreement shall be governed, construed and interpreted by, through and under the Laws of the State of Maine.

SEVERABILITY. If any provision of this Agreement or the application thereof shall, for any reason and to any extent, be invalid or unenforceable, neither the remainder of this Agreement nor the application of the provision to other persons, entities or circumstances shall be affected thereby, but instead shall be enforced to the maximum extent permitted by law.

MODIFICATION. The parties hereby agree that this document contains the entire agreement between the parties and this Agreement shall not be modified, changed, altered or amended in any way except through a written amendment signed by all of the parties hereto.

NOTICE. Any notice required or permitted under this Lease or under state law shall be deemed sufficiently given or served if sent by United States certified mail, return receipt requested, addressed as follows:

To Landlord:
Town of Lisbon
Attn: Town Manager
300 Lisbon Street
Lisbon, ME 04250

To Tenant:
LACO Food and Clothing Bank
14 School Street
Lisbon Falls, ME 04252

ADDITIONAL PROVISIONS; DISCLOSURES.

The Town will provide maintenance and security for the building.

As to Landlord:
TOWN OF LISBON

_____
Dated:_____

As to Tenant:
LACO Food and Clothing Bank of Lisbon

_____
Dated:_____

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By: Glenn Michalowski	By:_____
Its Town Manager	Its:_____

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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, Ast. Town Mgr.
From: Samantha Bryant, Finance Director
Subject: Town Code Sec 92-5 Tax Acquired Property Inventory/Review
Date: July 9, 2024

When working on the budget for FY25, the goal was that Town tax needs would be equal to or less than FY24.

I set a target number of $15.9 million as I thought that was our tax levy in FY24. However, I did not realize that number already included our reimbursements from the state for BETE and Homestead. So I effectively double counted our Homestead and BETE reimbursements within our real estate revenue, as show below.

Account Description		2024 Budgeted	2024 Actual
Real estate and personal prope		($15,902,055.59)	(14,574,588.15)
Homestead exemption		($860,015.49)	(983,937.00)
BETE Reimbursement		($250,596.17)	(250,734.00)
Totals		($17,012,667.25)	($15,809,259.15)

The amount of these actual reimbursements totaling $1,203,408.10 has two impacts on the Town.

It means our unaudited revenues and expenses are not a net ~$2 million, but are closer to a net ~$800k.

Also, it means that when I thought my target for “real estate and personal property” for the FY25 budget was $15.9 million, it was actually closer to $14.8 million (overlay is the $300k difference from this figure and the $14.5 million in the chart above). So when I thought we had kept taxes flat, we actually would be increasing total taxes by $1.1 million.

Given the public discussion we had regarding the budget and my comments at the last Council meeting regarding excessive fund balance, I recommend the use of an additional $1.3 million in unassigned fund balance in accordance with Town Code Sec 86-1.

If the Town were instead to add the unaudited net revenue gain from FY24 of $800k to the remaining audited FY23 unassigned fund balance, we would remain just above 12% of expenses remaining in fund balance. This would also help end the cycle of the Town collecting excess revenue to be spent in following budget years.

In testing these amounts with the Assessor, this change combined with her efforts with our consultant to adjust the assessment cost schedules will accomplish the stated goal of shifting tax burden to commercial properties and away from residential after years of doing the opposite. Most residential properties should see a lower tax bill (with the exception of those who were part of the state mandated then repealed FY24 tax freeze; and property owners who made additions that resulted in higher assessed value, ie. adding a garage), and most commercial properties will see a higher tax bill in FY25 as previously discussed during the budget process.

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: Budget Changes for Electricity to Be Offset by Investment Income
Date: July 31, 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.

A few years ago, the Town signed a contract with Constellation Energy for its supply of electricity at a rate of 5.85 cents per kilowatt hour. The contract was structured so that it expired for some of our accounts last November, and for the rest of our accounts this November. For the accounts that are not on the contract, we have been paying Constellation a market price each month for energy, which varies considerably each month. The Assistant Town Manager and I had conversations with staff at Constellation and our Municipal Planning Organization (MPO). Following those consultations, the Town has agreed to a new contract with Constellation where the market rate accounts are on a contract price of 9.98 cents per kilowatt-hour, and the accounts that expire on the old contract this November will also come on to this new contract, which will run through November 2025.

While this contract price of 9.98 cents per kilowatt-hour is expected to be better financially for the Town than a market rate contract, it is more expensive than the old contract of 5.85 cents per kilowatt-hour, which served as the basis for the projected electric costs in the FY25 Budget.

To accommodate these new expenses in the General Fund, I would propose increasing our proposed investment revenue for FY25. I had previously budgeted a conservative $250,000 when we made more than $388,000 in this revenue in FY24. While we will likely make less in FY25 due to a reduction of total cash and a reduction in the rates from the Federal Reserve, I do feel confident that we can increase this amount to $305k to cover these expenses in the General Fund.

For the Sewer Fund, I would recommend the use of $82,000 in fund balance to offset this expense, as there are no other revenues or expenses that can be adjusted accordingly.

On the next page is a chart with the specific changes requested.

General Fund

Department	Description	Old Amount	New Amount	Difference
Treasury	Investment Income	-$250,000.00	-$305,000.00	-$55,000.00
Buildings	Electricity	$49,343.70	$81,442.14	$32,098.44
Public Works	Street Lights	$78,000.00	$102,680.09	$24,680.09
Parks	Electricity	$3,000.00	$4,441.54	$1,441.54
Total		-$119,656.30	-$116,436.23	$3,220.07

Sewer Fund

Department	Description	Old Amount	New Amount	Difference
Sewer	Misc Revenue	-$900,923.00	-$982,923.00	-$82,000.00
Sewer	Electricity	$140,000.00	$221,234.15	$81,234.15
Total		-$760,923.00	-$761,688.85	-$765.85

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 Town Safety Policies
Date: August 20, 2024

Summary

The Assistant Town Manager, along with the members of the Town's Safety Committee have been working to increase the Town's Worker's Comp savings. We currently meet Tier 1 of 3 with an annual WC savings of 5%. By approving the Safety Policies presented, we could save an additional 2.5% to 5% on our WC, (7.5% to 10% savings, respectively - if approved by the WCSIP). The policies were prepared using the Maine Municipal Association's WCSIP pre-approved policy templates. The policies must be submitted to the WCSIP program before 9/1/24.

Recommendation

To Approve the Town Safety Policies prepared by the Assistant Town Manager and the Safety Committee as presented.

Attachments

1. Incident Review Plan 2024
2. Draft TOWN OF LISBON Workplace Safety Policy 2024 8.20.24

TOWN OF LISBON, MAINE
INCIDENT REVIEW PLAN AND POLICY

Adopted: August 20, 2024

Incident Review – Written Program Guidance

Introduction

Incident Review - what is it?

The purpose of an "incident review" is to determine why that specific incident took place. Incidents may involve bodily injury, damage to property or cause interruption in your normal operations. There may also be "near miss" incidents and not cause any of the above.

After an incident occurs, it is important to determine **how** and why an incident took place. By fully investigating how and **why** an incident occurred, the root cause can be established and measures can be taken to prevent a similar incident from happening again.

The purpose of Incident Review is to objectively identify and address the root cause to prevent the same situation from taking place again.

Why should I take time and resources to do Incident Review? How does my organization benefit?

- A thorough incident review can prevent employees or members of the public on your premises from being seriously injured- or worse- killed.
- An incident review may be able to identify weaknesses in your operations to prevent your organization from being disrupted from a future incident causing injuries to employees, injuries or damage to members of the public or damage to your critical equipment.
- Will help can lower workers' compensation costs by reducing the frequency and severity of incidents at the workplace.
- It can be difficult to ask "what in our organizational structure contributed to systemic failures that caused this incident", but the benefits noted above far outweigh the difficulties.

Why do I need to investigate a near miss?

A series of close calls means it is just a matter of time before someone is hurt and/or property gets damaged. These near misses presents an opportunity for an organization to examine the how and why's of what happened in order to prevent a more serious incident in the future.

Why do I need to have a written program?

- Ensuring consistent implementation of all elements of the incident review program.
- Clearly defining expected outcomes, methods and individual behavior.
- Providing a basis for succession of the program through personnel changes.
- Providing a basis for training new employees.
- Providing documentation for regulatory agencies as well as to specify the program's elements and the logic behind the development process.
- Giving investigators the road map for implementing the program.

Program Requirements

All workplace incidents that end in an employee being injured should be reported to your Workers'

Compensation provider. An incident that causes property damage or other liability to the public may need to be reported to your Property and Causality Insurance Carrier.

Elements of an Incident Review Program should include:

- Employee training on incident reporting, and procedures following an incident
- Incident review procedures.
- Investigator Training.
- Assigning responsibilities for incident reviews and follow-up.
- Identify who will be completing the review and their level of involvement. This should include supervisors, management staff, safety committee members, review team members, and employees knowledgeable with the work process.
- For major events identify an organization contact person for speaking with the media or contacting additional emergency services.
- Implementing a follow-up process to implement recommendations for controlling the risk/hazard exposure in the future. This should include review of information developed in the review and recommendations by employees, management, and the safety committee.

A written Incident Review Program should include the following elements:

- Management/supervisory notification procedures.
- How and which incidents will be investigated.
- Who is responsible for reviews?
- Who will complete the proper reports and forms?
- How investigator training will be performed.
- Periodic program review for effectiveness. (Annual)
- How records will be maintained.
- How monitoring and follow up is to be accomplished.

Review Process

- Employees need to understand the importance of timely reporting and providing accurate event details.
- A prompt review will ensure the likelihood of gathering accurate information related to the event. Ideally the review should be as thorough for a near miss event as for a more serious loss event; usually 24-48 hours and take photographs immediately after the event is reported.
- Determine what staff will participate in the review as well as what their role will be. Staff could include Top Managers, Supervisors and general work force, trained members of the incident review team, safety committee members, or a combination of these groups all could be involved in the review.

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- A direct supervisor should also be involved with the incident review process but keep in mind it may not always be a best practice for that supervisor to be the lead investigator as they may have contributed to the incident by not correcting unsafe employee behavior, ignored unsafe work conditions or may not have recognized the hazard in the first place.
    - The use of specific incident review forms is a critical piece to any review. Staff should be made familiar with these forms prior to an incident occurring and be trained on how to accurately complete this forms.
    - As part of the review process, the Town will need to determine beforehand who will receive a copy of the incident forms and report. This could include the safety committee, management, supervisors or all employees involved in the incident.
- Incident review and follow up on recommendations to ensure the implementation of corrective actions.
- The injured party and the department supervisor should have an opportunity to make recommendations for correction.
- The safety committee should review these recommendations and have an opportunity to comment or make additional recommendations.

Review Procedure

- Timing is critical. Incident Review should be commenced as soon as possible after onsite medical care has been administered for injuries and the scene is safe enough to do so.
- Gather basic facts:
    - Who was involved?
    - What happened? Be specific and detailed, include equipment and condition of equipment used during the event.
    - When? Day of the week, time of day, season, weather conditions, etc.
    - Where? Work site, roadway, work zone, building and specific location.
    - Interview victims/witnesses as soon as possible. Filter out opinions vs. actual facts of the event.
    - "Process" the scene. Take notes of the conditions such as wet floor, lighting conditions, location of, and types, of tools and equipment used before area conditions change.
    - Take photographs of the scene from various angles. Note any warning signs or labels in the area or on equipment (or lack of them).

Basic tools should be available to the incident review team members:

- Writing /note taking materials.
- Caution/warning tape to delineate the incident area.
- Tape Measure for checking distance/clearance areas.

- Digital Camera or cell phone.
- Flashlight.
- Review Forms and Witness Statement Forms.
- Basic electric testing equipment "tick tester" for checking circuits for voltage, GFCI/outlet testing device.
- List of active/available review members and safety committee members.
- Any Personal Protective Equipment (PPE) needed such as safety glasses, gloves and/or high visibility vests when working near moving vehicular traffic.

Analyze the gathered information and seek out the causes.

- Outline the event facts in chronologic order.
- Connect how each fact relates to the incident.
- Ask the **why** questions (Why was the warning label missing? Why wasn't the employee trained on this piece of equipment? Why wasn't the missing guard reported to supervisor? Why wasn't the equipment taken out of service?)
- List possible causes- brainstorm where not obvious.
- Personal factors.
- Unsafe conditions-environmental factors.
- Unsafe acts-behavioral factors. (May be a HR or Management Concern; Review may end)
- Review each possible cause- "Does it explain the facts?"
- Sort out direct, contributing, and root causes.
- Review policies, training materials, manuals, job hazard analysis, job task procedures, etc. Do they address what was uncovered as review "facts" and address the root cause?

Factors and Direct Causes

- Personal factors include deficiencies in physical condition, mental condition or attitude and can include physical illness, fatigue or influence of drugs or alcohol. **If a person appears to be impaired from drugs or alcohol refer to HR immediately.** Does the injured party have a history of not following safety protocol? A history of prior incidents? If so, was that prior incident similar to the current incident that led to the injury or damage to property? If the injury involves an employee, was there any personnel issues that could be a factor? Such as on probation, recent discipline issues, etc.
- Unsafe conditions are situations or events not under the individuals control such as Personal Protective Equipment (PPE) not made available, poor lighting, facility/equipment conditions, weather conditions, lack of training.
- Unsafe Acts are specific actions or inactions within the individual's control such as ignoring warning labels, not following safety rules, or lack of supervisor corrective action**. If unsafe acts**

are witnessed refer to Human Resources or Immediate Supervisor.

- Direct Causes; Defined as the immediate, initiating, or primary cause which that leads to an event or action that allows an event or action to take place. These may include unsafe acts or unsafe conditions.
- Contributing Causes or Factors. Defined as factors or conditions that by themselves did not cause the incident but when combined with the direct causes lead the events down the path of the incident.
    - Examples*:* (weather, time, safety culture, human factors including training and education, job experience, environment factors including lack of management systems, including safety programs and safety policies, equipment and facilities conditions).
    - A significant contributing cause can be the failure of management and supervisory staff to enforce safety policies.
- Root Cause. A root cause is a fundamental, underlying, system-related reason why an incident occurred that identifies one or more correctable system failures.

Hierarchy of Controls and Recommendations

Make recommendations for corrective action based on the Hierarchy of Controls. These are listed from most effective to least effective:

- Elimination of a hazardous procedure or a hazardous substance.
- Substitution of a hazardous procedure or substance with a less hazardous alternative.
- Engineering Controls- machine guarding, material handling devices, etc.
- Administrative Controls, Written policies, Safety Training, Job Hazard Analysis, Job Task Analysis.
- Personal Protective Equipment (PPE).



Source: NIOSH

Examples

- If an employee falls from a ladder while replacing a light bulb, can a pole with a special grappling tool on the end be used to remove and install bulbs so a ladder is not necessary? **Elimination of Hazard.**
- Replace solvent based paints with water based paints to reduce fumes. **Substitution.**
- Place guards around moving machinery parts to prevent incidental contact by employees. **Engineering Control.**
- Job rotation can be used to alleviate physical fatigue and stress of a particular set of muscles and tendons by rotating employees among other jobs that use different muscle-tendon groups. **Administrative Control.**
- Provide safety glasses/goggles to protect eyes from chips, debris or spray. **Personal Protective Equipment**

Recommendations need to be clear and achievable to reach short and long term goals. Recommendations can also include:

- Revision of written safety programs and safety policies to address discovered risk exposures.
- Improved, refresher or hands on safety training.
- Testing proficiency after training.
- Supervisory safety and management level safety training.
- Defining supervisory responsibilities and expectations.
- Define Hazard Reporting procedures and train staff on them.
- New hire employee orientation and training program.
- Facility or process audits.
- Preventative maintenance program needed.
- Capital Improvement Plan (CIP) to replace hazardous equipment or processes.

What categories of controls do the above examples fall under?

For more information on hazard controls, see: https://www.osha.gov/shpguidelines/hazard-prevention.html

What to do if having difficulty coming up with recommendations following an incident:

- Review incident at safety meetings / with all employees. Gather input from the people that know the job the best or perform the task on a regular basis.
- Look for experience of similar organizations / operations. (In the municipal sector, most municipalities have similar exposures, but may have significant differences in controlling risk/hazard exposures).
- Check OSHA and Maine Department of Labor resources.

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- Contact your assigned MMA Loss Control Consultant.

Avoid making questionable conclusions such as:

- "Tell employees to be more careful."
- "Incidents happen."
- "There was no way of preventing the incident."

Sample Analysis of an Incident

Two employees are completing the task of transferring lube oil from one tank to another. A spill of the lube oil happens on the floor walking surface level. Fortunately no one was injured but a Near Miss event takes place. Let's take a look at what the review uncovered.

- Personnel pumping lube oil down to tank in lower level. - **Direct Cause** of the event, job task related.
- Co-worker watching the level indicator had left the work area for several moments to open doors for other workers carrying materials is a **Contributing Factor**. It's easy to say that the employee should not have left the area to assist other employees. However, there has not been a job hazard analysis or job task procedures developed for the task, how does the employee know not to leave the operation? The employee was trying to be helpful to other employees with completion of their task, positively impacting the organization. Further review shows that there may not be enough hand trucks and dollies for material handling. Could an automated door control helped to prevent the incident? **Engineering Controls**
- Overflow from the tank was not completely contained by dike curb (cracked). This was a **Contributing Factor**- Are facility and equipment inspections completed? If so, how are identified deficiencies being tracked for completion? This maintenance issue and inspection task is an **Administrative Control**.
- After the spill happened and before clean up could be done, an operator walked by the area and slipped. No barricade tape had been set up or cones placed to demarcate the hazardous area. **Direct Cause- Near Miss Event**. Are employees empowered to make spot corrections of safety hazards? And have they been trained in how to do this? **Administrative Control**.
- No written procedure for the job. This is the **Root Cause**- If written job procedures are not developed how can employees be expected to perform in a specific manner? Developing a written procedure is an **Administrative Control**.

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Summary

- Near misses, close calls and little incidents are warning signs that a big incident can occur.
- Investigate to determine facts, learn from failures, and identify improvement opportunities to safety programs or facilities, equipment, and maintenance programs.
- Check into personal, environmental, and behavioral factors that lead to incidents.
- Seek the direct, underlying and root causes.
- Have a formal process to address root causes with follow-up and accountability.
- Assign responsibility and follow-up reporting.
- Monitor results.

Additional resources can be found at:

- Incident Reviews for employers:

  https://www.osha.gov/dte/IncInvGuide4Empl_Dec2015.pdf

- OSHA: Importance of Root Cause Analysis During Incident Review:

  https://www.osha.gov/Publications/OSHA3895.pdf

- MDOL Safety Works: Safety Works has employer compliance directives, sample safety policies, and provides safety training for employees and supervisors.

  http://www.safetyworksmaine.gov/index.shtml

- MMA Risk Management Loss Control: contact your assigned Loss Control Consultant for assistance with Incident Review training, loss trending, and risk exposure control at 1-800-590-5583.

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Incident Review Program

Purpose

The purpose of this program is to define and document the incident review process at the Town of Lisbon.

This program defines the responsibilities of human resources, management and supervisory staff in investigating the causes of incidents and implementing appropriate corrective actions to prevent similar situations from recurring.

Definitions

Incident - An unplanned, unwanted event that causes injury, illness or property damage or the probability of injury, illness or property damage.

Incident – An unplanned or unwanted event that does not result in an injury, illness or property damage. Often times called a "**close call**" or "**near miss**".

Hazard – Anything that presents a danger to employees or property.

Hazard Control - Any method used to reduce or eliminate a hazard, such as:

- Eliminating the hazard.
- Substitute the hazard with a less dangerous method or process.
- Engineering Controls (isolate people from the hazard).
- Administrative Controls (policies, procedures, training, housekeeping, safe work practices).
- Personal Protective Equipment (PPE).

OSHA 300 Log: The Log and Summary of Occupational Injuries and Illnesses, on which all injuries and illnesses that occur in the workplace during the year must be recorded; also used to complete the OSHA 300A summary at the end of the year to satisfy employer posting requirements.

MDOL: Maine Department of Labor

Responsibilities

The Program Administrator, the Human Resources Director, is responsible for:

- Administering program and issuing written materials to support it.
- Reviewing the program annually and updating as appropriate.
- Analyzing incident records to identify program deficiencies.
- Scheduling managers, supervisors and (if applicable) safety committee members for training.
- Coordinating all activities related to hazard control, insurance, state and local regulatory compliance.

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- Reporting incidents to the Maine Department of Labor when required:
  - All incidents resulting in fatalities must be reported to MDOL within eight (8) hours of the incident.
  - All serious injuries requiring immediate hospitalization must be reported to MDOL within 24 hours of the incident.
  - Reports can be made electronically or by telephone at incident.bls@maine.gov or 207-592-4501 (24 hours).

This person or their designee is also responsible for:

- Maintaining training recordkeeping.
- Maintaining OSHA Recordkeeping on OSHA 300 Log and Summary of Occupational Injuries and Illnesses.
- Posting the OSHA 300A Summary Work-Related Injuries and Illnesses form February 1 to April 30 of the year following the year covered by the form.

Supervisors and Managers are responsible for:

- Establishing incident reporting policies and procedure.
- Training employees on procedures and policies.
- Ensuring all incidents and injuries are properly investigated and provide appropriate corrective actions in a timely manner.
- Ensuring immediate and long term corrective actions are taken to prevent reoccurrence.
- Coordinating the reporting of claims to applicable insurers in compliance with Maine's Workers Compensation laws.
- Maintaining incident reports on file.
- Providing or arrange for all necessary medical care for injured workers.
- Initiating incident reviews immediately upon notification and completing them within 24 hours of occurrence if they involve an employee injury or illness that requires a physician's care.
- Ensuring review interviews are conducted in a professional manner. (The purpose of the interview is to gather facts, not to find fault or assign blame.)
- Taking action to protect people and property from secondary effects of incidents.

Employees are responsible for:

- Immediately reporting all incidents and injuries to their supervisors.
- Promptly reporting all hazardous conditions and near misses to supervisors.
- Assisting, as requested, in all incident reviews.

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1.0 – Incident Review General Policy

The Town of Lisbon considers employees to be our most valued asset and as such we will ensure that all incident and incidents are analyzed to correct the hazardous conditions, unsafe practices, and improve related system weaknesses that produced them. This incident/incident analysis plan has been developed to ensure our policy is effectively implemented.

The Human Resources Director will ensure this plan is communicated, maintained and updated as appropriate.

2.0 Incident/Incident Reporting

2.1 Background. Incidents and incidents cannot be investigated or analyzed if they are not reported. A common reason that they go unreported is that the incident/incident analysis process is perceived to be a search for the "guilty party" rather than a search for the facts. We agree with current research that indicates most incidents are ultimately caused by system weaknesses. Management will assume responsibility for improving these system weaknesses. When incident/incident analysis is handled as a search for facts, the all employees are more likely to work together to report incidents/incidents and to correct any procedural, training, human error, managerial, or other deficiencies.

2.2 Employees often are reluctant to report an incident because of fear, peer pressure, or concern that it may affect their job in some one way. To ensure that incidents will be reported, employee must be encouraged to participate in the "fact-finding" process. The purpose of the incident review then becomes one that will uncover system problems and provide solutions that will result in long term corrective action.

2.3 Consequently, our policy is to analyze incidents to primarily determine how we can fix the system. We will not investigate incidents to determine fault. A "no-fault" incident/incident analysis policy will help ensure we improve all aspects of our manufacturing process.

2.4 Policy**.** All employees will report immediately to their supervisor, any unusual or out of the ordinary condition or behavior at any level of the organization that has caused or could cause an injury or illness of any kind.

Supervisors will recognize employees immediately when an employee reports an injury or a hazard that could cause serious physical harm or fatality, or could result in shutting down operations.

The Human Resources Director will ensure effective reporting procedures are developed so we can quickly eliminate or reduce hazardous conditions, unsafe practices, and system weaknesses.

3.0 Preplanning

3.1 Effective incident/incident analysis starts before the event occurs by establishing a well thought-out incident/incident analysis process. Preplanning is crucial to ensure accurate information is obtained before it is lost over time following the incident/incident as a result of cleanup efforts or possible blurring of people's recollections.

4.0 Incident/Incident Analysis

4.1 If applicable, the Safety Committee or the Incident Review Team is responsible for analyzing incidents**.**

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4.2 Supervisors are assigned the responsibility for analyzing incidents in their departments. All supervisors will be familiar with this plan and properly trained in analysis procedures. Other staff may also investigate in conjunction with the supervisor.

4.3 All incidents (near misses) that might have resulted in serious injury or fatality will be analyzed. Incidents that might have resulted in minor injury or property damage will be investigated within four (4) hours of notification.

4.4 An incident/minor injury report will be submitted through management levels to senior level management. If within the capability/authority of the department supervisor, corrective actions will begin immediately to eliminate or reduce the hazardous condition or unsafe work practice the might result in injury or illness.

5.0 Management Responsibilities

5.1 When an incident/incident takes place resulting in injury or damage, management and/or supervisory personnel will:

A. Provide medical and other safety/health help to personnel.

B. Bring the incident under control.

C. Investigate the incident effectively to preserve information and evidence.

5.2 To preserve relevant information the assigned investigator(s) will do the following when it is safe to do so:

A. Secure or barricade the scene.

B. Immediately collect information that may be transient or time sensitive, such as debris, scuff marks, gouges, discoloration of surfaces or components, or other indicators that may fade or disappear with time.

C. Interview personnel. The purpose of the interview is to gather facts, not to find fault or assign blame.

6.0 Incident/Incident Analysis Team

6.1 Background. It is important to identify and establish incident/incident analysis staff or teams **before** an event occurs so they can quickly move into action if called on. The experience of staff or the team is another important factor affecting the quality of the analysis. Competent employees will be appointed who are trained, and have the knowledge and skills necessary to conduct an effective analysis.

6.2 Training. Staff identified in section 6.3 as Investigators will undergo initial training for Incident Review, and an annual refresher training.

6.3 Incident/Incident Analysis Team Makeup. Although team membership may vary according to the type of incident, a typical team analyzing an incident/incident may include:

A. A first-line supervisor from the affected area.

B. Personnel from an area not involved in the incident.

C. An engineering and/or maintenance supervisor.

D. The safety supervisor.

E. Members of the Safety Committee.

F. Occupational health/environmental personnel.

G. Appropriate front line personnel (i.e., operators, mechanics, technicians); and,

H. Research and/or technical personnel.

Team Member Contact Information:

6.4 The Incident/Incident Analysis Team Leader

The incident/Incident Analysis team leader will:

A. Control the scope of investigative activity by identifying which lines of analysis should be pursued, referred to another group for study, or deferred.

B. Call and preside over meetings regarding the review and analysis.

C. Assign tasks and establish timetables.

D. Ensure that no potentially useful data source is overlooked; and,

E. Keep management advised of the progress of the review and analysis.

7.0 Determining the Facts

A thorough search for the facts is an important step in incident/incident analysis. During the fact-finding phase of the process, team members will:

A. When safe to do so, visit the scene before physical evidence is disturbed.

B. Sample unknown spills, vapors, residues, etc., noting conditions which may have affected the sample; (Be sure you sample using proper safety and health procedures).

C. Prepare visual aids, such as photographs, field sketches, diagrams, and other graphical representations to provide data for the analysis.

D. Obtain on-the-spot information from eyewitnesses, if possible. Interview with those directly involved and others whose input might be useful should be scheduled soon thereafter. The interviews should be conducted privately and individually; so that the comments of one witness will not influence the responses of others.

E. Observe key mechanical equipment as it is disassembled. Include inspection logs, maintenance logs, operating logs, recorder charts, previous reports, procedures, equipment manuals, oral instruction, as-built drawings (if available), change of design records, design data, records indicating the previous training and performance of the employees involved, computer simulations, laboratory tests, etc.

F. Determine which incident-related items should be preserved. When a preliminary analysis reveals that an item may have failed to operate correctly, was damaged, etc., arrangements should be made to either preserve the item or carefully document any subsequent repairs or modifications. Photographs should be obtained before any alterations or modifications are done.

G. Carefully document the sources of information contained in the incident report. This will be valuable should it subsequently be determined that further study of the incident or potential incident is necessary.

8.0 Determining the Cause

It is critical to establish the root cause(s) of an incident/incident so that effective recommendations are made to correct the hazardous conditions and unsafe work practices, and make system improvements to prevent the incident from recurring. The incident/incident analysis team will use appropriate methods to sort out the facts, inferences, and judgments they assemble. Even when the cause of an incident appears obvious, the review team will still conduct a formal analysis to make sure any oversight, or a premature/erroneous judgment is not made. Below is one method to develop cause and effect relationships:

A. Develop the chronology, timeline or sequence of events, which occurred before, during, and after the incident. The focus of the chronology should be solely on what happened and what actions were taken. List alternatives when the status cannot be definitely established because of missing or contradictory information.

B. List conditions or circumstances which deviated from normal, no matter how insignificant they may seem.

C. List all hypotheses of the causes of the incident based on these deviations.

9.0 Recommending Corrective Actions and System Improvements

Usually, making recommendations for corrective actions and system improvements follow in a straightforward manner from the cause(s) that were determined. A recommendation for corrective action and system improvement will contain three parts:

1. The recommendation itself, which describes the actions and improvements to be taken to prevent a recurrence of the incident.
2. The name of the person(s) or position(s) responsible for accomplishing actions and improvements.
3. The correction date(s).

10.0 Follow-up System

To make sure follow-up and closure of open recommendations resulting from an incident, the Town of Lisbon will develop and implement a system to track open recommendations and document actions taken to close out those recommendations. Such a system will include a periodic status report to management.

11.0 Communicating Results

11.1 To prevent recurring incidents we will take two additional steps:

1. Document findings; and
2. Review the results of the analysis with appropriate personnel.

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11.2 Incident documentation will address the following topics:

1. Description of the incident (date, time, location, etc.);
2. Facts determined during the analysis (including chronology as appropriate);
3. Statement of causes; and
4. Recommendations for corrective and preventive action (including who is responsible and correction date).

12.0 Review and Approval

Appropriate operating, maintenance and other personnel – including the Town Safety Committee - will review all incident/incident analysis reports. Personnel at other departments may also review the report to preclude a similar occurrence of the incident.

This Plan and Policy has been adopted by the Lisbon Town Council on August 20, 2024.

13.0 Program Updates

The written program will be reviewed annually by the Safety Committee and updated as appropriate.

Date of last review: by:
Date of last review: by:
Date of last review: by:
Date of last review: by:
Date of last review: by:
Date of last review: by:

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Incident Review Plan and Policy Created:

8/16/24

Plan and Policy Approved:

8/20/24

Lisbon Town Council

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

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EMPLOYEE INCIDENT REPORTING PLAN AND POLICY ACKNOWLEDGEMENT

I acknowledge that I have been informed of the Town of Lisbon's Incident Reporting Plan and Policy and have knowledge of where the written plan and policy is maintained. I have been provided initial training and understand that my supervisor will conduct additional job-related training. I understand my responsibilities as they relate to incident reporting, and I accept this plan and procedures as working documents that I will support and follow in my daily work at the Town of Lisbon. I further understand that failure to follow these procedures or instructions from management may result in disciplinary action.

I have read and understand the following sections of this Plan and Policy:

Town of Lisbon, Maine

Employee Name (print and sign)	Date
Supervisor's Name (print and sign)	Date

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First Injury Report Instructions

All claims should be reported to MMA **as soon as possible** following the notice of or knowledge of the injury.

Late Notices: MMA may require more time to investigate your claim and/or more time to clarify your report.

1) Please fill out the following forms and return it to Human Resources as soon as possible.
   a. Incident Report Form
   b. WCB-1 form

2) If the person who got injured needs to go see a doctor, please let HR know.
   HR will contact WorkMED and set up an appointment.

If you cannot reach the HR Department, please contact MMA Claims Department: 1-800-590-5583.

AFTER HOURS / WEEKEND EMERGENCY #: 207-624-0183 OR 207-624-0182

If the injured needs to see a doctor, and cannot reach Human Resources, please contact:

WorkMED, 15 Gracelawn Road Auburn, ME 04210
207-753-3080
Open 07:00 AM to 4:30 PM

After hours, you can go to:
St. Mary's Urgent Care in Auburn, 791 Turner St, Auburn, ME 04210
207-330-3900
Open 08:00 AM to 8:00 PM

If an emergency, go to:
St. Mary's Emergency Care, 93 campus Avenue Lewiston, ME 04240
207-777-8100
Open 24 hours

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Supervisor's Incident Review-Report of Injury Form

Indicate Expected Incident Type 1st Aid☐ Med Only☐ Med with Lost Time☐	Department:	Report Completed Date
Exact Location of Incident:	Date of Incident:	Time of Incident: a.m./p.m.

Work-Related Injury or Illness	**Tools and Safety Equipment**	**Other Information**
Injured Worker's Name:	Was a Machine or Tool Involved? Yes☐ No☐	List any witnesses below. Interview each witness individually. Signed witness statements should be maintained separately.
Part of Body: RT/LT	If yes, was machine or tool defective? Yes☐ No☐	1.
Describe Injury/Illness:	Safety Equip/PPE Required? Yes☐ No☐ If Yes, was it used: Yes☐ No☐	2. 3.
Presently, is any loss of work time expected? Yes☐ No☐	Was there anything the injured worker could have done to prevent the injury?	**Indicate Shift Start Time on Date of Injury:**_____
Job Title:		

Does Employee work for another employer? Yes☐ No☐ If yes, Name and Address

Was *First Aid* Provided? Yes☐ No☐ If YES, by whom:

Was *Medical Treatment* provided by a healthcare provider? Yes☐ No☐

Check☐ if from ***LIST YOUR MED PROVIDER HERE***. Provide name of medical provider IF other medical provider was used:

Describe details leading up to and including the incident/injury or manifestation of symptoms:

Was activity part of employee's normal job duties? Yes☐ No☐

What conditions, circumstances or factors contributed to this incident (i.e. tools, equipment, PPE, policies, object, training, hazards, employee action/inaction, weight of item, etc.)? Be thorough and descriptive!
Correction Suggestions (Note what could be done to prevent this from happening again-*being more careful is not an option*)
Reviewed by Safety Committee? Yes ☐ No ☐ Signature Safety Committee Chair: **Who is responsible for reviewing/implementing corrective actions noted above?**

Signature of Reviewing Supervisor:		Date:	
Employee Signature:		Date:	

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MMA Workers Compensation Injury Reporting Instructions

MAINE MUNICIPAL ASSOCIATION
RISK MANAGEMENT SERVICES
60 Community Drive I PO Box 9109 I Augusta, ME 04330-9109

Reporting Workers' Compensation (WC) claims is now easier than ever.
The First Report of Injury Form is available on the Maine Municipal Association (MMA) website.
Claim reporting is fast, accurate, and secure.

The website address for MMA is: https://www.memun.org

- **You need to be registered with MMA to have access to the online WC First Report of Injury form.**
- **To register and obtain a password, go to the MMA Website and click the "Register" button on the home page. When filling out the requested registration information, be sure to check the box for "File a First Report of Injury (Workers Compensation) Claim".**
- Once registered with access to file WC claims; in order to file a claim online, log into the MMA website and hover over the "Risk Management" link at the top of the page.
- A menu will appear. In the far-right column, you will see two orange buttons:
    - "File First Report of Injury" (WC)
    - "File Property & Casualty Claim." (PC)
- Select "File First Report of Injury".
- When you have completed filling out the requested information for the claim submission, click the "Submit Claim" button at the bottom of the form on the last tab. After a successful submission, you will be prompted to print two copies of the First Report of Injury. One copy is for your records and one copy is required to be given to the employee.
- You will also receive an email confirming your claim notice has been received. If you do not receive a confirmation email, please contact the MMA RMS Claims Department at (207) 626-5583.

Important

- You must submit the First Report of Injury to MMA no later than 24 hours after you receive notice from your employee.
- The RMS Worker's Compensation Claims Department is responsible for filing the First Report of Injury with the State of Maine Workers' Compensation Board.
- Required State Reporting is required for fatalities and serious Injuries.
    - All fatalities must be reported to the Maine Department of Labor within 8 hours.
    - All serious injuries that require hospitalization including amputation, loss or fracture of any body part must be reported to the Maine Department of Labor within 24 hours.
    - Maine Department of Labor (207) 592-4501

Questions about online reporting, please contact the RMS Claims Department

Normal Business Hours: Monday – Friday 8:00AM – 4:30PM
(207) 626-5583 or 800-590-5583

After Hours/Emergency #: (207) 624-0182 or (207) 624-0183

EMPLOYER'S FIRST REPORT OF OCCUPATIONAL INJURY OR DISEASE

1. WCB FILE NUMBER (if known):

1a. OSHA 300 CASE NUMBER (if applicable):

REASON FOR REPORT (check all that apply)

2a. ☐ LOST TIME - ONE OR MORE DAYS 2b. WAS EMPLOYEE PAID FOR ½ DAY OR MORE ON DAY OF INJURY? ☐ YES ☐ NO

3. ☐ LOST EARNINGS BUT NO LOST TIME 4. ☐ MEDICAL/HEALTH CARE 5. ☐ FATALITY DATE OF DEATH: ___/___/___ MM DD YYYY

6a. ☐ OCCUPATIONAL DISEASE 6b. DATE OF LAST EXPOSURE: ___/___/___ MM DD YYYY 6c. DATE OF DIAGNOSIS AS OCCUPATIONALLY RELATED: ___/___/___ MM DD YYYY

7a. ☐ CORRECT PRIOR REPORT 7b. DATE OF CORRECTION: ___/___/___ MM DD YYYY 7c. DATE CORRECTION SENT TO WCB: ___/___/___ MM DD YYYY

EMPLOYER

8. STATE EMPLOYER UNEMPLOYMENT INSURANCE ACCOUNT NUMBER (UIAN):	9. FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN):	10. EMPLOYER NAME:
0067256000	016000239	Town of Lisbon

11. STREET/P.O BOX MAILING ADDRESS:	12. CITY:	13. STATE:	14. ZIP:	15. TELEPHONE NUMBER:
300 Lisbon St	Lisbon	ME	04250	(207) 353-3000

16. PRIMARY BUSINESS PERFORMED BY EMPLOYER WHERE INJURY OCCURRED:	17. EMPLOYER LOCATION IF DIFFERENT FROM MAILING ADDRESS:	18. DID INJURY OR EXPOSURE OCCUR ON EMPLOYER'S PREMISES? ☐ YES ☐ NO IF NO, THEN GIVE NAME AND PHYSICAL ADDRESS OF THE EMPLOYER WHERE THE EMPLOYEE WAS INJURED OR EXPOSED:

(check one) ☑ **INSURER** ☐ **THIRD PARTY ADMINISTRATOR (TPA)** ☐ **SELF-ADMINISTERED EMPLOYER**

19. INSURANCE / TPA COMPANY NAME:	20. POLICY NUMBER:	21. INSURER FILE NUMBER:
MMA		Town of Lisbon

22. STREET/P.O. BOX MAILING ADDRESS:	23. CITY:	24. STATE:	25. ZIP:	26. TELEPHONE NUMBER:
P.O. Box 9109	Augusta	ME	04332	(800) 590-5583

EMPLOYEE

27. LAST NAME:	28. FIRST NAME:	29. MI:	30. TELEPHONE NUMBER: ( )	31. SOCIAL SECURITY NUMBER:	32. GENDER: ☐ MALE ☐ FEMALE

33. STREET/P.O. BOX MAILING ADDRESS:	34. CITY:	35. STATE:	36. ZIP:	37. DATE OF BIRTH: ___/___/___ MM DD YYYY

38. OCCUPATION/JOB TITLE:	39. DATE OF HIRE: ___/___/___ MM DD YYYY	40. WEEKLY WAGE AT TIME OF INJURY: $	41. DOES EMPLOYEE WORK FOR ANOTHER EMPLOYER? ☐ YES ☐ NO IF YES, GIVE NAME AND ADDRESS:

CLAIM INFORMATION

42. DATE OF INJURY OR ILLNESS: ___/___/___ MM DD YYYY DATE EMPLOYER NOTIFIED: ___/___/___ MM DD YYYY	43. DATE OF INCAPACITY: ___/___/___ MM DD YYYY DATE EMPLOYER NOTIFIED: ___/___/___ MM DD YYYY	44. TIME EMPLOYEE BEGAN WORK (e.g. 7:30 a.m.): 46. TIME OF INJURY (e.g. 1:10 p.m.):	45. DATE EMPLOYER NOTIFIED INSURER/TPA: ___/___/___ MM DD YYYY 47. HAS EMPLOYEE RETURNED TO WORK? ☐ YES ☐ NO IF YES, GIVE DATE: ___/___/___ MM DD YYYY

48. SPECIFIC INJURY OR ILLNESS (e.g. second degree burn or toxic hepatitis):	49. BODY PART(s) AFFECTED (e.g. lower right forearm):	50. ALL EQUIPMENT, MATERIALS, OR CHEMICALS EMPLOYEE WAS USING WHEN THE EVENT OCCURRED (e.g. acetylene torch, metal plate):

51. SPECIFY ACTIVITY THE EMPLOYEE WAS ENGAGED IN WHEN THE EVENT OCCURRED (e.g. cutting metal plate for flooring.): WAS ACTIVITY PART OF NORMAL JOB DUTIES? ☐ YES ☐ NO	52. HOW INJURY OR ILLNESS OCCURRED. DESCRIBE THE SEQUENCE OF EVENTS AND INCLUDE ANY OBJECTS OR SUBSTANCES THAT DIRECTLY INJURED OR MADE THE EMPLOYEE ILL. (e.g. worker stepped back to inspect work and slipped on some scrap metal. As worker fell, worker brushed against hot metal.):

53. HOSPITALIZED OVERNIGHT AS INPATIENT? ☐ YES ☐ NO	54. WAS THE EMPLOYEE TREATED IN AN EMERGENCY ROOM? ☐ YES ☐ NO:	55. HEALTH CARE PROVIDER NAME:	56. MAILING ADDRESS:	57. TELEPHONE NUMBER: ( )

PREPARER INFORMATION

58. PREPARER NAME AND TITLE (TYPE OR PRINT):	59. TELEPHONE NUMBER: ( )	60. DATE SENT TO WCB: ___/___/___ MM DD YYYY

THE STATE OF MAINE DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY IN ADMISSION TO, ACCESS TO, OR OPERATION OF ITS PROGRAMS, SERVICES, OR ACTIVITIES.
THIS FORM IS AVAILABLE IN ALTERNATIVE FORMAT. FOR FURTHER ASSISTANCE, CONTACT THE MAINE WORKERS' COMPENSATION BOARD, ADA COORDINATOR, TELEPHONE: 1-888-801-9087 OR TTY Maine Relay 711.
WCB-1 (eff. 1/1/13)

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Incident Analysis Form

Instructions:

1. Write down the incident event in the space in the middle of the page.
2. Determine if the incident circumstances are in the areas of People, Equipment, or Management.
3. If there are circumstances in a particular section, ask a series of "why?" questions to determine the reasons for every set of circumstances.
4. When you have run out of "why?" questions, analyze the result. Eliminate any unlikely causes or circumstances that you cannot control. Identify the incident cause.
5. Determine what management system needs to be in place to assure that the accident does not happen again.

People
Procedures not followed.
Procedures not known or not understood.
Task too difficult to perform by employee.
PPE not used.
Distraction, emotions or fatigue.
Medical conditions.

Drug/alcohol use.

Equipment
Equipment not maintained.
Wrong equipment used for job task.
Poor equipment design.
Correct equipment not available.
Equipment purchased without guards.
Machine guarding removed.

Environment
Location of employee.
Temperature extremes.
Poor lighting.
Poor housekeeping.
Inadequate ventilation.
Excessive vibration.
Excessive noise.
Condition of work surface.
Poor air quality.

Management
No management system in place to control hazard.
Supervision did not detect unsafe conditions or behaviors.
Supervision did not take action to correct unsafe conditions or behaviors.
Lack of supervisor training.
Lack of accountability for safety.
Lack of written procedures.
People not trained/training inadequate.
No formal hiring process/new hire safety orientation.

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First Aid Report Form

This form can be used to document circumstances and corrective action that can be taken for injuries requiring first aid treatment.

First Aid Report

Name_____ Date/Time of first aid injury_____

Equipment involved_____ Location of injury _____

First aid given by (indicate self or name of first aider): _____

_____

Describe circumstances of first aid injury: _____

_____

What control measures should have been in place to prevent this first aid injury? _____

_____

Additional comments:_____

_____

_____

Date of report_____Prepared by_____

Submitted to_____

Actions taken: _____

Date of corrective action: _____

Authorized Signature: _____

Please Note: This report should be posted in a conspicuous place where all employees will see it and reviewed at the next safety committee meeting.

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Workplace Hazard ("Near-Miss") Reporting Form

Name:_____ Date:_____

Department:_____

Hazard Reported To: Safety Committee ☐ Yes ☐ No

Supervisor ☐ Yes ☐ No

Other: _____

Description of Potential Hazard:_____

_____

Recommendations for Eliminating Potential Hazards: _____

_____

*Received By:*_____ *Date Received:*_____

*Actions Taken:*_____

_____

_____

*Date Posted:*_____

Please Note: This report should be posted in a conspicuous place where all employees will see it and reviewed at the next safety committee meeting.

Employee's Report of Injury Form

This form should be used to report all work related injuries, illnesses, or "near miss" events (which could have caused an injury or illness) – no matter how minor. This helps identify and correct hazards before they cause serious injuries. This form shall be completed by employees as soon as possible and given to a supervisor for further action.
******Note: This is not a substitute for the WCB-1 First report of Injury form which must be filed with your Workers' Compensation insurer.***

I am reporting a work related: ❑ Injury ❑ Illness ❑ Near miss	
Your Name:	
Job title:	
Supervisor:	
Have you told your supervisor about this injury/near miss? ❑ Yes ❑ No	
Date of injury/near miss:	Time of injury/near miss:

Names of witnesses (if any):	
Where, exactly, did it happen?	
What were you doing at the time?	
Describe step by step what led up to the injury/near miss. (continue on the back if necessary):	
What could have been done to prevent this injury/near miss?	
What parts of your body were injured? If a near miss, how could you have been hurt?	
Did you see a doctor about this injury/illness? ❑ Yes ❑ No	
If yes, whom did you see?	Doctor's phone number:
Date:	Time:
Has this part of your body been injured before? ❑ Yes ❑ No	
If yes, when?	Supervisor:
Your signature:	Date:

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Incident Review Witness Statement Form

This Incident Review Witness Statement Form is to be used with your Supervisors Incident Review form to obtain information regarding events that may occurred before or during an incident.

Name:	Job Title:
Phone:	Supervisor:
Work Location:	
Location of Accident:	

Accident Time and Date:
Please fully describe the accident sequence from start to finish (use additional space as needed):
Please fully describe the work and conditions in progress leading up to the accident (use additional space as needed):
Note anything unusual you observed before or during the accident (sights, sounds, odors, etc.) (use additional space as needed):

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What was your role in the incident sequence? (use additional space as needed)
What conditions influenced the incident (weather, time of day, equipment malfunctions, etc.)? (use additional space as needed)
What do you think caused the incident? (use additional space as needed)
How could the incident have been prevented? (use additional space as needed)
Please list other possible witnesses (use additional space as needed):
Additional comments/observations (use additional space as needed):

Signature:	Date/Time:

Follow the below steps ONLY AFTER emergency needs are met, injured employees or members of the public have been transported for medical treatment, incident and/or injury site has been secured, and employees have been transported to occupational health, a hospital or medical facility or other identified location for mandated post- incident drug and alcohol testing for CDL licensed drivers/equipment operators.

1. Supervisor or Manager completely fills out Incident/Injury/Near Miss Report as soon as is practicable.
2. **FORWARD** the completed Incident/Injury/Near Miss Report to the Human Resources Director within 24 hours of occurrence, or as soon as is practicable, **and** send a copy to Department Head and the Safety Committee Lead – The Fire Chief.
3. Supervisor, Department Head, Safety Coordinator and Human Resources will determine the need for an **Incident Review**, and who will conduct the review, based on a number of factors, including but not limited to; the severity of the incident, any lost time, medical treatment, and/or information obtained from other sources/witnesses, including the police report (vehicle incident).
4. **Incident Investigators** shall follow practices identified in Supervisor Incident Review Training and use the Incident Analysis form to aid in the review process to identify why the incident occurred and what changes to procedures, policies, equipment or training is needed to be implemented to reduce the chance of a recurrence.
5. The results of the incident review, recommendations to prevent recurrence, and actions/controls taken will be reviewed and discussed at Department Safety Committee meeting(s) for follow-up action as necessary.
6. Corrective actions implemented, new work procedures and new PPE, etc. shall be communicated to employees, and appropriate training provided.
7. **The Human Resources Director** will report on the incident or injury, review findings and corrective measures implemented to the **Town of Lisbon Safety Committee** at the next scheduled quarterly meeting.
8. As a reminder, all Public Sector employers are required to report as soon as possible to the Maine Department of Labor all work related fatalities or injuries/illnesses when one or more employees are admitted to a medical facility overnight. At a minimum, **all fatalities must be reported within 8 hours, and hospitalizations must be reported within 24 hours.** The Emergency Notification Phone Number is (207) 592-4501, or incident.bls@maine.gov.
9. **Questions?** Contact Lynna Izumi, Human Resources Director, X 140 or email lizumi@lisbonme.org.

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TOWN OF LISBON, MAINE

WORKPLACE SAFETY POLICY

Adopted: August 20, 2024

1. RETURN TO WORK POLICY

The Town of Lisbon is concerned about the health and well-being of its employees. We are committed to working with our employees and their healthcare providers to find work designed to assist injured workers in transitioning back to the workplace by performing meaningful work within their capabilities.

At any time, the Town of Lisbon may require written documentation from a licensed physician describing the limitations, progress, and physical abilities of the employee.

Providing there is a reasonable expectation that the employee will be able to resume full duties within a reasonable timeframe, based on medical documentation and individual case reviews, subject to available work that will be beneficial to the employer. Work consistent with temporary work restrictions may be assigned to the employee for a reasonable period, as determined by medical documentation and case-by-case review, or until the employee is capable of returning to full duty, whichever occurs first. In the event that a modified duty assignment becomes available, the employee is expected to accept the assignment.

The employee is expected to be an active participant in this process by providing Practitioner's Reports following medical appointments and communicating changes in their restrictions. The employee and employer commits to following restrictions as outlined in the Practitioner's Reports or otherwise agreed upon.

Summary:

This policy recognizes the Family Medical Leave Act, the Town of Lisbon Personnel Policy, along with Standard Operating Procedures (SOPs) that the department may have. It is intended to work in conjunction with them. Modified work is not intended to be used as permanent reasonable accommodation under the American with Disabilities Act.

NO TEMPORARY WORK ASSIGNMENT DESCRIBED OR COVERED UNDER THIS GUIDELINE IS INTENDED OR OFFERED AS A PERMANENT ASSIGNMENT.

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2. SLIP, TRIP, AND FALL PREVENTION POLICY

Slips, trips, and falls exact a substantial toll in terms of death, personal injury and suffering, workers' Compensation, loss in productivity, and liability. Loss of productivity is often an unfortunate side effect.

On average, workers who are injured as a result of a slip and fall accident spend more days away from work than those who are injured as a result of other causes. Slips can occur when floors or other working surfaces become slippery due to wet or oily processes, floor cleaning, leaks, or from materials and debris left in walkways.

Trips can occur due to uneven floor or working surfaces, protruding nails and boards, from stretched carpet or bunched floor mats intended to prevent slipping, from holes or depressions in working surfaces, and from step-risers on stairs that are not uniform in height.

Both slips and trips can result in falls. In addition, falls can occur when ladders are not maintained properly, and when stairways and elevated working surfaces are not designed properly.

According to OSHA, slips, trips and falls constitute the majority of general industry accidents and result in back injuries, strains and sprains, contusions, and fractures. Additionally, they cause 15 percent of all accidental deaths and are second only to motor vehicles as a cause of fatalities.

Hazard Control:

Engineering Controls are engineered into the job and are the most effective type of control. Examples of engineering controls include:

- Redesign of equipment
- Substitution of a material, equipment, or process
- Change of process to minimize slips, trips, and falls
- Use of barriers to isolate a hazard
- Use of barriers to isolate a person

Administrative Controls change the way people do their jobs. They are only effective when people do what they are supposed to do. Administrative controls include:

- Education and training
- Signage

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- Routine inspections of ladders, stairs, walking and working surfaces
- Maintenance
- Good housekeeping

Walking-Working Surface Inspection and Maintenance:

Managers and supervisors are committed to preventing accidental slips, trips and falls. We will make regular, frequent inspections of working and walking areas to identify environmental and equipment hazards which could cause slips, trips and falls. Special attention should be given to the walking working surfaces, housekeeping, lighting, vision, stairways and ladders. Immediate corrective action should be taken.

Reporting Hazards:
All employees are responsible to report any known hazard to their supervisor upon discovery. Supervisors and/or department heads will work with Town Management and the Safety Committee to ensure the hazard is made-safe.

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SLIP, TRIP, AND FALL PREVENTION CHECKLIST

Outdoor Walking Surfaces:

Location:	**Date:**		
"NO" responses indicate areas which should be investigated.	**YES**	**NO**	**N/A**
Are parking areas free of potholes, depressions or damaged/uneven surfacing?			
Are curbs in good condition with an even transition to sidewalk?			
Are wheel stops, curbs, crosswalks and speed bumps well-marked?			
Is slip-resistant paint used for all pavement markings?			
Are wheel stops situated to prevent vehicles from infringing upon walkways?			
Is there adequate lighting in parking areas and along walkways?			
Are sidewalks and walkways smooth and even (no raised edges >1/4")?			
Is the ground surface directly next to sidewalks relatively level and free from hidden drop-offs or holes?			
Are walkways free of cords, hoses, large grate openings or other tripping hazards?			
Are open, unpaved and/or grassy areas that are expected to be walked on free of holes and low-lying objects like sprinkler heads and valves?			
Are downspouts and drains oriented to prevent discharge onto walkways?			
Are walkways that are subject to wet or icy conditions coated or designed with a rough, textured finish?			
Are handrails present and in good condition on stairs and ramps?			
Are ramps constructed with slip-resistant materials or treated with traction strips?			
Notes:			

Indoor Walking Surfaces:

Location:	**Date:**		
"NO" responses indicate areas which should be investigated.	**YES**	**NO**	**N/A**
Are walkways free of low-lying objects, especially at blind corners?			
Are floor tiles in good condition with no broken or missing tiles?			
Are grouted floor tiles smooth and even with no lippage > 1/16"?			
Are doorway thresholds beveled and no more than 1/4" high?			
Is carpeting free of ripples, tears and humps?			
Are stair nosings in good condition?			
Do stair nosings have edge treatments or highlighting to increase visibility?			
Is lighting in stairwells adequate?			
Are steps in low-light areas, like auditoriums, illuminated at ground level?			
Are utility or drain covers in good condition and even with walkways?			
Are cords and hoses routed away from walkways?			
Are cord covers or tape used whenever cords are placed along walkways?			
Are good housekeeping practices followed, and are they effective in maintaining walkways in an open and clear condition?			
Are walkways free of liquids, oils or other contaminants that could create a slippery condition?			
Have detailed floor maintenance procedures been documented and communicated to employees?			
Have floor maintenance procedures and cleaners been examined to ensure their use doesn't create hazardous, low-traction walking surfaces?			
Are wet floor signs used appropriately and not placed so as to create a trip hazard?			
Are wet process work areas treated with traction strips, anti-slip coatings or mats designed for wet processes?			
Are entry mats adequate to prevent water and soil from being tracked inside?			
Are mats in good condition, able to clean shoes/boots and absorb water?			
Are indoor mats replaced as needed or dried with a wet vacuum during the day to prevent snow/water infiltration?			
Do mats have slip-resistant backings and lie flat with minimal buckling?			
Notes:			

Snow/Ice Management

Location:	**Date:**		
"NO" responses indicate areas which should be investigated.	**YES**	**NO**	**N/A**
If using a snow/ice management contractor, are detailed contracts in place?			
Does contract specify weather triggers and expectations during thaw/refreeze conditions?			
Are walkways and parking areas cleared before people arrive in the morning?			
Are walkways and entrances shoveled throughout the day during snowy conditions?			
Are ice control products applied to effectively manage slip hazards on walkways, especially on north sides of buildings?			
Is black ice controlled with ice melt, sand, oil absorbent compound and/or warning cones?			
Is snow piled so as to minimize thaw/refreeze problems?			
Notes:			

3. BACK INJURY PREVENTION AND SAFE LIFTING PROGRAM POLICY

The Town of Lisbon is committed to the prevention of back injuries and maintaining the safety and well-being of our employees. This policy is intended to identify back injury hazards, mitigate them to the fullest extent possible and train employees on proper lifting and materials handling techniques.

The Program Administrator has overall responsibility for the program. The Town of Lisbon's Program Administrator is the Human Resources Director.

The duties of the Program Administrator are as follows:

1. Conduct or arrange for hazard assessments. Identify affected employees/departments.
2. Review workers' compensation claims and OSHA 300 logs for back related loss trends.
3. Become familiar with the organization's Personal Protective Equipment (PPE) Program.
4. Identify need of Personal Protective Equipment (PPE).
5. Identify alternative materials handling equipment.
6. Conduct and/or organize training sessions.
7. Ensure training is documented and records kept.
8. Evaluate the written program and update as needed.

Training

The Program Administrator is responsible for ensuring that training is conducted. Training may be conducted by Program Administrator or designated Individuals such as department heads or supervisors.

Initial training at new employee orientation shall consist of:

1. An overview of the facility's Back Injury Prevention and Safe Lifting Program.
2. Proper lifting techniques.
3. An opportunity to ask questions.

Training shall also include the following:

1. Specific job related duties that involve lifting.
2. Proper lifting techniques to perform the assigned duties.
3. Any Personal Protective Equipment (PPE) that is available.
4. Alternative materials handling equipment that is available.
5. An opportunity to ask questions.

The Program Administrator shall certify that the training has been accomplished. The certification will contain each employee's name, the signatures of the trainers, and the dates of the training. The certification will be available for inspections by employees or their authorized representatives.

Employees who experience back-related workers' compensation injuries shall receive re-training on proper lifting techniques and alternative materials handling equipment.

Management:

Management will make sure the written program is available, help update the program as needed and clearly communicate it to supervisors and employees.

Supervisors:

Training done will be documented by the Supervisor and kept on file. Copies will be given to the Program Administrator. Supervisors will also compete the Back Injury Prevention Program Self-Inspection Checklist on a monthly basis, and keep on file. Issues identified in the checklist will be addressed as soon as possible but no longer than 48 hours.

Records:

The Program Administrator is responsible for maintaining the training records of the Town. Training records will be filled out for each employee upon completion of training. These documents will be kept for at least 3 years and will include:

1. The date of the training session
2. The contents or summary of the training session
3. The names and qualifications of the person(s) conducting the training
4. The names and job titles of all persons attending the training session
5. Training records will be provided upon request to the employee or the employee's authorized representative

Supervisors and Management will:

1. Identify job duties that include heavy lifting
2. Instill general safety awareness as it relates to back safety
3. Identify and eliminate, when possible, job hazards

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4. Train new employees, whose job responsibilities include lifting, on proper lifting techniques within 30 days of hire. Periodically (at least annually) conduct refresher training. Training will be documented and kept on file
5. Provide an overview on back safety to all employees (even if their job duties normally do not include heavy lifting) to assist in protecting employees from spur-of-the-moment unsafe lifting
6. Ensure that all employees understand that if an item is too heavy, they should ask for help
7. Provide appropriate Personal Protective Equipment (PPE), as needed
8. Provide alternative materials handling equipment, as needed
9. Initiate appropriate disciplinary action when an employee fails to follow the safety requirements of the organization

Employees:

All employees will attend annual Back Injury Prevention and Safe Lifting training, use proper lifting techniques learned from the training, and follow the safety procedures and recommendations contained in the written program and discussed in training.

Employees are encouraged to report any hazardous conditions that could lead to injury and offer suggestions on how they can be addressed. Employees must use materials handling equipment when available, and ask for assistance when needed before lifting or moving heavy objects.

1. Comply with the Back Injury Prevention and Safe Lifting Program procedures
2. Ask for help in lifting or pushing heavy items
3. Report any accident or injury to the supervisor
4. Immediately report unsafe conditions, equipment, or observed practices to the supervisor
5. Use Personal Protective Equipment (PPE), as required
6. Use alternative materials handling equipment, as needed

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ANNUAL SAFETY TRAINING

ATTENDANCE SIGN IN SHEET *(Please make additional copies if needed)*

Subject: Back Injury Prevention & Safe Lifting Program Date:

Training Conducted By:

Member Entity:

Training Material: ☐ Safety Talk ☐ Video ☐ Handouts ☐ Demonstration ☐ Other

NAME AND TITLE: (PLEASE PRINT)	DEPARTMENT	SIGNATURE

Instructor/Trainer (please print):

Signature:

Department Head or Supervisor

(If different from Instructor/Trainer) Signature:

Program Administrators: Make and keep a copy for your records

Supervisors: Keep one copy for your records

4. ERGONOMICS PROGRAM POLICY

The Maine VDT Law:

Maine has had a VDT law since 1991. The law stipulates that every employer shall establish an education and training program for all VDT operators that operate a VDT for more than four hours daily. Those employers with fewer than five terminals in one location may provide the education and training program in writing only. Those with more than five operators in one location must provide the training both orally and in writing. MMA recommends that all operators receive training.

The program must include, at a minimum:

- Notification of the rights and duties created under the law and posting in a prominent location in the workplace
- An explanation/description of the proper use of VDT terminals
- Protective measures an operator may take to avoid symptoms that could result from extended or improper use of video display terminals
- Instruction related to the importance of maintaining proper posture during terminal operation and a description of methods used to achieve and maintain this posture, including the use of adjustable workstation equipment

This education and training must be provided within the first month of employment and annually thereafter.

Ergonomics:

Ergonomics is “the” management tool for arriving at the best possible fit between employees and the work they perform. Ergonomic principles, effectively applied can give municipalities the competitive edge they need by:

- Maximizing efficiency
- Increasing productivity
- Enhancing product and service quality
- Reducing workplace injuries and Workers’ Compensation costs and
- Boosting and maintaining employee morale

Effective application of ergonomic principles will lead to a win-win situation for employers and employees alike.

The Five Basic Steps to Make Ergonomics Work:

Step 1: Evaluate the Work

- A successful ergonomic program begins with evaluating the work and the workstation.
- Looking at your employee's work injury experience will help you decide whether you need to make changes.

Attached to this document you will find a VDT checklist to help you make a quick but thorough appraisal of all your VDT workstations.

Step 2: Consider Your Options

- Prior to making any decisions, explore your options for change.
- The most expensive fix is not necessarily the best. Look for low cost no cost alternatives.
- Conversely, a quick fix to a workstation or practice will not always work.
- Example of cost effective improvisation: In the case of a tall person at a workstation that is low, consider placing blocks of wood under the desk to raise it. Alternatively, if you have a shorter person for a desk that is too high, raise the chair to a higher level and obtain or improvise a footrest rather than purchasing a more costly adjustable workstation.

Adjustable equipment is convenient for workstations used by more than one employee, because the workstation can be modified instantly and easily to suit the needs of each. The disadvantage of adjustable equipment is it is often more expensive than non-adjustable. However, do not forget, adjustability alone will not suffice. It is the fit that counts, and the fit does not happen unless the equipment is actually adjusted. Keep in mind; you do not always need adjustable equipment to get a good fit. Simply reorganizing a workstation and using equipment you already have can result in many significant improvements.

Step 3: Develop a Plan to Address Assessments

To assist you in defining priorities, answer the following questions:

- Which are your highest volume workstations? Workstations used by employees who spend the most time keystroking should generally be given a high priority for modification.
- How long it will take to implement your changes?
- How do finances affect your options? Can simpler and less costly changes be made in the interim?

• Are there changes you would like to try out on a temporary basis? If so, implement them sooner rather than later, so you will know as soon as possible what works and what does not work.
• Are there any quick fixes or inexpensive changes that could make a big difference? If so, get to these quickly.
• What are the cost/benefit ratios of the ergonomic improvements? There may be costs related to equipment purchases, training, and work time spent implementing improvement. These should be weighed against potential reductions associated with Workers' Compensation claims, lost work time and lost productivity. Improved efficiency can add value to your organization and increase productivity.
• Are any employees currently having symptoms that appear to be related to their use of a VDT? If so, modifying their work practices or workstations is your top priority.

Step 4: Training and Problem Reporting/Solving

• As per the Maine VDT law, Maine requires training within one month of employment and annually for all operators keyboarding for more than four hours in a day at a location where there are two or more terminals. This training can be done in-house, by a vendor, or online. There are many programs and options available.
• Additionally, it is imperative that you tell your employees how things are done in your organization – what equipment is used and what work practices are to be followed. This is information only you can provide. It should be emphasized during employee training.
• As for problem reporting, employees should be informed when, how and to whom to report problems. The goal being quick response to early warnings.
• Ergonomic injuries tend to be fixable and inexpensive at first, but expensive and difficult to alleviate later on. Problem reporting is based on the two following principles:
    1) You cannot fix a problem if you do not know about it.
    2) It is better to know too much than too little.
• Problem solving consists of:
    1) Assessing, adjusting, and maintaining workstations.
    2) Addressing improper/poor work practices.
    3) Dealing with potential ergonomic injuries.
• Whenever an employee reports symptoms that could be related to an ergonomic injury, it is in your best interest to get involved. Take a second look at the employee's workstation as soon as possible and determine if there is anything obvious in the workstation or employee work activity that may be causing the problem.
• If you cannot find an ergonomic solution that quickly alleviates the employee's symptoms, the best solution is to obtain a healthcare evaluation from a provider

who has expertise in treating workplace injuries and is familiar with your workplace.

- MMA Claims Adjuster or Nurse Case Managers are excellent resources for direction to appropriate providers.

Step 5: Implementing and Monitoring Your Progress

- The key is to have a plan in place and consistently follow it.
- Remember, employees often have much of the critical information necessary to identify problems and propose solutions. Include them in this process.
- Questions to consider as you evaluate your program's effectiveness include:

1) Are ergonomic injuries being reduced in number and/or severity?
2) Has the scheduling, pace, organization or work activity changed?
3) Have staffing levels changed?
4) Have any additional ergonomic problems been created by new job tasks, equipment, or even the program itself?
5) Is information freely exchanged between employees and their supervisors about updates or changes in the programs?
6) Is the problem reporting and problem solving procedure you put in place working?
7) Is additional training needed?

Following these five steps should see you well on your way to:

- Improving how work is done in your organization
- Developing solutions to the problems that arise
- Significantly impact your bottom line in a positive way
- Increase efficiency and productivity and
- Have everyone working smarter, not harder

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CRITERIA	*YES*	*NO*	*If No, how does the workstation differ from criteria and what controls if any are needed?*
13. The chair height is easily adjustable.			
14. The chair has an easily height and tilt adjustable backrest.			
15. The seat (pan) has an adjustable forward/backward glide.			
16. The backrest supports the inward curve of the operator's spine in the lumbar region.			
17. The seat is padded and has a waterfall front.			
18. You can easily place 2-3 fingers between the front edge of the seat and the back of the operator's calf.			
19. When comfortably seated, the operator's thighs are horizontal and lower legs are vertical.			
20. When comfortably seated, the operator's feet are flat on the floor or on a footrest.			
21. The chair is comfortable to the operator, and the operator is seated correctly in the chair.			
WORK SURFACE			
22. The operator knows how to properly adjust the chair or it's adjustment has been reviewed with the operator.			
23. There is sufficient space under the desk for knees, feet and thighs.			
24. Mouse is parallel to and on the same level as keyboard.			
25. The edge of the work surface in front of the keyboard is rounded or padded.			
26. The keyboard rests on an adjustable height work surface.			
27. There is adequate working space.			
28. Items on the desk/work surface that are frequently used should be within arms' reach.			
29. A Phone headset is in use.			

CRITERIA	YES	NO	If No, how does the workstation differ from criteria and what controls if any are needed?
ENVIRONMENT			
30. The lighting is not so bright as to cause discomfort or reflections.			
31. The lighting is not so dim as to cause the operator to strain to see.			
32. There is no light shining into the operator's eyes.			
33. Task lighting is available for operator use.			
34. The general environment is clean, with comfortable temperature and humidity and there is no excess noise.			
35. External windows have adjustable blinds or curtains to minimize glare.			
TRAINING AND WORK PRACTICE			
36. Adequate breaks away from the VDT are provided (minimum 15 minutes for every 2 hours of VDT use).			
37. Eye exam within last 2 years			
38. Minimum keystroke pressure is utilized by the operator.			
39. The operator has been trained in hazards associated with VDT use, how to avoid the hazards, proper use and adjustment, and how to obtain assistance.			

5. EMPLOYEE WORKPLACE SAFETY PLAN ACKNOWLEDGEMENT

I acknowledge that I have been informed of the Town of Lisbon's Workplace Safety Policy and have knowledge of where the written policy is maintained. I have been provided initial training and understand that my supervisor will conduct additional job-related training. I understand my responsibilities as they relate to Workplace Safety, and I accept this plan and procedures as working documents that I will support and follow in my daily work at the Town of Lisbon. I further understand that failure to follow these procedures or instructions from management may result in disciplinary action.

I have read and understand the following sections of this Policy:

1. Return to Work Policy
2. Slip, Trip, and Fall Prevention Policy
3. Back Injury Prevention and Safe Lifting Policy
4. Ergonomics Program Policy
5. Employee Workplace Safety Plan Acknowledgement

Town of Lisbon, Maine

Employee Name (print and sign)	Date
Supervisor's Name (print and sign)	Date

DRAFT

REVIEW AND APPROVAL

The Town of Lisbon commits to ensuring a safe working environment for all employees. The Town Safety Committee, along with the Human Resources Director and Town Management will review all safety policies on an annual basis, or sooner if necessary. The Town Council of Lisbon has reviewed and approved this Safety Plan.

Workplace Safety Policy created:

8/16/24

Workplace Safety Policy adopted:

8/20/24

Lisbon Town Council

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

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 Town Council Minutes
Date: August 20, 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 some more recent meetings. Our next agenda in August will include the remainder of the draft minutes for approval, keeping in line with state audit requirements. The remaining minutes will put us into compliance (along with the last regular meeting's approvals) for the minutes for the Fiscal Year (and beyond).
January 2 & 23; February 6 & 20; March 5 & 19; April 2, 16 & 30; May 7; and July 16.

Recommendation

Approve the minutes as presented.

Attachments

1. 01-23-2024 DRAFT
2. 03-05-2024 DRAFT
3. 02-20-2024 DRAFT
4. 02-06-2024 DRAFT
5. 01-02-2024 DRAFT
6. 03-19-2024 DRAFT
7. 04-02-2024 DRAFT
8. 04-16-2024 DRAFT
9. 05-21-2024 DRAFT
10. 07-16-2024 DRAFT
11. 04-30-2024 DRAFT
12. 05-07-2024 DRAFT

Town Council
MEETING MINUTES
January 23, 2024
LISBON TOWN OFFICE
6:30 PM - COUNCIL MEETING--
Postponed from 1/16/2024 due to snow

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

CALL TO ORDER & PLEDGE TO FLAG

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

ROLL CALL

Members present were Councilors Cain, Keller, Larochelle, Lunt, Moore and Robishaw. Also present were Glenn Michalowski, Town Manager; Ross Cunningham, Economic & Community Development Director; and approximately 6 citizens in the audience.

EXECUTIVE SESSION

Economic Development per 1 MRSA Sec 405 (6)(C) Main Street Grant Application Review

VOTE (2024-012) Council Member Cain, seconded by Vice Chair Robishaw, moved to enter into Executive Session for Economic Development per 1 MRSA Sec 405 (6)(C) for the Main Street Grant Application Review.

Order Passed – Vote 6-0.

Labor Negotiations between The Town of Lisbon and Fraternal Order of Police per 1 MRSA Sec 405 (6)(D)

VOTE (2024-013) Vice Chair Robishaw, seconded by Council Member Larochelle, moved to enter into Executive Session for Labor Negotiations between The Town of Lisbon and Fraternal Order of Police per 1 MRSA Sec 405 (6)(D).

Order Passed – Vote 6-0.

VOTE (2024-013B) Council Member Larochelle, seconded by Council Member Robishaw, moved to exit Executive Session adn return to the regular meeting.

Order Passed – Vote 6-0.

GOOD NEWS & RECOGNITION

The Clerk read the Thank You card from the Police Department to the Town expressing gratitude for support during and following the tragedy of October 25, 2023.
In the face of adversity

PUBLIC HEARINGS

Victualer's License for Angelo's Pizza

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

Special Entertainment, Liquor & Victualer's Licenses for Lotta Moxie DBA Frank's Pub

Camdan Poisson of 41 Huston Street introduced himself, he said that he and his fiancee have purchased Frank's Pub. Councilor Robishaw said it's good to see local people in business there.

Seeing no further comments, the Chair welcomed Mr. Poisson to the business community and closed the Public Hearing.

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS

None.

CONSENT AGENDA

Consent Agenda Items

Consent Agenda Items are considered routine and will be considered for adoption by one motion with no separate discussion unless a Councilor requests an item be removed. Any Councilor wishing to remove an item may do so prior to the vote.

VOTE (2024-014) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to To approve the Consent Agenda as presented..
Order – Vote 6-0.

Municipal Accounts Payable Warrants $ 24,900.66

Municipal Payroll Warrants $ 313,171.25

School Accounts Payable $ 198,313.79

School Payroll Warrant $ 823,973.17

Conditional Victualer's License for Angelo's Pizza

Angelo's Pizza seeks a New Victualer's License. The recommendation is to grant approval with the conditions set by the Code Enforcement Officer.

Special Entertainment, Liquor & Victualer's Licenses for Lotta Moxie DBA Frank's Pub

Annual PSAP Agreement

Approve extension of Liquor and Special Entertainment Permits for Slovak Catholic Association

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

Fee Schedule for the Erosion and Sedimentation Control Ordinance

Mr. Michalowski presented information to the Council. The Planning Board recommends that no application fee be charged for assessing erosion/sedimentation control plans. Instead, applicants are responsible for hiring an independent, qualified professional to certify compliance. This approach aligns with the existing ESC ordinance, which already specifies this requirement, thus eliminating the need to include it in the fee schedule. However, if desired, a small fee could be introduced to cover administrative costs associated with processing the erosion/sedimentation aspect of building permits or site plan reviews. This fee could be added as a separate item in the fee structure. The term "Qualified Professional" refers to someone certified by Enviro-Cert International, having completed a workshop by the Maine Department of Environmental Protection, or a Maine Professional Engineer with at least two years' experience in designing Erosion and Sedimentation Control BMPs. Lists of certified professionals are available on the websites of Enviro-Cert and the DEP.

It would be advisable to follow the Planning Board's recommendation of not adding a specific fee for the assessment of erosion/sedimentation control plans to the fee schedule, as this aligns with the existing ordinance and reduces complexity. However, consider introducing a nominal fee to cover administrative costs of $150 associated with these assessments, listing it separately in the fee structure for building permits or site plan reviews. This approach strikes a balance between adhering to the Planning Board's advice and managing administrative expenses.

Nicholas Craig, Vice Chair of the Planning Board, said the Planning Board was looking to avoid overhead for the town and avoid having to do escrows. He said the $150 fee for large projects is reasonable. Councilor Larochelle agreed it would take the burden off the town.

VOTE (2024-015) Council Member Larochelle, seconded by Council Member Cain, moved to Approve the Planning Board's recommendation for a fee schedule for the Erosion and Sedimentation Control Ordinances.
Roll Call Vote: Yeas – Council Chair Moore, Vice Chair Robishaw, Council Member Cain, Council Member Keller, Council Member Larochelle, Council Member Lunt. Nays – None. Order Passed – Vote 6-0.

Approve Finance Committee Revisions--First Reading

Mr. Michalowski introduced the item: During the last Council meeting, the Council requested that staff members make revisions to the Finance Committee structure. The aim of these revisions is to enable the Council Liaison to become a voting member. This change is proposed in response to difficulties in recruiting volunteers, which has hindered the committee's ability to reach a quorum for voting. Additionally, we have updated the language to clarify that this is a standing committee, not an ad hoc one. The committee will convene quarterly and will also meet as directed by the chair or as required by our charter.

VOTE (2024-016) Council Member Larochelle, seconded by Council Member Cain, moved to Approve revisions to the Finance Committee structure as presented and set a Public Hearing for February 6, 2024.
Roll Call Vote: Yeas – Council Chair Moore, Vice Chair Robishaw, Council Member Cain, Council Member Keller, Council Member Larochelle, Council Member Lunt. Nays – None. Order Passed – Vote 6-0.

Approve the Revolving Loan Fund Committee's Recommendations for Recipients of the Main Street Grant

Mr. Cunningham introduced the item. The Town Council approved the continuation of the Main Street Grant Program at the September 5, 2023 meeting. The Revolving Loan Committee met on January 10, 2024 and unanimously supported funding to this year's applicant to the Main Street Grant program. The Economic and Community Development Director recommends support to approve the Grant to this year's applicant.

VOTE (2024-016) Vice Chair Robishaw, seconded by Council Member Cain, moved to Approve the Revolving Loan Fund Committee's Recommendations for the Recipient of the Main Street Grant.
Order Passed – Vote 6-0.

OTHER BUSINESS

Council Committee Reports:

School Committee

Councilor Cain reviewed the School Committee meeting and said the new literacy program features take-home books. She said the committee reviewed the summer meal program, and that they are launching an online lunch order feature.

Planning Board

Councilor Larochelle asked the Planning Board Vice Chair to speak. Mr. Craig said this Thursday is a community listening event focused on the ROS I & ROS II changes. He said we put out a survey to a large number of residents of ROS I & II and it was good data. He said NorthStar Planning created a possible plan to allow more residential use. A meeting will follow the session.

Lisbon Development Committee

No report.

Conservation Commission

No report.

Parks & Recreation Committee

No report.

County Budget Committee
No report.

Library Governing Board
Councilor Keller said the library has a new door on the second floor.

Water Commission
No report.

Finance Committee
No report.

Town Manager's Report

Ambulance Implementation Outline
Mr. Michalowski said the Economic & community Development Director, Mr. Cunningham, went to look at municipal lots and there are 13-14 lights out. He said that we can potentially use the Downtown TIF to take care of those issues. He said he will provide a map of the lights that are out for Council.

Next, the Council discussed the meeting schedule the Town Clerk proposed. Council discussed the options for single meetings

Councilor Cain made a motion to remove August 20 and July 16 from the proposed schedule. Councilor Keller seconded. After further discussion, Councilor Cain withdrew the motion. Councilor Moore suggested the matter be discussed at a later date, the Council was in general agreement and no further motions were made.

Ambulance Implementation Outline: Mr. Michalowski said in December we were informed that the new ARPA ambulance would arrive a year ahead of schedule by march 1st. He said we are handling the budget hiccups this causes and reviewed the Fire Chief's memo. Upon arrival of the vehicle, pending availability of equipment needed, the truck should physically be in service in approximately 30 days. Once the vehicle is in service we can start running in it on the medical calls we currently respond to, under our current Maine EMS license, as long as we are not transporting.

With the full time personnel showing a high interest in the use of this truck, the current use will be adjusted. In addition to our current response format, during the hours when the full time staff are on duty, they will respond to medical calls within the Town of Lisbon, as available. At a minimum, the moderate (Charlie) to severe (Delta and Echo) medical calls. Once the Fire Department obtains a transport license from the State of Maine, the plan will be to respond on the all medical calls in the Town of Lisbon (as stated above) and if the contracted service (Lisbon Emergency) is not available, then Lisbon Fire Department will transport the patient to the appropriate hospital.

In order to obtain a Maine EMS license certain steps have to be completed prior to applying. Examples of some of the requirements that must be meet prior to submitting an application are pharmacy agreements, medical director agreement, and all the equipment. The process for completing some components and requirements needed have already been started. While it is very clear that all equipment and supplies must be purchased before applying, the dilemma lies in the fact that certain items cannot be purchased until the vehicle arrives so we can obtain the correct dimensions.

Once all components of the application are complete, the application is then submitted. Maine EMS states that the approval process can take up to 70 days once submitted. The Senior Officers of the

Fire Department feel, pending any delays such as equipment availability or with Maine EMS, the vehicle could be in service for full transport within 100 days after arrival of the vehicle.

Fire Chief Nate LeClair said the Town will work under its own license. He said we must have everything in place before we can apply for the transport license. He said we can utilize the vehicle, but we cannot transport on a routine basis.

Council Committee Assignments
Item taken out of order after Council Committee Reports.

The Chair asked if any members would like to change assignments, and pointed out that Councilor Fellows had served as liaison to the Planning Board and Water Commission. He asked if anyone wanted to make a change. The following assignments were made:

- Water Commission: Robishaw
- Finance Committee: Robishaw
- Library Board: Keller
- Budget Committee: Moore
- Recreation Committee: Moore
- Development Committee: Larochelle
- Planning Board: Larochelle
- School Committee: Cain
- Conservation Commission: Moore

Council Goals
Council presented and discussed individual and group goals for 2024 and reviewed ongoing projects and goals.

Councilor Larochelle:
1. To move the process for the new Public Safety building forward. Have a solid plan in place by the end of the year.
2. To hire a full-time Planner and reorganize.
3. To continue to support our boards and committees. Work to properly train everyone that fills the possitions.
4. To revisit our emergency sherlter plans and update if needed.
5. To move forward our Main Downtown/Main Street program by hiring a part-time administrator to support the program.
6. To make improvements to the parking lot and street crossing near the Worumbo location.

Councilor Robishaw:
1. Keep the first & fourth goals from last year, including smart growth and keeping residential mill rates down.
2. Make use of multiple communication channels to ensure that the broadcast range of citizens receive town information and could be heard.
3. Promote Lisbon to non-resident as a place to live, work, visit and establish a business here in Lisbon.
4. (May bring it up later regarding feedback from town)

Councilor Keller:
1. Support local businesses by attending ribbon cuttings, events, encouraging collaboration and sharing information

2. Determine guidelines for use of Social Media
3. Determine a process to review lisbonme.org and determine what changes must be made to ensure communications are relevant, timely and easy to access
4. Support Lisbon Police Dept in staying abreast of current information and developing strategies to deal with life-altering situations
5. Continue supporting plans for the future of Emergency Services, Public Safety Building and increase of housing in Lisbon

Councilor Cain:
1. Create a comprehensive parking plan for the Falls that addresses the increase in traffic due to several new businesses in the area and plans for further growth with the development of the Worumbo Riverfront Event Center
2. Support development and beautification of the route 196 corrider (with a particular focus on the village.) Perhaps proactively offer facade grants and tax incentives for improving existing sites or developing new ones
3. Address a further concern in line with Councilor Robishaw's concerns

Councilor Moore:
1. Continue working toward a quasi-municipal agreement with Lisbon Emergency EMS
2. Reduce mil rate by 1-2 mills
3. Consider moving a few Council Meetings to remote locations in Town, for example MTM, Graziano Square, Worumbo Riverfront Event Center
4. Aggressively enforce blighted area clean-ups in Town
5. Consider removing snow and clearing the paved portions of the walking paths and banning all motorized vehicles, including snowmobiles

Councilor Lunt:
1. Establish a long term maintenance and CIP for the Walking Path
2. More enforcement for illegal junkyards/businesses

APPOINTMENTS

Renewal of Appointments to the Lisbon Development Committee
VOTE (2024-018) Vice Chair Robishaw, seconded by Council Member Cain, moved to Re-appoint Fern Larochelle and Don Fellows to the Lisbon Development Committee for a term of 3 years.
Order Passed – Vote 5-1.

COUNCIL COMMUNICATIONS

Councilor Moore said he is disgusted that someone drove on the Riverfront Event Center's newly laid lawn.

Councilor Moore read the names of those lost in the tragedy of the October 25th shooting to remember them:
Tricia Asselin
Peyton Brewer-Ross
Arthur Strout
Bryan MacFarlane
Maxx Hathaway
Ronald Morin
Aaron Young
Joshua Seal
Michael Deslauriers
Thomas Conrad

Lucille Violette
Keith Macneir
Bill Young
Billy Brackett
Bob Violette
Stephen Vozzella
Jason Walker
Joseph Lawrence Walker

QUARTERLY FINANCIAL REPORT

Quarterly Financial Report (2nd Qtr FY24)
Mr. Michalowski said there is typically no discussion, the information is provided to the Council on a quarterly basis per the Charter.

Councilor Larochelle requested the Finance Director do an overview moving forward, Councilor Moore concurred and requested it for the next meeting.

AUDIENCE PARTICIPATION & RESPONSE TO NEW ITEMS

None.

ADJOURNMENT

To Adjourn
VOTE (2024-019) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to adjourn at 8:16 pm.
Roll Call Vote: Yeas – Council Chair Moore, Vice Chair Robishaw, Council Member Cain, Council Member Keller, Council Member Larochelle, Council Member Lunt. Nays – None. Order Passed – Vote 6-0.

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Lisa M. Ward, Council Secretary

Date Approved:

Town Council
MEETING MINUTES
March 5, 2024
LISBON TOWN OFFICE
6:00 PM - SPECIAL TOWN COUNCIL MEETING

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

CALL TO ORDER & PLEDGE TO FLAG

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

ROLL CALL

Members present were Councilors Cain, Keller, Larochelle, Lunt, Moore and Robishaw. Also present were Glenn Michalowski, Town Manager; Dr. Rick Green, School Superintendent; and approximately 5 citizens in the audience.

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS

Item taken up out of order after the School Budget Presentation.

Cody Lounder of the Maine Warden Service and resident of Lisbon asked to speak to request an item be added to a future agenda regarding town ordinance Section 91-38 Prohibitions Section B Firearms, Explosives, Hunting. No firearms, explosives, or hunting shall be permitted within any area governed by this policy. He said the Department of Inland Fisheries and Wildlife would like to open up certain portions of town-owned land to hunting.

Ross Belanger from Belanger Farms supported Mr. Lounder's request.

Mr. Michalowski said he could add it to teh next agenda on March 19th.

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

School Committee Presents School Budget and School CIP to Council

Superintendent Green presented the proposed School Budget and School Continuous Improvement Plan for Fiscal Year 2025. Per Sec. 6.02 ... On or before the third Tuesday of March each year, the Town Manager and the School Committee shall submit to the Town Council line item budgets for the ensuing fiscal year. The budget messages accompanying the budgets shall explain the respective budgets both in fiscal terms and in terms of programs. They shall outline the proposed financial policies for the Town and the School Department respectively for the ensuing fiscal year, describe the important features of the respective budgets, indicate any major changes from the current year with respect to financial policies, expenditures, and revenues, and the reasons for the same, summarize the debt position of the Town and School Department respectively, and include such other information and the Town Manager and the School Committee believe to be desirable.

The Chair thanked Mr. Green for his presentation.

EXECUTIVE SESSION

Executive Session per 1 MRSA Section 405 (6)(E) Consultation with Legal Counsel

VOTE (2024-046) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to enter into Executive Session per 1 MRSA Section 405 (6)(E) Consultation with Legal Counsel at 6:55 pm. **Order Passed – Vote 6-0.**

ADJOURNMENT

To Adjourn

VOTE (2024-047) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to adjourn at 7:33 pm.

Order Passed – Vote 6-0.

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Lisa M. Ward, Council Secretary

Date Approved:

Town Council
MEETING MINUTES
February 20, 2024
LISBON TOWN OFFICE
7:00 PM - COUNCIL MEETING

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

CALL TO ORDER & PLEDGE TO FLAG

The Chair, Harry Moore, called the meeting to order and led the Pledge of Allegiance to the Flag at 7:05 PM.

ROLL CALL

Members present were Councilors Cain, Keller, Larochelle, Lunt, Moore and Robishaw. Also present were Glenn Michalowski, Town Manager; Sarah Bennett, Assistant Town Manager; Ross Cunningham, Economic & Community Development Director; Samantha Bryant, Finance Director; Mark Stevens, Parks & Recreation Director; Steve Aievoli, Sewer Superintendent; Chris Huston and Nick Craig, Planning Board members; and approximately 8 citizens in the audience.

EXECUTIVE SESSION

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

VOTE (2024-32) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to enter into Executive Session per 1 M.R.S. § 405(6)(D) Labor Negotiations.
Order Passed – Vote 6-0.

VOTE (2024-32A) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to exit Executive Session per 1 M.R.S. § 405(6)(D) Labor Negotiations.
Order Passed – Vote 6-0.

GOOD NEWS & RECOGNITION

100th Birthday Wish

The Town Council of Lisbon Maine wished Happy 100th Birthday to Arlene Marie Bickford, a Lisbon native who currently resides in Florida.

PUBLIC HEARINGS

Public Hearing for Slovak Catholic Association's Liquor and Special Entertainment License Renewals

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

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS

Allen Ward said he presented a letter to the Council regarding the proposal of a subdivision and presented his views on the possible logging at the town-owned property on Pinewoods Road.

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. Any Councilor wishing to remove an item may do so before the Consent Agenda is considered.

VOTE (2024-33) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to approve the Consent Agenda as presented.
Order Passed – Vote 6-0.

Municipal Accounts Payable Warrants $ 663,285.20

Municipal Payroll Warrants $ 211,976.97

School Accounts Payable Warrant $ 203,196.90

School Payroll Warrant $ 797,252.14

Slovak Catholic Association's Liquor and Special Entertainment License Renewals

Approve extension of Liquor and Special Entertainment Licenses for Flux Restaurant

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

Approval of Additional Sewer Department Funding
Steve Aeivoli, Sewer Superintendent, presented his proposal for the Sewer Department project.

VOTE (2024-034) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to Approve an additional $125,000.00 from the Sewer Department's committed fund balance and award the Screw Press Project to T-Buck Construction.
Order Passed – Vote 6-0.

Authorize Amendment to Teamsters Contract
VOTE (2024-35) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to authorize the Town Manager to implement the proposed amendment to the Teamsters contract.
Order Passed– Vote 6-0.

Approval of Personnel Policy Changes
VOTE (2024-036) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to approve changes to the Personnel Policy wage scale as presented, effective July 1, 2024 pending approval of the Municipal Budget as presented.
Order Passed – Vote 6-0.

Authorize the use of Undesignated Funds for Fire Truck Repairs
Fire Chief Nate submitted information about the Fire Truck repairs to the Council.

VOTE (2024-037) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to authorize the use of Undesignated Funds for Fire Truck Repair not to exceed $25,000.00.
Order Passed– Vote 6-0.

Approval of Road Postings
The Public Works department requested Authorization to post weight limits for the roads listed in the attachment per MRSA Title 29-A section 2395:

Bowdoinham Road
Burrough Road
Edgecomb Road
Ferry Road
Fisher Road
Gould Road
Hudon Road
Keay Road
King Road
Littlefield Road
Mill Street
Moody Road
Pinewoods Road
River Road
Summer Street

Wing Street and Webster Road are posted year round.

VOTE (2024-038) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to approve weight limits for town roads as presented.
Order Passed – Vote 6-0.

Approval of the Closure and Funds Transfer of Outdated Special Reserve Funds
VOTE (2024-039) Council Member Larochelle, seconded by Council Member Cain, moved to approve the closure and funds transfer of outdated Special Reserve funds per the Finance Director's recommendations.
Order Passed – Vote 6-0.

Authorization for the Disposition of Municipal Tax Acquired Properties
VOTE (2024-40) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to authorize the disposition of municipal tax acquired properties per the recommendations of the Finance Director.
Order Passed– Vote 6-0.

Approval of selective timber cutting at the Pinewoods Road landfill.
Mr. Cunningham said the LDC is seeking permission to have Chip Love, a forester, provide selective timber cutting on the town-owned Pinewoods Road landfill property. Projected revenue is $40,000.00-$60,000.00 in lumber; Mr. Love would take 15% of the revenue. He said this is a step forward in the potential housing development project on this property, but does not lock us into any further steps, it only harvests the current timber and provides revenue to the town.

Councilor Larochelle, seconded by Councilor Cain, moved to authorize the Town Manager to look at the Pinewoods Road timber cutting option for the purposes of discussion. Council discussed the information from the Audience Participation portion of the meeting with input from Mr. Michalowski and Mr. Cunningham.

Councilor Larochelle withdrew his motion, Councilor Cain withdrew her second. Mr. Michalowski was tasked with looking at the options in that area.

Approval of Facade Grant Bid
Council has already approved the request for a Facade Grant for the Main Street Laundromat at 21 Main Street. The bid total is $26,000.00, and CDBG funding is $19,500.00. For the project to move forward, Mr. Cunninham requested Council accept the bid of $26,000.00 from JR's Glass & Windows.

VOTE (2024-042) Council Member Larochelle, seconded by Council Member Cain, moved to accept the bid for $26,000.00 for the Facade Grant project at 21 Main Street, the Main Street Laundromat..
Order Passed – Vote 6-0.

OTHER BUSINESS

Council Discussion of Chapter 2 Table of Organization
Council began the discussion of Chapter 2, Table of Organization. Mr. Michalowski said he would create a draft to clean up outdated language and update positions to include planning services and would bring the draft to Council.

Council Committee Reports:

School Committee – Councilor Cain
Councilor Cain reported on the School Committee meeting and congratulated the Cheerleaders and teh National Honor Society inductees.

Planning Board – Councilor Larochelle
Councilor Larochelle said there are a lot of good projects coming up.

Lisbon Development Committee – Councilor Larochelle
Councilor Larochelle said the LDC is looking at what direction the town can go in, they had varied input, regarding the Lisbon Village Business Forum.

Conservation Commission – Councilor Moore
Councilor Moore said he attended the meeting where tehy discussed Allen Ward's letter, the same issues presented tonight. He said another idea is a Solar Farm to put on the old landfill at Pinewoods Road.

Parks & Recreation Committee – Councilor Moore
Councilor Moore said he did not attend the meeting. Mark Stevens said the last meeting was February 4th, the next one is the first Monday of the month.

County Budget Committee – Councilor Moore
No report.

Library Governing Board – Councilor Keller
Councilor Keller reportehd the egress door and sidewalk will be done in the Spring and teh Director is looking to replace the carpet with a different kind of floor in the Children's room.

Water Commission – Councilor Robishaw
Councilor Robishaw reported on the recent meeting of the Water Commission. He said no action was taken, there was not a quorum.

Finance Committee – Councilor Robishaw
No report.

Town Manager's Report
Mr. Michalowski reported that Congressman Golden's office assisted Lisbon with the Burrough Road Bridge and the town has been awarded $1 million. He said it will go to bid in the Spring, no bond is needed.

Mr. Michalowski also reported on the Canal Street lot quotes.

APPOINTMENTS

Appointment to the Board of Appeals
VOTE (2024-042A) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to appoint Linda Berube to the Zoning Board of Appeals for a term of 3 years.
Order Passed – Vote 6-0.

COUNCIL COMMUNICATIONS

Councilor Larochelle thanked Councilor Robishaw for being Liaison to the Water Commission and the Water Department.

Councilor Moore asked Councilor Lunt to resign from the Lisbon Emergency Board.

Mr. Michalowski said he is on the EMS Board and one more appointee is needed.

AUDIENCE PARTICIPATION & RESPONSE TO NEW ITEMS

None.

EXECUTIVE SESSION II

Executive Session per 1 M.R.S. § 405(6)(C) Economic Development
Executive Session to discuss a new Revolving Loan Fund application.

VOTE (2024-043) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to enter into Executive Session per 1 M.R.S. § 405(6)(C) Economic Development at 9:06 pm.

Order Passed – Vote 6-0.

ADJOURNMENT

To Adjourn
VOTE (2024-044) Council Member Cain, seconded by Council Member Keller, moved to adjourn at 9:42 pm.
Order Passed – Vote 6-0.

_____
Lisa M. Ward, Council Secretary

Date Approved:

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

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

CALL TO ORDER & PLEDGE TO FLAG

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

ROLL CALL

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

EXECUTIVE SESSION

Executive Session for:

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

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

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

Executive Session per 1 MRSA Section 405 (6)(c) Economic Development for TIF Negotiation Discussion

VOTE (2024-021B) Council Member Larochelle, seconded by Council Chair Moore, moved to _

Order Passed – Vote 6-0.

GOOD NEWS & RECOGNITION

Presentation of Sentiments

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

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

Additional Good News

Ross Cunningham, Economic & Community Development Director, announced that on Friday

afternoon starting at 3PM there will be ribbon cuttings for 4 new businesses in the downtown area: J. Plum Home, Fancy Farmhouse, Arched Brows & Beauty, and the new owners of Frank's. Then on Saturday, February 10, in Lisbon Falls and spreading into the rest of Lisbon, is the Loving Lisbon event. There will be sales, activities, a maker's market and multiple other events held at local businesses.

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

PUBLIC HEARINGS

Finance Committee Revisions

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

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

Order Passed – Vote 6-0.

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS

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

CONSENT AGENDA

Consent Agenda Items

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

Order Passed – Vote 6-0.

Municipal Accounts Payable Warrants $ 338,565.97

Municipal Payroll Warrants $ 226,309.58

School Accounts Payable $190,583.83

School Payroll Warrant $407,263.62

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

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

Downtown Director/Community Development Specialist Position and Funding

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

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

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

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

local businesses.

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

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

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

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

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

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

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

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

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

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

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

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

OTHER BUSINESS

Council Committee Reports:

School Committee
No report.

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

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

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

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

County Budget Committee
No report.

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

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

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

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

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

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

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

APPOINTMENTS

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

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

COUNCIL COMMUNICATIONS

Councilor Robishaw spoke about the row of fencing.

AUDIENCE PARTICIPATION & RESPONSE TO NEW ITEMS

None.

EXECUTIVE SESSION II

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

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

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

ADJOURNMENT

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

Lisa M. Ward, Council Secretary

Date Approved:

Town Council
MEETING MINUTES
January 2, 2024
LISBON TOWN OFFICE
7:00 PM - COUNCIL MEETING

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

CALL TO ORDER & PLEDGE TO FLAG

The Chair, Harry Moore, called the meeting to order and led the Pledge of Allegiance to the Flag at 7:00 PM.

ROLL CALL

Members present were Councilors Cain, Keller, Larochelle, Lunt, Moore and Robishaw. Also present were Glenn Michalowski, Town Manager; Ross Cunningham, Economic & Community Development Director; and approximately 6 citizens in the audience.

EXECUTIVE SESSION

None.

GOOD NEWS & RECOGNITION

None.

PUBLIC HEARINGS

The Chair opened the Public Hearings. Seeing no speakers, the Chair closed the hearings.

Erosion Control & Sedimentation Ordinance Public Hearing

Advisory Board Ordinance Revisions

Renewal Of Liquor License & Special Entertainment Permit for Olive Pit Brewing and Lisbon Left Hand Club

Renewal of a Medical Marijuana Retail Store For BBB Pharmaceuticals Alternatives

Renewal of Medical Marijuana Retail Store & Medical Marijuana Manufacturing for Crystal Spring Healing Alternatives

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS

None.

CONSENT AGENDA

Consent Agenda Items

Councilor Cain requested the removal of her business Olive Pit Brewing from the Consent Agenda to be voted on separately.

VOTE (2024-001) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to approve the Consent Agenda as presented, with the removal for a separate vote of Olive Pit Liquor and Special Entertainment permits.
Order Passed – Vote 6-0.

VOTE (2024-001A) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to approve the Renewal of Liquor License & Special Entertainment Permit for Olive Pit Brewing.
Order Passed – Vote 5-0-1. [Cain]

Municipal Accounts Payable Warrants - $1,241,407.44

Municipal Payroll Warrants - $211,888.72

School Accounts Payable - $574,062.86

School Payroll Warrant - $1,582,386.52

Set Public Hearing for January 16th, 2024 for Victualer License for Angelo's Pizza

Renewal Of Liquor License & Special Entertainment Permit for Olive Pit Brewing and Lisbon Left Hand Club

Renewal of a Medical Marijuana Retail Store For BBB Pharmaceuticals Alternatives

Renewal of Medical Marijuana Retail Store & Medical Marijuana Manufacturing for Crystal Spring Healing Alternatives

Set Public Hearing for January 16th, 2024 for Special Entertainment, Liquor & Victualer for Franks/Lotta Moxie

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

Erosion & Sediment Control Ordinance - *Second Reading*

Mr. Michalowski said there is no fee schedule, that will be a separate matter. He said the ordinance originally started in July, went back to the Planning Board, but now this will allow third party inspections. Councilor Lunt pointed out that it doesn't seem detailed. Mr. Michalowski explained that it was reviewed an the rest will be detailed in the Fee Schedule to allow the Code Enforcemt Officer to stay on top of it.

VOTE (2024-002) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to Adopt the Erosion & Sediment Control Ordinance as presented.
Roll Call Vote: Yeas – Council Chair Moore, Vice Chair Robishaw, Council Member Cain, Council Member Keller, Council Member Larochelle, and Council Member Lunt. Nays – None. Order Passed – Vote 6-0.

Authorization of Cost of Living Adjustment (COLA) Increase for the Town Manager

Mr. Michalowski said he cannot sign his own form, the Council needs to authorize it and it will be retroactive to July.

VOTE (2024-003) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to Approve the Cost of Living Adjustment (COLA) for the Town Manager retroactive to July 1, 2023.
Order Passeds– Vote 6-0.

Advisory Board Ordinance Revisions - *Second Reading*

Mr. Michalowski said the changes are in line with the 2023 Council Goals. The staff were directed to examine and suggest modifications to the advisory board committee structure. Technology Committee Recommendation: remove the Technology Committee as a permanent committee since the Council can add an ad hoc committee where needed. Library: clarify language and duties of governing board, which acts as an advisory board to the Town Council. Recreation Committee: clarify language and duties as an advisory committee for the Recreation Department. Changes to both the Library Board and the Recreation Committee are all in line with the current duties of those boards, these are mainly updates to the descriptions to put them in line with what those boards do. This is a second reading and will require a roll call vote.

VOTE (2024-004) 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 November 21, 2023.
Order Passed – Vote 6-0.

Amendments to Chapter 14 General Assistance Maximums & Appendices -- *Second Reading*

VOTE (2024-005) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to Adopt the MMA Model Ordinance GA Appendices (A-H) for the period of October 1, 2023-September 30, 2024 as presented.
Roll Call Vote: Yeas – Council Chair Moore, Vice Chair Robishaw, Council Member Cain, Council Member Keller, Council Member Larochelle, Council Member Lunt. Nays – None. Order p – Vote 6-0.

Waiver of Foreclosure

Mr. Michalowski said that historically we waive foreclosure on the Miller properties, that 10 Congress Street was an error and to strike it from the list. He said that 18 Lisbon Street should be removed, it is a car lot.

Councilor Lunt pointed out that 18 Lisbon Street should be looked into. He said it looks bad and it is at the entrance to the Town. Mr. Michalowski said he will research it.

VOTE (2024-006) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to To approve the waiver of automatic foreclosure of the properties presented, with the exception of 10 Congress St. and 18 Lisbon St. at the recommendation of the Finance Director.
Order Passed – Vote 6-0.

Erosion & Sediment Control Ordinance Fees

Mr. Michalowski said the Code Enforcement Officer is unavailable for this meeting, that there are other items to be added and he would like to invite the Planning Board to the meeting. He requested the item be tabled.

VOTE (2024-007) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to table the discussion to the next meeting in order to invite Planning Board input.
Order Passed – Vote 6-0.

Approve Special Election for Vacant Council Seat

The Clerk explained that the special Election would be March 5 to fill the vacancy left by Councilor Fellows resignation, and announced that Nomination Papers are available. She said we can hold our election at the same time as the Primary, and the Charter allows less than 100 days with Council approval. Councilor Larochelle suggested the electronic sign for advertising the opening. The Clerk assured the Council that there would be social media advertising, website announcements, and that a flyer to post would also be an option.

VOTE (2024-008) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to call a Special Election for March 5, 2024 to fill the Town Council seat that was vacated on December 23, 2023, and to act pursuant to Section 7.02 of the Town Charter to set the date on which nomination papers for the office will be available as January 3, 2024, and the date on which they must be returned to the Town Clerk as February 2, 2024.
Order Passed – Vote 6-0.

OTHER BUSINESS

Council Committee Reports:

School Committee

No report.

Planning Board

Councilor Larochelle said he went to the recent meeting, and added it would be helpful to have more input from the Planner.

Lisbon Development Committee

Councilor Lunt asked Mr. Cunningham to report. Mr. Cunningham said the next meeting is Wednesday at 6 pm. He said they will have a February stakeholders meeting on the Village to get more vibrancy at the Village.

Conservation Commission

Councilor Moore said the next meeting is January 9.

Parks & Recreation Committee

No report.

County Budget Committee

No report.

Library Board

Councilor Keller said the egress project is proceeding. She said there is now added signage for book locations. Also, there was water in the basement so they are looking at epoxy for new flooring instead of carpet.

Water Commission

No report.

Finance Committee

No report.

Town Manager's Report

Mr. Michalowski presented the following items:

- Budget: Mr. Michalowski said he is getting ready to present the Budget in March. He said he wants to do a Saturday workshop on the 23rd or 30th, and will send emails out to work that out.
- New Hire: We have a new hire who is part time assessor and part time general assistance administrator.
- The Police Department has received a new Command Vehicle from the Gary Sinise Foundation, as well as a new SUV for Lisbon Emergency to be used as a paramedic vehicle. Mr. Michalowski said the Police Chief can give more information at the next meeting.
- Lisbon Emergency & Budget Committee Workshop: meeting was last week with some Councilors joining. Mr. Michjalowski will join them for their regular board meeting on Thursday and invited Councilors to join that meeting.

Springworks Presentation

Item was taken out of order after Good News & Recognition.

Mr. Cunningham introduced Trevor Kenkel, owner of Springworks, and Emily Donaldson, Director of Operations, along with their attorney Mr. Zach Branwein. He said they requested to present to Council an overview of their plans and to have a TIF discussion. He said it is an overview, not a request.

Mr. Kenkel said Springworks has grown to 40+ employees and operates in a retail channel competing against larger companies. He said Springworks has been growing intentionally over the years, and needs to expand to compete. He said in the past they have brought in support, but are looking at a TIF to expand their Lisbon facilities. He stated it will be helpful and incentivize investors.

Mr. Branwein made himself available to answer questions and described how a TIF can help economic development. He said if there is expansion without a TIF (tax incentive financing) can cause:

1. The town's assessed value goes up and there is more County tax.
2. Less Revenue Sharing.
3. Less State Aid for Education.

Mr. Branwien said a TIF will shelter the increase in assessed value, and shelters that district from taxes. He said we can use the money to make improvements in the district, also public improvements like town facilities. He said that a credit enhancement document makes development within the district possible.

Councilor Larochelle said Lisbon has done different TIFs, does it go beyond the property? Mr. Branwein replied that it is only for that project. It allows the developer to grow and protect the Town from additional tax assessment. It would be a 30 year TIF. He said the increase would raise value over $16 million. Mr. Kenkel added that he will be adding more phases over the next few years, and will be up to about 200 employees. The plan is to use 20 of the 168 acres of his property, a large portion is not buildable, and possibly add another 15 acres but there is not a definite plan for that right now. Mr. Kenkel clarified that the construction that is going on right now is 15% of want he wants to build, and added it would be a huge help to attract the capital to construct the new project. Mr. Branwein confirmed the project needs to go to Maine DECD to be checked against what the State laws require.

Mr. Cunningham concluded that a credit enhancement agreement gives dollars to the town, and is an opportunity to make sure the money is spent in the direction Council wants. Mr. Michalowski said it is a compressed timeframe, March 1st is the DECD deadline. Councilor Lunt suggested an Executive Sesison at the next meeting to get more information.

The Chair thanked the presenters for their time.

APPOINTMENTS

Appointment to Finance Committee
VOTE (2024-008A) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to Appoint Don Fellows to the Finance Committee.
Order Passed – Vote 6-0.

COUNCIL COMMUNICATIONS

Councilor Larochelle said he won't be at the next meeting for Goals, but they will be very important moving forward. He supported the need for a broader range of methods to advertise for important messaging.

Councilor Lunt suggested that there be a change to ordinance regarding the Finance Committee to make the Council liaison a voting member of the Committee. He said a voting member could be more effective. Mr. Michalowski said he would have staff work on that.

Councilor Keller recommended a tour of Springworks to any who have not. She said it gives a clear view of how they work. Mr. Cunningham said he can help arrange it.

Councilor Larochelle requested a Council tour of Town Facilities before the next election. Mr.

Michalowski said historicallyit's open to the public and the Recreation Department bus is used.

AUDIENCE PARTICIPATION & RESPONSE TO NEW ITEMS

None.

ADJOURNMENT

To Adjourn
VOTE (2024-009) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to Adjourn at 8:09 PM.
Order Passed – Vote 6-0.

_____
Lisa M. Ward, Council Secretary

Date Approved:

Town Council
MEETING MINUTES
March 19, 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 7:00 PM.

INAUGURATION OF ELECTED OFFICIAL

The Clerk announced the inauguration of the newly elected Town Councilor, Norm Albert. Mr. Albert was duly sworn in and took his seat at the Council table. The Clerk stated that a total of 1,190 votes were cast on march 5th in the Town Council race, spread among 5 qualified candidates. Mr. Norm Albert received 301 votes, which was the majority.

ROLL CALL

Members present were Councilors Cain, Albert Keller, Larochelle, Lunt, Moore and Robishaw. Also present were Glenn Michalowski, Town Manager; Ross Cunningham, Economic & Community Development Director; board members from LACO; staff of the Parks and Recreation Department; and approximately 12 citizens in the audience.

GOOD NEWS & RECOGNITION

Mr. Cunningham congratulated the Lisbon High School students who were recognized at the One Act Play Contest.

PUBLIC HEARINGS

None.

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS

Board members and supporters of the Lisbon Area Outreach spoke in support of the program. They included: Debbie Hill, Vice President; Angelica Bundy, Lisbon Farmer's Market founder; Bert Levesque, LACO volunteer, Lisbon resident, and recipient of LACO services; Amy King of Webster Road; Jenniver Richardson, resident, teacher, Board member and recipient of LACO services;Donna Wrobel, resident and recipient of LACO services; Sharon Wright, Lisbon resident; Karen Stevens, resident; Bob Couture, President of LACO. Other residents who spoke on the subject were Dean Willey, resident; and Catalina Marston of Webster Road.

The Chair ended the Audience Participation period and advised the audience that all are welcome to email the manager or Councilors.

CONSENT AGENDA

Consent Agenda Items

VOTE (2024-48) Council Member Larochelle, seconded by Council Member Cain, moved to approve the consent agenda as presented.
Order Passed– Vote 7-0.

Municipal Accounts Payable Warrants $ 970,496.03

Municipal Payroll Warrants $ 221,843.96

School Accounts Payable Warrant $ 363,888.75

School Payroll Warrant $ 1,178,114.13

Set Hearing for Victualer's License for Smiley's Ice Cream

Approve CMP/AvanGard Pole Permit

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

Presentation of Draft FY25 Budget and Capital Improvement Plan
The Finance Director presented the Draft of the FY25 Municipal Budget and CIP to the Council.

Approve Finance Committee Revisions - Second Reading
Mr. Michalowski advised that the Council had asked for revisions, and Ms. Bryant stated the Council had tabled it so the Finance Committee could review and provide guidance.

VOTE (2024-049) Council Member Albert, seconded by Council Member Lunt, moved to Approve Finance Committee Revisions as presented.
Roll Call Vote: Yeas – Council Chair Moore, Vice Chair Robishaw, Council Member Cain, Council Member Keller, Council Member Larochelle, Council Member Lunt, Council Member Albert. Nays – None.
Order Passed – Vote 7-0.

Approve the Finance Director to Close Specified Special Revenue and Reserve Accounts
The Finance Director requested to close various special revenue and reserve accounts. While developing the FY25 Special Revenue and Reserve Fund Budget, additional accounts that require Council action were found, beyond those Council already adjudicated on February 20, 2024. The Auditor advised permission from Council before taking action on these accounts. To avoid these problems in the future, the Special Revenue and Reserve Budget will be considered annually, as is done in other Maine municipalities. Permission to do this will help with creation of the budget.

VOTE (2024-51) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to Approve the Finance Director to Close Specified Special Revenue and Reserve Accounts.
Order Passed – Vote 7-0.

Approve Disposal of Foreclosed Properties
The Finance Director presented the list of properties the Town owns through automatic foreclosure as of the date of her memo. In addition to properties previously discussed, it was brought to the Finance Director's attention that there were several properties on an additional document that were not discussed with Council at the February 20 meeting. The amounts owed are as of the date of this memo (and include current due amounts not yet paid). Section 92-8 of Lisbon Town Code requires Council approval on any disposal method selected for foreclosed properties.

VOTE (2024-052) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to approve Disposal of Foreclosed Properties as presented.
Order Passed – Vote 7-0.

Approval of New Road Name - Waterhouse Lane
Daniel Aceto currently owns parcel R03-023, which is located off of Bowdoinham Road and Potter Road. He is currently working on plans to build a house on this 11 acre lot. There is currently a dirt road and culvert on the Potter Road access side, which he will use as the driveway. He would like to name his road off of Potter Road. He was given 3 options to what he would like as a name: Waterhouse Road, Waterhouse Drive, or Waterhouse Lane. Amy Wiers, Addressing Officer for Lisbon, recommends approval of Waterhouse Lane.

VOTE (2024-053) Council Member Larochelle, seconded by Council Member Keller, moved to Approve New Road Name "Waterhouse Lane" as presented by the Addressing Officer..
Order Passed – Vote 7-0.

Approval of Advertisement of RFP for Realtor to Dispose of Foreclosed Properties
The Finance Director seeks Council permission to advertise through an RFP for a Realtor to dispose of town properties acquired by foreclosure.

VOTE (2024-054) Council Member Larochelle, seconded by Council Member Albert, moved to Approve the Finance Director to advertise through an RFP for a Realtor to dispose of town properties acquired by foreclosure.
Order Passed – Vote 7-0.

OTHER BUSINESS

Council Committee Reports:

School Committee – Councilor Cain
Councilor Cain gave a School Committee update, including Community reports, administrator reports, changing nutrition guidelines, and new technology for the schools.

Planning Board –Councilor Larochelle
Councilor Larochelle reported that the Planning Board had a training workshop, then reviewed cases and discussed ROS I & II. He said they are investing time in educating community members.

Lisbon Development Committee – Councilor Larochelle
Councilor Larochelle said it was a great meeting that included project discssuions, possible code changes for new property owners, and other zoning details.

Conservation Commission – Councilor Moore
Councilor Moore said the Commission is thinking about a new truck and discussed the damage done to trails. He said deer are a problem at the farm near the park.

Parks & Recreation Committee – Councilor Moore
No report.

County Budget Committee – Councilor Moore

Library Governing Board – Councilor Keller
Councilor Keller reported that circulation is up, an inventory has been done, and the library is getting estimates for a new floor in the Children's room.

Water Commission – Councilor Robishaw
Councilor Robishaw said there will be a rate increase, a 5-year Capital Plan was reviewed, and there was discussion about sewer service and hydrants for the 26 new homes going up at Gross Development.

Finance Committee – Councilor Robishaw
Councilor Robishaw said the committee discussed what the Finance Director reported earlier in tonight's meeting.

Town Manager's Report
VOTE (2024-54A) Council Member Albert, seconded by Vice Chair Robishaw, moved to Authorize the Town Manager to work with Legal to take land use action at 8 Lisbon Street.
Order Passed – Vote 7-0.

Mr. Michalowski also reported that the ARPA ambulance has arrived, it was long-awaited. He reminded Council that the new Public Safety Building Committee will meet on Thursday at 10 am. Finally, he said we are working on an RFP for the Burrowugh Road Bridge, hopes it will be in May.

LACO Re-location Discussion

The Town Manager referenced the documentation included in the packet. This memo is prepared to detail the discussion surrounding the LACO Food Pantry's tenancy at the MTM Community Center, where they have resided as an at-will tenant since their lease expiration in 2005. It includes findings from recent building inspections and considerations related to the needs of community services. It's critical to note that while our staff presents this information without advocating for specific policy outcomes, we do recommend the eventual relocation of the LACO Food Pantry to another location. This recommendation is based on the request to repurpose the currently occupied space at the MTM Community Center to accommodate the expansion of the Towns recreation programs, a move we feel aligns with Town's Comprehensive plan. Specifically, the plan highlights on page 7, "People love Lisbon's recreational assets, including Beaver Park, the Androscoggin River Trail, and the MTM Community Center. These facilities were consistently praised as significant contributors to Lisbon's quality of life and as opportunities for further development and investment." Our intent is to furnish the council with comprehensive and impartial information to facilitate a decision that thoughtfully weighs the requirements and benefits for everyone involved.

Inspection Findings: A comprehensive inspection of the MTM building by our code officer, fire chief, and electrical inspector uncovered several issues affecting the entire building, not limited to but including the LACO Food Pantry. Key issues identified encompass cluttered or blocked exit paths, non-compliant construction modifications, and storage of hazardous materials in exit corridors. These findings are attached and should be addressed.

LACO Food Pantry's Community Value: The LACO Food Pantry is an essential asset to our community, making significant contributions towards food security. The critical need for more space to support its operations and the increasing demand for its services matches its importance. Ongoing dialogues are focusing on identifying relocation possibilities that will better fulfill the needs of LACO, while also enhancing the safety and usability of the MTM Community Center for everyone. The town plans to continue these discussions with LACO's staff and board of directors following the Easter holiday.

Options for Council Consideration:

Maintain At-Will Tenancy & Support Relocation: Continue LACO's at-will tenancy while collaboratively working towards identifying and transitioning to a more suitable location. This approach aligns with the broader community development goals outlined in our comprehensive plan, emphasizing the enhancement of Lisbon's recreational assets and facilities. If the council chooses this I also recommend setting a target date.

Authorize Termination of Tenancy: Proceed with the termination of LACO's tenancy, contingent upon agreeing upon a suitable relocation timeline and ensuring a smooth transition for both LACO and the community services hosted at the MTM Community Center.

Given the contributions of LACO to our community and the issues identified, I recommend to keep LACO as an at-will tenant, actively facilitating their transition to a new location. Also LACO be required to adhere to all building codes, secure adequate liability insurance, and provide the town with key access for emergencies, ensuring the safety and compliance of the MTM Community Center. Furthermore, it is proposed that the council sets a tentative departure date for LACO, reached by consensus. Should this deadline elapse without relocation, we recommend revisiting the situation with the council to explore the previously outlined alternatives.

Council discussion followed.

APPOINTMENTS

Appointment to the Board of Appeals

The Board of Appeals is a 7-member board, they need at least 4 members for a quorum to meet and have lost a member. The Code Enforcement office is in need of a quorum for an upcoming appeal. Mr. Cavender has served the Council on other boards in the past, is a long-time resident of the town, and is currently a member of the Assessment Board of Appeals. Staff recommends the appointment to the Board of Appeals.

VOTE (2024-55) Council Member Lunt, seconded by Council Member Albert, moved to Appoint Clyde Cavender to the Zoning Board of Appeals.
Order Passed– Vote 7-0.

COUNCIL COMMUNICATIONS

Councilor Albert said he appreciates the opportunity to sit on the Council.

AUDIENCE PARTICIPATION & RESPONSE TO NEW ITEMS

None.

EXECUTIVE SESSION

VOTE (2024-056, 2024-057, 2024-058) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to enter into Executive Session per 1 M.R.S. § 405(6)(C) Economic Development, 1 M.R.S. § 405(6)(A) Personnel Matters, and 1 M.R.S. § 405(6)(E) Consultation with Legal Counsel at 9:14 pm.
Order Passed – Vote 7-0.

Executive Session - Economic Development

Executive Session - Personnel

Executive Session - Consultation with Legal

ADJOURNMENT

To Adjourn
VOTE (2024-059) Vice Chair Robishaw, seconded by Councilor Albert, moved to adjourn at 10:30 pm.
Order Passed – Vote 0-0.

_____
Lisa M. Ward, Council Secretary

Date Approved:

Town of Lisbon

Lisa M. Ward
Town Clerk

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

I, Lisa Ward, Town Clerk of Lisbon, hereby certify that the following excerpt of minutes from the April 2, 2024 Town Council meeting is true and correct to the best of my knowledge.

OTHER BUSINESS
Use of Pinewoods Road Landfill Discussion

Angie D'Amours, Chair of the Lisbon Development Committee, referred the Council to the letter she sent regarding the need to harvest the hardwood on the town-owned property on Pinewoods Road that was formerly the town landfill. She explained that the LDC would like to fund a feasibility study with the funds, to find out how the town can make best use of that same property. Ms. D'Amours also requested sole source contracting with Chip Love, Southern Maine Forestry Services, for the harvest, since the total amount that due to the harvester would be about $7,000.00 and the threshold to go to bid is at $25,000.00.

Councilor Larochelle offered his support to the LDC to look into options for the town. He said if we don't look into it we are doing a disservice to the community. A general discussion among Councilors regarding the project and the contract ensued.

Glenn Michalowski, Town Manager, requested that Council authorize him to harvest timber on the Pinewoods property and to create a special reserve account to fund a feasibility study for the land use there and at other town-owned properties. He pointed out that one question at hand was whether the town should allow sole sourcing for the contracting of the work, and clarified that the request for a reserve account would be to make sure the funding goes to the feasibility project rather than into the general fund.

VOTE Council Member Larochelle, seconded by Council Member Cain, moved to authorize the harvest of the Pinewoods Road property hardwoods, to create a special reserve account for the land use study.

Order Passed – Vote 6-1 [Nay: Moore]

Dated: April 11, 2024

_____

Lisa M. Ward
Lisbon Town Clerk

Town Council
MEETING MINUTES
April 16, 2024
LISBON TOWN OFFICE
6:00 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 6:00 PM.

ROLL CALL

Members present were Councilors Cain, Albert, Keller, Larochelle, Lunt, Moore and Robishaw. Also present were Glenn Michalowski, Town Manager; Ross Cunningham, Economic & Community Development Director; Donald Fellows, former Planning Board and Council member; Nick Craig, Vice Chair of the Planning Board; and approximately 6 citizens in the audience.

EXECUTIVE SESSION

Executive Session per 1 MRSA § 405(6)(e) Consultation with Legal Counsel

VOTE (2024-069) Council Member Larochelle, seconded by Council Member Lunt, moved to enter into Executive Session per 1 MRSA Section 405(6)(e) Consultation with Legal Counsel for annual Harassment training and FOAA training at 6:02pm.
Order Passed – Vote 7-0.

VOTE (2024-069A) Council Member Larochelle, seconded by Vice Chair Robishaw, moved return to the regular meeting at 7:09pm.
Order Passed – Vote 7-0.

GOOD NEWS & RECOGNITION

None.

PUBLIC HEARINGS

Drew's New to You
The Chair opened the Public Hearing. Seeing no speakers, the Chair closed the Public Hearing.

Codes and Planning Reorganization Ordinance
The Chair opened the Public Hearing.

Don Fellows of Lisbon referenced a letter from the Planning Board Chair and said the proposal is a significant change with a different focus. He reviewed the history of planning services in Lisbon and said we need to have an expert on zoning rules, it is money well spent.

Nick Craig, Vice Chair of the Planning Board, said the Board fully supports a Planning Director position.

Seeing no further speakers, the Chair closed the Public Hearing.

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS

None.

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. Any Councilor wishing to remove an item may do so before the Consent Agenda is considered.

VOTE (2024-070) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to accept the Consent Agenda as presented.
Order Passed – Vote 7-0.

Municipal Accounts Payable Warrants $ 1,269,493.46

Municipal Payroll Warrants $ 218,473.81

School Accounts Payable Warrant $ 116,238.42

School Payroll Warrant $ 410,304.75

Approve Itinerant Vendor Permit for Drew's New to You

Approve Extension of Frank's Liquor License

Re-Appointment of Samantha Bryant as Town of Lisbon Treasurer for One Year Term

Appoint Election Clerks for 2024-2026

Appoint Rick Roberts as Warden and Debbie Hill as Deputy Warden for June 11, 2024 Election.

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

Adopt Androscoggin County Natural Hazard Mitigation Plan 2024
The Hazard Mitigation Plan provides a blueprint by which local governments can make coordinated, cost-effective efforts towards reducing losses from natural disasters. According to 44 CFR § 201.6 (b) An open public involvement process is essential to the development of an effective plan. In order to develop a more comprehensive approach to reducing the effects of natural disasters, the planning process must include: (1) An opportunity for the public to comment on the plan during the drafting stage and prior to plan approval. Notifying the jurisdictions, stakeholders and the public by email, social media and posting the draft plan on the Androscoggin County EMA website fulfills this requirement.

Each municipality in the County is required to adopt the Mitigation Plan before the County can adopt it.

VOTE (2024-071) Council Member Larochelle, seconded by Council Member Cain, moved to Adopt the Androscoggin County Natural Hazard Mitigation Plan 2024 Update.
Order Passed – Vote 7-0.

Amend Article IV. Recreation Activities On Public Ways for extended ATV Access - First Reading
Police Chief Ryan McGee presented information to the Council. The Lisbon Town Council recently heard from a resident Roger Bickford who requested the expansion of some ATV access routes in Town. The council tasked the town departments to work with the Lisbon and Lisbon Falls ATV clubs on this request. After formalizing and having two meetings with both ATV clubs, the State of Maine Parks and Lands, Maine Warden Service, the Assistant Town Manager Sarah Bennet, the Lisbon Economic and Community Development Director Ross Cunningham, the Chief of Police Ryan McGee, and the Lisbon Parks and Recreation Director Mark Stevens, we came up with the following recommendations:

The ATV access route would be expanded on certain roadways that allowed the safe operation of ATV's. The original request to open up Main Street as an ATV access route was not approved after meeting with all parties, and the alternative route we found to be the best route to allow ATV goers to

access the Davis Street Parking lot to utilize the restaurants in the area.

The Rt 196 ATV Access route would be expanded on a portion of the roadway to connect the intersection of Rt 196/Rt 9 to travel east down Rt 196, turn right onto Blethen Street and left onto Davis Street and stop at the Davis Street Parking lot. This would allow both ATV clubs to access this parking lot and walk up to the restaurants in Lisbon Falls.

Attached to his memo is a map with other routes that were cleaned up to allow access from trail to trail in our community along with the proposed ATV Access route ordinance changes that have been redlined.

Council discussed the ordinance information and packet, with additional input from Cory Provencher, President of the Lisbon Trailriders.

VOTE (2024-072) Council Member Larochelle, seconded by Council Member Albert, moved to Amend Article IV. Recreation Activities on Public Ways, Division 1, Sec. 50-263 (c) Use and operation of Lisbon ATV access routes, Sec. 50-264. ATV access routes, Sec. 50-265. Signs; and Set a Public Hearing for May 7, 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 Albert.
Nays – None.
Order Passed – Vote 7-0.

Adopt Special Events Ordinance - First Reading

The Town Clerk introduced the matter for Council consideration. Between November 17, 2023 and April 9, 2024, department heads met for a series of planning meetings with the purpose of developing a mass gathering permitting application, policy, and ordinance to kick off the 2024 permitting season. Staff collaboratively contributed to the creation of what we now call the Special Events Application, Special Events Policy and Special Events Ordinance, which make up the three Special Events documents that accompany the memo for review and consideration for approval.
.
The following staff were involved in the planning process:
• Lisa Ward, Town Clerk
• Ryan McGee, Police Chief
• Nate Leclair, Fire Chief
• Ross Cunningham, ECD Director
• Mark Stambach, Code Enforcement Officer
• Mark Stevens, Parks and Recreation Director
• Steve Aievoli, Interim Public Works Director
• Sarah Bennett, Assistant Town Manager

The reason this comes before you is because we feel it is important to streamline the application and permitting process to allow community members to host special events with ease while also ensuring the
safety of the public. We feel confident all three documents presented, if approved, will be beneficial to the Town of Lisbon and to the community as a whole.

Together, we ask for the Council's consideration to adopt the new ordinance and approve the corresponding policy and event application for use this 2024 season. We believe this will make the Towns special event permitting process more effective and we hope our community members find it easier to complete.

Council discussion followed. Ms. Ward confirmed that only the Ordinance is on the agenda for approval, the policy and application are for input and are working documents at this time.

VOTE (2024-073) Council Member Larochelle, seconded by Council Member Cain, moved to Adopt the new Special Events ordinance as presented and set the Public Hearing for May 7, 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 Albert.
Nays – None.
Order Passed – Vote 7-0.

Adopt Codes and Planning Reorganization Ordinance-Second Reading

Second Reading for Codes and Planning Reorganization. Mr. Michalowski said there was one minor change. Councilor Larochelle said contractors have reached out to him to give positive feedback.

VOTE (2024-074) Council Member Larochelle, seconded by Council Member Albert, moved to Amend the Code Enforcement Ordinance to become the re-organized Codes and Planning Ordinance, as presented.
Roll Call Vote:
Yeas – Council Chair Moore, Vice Chair Robishaw, Council Member Cain, Council Member Keller, Council Member Larochelle, Council Member Lunt, Council Member Albert.
Nays – None.
Order Passed – Vote 7-0.

OTHER BUSINESS

Town Manager's Report

Mr. Michalowski, Town Manager, reported on the following items:

1. Historical Society Board resignations: Staff met with the board and created a committee with Assistant Town Manager Sarah Bennett to continue the board.
2. Disaster Declaration: Lisa Ward, EMA Director, met with FEMA regarding the December weather disaster, assessments are being collected from each department.
3. Discover Lisbon: new name for Positive Change Lisbon.
4. The Water and Sewer departments will be meeting to find more efficiencies.
5. LACO: next meeting is being scheduled, a follow-up will be provided.
6. Sole Source contract: the Manager requested sole source funding for the forestry contract be rescinded so that we can put out an RFP (request for pricing).

VOTE (2024-074A) Council Member Larochelle, seconded by Council Member Albert, moved to rescind sole sourcing for the forestry contract and to authorize the Town Manager to put out a Request for Pricing.
Order Passed – Vote 7-0.

Review of FY25 Financial Reports for Lisbon EMS Proposed Budget

Amy Cailler, Chief of Lisbon Emergency Services, offered informational handouts to the Council and reviewed the staffing levels, apparatus, grants, and other information for the Council. John Cordts, Lisbon EMS Board member, presented information about the budget.

Quarterly Treasurer's Report

The Town Manager stated the memo and information from the Finance Director are provided in the packet for review.

Council Committee Reports:

School Committee – Councilor Albert
Councilor Albert said the Committee is working on their budget.

Planning Board –Councilor Larochelle
Councilor Larochelle said the Board is working on a comprehensive Street and Road Ordinance.

Lisbon Development Committee – Councilor Larochelle
Mr. Cunningham said the LDC is working on teh RFP for Pinewoods Road and will be meeting with teh Conservation Commission.

Conservation Commission – Councilor Moore
Councilor Moore said they discussed the Pinewoods landfill site. He added that the middle pond at Beaver Park is nearing breach due to flooding and clogged drains. he said they also discussed Beaver Park forestry.

Parks & Recreation Committee – Councilor Moore
No report.

County Budget Committee – Councilor Moore
No report.

Library Governing Board – Councilor Keller
Councilor Keller announced that April 27 is Read Books Celebration Day, and in Lisbon Falls 4 local authors will be at Olive Pit.

Water Commission – Councilor Robishaw
Councilor Robishaw reviewed teh Water Commission's discussion, and said they are not selling the Tower and will replace two hydrants. He said Councilor Albert will attend teh next meeting on May 14th.

Finance Committee – Councilor Robishaw
Councilor Robishaw said there is no meeting but a new CIP has been sent to the Town Manager.

COUNCIL COMMUNICATIONS

Councilor Larochelle said he spoke with Mr. Fellows regarding his concerns.
Councilor Albert thanked the Wardens for their input.

AUDIENCE PARTICIPATION & RESPONSE TO NEW ITEMS

None.

EXECUTIVE SESSION

Executive Session per 1 MRSA § 405(6)(e) Consultation with Legal Counsel
VOTE (2024-075) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to enter into Executive Session per 1 MRSA Section 405(6)(e) Consultation with Legal Counsel at 8:58 pm.
Order Passed – Vote 7-0.

ADJOURNMENT

To Adjourn
VOTE (2024-076) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to adjourn at 8:58 pm.
Order Passed – Vote 7-0.

_____
Lisa M. Ward, Council Secretary

Date Approved:

Town Council
MEETING MINUTES
May 7, 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 6:59 PM.

ROLL CALL

Members present were Councilors Cain, Albert, Keller, Larochelle, Lunt, Moore and Robishaw. Also present were Glenn Michalowski, Town Manager; Ross Cunningham, Economic & Community Development Director; Dr. Rick Green, Superintendent of Schools; Chief Ryan McGee, Police Chief; and approximately 11 citizens in the audience.

EXECUTIVE SESSION

Executive Session for Personnel Matters per 1 M.R.S.A. § 405(6)(A)
VOTE (2024-080) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to Enter into Executive Session for Personnel Matters per 1 M.R.S.A. § 405(6)(A) at 7:02 pm.
Order Passed Vote 7-0.

VOTE (2024-080A) Council Member Larochelle, seconded by Council Member Albert, moved to return to the regular meeting from Executive Session at 7:07 pm..
Order Passed Vote 7-0.

GOOD NEWS & RECOGNITION

Agenda item 9D: Western Maine Transportation Yearly Update was taken up out of order at this time. The meeting then continued.

Councilor Larochelle commented that it is spring and people are picking up their yards and raking and working in gardens, it all looks good. He thanked residents for this.

PUBLIC HEARINGS

Article IV. Recreation Activities On Public Ways for extended ATV Access
The Chair opened the Public Hearing.

Ed Barrett, president of Lisbon Hardcore Riders said that Roger Bickford had been unable to do the door to door they planned, so he (Mr. Barrett) put information on the community pages about it. He said no one is here to speak against the access.

Councilor Moore said he would like to hear from the residents of the affected streets. Mr. Barrett replied that Mr. Bickford is sick and could not do it.

There were no other speakers. The Chair closed the Public Hearing.

Special Events Ordinance
The Chair opened the Public Hearing, there were no speakers. The Chair closed the Public Hearing.

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS

None.

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. Any Councilor wishing to remove an item may do so before the Consent Agenda is considered.

VOTE (2024-081) Council Member Larochelle, seconded by Council Member Albert, moved to approve the Consent Agenda as presented.
Order Passed – Vote 7-0.

Approve Liquor Catering Permit for Nonesuch River Brewing for Blues Festival

Renewal of Itinerant Vendor Permit for Riverside Flea Market

Set Hearings for Victualer's Permits for Mr. Sea's Seafood & Halo Sips (Food Trucks) for May 21, 2024

Municipal Accounts Payable Warrants $ 206,221.88

Municipal Payroll Warrants $ 213,112.45

School Accounts Payable Warrants $ 201,392.17

School Payroll Warrants $ 375,737.76

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

Approve acceptance of Haggerty Realty Bid to Serve as Realtor for Town of Lisbon Foreclosed Properties

Mr. Michalowski stated that an RFP was put out, there was one qualified bid from Haggerty Realty for 4% of the sale price.

Councilor Larochelle said that Ms. Haggerty has served us well in the past. Town attorney Cam Ferrante said the brokerage fees are returnable to the town. He explained that if the sale doesn't cover the expenses and liens then that is a loss to the Town.

VOTE (2024-082) Council Member Albert, seconded by Vice Chair Robishaw, moved to Approve acceptance of Haggerty Realty Bid to Serve as Realtor for Town of Lisbon Foreclosed Properties.
Order Passed – Vote 7-0.

Amend Article IV. Recreation Activities On Public Ways for extended ATV Access - Second Reading

Councilor Moore stated that he would like more information from the neighbors, he would like them to be canvassed. Chief McGee said that he would come to Council if complaints were received. He said that Safety is the first concern. Council discussed the Access additionally, and allowed Aaron Martel, Vice President of the Riverside Trailriders, to speak. He said that he understands that Council wishes residents to know.

Councilor Moore made a motion to postpone the vote to May 21st. There was no second, motion died.

Additional discussion included Chief McGee's confirmation that Main Street was not chosen for ATV access, and Councilor Larochelle urged the clubs to do the work and check with the neighborhoods. The Chair gave Jason Smith permission to speak. Mr. Smith said he felt the side streets are less of an issue than Main Street.

VOTE (2024-083) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to Amend

Article IV. Recreation Activities on Public Ways, Division 1, Sec. 50-263 (c) Use and operation of Lisbon ATV access routes, Sec. 50-264. ATV access routes, Sec. 50-265. Signs.
Roll Call Vote:
Yeas – Vice Chair Robishaw, Council Member Cain, Council Member Keller, Council Member Larochelle, Council Member Lunt, Council Member Albert.
Nays – Council Chair Moore.
Order Passed – Vote 6-1.

Adopt Special Events Ordinance - Second Reading

Mr. Michalowski said we are seeing a lot more events and this will address traffic, health and safety. He said a working group was formed for policy and application needs in addition to the ordinance work. He said this will create a permit process, we have historically not had one, and will help the town recupe expenses.

VOTE (2024-084) Council Member Larochelle, seconded by Council Member Albert, moved to Adopt the new Special Events ordinance as presented.
Roll Call Vote:
Yeas – Council Chair Moore, Vice Chair Robishaw, Council Member Cain, Council Member Keller, Council Member Larochelle, Council Member Lunt, Council Member Albert.
Nays – None.
Order Passed – Vote 7-0.

Authorize Utilization of Unspent Funds for Appropriation of Funds towards Planning Director Position

Mr. Michalowski said the intent is to use money we have to make a transfer of $19,000.00 of unspent money, this will help fund the new position created for a Planning Director position. Councilor Larochelle said it is timely, and Councilor Albert added that we need to get funding in place.

VOTE (2024-085) Council Member Larochelle, seconded by Council Member Albert, moved to Authorize use of unspent funds for appropriation of funds to finance the new Planning Director Position.
Order Passed – Vote 6-1.

Authorize the Restoration of the Public Works Operations Manager position

In consideration of the evolving operational requirements of the Public Works Department, I propose the restoration of the Public Works Operations Manager position. This position, previously vacated around 2019 due to a retirement. The Public Works Operations Manager role will better reflect its responsibilities, and serve as a non-union supervisory position within the department. Responsibilities and duties associated with this role remain unchanged, aimed at overseeing various operational aspects including project management, personnel coordination, and departmental administration. This action carries no budgetary impact and is aimed at clarifying job descriptions and maintaining operational efficiency within the Public Works Department. There was no discussion.

VOTE (2024-086) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to Authorize the Town Manager to restore the Public Works Operations Manager position, with a title change reflecting its historical responsibilities. .
Order Passed – Vote 7-0.

Approve School Budget and School CIP Budget for 2024-25

Dr. Green provided updated subsidy report and warrant articles. He said the total increase to taxes will be $552,564.00, a 7.2% increase, and overall $845,677.00 to $713,769.00, about a 6% increase. He said the wrong numbers were used to calculate the 9.1% previously, the Finance Committee had used the wrong numbers.

The School Committee will vote on the budgets at a Special Meeting on Monday, May 6th.

Information will be shared online and with the Council as soon as possible.

VOTE (2024-087A) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to Approve Article 1 of the School Budget and School CIP Budget for Fiscal Year 2025:
ARTICLE 1: To see what sum the Council will authorize the Lisbon School Department to appropriate for the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act (Recommend $16,519,388) and to see what sum the Council will raise as the Town's contribution to the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act in accordance with the Maine Revised Statutes, Title 20- A, section 15688.
School Committee Recommends $ 4,784,053
Roll Call Vote:
Yeas – Council Chair Moore, Vice Chair Robishaw, Council Member Cain, Council Member Keller, Council Member Larochelle, Council Member Lunt.
Nays – Council Member Albert.
Order Passed – Vote 6-1.

VOTE (2024-087B) Council Member Larochelle, seconded by Council Member Cain, moved to Approve Article 2 of the School Budget and School CIP Budget for Fiscal Year 2025:
ARTICLE 2: To see what sum the Council will authorize the Lisbon School Department to raise and appropriate for the annual payments on debt service previously approved by the legislative body for non-state-funded school construction projects, or non-state-funded portions of school construction projects in addition to the funds appropriated as the local share of the school administrative unit's contribution to the total cost of funding public education from pre-kindergarten to grade 12.
Amount Recommended $ 421,264
Roll Call Vote:
Yeas – Council Chair Moore, Vice Chair Robishaw, Council Member Cain, Council Member Keller, Council Member Larochelle, Council Member Lunt.
Nays – Council Member Albert.
Order Passed – Vote 6-1.

VOTE (2024-087C) Council Member Larochelle, seconded by Council Member Cain, moved to Approve Article 3 of the School Budget and School CIP Budget for Fiscal Year 2025:
ARTICLE 3: Shall the Town of Lisbon raise and appropriate $3,056,111 in additional local funds, which exceeds the State's Essential Programs and Services allocation model by an additional $367,831 as required to fund the budget recommended by the school committee. The school committee recommends $3,056,111 for additional local funds and gives the following reasons for exceeding the
State's Essential Programs and Services funding model by an additional $367,831.
School Committee Recommends $ 3,056,111
Roll Call Vote:
Yeas – Council Chair Moore, Vice Chair Robishaw, Council Member Cain, Council Member Keller, Council Member Larochelle, Council Member Lunt.
Nays – Council Member Albert.
Order Passed – Vote 6-1.

VOTE (2024-087D) Council Member Larochelle, seconded by Council Member Cain, moved to Approve Article 4 of the School Budget and School CIP Budget for Fiscal Year 2025:
ARTICLE 4: To see what sum the Council will authorize the Lisbon School Committee to expend for the fiscal year beginning July 1, 2022 and ending June 30, 2023 from the Town's contribution to the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential

Programs and Services Funding Act, non-state-funded school construction projects, additional local funds for school purposes under the Maine Revised Statutes, Title 20-A, section 15690, unexpected balances, tuition receipts, state subsidy and other receipts for the support of schools.
School Committee Recommends $ 20,576,393
Roll Call Vote:
Yeas – Council Chair Moore, Vice Chair Robishaw, Council Member Cain, Council Member Keller, Council Member Larochelle, Council Member Lunt.
Nays – Council Member Albert.
Order Passed – Vote 6-1.

VOTE (2024-087E) Council Member Larochelle, seconded by Council Member Keller, moved to Approve Article 5 of the School Budget and School CIP Budget for Fiscal Year 2025:
ARTICLE 5: To see if the Council will authorize the Lisbon School Department to appropriate $25,153 for Adult Education and raise $15,885 as the local share; with authorization to expend any additional, incidental, or miscellaneous receipts in the interest and for the well-being of the adult education program.
School Committee Recommends: Yes
Roll Call Vote:
Yeas – Council Chair Moore, Vice Chair Robishaw, Council Member Cain, Council Member Keller, Council Member Larochelle, Council Member Lunt.
Nays – Council Member Albert.
Order Passed – Vote 7-0.

VOTE (2024-087F) Council Member Larochelle, seconded by Council Member Cain, moved to Approve Article 6 of the School Budget and School CIP Budget for Fiscal Year 2025:
ARTICLE 6: To see what sum the Council will authorize the Lisbon School Department to expend for Adult Education.
School Committee Recommends $ 28,653
Roll Call Vote:
Yeas – Council Chair Moore, Vice Chair Robishaw, Council Member Cain, Council Member Keller, Council Member Larochelle, Council Member Lunt.
Nays – Council Member Albert.
Order Passed – Vote 7-0.

VOTE (2024-087G) Council Member Larochelle, seconded by Council Member Albert, moved to Approve Article 7 of the School Budget and School CIP Budget for Fiscal Year 2025:
ARTICLE 7: In addition to amounts approved in the preceding articles, shall the Council authorize the School Committee to expend sums as may be received from federal or state grants or programs or other sources during the fiscal year for school purposes, provided that such grants, programs or other sources do not require the expenditure of other funds not previously appropriated?
School Committee Recommends: Yes
Roll Call Vote:
Yeas – Council Chair Moore, Vice Chair Robishaw, Council Member Cain, Council Member Keller, Council Member Larochelle, Council Member Lunt.
Nays – Council Member Albert.
Order Passed – Vote 7-0.

OTHER BUSINESS

Council Committee Reports:
Councilor Albert reported that the School Committee focused discussion on the School Budget.
School Committee – Councilor Albert

Planning Board –Councilor Larochelle
Councilor Larochelle said ordinance changes adn potential projects were discussed.

Lisbon Development Committee – Councilor Larochelle
No report.

Conservation Commission – Councilor Moore
No report.

Parks & Recreation Committee – Councilor Moore
No report.

County Budget Committee – Councilor Moore
No report.

Library Governing Board – Councilor Keller
Councilor Keller sid the summer reading program has started for both children and adults, and added that the Playhouse is open in the garden.

Water Commission – Councilor Robishaw
No report.

Finance Committee – Councilor Robishaw
No report.

Town Manager's Report
Mr. Michalowski reported on the following items:

- Hatch Road repairs: He spoke with residents there, is researching roads and agreements. A portion of the road is planned for 2025. There will be a future discussion regarding discontinuing roads.
- Safety Building Committee: Councilors Albert and Larochelle will be on the committee, and we are receiving applications from residents.

PD Budget Transfer Request
Mr. Michalowski explained that the Police Department would like to buy out the Harley Davidson for a long-term savings, reducing the 2025 budget by $5,000.00.

VOTE (2024-087H) Council Member Larochelle, seconded by Council Member Albert, moved to authorizet he Town Manager to work with the Finance Director to change the account type and make the transfer as presented by the Town Manager.
Order Passed – Vote 7-0.

Town Manager's FY25 Budget Update
Town Manager Glenn Michalowski presented the updated FY 2025 budget information to the Council.

Western Maine Transportation Yearly Update
Craig Zurhorst, Community Relations Manager for Western Maine Transportation, explained the new schedule and reported on the use of the Lisbon Connection. He said the Blue Line has started with 3 runs per day, they are combining and improving services due to budgeting. Lisbon residents can now use the bus to go to both Lewiston and Bath. Mr. Zurhorst offered to answer any questions from Council and the Town Manager. He assured Council that there will be surveys to check on how the ridership views the new services.

Finance Committee FY25 Budget Recommendations
Mr. Michalowski said the highlights of the committee's budget included a $5,000 cut from economic

development, $1,000 for roof repairs, $185,498 should be from a grant, reduce Police Department budget by $200,017, and defer the revaluation for assessing. This means the rise in taxes would be 1/4 mill, with a $1,147,738 decrease.

Council Schedule Discussion for Remainder of Year

Council discussed the meeting schedule for the remainder of the year and decided on the following dates: June 18, July 16, August 20, September 17, October 1 & 15, November 19, December 3 & 17. There was general consensus that additional meetings may be added when necessary.

APPOINTMENTS

None.

COUNCIL COMMUNICATIONS

Councilor Larochelle asked about street Cleanup, Mr. Michalowski said it will be discussed at the Department Head meeting, the sweeper is fixed.

Councilor Albert reminded residents that the weather is nice, look twice for motorcycles to save a life.

Councilors Robishaw and Larochelle asked about looking at annual brush cleanup. Mr. Michalowski said he will look into it.

AUDIENCE PARTICIPATION & RESPONSE TO NEW ITEMS

Police Chief McGee announced Memorial Day is Monday and described the Parade route. He said it is a small but important parade.

EXECUTIVE SESSION

Executive Session for Consultation with Legal Counsel Regarding Potential Litigation per 1 M.R.S.A. 405(6)(E)

VOTE (2024-088) Council Member Albert, seconded by Council Member Larochelle, moved to enter into Executive Session for Consultation with Legal Counsel Regarding Potential Litigation per 1 M.R.S.A. 405(6)(E) at 9:23 pm.

Order Passed – Vote 7-0.

COUNCIL ORDER

Authorize Town Manager to Commence Land Use Enforcement Action

ADJOURNMENT

To Adjourn

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Lisa M. Ward, Council Secretary

Date Approved:

Town Council
MEETING MINUTES
July 16, 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

ROLL CALL

Members present were Councilors Cain, Keller, Larochelle, Lunt, Moore and Robishaw. Also present were Glenn Michalowski, Town Manager; Sarah Bennett, Assistant Town Manager; Samantha Bryant, Finance Director; and approximately 5 citizens in the audience.

During Roll Call, Councilor Moore initiated a moment of silence to honor the memory of recently-passed former Town Councilor Chris Brunelle.

Councilor Larochelle, seconded by Councilor Moore, moved to excuse Councilor Albert's absence.
Roll Call Vote: Yeas – 6. Nays – 0.
Order Passed – Vote 6-0.

GOOD NEWS & RECOGNITION

Proclamation Honoring the Retirement of US Air Force Major Pierre LaPlume
Major Pierre LaPlume's father, Ray Laplume attended the meeting to read the proclamation for his son.

PUBLIC HEARINGS

Food Truck Permit for Lou Sarofeen DBA The Ugly Dumpling
The Chair opened the Public Hearing. Seeing no comments, the Chair closed the Public Hearing.

Itinerant Vendor Permit for Renewal by Andersen of Greater Maine
The Chair opened the Public Hearing. Seeing no comments, the Chair closed the Public Hearing.

Ordinance Amendment: Chapter 70, Article II, Division 5: Variances, Section 70-120 - Powers and Duties (a), Administrative Appeals
The Chair opened the Public Hearing. Seeing no comments, the Chair closed the Public Hearing.

Ordinance Amendment: Chapter 70 Proposed Ordinance Changes per LD 337 Affecting Manufactured Housing
The Chair opened the Public Hearing. Seeing no comments, the Chair closed the Public Hearing.

General Assistance Ordinance and Appendices
The Chair opened the Public Hearing. Seeing no comments, the Chair closed the Public Hearing.

Liquor License Renewal for Flux Restaurant
The Chair opened the Public Hearing. Seeing no comments, the Chair closed the Public Hearing.

Itinerant Vendor Permit for Southwestern Advantage
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 (2024-118) Council Member Larochelle, seconded by Council Member Cain, moved to accept the Consent Agenda as presented.
Order Passed– Vote 6-0.

Adopt updated General Assistance Ordinance and Appendices

Approve Liquor Catering Permit for Sliders

Set Public Hearings for August 20, 2024 for Food Truck Permits for Vy Banh Mi and Fishermen's Net

Set Public Hearings for August 20, 2024 for Itinerant Vendor permits for Homemade by Tina and for Blessings Cookies

Approve Liquor License Renewal for Flux Restaurant

Approve Itinerant Vendor Licenses for Renewal by Anderson and Southwestern Advantage

Approve Food Truck Permit for The Ugly Dumpling

Approve Road Name per Lisbon Addressing Officer: Blue Jay Lane

Municipal Accounts Payable Warrants - $ 934,955.59

Municipal Payroll Warrants - $ 240,651.02

School Accounts Payable Warrants - $ 985,420.08

School Payroll Warrants - $ 1,205,911.71

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

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

Assistant Town Manager Sarah Bennett explained that the ordinance amendment was developed after 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).

Councilor Moore asked a question to confirm if the ordinance amendment was to remove the inconsistency, and Town Manager Glenn Michalowski confirmed that the ordinance amendment is an administrative correction.

VOTE (2024-119) Council Member Larochelle, seconded by Council Member Lunt, moved to amend Chapter 70, Article II, Division 5: Variances, Section 70-120 - Powers and Duties (a), Administrative Appeals as presented.
Roll Call Vote:
Yeas – Council Chair Moore, Vice Chair Robishaw, Council Member Cain, Council Member Keller, Council Member Larochelle, Council Member Lunt.
Nays – None.
Order Passed – Vote 6-0.

Ordinance Amendment - Chapter 70, Proposed Ordinance Changes per LD337 - *Second Reading*

Assistant Town Manager Sarah Bennett explained that the new ordinance was developed after 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 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.

Councilor Larochelle reviewed the discussion held during the new ordinance's first reading, and Town Manager Glenn Michalowski confirmed that the new ordinance allows the town to clarify design standards for manufactured homes on individual lots.

VOTE (2024-120) Council Member Larochelle, seconded by Council Member Lunt, moved to adopt Ordinance Amendment - Chapter 70, Proposed Ordinance Changes per LD337 as presented.
Roll Call Vote:
Yeas – Council Chair Moore, Vice Chair Robishaw, Council Member Cain, Council Member Keller, Council Member Larochelle, Council Member Lunt.
Nays – None.
Order Passed – Vote 6-0.

Approve Council Minutes

VOTE (2024-121) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to 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.
Order Passed – Vote 6-0.

Disposal of Tax Acquired Properties

Finance Director Samantha Bryant explained 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. The Finance Director provided various recommendations on how to address each property, with some requiring sale and others requiring additional steps before sale that could allow the owner(s) to return to tax compliance. Councilor Moore asked if the owners were being notified before any sale actions are taken, and the Finance Director confirmed that she sends 45-day notices before the property goes into foreclosure, and an additional 90-day warning prior to property sale.

VOTE (2024-122) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to approve the disposal of tax-acquired properties, per Section 92-8 of the Lisbon Town Code, as recommended by the Finance Department.
Order Passed – Vote 6-0.

Appointment of RHR Smith for FY24 Audit

Finance Director Samantha Bryant stated that even though she and Town Manager Glenn Michalowski had expressed frustrations with audit contractor RHR Smith during the previous Town Council Meeting, she and the Town Manager had productive talks with RHR Smith. During the discussions between the Finance Director, the Town Manager, and the audit company, the audit company agreed to complete the FY24 audit by December 31. Councilor Robishaw asked if this would be RHR Smith's last opportunity to meet the town's audit requirements, and the Finance Director confirmed Fiscal Year 2024-2025 will be the audit company's last opportunity to meet the town's requirements.

VOTE (2024-123) Council Member Larochelle, seconded by Council Member Lunt, moved to Appoint

RHR Smith to serve as auditor for the Town's fiscal year 2024 audit.
Order Passed – Vote 6-0.

Approve Fiscal Year 2024-2025 Budget Adjustments

Finance Director Samantha Bryant explained that a reduction in net expenses for the general fund can be used to offset net increases in the sewer fund.

VOTE (2024-124) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to approve Fiscal Year 2024-2025 Budget Adjustments, as recommended by the Finance Department.
Order Passed – Vote 6-0.

Approve the Memorandum of Understanding Between the Town of Lisbon, JMC LLC, and JMC Farwell LLC

Town Manager Glenn Michalowski explained that 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.

Councilor Lunt and Councilor Larochelle discussed some of the property's history.

VOTE (2024-125) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to 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.
Order Passed – Vote 6-0.

OTHER BUSINESS

FY24 Quarterly and Year End Unaudited Report

Finance Director Samantha Bryant briefly explained the state laws that required her to write the report. The Finance Director highlighted several factors that contributed to the increased cash flow, including higher than expected revenues from Motor Vehicle Registration, Investment Revenue, a state grant for the town's drug enforcement officer, and Parks and Recreation programs. The Finance Director also highlighted decreased expenses from Public Works due to less snow, and stated that nearly all departments had net expenses less than budgeted. Continuing, the Finance Director noted that the increased cash flow could indicate that more taxes than necessary may have been collected from residents, that the surpluses from FY24 could be used to offset next year's taxes, and that she would like to make sure residents are taxed more accurately going forward.

Council Committee Reports:

School Committee

Councilor Albert was absent.

Planning Board

Councilor Larochelle stated that he did not attend the most recent Planning Board meeting.

Lisbon Development Committee

Councilor Larochelle stated that he did not attend the most recent Development Committee meeting.

Conservation Commission

Councilor Moore stated that the Conservation Commission canceled their most recent meeting.

Parks & Recreation Committee

Councilor Moore stated that the Parks and Recreation Committee canceled their most recent meeting.

County Budget Committee

Councilor Moore stated that he contacted Androscoggin County Budget Committee Chairperson Lisa Cesare to report that the two committee members from Lisbon's district did not attend a single meeting during the previous year and see if it would be possible to have their seats vacated. Councilor Moore continued by stating that Chairperson Cesare reached out to the committee members, and that the lack of a response from the committee members allowed the seats to be considered vacated. Councilor Moore would like the town to help with adding new members, as both seats need to be filled for the committee to reach a quorum.

Library Governing Board

Councilor Keller reported that the Friends of the Library had a successful book sale during Moxie Fest. She also talked about the Summer Reading Program for adults and kids, and the collaboration between the Artist Collective and the Androscoggin-Sagadahoc Extension Office for additional summer programming for kids. Councilor Keller additionally mentioned that the Inter-Library loan program may also return soon.

Water Commission

Councilor Robishaw stated that he was unable to attend the previous meeting.

Finance Committee

Councilor Robishaw stated that the committee would not be meeting until later in the month.

Town Manager's Report

Assistant Town Manager Sarah Bennett recommended a joint meeting between the Town Council and the Planning Board to discuss Village Zoning Height Adjustments, and the Town Council agreed to schedule a joint meeting before the upcoming Town Council Meeting on August 20th, 2024. The Assistant Town Manager then announced that the town was selected by MTCMA to receive an internship grant that will offset some of the wages paid to Summer Intern Oscar Herrara. Next, the Assistant Town Manager and the Town Manager thanked the Moxie Committee; the Parks and Recreation Department; staff from Public Works, the Police and Fire Departments, Lisbon EMS, and other staff and volunteers who helped to make the Moxie Festival successful. The Assistant Town Manager also read a statement from Parks and Recreation Director Mark Stevens.

Town Manager Glenn Michalowski then provided an update on the ongoing negotiations between the Town, Lisbon EMS, and other local towns in regard to the creation of inter-local emergency services. Discussion followed.

The Town Manager also mentioned that he plans to work with the Town Attorney to create a new contract for LACO Food Pantry.

Transfer Station Advisory Committee

Assistant Town Manager Sarah Bennett stated that as a result of the Council's request at the June 18th meeting, Town Manager Glenn Michalowski prepared a recommended structure for the Transfer Station Advisory Committee. Additionally, the Assistant Town Manager said that the committee is essential for ensuring the efficient and effective operation of our transfer station, addressing community concerns, and enhancing our environmental sustainability efforts; and that the primary goal of the committee is to address the revenue imbalances at the Transfer Station. She continued by providing a recommended structure that would include 2 citizen representatives to provide community perspectives; a Finance Committee Liaison; the Finance Director as Committee Secretary in a non-voting, support role; 2 Town Council members to act as liaisons; a Conservation Commission Liaison; Public Works/Transfer Station Representative; an AVCOG Environmental Resiliency/Solid Waste Planner; and an open invitation for commercial haulers to participate as ex

officio members to ensure that their insights and concerns are considered.

Town Manager Glenn Michalowski then had a discussion with the Town Council regarding the logistics of how potential committee members could be notified of the newly opened positions and about who would appoint the new members to the various seats.

VOTE (2024-126) Council Member Larochelle, seconded by Council Member Cain, moved to Authorize the Town Manager to create ads to fill committee seats for the Transfer Station Advisory Committee.
Order Passed– Vote 6-0.

APPOINTMENTS

Reappoint Bryan Bachelder as Sealer of Weights and Measures
Bryan Bachelder explained his role as Sealer of Weights and Measures.

VOTE (2024-127) Council Member Larochelle, seconded by Council Member Lunt, moved to reappoint Bryan Bachelder to the position of Sealer of Weights and Measures.
Order Passed – Vote 6-0.

Appoint William Kuhl to Regular Planning Board Member and Reappoint Shaun Carr to Planning Board Member
VOTE (2024-128) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to appoint William Kuhl as a Regular Member of the Planning Board.
Order Passed– Vote 6-0.

Reappoint Angela Shambarger and Anne Labbe to Library Board
VOTE (2024-129) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to reappoint Angela Shambarger and Anne Labbe to the Library Board each for another 3 year term.
Order Passed– Vote 6-0.

Reappoint Linda Berube to the Board of Appeals
VOTE (2024-130) Council Member Larochelle, seconded by Council Member Lunt, moved to reappoint Linda Berube for another 3 year term on the Board of Appeals.
Order Passed– Vote 6-0.

Reappoint Tim Carville and Lindsay Larochelle to the Recreation Committee
VOTE (2024-131) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to reappoint Tim Carville and Lindsay Larochelle for another 3 year term on the Recreation Committee.
Order Passed– Vote 6-0.

Reappoint Veronica Moffitt and Cherie Garnett to the Conservation Commission
VOTE (132-2024) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to reappoint Veronica Moffitt and Cherie Garnett to additional 3 year terms on the Conservation Commission.
Order Passed– Vote 6-0.

Reappoint David Mailhot to the Cemetery Committee
VOTE (2024-133) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to reappoint David Mailhot to the Cemetery Committee.
Order Passed– Vote 6-0.

COUNCIL COMMUNICATIONS

Councilor Keller mentioned that the Androscoggin/Sagadahoc Extension Office would be receiving a Grow and Learn mural in the next few weeks. Councilors Larochelle and Moore congratulated the Moxie Festival's organizers and presenters. Councilor Larochelle additionally mentioned that a Better

Living Health Food Store would be opening soon.

AUDIENCE PARTICIPATION & RESPONSE TO NEW ITEMS

Lisbon Falls resident Ricky Rivard asked to see if a memorial tree could be planted in honor of the recently passed Chris Brunelle. Council discussed the possibility, and encouraged the idea of a memorial bench on a walking trail.

ADJOURNMENT

To Adjourn

VOTE (2024-134) Vice Chair Robishaw, seconded by Council Member Keller, moved to adjourn at 8:53 pm.

Order Passed – Vote 6-0.

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Council Secretary

Date Approved:

Town Council
MEETING MINUTES
April 30, 2024
LISBON TOWN OFFICE
7:00 PM - SPECIAL 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 Vice chair, Raymond Robishaw, 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; Ross Cunningham, Economic & Community Development Director; and approximately 4 citizens in the audience.

VOTE (2024-076A) Council Member Larochelle, seconded by Council Member Lunt, moved to excuse Councilor Moore's absence.
Order Passed – Vote 6-0.

GOOD NEWS & RECOGNITION

Councilor Albert commended the Fire Department for their hard work when there were two fires at once last week. He said they had great coverage.

Proclamation: 55th Annual Municipal Clerks Week

The Proclamation extends appreciation to all Municipal Clerks for the services with which they provide their communities. Specifically, the Proclamation cites that the Clerk "serves as the professional link between the citizens, the local governing bodies and agencies of government at other levels."

VOTE (2024-077) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to Resolve that May 5-11 shall be Proclaimed Municipal Clerks Week.
Order – Vote 6-0.

PUBLIC HEARINGS

School Budget and School CIP Budget for 2024-25

Dr. Rick Green, School Superintendent, presented the School Budget and School CIP to the Council, and made himself available for questions.

Don Fellows presented Finance Committee recommendations based on inflation rates.

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS

None.

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

Mobile Home Park Renewals

Mobile home parks in Lisbon are required to renew their permits annually. Councilor Lunt requested information be sent to Council regarding what is inspected.

VOTE (2024-078) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to Approve the renewal of the permits for Mobile Home Parks in Lisbon per the Assessor's list.
Order Passed – Vote 6-0.

COUNCIL COMMUNICATIONS

Councilor Larochelle suggested the Finance Committee next year have a workshop with the School Committee for an opportunity to have more input and clarity. He said it might me good to have some Finance Committee attend the School Budget meetings.

Councilor Keller commended and thanked the construction crews on Main Street for working well with the Fire Department.

AUDIENCE PARTICIPATION & RESPONSE TO NEW ITEMS

None.

ADJOURNMENT

To Adjourn

VOTE (2024-079) Council Member Larochelle, seconded by Council Member Albert, moved to adjourn at 7:49 pm.

Order Passed – Vote 6-0.

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Lisa M. Ward, Council Secretary

Date Approved:

Town Council
MEETING MINUTES
May 7, 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 6:59 PM.

ROLL CALL

Members present were Councilors Cain, Albert, Keller, Larochelle, Lunt, Moore and Robishaw. Also present were Glenn Michalowski, Town Manager; Ross Cunningham, Economic & Community Development Director; Dr. Rick Green, Superintendent of Schools; Chief Ryan McGee, Police Chief; and approximately 11 citizens in the audience.

EXECUTIVE SESSION

Executive Session for Personnel Matters per 1 M.R.S.A. § 405(6)(A)
VOTE (2024-080) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to Enter into Executive Session for Personnel Matters per 1 M.R.S.A. § 405(6)(A) at 7:02 pm.
Order Passed Vote 7-0.

VOTE (2024-080A) Council Member Larochelle, seconded by Council Member Albert, moved to return to the regular meeting from Executive Session at 7:07 pm..
Order Passed Vote 7-0.

GOOD NEWS & RECOGNITION

Agenda item 9D: Western Maine Transportation Yearly Update was taken up out of order at this time. The meeting then continued.

Councilor Larochelle commented that it is spring and people are picking up their yards and raking and working in gardens, it all looks good. He thanked residents for this.

PUBLIC HEARINGS

Article IV. Recreation Activities On Public Ways for extended ATV Access
The Chair opened the Public Hearing.

Ed Barrett, president of Lisbon Hardcore Riders said that Roger Bickford had been unable to do the door to door they planned, so he (Mr. Barrett) put information on the community pages about it. He said no one is here to speak against the access.

Councilor Moore said he would like to hear from the residents of the affected streets. Mr. Barrett replied that Mr. Bickford is sick and could not do it.

There were no other speakers. The Chair closed the Public Hearing.

Special Events Ordinance
The Chair opened the Public Hearing, there were no speakers. The Chair closed the Public Hearing.

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS

None.

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. Any Councilor wishing to remove an item may do so before the Consent Agenda is considered.

The Clerk requested an item be added to the Consent Agenda, she explained that it had been left off but the business owner requires renewal due to a late renewal. Jason Smith, of Lisbon Cannabis Medical Marijuana Retail store submitted his application to the Clerk's office. There was no objection, the item was added to the Consent Agenda: License Renewal for Medical Marijuana Retail Store Lisbon Cannabis.

VOTE (2024-081) Council Member Larochelle, seconded by Council Member Albert, moved to approve the Consent Agenda as presented.
Order Passed – Vote 7-0.

Approve Liquor Catering Permit for Nonesuch River Brewing for Blues Festival

Renewal of Itinerant Vendor Permit for Riverside Flea Market

Set Hearings for Victualer's Permits for Mr. Sea's Seafood & Halo Sips (Food Trucks) for May 21, 2024

Municipal Accounts Payable Warrants $ 206,221.88

Municipal Payroll Warrants $ 213,112.45

School Accounts Payable Warrants $ 201,392.17

School Payroll Warrants $ 375,737.76

COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

Approve acceptance of Haggerty Realty Bid to Serve as Realtor for Town of Lisbon Foreclosed Properties

Mr. Michalowski stated that an RFP was put out, there was one qualified bid from Haggerty Realty for 4% of the sale price.

Councilor Larochelle said that Ms. Haggerty has served us well in the past. Town attorney Cam Ferrante said the brokerage fees are returnable to the town. He explained that if the sale doesn't cover the expenses and liens then that is a loss to the Town.

VOTE (2024-082) Council Member Albert, seconded by Vice Chair Robishaw, moved to Approve acceptance of Haggerty Realty Bid to Serve as Realtor for Town of Lisbon Foreclosed Properties.
Order Passed – Vote 7-0.

Amend Article IV. Recreation Activities On Public Ways for extended ATV Access - Second Reading

Councilor Moore stated that he would like more information from the neighbors, he would like them to be canvassed. Chief McGee said that he would come to Council if complaints were received. He said that Safety is the first concern. Council discussed the Access additionally, and allowed Aaron Martel, Vice President of the Riverside Trailriders, to speak. He said that he understands that Council wishes residents to know.

Councilor Moore made a motion to postpone the vote to May 21st. There was no second, motion died.

Additional discussion included Chief McGee's confirmation that Main Street was not chosen for ATV access, and Councilor Larochelle urged the clubs to do the work and check with the neighborhoods. The Chair gave Jason Smith permission to speak. Mr. Smith said he felt the side streets are less of an issue than Main Street.

VOTE (2024-083) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to Amend Article IV. Recreation Activities on Public Ways, Division 1, Sec. 50-263 (c) Use and operation of Lisbon ATV access routes, Sec. 50-264. ATV access routes, Sec. 50-265. Signs.
Roll Call Vote:
Yeas – Vice Chair Robishaw, Council Member Cain, Council Member Keller, Council Member Larochelle, Council Member Lunt, Council Member Albert.
Nays – Council Chair Moore.
Order Passed – Vote 6-1.

Adopt Special Events Ordinance - Second Reading

Mr. Michalowski said we are seeing a lot more events and this will address traffic, health and safety. He said a working group was formed for policy and application needs in addition to the ordinance work. He said this will create a permit process, we have historically not had one, and will help the town recupe expenses.

VOTE (2024-084) Council Member Larochelle, seconded by Council Member Albert, moved to Adopt the new Special Events ordinance as presented.
Roll Call Vote:
Yeas – Council Chair Moore, Vice Chair Robishaw, Council Member Cain, Council Member Keller, Council Member Larochelle, Council Member Lunt, Council Member Albert.
Nays – None.
Order Passed – Vote 7-0.

Authorize Utilization of Unspent Funds for Appropriation of Funds towards Planning Director Position

Mr. Michalowski said the intent is to use money we have to make a transfer of $19,000.00 of unspent money, this will help fund the new position created for a Planning Director position. Councilor Larochelle said it is timely, and Councilor Albert added that we need to get funding in place.

VOTE (2024-085) Council Member Larochelle, seconded by Council Member Albert, moved to Authorize use of unspent funds for appropriation of funds to finance the new Planning Director Position.
Order Passed – Vote 6-1.

Authorize the Restoration of the Public Works Operations Manager position

In consideration of the evolving operational requirements of the Public Works Department, I propose the restoration of the Public Works Operations Manager position. This position, previously vacated around 2019 due to a retirement. The Public Works Operations Manager role will better reflect its responsibilities, and serve as a non-union supervisory position within the department. Responsibilities and duties associated with this role remain unchanged, aimed at overseeing various operational aspects including project management, personnel coordination, and departmental administration. This action carries no budgetary impact and is aimed at clarifying job descriptions and maintaining operational efficiency within the Public Works Department. There was no discussion.

VOTE (2024-086) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to Authorize the Town Manager to restore the Public Works Operations Manager position, with a title change reflecting its historical responsibilities. .
Order Passed – Vote 7-0.

Approve School Budget and School CIP Budget for 2024-25

Dr. Green provided updated subsidy report and warrant articles. He said the total increase to taxes will be $552,564.00, a 7.2% increase, and overall $845,677.00 to $713,769.00, about a 6% increase. He said the wrong numbers were used to calculate the 9.1% previously, the Finance Committee had used the wrong numbers.

The School Committee will vote on the budgets at a Special Meeting on Monday, May 6th. Information will be shared online and with the Council as soon as possible.

VOTE (2024-087A) Council Member Larochelle, seconded by Vice Chair Robishaw, moved to Approve Article 1 of the School Budget and School CIP Budget for Fiscal Year 2025:
ARTICLE 1: To see what sum the Council will authorize the Lisbon School Department to appropriate for the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act (Recommend $16,519,388) and to see what sum the Council will raise as the Town's contribution to the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act in accordance with the Maine Revised Statutes, Title 20- A, section 15688.
School Committee Recommends $ 4,784,053
Roll Call Vote:
Yeas – Council Chair Moore, Vice Chair Robishaw, Council Member Cain, Council Member Keller, Council Member Larochelle, Council Member Lunt.
Nays – Council Member Albert.
Order Passed – Vote 6-1.

VOTE (2024-087B) Council Member Larochelle, seconded by Council Member Cain, moved to Approve Article 2 of the School Budget and School CIP Budget for Fiscal Year 2025:
ARTICLE 2: To see what sum the Council will authorize the Lisbon School Department to raise and appropriate for the annual payments on debt service previously approved by the legislative body for non-state-funded school construction projects, or non-state-funded portions of school construction projects in addition to the funds appropriated as the local share of the school administrative unit's contribution to the total cost of funding public education from pre-kindergarten to grade 12.
Amount Recommended $ 421,264
Roll Call Vote:
Yeas – Council Chair Moore, Vice Chair Robishaw, Council Member Cain, Council Member Keller, Council Member Larochelle, Council Member Lunt.
Nays – Council Member Albert.
Order Passed – Vote 6-1.

VOTE (2024-087C) Council Member Larochelle, seconded by Council Member Cain, moved to Approve Article 3 of the School Budget and School CIP Budget for Fiscal Year 2025:
ARTICLE 3: Shall the Town of Lisbon raise and appropriate $3,056,111 in additional local funds, which exceeds the State's Essential Programs and Services allocation model by an additional $367,831 as required to fund the budget recommended by the school committee. The school committee recommends $3,056,111 for additional local funds and gives the following reasons for exceeding the
State's Essential Programs and Services funding model by an additional $367,831.
School Committee Recommends $ 3,056,111
Roll Call Vote:
Yeas – Council Chair Moore, Vice Chair Robishaw, Council Member Cain, Council Member Keller, Council Member Larochelle, Council Member Lunt.
Nays – Council Member Albert.
Order Passed – Vote 6-1.

VOTE (2024-087D) Council Member Larochelle, seconded by Council Member Cain, moved to Approve Article 4 of the School Budget and School CIP Budget for Fiscal Year 2025:
ARTICLE 4: To see what sum the Council will authorize the Lisbon School Committee to expend for the fiscal year beginning July 1, 2022 and ending June 30, 2023 from the Town's contribution to the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act, non-state-funded school construction projects, additional local funds for school purposes under the Maine Revised Statutes, Title 20-A, section 15690, unexpected balances, tuition receipts, state subsidy and other receipts for the support of schools.
School Committee Recommends $ 20,576,393
Roll Call Vote:
Yeas – Council Chair Moore, Vice Chair Robishaw, Council Member Cain, Council Member Keller, Council Member Larochelle, Council Member Lunt.
Nays – Council Member Albert.
Order Passed – Vote 6-1.

VOTE (2024-087E) Council Member Larochelle, seconded by Council Member Keller, moved to Approve Article 5 of the School Budget and School CIP Budget for Fiscal Year 2025:
ARTICLE 5: To see if the Council will authorize the Lisbon School Department to appropriate $25,153 for Adult Education and raise $15,885 as the local share; with authorization to expend any additional, incidental, or miscellaneous receipts in the interest and for the well-being of the adult education program.
School Committee Recommends: Yes
Roll Call Vote:
Yeas – Council Chair Moore, Vice Chair Robishaw, Council Member Cain, Council Member Keller, Council Member Larochelle, Council Member Lunt.
Nays – Council Member Albert.
Order Passed – Vote 7-0.

VOTE (2024-087F) Council Member Larochelle, seconded by Council Member Cain, moved to Approve Article 6 of the School Budget and School CIP Budget for Fiscal Year 2025:
ARTICLE 6: To see what sum the Council will authorize the Lisbon School Department to expend for Adult Education.
School Committee Recommends $ 28,653
Roll Call Vote:
Yeas – Council Chair Moore, Vice Chair Robishaw, Council Member Cain, Council Member Keller, Council Member Larochelle, Council Member Lunt.
Nays – Council Member Albert.
Order Passed – Vote 7-0.

VOTE (2024-087G) Council Member Larochelle, seconded by Council Member Albert, moved to Approve Article 7 of the School Budget and School CIP Budget for Fiscal Year 2025:
ARTICLE 7: In addition to amounts approved in the preceding articles, shall the Council authorize the School Committee to expend sums as may be received from federal or state grants or programs or other sources during the fiscal year for school purposes, provided that such grants, programs or other sources do not require the expenditure of other funds not previously appropriated?
School Committee Recommends: Yes
Roll Call Vote:
Yeas – Council Chair Moore, Vice Chair Robishaw, Council Member Cain, Council Member Keller, Council Member Larochelle, Council Member Lunt.
Nays – Council Member Albert.

Order Passed – Vote 7-0.

OTHER BUSINESS

Council Committee Reports:
Councilor Albert reported that the School Committee focused discussion on the School Budget.

School Committee – Councilor Albert

Planning Board –Councilor Larochelle
Councilor Larochelle said ordinance changes adn potential projects were discussed.

Lisbon Development Committee – Councilor Larochelle
No report.

Conservation Commission – Councilor Moore
No report.

Parks & Recreation Committee – Councilor Moore
No report.

County Budget Committee – Councilor Moore
No report.

Library Governing Board – Councilor Keller
Councilor Keller sid the summer reading program has started for both children and adults, and added that the Playhouse is open in the garden.

Water Commission – Councilor Robishaw
No report.

Finance Committee – Councilor Robishaw
No report.

Town Manager's Report
Mr. Michalowski reported on the following items:

- Hatch Road repairs: He spoke with residents there, is researching roads and agreements. A portion of the road is planned for 2025. There will be a future discussion regarding discontinuing roads.
- Public Safety Building Committee: Councilors Albert and Larochelle will be on the committee, and we are receiving applications from residents.

PD Budget Transfer Request
Mr. Michalowski explained that the Police Department would like to buy out the Harley Davidson for a long-term savings, reducing the 2025 budget by $5,000.00.

VOTE (2024-087H) Council Member Larochelle, seconded by Council Member Albert, moved to authorizet he Town Manager to work with the Finance Director to change the account type and make the transfer as presented by the Town Manager.
Order Passed – Vote 7-0.

Town Manager's FY25 Budget Update
Town Manager Glenn Michalowski presented the updated FY 2025 budget information to the Council.

Western Maine Transportation Yearly Update
Craig Zurhorst, Community Relations Manager for Western Maine Transportation, explained the new schedule and reported on the use of the Lisbon Connection. He said the Blue Line has started with 3

runs per day, they are combining and improving services due to budgeting. Lisbon residents can now use the bus to go to both Lewiston and Bath. Mr. Zurhorst offered to answer any questions from Council and the Town Manager. He assured Council that there will be surveys to check on how the ridership views the new services.

Finance Committee FY25 Budget Recommendations

Mr. Michalowski said the highlights of the committee's budget included a $5,000 cut from economic development, $1,000 for roof repairs, $185,498 should be from a grant, reduce Police Department budget by $200,017, and defer the revaluation for assessing. This means the rise in taxes would be 1/4 mill, with a $1,147,738 decrease.

Council Schedule Discussion for Remainder of Year

Council discussed the meeting schedule for the remainder of the year and decided on the following dates: June 18, July 16, August 20, September 17, October 1 & 15, November 19, December 3 & 17. There was general consensus that additional meetings may be added when necessary.

APPOINTMENTS

None.

COUNCIL COMMUNICATIONS

Councilor Larochelle asked about street Cleanup, Mr. Michalowski said it will be discussed at the Department Head meeting, the sweeper is fixed.

Councilor Albert reminded residents that the weather is nice, look twice for motorcycles to save a life.

Councilors Robishaw and Larochelle asked about looking at annual brush cleanup. Mr. Michalowski said he will look into it.

AUDIENCE PARTICIPATION & RESPONSE TO NEW ITEMS

Police Chief McGee announced Memorial Day is Monday and described the Parade route. He said it is a small but important parade.

EXECUTIVE SESSION

Executive Session for Consultation with Legal Counsel Regarding Potential Litigation per 1 M.R.S.A. 405(6)(E)

VOTE (2024-088) Council Member Albert, seconded by Council Member Larochelle, moved to enter into Executive Session for Consultation with Legal Counsel Regarding Potential Litigation per 1 M.R.S.A. 405(6)(E) at 9:23 pm.

Order Passed – Vote 7-0.

COUNCIL ORDER

Authorize Town Manager to Commence Land Use Enforcement Action

VOTE (2024-088) Council Member Albert, seconded by Council Member Larochelle, moved to Authorize the Town Manager to consult with legal counsel and take necessary land use enforcement action regarding the stop work order issued at 743 Lisbon St.

Order Passed – Vote 6-1 (Larochelle)

ADJOURNMENT

To Adjourn

Adjournment time was not noted. The meeting ended sometime after 9:30 pm, following the vote made after the Executive Session.

_____

Lisa M. Ward, Council Secretary

Date Approved:

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: Summer Intern Project Report
Date: August 20, 2024

Summary

Oscar Herrera, Town Intern, will report on town projects.

Recommendation

Attachments

1. Lisbon Internship Summary Draft

Dear Members of the Council,

This summer, I had the privilege of serving as an intern in the planning and economic development offices for the town of Lisbon. I started in May, and the past few months have flown by as I have been busy working on several projects related to the town's infrastructure, public safety, and economic development.

One main focus has been supporting the development of a new consolidated public safety building to replace the existing police and fire stations. I began this project by researching the public safety building committees and facilities in comparable Maine towns to gather insights on timelines, milestones, and best practices. I then joined Police Chief Ryan McGee and Fire Chief Nate LeClair on multiple ride-alongs to survey potential sites, examine deficiencies in the current facilities, and understand land and space needs for the new development. With this information, I worked on developing a template for the website dedicated to the public safety building project, referencing the space-needs analysis that had already been conducted, and displaying plans for the future of this ongoing development. For the public safety building committee, I analyzed various land parcels and identified over 30 suitable sites for the new facility, focusing on topography, size, and accessibility, which I believe were presented at the committee meetings.

Another significant aspect of my internship involved mapping and documenting the town's critical infrastructure. I had limited experience with GIS software, so I taught myself how to use Marplot—EPA's disaster response GIS mapping tool—and used this software to compile and map layers of essential town assets, including healthcare facilities, public safety buildings, utilities, and buried assets such as water mains. This project aimed to create a comprehensive view of the town's critical infrastructure to support emergency response planning and to enhance the town's ability to plan for critical infrastructure projects. I believe these files will eventually be integrated into the town's public mapping system.

Finally, I contributed to several projects in the broad category of economic and community development under the guidance of Ross Cunningham. One of my projects included organizing and updating the town's business directory, ensuring it included accurate and comprehensive information on local businesses. I conducted research on a handful of specific properties, including historical deed analyses to understand the property divisions in town. Additionally, I played a role in organizing and facilitating community events such as Ross' successful "Tasty Tuesdays" food truck nights. My tasks included setup, coordination, and cleanup, as well as engaging with community members and vendors to ensure successful events.

This 12-week internship has provided me with valuable insights into planning and economic development. I have gained a heightened understanding of the behind-the-scenes of municipal government, as well as the importance of community engagement and interpersonal connections in all aspects of public-sector work. I am grateful I had the opportunity to contribute to the town of Lisbon and would like to thank the town council as well as my supervisors, Sarah Bennett and Ross Cunningham, for all of their guidance and support throughout this internship.

Best,
Oscar Herrera

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: Election Update
Date: August 20, 2024

Summary
Election Day is approaching, the Clerk's office seeks poll workers and is preparing for a large turnout.

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: Update of the Public Works Building - Mold Remediation and Long-Range Planning for Space
Date: August 20, 2024

Summary

PW Director, Pat Maloy will provide an update to the PW mold remediation and building plans (short and long-term planning). Memo will be attached.

Recommendation

N/A - Informational Update

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: Winter Snow Clearing of Lisbon Trail Network
Date: August 20, 2024

Summary

Parks and Recreation Director, Mark Stevens - with the support of Public Works Director, Pat Maloy, will provide an update to last year's discussion about winter clearing of walking trails and will make a recommendation for clearing and snowmobile use/ban. This is a discussion item sponsored by Council Chair Moore.

Recommendation

Attachments

1. Winter Trails 2024
2. WALKING PATH UPDATE

TOWN OF LISBON

Mark Stevens
Lisbon Parks & Recreation Director
18 School Street
Lisbon Falls, ME 04250
(207) 353-2289
mstevens@lisbonme.org

TO: Glenn Michalowski
Sarah Bennett

SUBJECT: Walking Path in the Winter

DATE: 8/13/2024

Glenn and Sarah,

I am writing to discuss the possibility of maintaining the Androscoggin River Trail (ART), Miller Trail, and Ricker Trail during the winter months to accommodate foot traffic.

Logistically, our Department could plow the Miller and Ricker sections with no problems. The Androscoggin River Trail would need a snow blower to move the snow due to the tight turns and elevations along the switchback and bridge. This area needs to be clear by contracted or Public Works sidewalk blower.

Our Department could do the plowing sections within our work plans as needed. We would prioritize the Town Office and other building parking lots each storm. After our priority sections are completed, we would groom the trails at Beaver Park and plow the Miller and Ricker trails.

Estimates that are within the scope of plowing the areas mentioned:
4 hours each storm, depending on the depth and weight of the snow. Could be 2 or it could be 6 or more. $1800.00 labor for 6 hours for 15 storms
Gas: $750 in fuel
Snow blowing it would be a PW or Contractor

Regards,

Mark Stevens

MEMORANDUM FROM
TOWN OF LISBON
PUBLIC WORKS

TO: GLENN MICHALOWSKI, TOWN MANAGER

FROM: PATRICK MALOY, PUBLIC WORKS DIRECTOR

SUBJECT: WALKING PATH WINTER MAINTENANCE

DATE: AUGUST 13, 2024

It is my understanding that Harry Moore has requested the town to check into the winter maintenance of the town's walking path.
I have reached out to Four Seasons Landscaping for a quote on how much it would cost to maintain estimated 3.9miles.

My goal would be to utilize our trackless snow blower (T-210) which we own and maintain to clear the walking path. Of course this would be after other town locations are taken care of and if time permits, with the understanding and no pressure to clear the walking trail day of the storm. I believe it would be a great starting point, in the sense that it may be an easier transition into becoming self-sufficient, where we are able to clear sidewalks and crosswalks in house.

Patrick Maloy
Public Works Director

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: Appointment to the Assessment Review Board
Date: August 20, 2024

Summary

Recommendation

Appoint Donald Fellows to the Board of Assessment Review.

Attachments

1. Fellows-Assessment Review

Town of Lisbon

PUBLIC HEARING

Notice is hereby given that the Lisbon Planning Board intends to hold a

Public Hearing on **August 22, 2024, at 7:00 PM** in the

Town Office Public Meeting Room to hear comments on:

Case #24-10 Conditional Use Application
Farewell My Friend – Goodbye Center for Pets
Amy Ruksznis
143 Lisbon St
Lisbon, ME

Case #24-11 Subdivision Review Application
Gervais Homes, LLC
223 Lisbon St
Lisbon, ME

The Public is invited to attend.

Mark Stambach
Code Enforcement Officer

24-9194

Town of Lisbon

Constable's
Return of Posting
State of Maine

Lisbon, Androscoggin, s.s.

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 in public places within the Town of Lisbon.

8.13.24
Date

Constable, Town of Lisbon

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: Appointment to the Library Board
Date: August 20, 2024

Summary
The Library Board met on August 14 to review applications for the open board position. The Board endorses Mary Slattery for the role due to her extensive history with public libraries in a larger city setting and her active involvement in the Friends of the Lisbon Library over the last year.

Recommendation
To Appoint Mary Slattery to the Library Board.

Attachments
1. Slattery-Library

TOWN OF LISBON

300 Lisbon Street, Lisbon, Maine, 04250
Telephone 353-3000 Fax 353-3007

APPLICATION FOR APPOINTMENT TO BOARD OR COMMITTEE

Please Check One:

- ☐ Board of Appeals
- ☐ Planning Board
- ☐ Conservation Commission
- ☐ Recreation Committee
- ☐ Ethics Panel
- ☐ Lisbon Development Committee
- ☒ Library Governing Board
- ☐ Assessment Review Board
- ☐ Cemetery Committee
- ☐ Other

Application Date: 07/06/2024	
Name: Mary Slattery	
Street Address: 9 Elderberry Ln., Lisbon Falls 04252	
Mailing Address: same as above	
Email Address: marywslatt@gmail.com	
Home Phone: NA	Cell Phone: 515-250-1194
Occupation: retired librarian	Employer: —
How long have you lived in Lisbon? approx. 2 years	
Have you attended any of the meetings of the board/committee for which you are applying? NO	
Are you interested in other committees? If so, please list in priority order.	
Please list any contributions or improvements you feel you can make to the committee:	
I have 10 years of experience working in a public library in a large city.	

Form submission from: Board Application

Lisbon ME via Lisbon ME <cmsmailer@civicplus.com>
Sat 7/6/2024 10:45 AM
To:Lisa Ward <LWard@lisbonme.org>

Submitted on Saturday, July 6, 2024 - 10:45am
Submitted by anonymous user: 2603:7080:c53a:9bf9:c422:c3f:1d10:df4f
Submitted values are:

Full Name: Mary Slattery
Street Address: 9 Elderberry Lane, Lisbon Falls 04252
E-Mail: marywslatt@gmail.com [1]
Phone Number: 515-250-1194
I am applying for: : Library Governing Board
Occupation: I am a retired children's librarian.
Skills and Experience: I was a children's librarian for the City of Des Moines, Iowa for 10 years and an avid library patron for my whole life. My job involved serving the public to search appropriate reading materials for all ages and organize programs and story times for children . I know how important a vibrant and engaged library is for the community and as a source of accurate information and equal access to that information for all citizens.
Tell us why you would like to serve on this committee and what experience you would be bringing: I want to share my belief in the continuing importance of libraries and ensure that our library will continue to be an important part of life in our town. My experience in a large city library has made me aware of the forces that might want to diminish the role of libraries in our culture and I look forward to strengthening the Lisbon Library as part of Maine's commitment to literacy and freedom of information .
File Attachments:
https://www.lisbonme.org/system/files/webform/board_application_2.pdf [2]
Have you participated in or been a member of any town committees or boards?
Friends of the Lisbon Library

The results of this submission may be viewed at:
https://www.lisbonme.org/node/24386/submission/3496 [3]

[1] mailto:marywslatt@gmail.com
[2] https://www.lisbonme.org/system/files/webform/board_application_2.pdf
[3] https://www.lisbonme.org/node/24386/submission/3496